





As a Uniform Collateral Data Portal® (UCDP®) lender administrator (lender admin) for your organization, use the following checklist to ensure you have the information required to set up your account in the UCDP.

 <b>UCDP Lender Administrator Registration Checklist</b>	
	<p><b>Step 1: Complete the Registration Form</b></p> <ul style="list-style-type: none"> <li>▪ <b>Freddie Mac Seller/Servicers and Correspondent Lenders:</b> <ul style="list-style-type: none"> <li>○ Refer to Freddie Mac's <a href="#">Getting Registered for the Uniform Collateral Data</a> Portal job aid for details on the steps and forms required to complete Freddie Mac's UCDP registration process.</li> <li>○ The Freddie Mac UCDP Authorization Code, which is required to complete registration, is provided in an email from <a href="mailto:no_reply@FreddieMac.com">no_reply@FreddieMac.com</a> with the subject line "Welcome to the Uniform Collateral Data Portal."</li> </ul> </li> </ul> <p><b>Note:</b> Save Your GSE Registration Email(s) until you receive your UCDP registration URL in Step 2.</p>
	<p><b>Step 2: Locate Your UCDP Registration URL</b></p> <ul style="list-style-type: none"> <li>▪ Your unique UCDP registration URL is located in an email from <a href="mailto:ucdp-noreply@veros.com">ucdp-noreply@veros.com</a>.</li> <li>▪ If you <u>are the first lender admin registering from your company</u> and have not received this email, follow the instructions in the applicable GSE job aid(s) referenced in Step 1. If you are <u>not the first lender admin</u> and have not received this email, ensure an existing lender admin has added you as a new lender admin within the UCDP.</li> </ul>
	<p><b>Step 3: Complete your UCDP Registration</b></p> <ul style="list-style-type: none"> <li>▪ Once you have completed these steps, click on your unique registration URL obtained in Step 2 and complete your UCDP registration.</li> <li>▪ Refer to Uniform Collateral Data Portal Reference Series for the Lender Admin: <a href="#">1-Lender Admin Registration</a> for step-by-step instructions.</li> </ul>