

Multifamily Eligibility System (MES)

Eligibility User Guide

October 2022

Table of Contents

Post-Securitization Primary Servicer Reporting	3
Monthly Due.....	3
Quarterly Due	6
Annual Due.....	10
View Approved Certifications.....	13
Exhibit G – Submission.....	14
Pre-Securitization Annual Certification (16M, 17M or 1110M)	16
User Role Changes.....	22
Adding a New User	22
Removing a User	24
Change Role Privileges.....	25
Reset Password.....	26
Vendor Inventory	27
Adding a Material Vendor.....	28
Deleting a Material Vendor.....	30
MES User Roles	31

Post-Securitization Primary Servicer Reporting

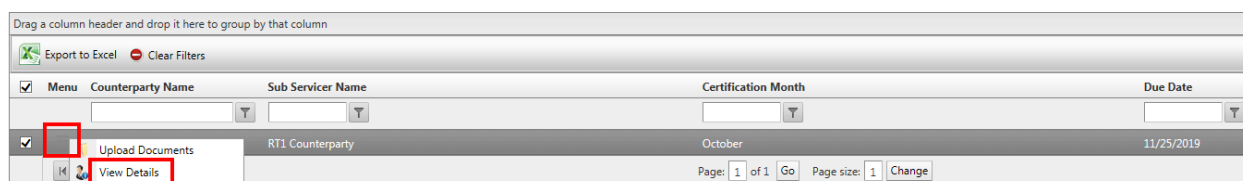
Monthly Due

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.



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

Post Securitization - Monthly Due



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

MES

Pop Up - Post Sec Monthly Detail

S/S Name: RT1 Counterparty
S/S Status: Active

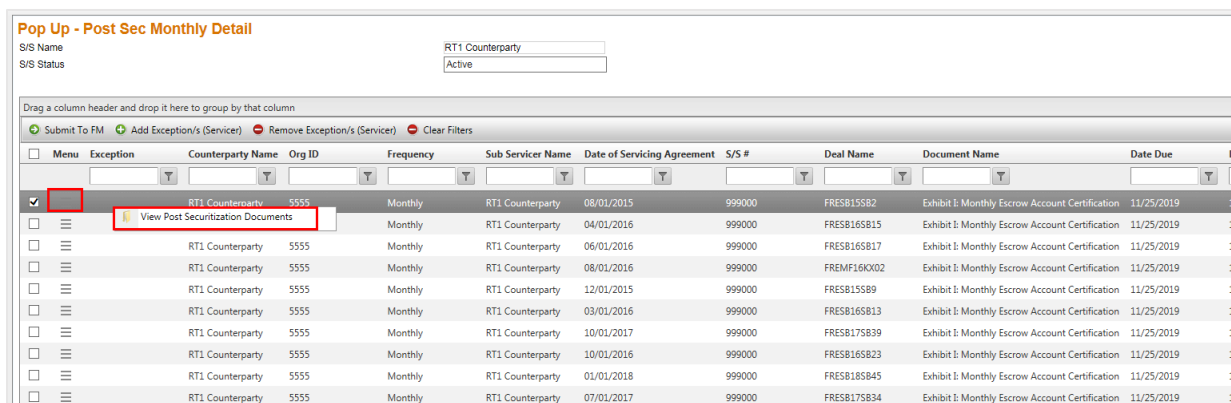
Drag a column header and drop it here to group by that column

Submit To FMI Add Exception/s (Servicer) Remove Exception/s (Servicer) Clear Filters

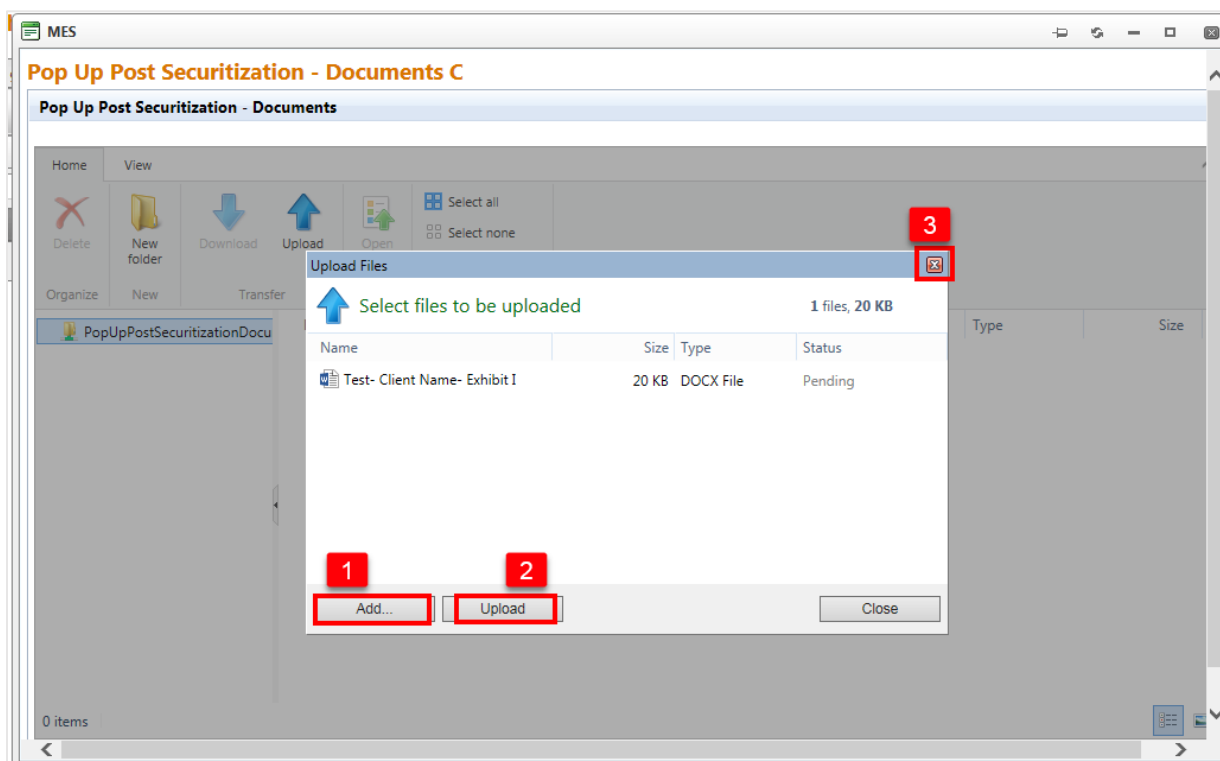
Menu	Exception	Counterparty Name	Org ID	Frequency	Sub Servicer Name	Date of Servicing Agreement	S/S #	Deal Name	Document Name	Date Due	Date Submitted	Variance	Closing Date
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	08/01/2015	999000	FRESB15582	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	08/28/2015
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	04/01/2016	999000	FRESB165815	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	04/29/2016
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	06/01/2016	999000	FRESB165817	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	06/27/2016
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	08/01/2016	999000	FRESB165813	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	08/25/2016
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	12/01/2015	999000	FRESB165809	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	12/22/2015
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	03/01/2016	999000	FRESB175839	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	03/04/2016
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	10/01/2017	999000	FRESB165823	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	10/18/2017
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	10/01/2016	999000	FRESB165823	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	10/28/2016
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	01/01/2018	999000	FRESB185845	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	01/29/2018
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	07/01/2017	999000	FRESB175834	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	07/26/2017
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	10/01/2015	999000	FRESB155886	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	10/30/2015
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	02/01/2017	999000	FRESB175827	Exhibit I Monthly Escrow Account Certification	11/25/2019	11/08/2019	-17	02/27/2017

Page: 1 of 1 Go Page size: 12 Change

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



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.



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 Monthly Detail

S/S Name: RT1 Counterparty
S/S Status: Active

Drag a column header and drop it here to group by that column

Submit To FM Add Exception/s (Service) Remove Exception/s (Service) Clear Filters

Menu	Exception	Counterparty Name	Org ID	Frequency	Sub Servicer Name	Date of Servicing Agreement	S/S #	Deal Name	Document Name	Date Due	Date Submitted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	08/01/2015	999000	FRESB15S82	Exhibit I: Monthly Escrow Account Certification	11/25/2019	11/08/2019
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	04/01/2016	999000	FRESB16S815	Exhibit I: Monthly Escrow Account Certification	11/25/2019	11/08/2019
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1 Counterparty	06/01/2016	999000	FRESB16S817	Exhibit I: Monthly Escrow Account Certification	11/25/2019	11/08/2019

- 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.

MES

Pop Up - Post Sec Monthly Detail

S/S Name: RT1 Counterparty
S/S Status: Active

Drag a column header and drop it here to group by that column

Submit To FM Add Exception/s (Service) Remove Exception/s (Service) Clear Filters

Menu	Exception	Counterparty Name	Org ID	Frequency	Sub Servicer Name	Date of Servicing Agreement	S/S #	Deal Name	Document Name	Date Due	Date Submitted	Variance	Closing Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1Sub-Servicer	11/01/2016	999000	FREM18KJ09	Exhibit I: Monthly Escrow Account Certification	12/25/2018			11/30/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1Sub-Servicer	09/01/2016	999000	FREM18KJ07	Exhibit I: Monthly Escrow Account Certification	12/25/2018			09/27/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1Sub-Servicer	10/01/2016	999000	FREM18KJ08	Exhibit I: Monthly Escrow Account Certification	12/25/2018			10/28/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Monthly	RT1Sub-Servicer	03/01/2017	999000	FREM17KJ12	Exhibit I: Monthly Escrow Account Certification	12/25/2018			03/14/2017

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

Fri 11/8/2019 1:23 PM


 appstest@covius.com

Exhibit I: Monthly Escrow Account Certification Received by Freddie Mac

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Freddie Mac has received RT1 Counterparty's Exhibit I: Monthly Escrow Account Certification record(s) that were uploaded in MES. You may be contacted if there are any questions or clarifications needed regarding the submission.

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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.

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

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

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

Pop Up - Post Sec Quarterly Detail

Pop Up - Post Sec Quarterly Detail Counterparty Su

S/S Name: RT1 Counterparty
S/S Status: Active

Pop Up - Post Sec Quarterly Detail

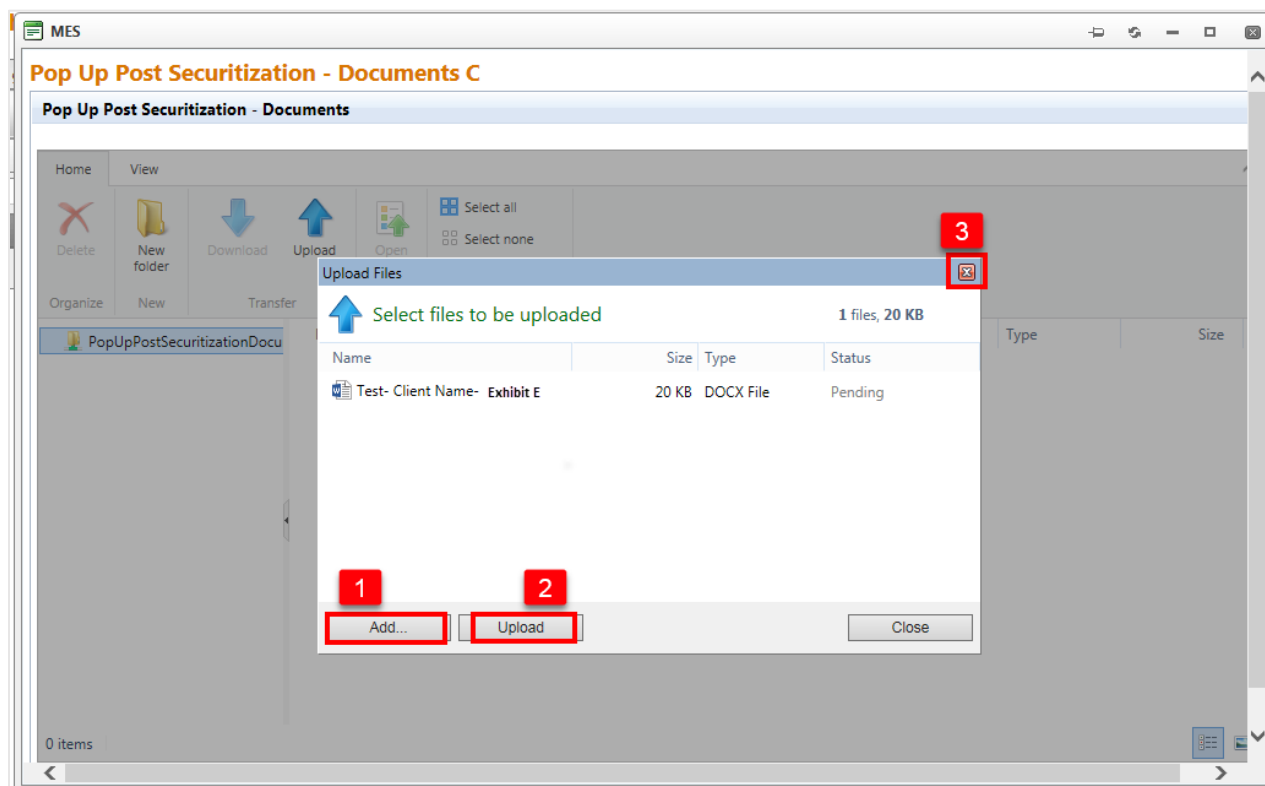
Drag a column header and drop it here to group by that column

Submit To FM Add Exception/s (Servicer) Remove Exception/s (Servicer) Clear Filters

Menu	Exception	Counterparty Name	Org ID	Frequency	Date of Servicing Agreement	Sub Servicer Name	S/S #	Deal Name	Document Name	Date Due	Date Submitted	Variance	Closing Date
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	08/01/2015	RT1 Counterparty	999000	FRESB15582	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	08/28/2015
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2017	RT1 Counterparty	999000	FRESB175839	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	10/18/2017
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	01/01/2018	RT1 Counterparty	999000	FRESB185845	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	01/29/2018
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	04/01/2016	RT1 Counterparty	999000	FRESB165815	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	04/29/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2015	RT1 Counterparty	999000	FRESB15586	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	10/30/2015
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	03/01/2016	RT1 Counterparty	999000	FRESB165813	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	03/04/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	07/01/2017	RT1 Counterparty	999000	FRESB175834	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	07/26/2017
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	02/01/2017	RT1 Counterparty	999000	FRESB175827	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	02/27/2017
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	06/01/2016	RT1 Counterparty	999000	FRESB165817	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	06/27/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2016	RT1 Counterparty	999000	FRESB165823	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	10/28/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	12/01/2015	RT1 Counterparty	999000	FRESB15589	Exhibit E Quarterly Servicing Certification	01/23/2020	11/08/2019	-76	12/22/2015

Page: 1 of 1 Go Page size: 11 Change

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.



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 Quarterly Detail

Pop Up - Post Sec Quarterly Detail Counterparty Su

S/S Name: RT1 Counterparty

S/S Status: Active

Pop Up - Post Sec Quarterly Detail

Drag a column header and drop it here to group by that column

Submit To FM Add Exception/s (Servicer) Remove Exception/s (Servicer) Clear Filters

Menu	Exception	Counterparty Name	Org ID	Frequency	Date of Servicing Agreement	Sub Servicer Name	S/S #	Deal Name	Document Name	Date Due	Date Submitted	Variance	Closing Date
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	08/01/2015	RT1 Counterparty	999000	FRESB15582	Exhibit E: Quarterly Servicing Certification	01/23/2020			08/28/2015
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2017	RT1 Counterparty	999000	FRESB175839	Exhibit E: Quarterly Servicing Certification	01/23/2020			10/18/2017
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	01/01/2018	RT1 Counterparty	999000	FRESB185845	Exhibit E: Quarterly Servicing Certification	01/23/2020			01/29/2018
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	04/01/2016	RT1 Counterparty	999000	FRESB165815	Exhibit E: Quarterly Servicing Certification	01/23/2020			04/29/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2015	RT1 Counterparty	999000	FRESB15586	Exhibit E: Quarterly Servicing Certification	01/23/2020			10/30/2015
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	03/01/2016	RT1 Counterparty	999000	FRESB165813	Exhibit E: Quarterly Servicing Certification	01/23/2020			03/04/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	07/01/2017	RT1 Counterparty	999000	FRESB175834	Exhibit E: Quarterly Servicing Certification	01/23/2020			07/26/2017
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	02/01/2017	RT1 Counterparty	999000	FRESB175827	Exhibit E: Quarterly Servicing Certification	01/23/2020			02/27/2017
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	06/01/2016	RT1 Counterparty	999000	FRESB165817	Exhibit E: Quarterly Servicing Certification	01/23/2020			06/27/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2016	RT1 Counterparty	999000	FRESB165823	Exhibit E: Quarterly Servicing Certification	01/23/2020			10/28/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Quarterly	12/01/2015	RT1 Counterparty	999000	FRESB15589	Exhibit E: Quarterly Servicing Certification	01/23/2020			12/22/2015

Page 1 of 1 Go Page size: 11 Change

- 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 Quarterly Detail

Pop Up - Post Sec Quarterly Detail Counterparty Su

S/S Name: RT1 Counterparty

S/S Status: Active

Pop Up - Post Sec Quarterly Detail

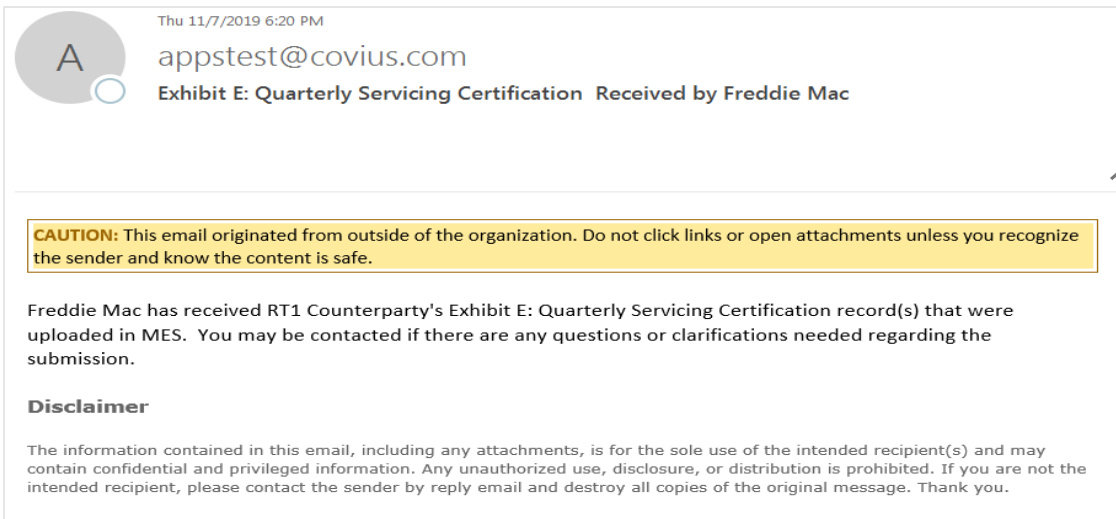
Drag a column header and drop it here to group by that column

Submit To FM Add Exception/s (Servicer) Remove Exception/s (Servicer) Clear Filters

Menu	Exception	Counterparty Name	Org ID	Frequency	Date of Servicing Agreement	Sub Servicer Name	S/S #	Deal Name	Document Name	Date Due	Date Submitted	Variance	Closing Date
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	08/01/2015	RT1 Counterparty	999000	FRESB15582	Exhibit E: Quarterly Servicing Certification	01/23/2020			08/28/2015
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2017	RT1 Counterparty	999000	FRESB175839	Exhibit E: Quarterly Servicing Certification	01/23/2020			10/18/2017
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	01/01/2018	RT1 Counterparty	999000	FRESB185845	Exhibit E: Quarterly Servicing Certification	01/23/2020			01/29/2018
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	04/01/2016	RT1 Counterparty	999000	FRESB165815	Exhibit E: Quarterly Servicing Certification	01/23/2020			04/29/2016
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2015	RT1 Counterparty	999000	FRESB15586	Exhibit E: Quarterly Servicing Certification	01/23/2020			10/30/2015
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	03/01/2016	RT1 Counterparty	999000	FRESB165813	Exhibit E: Quarterly Servicing Certification	01/23/2020			03/04/2016
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	07/01/2017	RT1 Counterparty	999000	FRESB175834	Exhibit E: Quarterly Servicing Certification	01/23/2020			07/26/2017
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	02/01/2017	RT1 Counterparty	999000	FRESB175827	Exhibit E: Quarterly Servicing Certification	01/23/2020			02/27/2017
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	06/01/2016	RT1 Counterparty	999000	FRESB165817	Exhibit E: Quarterly Servicing Certification	01/23/2020			06/27/2016
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	10/01/2016	RT1 Counterparty	999000	FRESB165823	Exhibit E: Quarterly Servicing Certification	01/23/2020			10/28/2016
<input checked="" type="checkbox"/>		RT1 Counterparty	5555	Quarterly	12/01/2015	RT1 Counterparty	999000	FRESB15589	Exhibit E: Quarterly Servicing Certification	01/23/2020			12/22/2015

Page 1 of 1 Go Page size: 11 Change

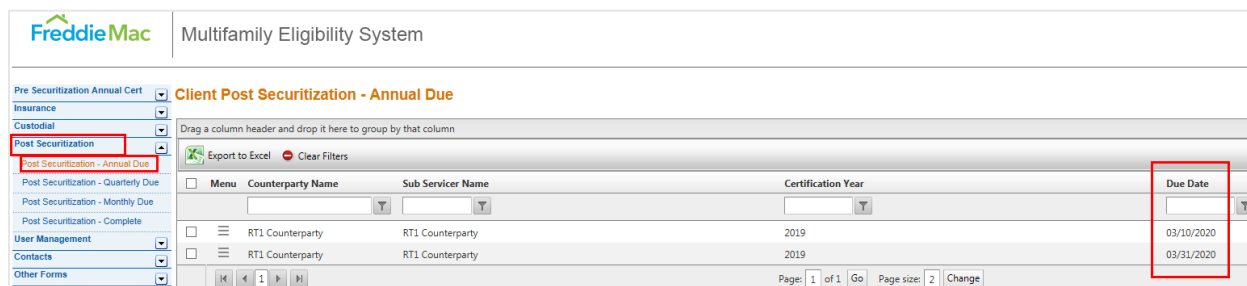
- After you submit the certifications to Freddie Mac, a confirmation will be sent to you to confirm the submission was received.



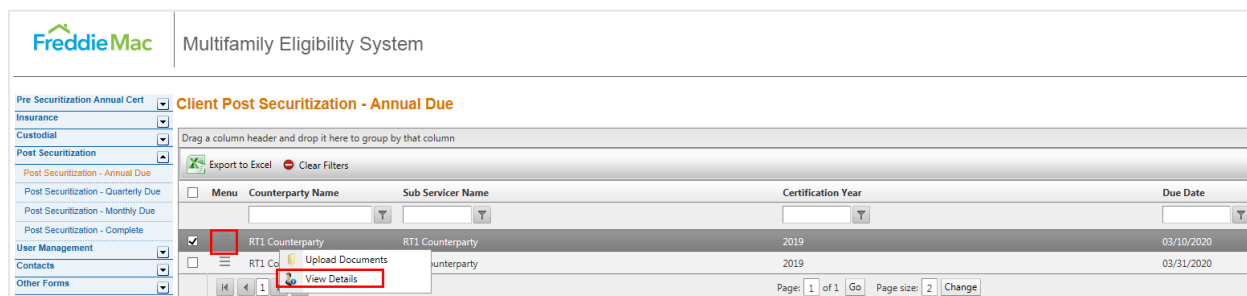
Annual Due

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

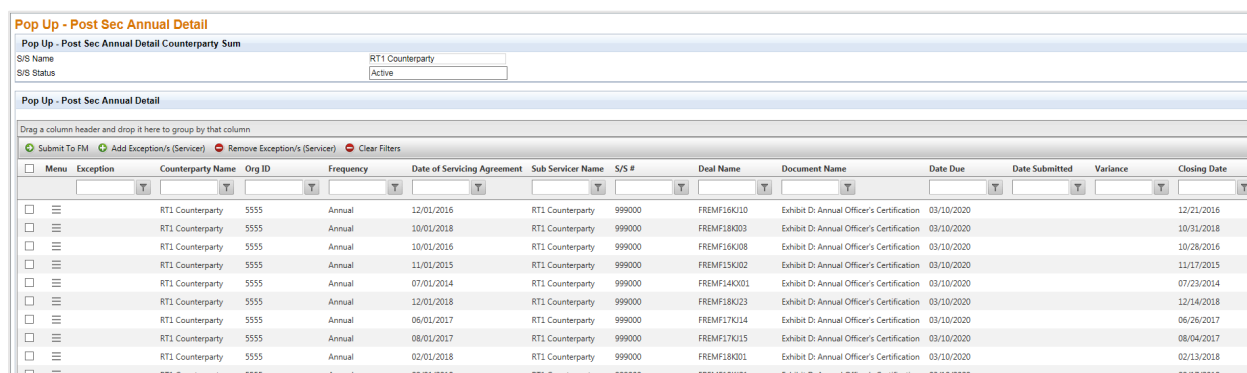
Notice there are two types of annual certifications – Exhibit D (due March 10 each year) and the Accountant Statement (due March 31 each year).



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



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



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

Pop Up - Post Sec Annual Detail

Drag a column header and drop it here to group by that column

Submit To FM Add Exception/s (Servicer) Remove Exception/s (Servicer) Clear Filters

Menu	Exception	Counterparty Name	Org ID	Frequency	Date of Servicing Agreement	Sub Servicer Name	S/S #	Deal Name	Document Name	Date Due	Date Submitted	Variance	Closing Date
<input checked="" type="checkbox"/>		View Post Securitization Documents	5555	Annual	12/01/2016	RT1 Counterparty	999000	FREM16K010	Exhibit D: Annual Officer's Certification	03/10/2020	11/08/2019	-123	12/21/2016
<input type="checkbox"/>		RT1 Counterparty	5555	Annual	10/01/2018	RT1 Counterparty	999000	FREM16K003	Exhibit D: Annual Officer's Certification	03/10/2020	11/08/2019	-123	10/31/2018
<input type="checkbox"/>		RT1 Counterparty	5555	Annual	10/01/2016	RT1 Counterparty	999000	FREM16K008	Exhibit D: Annual Officer's Certification	03/10/2020	11/08/2019	-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 - Documents C

Pop Up Post Securitization - Documents

Home View

Delete New folder Download Upload Open Select all Select none

Organize New Transfer

PopUpPostSecuritizationDocu

0 items

Upload Files

Select files to be uploaded 1 files, 20 KB

Name	Size	Type	Status
Test- Client Name- Exhibit D	20 KB	DOCX File	Pending

1 Add... 2 Upload 3 Close

- 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 Annual Detail

Pop Up - Post Sec Annual Detail Counterparty Sum

S/S Name: RT1 Counterparty
S/S Status: Active

Pop Up - Post Sec Annual Detail

Drag a column header and drop it here to group by that column

Submit To FM Add Exception/s (Service) Remove Exception/s (Service) Clear Filters

Menu	Exception	Counterparty Name	Org ID	Frequency	Date of Servicing Agreement	Sub Servicer Name	S/S #	Deal Name	Document Name	Date Due	Date Submitted	Variance	Closing Date
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	12/01/2016	RT1 Counterparty	999000	FREMF16K110	Exhibit D: Annual Officer's Certification	03/10/2020			12/21/2016
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	10/01/2018	RT1 Counterparty	999000	FREMF18K003	Exhibit D: Annual Officer's Certification	03/10/2020			10/31/2018
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	10/01/2016	RT1 Counterparty	999000	FREMF16K008	Exhibit D: Annual Officer's Certification	03/10/2020			10/28/2016
<input type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	11/01/2015	RT1 Counterparty	999000	FREMF15K002	Exhibit D: Annual Officer's Certification	03/10/2020			11/17/2015

- 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 Annual Detail

Pop Up - Post Sec Annual Detail Counterparty Sum

S/S Name: RT1 Counterparty
S/S Status: Active

Pop Up - Post Sec Annual Detail

Drag a column header and drop it here to group by that column

Submit To FM Add Exception/s (Service) Remove Exception/s (Service) Clear Filters

Menu	Exception	Counterparty Name	Org ID	Frequency	Date of Servicing Agreement	Sub Servicer Name	S/S #	Deal Name	Document Name	Date Due	Date Submitted	Variance	Closing Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	12/01/2016	RT1 Counterparty	999000	FREMF16K110	Exhibit D: Annual Officer's Certification	03/10/2020			12/21/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	10/01/2018	RT1 Counterparty	999000	FREMF18K003	Exhibit D: Annual Officer's Certification	03/10/2020			10/31/2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	10/01/2016	RT1 Counterparty	999000	FREMF16K008	Exhibit D: Annual Officer's Certification	03/10/2020			10/28/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	11/01/2015	RT1 Counterparty	999000	FREMF15K002	Exhibit D: Annual Officer's Certification	03/10/2020			11/17/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RT1 Counterparty	5555	Annual	07/01/2014	RT1 Counterparty	999000	FREMF14K001	Exhibit D: Annual Officer's Certification	03/10/2020			07/23/2014

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

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Exhibit D: Annual Officer's Certification Received by Freddie Mac

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Freddie Mac has received RT1 Counterparty's Exhibit D: Annual Officer's Certification record(s) that were uploaded in MES. You may be contacted if there are any questions or clarifications needed regarding the submission.

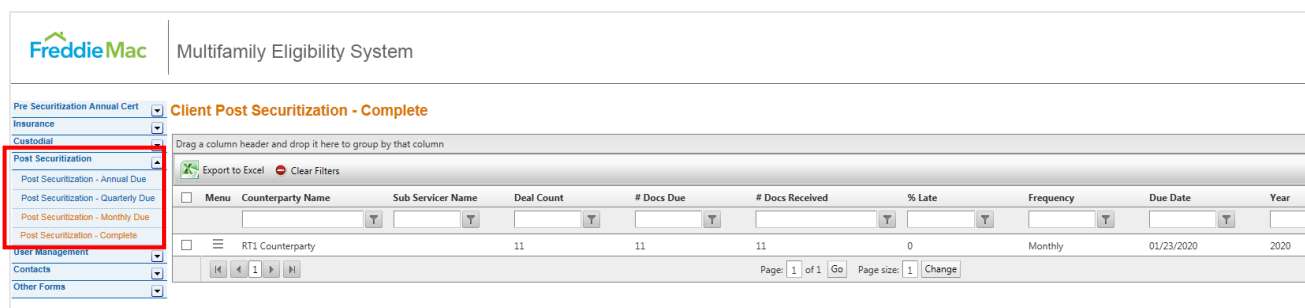
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View Approved Certifications

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.

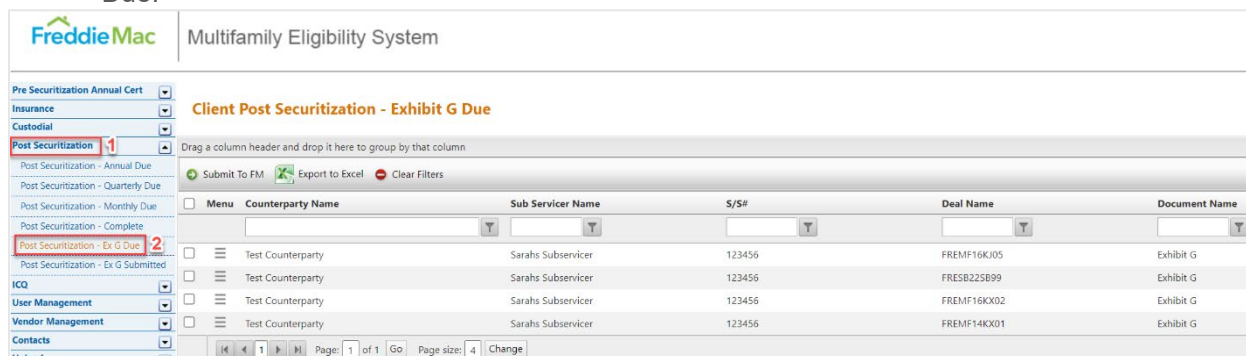
Note that certifications will only appear in the Complete section once the Freddie Mac team has reviewed and approved the certifications.



The screenshot shows the Freddie Mac Multifamily Eligibility System interface. On the left, a navigation menu is visible with the following items: Pre Securitization Annual Cert, Insurance, Custodial, Post Securitization (highlighted with a red box), Post Securitization - Annual Due, Post Securitization - Quarterly Due, Post Securitization - Monthly Due, Post Securitization - Complete, User Management, Contacts, and Other Forms. The main content area is titled 'Client Post Securitization - Complete'. It features a table with columns: Menu, Counterparty Name, Sub Servicer Name, Deal Count, # Docs Due, # Docs Received, % Late, Frequency, Due Date, and Year. The table contains one row for 'RT1 Counterparty' with values: 11, 11, 11, 0, Monthly, 01/23/2020, 2020. Below the table, there is a pagination bar showing 'Page: 1 of 1', 'Go', 'Page size: 1', and 'Change'.

Exhibit G – Submission

1. Log into MES. **Note:** Only the S/S User role can to submit an Exhibit G
2. Navigate to the Post-Securitization tab and on the drop-down, select Post Securitization – Ex G Due.



FreddieMac Multifamily Eligibility System

Client Post Securitization - Exhibit G Due

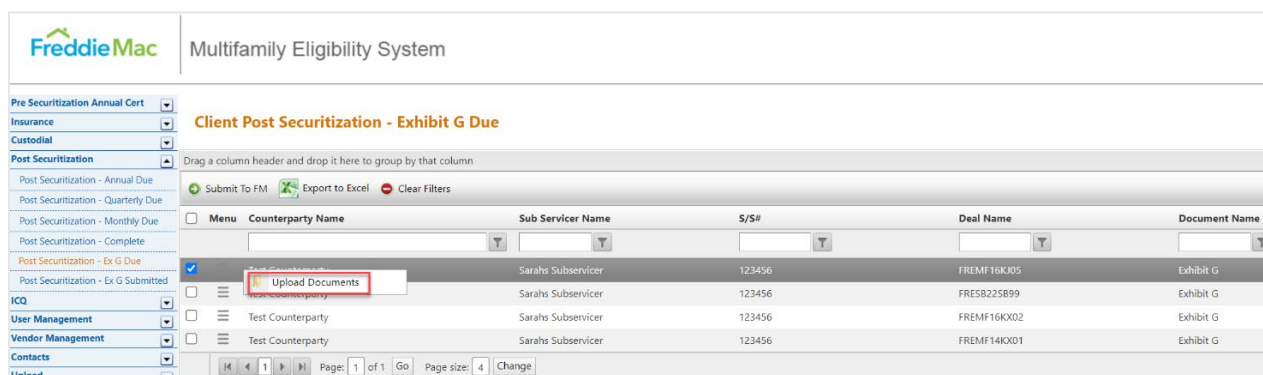
Drag a column header and drop it here to group by that column

Submit To FM Export to Excel Clear Filters

Menu	Counterparty Name	Sub Servicer Name	S/S#	Deal Name	Document Name
<input type="checkbox"/>	Test Counterparty	Sarahs Subservicer	123456	FREMF16KJ05	Exhibit G
<input type="checkbox"/>	Test Counterparty	Sarahs Subservicer	123456	FRESB225B99	Exhibit G
<input type="checkbox"/>	Test Counterparty	Sarahs Subservicer	123456	FREMF16KX02	Exhibit G
<input type="checkbox"/>	Test Counterparty	Sarahs Subservicer	123456	FREMF14KX01	Exhibit G

Page: 1 of 1 Go Page size: 4 Change

3. To upload the Exhibit G document, select the respective counterparty name. Right click the counterparty name and select Upload Documents. A pop-up screen will appear.



FreddieMac Multifamily Eligibility System

Client Post Securitization - Exhibit G Due

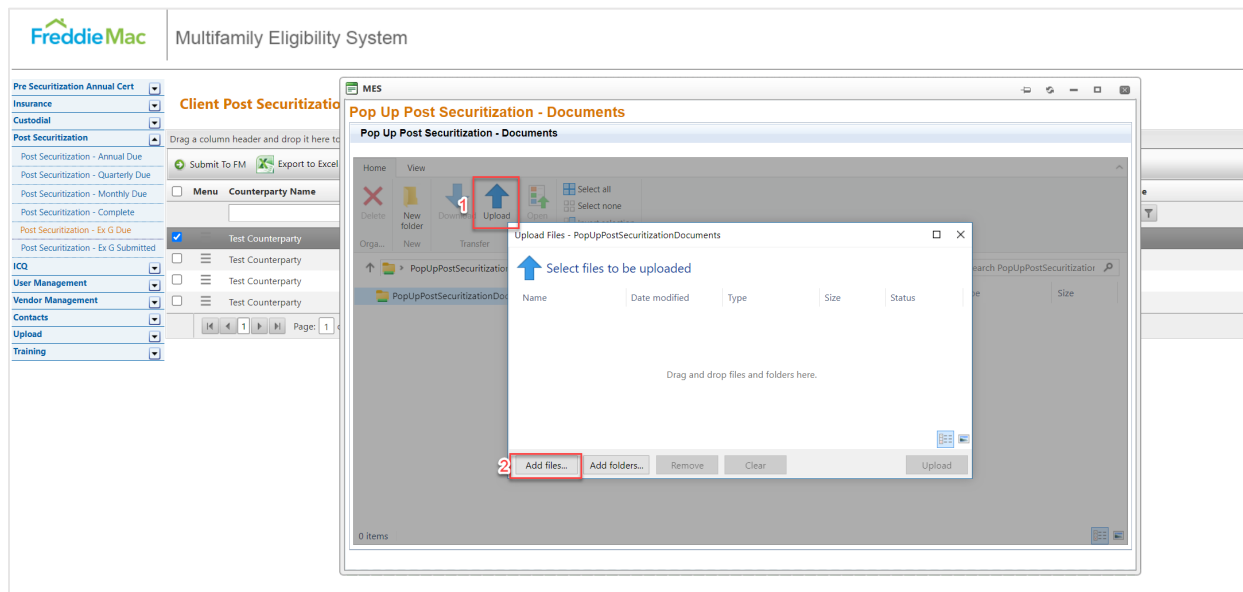
Drag a column header and drop it here to group by that column

Submit To FM Export to Excel Clear Filters

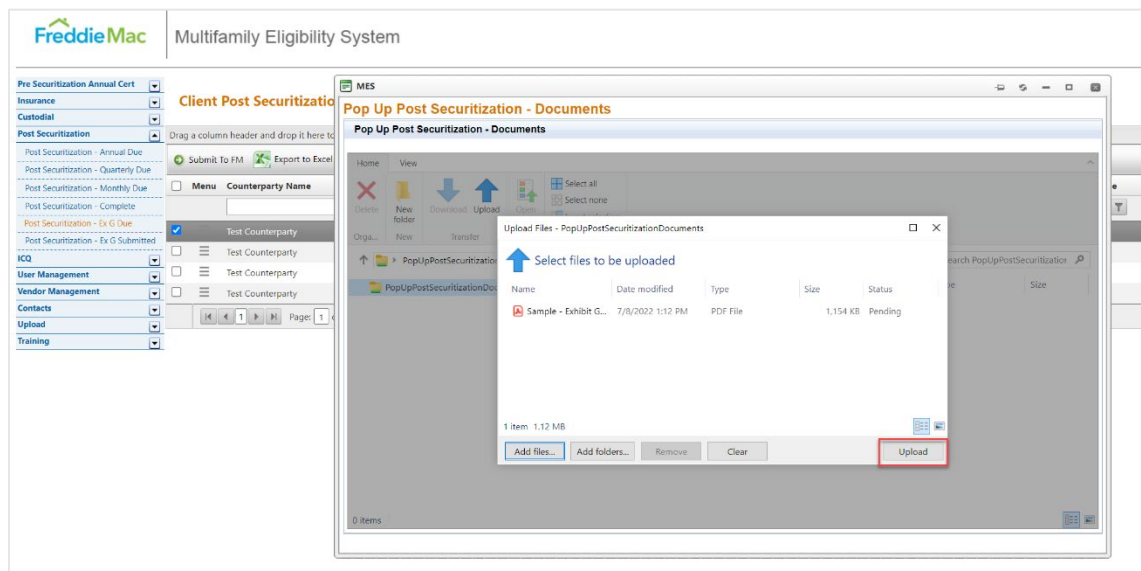
Menu	Counterparty Name	Sub Servicer Name	S/S#	Deal Name	Document Name
<input checked="" type="checkbox"/>	Test Counterparty	Sarahs Subservicer	123456	FREMF16KJ05	Exhibit G
<input type="checkbox"/>	Test Counterparty	Sarahs Subservicer	123456	FRESB225B99	Exhibit G
<input type="checkbox"/>	Test Counterparty	Sarahs Subservicer	123456	FREMF16KX02	Exhibit G
<input type="checkbox"/>	Test Counterparty	Sarahs Subservicer	123456	FREMF14KX01	Exhibit G

Page: 1 of 1 Go Page size: 4 Change

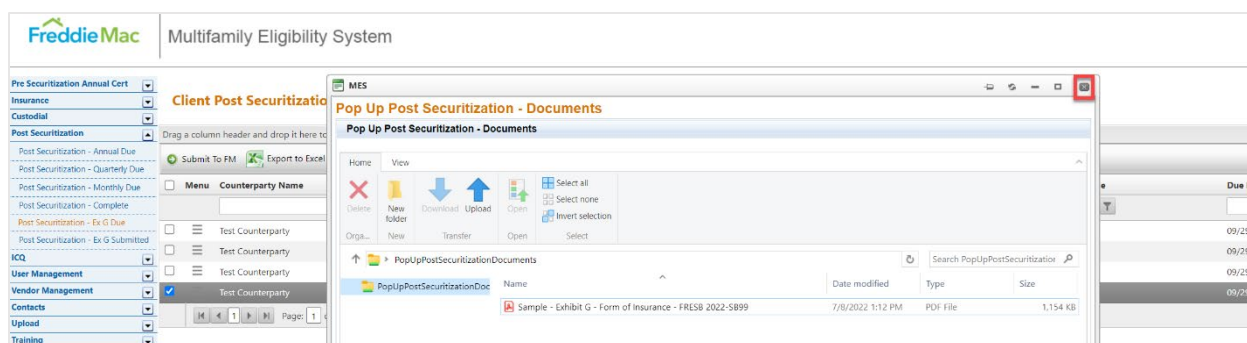
- To upload document/s, select the blue arrow icon pointing up labeled Upload. A pop-up window titled, "Upload Files" will appear. Select Add files, then select the Exhibit G document from your files.



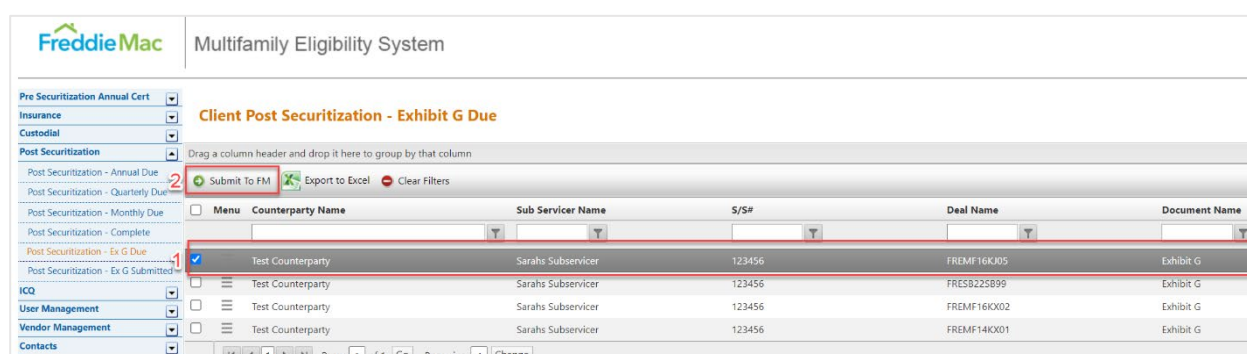
- After adding the Exhibit G file, select Upload.



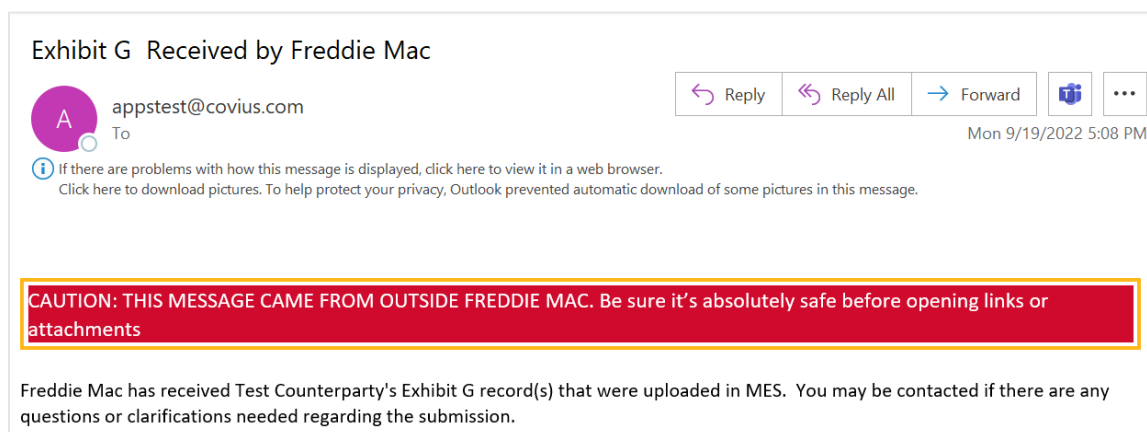
- After successful upload, close the pop-up window.



- To submit the Exhibit G document to Freddie Mac, select the respective deal or counterparty name. Then, click the Submit to FM button.



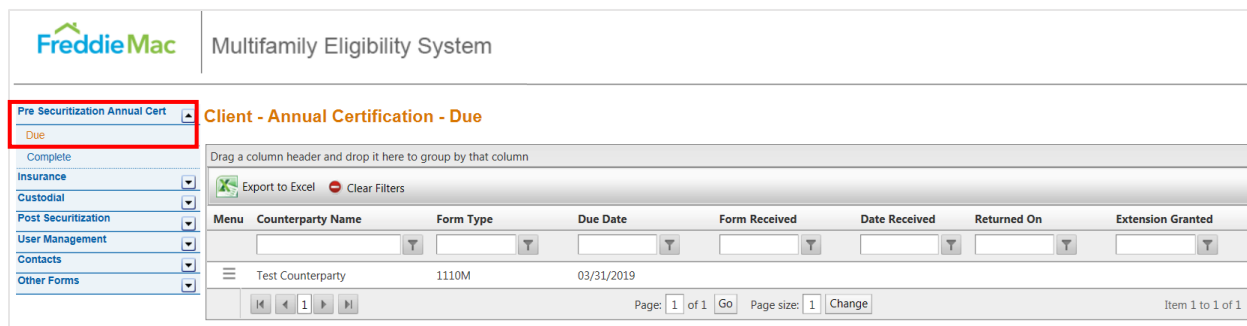
After you submit the Exhibit G document to Freddie Mac, an email will be sent to you to confirm the submission was received.



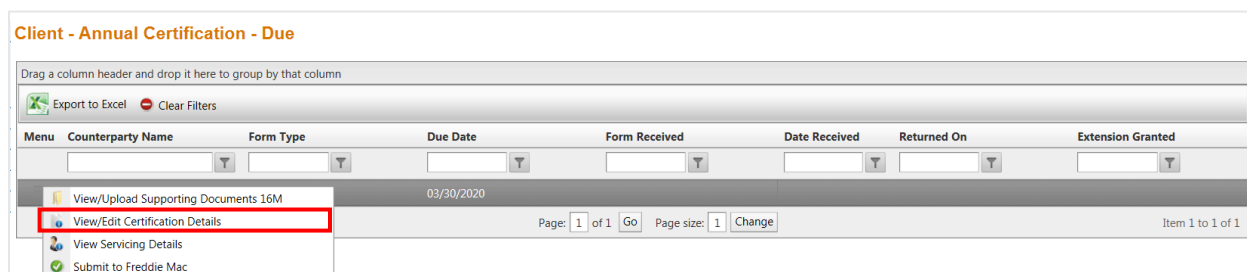
Pre-Securitization Annual Certification (16M, 17M or 1110M)

- 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.
- 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.



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



- 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.

I understand that Freddie Mac may require additional financial and/or other information.

The undersigned duly authorized representative of Seller/Servicer hereby certifies to the foregoing as of the date noted.

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.:

[Save Form](#)

- 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 *		

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/Service notified Freddie Mac of any security breaches required to be reported in accordance with Chapter 2.26(c) of the Multifamily Seller/Service Guide?

- ☐ Yes, notification(s) of security breaches were submitted on date(s).
- ☐ There have been no security breaches required to be reported
- ☐ Description of all previously unreported security breaches is provided below.

v. Borrower Certifications: All questions in this section are required to be populated upon submission.

Borrower Certifications

The Seller/Service certifies with respect to each multifamily Mortgage that it has serviced, that it has serviced the Mortgage in compliance with all Freddie Mac requirements and policies, including:

- a. providing all notices and information to borrowers as required by Freddie Mac,
- b. requiring each borrower annually to execute the Borrower Certification evidencing borrower's compliance with all loan terms and applicable laws, and
- c. using its best efforts to collect all such required Borrower Certifications.

☐ Yes ☐ No

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

The Seller/Service commits to correct any exceptions to compliance identified above on or before this date [] date.

I understand that Freddie Mac may require []

The undersigned duly authorized representative of [] is hereby certifying that the information provided is true and accurate, and is going as of the date noted.

Original Signature of Authorized Officer []	Date: 10/16/2018
Officer's Name (typed or printed): Test Test	
Officer's Title (typed or printed): Authorized Officer	
Officer's Office E-mail Address: test.test@company.com	Officer's Telephone No.: 222-333-4444

Save Form

- 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.

Client - Annual Certification - Due

Drag a column header and drop it here to group by that column

Export to Excel Clear Filters

Menu	Counterparty Name	Form Type	Due Date	Form Received	Date Received	Returned On	Extension Granted
			03/30/2020				

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

View/Upload Supporting Documents 16M

View/Edit Certification Details

View Servicing Details

Submit to Freddie Mac

- 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.

Pop Up Certification - Document Upload 16M

Home View

Delete New folder Download Upload Open Select all Select none

Organize New Transfer

CertificationDetailsDocuments

Upload Files

Select files to be uploaded 0 files



Name	Size	Type	Status
Drag and drop files here.			

Add... **Upload** **Close**

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 - Annual Certification - Due

Drag a column header and drop it here to group by that column

 Export to Excel  Clear Filters

Menu	Counterparty Name	Form Type	Due Date	Form Received	Date Received	Returned On	Extension Granted
			03/31/2019				

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

- View/Upload Supporting Documents 1110M
- View/Edit Certification Details
- View Servicing Details
- ☒ Submit to Freddie Mac

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

Pop Up - E-Sign and Submit Certification

Counterparty Name: Test Counterparty
Form Type: 1110M
Due Date: 03/31/2019

I certify that I am an officer, managing member, general partner or principle owner and I am duly authorized to sign this annual certification. I hereby certify that the information reported is complete and correct as of today's date

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.

FreddieMac Multifamily Eligibility System

Client User Management - Users

Pre Securitization Annual Cert Insurance Custodial Post Securitization

User Management

Contacts Other Forms

Add New Export To Excel Clear Filters

Edit	Menu	DisplayName	UserName	CompanyName	EmailAddress	Locked?	Is Active
		Covius Test User	coviuftestuser	Test Counterparty	nicholas.orlosky@covius.com;judy_chen@freddiemac.com;alicia_mccartney@freddiemac.com		Yes
		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
		Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com;judy_chen@freddiemac.com;alicia_mccartney@freddiemac.com	Yes	Yes

Page: 1 of 1 Go Page size: 6 Change Item 1 to 6 of 6

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 User Management - Users

Add New Export To Excel Clear Filters

Edit	Menu	DisplayName	UserName	CompanyName	EmailAddress	Locked?	Is Active

DisplayName Judy *

UserName Chen *

Company Test Counterparty

EmailAddress Judy.chen@test.com *

Is Active? ☒

Save

- 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.

Client User Management - Users

+ Add New Export To Excel Clear Filters

Edit	Menu	DisplayName	UserName	CompanyName	EmailAddress	Locked?	Is Active
	Manage User Roles	ustestuser	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes
	Password Reset	imi1	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes
	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
	Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com			Yes
	Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes		Yes

Page: 1 of 1 Go Page size: 6 Change Item 1 to 6 of 6

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

MES

Pop Up Admin - User Roles Client

+ Add New

Edit	Role Name	Delete
No records to display.		

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

MES

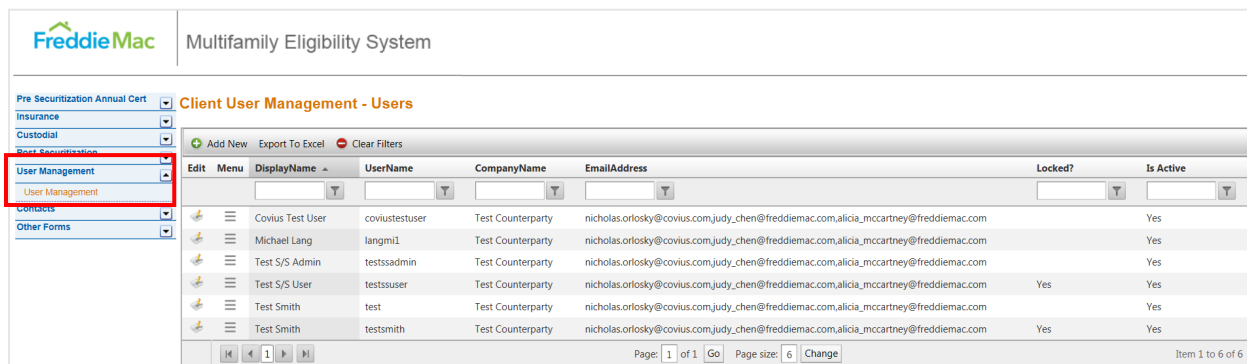
Pop Up Admin - User Roles Client

+ Add New

Edit	Role Name	Delete
<div> <div>Save</div> <div>Cancel</div> </div>	<div> <div>Smith</div> <div> <div>Role</div> <div> <div>—Select From List—</div> <div> S/S User S/S Admin S/S Super S/S Authorized Officer S/S Read Only FM Insurance Analyst </div> </div> </div> </div>	
No records to display.		

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.



FreddieMac Multifamily Eligibility System

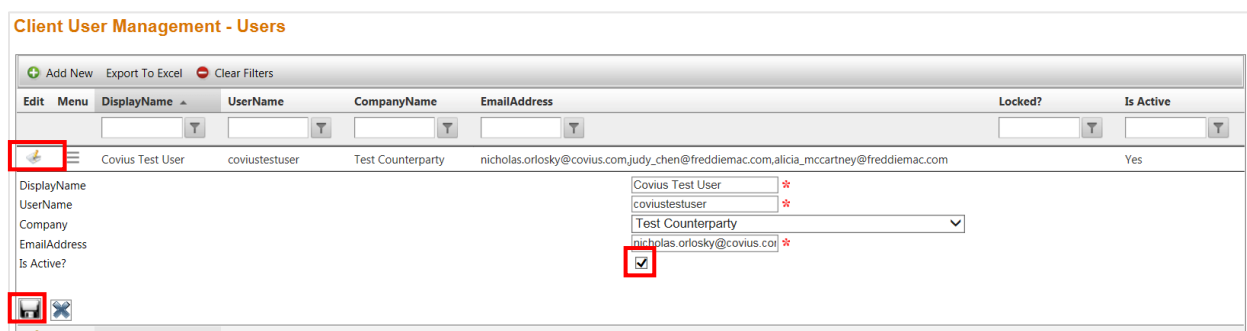
Client User Management - Users

Add New Export To Excel Clear Filters

Edit	Menu	DisplayName	Username	CompanyName	EmailAddress	Locked?	Is Active
		Covius Test User	coviu testuser	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes
		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	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes
		Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes

Page: 1 of 1 Go Page size: 6 Change Item 1 to 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.



Client User Management - Users

Add New Export To Excel Clear Filters

Edit	Menu	DisplayName	Username	CompanyName	EmailAddress	Locked?	Is Active
		Covius Test User	coviu testuser	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes

DisplayName: Covius Test User *

Username: coviu testuser *

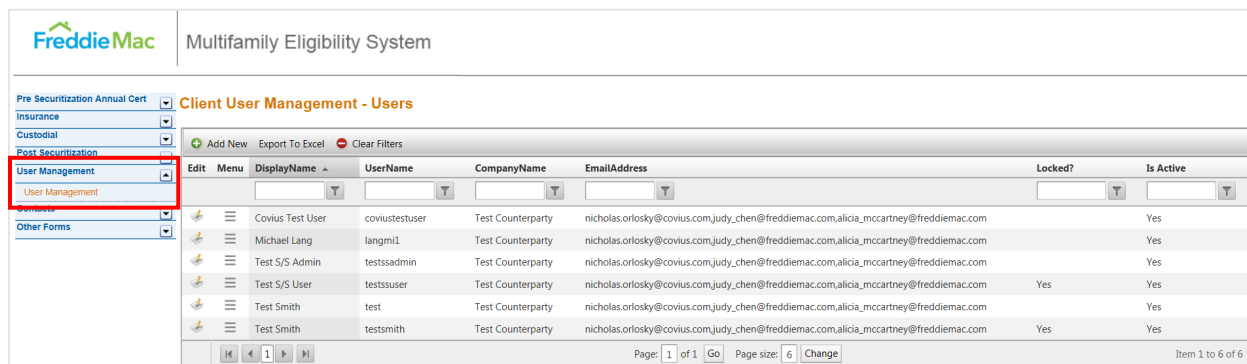
Company: Test Counterparty

EmailAddress: nicholas.orlosky@covius.com *

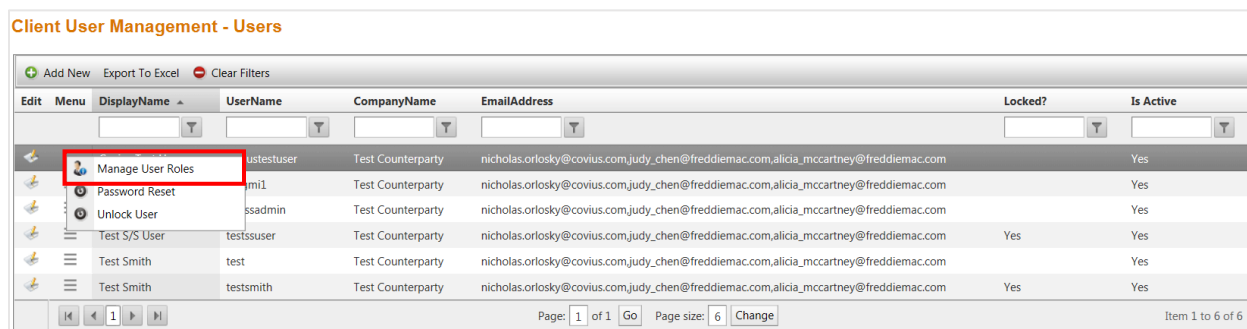
Is Active? ☒

Change Role Privileges

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.



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



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



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

MES

Pop Up Admin - User Roles Client

	Edit	Role Name	Delete
UserName		Smith	
Role		--Select From List--	

No records to display.

Reset Password

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.

FreddieMac Multifamily Eligibility System

Pre Securitization Annual Cert Insurance Custodial Post Securitization

Client User Management - Users

Edit	Menu	DisplayName	UserName	CompanyName	EmailAddress	Locked?	Is Active
		Covius Test User	coviuustestuser	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes
		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
		Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes

Page: 1 of 1 Go Page size: 6 Change Item 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.

Client User Management - Users

Edit	Menu	DisplayName	UserName	CompanyName	EmailAddress	Locked?	Is Active
		ustestuser	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes	
		mi1	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes	
		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
		Test Smith	test	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com		Yes
		Test Smith	testsmith	Test Counterparty	nicholas.orlosky@covius.com,judy_chen@freddiemac.com,alicia_mccartney@freddiemac.com	Yes	Yes

Page: 1 of 1 Go Page size: 6 Change Item 1 to 6 of 6

Vendor Inventory

Per section 3.9 of the *Multifamily Seller/Service 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 via email or directly in MES. Below are the required fields when completing the material vendor inventory:

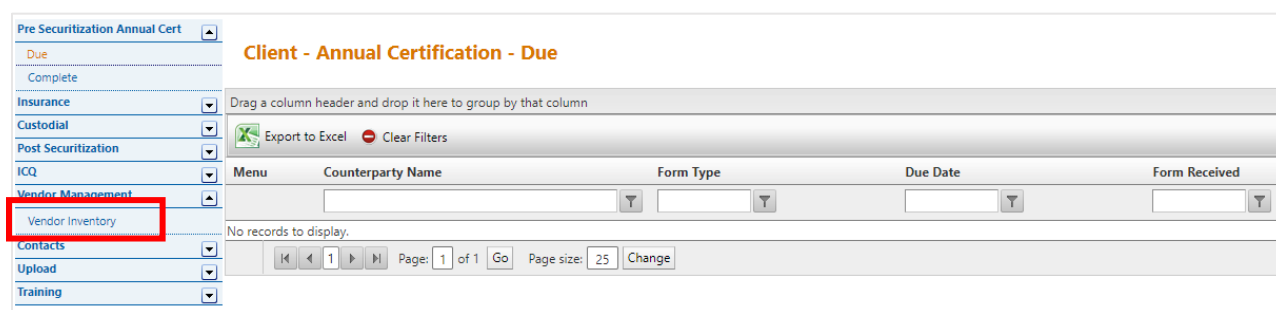
Required field	Description
Vendor Name	Vendor legal name
Headquarters Address	Full address where the vendor is headquartered
Operating Site Street Address	Street address where services are provided
Operating Site City	City where services are provided
Operating Site State	State where services are provided
Operating Site Zip Code	Zip Code where services are provided
Vendor Type	<p>One of the following:</p> <ul style="list-style-type: none"> • Legal counsel (excluding closing counsel) • Servicing agents (i.e., sub-servicers) • Sub-contracting firms • Vendors engaged to provide ongoing loan activities including: <ul style="list-style-type: none"> ○ Site inspections ○ Insurance monitoring / reporting ○ Tax monitoring / reporting ○ Real estate tax services ○ UCC monitoring ○ Background / KYC Searches ○ Credit reporting ○ Financial Statement data entry / review / coding ○ Billing statement preparation ○ Standard replacement reserve management ○ Non-prohibited accounting / reporting functions such as providing administrative services, investor reporting and cash management • Software for Servicing • Software for Data Support / Storage
Vendor Activities / Services Provided	List all activities performed by the vendor for your organization
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?
Criteria (refer to <i>Figure 1</i> for further Guidance)	<p>One of the following:</p> <ul style="list-style-type: none"> • Information Security Risk • Compliance Risk • Information Security Risk and Compliance Risk
What Freddie Mac data and / or systems does the vendor have access to?	Describe which Freddie Mac data or systems the vendor has access to
Does the vendor move Freddie Mac data outside the United States?	Yes or no. If yes, please explain.
Describe the compliance risk.	What law or regulation is relevant to the vendor activity? Does the vendor work directly with the borrower?

Vendor Criteria

Vendor Criteria	Examples
1. Vendors that have the potential to create information security risk for Freddie Mac	<p>Vendors that access, store, or process Freddie Mac data, including data from the Mortgage File as provided in Section 34.7 of the Guide.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Vendors with access to Freddie Mac systems • Vendors that store or process data from the Mortgage File • Vendors that have access to Freddie Mac-owned Protected Personal Information, financial data, proprietary information, or sensitive IT information
2. Vendors that have the potential to create compliance risk for Freddie Mac	<p>Vendors that provide services that may have a regulatory impact to Freddie Mac, including compliance with the laws listed in Section 5.7 of the Guide.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Companies or software that provide background checks, identity verification, or Anti-Money Laundering / Know Your Customer screenings • Vendors running searches on judgments, uniform commercial code, or liens, that are being relied upon by Freddie Mac

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

Complete

Insurance

Custodial

Post Securitization

ICQ

Vendor Management

Vendor Inventory

Contacts

Upload

Training

Client - Annual Certification - Due

Drag a column header and drop it here to group by that column

Export to Excel Clear Filters

Menu	Counterparty Name	Form Type	Due Date	Form Received

No records to display.

Page: 1 of 1 Go Page size: 25 Change

3. 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

Insurance
Custodial
Post Securitization
ICQ
Vendor Management
Vendor Inventory
Contacts
Upload
Training

Vendor Management - Vendor Inventory

Add New
Export to Excel
Clear Filters

☐ Edit
Vendor Name
Headquarters Address
Operating Site Street Address

Vendor Name

Headquarters Address

Operating Site Street Address

Operating Site City

Operating Site State

Operating Site Zip Code

Vendor Type

Vendor Activities / Services Provided

Start Date

Vendor Contract
--Select From List--

Contract Period

Criteria
--Select From List--

What Freddie Mac data and / or systems does the vendor have access to?

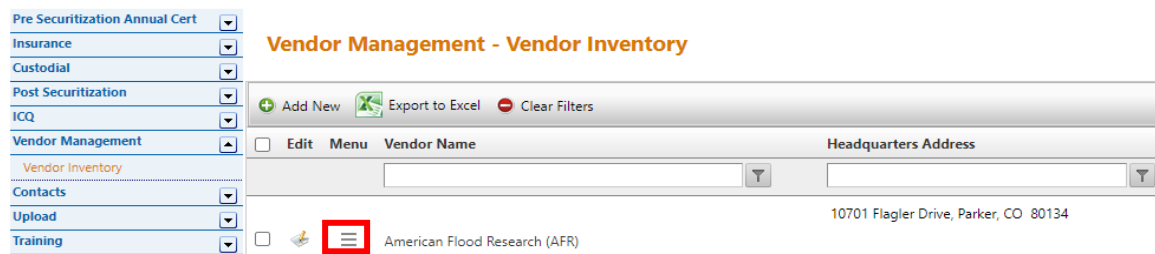
Does the vendor move Freddie Mac data outside the United States?

Describe the compliance risk.

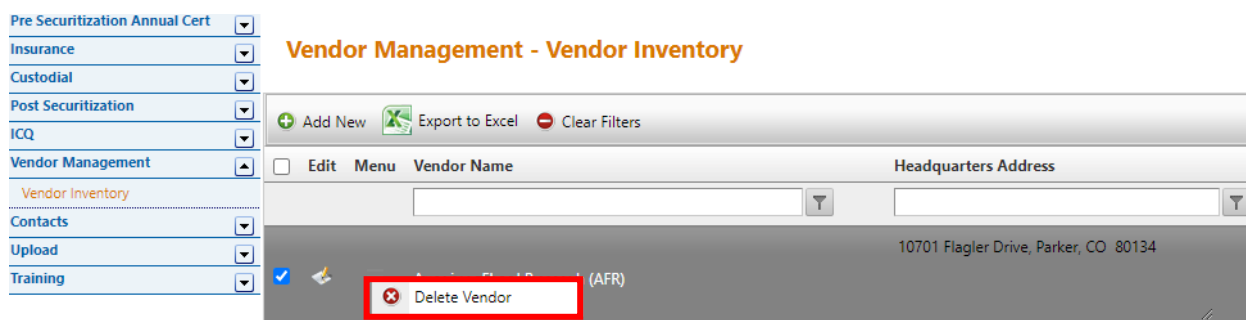
No records to display.

Deleting a Material Vendor

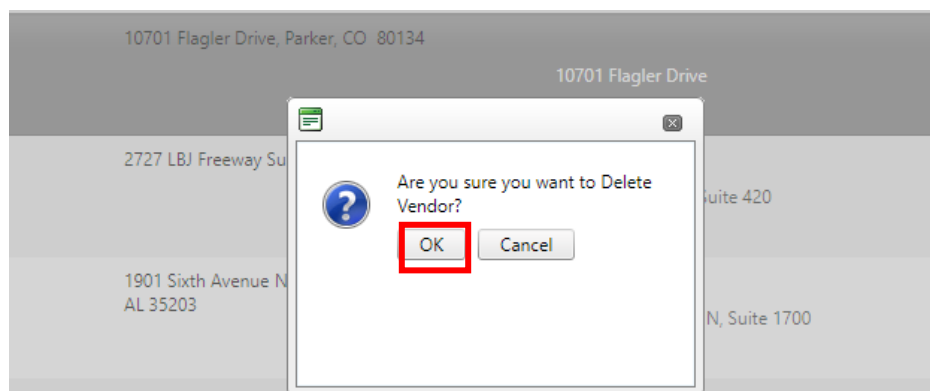
1. Click the three bars next to the Vendor name, or right-click on the vendor row.



2. Delete Vendor will appear



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



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		✓		✓	✓
S/S Admin	✓				
S/S Super	✓	✓		✓	✓
S/S Authorized Officer	✓	✓	✓	✓	✓
S/S Read Only					