

# Multifamily Eligibility System (MES)

Eligibility User Guide

June 2024

NONPUBLIC



## Table of Contents

Post-Securitization Primary Servicer Reporting	. 3
Monthly Due	. 3
Quarterly Due	. 6
Annual Due	10
View Approved Certifications	13
Pre-Securitization Annual Certification (16M, 17M or 1110M)	14
Exhibit F	18
User Role Changes	23
Adding a New User	23
Removing a User	25
Change Role Privileges	26
Reset Password	27
Vendor Inventory	28
Adding a Material Vendor	29
Deleting a Material Vendor	31
MES User Roles	32



## Post-Securitization Primary Servicer Reporting

#### Monthly Due

- 1. Log into MES.
- 2. Navigate to the Post Securitization tab on the left-hand side and select Post Securitization Monthly Due to view any records in the queue. Menu will show the certification month and due date.

Freddie Mac	Multifamily Eligibility System		
Pre Securitization Annual Cert  Insurance	Post Securitization - Monthly Due		
Custodial	Drag a column header and drop it here to group by that column		
Post Securitization   Post Securitization - Annual Due	Export to Excel Clear Filters		
Post Securitization - Quarterly Due	Menu Counterparty Name Sub Servicer Name	Certification Month	Due Date
Post Securitization - Monthly Due	T	Y	Ţ
User Management	The second	October	11/25/2019
Contacts	( 4 1 b b)	Page: 1 of 1 Go Page size: 1 Change	

3. Select the three-dash menu and click View Details to view all certifications due for that month.

#### Post Securitization - Monthly Due

Drag a column header and drop it here t	o group by that column		
Export to Excel OClear Filters			
Menu Counterparty Name	Sub Servicer Name	Certification Month	Due Date
	T	T	T
Upload Documents	RT1 Counterparty	October	11/25/2019
View Details		Page: 1 of 1 Go Page size: 1 Change	

A pop-up will appear displaying all certifications due for that month.

🖹 ME	s																			4	- 0 0	1
Pop sis N sis si	up - ame tatus	Post Sec	Monthly Detail			RT1 Act	Counterparty															
Drag	a colum	n header and dr	op it here to group by that co	lumn																		
0	Submit 1	To FM 🔘 Add	Exception/s (Servicer)	emove Except	ion/s (Servicer)	Clear Filb	irs															Ĩ
	Menu	Exception	Counterparty Nam	e Org ID	Fn	equency	Sub Servicer Name	Date of Servi	ing Agreement	S/S #	3	Deal Name		Document Name	Date Due		Date Submittee		Variance		Closing Date	1
			T		T		T		T		T		T	T		T		T		T		1
	=		RT1 Counterparty	5555	M	onthly	RT1 Counterparty	08/01/2015		999000		FRESB15582		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17	-	08/28/2015	
	$\equiv$		RT1 Counterparty	5555	м	onthly	RT1 Counterparty	04/01/2016		999000		FRESB165B15		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17		04/29/2016	
	H		RT1 Counterparty	5555	3.4	onthly	RT1 Counterparty	06/01/2016		999000		FRESB16SB17		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17	3	06/27/2016	
	$\equiv$		RT1 Counterparty	5555	M	onthly	RT1 Counterparty	08/01/2016		999000		FREMF16KX02		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17		08/25/2016	
	=		RT1 Counterparty	5555	14	onthly	RT1 Counterparty	12/01/2015		999000		FRESB15SB9		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17		12/22/2015	
	Ξ		RT1 Counterparty	5555	м	onthiy	RT1 Counterparty	03/01/2016		999000		FRESB165B13		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17		03/04/2016	
	≡		RT1 Counterparty	5555	M	onthly	RT1 Counterparty	10/01/2017		999000		FRESB17SB39		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17		10/18/2017	
	=		RT1 Counterparty	5555	M	onthly	RT1 Counterparty	10/01/2016		999000		FRESB165B23		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17		10/28/2016	
	Ξ		RT1 Counterparty	5555	14	onthly	RT1 Counterparty	01/01/2018		999000		FRESB18SB45		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17	1	01/29/2018	
	≡		RT1 Counterparty	5555	-34	onthly	RT1 Counterparty	07/01/2017		999000		FRESB17SB34		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17	1	07/26/2017	
	$\equiv$		RT1 Counterparty	5555	3.4	onthly	RT1 Counterparty	10/01/2015		999000		FRESB15586		Exhibit I: Monthly Escrow Account Certification	11/25/2019		11/08/2019		-17		10/30/2015	
	-		8T1 Counternarty	2222	3.6	oothby	RT1 Counternarty	02/01/2017		000000		EDECD170017		Fyhihit I- Monthly Ferrow Account Cartification	11/25/2010		11/08/2019		.17		02/27/2017	



4. Select the three-dash menu button titled View Post Securitization Documents to upload the certification(s).

Pop s/s Na s/s St	Up - ame atus	Post Se	c Mon	thly Detail					RT1 Co Active	unterparty											
Drag	a columi Submit T	o FM CD A	drop it he	on/s (Servicer)	colur	nn nove Exceptio	on/s (Servi	icer) 🖨 Clea	r Filters								_				-
	Menu	Exception		Counterparty Na	me	Org ID		Frequency		Sub Servicer N	Varne	Date of Servic	ing Agreement	S/S #		Deal Name	_	Document Name	Date Due		Da
			T		T		T		T		T		T		T		T	T		T	
•		-		RT1 Counterparty		5555	(	Monthly		RT1 Counterpa	irty	08/01/2015		999000		FRESB15SB2		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11
	≡	- Ap	View Post	Securitization Doc	umen	nts		Monthly		RT1 Counterpa	irty	04/01/2016		999000		FRESB16SB15		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11
	$\equiv$			RT1 Counterparty		5555		Monthly		RT1 Counterpa	arty	06/01/2016		999000		FRESB16SB17		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11
	$\equiv$			RT1 Counterparty		5555		Monthly		RT1 Counterpa	irty	08/01/2016		999000		FREMF16KX02		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11
	$\equiv$			RT1 Counterparty		5555		Monthly		RT1 Counterpa	arty	12/01/2015		999000		FRESB15SB9		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11
	$\equiv$			RT1 Counterparty		5555		Monthly		RT1 Counterpa	irty	03/01/2016		999000		FRESB16SB13		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11
	$\equiv$			RT1 Counterparty		5555		Monthly		RT1 Counterpa	irty	10/01/2017		999000		FRESB17SB39		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11,
	Ξ			RT1 Counterparty		5555		Monthly		RT1 Counterpa	irty	10/01/2016		999000		FRESB16SB23		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11
	$\equiv$			RT1 Counterparty		5555		Monthly		RT1 Counterpa	arty	01/01/2018		999000		FRESB18SB45		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11
	Ξ			RT1 Counterparty		5555		Monthly		RT1 Counterpa	arty	07/01/2017		999000		FRESB17SB34		Exhibit I: Monthly Escrow Account Certificat	ion 11/25/2019		11,

5. A pop-up will appear. Upload the appropriate Exhibit I certification file(s). First click Add to select the file from your computer. After the file has been added, click Upload. Once the file(s) have been uploaded, close the pop-up window.

E MES			÷	s -		×
Pop Up Post Securitization - Documents C						~
Pop Up Post Securitization - Documents						
l Hanna Marin						
Nome     New       folder     Download       Upload     Open       Upload Files		3	]			
Organize New Transfer Select files to be uploaded		1 files, 20 KB	Ture		Cine	
PopUpPostSecuritizationDocu Name	Size Type	Status	туре		SIZE	
Test- Client Name- Exhibit I	20 KB DOCX File	Pending				
0 items					) 	

6. If reporting any exceptions on the certification, select the deal and click Add Exception. An exception flag will appear under the Exception column. To remove the exception, click Remove Exception.



Pop Up - S/S Name S/S Status	Post Sec	Mont	hly Detail			RT1 Activ	Counterparty e								
Drag a colum	in header and dr	op it here	to group by that co	lumn											
O Submit	To FM O Add	l Exceptio	n/s (Service	lemove Excep	tion/s (Servi	cer) 🗢 Clear Filte	5								
Menu	Exception		Counterparty Nan	e Org ID		Frequency	Sub Servicer Name	Date of Servicing Agreement	S/S #	Deal Name	Document Name	Date Due		Date Submitted	1
		T	T		T		T	T		T	r T		T	T	11
<b>v</b>	Δ		RT1 Counterparty	\$555		Monthly	RT1 Counterparty	08/01/2015	999000	FRESB15SB2	Exhibit I: Monthly Escrow Account Certification	n 11/25/2019		11/08/2019	
× ×	▲ ▲		RT1 Counterparty RT1 Counterparty	5555 5555		Monthly Monthly	RT1 Counterparty RT1 Counterparty	08/01/2015 04/01/2016	999000 999000	FRESB155B2 FRESB165B15	Exhibit I: Monthly Escrow Account Certificatio Exhibit I: Monthly Escrow Account Certificatio	n 11/25/2019 n 11/25/2019		11/08/2019 11/08/2019	

7. Submit the certifications and attached files to Freddie Mac by selecting the deal(s) and clicking Submit to FM. You can select and submit multiple deals at once.

E	MES																				0 0		83
1	op Up	Post S	ec Mon	thly Detail																			
1	S/S Name						RT1 Cou	unterparty															
	S/S Status						Active																
١.																							
	Drag a colun	in header an	nd drop it he	re to group by that colu	imn																		
	O Submit	To FM	Add Except	ion/s (Servicer) 🗢 Re	move Exception	on/s (Servicer) 🗢 Cle	ar Filters																
	Menu	Exception	n	Counterparty Name	Org ID	Frequency		Sub Servicer Name	Date of Serv	icing Agreement	5/5 #		Deal Name		Document Name	Date Due	Da	te Submitted	Variance		Closing Di	ite	Exe
			T	T		T	T	T		T	2	T		T	T		T	Y		T		T	
	•	4		RT1 Counterparty	5555	Monthly		RT1Sub-Servicer	11/01/2016		999000		FREMF16KJ09		Exhibit E Monthly Escrow Account Certification	12/25/2018					11/30/201	õ	Yei
	<b>V</b>																						
				RT1 Counterparty							999000												
í.	~			RT1 Counterparty		Monthly		RT1Sub-Servicer							Exhibit I: Monthly Escrow Account Certification								

After you submit the certifications to Freddie Mac, a confirmation will be sent to you to confirm the submission was received.





## Quarterly Due

- 1. Log into MES.
- 2. Navigate to the Post Securitization tab on the left-hand side and select Post Securitization Quarterly Due to view all deals that require certifications for that quarter.

Freddie Mac	Multifamily Eligibility System		
Pre Securitization Annual Cert	Client Post Securitization - Quarterly Due		
Custodial	Drag a column header and drop it here to group by that column		
Post Securitization Post Securitization - Annual Due	Export to Excel Clear Filters		
Post Securitization - Quarterly Due	Menu Counterparty Name Sub Servicer Name	Certification Quarter	Due Date
Post Securitization - Monthly Due	T	T	T
Post Securitization - Complete			
User Management	R11 Counterparty R11 Counterparty	Q4	01/23/2020
Contacts	H d 1 b bl	Page: 1 of 1 Go Page size: 1 Change	
Other Forms			

## 3. Select the three-dash menu and click View Details to view all certifications due for that quarter.

FreddieMac	Multifamily Eligibility System		
Pre Securitization Annual Cert  Insurance	Client Post Securitization - Quarterly Due		
Custodial	Drag a column header and drop it here to group by that column		
Post Securitization	Export to Excel 🗢 Clear Filters		
Post Securitization - Quarterly Due	Menu Counterparty Name Sub Servicer Name	Certification Quarter	Due Date
Post Securitization - Monthly Due	T	T	T
Post Securitization - Complete	RT1 Counterparty	04	01/23/2020
User Management Contacts Other Forms	Upload Documents	Page: 1 of 1 Go Page size: 1 Change	

A pop-up window will appear displaying all the deals that are due for that quarter.

Pop	Up - Po	st Sec Quarte	rly De	tail Counterparty S																		
S/S Na	me						R	T1 Counte	erparty													
3/S Sta	atus						2	Active														
Pop	Up - Po	st Sec Quarte	rly De	tail																		
Drag a	a column	header and dro	o it her	e to group by that colu	mn																	
© 5	iubmit To	FM O Add	xcepti	on/s (Servicer) 🗢 Re	nove Exceptio	on/s (Servici	er) 🗢 Clear	Filters														
	Menu	Exception		Counterparty Name	Org ID		Frequency	1	Date of Servi	cing Agreement	Sub Servicer Name	S/S #		Deal Name		Document Name	Date Due		Date Submitted	Variance		Closing Dat
			T	T		T		T		T	T		T		Ŧ	T		T	T		T	
	=			RT1 Counterparty	5555		Quarterly	(	08/01/2015		RT1 Counterparty	999000		FRESB155B2		Exhibit E: Quarterly Servicing Certification	01/23/2020				. K	08/28/2015
	Ξ			RT1 Counterparty	5555		Quarterly	1	10/01/2017		RT1 Counterparty	999000		FRESB175B39		Exhibit E: Quarterly Servicing Certification	01/23/2020					10/18/2017
	≡			RT1 Counterparty	5555		Quarterly	0	01/01/2018		RT1 Counterparty	999000		FRESB185B45		Exhibit E: Quarterly Servicing Certification	01/23/2020				6	01/29/2018
	=			RT1 Counterparty	5555		Quarterly	(	04/01/2016		RT1 Counterparty	999000		FRESB16SB15		Exhibit E: Quarterly Servicing Certification	01/23/2020					04/29/2016
	$\equiv$			RT1 Counterparty	5555		Quarterly	3	10/01/2015		RT1 Counterparty	999000		FRESB15586		Exhibit E: Quarterly Servicing Certification	01/23/2020					10/30/2015
	$\equiv$			RT1 Counterparty	5555		Quarterly	(	03/01/2016		RT1 Counterparty	999000		FRESB16SB13		Exhibit E: Quarterly Servicing Certification	01/23/2020					03/04/2016
	$\equiv$			RT1 Counterparty	5555		Quarterly	(	07/01/2017		RT1 Counterparty	999000		FRESB17SB34		Exhibit E: Quarterly Servicing Certification	01/23/2020					07/26/2017
	≡			RT1 Counterparty	5555		Quarterly	0	02/01/2017		RT1 Counterparty	999000		FRESB175B27		Exhibit E: Quarterly Servicing Certification	01/23/2020					02/27/2017
	=			RT1 Counterparty	5555		Quarterly	(	06/01/2016		RT1 Counterparty	999000		FRESB16SB17		Exhibit E: Quarterly Servicing Certification	01/23/2020					06/27/2016
	$\equiv$			RT1 Counterparty	5555		Quarterly	1	10/01/2015		RT1 Counterparty	999000		FRESB16SB23		Exhibit E: Quarterly Servicing Certification	01/23/2020					10/28/2016
Π.	=			RT1 Counterparty	5555		Quarterly		12/01/2015		RT1 Counterparty	999000		FRESB155B9		Exhibit E: Quarterly Servicing Certification	01/23/2020					12/22/2015



4. Select the three-dash menu button titled View/Add Documents to upload the certification(s) due.

Pop	Up -	Post Sec Qua	arterly Detail																
Pop	Up - Po	ost Sec Quarterly I	Detail Counterparty S	u															
S/S N	ame					RT1	Counterparty												
S/S S	atus					Acti	ive												
Pop	Up - Po	ost Sec Quarterly I	Detail																
Drag	a columr	n header and drop it h	ere to group by that colu	imn															
0	Submit T	o FM O Add Excep	otion/s (Servicer) 🗢 Re	move Exception	on/s (Servicer)	Clear Fil	iters												
	Menu	Exception	Counterparty Name	Org ID	Frequ	ncy	Date of Serv	icing Agreement	Sub Servicer Name	S/S #	Deal Name		Document Name	Date Due		Date Submitted	Variance	Clor	ising Date
		T	Υ		T		T	T	T		T	T	T		T	T		T	
•		View/Add Documen	ts nterparty	5555	Quarte	ły	08/01/2015		RT1 Counterparty	999000	FRESB155B2	-	Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	08/	28/2015
	=		KII Counterparty	5555	Quarte	ły	10/01/2017		RT1 Counterparty	999000	FRESB17SB39		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	10/7	/18/2017
	≡		RT1 Counterparty	5555	Quarte	ty	01/01/2018		RT1 Counterparty	999000	FRESB18SB45		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	01/2	/29/2018
	Ξ		RT1 Counterparty	5555	Quarte	ty	04/01/2016		RT1 Counterparty	999000	FRESB16SB15		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	04/3	/29/2016
	$\equiv$		RT1 Counterparty	5555	Quarte	ły	10/01/2015		RT1 Counterparty	999000	FRESB15SB6		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	10/7	/30/2015
	$\equiv$		RT1 Counterparty	5555	Quarte	ty	03/01/2016		RT1 Counterparty	999000	FRESB16SB13		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	03/0	/04/2016
	$\equiv$		RT1 Counterparty	5555	Quarte	tγ	07/01/2017		RT1 Counterparty	999000	FRESB17SB34		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	07/3	/26/2017
	$\equiv$		RT1 Counterparty	5555	Quarte	ty	02/01/2017		RT1 Counterparty	999000	FRESB17SB27		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	02/3	/27/2017
	$\equiv$		RT1 Counterparty	5555	Quarte	ty	06/01/2016		RT1 Counterparty	999000	FRESB165B17		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	06/7	/27/2016
	$\equiv$		RT1 Counterparty	5555	Quarte	ly	10/01/2016		RT1 Counterparty	999000	FRESB16SB23		Exhibit E: Quarterly Servicing Certification	01/23/2020		11/08/2019	-76	10/3	/28/2016

5. A pop-up window will appear for you to upload the appropriate Exhibit E certification file(s). First click Add to select the file from your computer. After the file has been added, click Upload. Once the file(s) have been uploaded, close the pop-up window.

E MES									Þ	9	-		×
Pop Up	Post Sec	uritizatio	n - Docume	ents C									^
Pop Up	Post Securitiz	ation - Docu	ments										
Home	View												
Delete	New	Download U;	pload Open	Select all			I	3					
Organize	New	Transfer	Upload Files										
Po		izationDocu	Select	files to be uploa	ded		1 files, 20 KB	Туре				Size	
F0	poprosisecuni	zationbocu	Name		Size	Туре	Status						
		ł	1	2	20 KB	DOCA FILE	rending						
0 items			Add	Upioad			Close					•	

6. If reporting any exceptions on the certification, select the deal and click Add Exception. An exception flag will appear under the Exception column. To remove the exception, click Remove Exception.



Pop	Up - Po	ost Sec Quarte	rly De	tail Counterparty Se	u																		
5/S Na	ame						1	RT1 Cour	terparty														
s/s st	tatus							Active															
Рор	Up - Po	ost Sec Quarte	rly De	tail																			
Drag	a columr	n header and dro	p it her	e to group by that colu	mn																		
0	Submit T	o FM O Add I	Excepti	on/s (Servicer) 🗢 Re	move Exceptio	on/s (Servi	icer) 🗢 Clea	r Filters															
	Menu	Exception		Counterparty Name	Org ID		Frequency		Date of Serv	icing Agreement	Sub Servicer Name	5/5 #		Deal Name		Document Name	Date Due		Date Submitted	Variance		Closing Date	
			Ŧ	T		T		T		T	T		T		T	T		T	T		T		1
	=			RT1 Counterparty	5555		Quarterly		08/01/2015		RT1 Counterparty	999000		FRESB15SB2		Exhibit E: Quarterly Servicing Certification	01/23/2020					08/28/2015	
	$\equiv$	4		RT1 Counterparty	5555		Quarterly		10/01/2017		RT1 Counterparty	999000		FRESB17SB39		Exhibit E: Quarterly Servicing Certification	01/23/2020					10/18/2017	
	$\equiv$			RT1 Counterparty	5555		Quarterly		01/01/2018		RT1 Counterparty	999000		FRESB18SB45		Exhibit E: Quarterly Servicing Certification	01/23/2020					01/29/2018	
	=	A		RT1 Counterparty	5555		Quarterly		04/01/2016		RT1 Counterparty	999000		FRESB16SB15		Exhibit E: Quarterly Servicing Certification	01/23/2020					04/29/2016	
	=			RT1 Counterparty	5555		Quarterly		10/01/2015		RT1 Counterparty	999000		FRESB15SB6		Exhibit E: Quarterly Servicing Certification	01/23/2020					10/30/2015	
	$\equiv$			RT1 Counterparty	5555		Quarterly		03/01/2016		RT1 Counterparty	999000		FRESB16SB13		Exhibit E: Quarterly Servicing Certification	01/23/2020					03/04/2016	
	=			RT1 Counterparty	5555		Quarterly		07/01/2017		RT1 Counterparty	999000		FRESB17SB34		Exhibit E: Quarterly Servicing Certification	01/23/2020					07/25/2017	
	$\equiv$			RT1 Counterparty	5555		Quarterly		02/01/2017		RT1 Counterparty	999000		FRESB17SB27		Exhibit E: Quarterly Servicing Certification	01/23/2020					02/27/2017	
	$\equiv$			RT1 Counterparty	5555		Quarterly		06/01/2016		RT1 Counterparty	999000		FRESB16SB17		Exhibit E: Quarterly Servicing Certification	01/23/2020					06/27/2016	
	=			RT1 Counterparty	5555		Quarterly		10/01/2016		RT1 Counterparty	999000		FRESB16SB23		Exhibit E: Quarterly Servicing Certification	01/23/2020					10/28/2016	
	$\equiv$			RT1 Counterparty	5555		Quarterly		12/01/2015		RT1 Counterparty	999000		FRESB15SB9		Exhibit E Quarterly Servicing Certification	01/23/2020					12/22/2015	

7. Submit the certifications and attached files to Freddie Mac by selecting the deal(s) and clicking Submit to FM. You can select and submit multiple deals at once.

Pop	up - Post sec	Qua	terly Detail																		
Pop	Up - Post Sec Quar	erly De	tail Counterparty Su	1																	
S/S N	ame					1	Activo	nterparty													
3/3 3	atus						Active														
Pop	Up - Post Sec Quar	erly De	tail																		
Drag	a column header and d	op it he	re to group by that colu	mn																	
Ð	Submit To FM 🖸 Add	Excepti	on/s (Servicer) 🗢 Rei	nove Exception	on/s (Servi	cer) 🗢 Clea	r Filters														
	Menu Exception		Counterparty Name	Org ID		Frequency		Date of Serv	icing Agreement	Sub Servicer Name	S/S #		Deal Name		Document Name	Date Due		Date Submitted	Variance		Closing Date
		T	T		Ŧ		T		T	T		T		T	T		T	T		T	
~											999000		FRES815S82			01/23/2020					08/28/2015
~																					
~																					
~																					
~																					
~																					
~																					
~																					
~																					
~																					
-	H 4 1 F H										1	Page: 1	of 1 Go Page	size:	11 Change						

8. After you submit the certifications to Freddie Mac, a confirmation will be sent to you to confirm the submission was received.







#### Annual Due

- 1. Log into MES.
- 2. Navigate to the Post Securitization tab on the left-hand side and selects Post Securitization Annual Due to view any records in the queue. Menu will show the certification year and due date.

Notice there are two types of annual certifications – Exhibit D (due March 10 each year) and the Accountant Statement (due March 31 each year).

Freddie Mac	Multifamily Eligibility System		
Pre Securitization Annual Cert   Insurance  Custodial	Client Post Securitization - Annual Due		
Post Securitization	Drag a column header and drop it here to group by that column		
Post Securitization - Annual Due	Export to Excel Clear Filters		
Post Securitization - Quarterly Due	Menu Counterparty Name Sub Servicer Name	Certification Year	Due Date
Post Securitization - Monthly Due	T	T	T
Post Securitization - Complete			
User Management	RT1 Counterparty     RT1 Counterparty	2019	03/10/2020
Contacts	The second	2019	03/31/2020
Other Forms		Page: 1 of 1 Go Page size: 2 Change	

3. Select the three-dash menu and click View Details to view all certifications due for that year.

Freddie Mac	Multifamily Eligibility System		
Pre Securitization Annual Cert  Insurance Custodial	Client Post Securitization - Annual Due		
Post Securitization	Urag a column neader and drop it nere to group by that column		
Post Securitization - Annual Due	Export to Excel Clear Filters		
Post Securitization - Quarterly Due	Menu Counterparty Name Sub Servicer Name	Certification Year	Due Date
Post Securitization - Monthly Due	T	T	T
Post Securitization - Complete			
User Management	RT1 Counterparty RT1 Counterparty	2019	03/10/2020
Contacts	RT1 Co Upload Documents	2019	03/31/2020
Other Forms	I View Details	Page: 1 of 1 Go Page size: 2 Change	

A pop-up will appear displaying all annual certifications due.

Por	Up -	Post Sec	Ann	ual Detail																-		-	
Po	n Un - P	ost Sec Anni	al Deta	il Counterparty Sur	n																		
S/S 1	Name			,,			F	T1 Cour	nterparty														
S/S 5	Status						ł	ctive															
Pop	p Up - P	ost Sec Anni	ual Deta	8																			
Drag	g a colum	in header and d	rop it he	re to group by that col	imn																		
0	Submit 7	To FM 🔘 Ad	d Excepti	on/s (Servicer) 🗢 Re	move Except	ion/s (Servi	cer) 🗢 Clea	Filters															
	Menu	Exception		Counterparty Name	Org ID		Frequency		Date of Serv	icing Agreement	Sub Servicer Name	S/S #		Deal Name		Document Name	Date Due		Date Submitted	Variance		Closing Date	,
			٣	T		T		T		T	T		T		Ŧ	T		T	T		T		T
	=			RT1 Counterparty	5555		Annual		12/01/2016		RT1 Counterparty	999000		FREMF16KJ10		Exhibit D: Annual Officer's Certification	03/10/2020					12/21/2016	
	=			RT1 Counterparty	5555		Annual		10/01/2018		RT1 Counterparty	999000		FREMF18K003		Exhibit D: Annual Officer's Certification	03/10/2020					10/31/2018	
	=			RT1 Counterparty	5555		Annual		10/01/2016		RT1 Counterparty	999000		FREMF16KJ08		Exhibit D: Annual Officer's Certification	03/10/2020					10/28/2016	
	=			RT1 Counterparty	5555		Annual		11/01/2015		RT1 Counterparty	999000		FREMF15KJ02		Exhibit D: Annual Officer's Certification	03/10/2020					11/17/2015	
				RT1 Counterparty	5555		Annual		07/01/2014		RT1 Counterparty	999000		FREMF14KX01		Exhibit D: Annual Officer's Certification	03/10/2020					07/23/2014	
	≡			RT1 Counterparty	5555		Annual		12/01/2018		RT1 Counterparty	999000		FREMF18KJ23		Exhibit D: Annual Officer's Certification	03/10/2020					12/14/2018	
	=			RT1 Counterparty	5555		Annual		06/01/2017		RT1 Counterparty	999000		FREMF17KJ14		Exhibit D: Annual Officer's Certification	03/10/2020					06/26/2017	
	Ξ			RT1 Counterparty	5555		Annual		08/01/2017		RT1 Counterparty	999000		FREMF17KJ15		Exhibit D: Annual Officer's Certification	03/10/2020					08/04/2017	
	=			RT1 Counterparty	5555		Annual		02/01/2018		RT1 Counterparty	999000		FREMF18K301		Exhibit D: Annual Officer's Certification	03/10/2020					02/13/2018	
	=			RT1 Counterparty	5555		Annual		09/01/2018		RT1 Counterparty	999000		FREMF18KU21		Exhibit D: Annual Officer's Certification	03/10/2020					09/17/2018	



4. Select the three-dash menu button titled View Post- Securitization Documents to upload the certification(s).

op Up -	Post Sec Annual Deta	1																	
a colu	mn header and drop it her	e to group by that colu	umn																ľ
Submi	t To FM 🛛 Add Excepti	on/s (Servicer) 🗢 Re	emove Excepti	on/s (Servicer) 🗢 Clear F	ilters														
Men	u Exception	Counterparty Name	Org ID	Frequency	Date of Servi	cing Agreement	Sub Servicer Name	S/S #	Deal M	ame	Document	Name	Date Due	Dat	te Submitted	Variance		Closing Date	ŗ
	T	T		Y	T	T	T		T	1		Y		T	T		T		
	View Post Securitizat	ion Documents	i555	Annual	12/01/2016		RT1 Counterparty	999000	FREM	16KJ10	Exhibit D: A	nnual Officer's Certification	03/10/2020		08/2019			12/21/2016	
101	•	K11 Counterparty	5555	Annual	10/01/2018		RT1 Counterparty	999000	FREME	L8K303	Exhibit D: A	nnual Officer's Certification	03/10/2020	11/	/08/2019	-123	1	10/31/2018	
		RT1 Counterpartu	5555	Annual	10/01/2016		RT1 Counternarty	000000	EREM	ISKIDS	Exhibit D. A	noual Officer's Certification	03/10/2020	11/	(08/2010	.123		10/28/2016	

5. A pop-up will appear for you to upload the appropriate annual certification file(s). First click Add to select the file from your computer. After the file has been added, click Upload. Once the file(s) have been uploaded, close the pop-up window.

Pop Up	Post Securitization	n - Documents C				
Pop Up P	Post Securitization - Docu	ments				
Home	View					,
Delete	New folder	Dioad Dies			3	
Organize	New Transfer	Select files to be uploaded	ł	1 files, 20 KB	<b>4</b>	
Pop 🖳	DUpPostSecuritizationDocu	Name	Size Type	Status	Туре	Size
	1	Add	20 KB DOCX File	Pending		
0 items						



6. If reporting any exceptions on the certification, select the deal and click Add Exception. An exception flag will appear under the Exception column. To remove the exception, click Remove Exception.

Pop	Up	Post Sec	Ann	ual Detail																		
Pop	Up - F	Post Sec Annu	al Deta	il Counterparty Sun	n																	
S/S N	lame						R	T1 Cour	terparty													
S/S S	itatus						A	ctive														
Pop	o Up - I	Post Sec Annu	ual Deta	il																		
Drag	a colur	nn header and d	lrop it he	re to group by that colu	mn																	
0	Submit	To FM C Add	d Excepti	ion/s (Servicer) 🗢 Re	move Exceptio	on/s (Servio	cer) 🗢 Clear	Filters														
	Men	Exception		Counterparty Name	Org ID		Frequency	-	Date of Servi	icing Agreement	Sub Servicer Name	5/S #		Deal Name		Document Name	Date Due	_	Date Submitted	Variance		Closing Date
			T	T		T	[	T		T	1		T		T	T		T	T		T	
	Ξ	A		RT1 Counterparty	5555		Annual		12/01/2016		RT1 Counterparty	999000		FREMF16KU10		Exhibit D: Annual Officer's Certification	03/10/2020					12/21/2016
	Ξ	4		RT1 Counterparty	5555		Annual		10/01/2018		RT1 Counterparty	999000		FREMF18K003		Exhibit D: Annual Officer's Certification	03/10/2020					10/31/2018
	=			RT1 Counterparty	5555		Annual		10/01/2016		RT1 Counterparty	999000		FREMF16KU08		Exhibit D: Annual Officer's Certification	03/10/2020					10/28/2016

7. Submit the certifications and attached files to Freddie Mac by selecting the deal(s) and clicking Submit to FM. You can select and submit multiple deals at once.

Pop	Up -	Post Sec	Annu	al Detail																		
Pop	Up - Po	ost Sec Annu	al Detai	il Counterparty Sum																		
S/S N	ame						RT	F1 Coun	terparty													
S/S 5	tatus						Ac	tive														
Pop	Up - Po	ost Sec Annu	al Detai	11																		
Drag	a colum	n header and dr	rop it her	e to group by that colur	mn																	
O	Submit T	o FM O Add	d Exception	on/s (Servicer) 🗢 Ren	nove Exception/s	(Servicer	r) OClear	Filters														
0	Submit T Menu	Exception	d Exception	on/s (Servicer) 🗢 Ren Counterparty Name	Nove Exception/s	(Servicer F	r) 🗢 Clear Frequency	Filters	Date of Servi	icing Agreement	Sub Servicer Name	5/S #		Deal Name	_	Document Name	Date Due	_	Date Submitted	Variance		Closing Date
S O	Submit T Menu	Exception	d Exceptio	on/s (Servicer) 🗢 Ren Counterparty Name	org ID	(Servicer F	r) O Clear Frequency	Filters	Date of Servi	icing Agreement	Sub Servicer Name	S/S #	T	Deal Name	T	Document Name	Date Due	T	Date Submitted	Variance	T	Closing Date
K	Submit T Menu	Exception	d Exceptio	on/s (Servicer) Counterparty Name	org ID	(Servicer F	r) Clear Frequency	Filters	Date of Servi	icing Agreement	Sub Servicer Name	<b>S/S #</b>	T	Deal Name	T	Document Name	Date Due	T	Date Submitted	Variance	Ţ	Closing Date
S S S	Submit T Menu	Exception	d Exceptio	on/s (Servicer)  Ren Counterparty Name T RT1 Counterparty RT1 Counterparty	nove Exception/s Org ID 5555 5555	(Servicer F T A A	r) Clear Frequency Annual Annual	Filters	Date of Servi 12/01/2016 10/01/2018	icing Agreement	Sub Servicer Name	S/S # 999000 999000	T	Deal Name FREMF16K/10 FREMF16K/03	T	Document Name	Date Due	T	Date Submitted	Variance	Ţ	Closing Date
<pre>4 4 5 0</pre>	Submit T Menu	Exception	d Exceptio	on/s (Servicer)  Ren Counterparty Name RT1 Counterparty RT1 Counterparty RT1 Counterparty RT1 Counterparty	Org ID 5555 5555 5555	(Servicer F T A A A	r) Clear Frequency Annual Annual	Filters	Date of Servi 12/01/2016 10/01/2018 10/01/2016	icing Agreement	Sub Servicer Name T RT1 Counterparty RT1 Counterparty RT1 Counterparty RT1 Counterparty	S/S # 999000 999000 999000	T	Deal Name FREMF16K/10 FREMF18K003 FREMF16K/08	T	Document Name	Date Due 03/10/2020 03/10/2020 03/10/2020	T	Date Submitted	Variance	Ţ.	Closing Date
5 4 4 4 K 0	Submit T Menu	Add	d Exceptio	on/s (Servicer)  Ren Counterparty Name RTI Counterparty RTI Counterparty RTI Counterparty RTI Counterparty RTI Counterparty RTI Counterparty	Org ID 5555 5555 5555 5555	(Servicer F T A A A A	r) Clear Frequency Annual Annual Annual	Filters T	Date of Servi 12/01/2016 10/01/2018 10/01/2016 11/01/2015	icing Agreement	Sub Servicer Name T RT1 Counterparty RT1 Counterparty RT1 Counterparty RT1 Counterparty	S/S # 999000 999000 999000 999000	T	Deal Name FREMF16K/10 FREMF18K003 FREMF16K/08 FREMF15K/02	T	Document Name Y Exhibit D. Annual Office's Certification Exhibit D. Annual Office's Certification Exhibit D. Annual Office's Certification Exhibit D. Annual Office's Certification	Date Due 03/10/2020 03/10/2020 03/10/2020 03/10/2020	T	Date Submitted	Variance	T	Closing Date

After you submit the certifications to Freddie Mac, a confirmation will be sent to you to confirm the submission was received.





## View Approved Certifications

- 1. Log into MES.
- 2. Navigate to the Post Securitization tab on the left-hand side and select Post Securitization Complete to view previously submitted certifications that have been reviewed and approved by Freddie Mac.

Note that certifications will only appear in the Complete section once the Freddie Mac team has reviewed and approved the certifications.

Freddie Mac	Mu	ultifar	mily Eligibility	Syst	em													
Pre Securitization Annual Cert	Clie	nt Po	st Securitization	- Cor	nplete													
Post Securitization	Undy	e column	Theader and drop it here to	group	y that column													
Post Securitization - Annual Due	X	Export t	to Excel 🗢 Clear Filters															
Post Securitization - Quarterly Due		Menu	Counterparty Name		Sub Servicer Name	Deal Coun	t	# Docs Due		# Docs Received		% Late		Frequency		Due Date		Year
Post Securitization - Monthly Due				T	T		T		T		T		T		T		T	
Post Securitization - Complete		Ξ	RT1 Counterparty		in the second	11		11		11		0		Monthly		01/23/2020		2020
Contacts		И	4 1 Þ H							Page: 1 of 1 Go	Page size:	1 Change						
Other Forms																		



## Pre-Securitization Annual Certification (16M, 17M or 1110M)

- 1. Log into MES. **Note:** All user roles can complete the form, but only the S/S Authorized User Role can e-sign and submit to Freddie Mac.
- 2. Navigate to the Pre-Securitization Annual Cert on the left-hand side and select Due.

Your required annual certification will appear in the queue. The form will be 16M, 17M or 1110M, depending on seller/servicer designation.

Freddie Mac	Mul	tifamily Eligibi	lity S	System										
Pre Securitization Annual Cert	Client	t - Annual Certifi	catio	n - Due										
Complete	Drag a d	olumn header and drop it	here to g	roup by that co	lumn									
Insurance	E E	xport to Excel 🗢 Clear Fi	lters											
Post Securitization	Menu	Counterparty Name		Form Type		Due Date		Form Rec	eived	Date Received	R	eturned On	Extension	Granted
User Management			T		T		T		Ŧ		T	T		T
Other Forms	≡	Test Counterparty		1110M		03/31/2019								
						Pa	ge: 1 of	1 Go Pag	je size: 1 Ch	hange			I	tem 1 to 1 of 1

3. To fill out the form, click on the three-dash menu button and select View/Edit Certification Details.

Clien	t - Annual Certificatior	n - Due									
Drag a	column header and drop it here to g	roup by that col	umn								
K E	xport to Excel 🗢 Clear Filters										
Menu	Counterparty Name	Form Type		Due Date	Form Re	Form Received		Date Received Returned On		Extension Granted	
	T		T	T		T		T	T		T
	View/Upload Supporting Docume	ents 16M									
	View/Edit Certification Details				Page: 1 of 1 Go	Page size: 1 Char	nge				Item 1 to 1 of 1
2	View Servicing Details										
C	Submit to Freddie Mac										

4. The form will open on a new window or tab. Follow the instructions and complete all required fields. You can save a draft of the form at any time.

Make sure to complete the certification section at the bottom of the form with the Name, Date, Email Address and Phone Number of the Authorized Office that will be submitting the form.

Original Signature of Authorized Officer:	Date:
Officer's Name (typed or printed):	
Officer's Title (typed or printed):	
Officer's Office E-mail Address:	Officer's Telephone No.:



5. Ensure that the following required questions and/or sections are populated before submission:

**Note:** If the questions/sections below are left blank upon attempting to submit, the system will not allow the submission. A pop-up window will appear showing the required questions that need to be answered before submission.

- i. Contacts:
  - Chief Executive Officer \*
  - Chief Financial Officer \*
  - Freddie Mac Eligibility Contact\*
  - Freddie Mac Chief Servicing Officer \*
  - Corporate Insurance Contact \*
  - Chief Compliance Officer\*

Contact Name	Title	Assoc. Role(s)	Email Address	Phone
		Chief Executive Officer *		
		Chief Financial Officer *		
		Freddie Mac Eligibility Contact *		
		Freddie Mac Chief Servicing Officer *		
		Corporate Insurance Contact *		
		Chief Compliance Officer *		Ι

ii. Insurance: b. Total unpaid balance (UPB) of entire mortgage servicing portfolio?

b. Total unpaid balance (UPB) of entire mortgage servicing portfolio? \$

- iii. OFAC, FHFA Suspended Counterparty Program (SCP), Anti-Money Laundering Compliance OFAC, and Prevention, Detection and Reporting of Fraud and Suspicious Activity: All questions in this section are required to be populated upon submission.
- iv. Security Breach Notification Requirements: All questions in this section are required to be populated upon submission.



Security Breach Notification Requirements	
Since the last annual reporting, has Seller/Servicer notified Freddie Ma 2.26(c) of the Multifamily Seller/Servicer Guide?	ic of any security breaches required to be reported in accordance with Chapter
☐ Yes, notification(s) of security breaches were submitted on	date(s).
There have been no security breaches required to be report	ed
Description of all previously unreported security breaches is	provided below.

6. Once the form is complete, click Save and close out of the window.

nderstand that Freddie Mac may reque e undersigned duly authorized repressory Original Signature of Authorized Office	The form data has been saved.	egoing as of the date noted.	
Officer's Name (typed or printed): Test Test	ОК	10/16/2018	
Officer's Title (typed or printed):			
Officer's Title (typed or printed): Authorized Officer			
Officer's Title (typed or printed): Authorized Officer Officer's Office E-mail Address:		Officer's Telephone No.:	

7. Return to the main page. Upload any supporting documents that are required by clicking on the three-dash menu button and selecting View/Upload Supporting Documents.

Export to Excel       Clear Filters         Menu       Counterparty Name       Form Type       Due Date       Form Received       Date Received       Returned On       Extension Granted         T       T       T       T       T       T       T       T       T         View/Upload Supporting Documents 16M       Date to 16 Decimine To Change	Drag a c	column header and drop it here to	group by that	column						_				
Menu         Counterparty Name         Form Type         Due Date         Form Received         Date Received         Returned On         Extension Granted           T	X Đ	xport to Excel 🗢 Clear Filters												
Yew/Upload Supporting Documents 16M     O3/30/2020	Aenu	Counterparty Name	Form Type		Due Date		Form Rece	ived	Date Receive	ed	Returned On	1	Extension	Granted
03/30/2020		T		T		T		T		T		T		T
New Option Supporting Documents 104	1	View/Hoload Supporting Docum	onts 16M		03/30/2020				and the second					
View/Edit Certification Details Page: 1 of 1 00 Page size: 1 Charge		View/Edit Certification Details	Ents Tolal			Page:	1 of 1 Go P	age size: 1 Ch	ange					Item 1 to

8. A pop-up will appear for you to upload the required files. First click Add to select the file from your computer. After the file has been added, click Upload. Once the file(s) have been uploaded, close the pop-up window.



lome	View								
X		- <b>-</b>		Select all					
	New	Download U	Ipload Open	BB Select none			_		
	tolder		Upload Files						
ganize	New	Transfer	Select	files to be uploaded	d.	0 files	-		
🗜 Certi	ficationDe	tailsDocuments	-		Tent Lage		Туре	Siz	ize
			Name		Size Type	Status			
				Drac	n and dron files here				
				Drag	g and drop files here.				
				Drag	g and drop files here.				
				Drag	g and drop files here.				
		ł		Drag	g and drop files here.				

9. To submit, click the three-dash menu button and select Submit to Freddie Mac. **Note:** This step can only be completed by the S/S Authorized User Role.

Client	t - Annual Certificatio	on - Due										
Drag a d	column header and drop it here to kport to Excel Clear Filters	group by that c	olumn									
Menu	Counterparty Name	Form Type		Due Date		Form R	eceived	Date Received	Returne	ed On	Extensi	ion Granted
	T		T		T		T		Y	T		T
Ń	View/Upload Supporting Docum	nents 1110M		03/31/2019	)							
0 20 00	View/Edit Certification Details View Servicing Details Submit to Freddie Mac				Page: 1 of	1 <b>Go</b> P	age size: 1 Cr	lange				Item 1 to 1 of 1

10. A pop-up window will appear. Select E-sign and Submit to complete the submission. **Note:** There will be a 10-15 second delay while the form is completing your e-signature.

mes 📰		-0	S	-		×
Pop Up - E-Sign and Submit Certi	fication					
Counterparty Name: Form Type: Due Date:	Test Counterparty 1110M 03/31/2019					
I certify that I am an officer, managing member, genera	I partner or principle owner and I am duly authorized to sign this annual certification. I hereby certify that the information re	eported is complete and co	orrect a & Subn	as of to	oday's Cano	date cel



## Exhibit F – Submission (applicable for all deal types except ML)

1. Log into MES.

Ĩ

2. Navigate to the Exhibit F tab on the left-hand side and select Due.

Freddie Mac	M	lultif	amily Eligibility System							
Pre Securitization Annual Cert	•									
Insurance	-) E	xhibi	t F - Due - Client							
Custodial	Drag	a colum	in header and drop it here to group by that col	umn						
Post Securitization	1 1 1					_				
Exhibit F		Export	to Excel 📮 Clear Filters							
Due	2	Menu	Counterparty Name		Sub Servicer Name		Sub/Servicer #		Deal Name	
Complete		-								T
				<b>T</b>		- T		The second secon		
ico (				T		T		T		
ICQ [ Counterparty Application Forms [	-	=	Test Counterparty	T	Test Counterparty	Y	123456	Y	FRESB24SB125	
ICQ [ Counterparty Application Forms ] User Management	•	=	Test Counterparty Test Counterparty	Ţ	Test Counterparty Test Counterparty	Y	123456	Y	FRESB24SB125 FREMF24KJ49	
ICQ Counterparty Application Forms User Management Vendor Management	- - - - -	=	Test Counterparty Test Counterparty	T	Test Counterparty Test Counterparty	Y	123456 123456	T	FRESB24SB125 FREMF24KJ49	
ICQ Counterparty Application Forms ( User Management ( Vendor Management ( Contacts (		E	Test Counterparty Test Counterparty Test Counterparty The M Page: 1 of 1 Go Page s	ize: 2 Cha	Test Counterparty Test Counterparty inge	Y	123456 123456	T	FRESB24SB125 FREMF24KJ49	
ICQ [Counterparty Application Forms [User Management [Vendor Management ]Contacts [Upload ]		E E	Test Counterparty Test Counterparty Test Counterparty The HP Page: 1 of 1 Go Page s	ize: 2 Cha	Test Counterparty Test Counterparty Inge	Y	123456 123456	T	FRESB24SB125 FREMF24KJ49	

3. Select the three-dash menu button and select View/Edit Exhibit F Form.

Freddie Mac	Multifamily Eligibility Sys	item			
Pre Securitization Annual Cert	Exhibit F - Due - Client     Drag a column header and drop it here to group b     K - Export to Excel     Clear Filters	y that column			
Due	Menu Counterparty Name		Sub Servicer Name	Sub/Servicer #	Deal Name
Complete	_1	T	T	T	T
Counterparty Application Forms		3			FRESB24SB125
User Management	View/Add Documents	2	Test Counterparty	123456	FREMF24KJ49
Vendor Management Contacts	Submit Form	Page size: 2 Change			
Upload .	•				

A new window will pop-open to the Exhibit F web version with the Securitization name and Sub-Servicer name pre-populated.

Exhibit F Form Details  Exhibit F Form Documents Notes			Form	Exhibit F Account Certification				
	Securitization:	FRE582458125		Sub Service:	Test Counterparty			
								ŵ
	Depository Institution:	Select 🗸 Address:		City:		State:Select	✓ Zip:	
	Rating Agency:	Rating:						
	Account Number:	indicate pu	pose of account (check all that apply):					
	Account Name	Test Counterparty as sub-servicer for the benefit PESEADERS as their interest appear. NOTE Account these must appear on the applicate	f Federal Home Lean Mongage Corporation, as Marter Servi- a financial institutions records in the following form, although	cer, on bahari of COMPUTERSHARE TRUST COMPANY, MATI	ONAL ASSOCIATION as Trustee, for	the benefit of Holders of Wells Fargo, NJ	A. Multifamily Mongage Pass-Through Cartificates,	
				Add Account				
	Prepared By: Title:	Tele	home:					
							Validate Form	
							Save Draft	



Enter all pertinent information: Depository institution name, Depository institution address, Rating Agency name, Depository Institution rating, and Account Number.
 Note: If the Depository institution is not listed in the drop-down menu, please notify the Counterparty Risk & Compliance team by emailing the Multifamily Eligibility <u>mailbox</u>.

Exhibit F Form Details					
Exhibit F Form					
Documents					EXHIBIT F
Notes					
					Form Account Certification
					FRES824SB125
		-			
	Securitization:	F	RESB24SB125		Sub Test Counterparty
	Depository Institution:	Select		~	Address: City: State:Select Zip:
	Rating				
	Agency:				Kating:
	Account				
	Number:			-	
	Account Type:	Select		~	Indicate purpose of account (check all that apply):
	L				
	Account	Test Counte	marty as sub-se	nvicer fr	w the benefit of Federal Home Loan Mortnane Consortion as Master Seniors on behalf of COMPUTERSHADE TRUST COMPANY NATIONAL ASSOCIATION as
	Name:	Trustee, for t	the benefit of Hol	Iders of	Wells Fargo, N.A., Multifamily Mortage Pass-Through Certificates, FRESE248125, as their interests appear,
		NOTE: Acco	unt titles must ap	pear or	the applicable financial institution's records in the following form, although a truncated account title may be used in addition to the full title where necessary.

- 5. Select the Account type from the drop-down menu.
- 6. If there is more than one custodial account for the securitization, please click "Add Account" at the bottom of the screen. A pop-up message will appear asking if the Depository Institution is the same for the additional account.

nibit F Form	Exhibit E									
cuments	EXHIDIT F									
ies	Form Account Certification									
	Securitization: RES82458125 Sub Service:: Test Counterparty									
	Depository Institution: Huntington National Bank V A A McLean State: Virginia V Zip: 22102 Rating Agency: Ritch F It the Depository Institution and the statistical currential second	2								
	Account Number: 02468									
	Collection Account (Principal & Interest)     Deposit Clearing									
	Disbursement Clearing									
	Account Name: Test Counterparty as sub-servicer for the benefit of Federal Home Loan Mortgage Corporation. as Master Servicer, on behalf of COMPUTERSHARE TRUST COMPANY, NATIONAL ASSOCIATION as Trustee, for the b of Holders of Wells Fargo, N.A. Multifamily Mortgage Pass-Through Certificates. FRESB2458125. as their interests appear. Collection Account. NOTE: Account titles must appear on the applicable financial institution's records in the following form, although a truncated account title may be used in addition. The full title where necessary.	benefit								



If the additional custodial account is at the same Depository Institution, a new form will appear with the Depository Institution information pre-populated. Fill in the Account Number and Account Type for the newly added account(s).

If the additional account is at a different Depository Institution, you will need to complete all required information for the new account (see steps 4 & 5).

If an account is added by mistake, click the trash icon to delete it.

Remove the record from the list.     Aling Agenor:     Fich        count Numise:        count Type:        Indicate purpose of account (check all that apply):                 count Numise:                    count Type:                    count Numise: <b>Count Vision: Test Counterpary: Sub-service for the benefit of forderal Home Loan Mortgage Corporation as Matter Service: on obtain of COMPUTERSHARE TRUST COMPANY, NATIONAL ASSOciATION, as Trustee, for the benefit of to forderal Home Loan Mortgage Corporation as Matter Service: on obtain of CoMPUTERSHARE TRUST COMPANY, NATIONAL ASSOciATION, as Trustee, for the benefit of to forderal Home Loan Mortgage Corporation as Matter Service: on obtain of CoMPUTERSHARE TRUST COMPANY, NATIONAL ASSOciATION, as Trustee, for the benefit of forderal Home Loan Mortgage Corporation as Matter Service: on obtain of CoMPUTERSHARE TRUST Co</b>			mesbeta	a.stage.covius.com	says							1
ating Agency: Fitch   ccount Number: Indicate purpose of account (check all that apply):   ccount Type: -Select   Indicate purpose of account (check all that apply):	Definitions Institution:	Huntington National Bank 💙	Remove t	he record from the list.	2	Cancel	IcLean	State:	Virginia	~	Zip:	22102
ccount Number:	Rating Agency:	Fitch										
count Type:       Indicate purpose of account (check all that apply):         count Type:       Test Counterparty as sub-service for the benefit of Federal Home Loan Mortgage Corporation as Master Service: on behalf of COMPUTERSHARE TRUST COMPANY, NATIONAL ASSOCIATION as Trustee. for the benefit of Holders of Weils Fargo, N.A. Multifamily Mortgage Fass-Through Centrificates. FRESEX68125. as their interests appear.         NoTe: Account titles must appear on the applicable financial institution's records in the following form, although a truncated account title may be used in addition to the full title where necessary.         wpared By:       Telephone:         tele       Telephone:	Account Number:											
ecount Name: Test Counterparty as sub-servicer for the benefit of Federal Home Loan Mortgage Corporation as Master Servicer: on behalf of COMPUTERSHARE TRUST COMPANY, NATIONAL ASSOCIATION as Trustee. for the benefit of Holders of Weils Targo, N.A. Multifamily Mortgage Pass-Through Certificates. FRESE2458125 as their interests appear NOTE: Account titles must appear on the applicable financial institution's records in the following form, although a truncated account title may be used in addition to the full title where necessary. Add Account          wpared By:       Telephone:         tele       Validate Form	Account Type:	Select 🗸	Indicate purp	ose of account (check all th	at apply):							
count Name:       Test Counterparty as sub-servicer for the benefit of Federal Home Loan Mortgage Corporation as Master Service: on behalf of COMPUTERSHARE TRUST COMPANY, NATIONAL ASSOCIATION as Trustee. for the benefit of Holders of Weils Fargo, N.A. Multifamily Mortgage Fass-Through Certificates. FRESE2458125, as their interests appear.         NOTE: Account titles must appear on the applicable financial institution's records in the following form, although a truncated account title may be used in addition to the full title where necessary.         Add Account         expaned By:       Telephone:         tele												
count Name:       Test Counterparty as sub-servicer for the benefit of Federal Home Loan Mortgage Corporation as Master Service: on behalf of COMPUTERSHARE TRUST COMPANY, NATIONAL ASSOCIATION as Trustee. for the benefit of Holders of Weils Fargo, N.A. Multifamily Mortgage Fass-Through Conflicters. FRESE2458125, as their interests appear.         NOTE: Account titles must appear on the applicable financial institution's records in the following form, although a truncisted account title may be used in addition to the full title where necessary.         Add Account         expaned By:       Telephone:         tele       Validate Form												
ccount Name:       Tet Counterparty as sub-servicer for the benefit of Federal Home Loan Mortgage Corporation as Master Servicer: on behalf of COMPUTERSHARE TRUST COMPANY, NATIONAL ASSOCIATION as Trustee: for the benefit of Holders of Weils Fargo, N.A. Multifamily Mortgage Pass-Through Certificates. FREB245B 125, as their interests appear.         NDTE: Account titles must appear on the applicable financial institution's records in the following form, although a truncated account title may be used in addition to the full title where necessary.         Add Account         wpared By:       Telephone:         te:       Telephone:												
account Name:       Tet Counterparty as sub-service for the benefit of Exptrat Home Laam Mortgage Corporation as Master Service on behalf of COMPUTERSHARE TRUST COMPANY, NATIONAL ASSOCIATION, as Trustees for the benefit of Holders of Wells Pargo, N.A. Multifamily Mortgage Pass-Through Certificates. FRE5B2458128, as their interests appear.         NOTE: Account titles must appear on the applicable financial institution's records in the following form: although a truncated account title may be used in addition to the full title where necessary.         Add Account         wpared By:       Telephone:         tele       Validate Form												
NOTE: Account titles must appear on the applicable financial institution's records in the following form, although a truncated account title may be used in addition to the full title where necessary.         Add Account         wpared By:       Telephone:         te:												
Add Account           vparsed By:         Telephone:           te:	Account Name:	Test Counterparty as sub-servic of Holders of Wells Fargo, N.A.	cer for the benefit of Multifamily Mortoa	Federal Home Loan Mortga on Pass-Through Certificate	age Corporation, as M s. FRESB24SB125, as	laster Servicer, on behalf of their interests appear.	OF COMPUTERSHARE TRU	IST COMPAN	IY, NATIONAL AS	SOCIATION, as	Trustee, f	or the benefit
Add Account	Account Name:	Test Counterparty as sub-service of Holders of Wells Fargo, N.A. NOTE: Account titles must appe	cer for the benefit of Multifamily Mortga ear on the applicable	Federal Home Loan Mortga ge Pass-Through Certificate financial institution's record	age Corporation, as M s. FRESB24SB125, as Is in the following for	aster Servicer, on behalf o their interests appear, . m, although a truncated a	of COMPUTERSHARE TRU	n addition to	the full title where	necessary.	Trustee, f	for the benefit
vp.ared By: Telephone: Validate Form	Account Name:	Test Counterparty as sub-servi of Holders of Wells Fargo, N.A. NOTE: Account titles must appe	cer for the benefit of Multifamily Mortga ear on the applicable	Federal Home Loan Mortga ge Pass-Through Certificate financial institution's record	age Corporation, as M s. FRESB24SB125. as Is in the following for	laster Servicer, on behalf o their interests appear, . m, although a truncated a	of COMPUTERSHARE TRU	n addition to	IY, NATIONAL AS	necessary.	Trustee. f	for the benefit
vpared By: Telephone: Validate Form	Account Name:	Test Counterparty as sub-servi of Holders of Wells Fargo, N.A. NOTE: Account titles must appe	cer for the benefit of . Multifamily Mortga ar on the applicable	Federal Home Loan Mortga ge Pass-Through Certificate financial institution's record	age Corporation, as M s. FRESB24SB125, as Is in the following for	laster Servicer, on behalf o their interests appear, . m, although a truncated a	of COMPUTERSHARE TRU	IST COMPAN	IY, NATIONAL AS	SOCIATION, as	Trustee. f	for the benefit
epured By: Telephone: Validate Form	Account Name:	Test Counterparty as sub-servi of Holders of Wells Fargo, N.A. NOTE: Account titles must appe	cer for the benefit of . Multifamily Mortga ar on the applicable	Federal Home Loan Mortga ge Pass-Through Certificate financial institution's record	age Corporation, as M s. FRESB24SB125, as Is in the following for Add Accor	laster Servicer, on behalf o their interests appear, . m, although a truncated a unt	of <b>COMPUTERSHARE TRU</b>	IST COMPAN	IY, NATIONAL AS:	sociation. as	Trustee. f	for the benefit
tie: Validate Form	Account Name:	Test Counterparty as gub-servi of Holders of Wells Fargo, N.A. NOTE: Account titles must appe	cer for the benefit of . Multifamily Mortga ear on the applicable	Federal Home Loan Mortg: ge Pass-Through Certificate financial institution's record	sige Corporation, as M s. FRESB245B125, as Is in the following for Add Accor	laster Servicer, on behalf of their interests appear, . m, although a truncated a unt	of <b>COMPUTERSHARE TRU</b>	IST COMPAN	IY, NATIONAL AS:	sociation. as	Trustee. f	for the benefit
Validate Form	Account Name:	Test Counterparty as pub-servi of Holders of Wells Fargo, A.A. NOTE: Account titles must appe	cer for the benefit of . Multifamily Mortga ear on the applicable Telephone:	Federal Home Loan Mortg ge Pass-Through Certificate financial institution's record	ge Corporation. as M s. FRESB24SB125. as Is in the following for Add Accor	aster Servicer, on behalf their interests appear, m, although a truncated a	of <b>COMPUTERSHARE TR</b> (	IST COMPAN	IY, NATIONAL AS:	sociation. as	Trustee. f	or the benefit
Validate Form	Account Name:	Test Counterparty as pub-servi of Holders of Wells Fargo, A.A. NOTE: Account titles must appe	cer for the benefit of . Multifamily Mortga ar on the applicable Telephone:	Federal Home Lean Mortgy e Pass-Through Certificate financial institution's record	age Corporation as M s. FRESD24S0125. as is in the following for Add Accor	aster Servicer, on behalf their interests appear, m, although a truncated a	of COMPUTERSHARE TRU	IST COMPAN	IV, NATIONAL AS	necessary.	Trustee. f	for the benefit
	Prepared By:	Test Counterparty as pub-servi of Holders of Wells Fargo, A.A. NOTE: Account titles must appe	cer for the benefit of . Multifamily Mortga ar on the applicable Telephone:	Federal Home Lean Mortgy ep Pass-Through Certificate financial institution's record	uge Corporation, as M \$ FRESB245B125, as is in the following for Add Accor	aster Servicer, on behalf their interests appear, . m, although a truncated a	/ COMPUTERSHARE TRU	IST COMPAN	IV, NATIONAL AS	necessary.	Trustee, f	for the benefit
	Prepared By:	Test Counterparty as pub-servi of Holders of Wells Fargo, A.A. NOTE: Account titles must appe	cer for the benefit of Multifamily Mortga ar on the applicable Telephone:	Federal Home Lean Mortgy e Pass-Through Certificate financial institution's record	ge Corporation. as M s. FRESB245B125. as is in the following for Add Accor	sater Service: on behalf f	/ COMPUTERSHARE TRU	IST COMPAN	IV, NATIONAL AS	SOCIATION. as	Trustee, f	Validate Form

7. After you have entered all custodial accounts, complete the contact information at the bottom of the form: "Prepared By", "Telephone" and "Title".

	Add Account	
Prepared By:	Telephone:	
	Validate F	Form
	Save Dr.	raft

8. Click "Validate Form" to ensure there are no incomplete fields. If information is missing, a pop-up window will appear with details on the missing information.



Depository Institution	n: Huntington National Bank	· Address:	123 Street	City:	McLean	State:	Virginia	~	Zip:	22102
Rating Agency:	Fitch	Rating:	A							
Account Number:	13579									
Account Type:	Other 🗸	. Indicate pur	pose of account (check all that apply):							
		Taxes	8 Insurance							
		Rese	rves (non-interest bearing)							
		Rese	rves (interest bearing)							
		Susp	ense							
			Ado	d Account						
Prepared But	Tash Coumbonnach -	Tolophone	757 133 4567							
riepareu by.	lest counterparty	rerepriorie.	151-125-4507							
Title	Analyst									
nue.										
inde.									_	
nue.									C	Validate For

9. Click "Save Draft" to save the Exhibit F form and close the tab.

L

Depository Institution:	Huntington National Bank 💙	Address:	123 Street	City:	McLean	State:	Virginia	~	Zip:	22102
Rating Agency:	Fitch	Rating:	A							
Account Number:	13579		D3							
Account Type:	Other 🗸	Indicate purpo	ose of account (check all that apply): & Insurance							
		Reserv	es (non-interest bearing)							
		Reserv	es (interest bearing)							
		Susper	ise							
			Add Accou	nt						
'repared By: Test I	Counterparty	Telephone:	757-123-4567		~					
repared By: Test i itle: Analy	Counterparty	Telephone:	757-123-4567		~					
repared By: Test itle: Analy	Counterparty	Telephone:	757-123-4567							
Prepared By: Test to Trest Test to Trest Test to Trest Test to Trest to Tre	Counterparty yst	Telephone:	757-123-4567		~					Validate Form

10. Return to the Exhibit F Due screen and select the three-dash menu button and click "Submit Exhibit F form."

Freddie Mac	Multifamily Eligibility Sys	stem			
Pre Securitization Annual Cert  Insurance  Custodial  Post Securitization  Exhibit F	Exhibit F - Due - Client Drag a column header and drop it here to group b Export to Excel Clear Filters	y that column			
Due	Menu Counterparty Name		Sub Servicer Name	Sub/Servicer #	Deal Name
ICO	1	T	T	T	Ţ
Counterparty Application Forms	View/Add Documents		Test Counterparty	123456	
User Management	View/Edit Exhibit F Form	2	Test Counterparty	123456	FREMF24KJ49
Vendor Management	Submit Form	Page size: 2 Chan	ge		
Contacts					
Training					



11. A pop-up window will appear. Click "E-sign and Submit".

Freddie Mac	Multifamily Eligibility	/ System		
Pre Securitization Annual Cert v Insurance v Custodial v Post Securitization v Exhibit F	Exhibit F - Due - Client Drag a column header and drop it here to Speport to Excel Car Filters	o group by that column		
Complete Complete Counterparty Application forms  Vendor Management  Vendor Management  Vendor Management  Vipload  V Training  V	Counterparty Name Counterparty Name Counterparty Counter	Counterparty Name: Due Date:	Test Counterparty 2024-04-30	E-sign & Submt Cancel

12. Once the Exhibit F has been successfully submitted in MES, the record will disappear from the "Due" queue. MES User will receive and email confirmation, including a PDF of the Exhibit F form that was submitted.

Exhibit F: Account Certification for FRESB24SB125 Received by Freddie
<ul> <li>A appstest@covius.com</li> <li>To</li> <li>G G → III</li> <li>If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.</li> </ul>
Test Counterparty - FRESB24SB125 - Exhibit F.PDF
Start your reply all with: No, I do not. Yes, I do. This is a new one. (i) Feedback
CAUTION: DO YOU KNOW THIS SENDER? Use extreme caution if opening links or attachments

Freddie Mac has received Test Counterparty's Exhibit F: Account Certification record(s) for FRESB24SB125 that were submitted in MES. You may be contacted if there are any questions or clarifications needed regarding the submission.



## **User Role Changes**

Only System Administrators and S/S Authorized Officers can make the changes in this section.

#### Adding a New User

- 1. Log into MES.
- 2. Navigate to the left-hand side panel and select User Management. If you do not see this section, that means you do not have the appropriate user privileges.

Freddie Ma	с	Mu	Itifa	mily Eligibilit	y System					
Pre Securitization Annual Cerl nsurance	•	Clier	nt Us	er Managemen	t - Users					
ustodial		O A	dd New	Export To Excel	Clear Filters					
ost Securitization Iser Management		Edit	Menu	DisplayName 🔺	UserName	CompanyName	EmailAddress	Locked?		Is Active
User Management	-			T	T	T	T		T	T
ontacts		4	=	Covius Test User	coviustestuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes
her Forms	•	*	Ξ	Michael Lang	langmil	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes
		*	=	Test S/S Admin	testssadmin	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes
		4	$\equiv$	Test S/S User	testssuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes		Yes
		÷	=	Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes
		÷.	Ξ	Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes		Yes
			H	4 1 Þ ÞI			Page: 1 of 1 Go Page size: 6 Change			ltem 1 to 6 o

3. To add a new user, click Add New, complete the required fields and click the Save icon. **Note:** Make sure to check the Active box before saving.

Client Use	r Management	t - Users					
G Add New	Export To Excel 🗢 O	Clear Filters					
Edit Menu	DisplayName 🔺	UserName	CompanyName	EmailAddress		Locked?	Is Active
	T	T	T	T		T	T
DisplayName					Judy *		
UserName					Chen *		
Company					Test Counterparty V		
EmailAddress					Judy.chen@test.com		
Is Active?							



4. To assign a role to the new user, click on the three-dash menu button next to the new user and hit Manage User Roles.

O Ac	dd New	Export To Excel	Clear Filters				
dit	Menu	DisplayName 🔺	UserName	CompanyName	EmailAddress	Locked?	Is Active
		T	T	T	T	T	
¢	2	Manage User Roles	justestuser	Test Counterparty	$nicholas.or losky@covius.com.judy\_chen@freddiemac.com, a licia\_mccartney@freddiemac.com.com.com.com.com.com.com.com.com.co$		Yes
ż	0	Password Reset	ımi1	Test Counterparty	$nicholas.orlosky @covius.com, judy\_chen @freddiemac.com, alicia\_mccartney @freddiemac.com, alicia\_mccartne$		Yes
Ł	0	Unlock User	ssadmin	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes
÷	=	Test S/S User	testssuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes
Ł	$\equiv$	Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes
£	$\equiv$	Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes

5. In the pop-up window, select Add New.

			Þ	0	-		×
- User Roles Client	t						~
				_	_	_	-
Edit	Role Name	Delete				_	-
							Ξ.
							~
	- User Roles Client	- User Roles Client Edit Role Name	- User Roles Client Edit Role Name Delete				

6. Select the appropriate role, then hit the Save icon.

E MES				-Þ	\$ -	×
Pop Up Adm	in - User Roles Client					^
Add New						
	Edit	Role Name	Delete			
UserName		Smith				
Role		Select From	List			
		S/S User S/S Admin				
		S/S Super	d Officer			
No records to displa	iy.	S/S Read On	ly			
		FM Insurance	Analyst			$\sim$



#### Removing a User

- 1. Log into MES.
- 2. Navigate to the left-hand side panel and select User Management. If you do not see this section, that means you do not have the appropriate user privileges.

FreddieMa	ac	Mu	Itifa	mily Eligibilit	y System					
Pre Securitization Annual Ce Insurance	ert 💌	Clien	nt Us	er Managemen	t - Users					
Custodial	•	O A	dd New	Export To Excel	Clear Filters					
User Management		Edit	Menu	DisplayName 🔺	UserName	CompanyName	EmailAddress	Locked?	Is Active	
User Management				T	T	T	T		r 🗌	т
Contacts		÷	=	Covius Test User	coviustestuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes	_
other Forms	•	*	Ξ	Michael Lang	langmil	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes	
		÷	=	Test S/S Admin	testssadmin	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes	
		÷	=	Test S/S User	testssuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes	
		÷	$\equiv$	Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes	
		÷.	Ξ	Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes	
			H	4 1 F H			Page: 1 of 1 Go Page size: 6 Change		ltem 1 to 6	6 of 6

3. To remove a user, hit the Edit icon next to their name. Uncheck the Is Active? box, then click the Save icon.

Edit Menu DisplayNa	me 🔺 UserName	CompanyName	EmailAddress	Locked?	Is Active
	T	T			
		Terres Terres	T		
🐨 😑 Covius Test	t User coviustestuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac	.com	Yes
visplayName JserName			Covius Test User * coviustestuser *		
iompany imailAddress s Active?			Test Counterparty nicholas.orlosky@covius.col *	V	



#### Change Role Privileges

- 1. Log into MES.
- 2. Navigate to the left-hand side panel and selects User Management. If you do not see this section, that means you do not have the appropriate user privileges.

Freddie Ma	IC	Mu	Itifaı	mily Eligibilit	y System						
Pre Securitization Annual Cer	t 🕞	Clier	t lle	er Managemen	t - lleare						
nsurance		onor		er managemen							
Custodial		C A	dd New	Id New Export To Excel 🗢 Clear Filters							
Post Securitization User Management		Edit	Menu	DisplayName 🔺	UserName	CompanyName	EmailAddress	Locked?		Is Active	
User Management				T	T	T	T		T		T
ontarets		÷	m	Covius Test User	coviustestuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes	
ther Forms	•	*	Ξ	Michael Lang	langmi1	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes	
		÷	=	Test S/S Admin	testssadmin	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes	
		÷	=	Test S/S User	testssuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes		Yes	
		÷	=	Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes	
		et.	Ξ	Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes		Yes	
			H	4 1 Þ ÞI			Page: 1 of 1 Go Page size: 6 Change			lte	m 1 to 6 of 4

3. To change a current user's role, select the three-dash menu button next to their name and select Manage User Roles.

D A	dd New	New Export To Excel 🗢 Clear Filters										
dit	Menu	DisplayName 🔺	UserName	CompanyName	EmailAddress	Locked?	1	s Active				
		T	T	T	T		T	T				
ŀ	2.	Manage User Roles	ustestuser	Test Counterparty	${\it nicholas.orlosky@covius.com_judy\_chen@freddiemac.com,alicia\_mccartney@freddiemac.com}$	_		/es				
Ł	0	Password Reset	mi1	Test Counterparty	$nicholas.or losky @covius.com, judy\_chen @freddiemac.com, alicia\_mccartney @freddiemac.com, alici\_mccartne$		3	/es				
Ł	0	Unlock User	ssadmin	Test Counterparty	$nicholas.or losky @covius.com, judy\_chen @freddiemac.com, alicia\_mccartney @freddiemac.com, alicia\_mccartn$		2	í es				
Ł	=	Test S/S User	testssuser	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	(	í es				
6	$\equiv$	Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		1	í es				
Ŀ	Ξ	Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com.iudy_chen@freddiemac.com.alicia_mccartney@freddiemac.com	Yes		(es				

4. In the pop-up window, remove the old role before adding a new role to avoid confusing the system.

Þ	0	-		×
	Ģ	0 ¢	- & ¢	0 - ¢ G

5. Once old role has been deleted, click Add New. From the drop-down list, select new role, then click the Save icon.



E MES				-12	0	-	×
Pop Up Admir	n - User Roles Client						~
C Add New							
	Edit	Role Name	Delete				
UserName		Smith					
Role		Select From L	ist V				
No records to display.							

#### Reset Password

- 1. Log into MES.
- Navigate to the left-hand side panel and select User Management. If you do not see this section, that means you do not have the appropriate user privileges.

Freddie Mac	1	Mul	ltifa	mily Eligibilit	y System						
Pre Securitization Annual Cert	C	lien	t Us	er Managemen	t - Users						
Custodial	Í	O Ad	dd New	v Export To Excel 🤤	Clear Filters						
User Management	15	Edit	Menu	DisplayName 🔺	UserName	CompanyName	EmailAddress	Locked?		Is Activ	ie .
User Management				T	T	T	T		T		T
ontacts 💌	1	d.	Ξ	Covius Test User	coviustestuser	Test Counterparty	nicholas.orlosky@covius.com.iudy_chen@freddiemac.com.alicia_mccartnev@freddiemac.com			Yes	
ther Forms	]	*	Ξ	Michael Lang	langmi1	Test Counterparty	nicholas.orlosky@covius.com.iudy_chen@freddiemac.com.alicia_mccartnev@freddiemac.com			Yes	
		÷	Ξ	Test S/S Admin	testssadmin	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes	
		÷	Ξ	Test S/S User	testssuser	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes		Yes	
	1	÷	=	Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes	
		t.	Ξ	Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes		Yes	
			H	1   F   F			Page: 1 of 1 Go Page size: 6 Change			B	tem 1 to 6 of 6

3. To reset the password for another user, find the user and click the three-dash menu button next to their name. Select Password Reset.

O A	dd New	Export To Excel	Clear Filters				
Edit	Menu	DisplayName 🔺	UserName	CompanyName	EmailAddress	Locked?	Is Active
		T	T	T	T	T	7
4	2.	Manage User Roles	justestuser	Test Counterparty	$nicholas.or losky@covius.com.judy\_chen@freddiemac.com, a licia\_mccartney@freddiemac.com.com.com.com.com.com.com.com.com.co$		Yes
t	0	Password Reset	mi1	Test Counterparty	$nicholas.orlosky @covius.com, judy\_chen @freddiemac.com, alicia\_mccartney @freddiemac.com, alici\_mccartney$		Yes
t	O	Unlock User	ssadmin	Test Counterparty	$nicholas.or losky @covius.com, judy\_chen @freddiemac.com, alicia\_mccartney @freddiemac.com, alici\_mccartne$		Yes
ł	=	Test S/S User	testssuser	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes
÷	$\equiv$	Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com.judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes
4	$\equiv$	Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes



## Vendor Inventory

Per section 3.9 of the *Multifamily Seller/Servicer Guide*, seller/servicers must notify Freddie Mac within **10** business days of the date of onboarding or termination of a Material Vendor. This can be done directly in MES. Below are the requested fields when completing the material vendor inventory:

Required field	Description
Vendor Name	Vendor legal name
Unique Vendor Identifier	Legal Identifier for the Material Vendor
Type of Vendor Identifier	Select the type of identifier such as:
	<ul> <li>Legal Entity Identifier (LEI)</li> </ul>
	<ul> <li>Tax Identifier (TIN/EIN)</li> </ul>
	Standard Industrial Classification (SIC)
	North American Industry Classification System (NAICS)
	Markit RED (Reference Entity Database)     OV/KEX (Clobal Company Kay)
	Global Industry Classification Standard (GICS)
Headquarters Street Address	Street address where the vendor is headquartered
Headquarters City	City where the vendor is headquartered
Headquarters State/Province	State where the vendor is headquartered
Headquarters Zip Code	Zip code where the vendor is headquartered
Headquarters Country	Country where the vendor is headquartered
Operating Site Street Address	Street address where services are provided
Operating Site City	City where services are provided
Operating Site State/Province	State where services are provided
Operating Site Zip Code	Zip Code where services are provided
Operating Site Country	Country where services are provided
Vendor Type	One of the following:
	<ul> <li>Legal counsel (excluding closing counsel)</li> </ul>
	<ul> <li>Servicing agents (i.e., sub-servicers)</li> </ul>
	Sub-contracting firms
	<ul> <li>Vendors engaged to provide ongoing loan activities including:</li> </ul>
	<ul> <li>Site inspections</li> </ul>
	<ul> <li>Insurance monitoring / reporting</li> </ul>
	<ul> <li>Tax monitoring / reporting</li> </ul>
	<ul> <li>Real estate tax services</li> <li>UCC monitoring</li> </ul>
	<ul> <li>Background / KYC Searches</li> </ul>
	<ul> <li>Credit reporting</li> </ul>
	<ul> <li>Financial Statement data entry / review / coding</li> </ul>
	<ul> <li>Billing statement preparation</li> </ul>
	<ul> <li>Standard replacement reserve management</li> </ul>
	<ul> <li>Non-pronibited accounting / reporting functions such as providing administrative services, investor reporting and cash management</li> </ul>
	Software for Servicing
	Software for Data Support / Storage
Start Date	Relationship start date
Vendor Contract	Do you have a contract or equivalent written agreement with the Vendor
	(Yes/No)?
Contract period	If there is a vendor Contract, what is the end date?
Additional Description of Services	Provide any additional description of the services provided by the
	vendor as needed



#### Vendor Criteria

Vendor Criteria	Examples
1. Vendors that have the potential to create information security risk for	Vendors that access, store, or process Freddie Mac data, including data from the Mortgage File as provided in Section 34.7 of the Guide. <b>Examples include:</b>
Freddie Mac	<ul> <li>Vendors with access to Freddie Mac systems</li> </ul>
	Vendors that store or process data from the Mortgage File
	<ul> <li>Vendors that have access to Freddle Mac-owned Protected Personal Information, financial data, proprietary information, or sensitive IT information</li> </ul>
2. Vendors that	Vendors that provide services that may have a regulatory impact to Freddie
have the potential to create compliance	Mac, including compliance with the laws listed in Section 5.7 of the Guide.
risk for Freddie Mac	Examples include:
	<ul> <li>Companies or software that provide background checks, identity verification, or Anti-Money Laundering / Know Your Customer screenings</li> </ul>
	<ul> <li>Vendors running searches on judgments, uniform commercial code, or liens, that are being relied upon by Freddie Mac</li> </ul>

## Adding a Material Vendor

- 1. Log into MES.
- 2. Navigate to the Vendor Management tab on the left-hand side and select Vendor Inventory.

Pre Securitization Annual Cert									
Due		Client - Annual Certification - Due							
Complete									
Insurance	•	Drag a column heade	r and drop it here to group by tha	t column					
Custodial	•	Event to Even	A Class Filters						
Post Securitization	•	Clear Filters							
ICQ	•	Menu Cou	nterparty Name	Form T	pe	Due Date	e	Form Rec	eived
Vendor Management				T	T		T		T
Vendor Inventory		No records to display			(Constant)			h	
Contacts				i an Channa					
Upload	•	14 4 1	P PI Page: 1 of 1 Go P	ige size: 25 Change					
Training	•								



Click the Add New button and fill out the vendor inventory details or edit any existing vendor inventory data listed, then click the Save icon. Please note the \* is a required field to submit the inventory.

Pre Securitization Annual Cert	•					
Insurance	•	Vendor Manageme	nt - Vendor Inver	ntory		
Custodial	•	Vendor Management - Vend	dor Inventory			
Post Securitization	•					
ICQ	•					
Counterparty Application Forms	•	• Add New Key Export to Ex	.cel 🤤 Clear Filters			
User Management	•	C Edit Many Vandan Nan			Unique Vendor	
Vendor Management			ie		Identifier	
Vendor Inventory				T		T
Contacts	•					
Upload	•	Vendor Name			*	
Training	•	Unique Vendor Identifier				
		Type of Vendor	Colort From Lint			
		Identifier	Select From List		•	
		Headquarters Street Address			*	
		Headquarters				
		City				
		Headquarters			<b>*</b>	
		Headquarters		 ר	_	
		Zip Code / Postal Code		*		
		Headquarters			<b>*</b>	
		Country Operating Site	[			
		Street Address			*	
		Operating Site			<b>]</b> *	
		City On and the City			<del>-</del>	
		State / Province			*	
		Operating Site		].		
		Zip Code / Postal Code			_	
		Operating Site Country			*	
		Vendor Type	Select From List		<b>*</b>	
		Start Date		*		
		Vendor Contract	Select From List V	_ ~		
		Contract Period		1		
		Contract renou	[	_		
		Additional Description of Services				
		<b>H</b> ×				



## Deleting a Material Vendor

1. Click the three bars next to the Vendor name, or right-click on the vendor row.

Pre Securitization Annual Cert	•						
Insurance	Vendor Management - Vendor Inventory						
Custodial	•		-				
Post Securitization	-	<b>.</b>	Constant Front Constant				
ICQ	•	Add New	Export to Excel				
Vendor Management		Edit Menu	u Vendor Name		Headquarters Address		
Vendor Inventory				Y		<b>T</b>	
Contacts	-						
Upload					10701 Flagler Drive, Parker, CO 80	134	
Training			American Flood Research (AFR)				

2. Delete Vendor will appear

Pre Securitization Annual Cert	-				
Insurance	•	Vendor Management - Vendor Inventory			
Custodial	•				
Post Securitization	•	Add New Kapart to Even Class Filters			
ICQ	•	Add New Age Export to Excer Clear Priters			
Vendor Management		Edit Menu Vendor Name		Headquarters Address	
Vendor Inventory			T		T
Contacts					
Upload	•			10701 Flagler Drive, Parker, CO 80134	
Training	•	AFR)			11

3. Confirm deletion by clicking the OK button. The material vendor is deleted from inventory.

-		10701 Hagier Di	nve
	=	×	
2727 LBJ Freeway Su	Are you Vendor	sure you want to Delete	uite 420
1901 Sixth Avenue N AL 35203			N, Suite 1700



## MES User Roles

User Role Types	Add/Edit	Complete pre- securitization annual certifications	Submit pre- securitization annual certifications	Complete and submit 1107M Org Change Forms	Post- securitization primary servicer reporting
S/S User		$\checkmark$		$\checkmark$	$\checkmark$
S/S Admin	$\checkmark$				
S/S Super	$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$
S/S Authorized Officer	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
S/S Read Only					