PRS 7.0

Seller/Servicer User Guide

January 2022

PUBLIC

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Introduction

Freddie Mac's Property Reporting System (PRS) is a central location for Freddie Mac servicers to report property or loan level updates for each of its multifamily loans and provides a pipeline of property assessments and Loan Compliance item requirements. Servicers are able to upload required templates, supporting documentation and provide updates directly in PRS.

Loan Management, Inspection, Annual Financial, Quarterly Financial and Financial Statements, and Rent Roll submission move through the following workflow statuses:

1. **Due:** Assessment is due from Seller/Servicer
2. **Suspended**: Assessment is currently suspended
3. **Waived**: Assessment has been waived by Freddie Mac
4. **Completed**: Assessment and Required Attachments have been submitted and validated by PRS. Assessments will remain available to be updated by the Seller/Servicer for five days.
5. **Accepted**: Assessment has been accepted by Freddie Mac, can be viewed/downloaded from within the system, but can no longer be submitted by the Seller/Servicer

Loan Compliance Items move through the following workflow statuses:

1. **Due**: Update is due form Seller/Servicer
2. **SSR Review/Update**: Seller/Servicer review, provide update and send item to Freddie Mac for Review
3. **FM Under Review**: Freddie Mac reviews item and return item back to due status or mark item as
4. completed
5. **Completed**: Status is updated to Completed

Getting Started

System requirements

Computer/Processor

- Computer with a 233 megahertz (MHz) processor or higher (Pentium processor recommended)
- Operating System
- Windows 7
- Windows XP 32-bit with Service Pack 2 (SP2) or higher
- Windows XP Professional x64 Edition
- Windows Vista 32-bit
- Windows Vista 64-bit
- Windows Vista with Service Pack 1 (SP1) or higher
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher
- Windows Server 2008 32-bit or higher
- Windows Server 2008 64-bit or higher
- Internet Explorer v9 or higher

Memory

- Windows 7 - 128MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows XP Professional x64 Edition—128 MB
- Windows Vista 32-bit—512 MB
- Windows Vista 64-bit—512 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher—128 MB
- Windows Server 2008 32-bit—512 MB
- Windows Server 2008 64-bit—512 MB

Hard Disk Space

- Windows 7 - 150MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows XP Professional x64 Edition—200 MB
- Windows Vista 32-bit—70 MB
- Windows Vista 64-bit—120 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher—200 MB
- Windows Server 2008 32-bit—150 MB
- Windows Server 2008 64-bit—200 MB

Drive

CD-ROM drive (if installation is done from a CD-ROM)

Display

Super VGA (800 x 600) or higher-resolution monitor with 256 colors

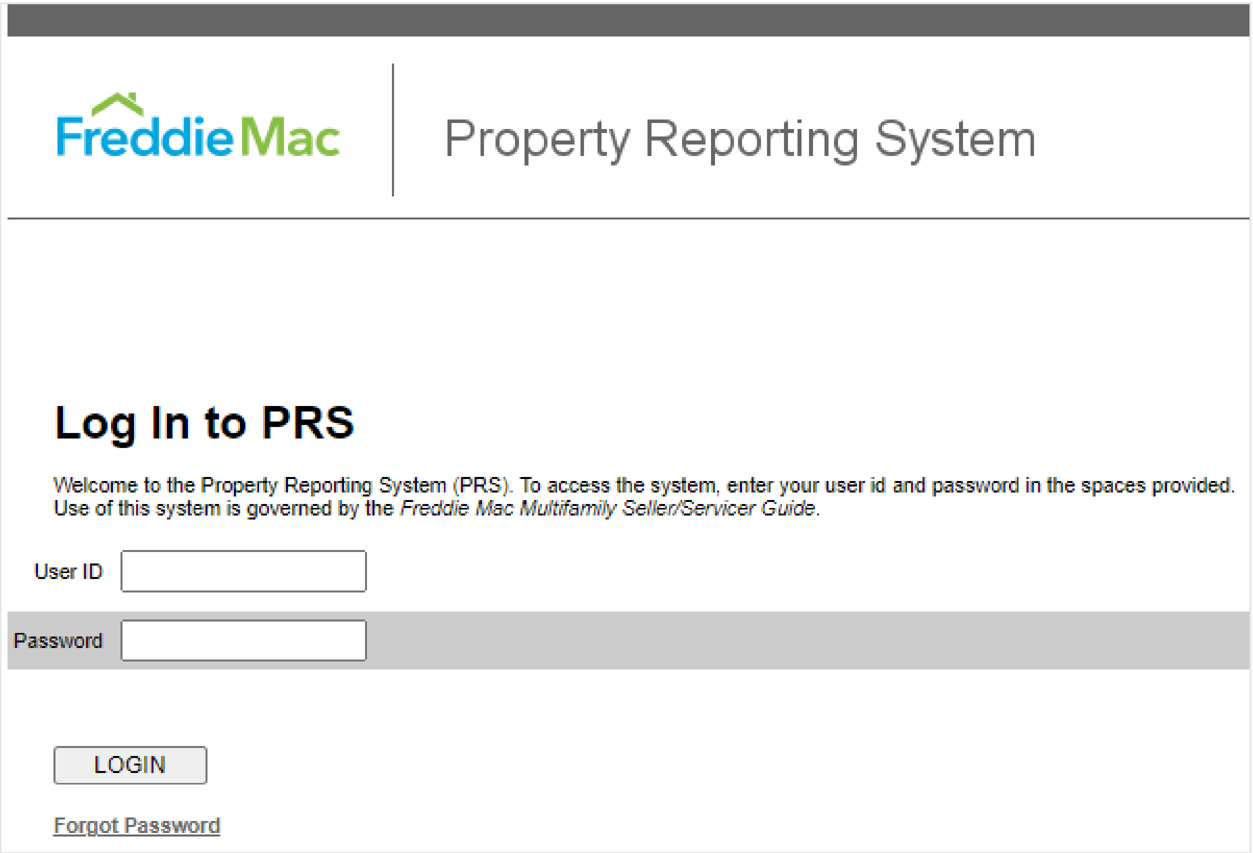
Peripherals

- Modem or Internet connection
- Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device

Login

You must have a valid PRS user account to access the PRS application.

The PRS login is located at https://multifamily-prs.covius.com. On the sign-in screen, enter your supplied Username and Password.

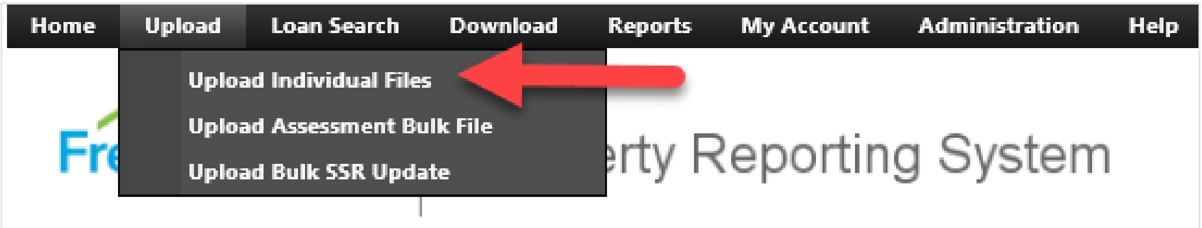


Upload Files

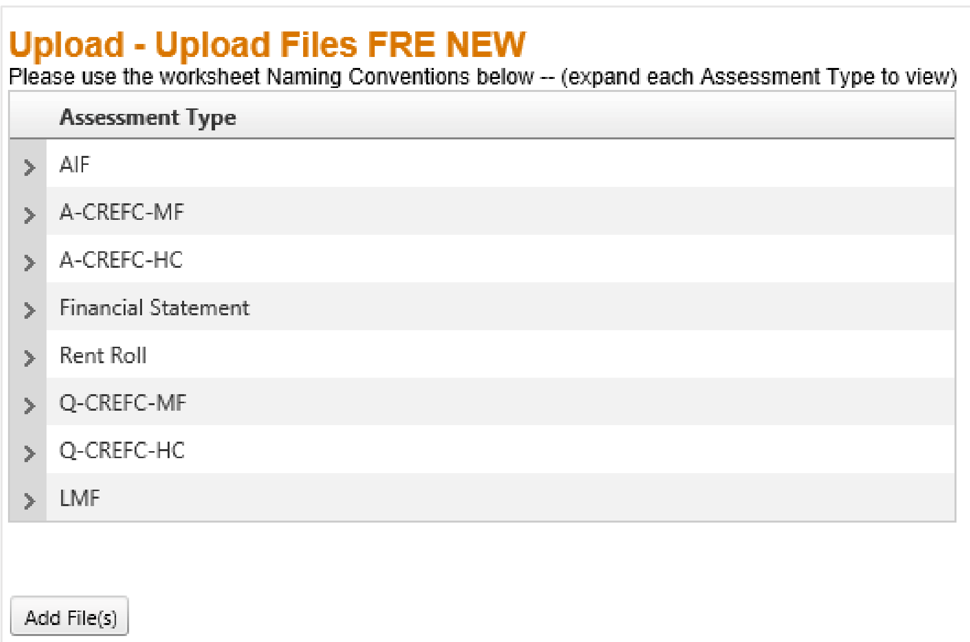
How to Upload One or More Files

To upload one or more Assessment or Attachment files, follow these steps:

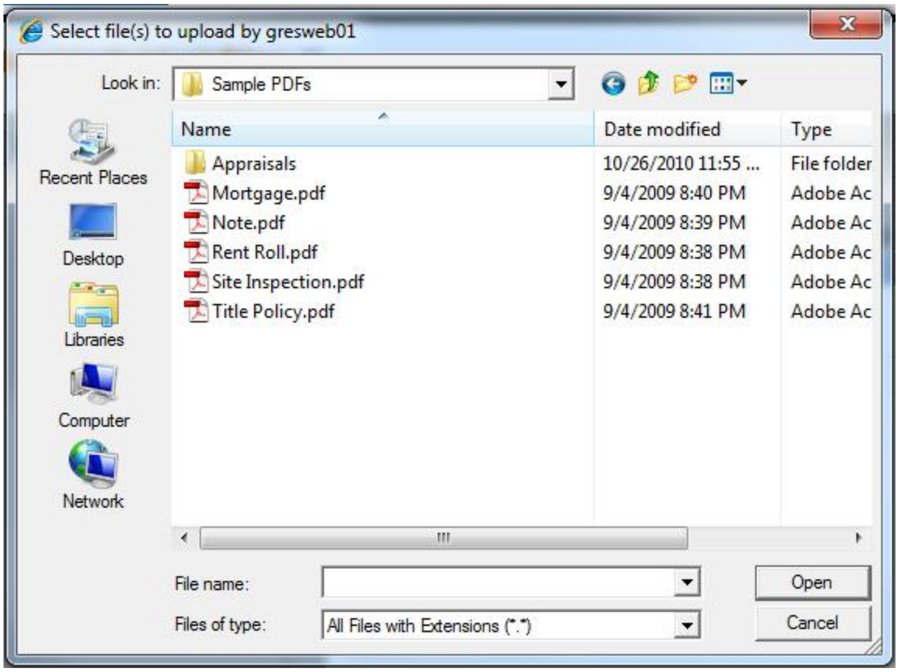
1. On the Main Menu, go to the Upload drop-down menu and select "Upload Individual Files".



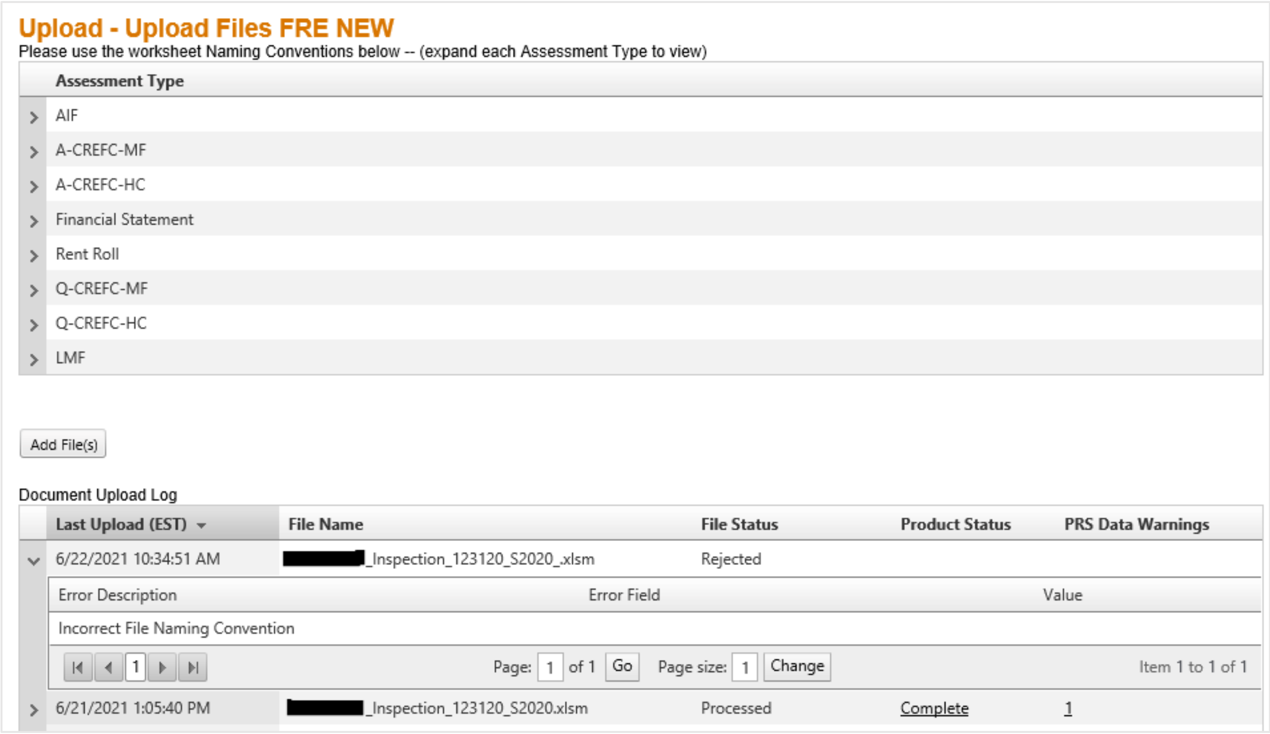
2. On the Assessments and Attachments upload page, click the “Add File(s)” button.

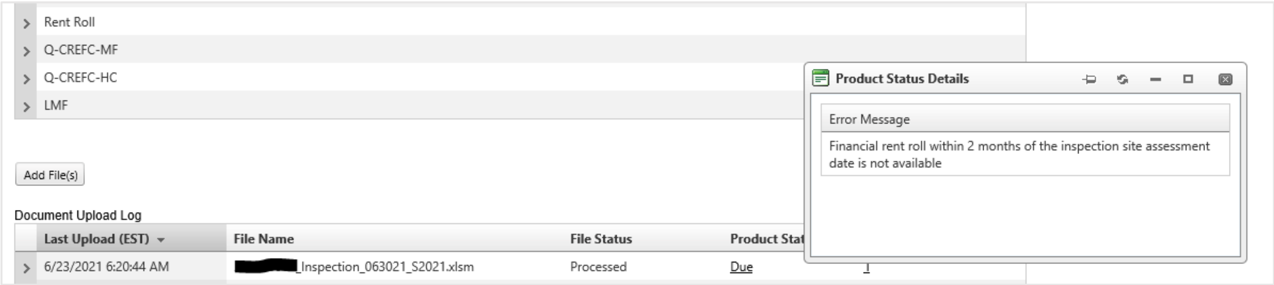


3. Navigate to the appropriate folder and select the files you wish to upload and click Open. You may select one or more files to upload.



4. The files you selected with appear in the document upload log below the “Add Files” button. If you would like to add more files, select “add files” again.
5. Your document will be immediately processed by the system.
    - If successful, the file status will be “Processed” **and** the product status will be “Complete”
    - If unsuccessful, the file status will be “Rejected,” and there is a drop down under the upload to show the upload/validation errors.
    - Please note that even if the file status is “Processed” but the product status is still “Due,” then you will need to click “Due” to show what is missing in order for the assessment to move to a “Complete” status.





The Validation Failures screen shows each individual field-level validation that failed while attempting to upload the CREFC or Inspection form. Users can look at each validation failure and address each one in their source file, or click the "Output to Excel" button at the top of the Validation Failures display grid to export all validation failures to Microsoft Excel. Once in Excel, users can sort/filter as desired, while still addressing each validation failure in their source Inspection file. Once all validation failures are addressed, the file can be re-uploaded via the same procedures as described above.

- You can still access all the upload and validation errors by visiting the PRS Upload Failures and PRS Validation Failures ques.
- Additionally, if there are any Data Warnings, there will be a value in the PRS Data Warnings column. Clicking this will take you to the PRS Data Warnings que.

For the Assessment files to properly process in PRS, the document naming convention rules must be followed, [found in this document](#).

If the proper file naming convention has not been followed, an upload error will be encountered and the Upload Failures page will provide error descriptions as shown below.

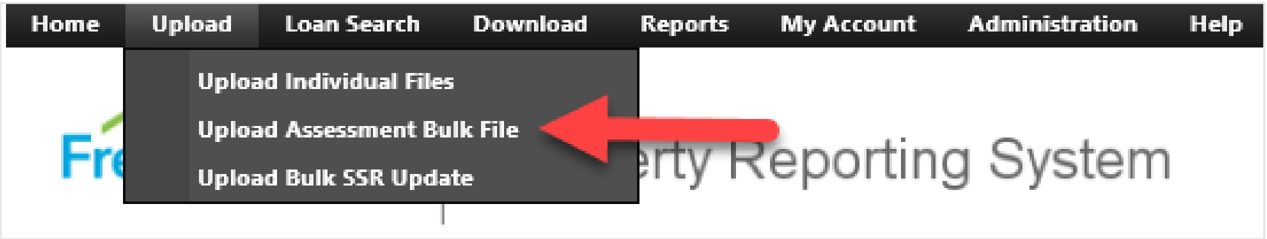
Output To Excel

File Name	Upload DateTime (CST)	Error Description	Error Field
[redacted]Inspection_09-30-14_S-2014.xlsm	4/29/2014 4:29:55 PM	Data invalid for date type column	SHSComplianceLicenseExpDate
[redacted]Inspection_09-30-14_S-2014.xlsm	4/29/2014 4:29:55 PM	Site (supplemental items) – Patio-Porch-Terrace Area- – Repair Cost cannot be blank	SHSInspectionAreaPatioRepairCost
[redacted]Inspection_09-30-14_S-2014.xlsm	4/29/2014 4:29:55 PM	Major Components (Supplemental items) – Beauty/Barber Shop – Repair Cost cannot be blank	SHSInspectionBarberShopRepairCost
[redacted]Inspection_06-30-14_S-2014.xlsm	4/17/2014 3:06:31 PM	***TEST*** Management Company Name cannot be blank	PartyRoleManagementCompanyName
[redacted]Inspection_03-31-14_S-2014.xlsm	4/7/2014 3:05:40 PM	Overall Rating -Building Exteriors cannot be blank	PropertyComponentDetailConditionRatingBuildingExteriorsType
[redacted]Inspection_03-31-14_S-2014.xlsm	4/7/2014 3:05:40 PM	Trend - Curb Appeal cannot be blank when Curb Appeal Overall Rating is equal to 1 to 5	PropertyComponentDetailTrendCurbAppealType

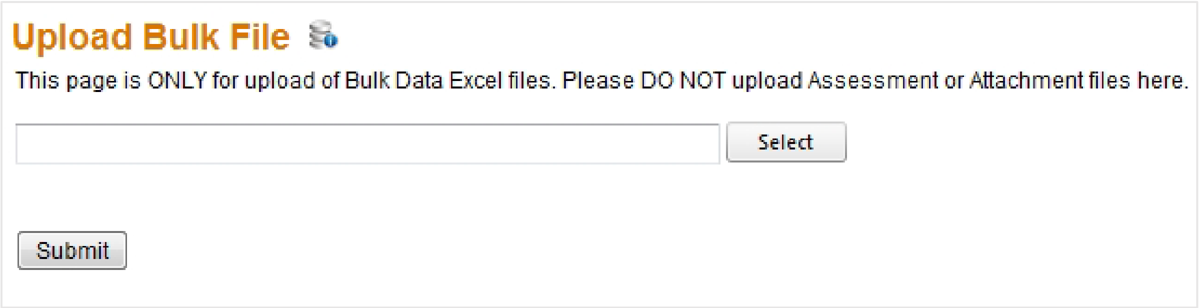
How to Upload a Bulk File

To upload a bulk Loan Management, Annual Financial or Quarterly Financial file (Excel format), follow these steps:

1. On the Main Menu, go to the Upload drop-down menu and select "Upload Assessment Bulk File."



2. On the Upload Bulk File page, enter either the file path or click the Select button to locate the Excel file that is ready for upload.
    - The filename of any bulk file must begin with one of the following file naming convention prefixes:
        - Bulk_HC
        - Bulk_LMGT
        - Bulk_MF



3. Click the Submit button. The bulk file will be uploaded, and you will be provided a report outlining any errors.

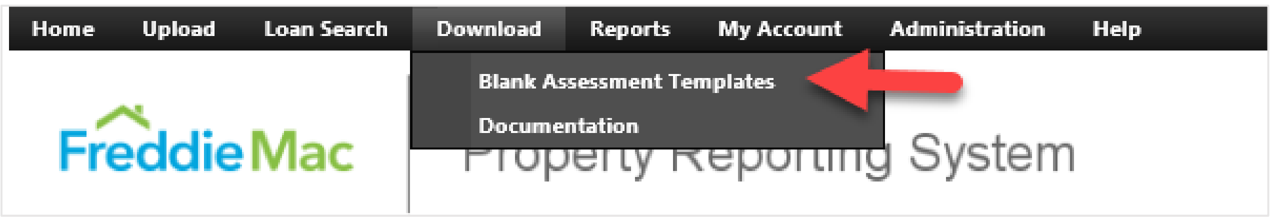
Note: Bulk Annual Financial and Quarterly Financial templates may be downloaded from the Blank Assessment Templates page of PRS under the Downloads option on the main menu. The downloaded file will have an .xlsm (Microsoft Excel 2007) file extension which is necessary for all macros to work correctly during template completion.

Download Files

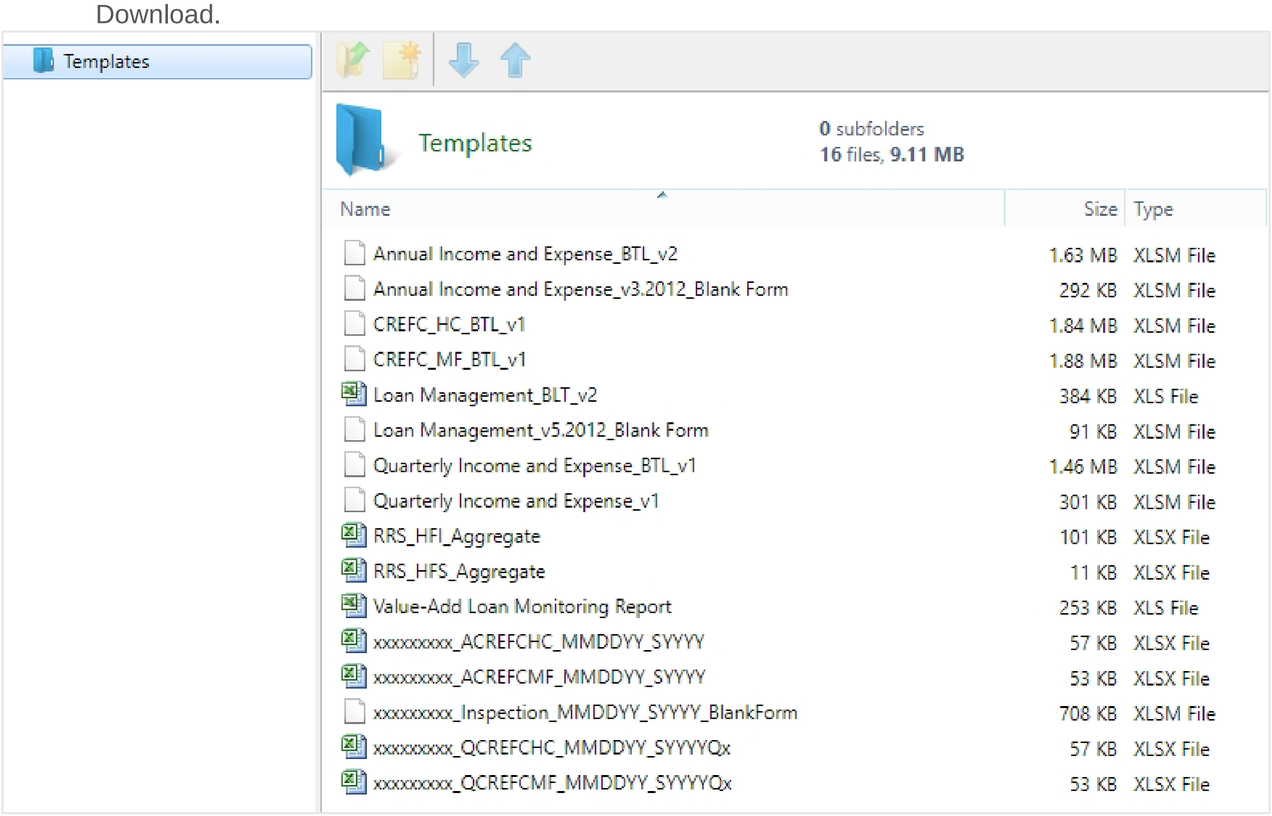
Download Blank Templates

To download one or more Assessment or Attachment files, perform the following functions:

1. On the Main Menu, go to the "Download" drop down menu and select "Blank Assessment Templates".



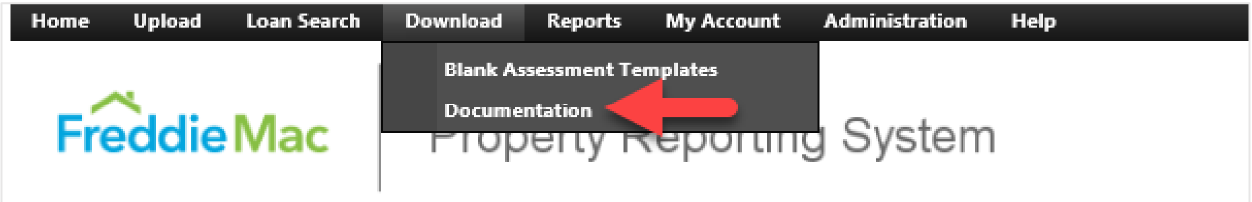
2. The pop-up modal below will appear. Right click on the file you would like to download and select Download.



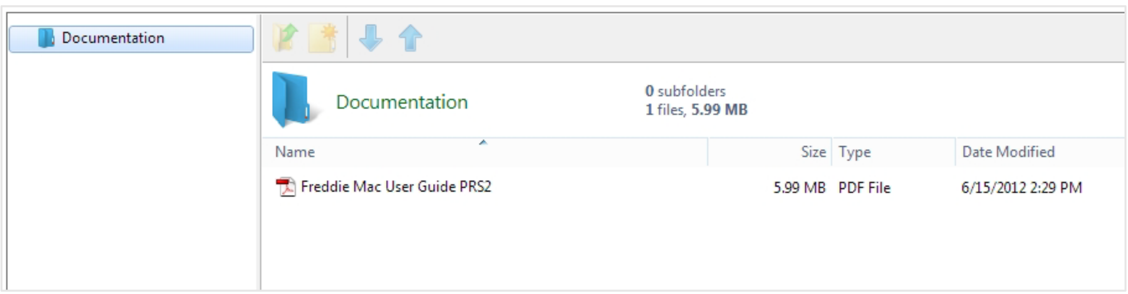
Download Documentation

To download the latest system documentation, perform the following functions:

1. On the Main Menu, go to the "Download" drop-down menu and select "Documentation."



2. Select the latest system documentation available for download (specific file names may vary).



Download Pre-populated Templates

Pre-populated templates can be downloaded from the Due queue menus in PRS.

To download an individual assessment:

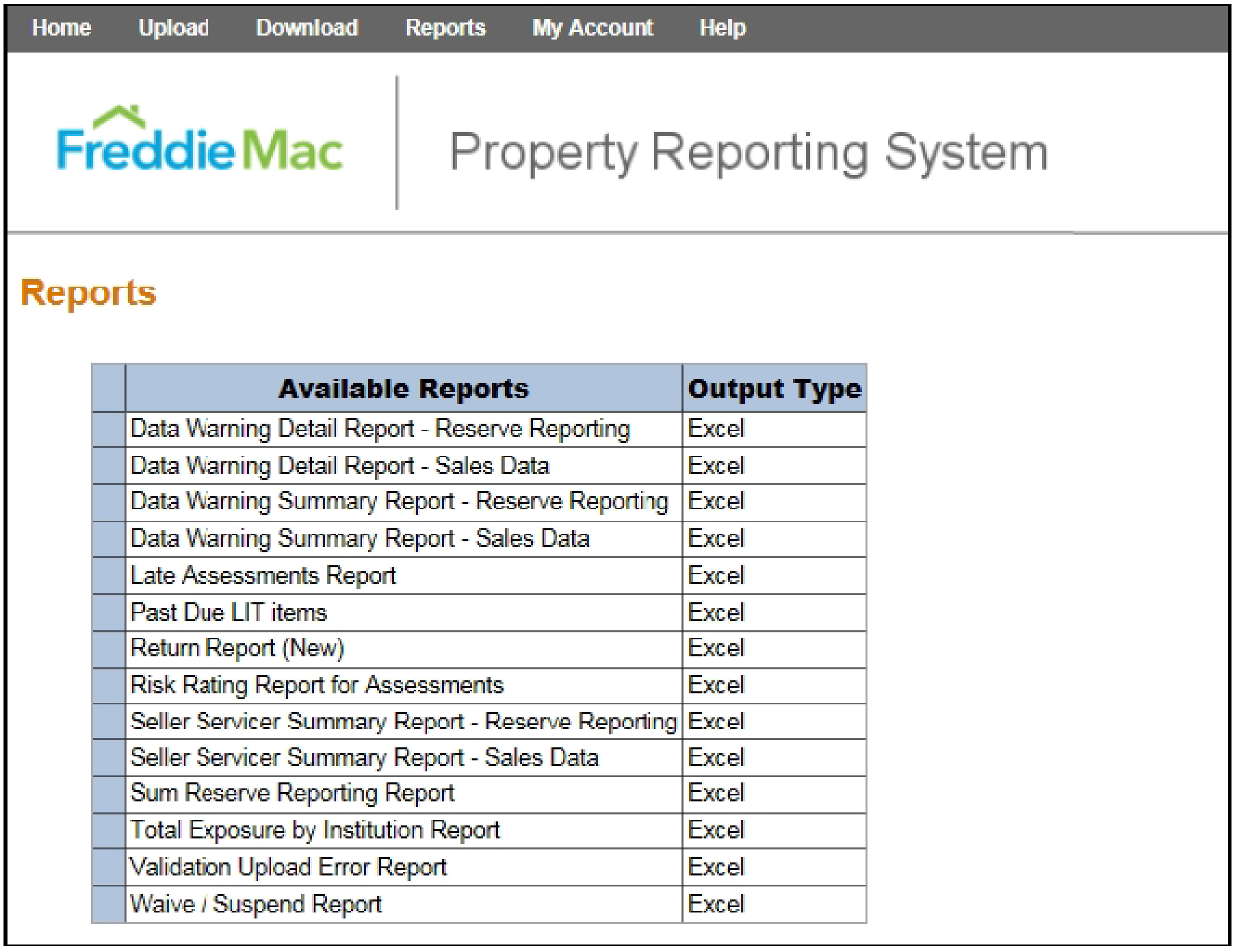
1. On the Due queue grids, hover over the row of the particular Assessment.
2. Right-click to open the Context menu.
3. Select "Download Template."
4. A document interface window will open with the file you've requested ready for download.

To download multiple assessments:

1. On the Due queue grids, select the desired Assessments by clicking the checkbox next to each assessment that you'd like to download.
2. On the Grid Menu, select "Download Selected Templates."
3. A document interface window will open with the files you've requested ready for download. Hold shift and select the requested files, then click the down arrow to begin the download.

Reports

The reports menu shows the list of available reports that can be previewed/printed.



Available Reports	Output Type
Data Warning Detail Report - Reserve Reporting	Excel
Data Warning Detail Report - Sales Data	Excel
Data Warning Summary Report - Reserve Reporting	Excel
Data Warning Summary Report - Sales Data	Excel
Late Assessments Report	Excel
Past Due LIT items	Excel
Return Report (New)	Excel
Risk Rating Report for Assessments	Excel
Seller Servicer Summary Report - Reserve Reporting	Excel
Seller Servicer Summary Report - Sales Data	Excel
Sum Reserve Reporting Report	Excel
Total Exposure by Institution Report	Excel
Validation Upload Error Report	Excel
Waive / Suspend Report	Excel

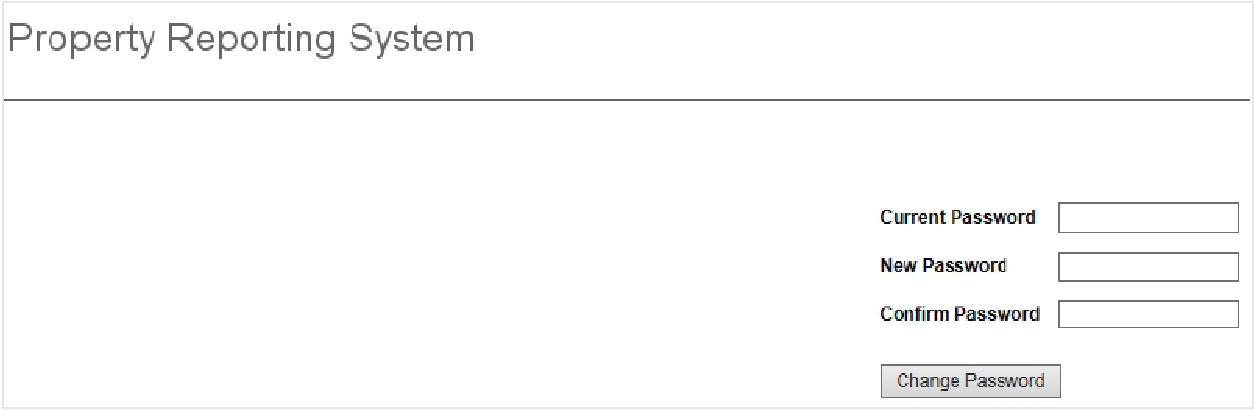
My Account

Change Password

To view or update your User Profile, follow these steps:

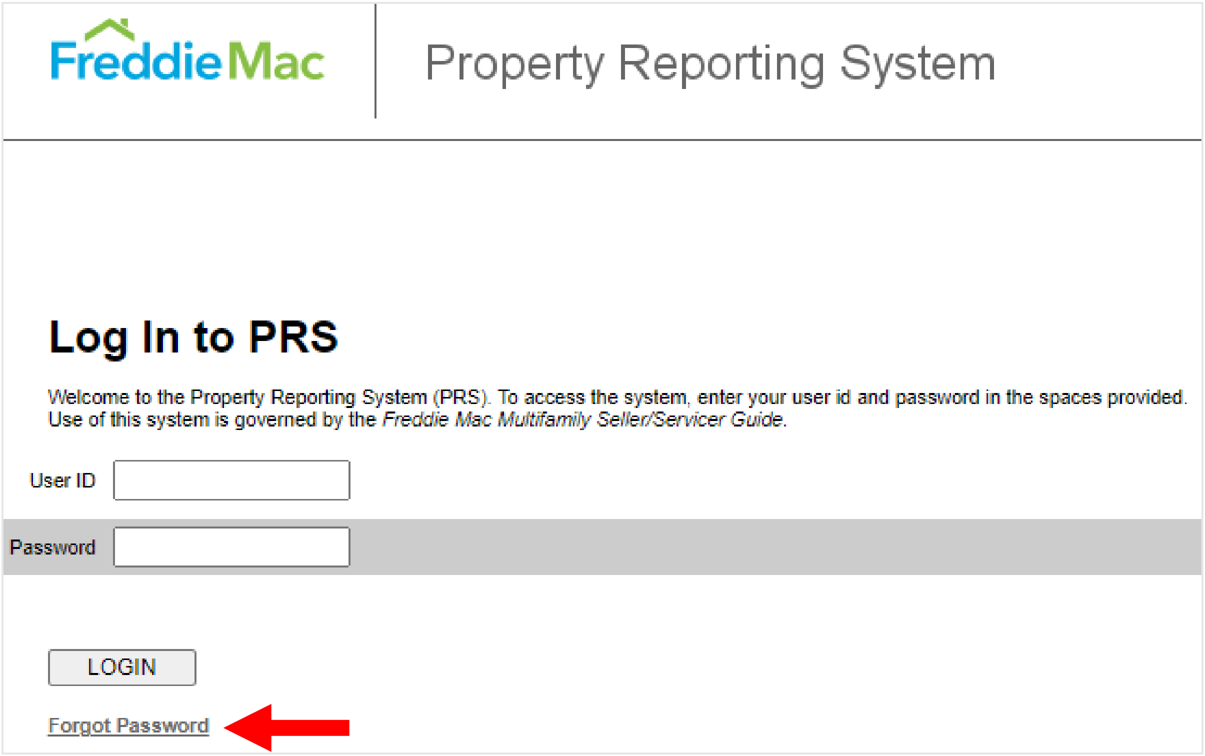
1. On the Main Menu, go to the "My Account" drop-down menu and select "Change Password."

2. Enter your current password, and new password twice. Click "Change Password."



Forgotten Password

1. Go to the Login page
2. Click **Forgot Password**



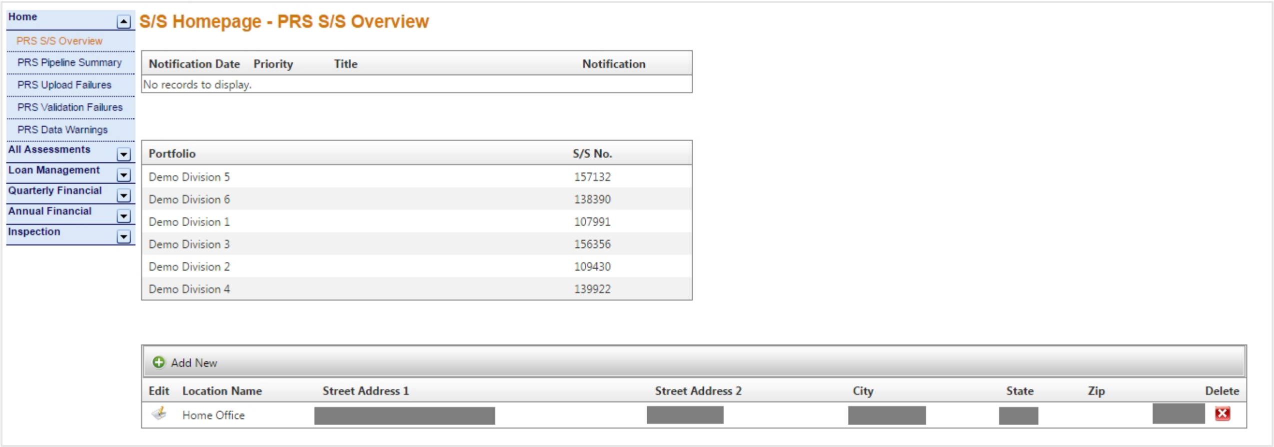
3. Enter your username.
4. Click **Change Forgotten Password.**
5. An email will be sent to the address associated with your account that includes a temporary password. Use this temporary password to log into the system. If the temporary password is accepted, you will be immediately asked to provide a new password.

If you have forgotten your username or are unable to access the login page, please contact your system administrator.

Home

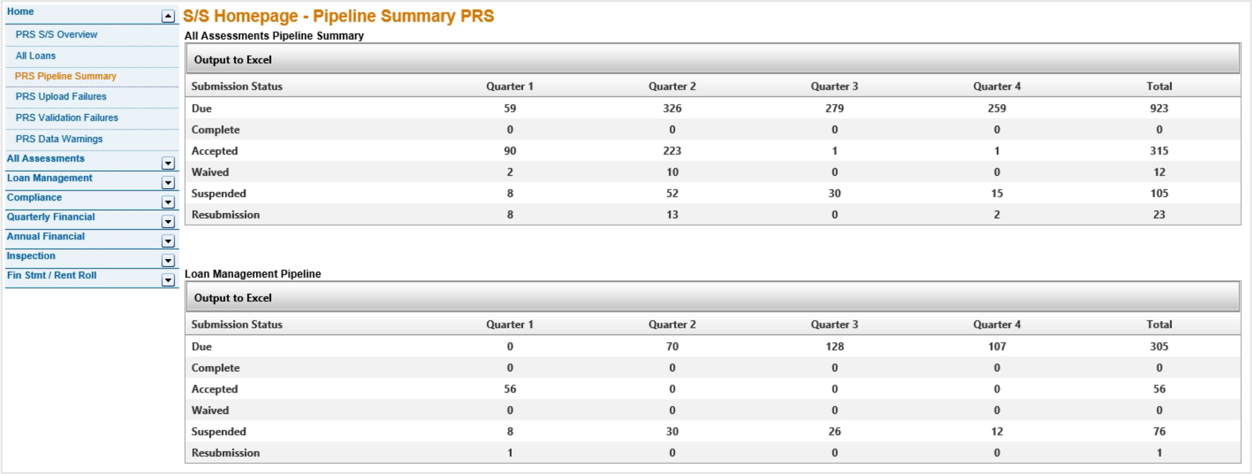
S/S Overview

The Seller/Servicer Overview provides a summary of information regarding the seller/servicer, including any current/meaningful system notifications. Click Add New on the respective grid to add new Office Locations or Contacts.



S/S Pipeline Summary

The S/S Pipeline Summary provides a summary of the Assessment status totals by type, status and quarter.



All Assessments Pipeline Summary

Submission Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Due	59	326	279	259	923
Complete	0	0	0	0	0
Accepted	90	223	1	1	315
Waived	2	10	0	0	12
Suspended	8	52	30	15	105
Resubmission	8	13	0	2	23

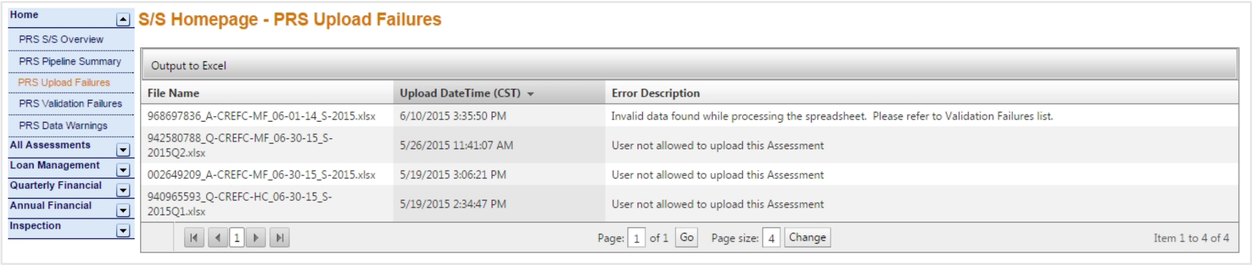
Loan Management Pipeline

Submission Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Due	0	70	128	107	305
Complete	0	0	0	0	0
Accepted	56	0	0	0	56
Waived	0	0	0	0	0
Suspended	8	30	26	12	76
Resubmission	1	0	0	0	1

In addition to the above, Quarterly Financial, Annual Financial and Inspection pipelines would be shown below the Loan Management pipeline.

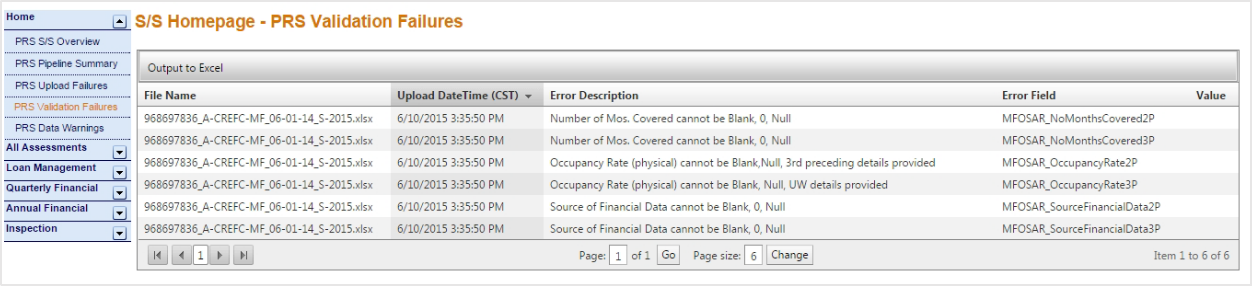
Upload Failures

The Upload Failures page provides a list of uploads that have failed during the upload process and includes a description of the error.



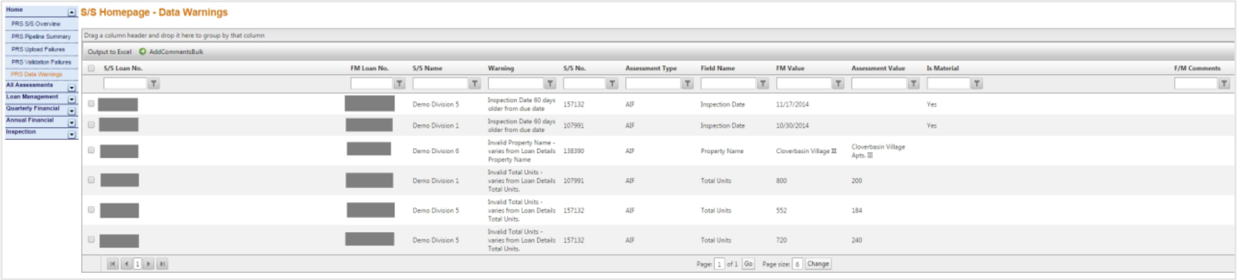
Validation Failures

The Validation Failures page provides a list of field-level validations that failed during Inspection or CREFC form upload process and includes a description each validation failure.



Data Warnings

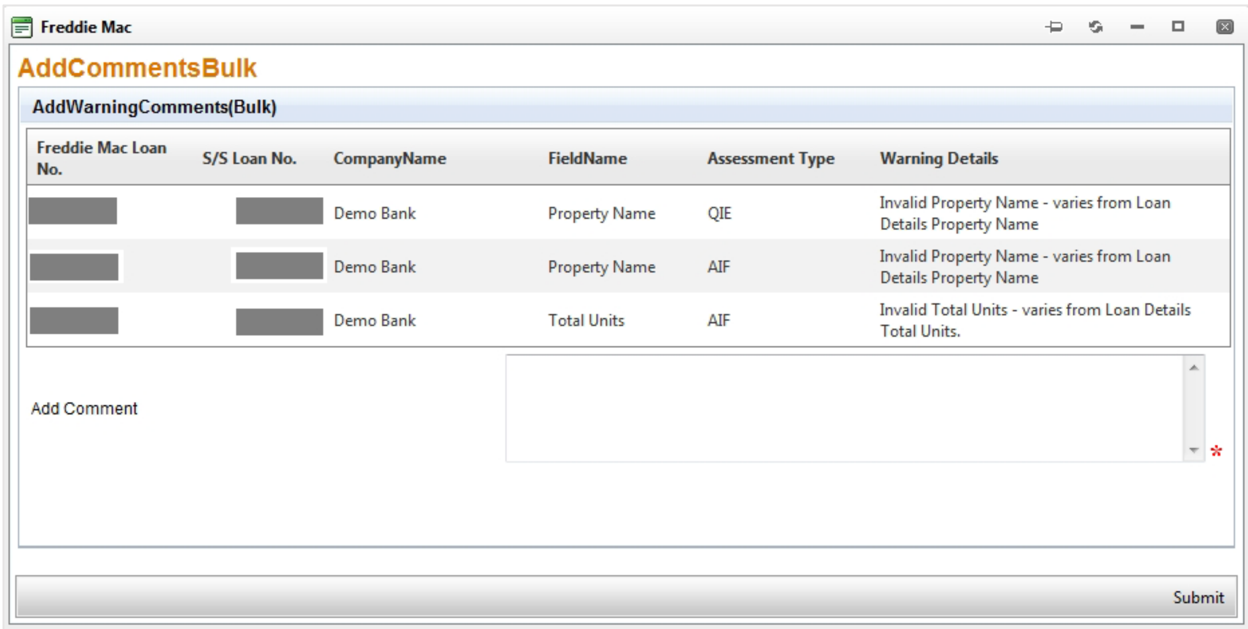
The Data Warnings screen allows seller/servicers to view individual file upload warnings generated by the system due to data discrepancies within the incoming assessment template vs. data that exists in PRS (by Assessment type). Users have the ability to add comments to a given warning for interaction with Freddie Mac.



Grid Menu Items (apply to items selected on the Grid)

- Output To Excel: Click this button to output the Grid to Excel

- Add Comments Bulk: Click this button after selecting 1 or more warnings within the grid. Users will be presented with the following screen to enter a comment to all selected warnings in the "Add Comment" field:



Context Menu Items (apply only to a single selected Assessment)

- View Seller/Servicer Details: Opens a pop-up with details about the seller/servicer, including office locations and contacts
- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is
- associated, including previous Assessments
- View/Add Comments: Opens the "Comments View/Add" pop-up screen where users can add a comment to the selected warning

Assessment Queues

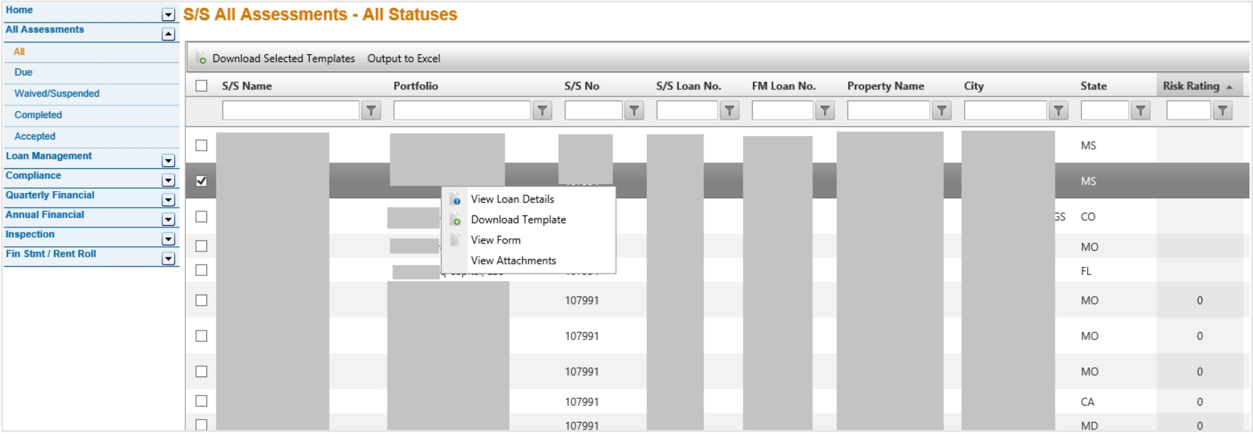
All Assessment Queues in the system use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this User Manual. Functionality specific to each page is described below. For your convenience, the Assessment Queues are grouped by Assessment Type (All, Loan Management, Quarterly Financial, Annual Financial, Inspection and Fin Stmt/Rent Roll). The All Assessments queue contains the same assessment from the subsequent queues.

1. **Due:** The Due queue includes all Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.
2. **Waived/Suspended:** The Waived queue includes all Assessments that have been waived or suspended by Freddie Mac.

3. **Complete:** The Complete queue includes Assessments that meet all submission requirements and are waiting to be finalized.
4. **Accepted**: The Accepted queue includes Assessments that are being reviewed by Freddie Mac. These assessments are no longer available for upload.

All Queue

The All queue includes all Assessments regardless of its status.



Grid Menu Items (apply to items selected on the Grid)

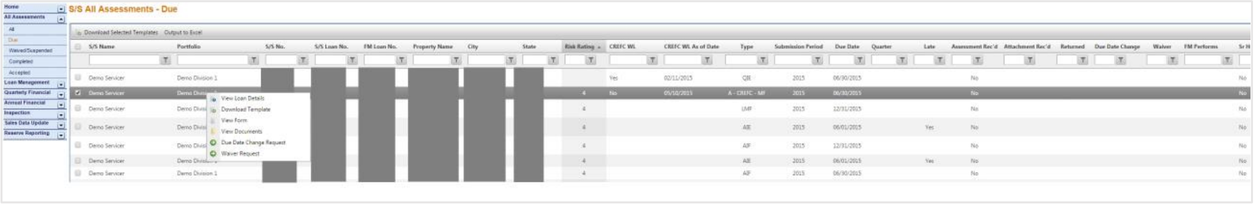
- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

Context Menu Items (apply only to a single selected Assessment):

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associated Assessment. **Note:** The Inspection form cannot be viewed onscreen due to the size of the form.
- View Attachments: To view the attachments, click View Attachments. Provides a pop-up with a Document Interface window to the documents (Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

Due Queue

The Due queue includes all Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver, or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.



Grid Menu Items (apply to items selected on the Grid)

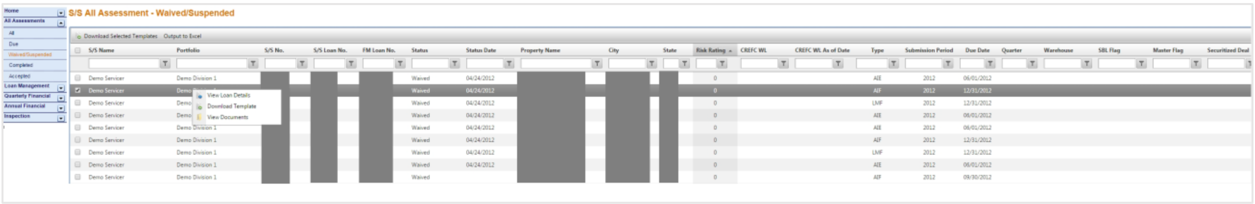
- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments.
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associated Assessment. **Note:** The Inspection form cannot be viewed onscreen due to the size of the form.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.
- Due Date Change Request: If you would like to request a due date change for this Assessment, click "Due Date Change Request," complete the pop-up and click Submit (sample shown above).
- Waiver Request: If you would like to request a waiver for this Assessment, click "Waiver Request," complete the pop-up and click Submit (sample shown above).

Waived/Suspended Queue

The Waived/Suspended queue includes all Assessments that have been waived or suspended by Freddie Mac.



Grid Menu Items (apply to items selected on the Grid)

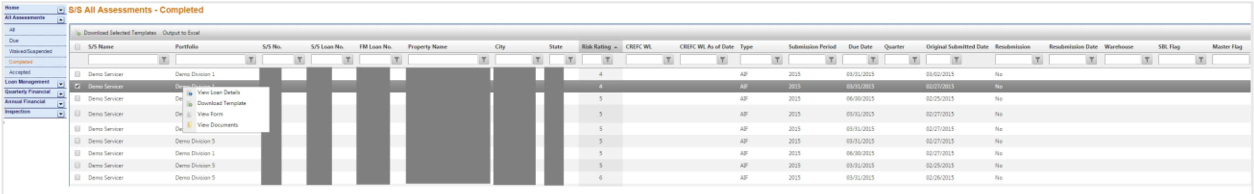
- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments.
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

Completed Queue

The Completed queue includes assessments that have met all submission requirements and are waiting to be processed. At this point, PRS holds the Assessment files for five business days before moving the files to Accepted status in order to allow seller/servicers the opportunity to provide any updates or make any corrections. Note that the annual and quarterly assessments for CREFC Forms of warehouse and securitized loans are only held at Complete status for one day.



Grid Menu Items (apply to items selected on the Grid)

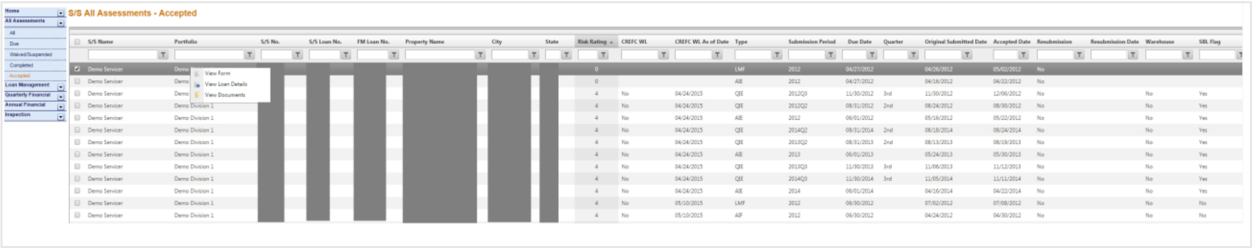
- Download Selected Templates: To download multiple pre-populated templates, Select the
- Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments.
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associates Assessment.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

Accepted Queue

The Accepted queue includes Assessments that are being reviewed by Freddie Mac. Document upload to these assessments is not available and will fail. If you need to re-upload a file to any Assessment in the Accepted queue, please contact your Freddie Mac representative.



Context Menu Items (apply only to a single selected Assessment)

- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associated Assessment.
- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

Loan Management, Quarterly Financial, Annual Financial, Inspection, Fin Stmt/Rent Roll Queues

As with all other queues in the system, the Loan Management Assessment Queues use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this User Manual.

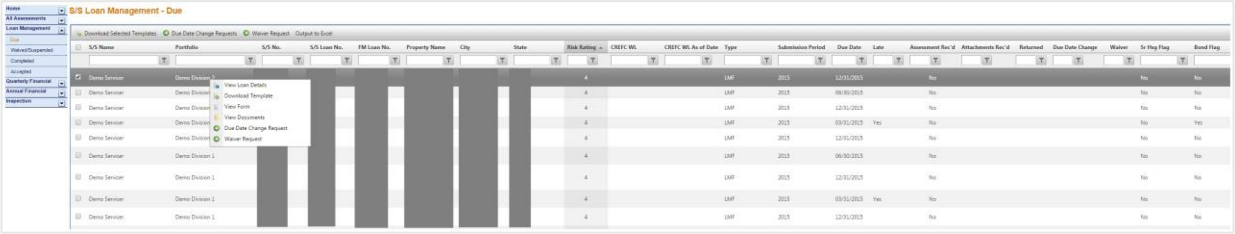
Functionality specific to each page is described below.

For your convenience, the Loan Management Assessment Queues are grouped by status of Due, Waived/Suspended, Completed and Accepted, and are described below:

1. **Due:** The Due queue includes all Loan Management Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.
2. **Waived / Suspended:** The Waived / Suspended queue includes all Loan Management Assessments that have been waived by Freddie Mac.
3. **Complete:** The Complete queue includes all Loan Management Assessments that have met all submission requirements and are waiting to be finalized.
4. **Accepted**: The Accepted queue includes Assessments that are being reviewed by Freddie Mac. These assessments are no longer available for upload.

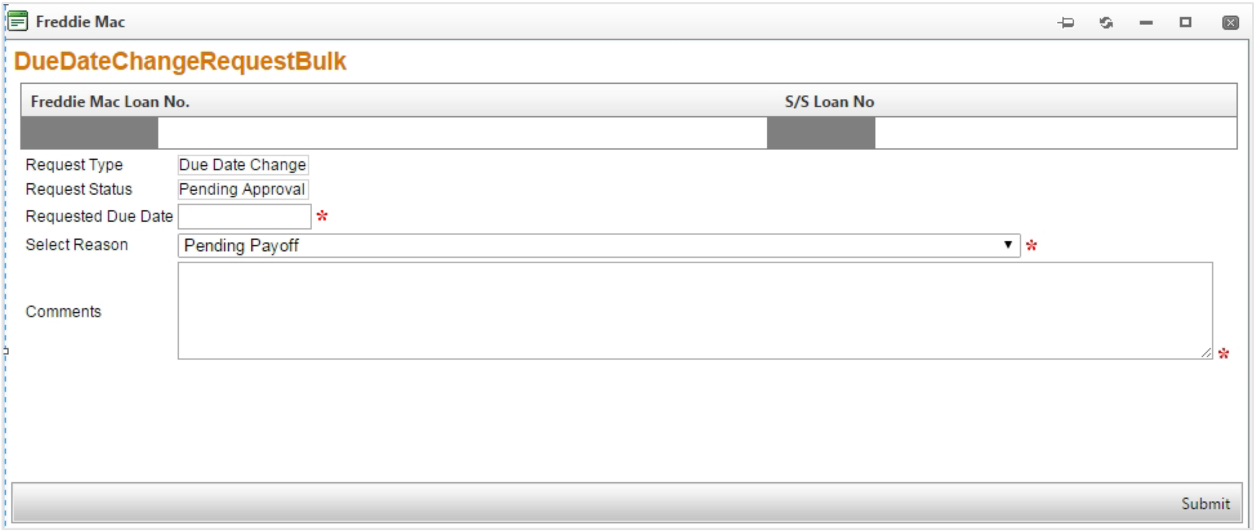
Due Queue

The Loan Management, Quarterly Financial, Annual Financial and Inspection Due queue includes all Assessments that are in Due statuses of the selected assessment type. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.

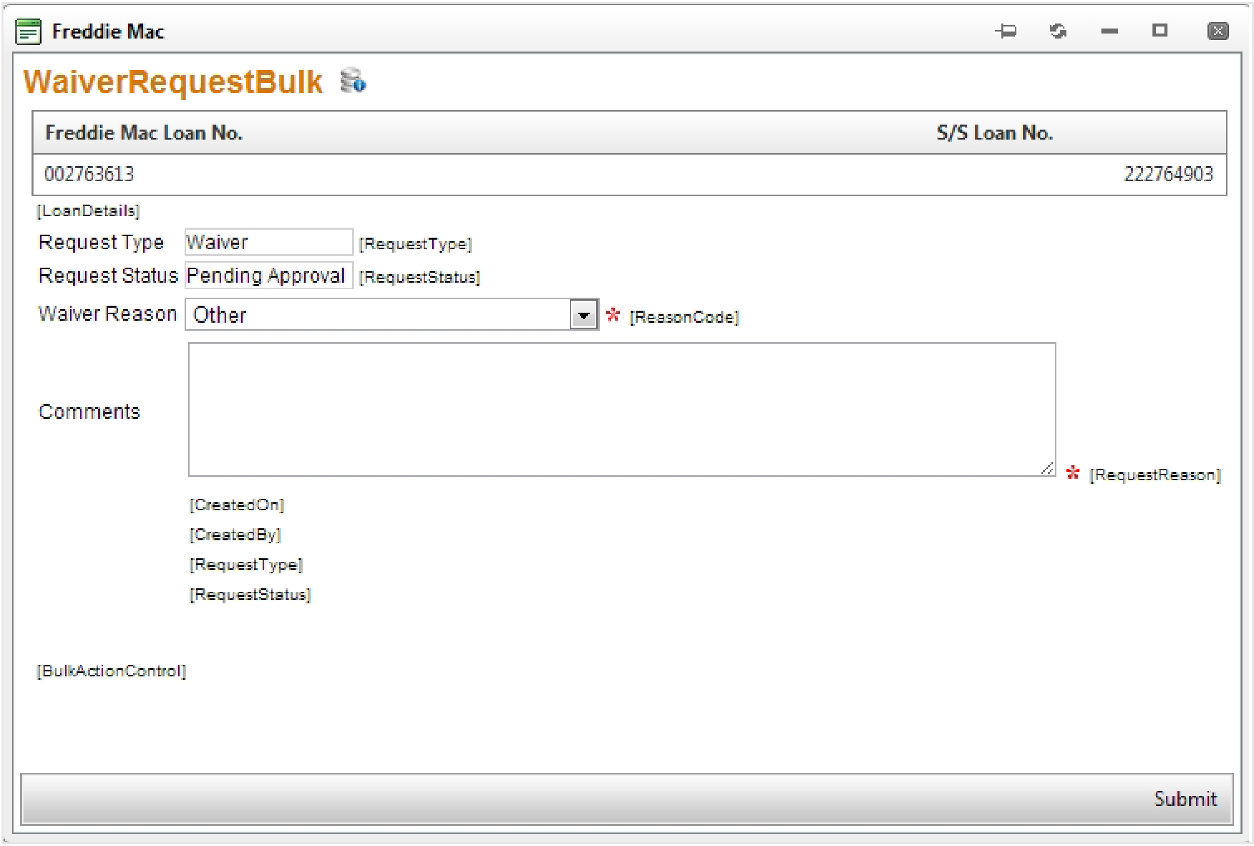


Grid Menu Items (apply to items selected on the Grid)

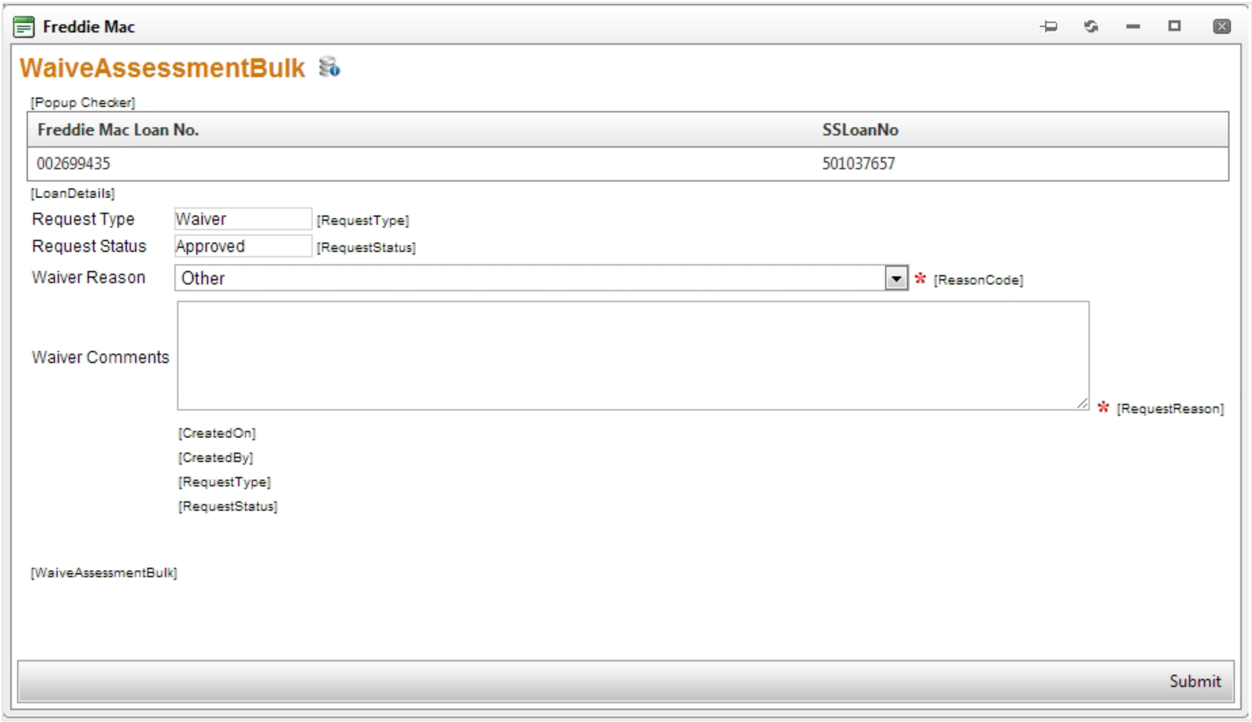
- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the check box, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Due Date Change Request: Allows users to request a Due Date change for the selected assessments.

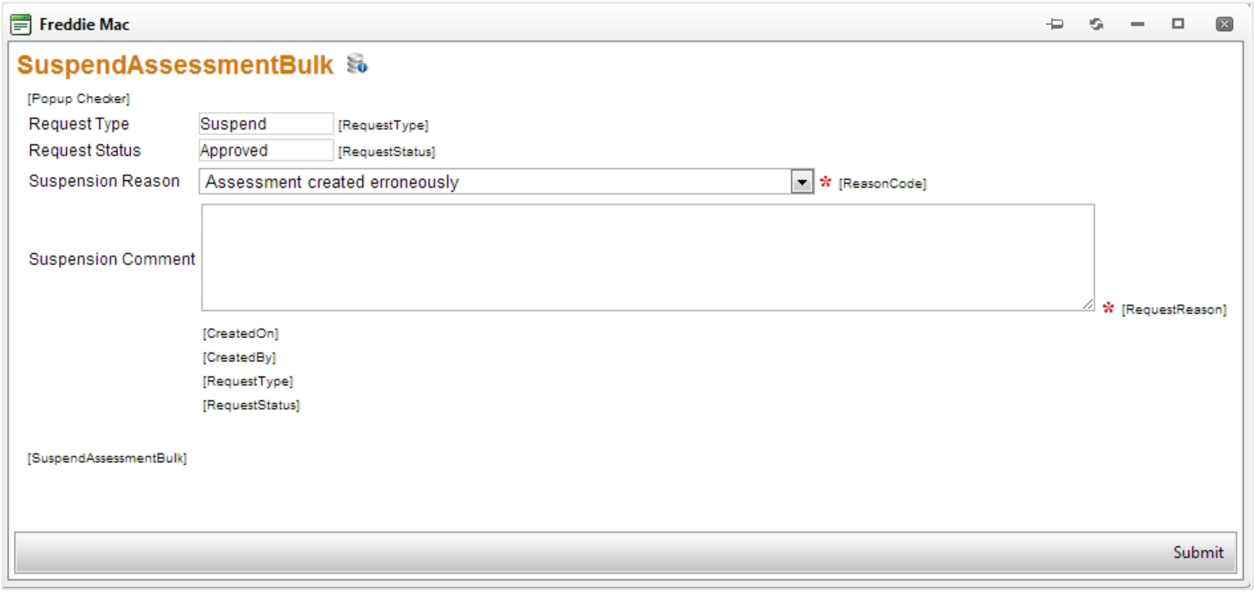


- Waiver Request: Allows users to submit a bulk Waiver request for the selected assessments.



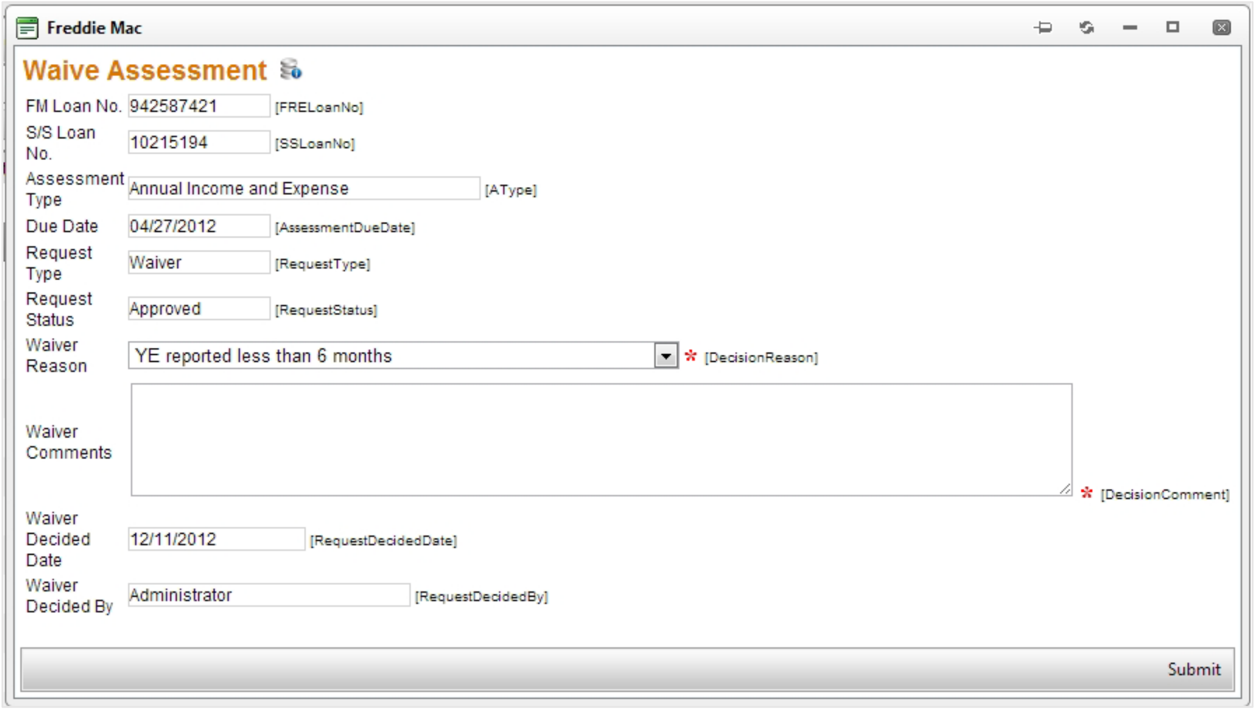
- Output To Excel: Click this button to output the Grid to Excel.

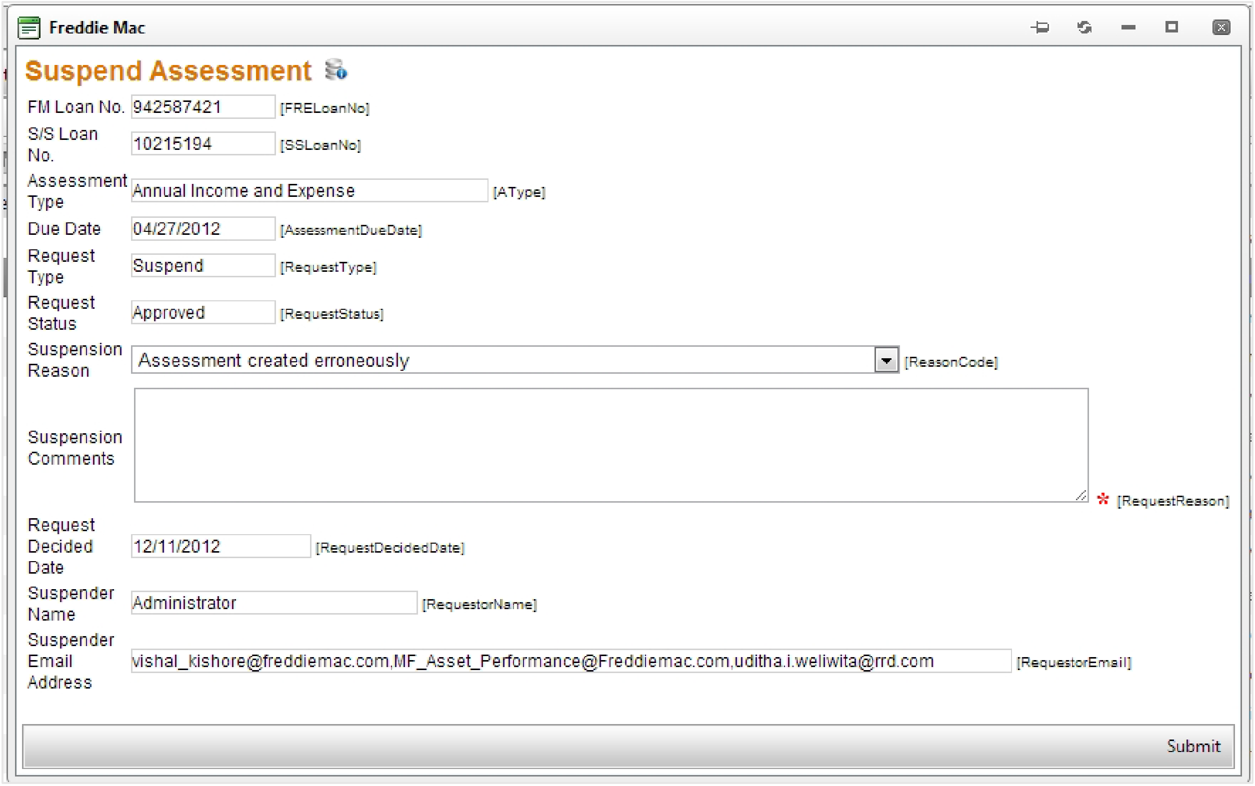


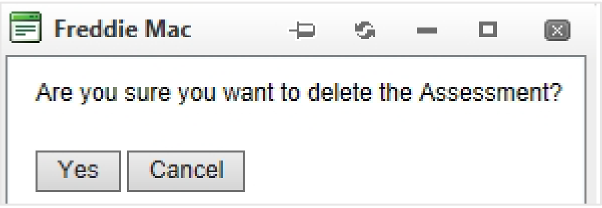


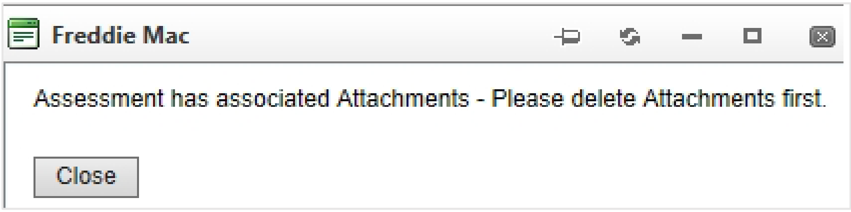
Context Menu Items (applies only to a single selected Assessment)

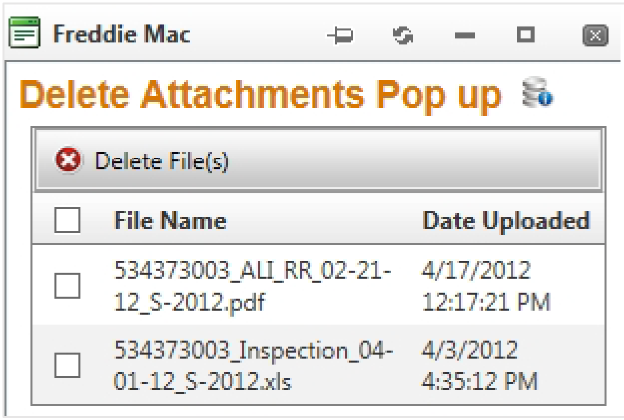
- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associates Assessment.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.
- Due Date Change Request: If you would like to request an extension for this Assessment, click "Request Extension," complete the pop-up and click Submit (sample shown above).
- Waiver Request: If you would like to request an extension for this Assessment, click "Request Extension," complete the pop-up and click Submit (sample shown above).




Freddie Mac
Suspend Assessment
FM Loan No. 942587421 [FRELoanNo]
S/S Loan No. 10215194 [SSLoanNo]
Assessment Type Annual Income and Expense [AType]
Due Date 04/27/2012 [AssessmentDueDate]
Request Type Suspend [RequestType]
Request Status Approved [RequestStatus]
Suspension Reason Assessment created erroneously [ReasonCode]
Suspension Comments
* [RequestReason]
Request Decided Date 12/11/2012 [RequestDecidedDate]
Suspender Name Administrator [RequestorName]
Suspender Email Address vishal_kishore@freddiemac.com,MF_Asset_Performance@Freddiemac.com,uditha.i.weliwita@rrd.com [RequestorEmail]
Submit

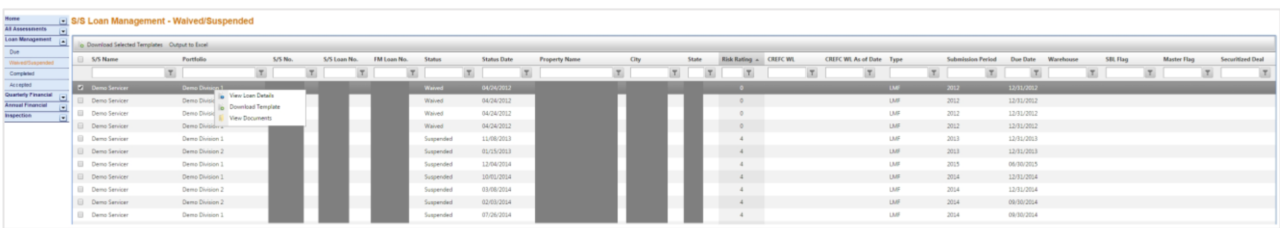

Freddie Mac
Are you sure you want to delete the Assessment?
Yes
Cancel


Freddie Mac
Assessment has associated Attachments - Please delete Attachments first.
Close



Waived / Suspended Queue

The Loan Management, Quarterly Financial, Annual Financial and Inspection Waived / Suspended queue includes all Assessments that have been waived or suspended by Freddie Mac for the selected assessment type.



Grid Menu Items (apply to items selected on the Grid)

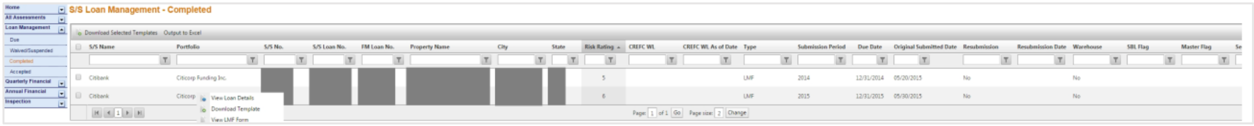
- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

Complete Queue

The Loan Management, Quarterly Financial, Annual Financial and Inspection Complete queue includes assessments that have met all submission requirements and are waiting to be processed. At this point, PRS holds the Assessment files for five business days before moving them to Accepted status in order to allow seller/servicers the opportunity to provide any updates or make any corrections.



Grid Menu Items (apply to items selected on the Grid)

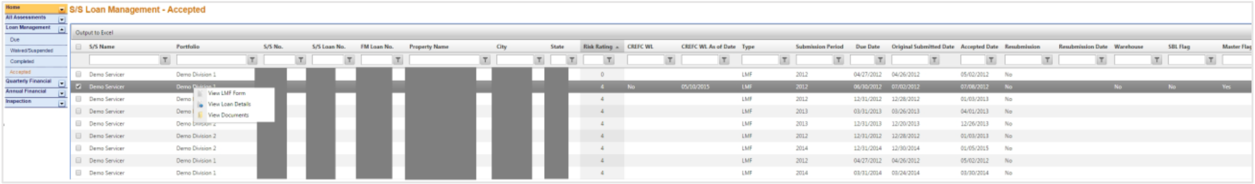
- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View LMF: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

Accepted

The Loan Management, Quarterly Financial, Annual Financial and Inspection Accepted queue includes Assessments that are being reviewed by Freddie Mac. Document uploads of assessments in Accepted status is not available and will fail. If you need to re-upload a file to any Assessment in the Accepted queue, please contact your Freddie Mac representative.



Grid Menu Item (applies to items selected on the Grid)

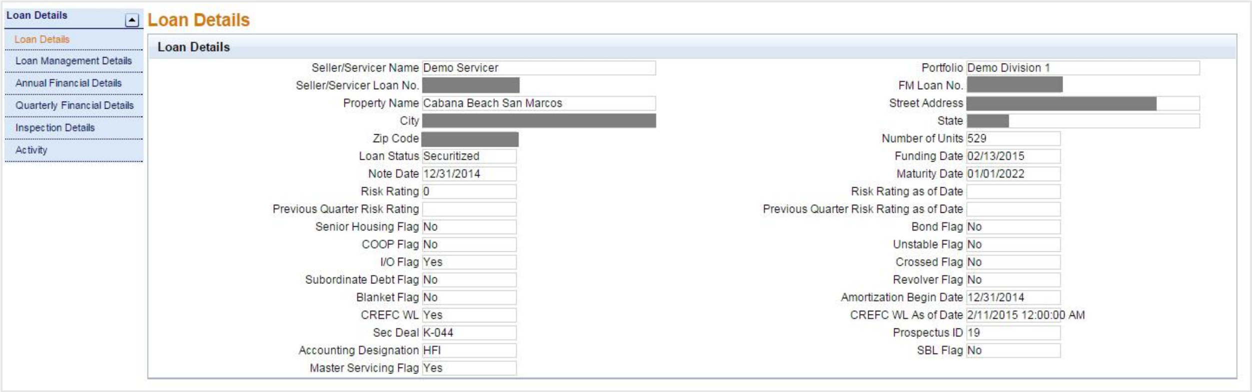
- Output To Excel: Click this button to output the Grid to Excel.

Context Menu Items (apply only to a single selected Assessment)

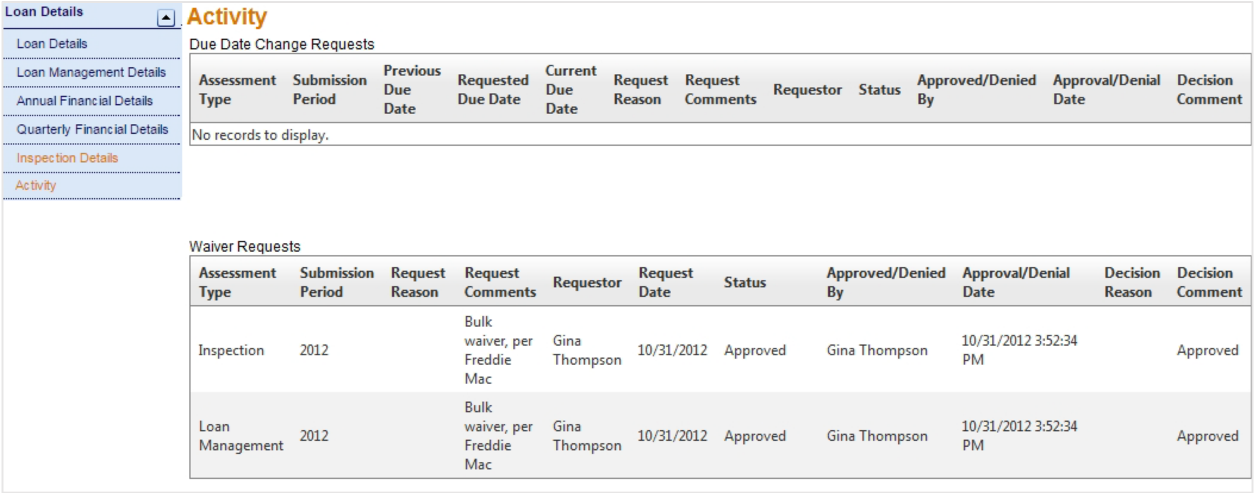
- View LMF: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.
- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

Loan Details

Loan Details provides information regarding the loan. Data on this page is being populated from the Population File.



Upon opening the Loan Details screen, users can view details for individual Loan Management, Annual Financial, Quarterly Financial and Inspection records. In addition, users can view the activity (i.e., Due Date changes, Waiver requests, suspensions and assessment returns) that has occurred on the selected loan.

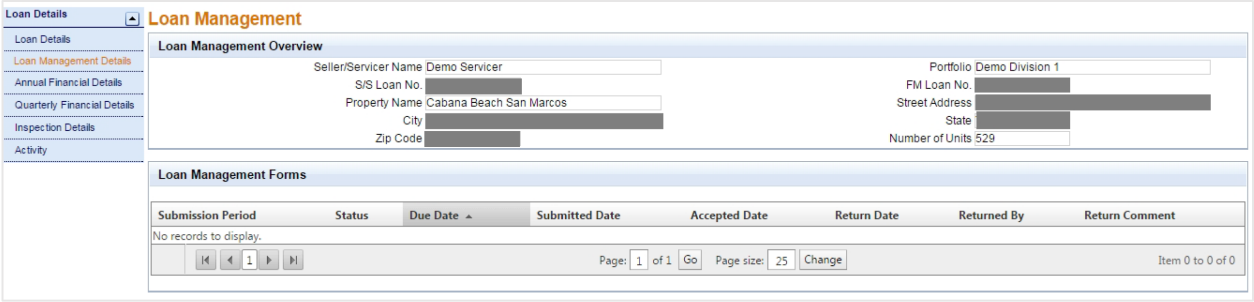


Assessment Details

Loan Management Details, Annual Financial Details, Quarterly Financial Details and Inspection Details pages include the following sections:

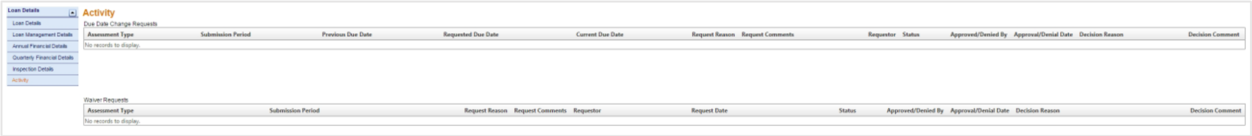
- Overview section: Data from the Population upload
- Forms: List of forms for this Assessment

Example:



Activity

Summary of Waiver and Due Date Change Requests for this particular assessment are listed on this page.



Common Controls

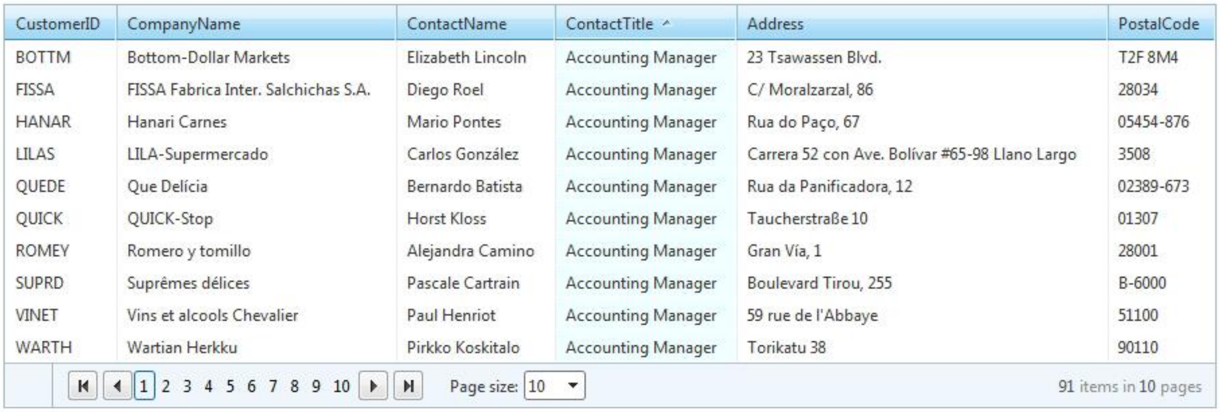
Grids

Many screens in PRS are grid-based and include similar functionality. This functionality is enabled as needed on each grid and is not be available on all pages depending on required functionality. This section reviews the basic functionality of the grids that applies across the system.

Sorting

If sorting is enabled, users can sort the grid by any column by clicking on the column header. The sorting function toggles between three modes:

- Ascending
- Descending
- No sort



CustomerID	CompanyName	ContactName	ContactTitle ^	Address	PostalCode
BOTTM	Bottom-Dollar Markets	Elizabeth Lincoln	Accounting Manager	23 Tsawassen Blvd.	T2F 8M4
FISSA	FISSA Fabrica Inter. Salchichas S.A.	Diego Roel	Accounting Manager	C/ Moralzarzal, 86	28034
HANAR	Hanari Carnes	Mario Pontes	Accounting Manager	Rua do Paço, 67	05454-876
LILAS	LILA-Supermercado	Carlos González	Accounting Manager	Carrera 52 con Ave. Bolívar #65-98 Llano Largo	3508
QUEDE	Que Delícia	Bernardo Batista	Accounting Manager	Rua da Panificadora, 12	02389-673
QUICK	QUICK-Stop	Horst Kloss	Accounting Manager	Taucherstraße 10	01307
ROMEY	Romero y tomillo	Alejandra Camino	Accounting Manager	Gran Vía, 1	28001
SUPRD	Suprêmes délices	Pascale Cartrain	Accounting Manager	Boulevard Tirou, 255	B-6000
VINET	Vins et alcools Chevalier	Paul Henriot	Accounting Manager	59 rue de l'Abbaye	51100
WARTH	Wartian Herkku	Pirkko Koskitalo	Accounting Manager	Torikatu 38	90110

1 2 3 4 5 6 7 8 9 10 Page size: 10 91 items in 10 pages

Filtering

When filtering is enabled, a filtering item appears below the column header. The user can enter a filter criterion in the filter box. A drop-down list allows the user to select a filter expression that is applied to the criterion for the column. When the user presses the filter button (next to the filter box), the grid displays only the records matching the filter criteria specified using the filter boxes:

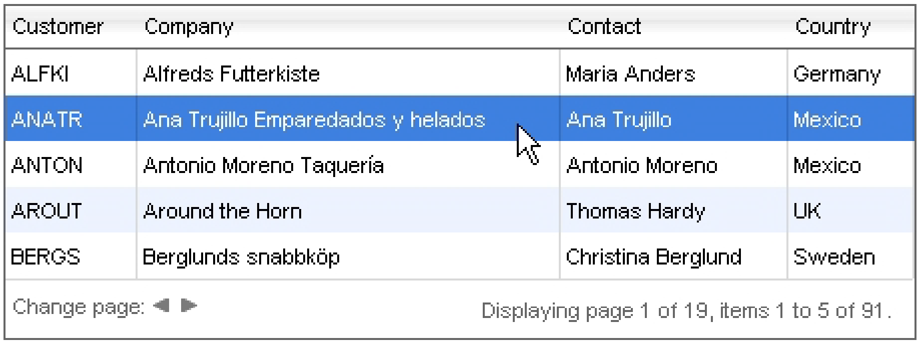
All filters in a single table are applied using AND operator. That is, only items (grid rows) that comply with all filters are displayed.

Note: When you have more than one value to filter on, values should be entered separated by a space.

Row Selection

Selecting a Row with a Click

Users can select a single data row in the grid by left clicking anywhere within the row:

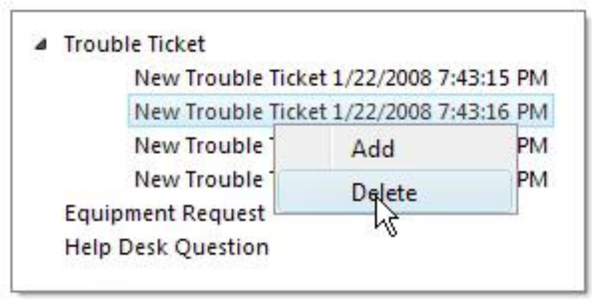


Selecting a Row with a Checkbox

If available, users can select one or more data rows in the grid by clicking the checkbox within the row:

Context Menu

The Context Menu or Right-click Menu is used to perform an action on a single record. While hovering over a row on a grid, click the right button on the mouse to bring up the Context menu. The Context Menu offers a limited set of choices that are available in the current state, or context, of the items on the grid.



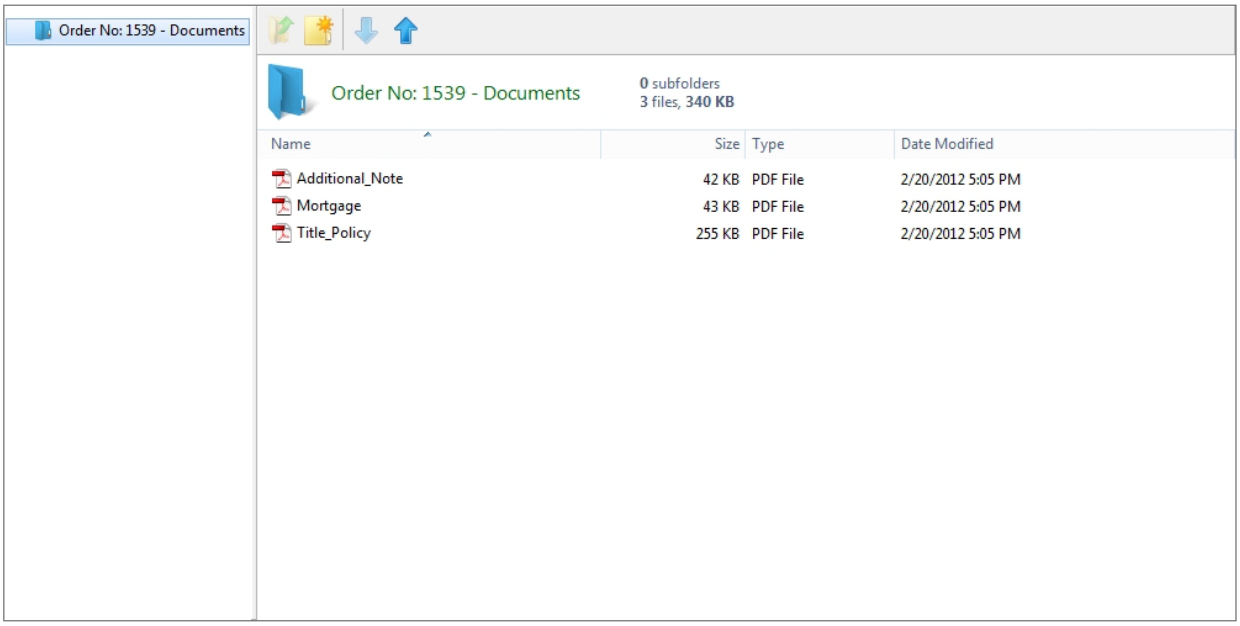
Grid Menu

The Grid Menu is used to perform an action on multiple records. To select multiple rows, check the box on the left side of each row. To perform an action on these rows, click the appropriate button on the Grid Menu.

Document Interface

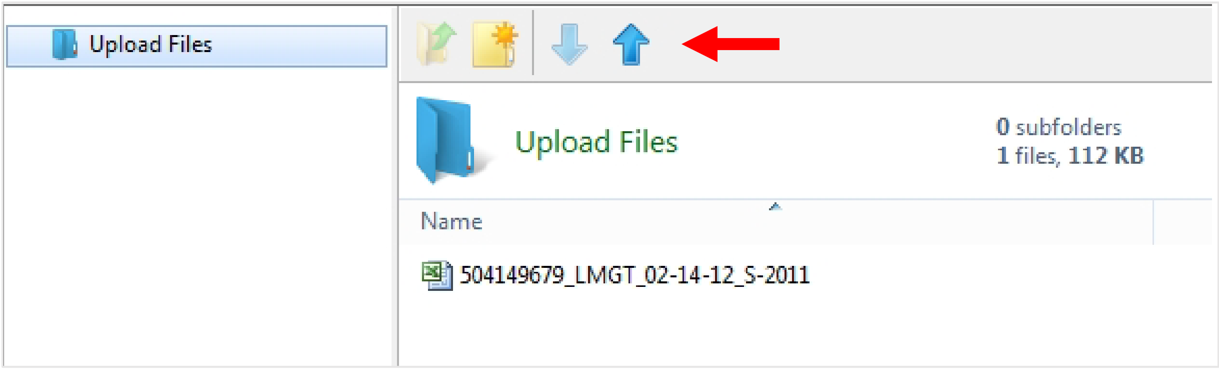
PRS utilizes a standard document interface to manage all document repositories within the system. The basic functionality includes the following:

- Menu Items: Up One Level, Create New Folder, Download and Upload
- Left Panel: Tree view showing the folder structure
- Main Window: List of documents in the repository

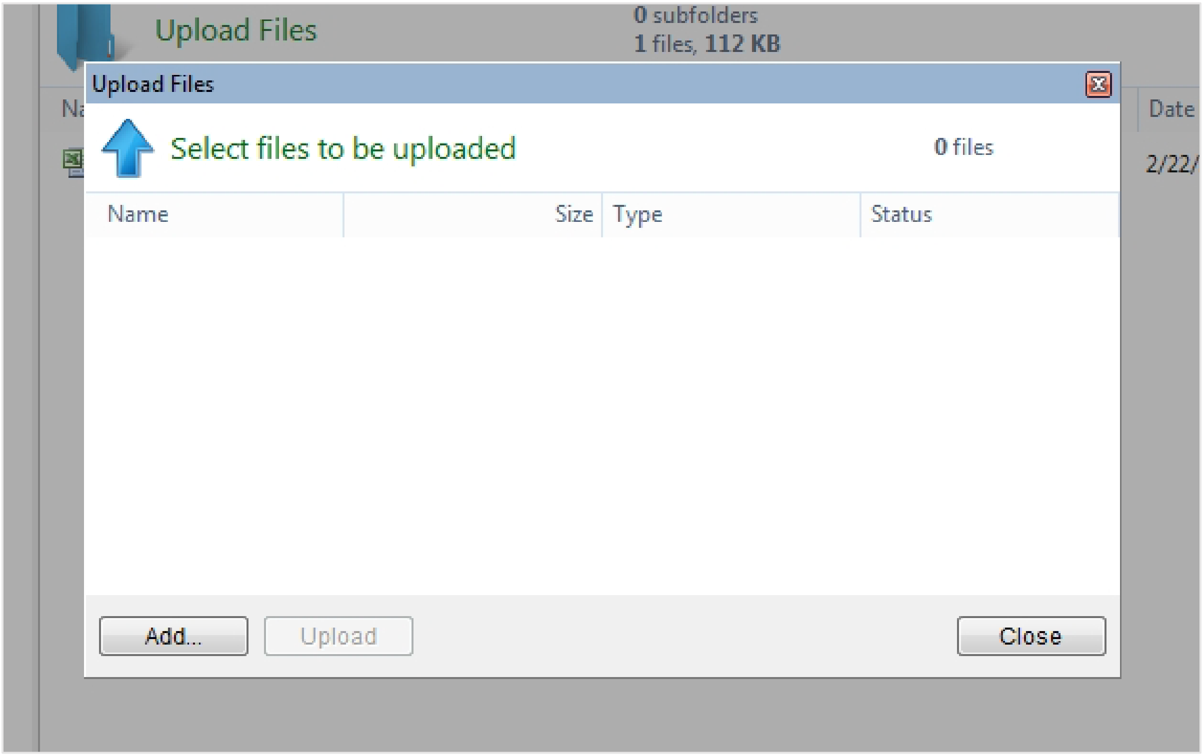


Upload Files

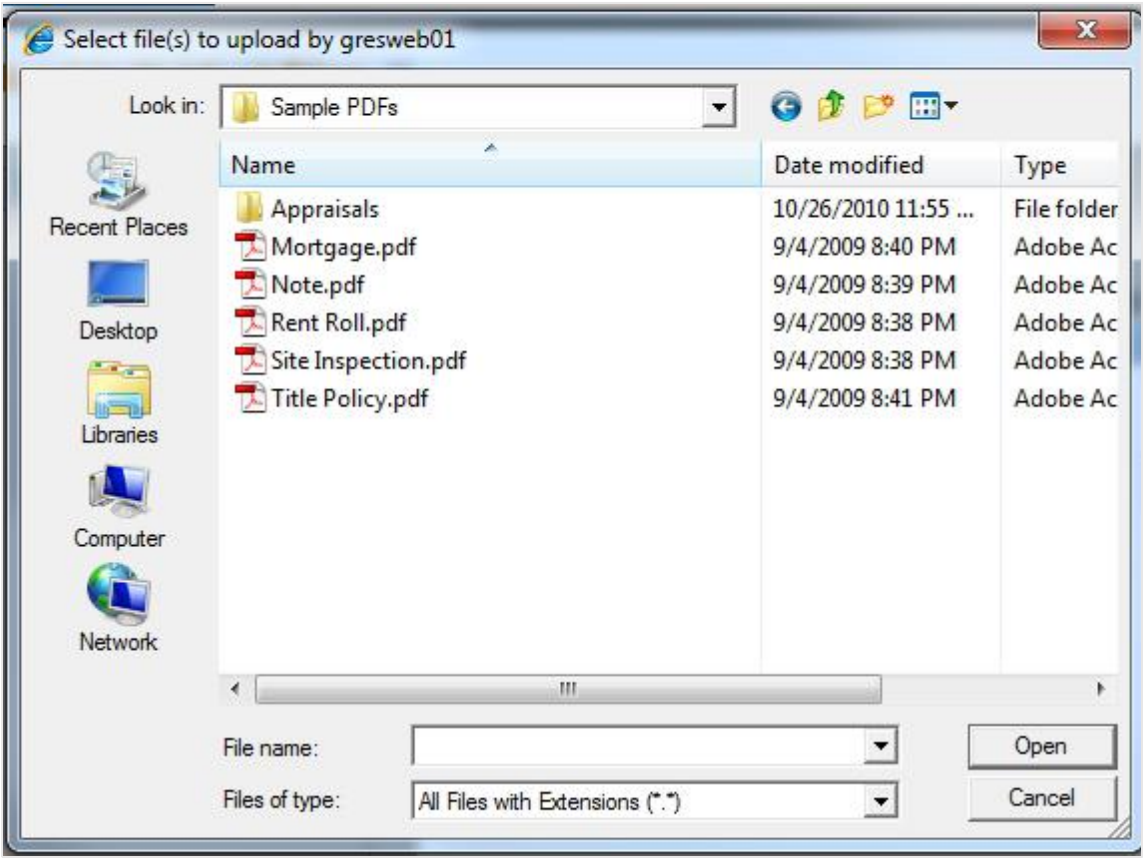
1. On the menu, click on the blue UP arrow (Upload Files).



2. In the Upload Files pop-up, click the “Add” button.



3. In the Select Files pop-up, navigate to the appropriate folder and select the files you wish to upload. Click Open.



4. The file(s) you selected will appear in the Upload Files window. If you would like to add more files, repeat steps 1 through 3. If you would like to clear a file, right-click on that file and select "Clear."
5. Once you are ready to complete the upload, click "Upload". If successful, your document will appear in the Document Interface.

Excel Assessment Templates

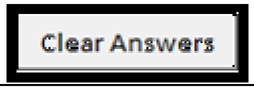
The Assessment forms are in Microsoft Excel 2003 format and can be downloaded via the Download menu in PRS (http://multifamily-prs.rrd.com/). Once downloaded, users must enable macros in Excel for all validations and conditional formatting to work properly (see instructions for Excel 2007 here).

Assessments are to be completed and stored on your local machine, file server or document management system (depending upon local IT policies and procedures). For LMF assessments, upon successful completion and validation that all fields have been correctly entered by the user, the Excel Assessment file will indicate a status of “Complete” on the Progress Bar (as shown in table below).

Once the status of the Assessment form indicates “Complete,” the completed form can be uploaded into PRS, where any Assessment(s) with a status of “Incomplete” will be automatically “Rejected” by the system, for the user to correct any critical issues.

Additional Excel Functions

The following validation functions are included in each Excel version of the Bulk Template Assessment file (except for CREFC and Inspection forms):

Name	Description	Example
Progress Bar	Indicates % of required fields that are complete. PRS will not accept incomplete assessments.	
Required Field	Red outline on field indicates a response is required. Once data is entered into the field, the red outline is removed. Please note that the requirement criteria for certain fields is dependent on the response to other questions and will automatically change based on those responses.	
Validate	Runs the field formatting validation	
Clear Answers	Delete all data on the worksheet	
Show Errors	Shows all Errors on a worksheet. This is helpful if there are incomplete fields or other errors that are hard to find with the red outline indicator.	
Hide Error	Hides all Error comment boxes on a worksheet.	

Upload Criteria

Here’s a checklist for successful upload of an Assessment form to PRS:

- Filename per file naming convention
- All Required Fields are complete
- Version is active in PRS
- Freddie Mac Loan number is available in PRS
- Effective Period is available in PRS