# Introduction to AllRegs® Online

AllRegs Online is an online service that publishes various mortgage lending industry resources, including the official electronic version of the Freddie Mac Single-Family Seller/Servicer Guide ("Guide"). There are two different options to access the Guide on AllRegs Online, the "subscription site" or the "Freddie Mac site." For detailed information on each method, click the applicable title below.

# AllRegs Online Subscription Site

If you have a paid subscription to AllRegs Online, click <a href="here">here</a> to access the site. This site provides the Guide and Document Custody Procedures Handbook, as well as additional materials, including, Freddie Mac's Multifamily Seller/Servicer Guide, Fannie Mae's Guides and FHA, Treasury, VA, Ginnie Mae and HUD requirements.

# AllRegs Online Freddie Mac Site

To access the free Freddie Mac site version, click <a href="https://guide.freddiemac.com/app/guide/">https://guide.freddiemac.com/app/guide/</a>. Click the <a href="Quick Links">Quick Links</a> icon in the upper-right corner of the page and select <a href="AllRegs">AllRegs</a> from the Quick Links menu. Note that this site provides only the Guide and the Document Custody Procedures Handbook.

PUBLIC December 2022

#### **Table of Contents for AllRegs Freddie Mac Site**

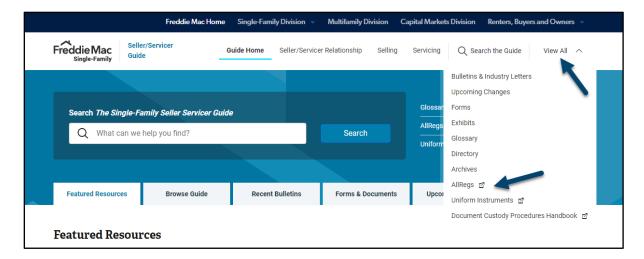
Introduction to AllRegs® Online	1
AllRegs Online Subscription Site	1
AllRegs Online Freddie Mac Site	1
AllRegs Freddie Mac Site	3
Table of Contents	3
Guide Bulletins and Industry Letters	
Single-Family Seller/Servicer Guide	
Guide Content Features	
Archive of Single-Family Seller/Servicer Guide	10
Document Custody Procedures Handbook	10
Create Your Search	10
Tips and Best Practices for Searching	12
Document View	13
Printing	15
Print a Single Document:	15
Print Multiple Documents from AllRegs Online:	16
Tips and Best Practices Using AllRegs	17
Recent Updates	17
Inactivity	18
Links to the Guide	18
Guide Information on Freddiemac.com	19
Historical Guide Snapshot PDFs	19
Guide Update Spreadsheets	19
To View the Spreadsheets:	20





# AllRegs Freddie Mac Site

To access the free Freddie Mac site version, click <a href="https://guide.freddiemac.com/app/guide/">https://guide.freddiemac.com/app/guide/</a>. Click the View All drop-down menu in the upper-right corner of the page and select AllRegs from the Quick Links menu. Note that this site provides only the Guide and the Document Custody Procedures Handbook.



### **Table of Contents**

Under Freddie Mac Single Family, you will see the following:

- Guide Bulletins and Industry Letters
- Single-Family Seller/Servicer Guide
- Archive of Single-Family Seller/Servicer Guide
- Document Custody Procedures Handbook







#### Guide Bulletins and Industry Letters

When "Guide Bulletins and Industry Letters" is expanded, the Freddie Mac Copyright and Disclaimer and Bulletins and Industry Letters from the current year and previous years display.

#### Single-Family Seller/Servicer Guide

When "Single-Family Seller/Servicer Guide" is expanded, this User Guide, the Copyright and Disclaimer and the Single-Family Seller/Servicer Guide content appear.

When the Single-Family Seller/Servicer Guide is expanded, the page displays the following:

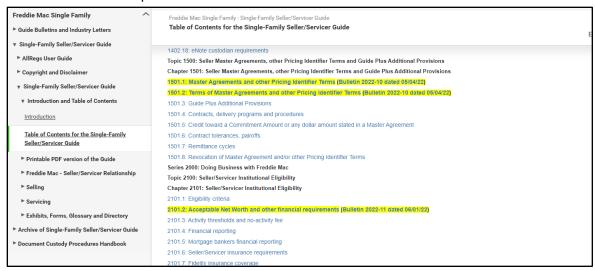


• Introduction and Table of Contents



This page, located under "Single-Family Seller/Servicer Guide", lists the titles of all chapters, sections, exhibits and forms. Each title also links directly to the corresponding content. When a chapter, section, exhibit and/or form is updated with the publication of a Guide Bulletin, the title of that chapter, section, exhibit or form will be highlighted for 60 days.

This is an easy-to-navigate page where you can see the contents of the Guide as well as determine recent updates in one view.



#### Printable PDF version of the Guide

Under "Single-Family Seller/Servicer Guide", the "Printable PDF version of the Guide" provides all Guide chapters as a single PDF with easy-to-use navigational bookmarks. This allows you to:

- Save a copy of all Guide chapters
- Search all Guide chapters (using CTRL + F)
- Print individual pages (such as certain sections) of the Guide chapters

This comprehensive PDF file contains all Guide chapters as of the publication of the most recent Bulletin with Guide updates. There are also separate PDFs, located under the applicable segment, of each Guide segment (Freddie Mac – Seller/Servicer Relationship, Selling and Servicing) to provide Seller/Servicers with more specific options for searching and printing.

- **Guide content –** Freddie Mac's requirements for Mortgages secured by 1- to 4-unit properties are split into the following three segments:
  - o Freddie Mac Seller/Servicer Relationship
  - o Selling
  - Servicing
- Exhibits, Forms, Glossary and Directory. Note that:
  - o Exhibits referenced in the Guide are Freddie Mac exhibits unless otherwise indicated.
  - o Forms referenced in the Guide are Freddie Mac forms unless otherwise indicated.
  - The Glossary contains definitions of select terms used in the Guide.



 The Directory contains Freddie Mac contact information (addresses, telephone numbers, fax numbers and e-mail addresses) to be utilized for specific questions, requests and documentation. Guide references to the Directory are indicated with a bolded parenthetical (e.g., "(see Directory 5)").

The Guide's design places the provisions applicable to all Seller/Servicers in one central location (Freddie Mac Seller/Servicer Relationship), and then differentiates between those for selling and servicing. Although the Guide has distinct Selling and Servicing Segments, there may be information and/or cross references for Servicers in the Selling Segment and for Sellers in the Servicing Segment.

The Freddie Mac – Seller/Servicer Segment contains the following series:

- Series 1000, General Contract Terms
- Series 2000, Doing Business with Freddie Mac
- Series 3000, Risk Management and Remedies

The Selling Segment contains the following series:

- Series 4000, Mortgage Eligibility
- Series 5000, Origination and Underwriting
- Series 6000, Selling and Delivery

The Servicing Segment contains the following series:

- Series 7000, Transfers of Servicing
- Series 8000, Servicing All Mortgages
- Series 9000, Servicing Default Management

Within each series, the content is grouped with like topics: Each topic contains at least one chapter, and each chapter contains at least one section. The titles of topics, and chapters and sections within topics, are intended to facilitate navigation and searching capabilities.

The numbering system of the Guide reflects how the provisions are grouped by segment, series and topics. The format is as follows:

- **X**XXX.XX The first digit indicates the series number (for example, Series 6000, *Selling and Delivery*, or Series 5000, *Origination and Underwriting*)
- XXXX.XX The second digit indicates the topic number, which can have one or many chapters
- XXXX.XX The last two digits before the decimal point indicate the chapter number
- XXXX.XX The two digits after the decimal indicates the section number

For example, in Section 1101.1:

- 1101.1 The first "1" represents that this section is located in Series 1000, General Contract Terms
- 1101.1 The second "1" represents that this section is located in the first topic of Series 1000, Topic 1100, *The Guide*
- 11**01**.1 The "01" before the decimal point represents that this section is located in the first chapter within Topic 1100, Chapter 1101, *The Guide*
- 1101.1 The "1" after the decimal point represents that this is the first section in Chapter 1101, Section 1101.1, *Introduction to the Guide*.



This numbering can help in locating specific content. For example, these are the steps you can take if you want to locate the Guide requirements about reporting fraud and other Suspicious Activity:

- First, the segment should be identified. This is a requirement that applies to both Sellers and Servicers and is contained within the Freddie Mac Seller/Servicer Relationship Segment.
- Second, the series should be found. As this is part of risk management, the relevant series is Series 3000, Risk Management and Remedies.
- Next, the **topic** needs to be determined. These requirements are contained within Topic 3**2**00: *Fraud Prevention, Detection and Reporting; Reporting Other Suspicious Activity.*
- Finally, the **chapter and section** within the topic need to be located. In this case, the chapter title mirrors the topic heading, Chapter 32**01**: Fraud Prevention, Detection and Reporting; Reporting Other Suspicious Activity. The specific provisions about this subject are contained in Section 3201.**2**: Fraud and other Suspicious Activity reporting requirements.

The numerical reference to this provision, then, is Section 3201.2.

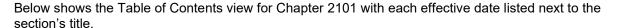
#### **Guide Content Features**

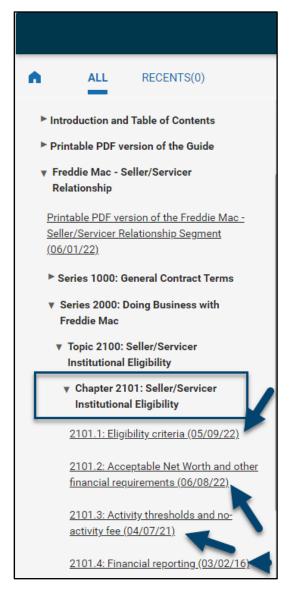
This section explains Guide content features that identify when changes to the Guide are made.

#### Effective Dates

The date listed next to a Guide provision title is the effective date of the most recent update to that Guide provision.







#### • Inline Revision History

You are able to review changes made throughout each year directly in line with the current information (Inline Revision History) and are able to review the current information in a Guide section, form, exhibit, Directory or the Glossary (collectively referred to as Guide provisions) with the option to "show" or "hide" past and future revisions.

Any future revision of a Guide provision is always shown first, followed by any revision history and then the current content is shown.





Below is an example of a section with both a future version and a revision history:

- Future Revision 09/01/22
- Revision History 11/03/21

#### 5701.12: Delivery requirements (06/01/22)

- When selected, future revisions and revision histories are shown in blue shaded boxes while current content is not shaded.
- While you can show or hide future revisions and revision histories, you cannot hide current content.
- Searching and printing information for future revisions and revision histories of a Guide provision can be found under the "Search tab" and "Printing" sections of this user guide.

#### Color-Coded Text

The most recent Guide additions are "color-coded" with **green** text. This allows you to view the additions made with the given effective date version of a Guide provision. Minor changes, such as grammatical and formatting revisions, are not color-coded.

Below is an example of a section with green color-coding:

# 4201.14: Mortgages secured by Primary Residences (04/06/22) Except as stated below for active-duty military Borrowers, a Mortgage will not qualify to be an owner-occupied property Mortgage unless the Borrower is an Individual or individuals, and at least one of the Borrowers is, as of the Delivery Date, occupying all or part of the Mortgaged Premises as a Primary Residence. For Manually Underwritten Mortgages, when the loan-to-value ratio is greater than 90%, each Borrower whose income or financial strength was used for qualification purposes must, as of the Delivery Date, occupy all or part of the Mortgaged Premises as a Primary Residence. A Mortgage to an active-duty military Borrower who is unable to occupy the Primary Residence prior to the Delivery Date due to military service is considered an owner-occupied property Mortgage. The Mortgage is must contain the Borrower's military orders verifying the Borrower is temporarily unable to occupy the Primary Residence due to the military service. Rental income generated from a Mortgage secured by a Primary Residence is not permitted to qualify the Borrower, except as stated in Section 4501.9 and Chapter 5306. Refer to Section 5103.1 for requirements when the Mortgage includes a non-occupying borrower. Refer to Section 5408.2 for a special occupancy requirement for Mortgages made pursuant to employee relocation programs.

#### Links to Related Guide Bulletins

A table is included at the end of the section of a Guide provision with links to the related Guide Bulletin(s). This provides you with quick access to recent Guide Bulletins discussing the changes made to that Guide provision.

Below is an example of a Related Guide Bulletins table.

Related Guide Bulletins	Issue Date
Bulletin 2022-7	April 6, 2022
Bulletin 2021-29	September 1, 2021
Bulletin 2021-27	August 4, 2021
Bulletin 2019-17	August 7, 2019



# Archive of Single-Family Seller/Servicer Guide

The "Archive of Single-Family Seller/Servicer Guide," located under "Freddie Mac Single Family," includes the Guide as it was published as of specific Guide Bulletins, typically at the end of each calendar year, from 2012 forward.

Note that in the "Archive of Single-Family Seller/Servicer Guide Published as of the Date of the Last 2012 Bulletin":

- There is no Inline Revision History feature.
- The Guide text is color-coded to show changes effective in calendar years 2009 through 2013, using the text color assigned for that specific year (2009: orange; 2010: green; 2011: pink; 2012: brown; and 2013: purple). The exact effective date associated with each change can be determined by hovering the cursor over the colored language. A box will pop up indicating the effective date.

#### **Document Custody Procedures Handbook**

The "Document Custody Procedures Handbook," located under "Freddie Mac Single Family," assists custodians with guidelines to meet our requirements for document custody. It is not a part of the Purchase Documents, as defined in the Guide Glossary.

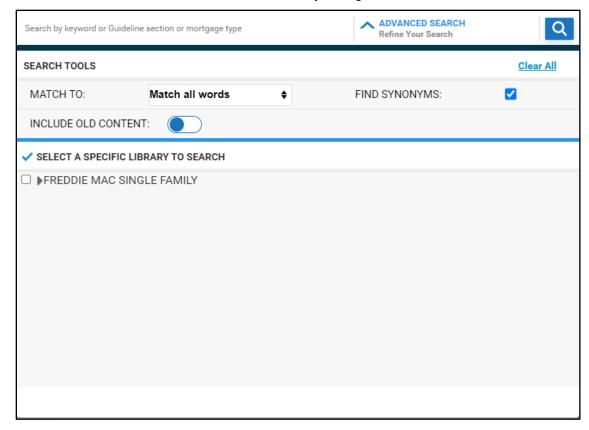
#### Create Your Search

- 1. In the **Advanced Search** field, enter your keyword(s) or phrase. If applicable, select one of the suggested search terms from the list that appears below your keyword(s).
- 2. Click the **Refine Your Search** drop-down arrow to refine your search results.





- 3. The SEARCH TOOLS window displays additional search options. Perform the following:
  - a. Select your MATCH TO option (See Step #4).
  - Select the specific library to search by clicking the drop-down arrow next to FREDDIE MAC SINGLE FAMILY. Alternatively, click the checkbox to search everything in FREDDIE MAC SINGLE FAMILY.
  - c. Select whether to INCLUDE OLD CONTENT by sliding the button next to the field.

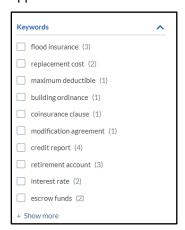


- 4. Toggle the following attributes to narrow or expand the scope of the search results.
  - a. **Find Synonyms** If checked, it will include any of the terms you enter, as well as terms with nearly the same meaning in the results.
  - b. **Match To:** You have the following options in this section:
    - 1> Match all words Searches all words of the terms you enter and will only provide results that include all the words, but not necessarily in the same order as entered in the search field. If you are unsure of the exact terminology, you can select Find Synonyms to show results for similar terms as well.
    - 2> Match any word Searches for any of the words you enter and will provide results that include any of the words as if each word were searched individually. You can select Find Synonyms to show results for similar terms with this search option as well.
    - 3> Match exact phrase Searches for the phrase you enter exactly as typed.



**/** 

- 5. Click a to perform the search.
- 6. The search results are displayed in the right panel; click a document title to view the document.
- 7. You may narrow the search results by selecting a **Keyword** from the list on the left that also appears in the list of document results.



#### Tips and Best Practices for Searching

- **Keep it simple.** If you're looking for a particular subject, just enter the logical word or phrase, or as much of its name as you can recall. If you're looking for a particular concept or product, start with its name. For example, if you're looking for [Home Possible] guidelines, just enter [Home Possible]. Simple is good.
- For general searches think how the document you are looking for will be written. A search engine is not a human; it is a program that matches the words you give to documents on AllRegs Online. Use the words that are most likely to appear on the page, for example, instead of typing [values that are assigned to properties], enter [appraisals], because that's a more direct choice for your search.
- Describe what you need with as few terms as possible. All words you search for are used so
  additional words limit the results. The main advantage to starting with fewer keywords is that, if
  you don't get what you need, the results may come back with something that may help you
  choose a better term to refine your results on the next search.
- Use Guide Glossary terms when possible. For example, if you search [adjustable rate mortgage], you will not get as many results as when you search [ARM], which is a Guide Glossary term. Therefore, for extensive results on [adjustable rate mortgages], you will need to search [ARM].
- Choose descriptive words. The more unique the word is the more likely you will get relevant
  results. Words that are not very descriptive, like [document], [company], or [info] are usually not
  needed. Keep in mind, however, that even if the word has the correct meaning but it is not the
  one most commonly used, it may not match the pages you need. For example, [cell phone
  ringtones] is more descriptive and specific than [cell phone sounds].
- Content contained within Guide forms and exhibits that are posted as attached documents are not searchable. However, the titles of attached documents are searchable. Therefore, when a

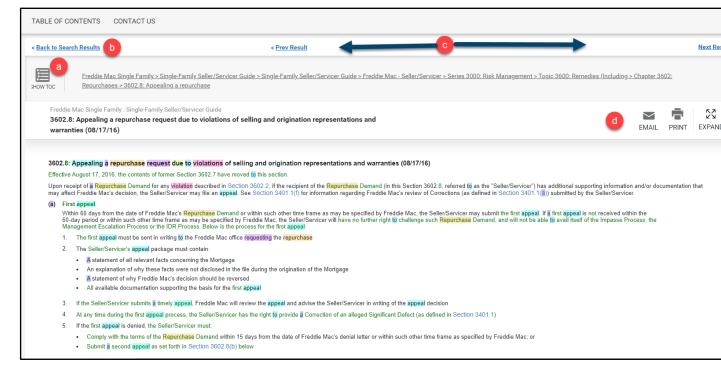




search is run for a certain term, even if that term is contained within a form or an exhibit that is posted as an attachment, the search results will not include that form or exhibit unless the term is also part of the title.

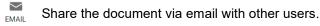
• **Define your search using the inline revision feature.** If a Guide provision with a future revision or revision history is included in search results, the searched term will be highlighted and shown first in each applicable future revision and/or revision history, followed by the current content. Hide any future revisions or revision histories if you only want to see where the term appears in the current version.

#### **Document View**



The following features and navigation aids are available within the document view:

- a. Show TOC: Navigates to the table of contents page.
- b. Back to Search Results: Navigates to the most recent search results.
- c. < Prev Result I Next Result >: Links to navigate through the document results from the most recent search.
- d. Email/Print/Expand



Print a single document.

View the document in full-screen mode.

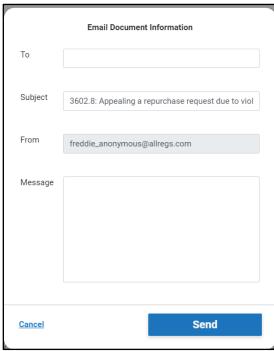




#### • Sharing via E-mail

There may be times you need to share a document with another AllRegs user. Follow these steps to send a link to the document via email.

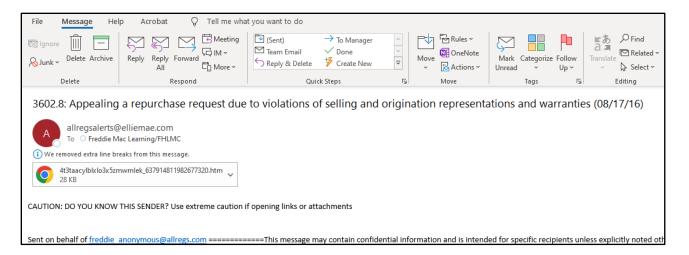
- 1. On a document, click the **Email** icon on the right side of the page.
- 2. Enter the recipient email address
- 3. Enter your email address in the From field.
- 4. Optional: include a personalized message.
- 5. Click Send.



The e-mail recipient will receive an e-mail from <u>allregsalerts@elliemae.com</u> with an attachment including the specific Guide provision. The attachment will include any revision history associated with the provision.







# **Printing**

There are two ways to print a content area (i.e., the Guide or a Guide provision) on AllRegs Online as described below. Use the print icon in the floating toolbar to print a single document.

To print multiple documents, you will use the print icon found in the top portion of the AllRegs page.

You can also easily print the individual pages you need within the real-time Guide PDF. See the <u>Guide PDFs</u> section for more detail.

## Print a Single Document:

To print a single document (with or without revision histories), complete the following steps:

- 1. On a document, click the **Print** icon on the right side of the page.
- 2. Optional: Select Expand Revision Histories in PDF.
- 3. Click Print to PDF.





#### **Print Documents**

A PDF will be generated from the document(s) selected.

Once the file appears, use the PDF viewer to print or save the content.

For documents with links to a Microsoft Word, Microsoft Excel or PDF file, you must open the file separately and print from that application.

Large print requests may take several minutes to execute.

Expand Revision Histories in PDF

Cancel

**PRINT TO PDF** 

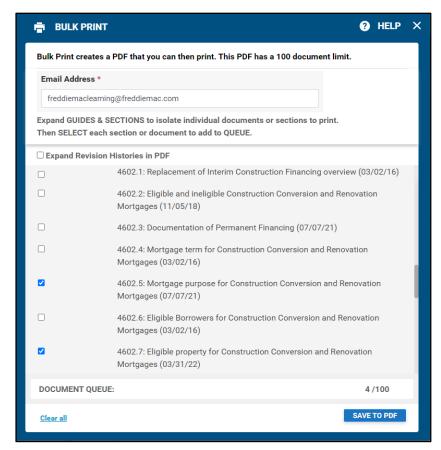
#### Print Multiple Documents from AllRegs Online:

There may be times you need to print more than one document. Follow these steps to print a batch of 50 documents or less.

- 1. Click the **Print** icon in the header. The **Bulk Print** pop-up window displays.
- 2. Enter your email address in the **Email Address** field.
- 3. Optional: Select Expand Revision Histories in PDF.
- 4. Click the drop-down arrow next to **Freddie Mac Single-Family**.
- 5. The table of contents is displayed on the right. Use the arrows (>) to expand the sections and select the content you want to print.
- 6. Click Print to PDF.







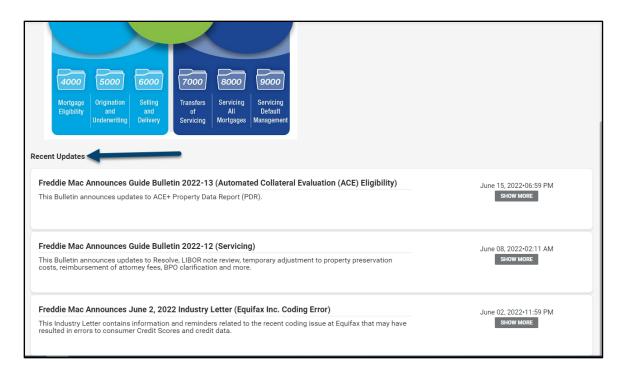
**Note:** Microsoft Word, Excel, and Adobe PDF files cannot be printed through the Print function. To print one of these files, open the file and use the Print function in the application that opens the document.

# Tips and Best Practices Using AllRegs

#### **Recent Updates**

Links to recent Guide Bulletins are located under "Recent Updates" on the home page for quick access to recent announcements and changes.





# Inactivity

AllRegs will time out after 60 minutes of inactivity. This is to optimize site performance as high numbers of open sessions can affect the site speed. To avoid having to log back in to AllRegs, do not remain inactive on the site for 60 minutes.

# Links to the Guide

Links throughout the current version of the Guide will always go to the current effective version of that Guide provision.

Links throughout an archived version of the Guide go to the version of the Guide that was in effect in that archived folder. For example, a link to Section 37.13 in the "Guide Published as of the Date of the Last 2014 Bulletin" goes to the version of Section 37.13 that was in effect on December 18, 2014, the date that the last Guide Bulletin of 2014 was published.





#### Additionally, for Bulletins:

- Links to Guide provisions in Bulletins published in the current year link to the corresponding Guide provisions in the "Single-Family Seller/Servicer Guide" folder.
- Links to Guide provisions in Bulletins published in 2013 and later archived years link to the corresponding Guide provisions in the "Archive of the Single-Family Seller/Servicer Guide Published as of the Date of the Last 2013 Bulletin" folder.
- Links to Guide provisions in Bulletins published prior to 2013 link to the corresponding Guide provisions in the "Archive of Single-Family Seller/Servicer Guide Published as of the Date of the Last 2012 Bulletin" folder.

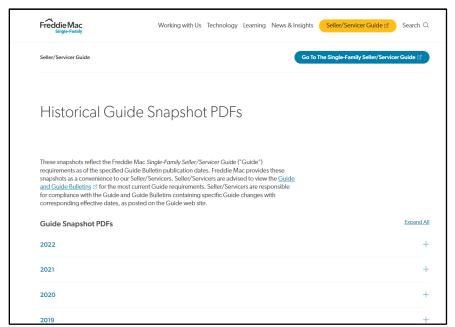
#### **Guide Information on Freddiemac.com**

In addition to the Guide on AllRegs, click <u>here</u> to access valuable information including the Historical Guide Snapshot PDFs reflecting archived Guide requirements and Guide Update Spreadsheets.

# Historical Guide Snapshot PDFs

Historical Guide Snapshot PDFs reflecting the Guide requirements as of the date of a specified Bulletin publication are published on FreddieMac.com.

For each snapshot, there are two comprehensive files: one contains all of the Guide Bulletins and Industry Letters published since the date of the last snapshot, and the other contains all chapters of the Guide as they were published on the date of the specified Guide Bulletin. The Guide snapshots, for 2010 and later years, by clicking <a href="https://example.com/here/bulletin/">here</a>.



# **Guide Update Spreadsheets**

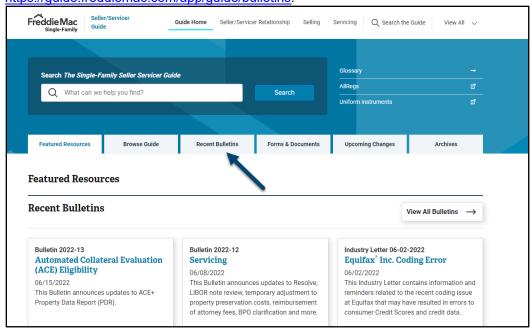
Guide Update Spreadsheets list, by topic within a Bulletin, the Guide provisions updated with the Bulletin.





Freddie Mac provides the spreadsheets as a convenience to Seller/Servicers to reference, by topic, the specific Guide provisions updated within a Bulletin. The spreadsheets must be referenced in conjunction with the corresponding Bulletin cover letter and the Guide for complete information on the topics and their impacts.

The spreadsheets are available only for Bulletins with numerous Guide updates and/or topics at https://guide.freddiemac.com/app/guide/bulletins.



# To View the Spreadsheets:

- 1. From the main Guide page, select Recent Bulletins.
- 2. Click a Bulletin to select it.
- 3. After opening the Bulletin, click the **Download** drop-down, and select **Guide Updates Spreadsheet**.
- 4. The spreadsheet can then be viewed, downloaded, and/or printed.

This document is not a replacement or substitute for the information found in the *Freddie Mac Single-Family Seller/Servicer Guide* or terms of your Master Agreement or other Pricing Identifier Terms.

© 2022 Freddie Mac

Freddie Mac Learning

