



PRS – Reserve Reporting Customer Education

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- The Reserve Reporting Functionality within the PRS System automates the collection of escrow and loan terms data from Servicers for all Loans that are serviced on behalf of Freddie Mac
- The current process which is manual has the Servicers uploading documents into the Document Management System (DMS)
- The Reserve Reporting functionality will automate this process saving Servicers time and also allowing them to generate reports
- It will enable Sellers/Servicers
 - » View key data about their active Freddie Mac loans online
 - » Electronically upload escrow and loan terms data in bulk
 - » View discrepancies
 - » Update individual data elements online and add comments relative to discrepancies
- Reserve reporting will automatically aggregate the data needed and generate reports for various parties and needs

- Reserves Reporting Features
 - » Servicers can view their respective population of active Freddie Mac loans for the current month/date along with key data about each loan
 - » Using their respective Excel file, Servicers now have the ability to upload active loan data in bulk for the population identified in the Reserve Reporting functionality for the open active period
 - » The system will display and store all data submitted by each Servicer for each reporting period
 - » The system will perform validations to ensure that the data uploaded by the Servicer is in the required format
 - » The system will automatically compare Servicer data to FM data and display data discrepancies

Seller/Service Roles

- S/S Administrator - [Administrator can create the S/S User(s)]
- S/S User
- Read Only role

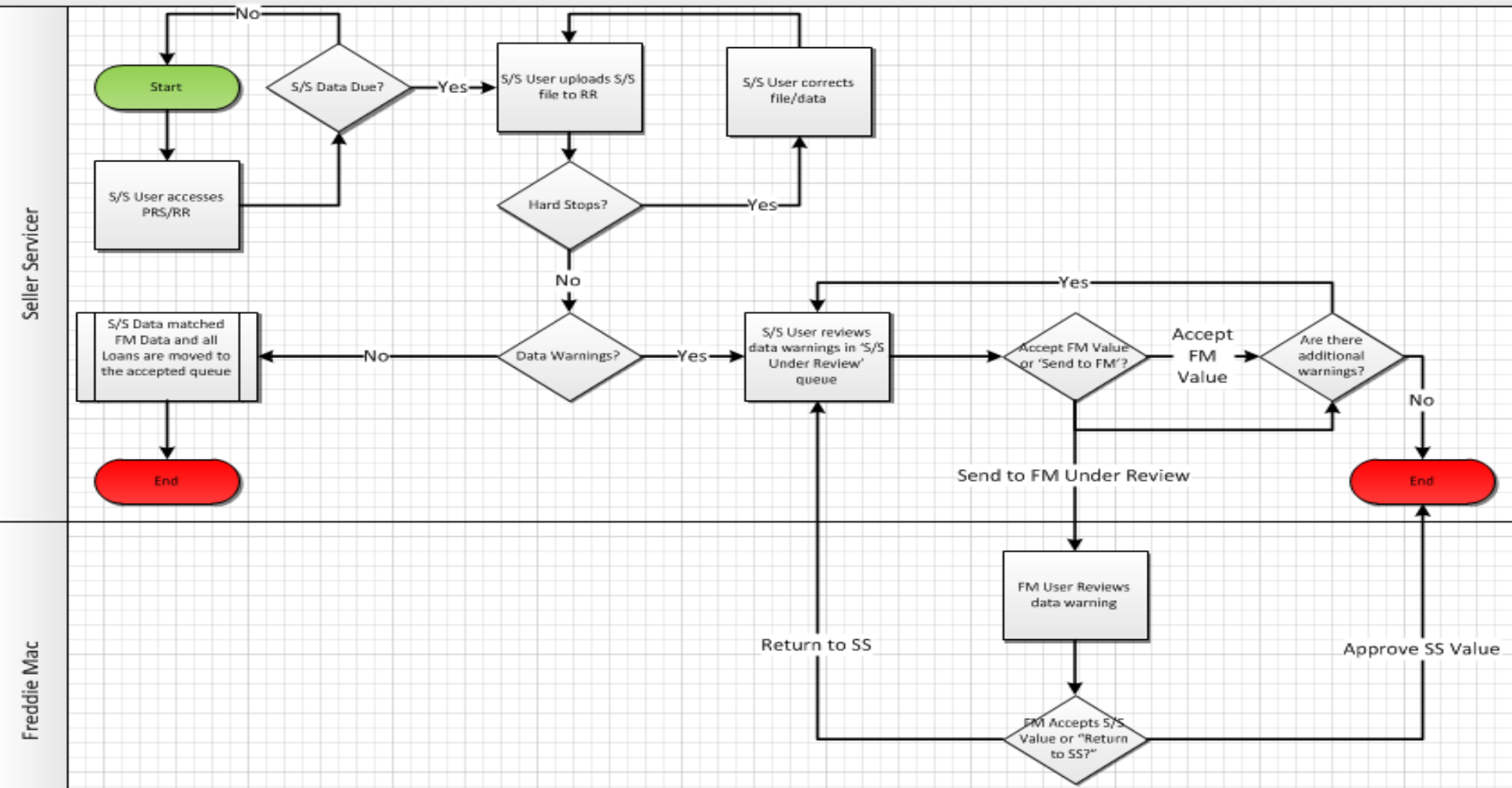
- Two business days prior to the due date, Freddie Mac will upload loan population
- This is visible to the S/S in the “Due Queue”
- Once uploaded, there are two possible outcomes
 1. All data values are perfect – then it goes to the “Accepted” status
 2. Some errors are present, those error points go to “SS Under Review” Queue
- In the SS Under Review Queue, SS can either accept the FM values or do rebuttal if they do not agree
- Values not accepted goes to FM Under Review Queue

The Process – Sales Reporting

- Seller /Servicer Workflow

RR 1.0 Seller Servicer (S/S) Workflow

February 2015



Accessing Reserve Reporting

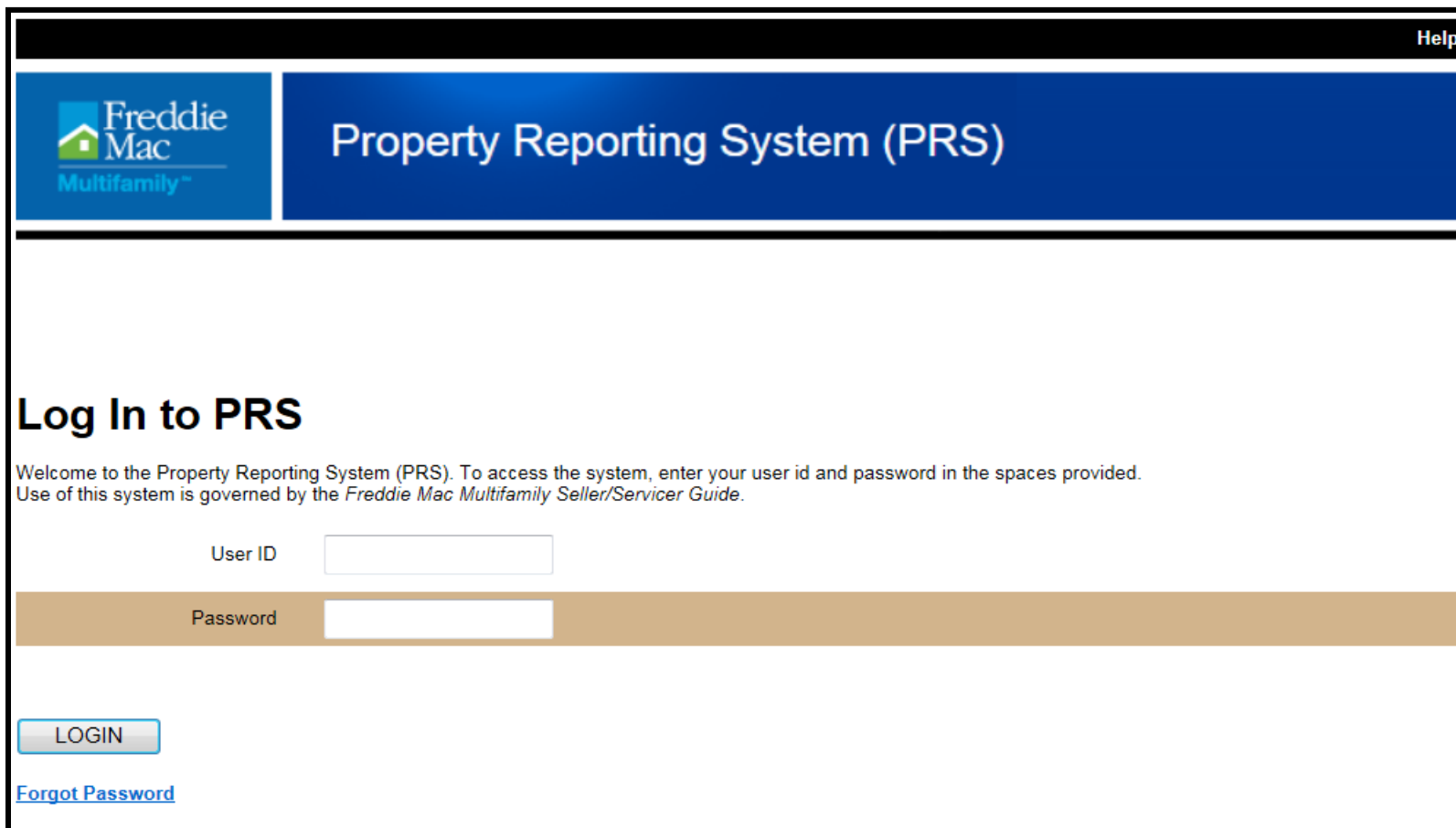
1. Freddiemac.com
2. Multifamily




The screenshot shows the Freddie Mac Multifamily website. At the top, there is a navigation bar with links for Home, FreddieMac.com, Find a Lender, Products, Careers, and Contact Us. Below this is the Freddie Mac Multifamily logo and a search bar with a 'GO' button (callout 3). A secondary navigation bar includes links for About Multifamily, News and Research, Seller/Servicevers (underlined), and Investors. The main content area is titled 'Investor Reporting' and features a left-hand menu with options like Originate and Underwrite, Purchase and Deliver, Investor Reporting (highlighted), Asset Management, Technical Resources, Seller/Servicever Guide, Legal Documents, and REO. The 'Investor Reporting' section contains a sub-menu with MSIR, DMS, PRS® (callout 5), and AllRegs®. The PRS® option is expanded to show a 'Property Reporting System' box with a 'Login >>' button (callout 6). The PRS description states: 'PRS provides a pipeline of assessment requirements and enables Servicevers to upload property assessments, rent rolls and operating statements. The Reserve Reporting functionality of PRS enables Servicevers to view their active Freddie Mac loans and upload escrow data and portfolio and warehouse loan terms data in bulk using an Excel® template.' A 'Quick Links' section on the right lists various PDF and XLS templates.

Accessing Reserve Reporting Login Page

- Access PRS using the login page
- User name is not case sensitive, Password is case sensitive



Help

 Freddie Mac Multifamily™

Property Reporting System (PRS)

Log In to PRS

Welcome to the Property Reporting System (PRS). To access the system, enter your user id and password in the spaces provided. Use of this system is governed by the *Freddie Mac Multifamily Seller/Service Guide*.

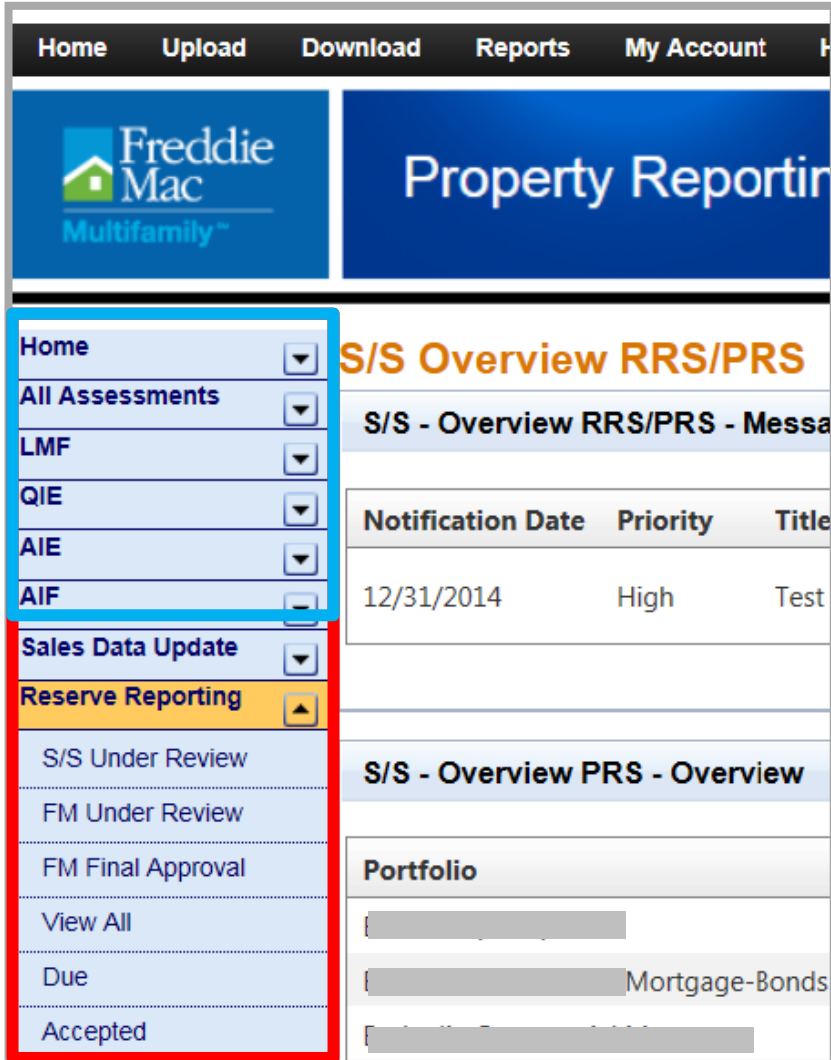
User ID

Password

[Forgot Password](#)

Accessing Reserve Reporting Home page

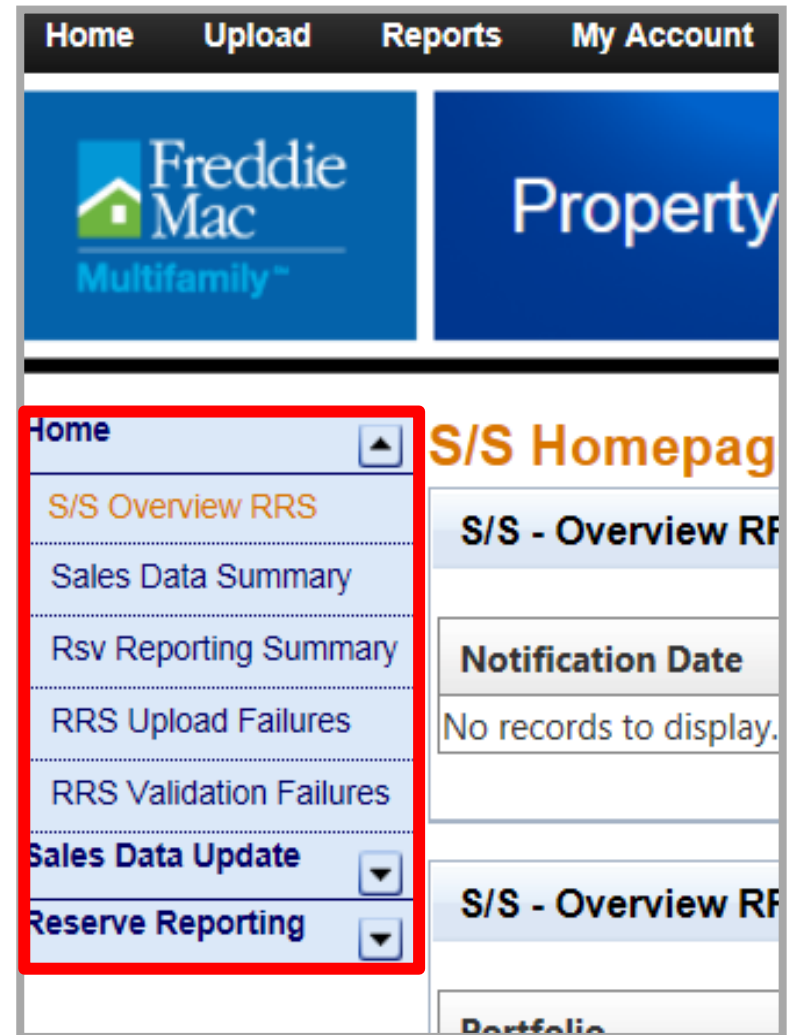
PRS/Reserve Reporting



The screenshot shows the Freddie Mac Multifamily Property Reporting interface. The top navigation bar includes Home, Upload, Download, Reports, and My Account. The main header features the Freddie Mac Multifamily logo and the text "Property Reporting". A left-hand navigation menu is highlighted with a red border, containing the following items: Home, All Assessments, LMF, QIE, AIE, AIF, Sales Data Update, Reserve Reporting (highlighted in yellow), S/S Under Review, FM Under Review, FM Final Approval, View All, Due, and Accepted. The main content area displays "S/S Overview RRS/PRS" and "S/S - Overview RRS/PRS - Messa". Below this is a table with columns for Notification Date, Priority, and Title. A single record is shown with a notification date of 12/31/2014, a priority of High, and a title of Test.

Notification Date	Priority	Title
12/31/2014	High	Test

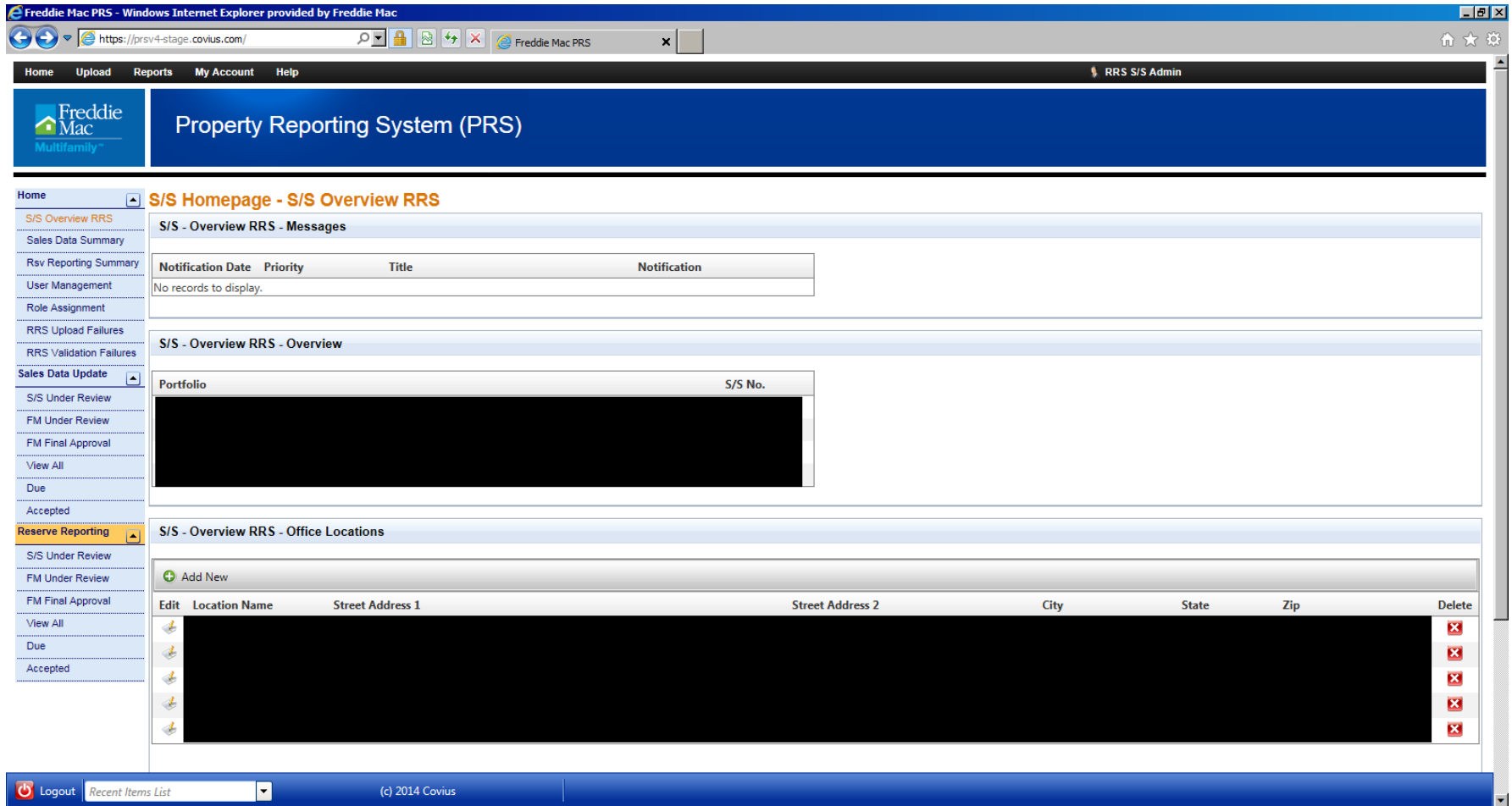
Reserve Reporting only Access



The screenshot shows the Freddie Mac Multifamily Property Reporting interface with a different navigation menu. The top navigation bar includes Home, Upload, Reports, and My Account. The main header features the Freddie Mac Multifamily logo and the text "Property". A left-hand navigation menu is highlighted with a red border, containing the following items: Home, S/S Overview RRS, Sales Data Summary, Rsv Reporting Summary, RRS Upload Failures, RRS Validation Failures, Sales Data Update, and Reserve Reporting. The main content area displays "S/S Homepage" and "S/S - Overview RF". Below this is a section for "Notification Date" with the text "No records to display." and another section for "S/S - Overview RF".

Accessing PRS Reserve Reporting Home Page (Cont'd)

- When you log into PRS and access the “Reserve Reporting” functionality, you land on the Homepage (Notifications and Contact Information)



The screenshot shows a web browser window displaying the Freddie Mac PRS Reserve Reporting Home Page. The page title is "Property Reporting System (PRS)" and the user is logged in as "RRS S/S Admin". The main content area is titled "S/S Homepage - S/S Overview RRS" and contains three sections:

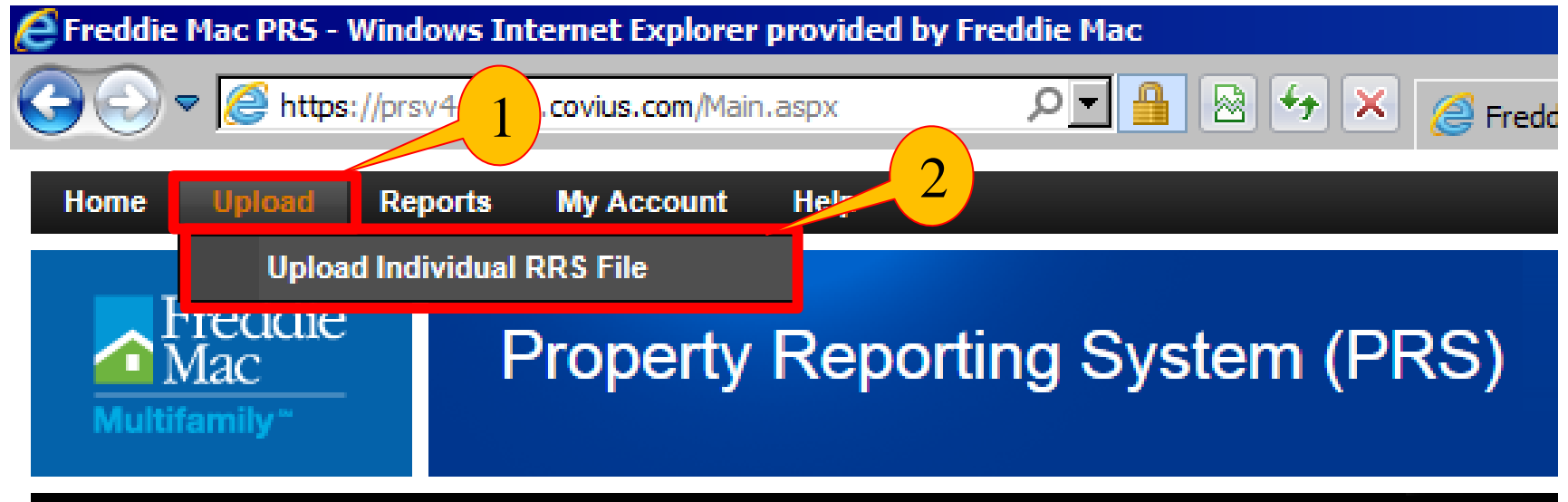
- S/S - Overview RRS - Messages:** A table with columns "Notification Date", "Priority", "Title", and "Notification". It displays "No records to display."
- S/S - Overview RRS - Overview:** A table with columns "Portfolio" and "S/S No.". The data is redacted with a black box.
- S/S - Overview RRS - Office Locations:** A table with columns "Edit", "Location Name", "Street Address 1", "Street Address 2", "City", "State", "Zip", and "Delete". It includes an "Add New" button and a table with redacted data and delete icons.

The left sidebar contains a navigation menu with categories like "Home", "Sales Data Update", and "Reserve Reporting". The footer includes a "Logout" button, a "Recent Items List" dropdown, and the copyright notice "(c) 2014 Covius".

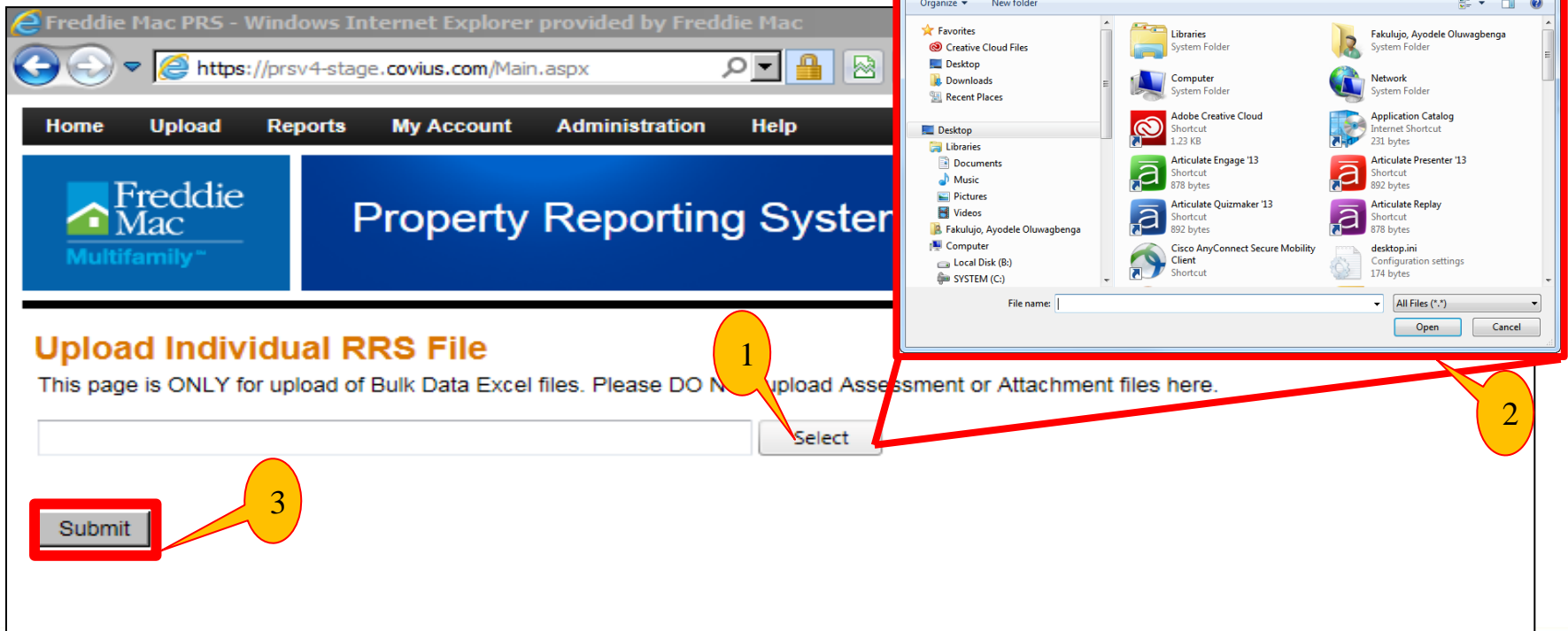
- S/S Under Review - User can either accept FM Value or add comments and send the warnings to FM for review
- FM Under review - Displays all warnings sent for FM Review
- FM Final approval - Displays all warnings sent for FM Review
- View All - Displays all Warnings
- Due Queue (Read Only to all users)
 - » When FM uploads population this queue gets populated. S/S can see their respective population for which they have to submit loan details
- Accepted - Displays all loans that never had warnings or loans for which the warnings have been cleared

Uploading Files

- SS uploading Sales and Reserve Reporting files
 1. Hover the cursor over the 'Upload' menu item
 2. Click on 'Upload Individual RRS File'



- SS uploading Sales and Reserve Reporting files - From the Upload page
 1. Click on 'Select' button
 2. Choose your file
 3. Click on the 'Submit' button



The screenshot displays the Freddie Mac PRS web interface in Internet Explorer. The browser address bar shows the URL <https://prsv4-stage.covius.com/Main.aspx>. The navigation menu includes Home, Upload, Reports, My Account, Administration, and Help. The main content area is titled "Property Reporting System" and features a section for "Upload Individual RRS File". Below this section, there is a text input field, a "Select" button (1), and a "Submit" button (3). A Windows "Choose File to Upload" dialog box is open, showing the "Desktop" location. The file list includes "Articulate Engage '13 Shortcut" (2), "Articulate Presenter '13 Shortcut", "Articulate Quizmaker '13 Shortcut", and "Articulate Replay Shortcut". The "File name" field is empty, and the file type is set to "All Files (*.*)".

SS uploading Sales and Reserve Reporting files

- While uploading the data if the S/S file doesn't meet the specified format, hard stops will occur; examples are
 - » Incorrect Template used
 - » Incorrect File Name convention used
 - » Blanks in cells instead of N/A
 - » Number of Loans in SS file does not match the Freddie Mac population
 - » Numeric fields contain text
 - » Incorrect number of decimals for numeric values
- Upon successful upload of the file, if the submitted data doesn't match FM data, warnings are generated and placed in the S/S Under Review Queue

S/S Under Review

- S/S Under Review Queue for Sales and Reserve Reporting (User can work in warnings in this queue)
 - » S/S User can either accept FM Value or add comments and send the warnings to FM for review



The screenshot shows the Freddie Mac Multifamily Property Reporting System (PRS) interface. The top navigation bar includes Home, Upload, Download, Reports, My Account, and Help. The user is logged in as Domino Admin. The main header displays the Freddie Mac Multifamily logo and the title 'Property Reporting System (PRS)'. On the left, a sidebar menu shows various navigation options, with 'S/S Under Review' selected under the 'Sales Data Update' section. The main content area is titled 'S/S Sales Data Update - S/S Under Review' and contains a table of data. Above the table, there are action buttons: 'Output to Excel', 'Accept FM Value', 'Send to Freddie Mac Under Review', and 'Add a Bulk Comment'. The table has columns for 'FM Loan No.', 'S/S Name', 'S/S No.', 'Field Name', 'Warning', and 'FM'. One row is visible with the following data: FM Loan No. 987654006, S/S Name Domino Bank, S/S No. 111115, Field Name # Times 30+ Days Delinquent, Warning # of times 30+ Delinquent must be >0 if DDLPI is 1 month from current month, and FM value 0. Below the table are navigation controls including a page number '1' and arrows for navigation.

- The Reserve Reporting process is exactly the same as Sales Data
- Only difference is that the Reserves Reporting has only 2 validation Data points
 - » City
 - » State





- **February 24** - System administrators for PRS can begin provisioning users with access
- **March 10** - Start of monthly sales data reporting cycle for March
 - » Log in to Reserve Reporting to upload your report by March 12
- **April 3** - Quarterly Reserve Reporting begins
 - » Use Reserve Reporting to submit your report by the April 15 deadline

- Please take a moment to complete the Course Evaluation.

