

How to set up Property Reporting System (PRS) **Servicer Contacts**

Go to the S/S Homepage - PRS S/S Overview, and in the bottom box on the page entitled S/S -Overview, click "Add New".

FreddieM	ac Property Re	eporting System					
Home							
S/S Dashboard	S/S Homepage - PRS	S/S Overview					
PRS S/S Overview	Notification Date Priority	Title	No	otification			
All Loans	No records to display.						
Loan Search							
PRS Pipeline Summary							
PRS Upload Failures	Portfolio				S/S No.		
PRS Validation Failures							
PRS Data Warnings							
All Assessments 🗨							
Loan Management 📃 👻							
Compliance 🗨 👻							
Quarterly Financial 📃 👻							
Annual Financial 📃 🗨							
Inspection 🗨	🕒 Add New 🔴						
Fin Stmt / Rent Roll 🗨	Edit Contact Name Title Pl	anna Email Address	Financial Contact	Inspection Contact	Pick Lough Contact	CME Contact	Persona Con
Watchlist Reports							
Watchlist Activities 🗨	🖤 Test	test@test.com					

The screen will expand for you to enter the contact's information and select appropriate contact type(s) from the checkboxes.

Add New			
Edit Contact Name	Title	Phope E	mail Address
Contact Name			
Domino Bank Analyst	_		
Title	_		
Phone	_		
	」		
Email Address	- -		
analyst@domino.com		-	
Financial Contact			
Inspection Contact			
Risk Level Contact			
CME Contact			
Reserve Contact			
Sales Contact			
Late Assessment Contact			
Watchlist Contact			
LIT Contact			
Return Contact			
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- Enter the Contact Name, phone number, email address and check the appropriate contact box(es). Multiple contact types can be assigned to each user.
 - Late Assessment Contact user will receive an email when a comment is added to any assessment in the Late Assessments queue
 - LIT Contact user will receive an email when an LIT has been returned to the Servicer with a comment
 - Return Contact user will receive an email when any assessment, financial statement or rent roll has been returned to the Servicer with an updated due date
 - Note Freddie Mac is enhancing this section of PRS and will update this document as new contact categories are enabled
- Click the "Save" icon at the bottom

0	O Add New												
Edit	Contact Name Title Phone	Email Address	Financial Contact	Inspection Contact	Risk Level Contact	CME Contact	Reserve Contact	Sales Contact	Late Assessment Contact	Watchlist Contact	LIT Contact	Return Contact	Delete
÷	Test	test@test.com									~		×
Æ													×
		analyst@domino.com										2	×
Æ					V		Z		Z	V	~		×

• **Best Practice** – Use a team mailbox address as the contact so that all team members see emails in the team mailbox without signing up for all emails individually. Instead of adding each individual contact, you'd enter the Team Name as the Contact Name, one member's phone number, mailbox email address and check the appropriate contact boxes.