

## Uniform Collateral Data Portal Reference Series for the Lender Admin: 1- Lender Admin Registration

The Government-Sponsored Enterprises (GSEs), Fannie Mae and Freddie Mac, have developed the Uniform Collateral Data Portal® (UCDP®) for the electronic submission of appraisal data files. The UCDP is the single portal for the electronic submission of appraisal data files through which lenders are required to submit files conforming to the requirements of Freddie Mac and Fannie Mae. Appraisal report forms for all conventional mortgage loans delivered to Freddie Mac or Fannie Mae must be submitted to the UCDP if an appraisal report is required.

This reference is the first in a series of five references for the lender administrator, a UCDP user who has authority to set up and manage the business structure within the portal, including the access privileges of other users. This user is known as the lender admin. The focus of this reference is on getting started and completing the registration process. It includes a getting started overview, a user structure and roles discussion, and steps for completing your registration process. The other references in this series include:

- [Series 2: Managing Business Units](#)
- [Series 3: Managing Users](#)
- [Series 4: Managing Lender Agents](#)
- [Series 5: Managing Aggregator Profile](#)

The topics covered in this reference include:

- [Getting Started Overview](#)
- [UCDP User Structure and Roles](#)
- [UCDP Registration Process](#)
  - [Before You Can Complete Registration](#)
  - [Lender Admin Registration Steps](#)
  - [Password Criteria](#)
- [UCDP Access Post Registration](#)
- [Additional Assistance](#)

---

*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*

## Getting Started Overview

At a high level, your overall process for getting started in the UCDP follows this process flow:



\*If you are the first person registering for your organization, you will have a few additional steps in the registration process to link your organization to Fannie Mae and/or Freddie Mac.

As a lender admin, the first task you need to complete is initial registration. Once initial registration is complete, your process may vary. You can set up your business units, add users, or if applicable, establish lender agent relationships.



Refer to the other references in this series for information on [Managing Business Units](#), [Managing Users](#), [Managing Lender Agents](#), and [Managing Aggregator Profiles](#).

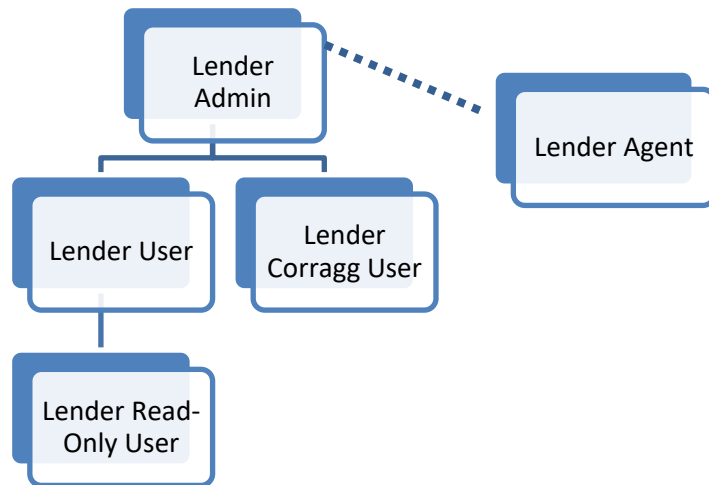
**UCDP User Structure and Roles**

The UCDP is structured to manage three main types of users from within your internal organization: lender admin, lender user, and lender read-only user. In addition, UCDP will allow you to manage the lender corragg user role if your organization chooses to use the appraisal sharing functionality. Your organization may also have relationships with third-party organizations called lender agents who are contracted to upload appraisals and complete assigned tasks.



The lender corragg user role has access to the appraisal sharing functionality within the UCDP.

The following chart shows the UCDP hierarchical user structure based on the amount of functionality available to the user:



The lender admin is a UCDP user who has authority to set up and manage their business structure within the portal, including the access privileges of other users. Additionally, a lender admin may perform the aggregator setup if your organization chooses to access appraisals shared by your correspondent lenders. A lender admin may also invite a lender agent to submit appraisals on their behalf within the UCDP.

**UCDP User Structure and Roles**  
*(continued)*

For each type of user role, specified functionality is available as indicated in the chart below:

Functionality Available by User Role				
Functionality	Lender Admin	Lender User	Lender Read-Only User	Lender CorrAgg User
Set up business unit structure	√			
Add users and invite lender agents	√			
Manage users and lender agents	√			
Submit appraisal data files	√	√		√
Search for appraisals	√	√	√	√
Upload corrected appraisal data files	√	√		√
Set up reports	√	√	√	√
Review reports	√	√	√	√
Request overrides	√	√		√
Change your own user profile	√	√	√	√
Complete user account self-care tasks	√	√	√	√
Perform aggregator setup	√			
Share appraisals or search previously shared appraisals	√			√
Retrieve shared appraisals	√			√

*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*

**UCDP User  
Structure and Roles**  
*(continued)*

According to the chart above, the lender admin role has access to all functionality available in the UCDP. To ensure business continuity, it is highly recommended that your organization designate two or more lender admins. You must designate a primary lender admin to complete the initial setup and general maintenance, and should designate one or more backup lender admin(s) to take over the primary lender admin's responsibilities when needed. However, it's important to establish which responsibilities are assigned to a given lender admin so the business structure remains effectively managed after it is initially set up.

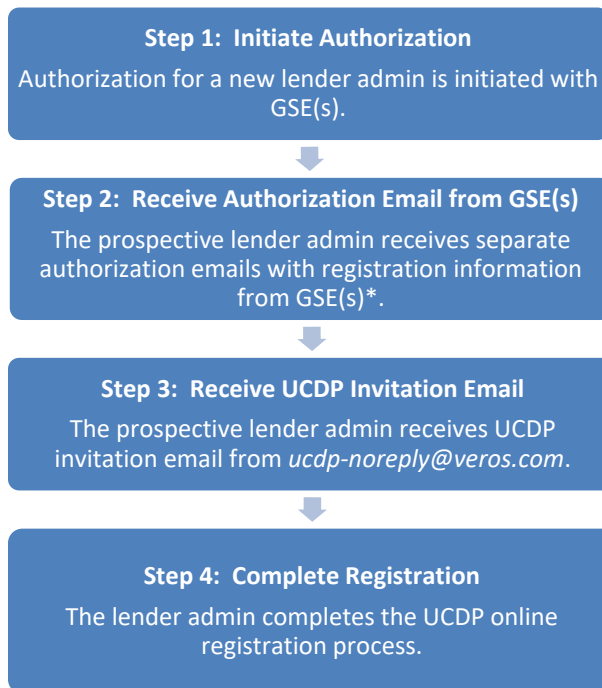
Before a lender admin can access the functionality listed above, the lender admin must be authorized by Fannie Mae and/or Freddie Mac, as applicable, and complete a registration process in order to access the UCDP. The next few sections of this document focus on this registration process.

**UCDP Registration Process**

Lenders obtain access to the UCDP through the registration process. Each lender must designate a primary lender admin to complete the initial registration process and create a link to the GSE(s) in the UCDP. If your organization delivers loans to both GSEs, **the primary lender admin must be the same individual for both GSEs.** Although Fannie Mae and Freddie Mac have separate registration processes for the UCDP, the same individual needs to register with both GSEs.

Once the primary lender admin has access to the UCDP, that user can set up the company's business structure and add other users to the UCDP, including a backup lender admin(s) who completes a similar registration process as outlined in the following [Lender Admin Registration Steps](#) section.

At a high level, the registration process follows this flow:



\* If registering with both GSEs, you will receive separate authorization emails from each GSE.

Detailed information and steps for completing the registration process are provided in the next few sections.

## Before You Can Complete Registration

Before you begin the lender admin registration steps, complete the following:

- **Contact Fannie Mae and/or Freddie Mac (GSE(s) with whom you transact business):** Provide the GSE(s) with requested information on the designated lender admin(s), such as your name and contact information:
  - To register with Fannie Mae, refer to the [Uniform Collateral Data Portal page](https://www.fanniemae.com/singlefamily/uniform-collateral-data-portal) (<https://www.fanniemae.com/singlefamily/uniform-collateral-data-portal>) on FannieMae.com for specific registration steps.
  - To register with Freddie Mac, complete the online [Uniform Collateral Data Portal Authorization Request Form](http://www.freddiemac.com/singlefamily/sell/ucdp_authorization_form.html) ([http://www.freddiemac.com/singlefamily/sell/ucdp\\_authorization\\_form.html](http://www.freddiemac.com/singlefamily/sell/ucdp_authorization_form.html)).



Additional lender admins may be added at a later time.

- **Ensure you are added as a lender admin in UCDP:** If you are the first person registering as the primary lender admin for your organization and you have been in contact with Fannie Mae and/or Freddie Mac, this is completed for you. If you are not the first lender admin registering, ensure an existing lender admin has added you (refer to the [Series 3: Managing Users](#)).



You will know if you've been added as a user for your organization in UCDP if you receive an email from [ucdp-noreply@veros.com](mailto:ucdp-noreply@veros.com).

- **Locate your registration emails:** Continue the registration process described in the emails you receive after both tasks above have been completed:
  - If registering with Fannie Mae, an email from [Fannie\\_Mae\\_Technology\\_Administration@FannieMae.com](mailto:Fannie_Mae_Technology_Administration@FannieMae.com) containing your **Fannie Mae User ID** for the registration process
  - If registering with Freddie Mac, an email from [no\\_reply@FreddieMac.com](mailto:no_reply@FreddieMac.com) containing your **Freddie Mac UCDP Authorization Code** for the registration process
  - Email from [ucdp-noreply@veros.com](mailto:ucdp-noreply@veros.com) containing your unique registration URL



If your organization delivers loans to both GSEs, all lender admins in your organization must register with both GSEs and create a business link to them. This requires emails from both Fannie Mae and Freddie Mac.

- **If registering with Freddie Mac,** locate your primary Seller/Service Number or Third Party Originator (TPO) Number.

## Lender Admin Registration Steps

This section covers the registration steps **for all lender admins**. The registration process differs slightly between the primary and backup lender admins. If registering with both GSEs, you may complete the process simultaneously for both GSEs, or at another time if at first you have the authorization information available for only one GSE.

**IMPORTANT:** Your registration steps will vary and depend on whether or not you are:

- The primary lender admin completing the initial registration process for your organization\*, and/or
- Registering with one or both GSEs.



\*If you are the primary lender admin completing the initial registration process for your organization, you will have a few additional steps in the registration process to establish a link with the GSE(s).

The following steps are based on these dependencies, and will guide you through the registration process.




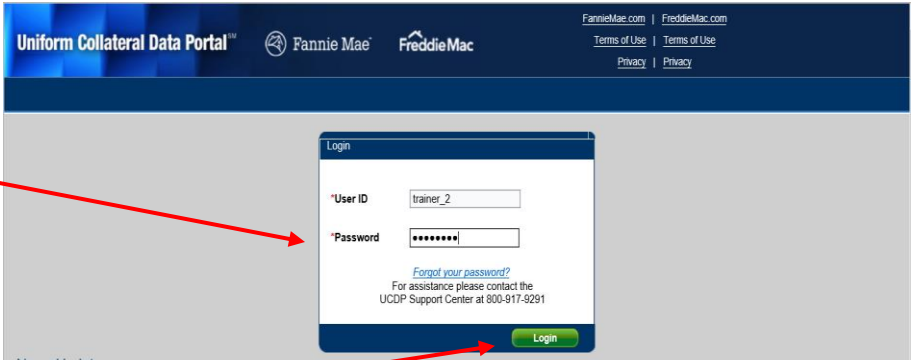

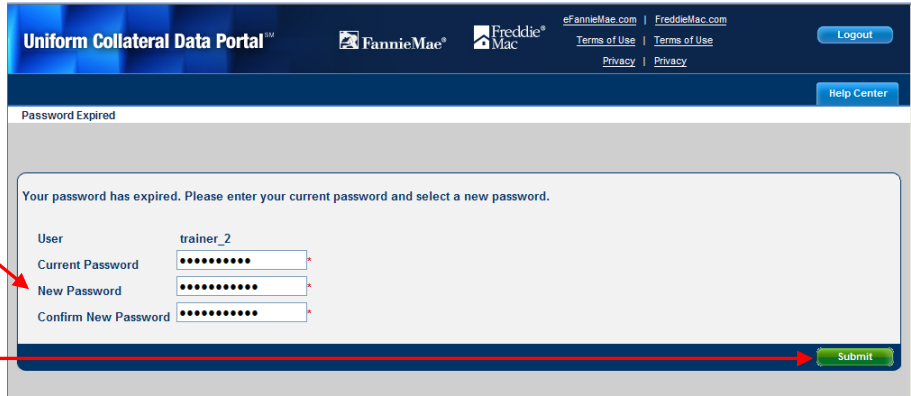
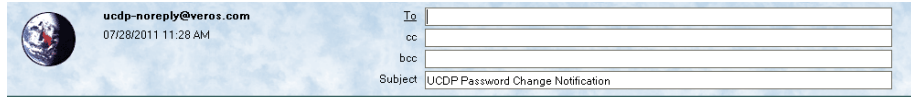
Fields in the screenshots with a red asterisk (\*) are required fields.




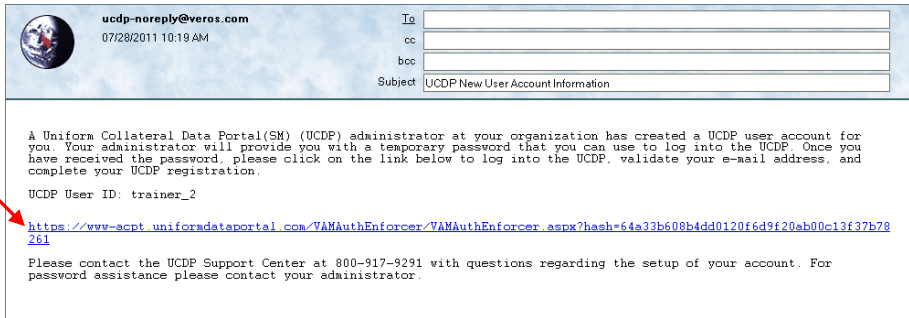
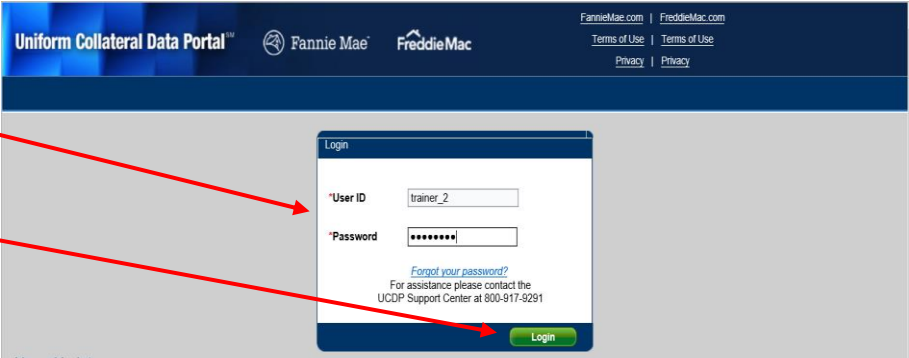
Lender Admin Registration Steps	
Step	Action / Result
<p>1. <b>For Fannie Mae</b>, complete the registration process as documented on FannieMae.com (<a href="https://www.fanniemae.com/singlefamily/uniform-collateral-data-portal">https://www.fanniemae.com/singlefamily/uniform-collateral-data-portal</a>).</p> <p><b>For Freddie Mac Sellers</b>, complete the online <b><u>Uniform Collateral Data Portal Authorization Request Form</u></b> (<a href="http://www.freddie.com/singlefamily/sell/ucdp_authorization_form.html">http://www.freddie.com/singlefamily/sell/ucdp_authorization_form.html</a>).</p>	<p><b>For Fannie Mae</b>, once you have completed the registration steps outlined on FannieMae.com, you will receive a welcome email indicating that you have been added to the UCDP application containing information regarding your Fannie Mae User ID.</p> <p><b>For Freddie Mac Sellers</b>, the <b><i>Uniform Collateral Data Portal Authorization Request Form</i></b> alerts Freddie Mac to send you a welcome email containing your unique UCDP Authorization Code. This code is needed to complete the registration process and linkage to Freddie Mac.</p> <p> Freddie Mac's <b><i>Uniform Collateral Data Portal Authorization Request Form</i></b> must be completed by an authorized person in your organization to add you to the system.</p> <p><b>IMPORTANT INFORMATION FOR BOTH GSEs:</b> All lender admins need to complete the registration process, but only the primary lender admin needs to complete the initial GSE linkage process where a link to the GSE(s) is established. (This is covered in Steps 16-20.) Once you establish a link with either GSE as a lender admin, all your other lender admins inherit the same linkage. For each GSE selected, follow the process in the email from that GSE containing your unique information to complete registration. If you do not receive this email, contact the UCDP Support Center at 1-800-917-9291 for assistance.</p>
<p>2. If you are not the primary lender admin and registering as a backup lender admin, ensure an existing lender admin added you as a lender admin in the UCDP.</p>	<p>This generates an email from <i>ucdp-noreply@veros.com</i> with your unique URL to begin your registration process and linkage to the applicable GSE(s).</p> <p> If you are registering as the primary lender admin for your organization and you've been in contact with the applicable GSE(s), this step is completed for you.</p>

Lender Admin Registration Steps	
Step	Action / Result
<p>3. Open the email from <i>ucdp-noreply@veros.com</i> and determine if it contains a UCDP User ID.</p> <p><b>IMPORTANT:</b> If the email <u>contains</u> a UCDP User ID:</p> <ul style="list-style-type: none"> <li>Complete steps 4-9 below,</li> <li>Skip steps 10-13, and</li> <li>Continue with steps 14-28 as applicable.</li> </ul> <p>If the email <u>does not contain</u> a UCDP User ID:</p> <ul style="list-style-type: none"> <li>Skip steps 4-9 below, and</li> <li>Complete steps 10-28 as applicable.</li> </ul>	<div data-bbox="558 365 1458 457"> </div> <p>A Uniform Collateral Data Portal (SM) (UCDP) administrator at your organization has created a UCDP user account for you. Your administrator will provide you with a temporary password that you can use to log into the UCDP. Once you have received the password, please click on the link below to log into the UCDP, validate your e-mail address, and complete your UCDP registration.</p> <p>UCDP User ID: <b>trainer_2</b></p> <p><a href="https://www-acpt_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=64a33b608b4dd0120f6d9f20ab00c13f37b78261">https://www-acpt_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=64a33b608b4dd0120f6d9f20ab00c13f37b78261</a></p> <p>Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account. For password assistance please contact your administrator.</p> <div data-bbox="558 793 1458 886"> </div> <p>A Uniform Collateral Data Portal (SM) (UCDP) administrator at your organization has sent you an invitation to create a UCDP user account. Please click on the link below to create your UCDP user account.</p> <p><a href="https://www-acpt_uniformdataportal.com/VAMAuthUtility/SelfRegistration.aspx?hash=igm1VO42fKJ6K10Bs7eOHK0buJ8s9RxnH0n03qvSiaCeqSvKRx9ezFUJNVjFHBVGxMnNcnBk9Df7eT4dRANxD2s8Vfizge0ImKjffK3AVMvGs2Sh0st2jUgsanOmBpLQ9X1QW3SkIHyfKeRI5wVIUp1ruBc2rkj01S0z0W39hXcAI3d">https://www-acpt_uniformdataportal.com/VAMAuthUtility/SelfRegistration.aspx?hash=igm1VO42fKJ6K10Bs7eOHK0buJ8s9RxnH0n03qvSiaCeqSvKRx9ezFUJNVjFHBVGxMnNcnBk9Df7eT4dRANxD2s8Vfizge0ImKjffK3AVMvGs2Sh0st2jUgsanOmBpLQ9X1QW3SkIHyfKeRI5wVIUp1ruBc2rkj01S0z0W39hXcAI3d</a></p> <p>Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account.</p>
<p>4. Click the link to begin creating your UCDP user account.</p>	<div data-bbox="558 1262 1458 1354"> </div> <p>A Uniform Collateral Data Portal (SM) (UCDP) administrator at your organization has created a UCDP user account for you. Your administrator will provide you with a temporary password that you can use to log into the UCDP. Once you have received the password, please click on the link below to log into the UCDP, validate your e-mail address, and complete your UCDP registration.</p> <p>UCDP User ID: trainer_2</p> <p><a href="https://www-acpt_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=64a33b608b4dd0120f6d9f20ab00c13f37b78261">https://www-acpt_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=64a33b608b4dd0120f6d9f20ab00c13f37b78261</a></p> <p>Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account. For password assistance please contact your administrator.</p> <div data-bbox="558 1591 609 1648"> </div> <p>Each person registering receives a unique URL.</p> <p>After you click the link, the <b>UCDP Login</b> page appears.</p>

This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.

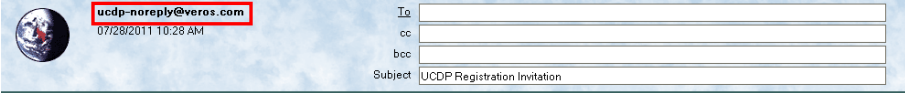

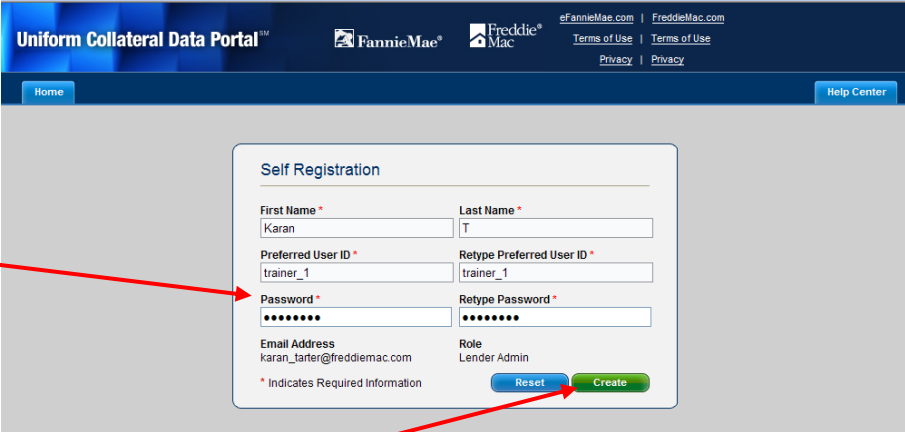

Lender Admin Registration Steps	
Step	Action / Result
<p>5. Enter the <b>User ID</b> identified in Step 3 and <b>Password</b> created for you in the applicable fields.</p> <p> If you do not have a password, check with the lender admin who added you as a UCDP lender admin.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, the <b>Password Expired</b> page appears and prompts you to change your password.</p>
<p>6. In the applicable fields, enter:</p> <ul style="list-style-type: none"> <li>Your current password,</li> <li>A new password, and</li> <li>The new password again to confirm</li> </ul> <p>Click <b>Submit</b>.</p> <p> Refer to the <a href="#">Password Criteria</a> table for specific password characteristics. Be sure to note your new password.</p>	 <p>After you click <b>Submit</b>, a message appears indicating your password has been changed. The following email is also sent to your email address to confirm the password change was made.</p>  <p>The password for your Uniform Collateral Data Portal (UCDP) user account trainer_2 has been changed as requested. If you did not make this request, your UCDP administrator initiated this change on your behalf and will contact you with a temporary password that you can use to log into the UCDP. Once you have received this password, please log into the UCDP and create a new password. Please contact your UCDP administrator for password assistance.</p>

This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.

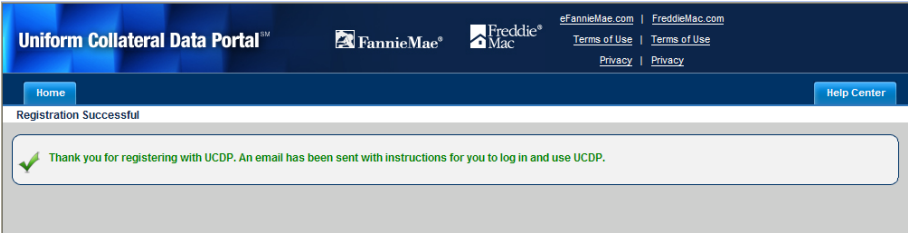

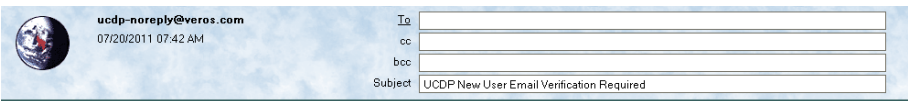
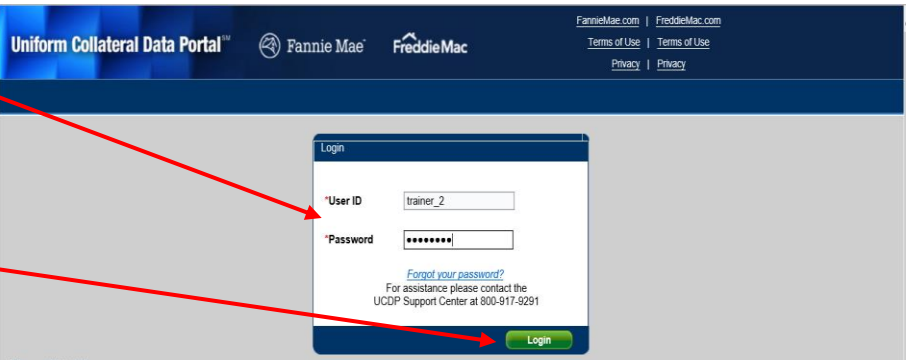
Lender Admin Registration Steps	
Step	Action / Result
7. From the UCDP message, select <b>Click here</b> to close the window.	 <p>Your password has been changed. Please click the UCDP link in your welcome email to log into UCDP and validate your email address. <a href="#">Click here</a> to close this window.</p>
8. Refer to the email used in Step 4 from <i>ucdp-noreply@veros.com</i> and click the link again.	 <p>The <b>UCDP Login</b> page appears.</p>
9. Enter the <b>User ID</b> and new <b>Password</b> you created to verify them within the system.  Click <b>Login</b> .	 <p>After you click <b>Login</b>, the <b>UCDP - Terms and Conditions</b> page appears.</p> <p><b>Continue with Step 14.</b></p>

This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.

## Lender Admin Registration Steps

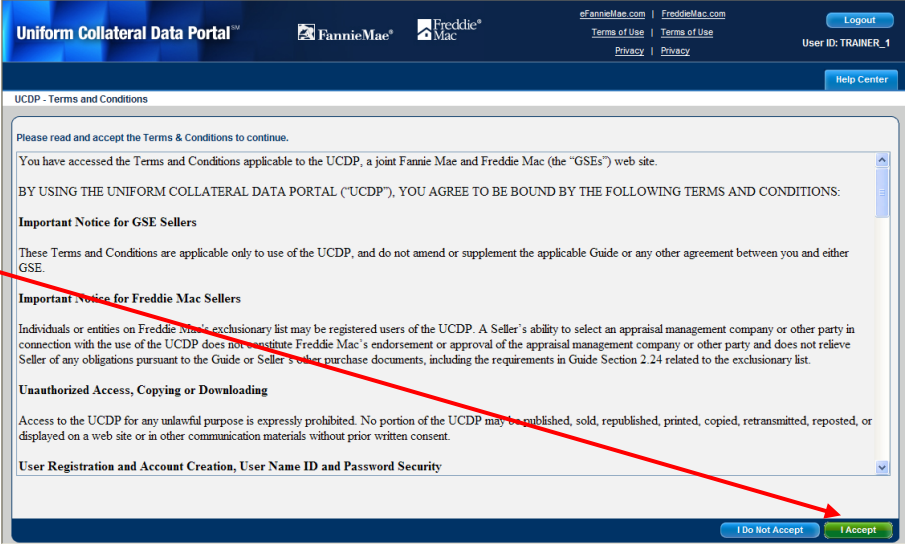

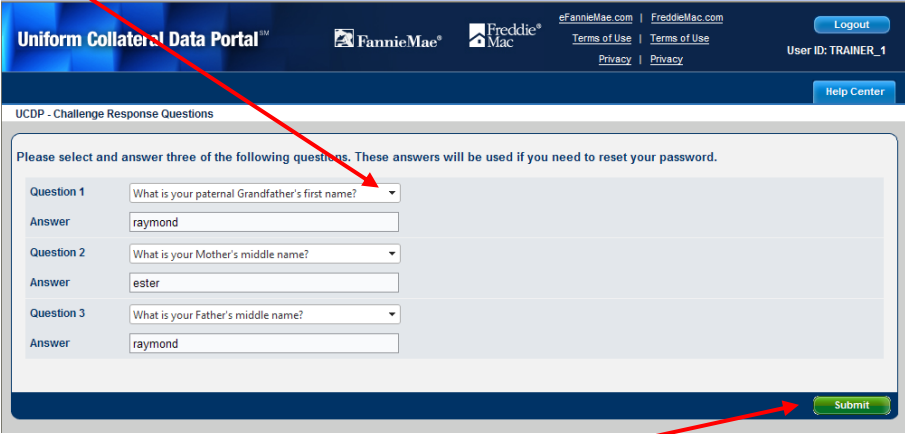
Step	Action / Result
<p><b>If your email <i>did not contain</i> a UCDP User ID.</b></p> <p>10. Click the link provided in the <i>ucdp-noreply@veros.com</i> email to begin creating your UCDP user account.</p>	 <p>A Uniform Collateral Data Portal (SM) (UCDP) administrator at your organization has sent you an invitation to create a UCDP user account. Please click on the link below to create your UCDP user account.</p> <p><a href="https://www-acpt.uniformdataportal.com/VAMAuthUtility/SelfRegistration.aspx?hash=igm1VO%2fKJ8K10Bs7eOHK0buJ8s9RrXNH0n03qvS1aCeg5vKRx9ezFUJNVjFHBVGxMnNcNk9Df7sT4dRANxDZs8Vf1zge0ImKJfK3AVMvGs2Sh0stZ1UgsanGm5pLQ9X1QW3SkIHfKer15wVIUp1ruBc2rkj01S0z0W39hXcAI3d">https://www-acpt.uniformdataportal.com/VAMAuthUtility/SelfRegistration.aspx?hash=igm1VO%2fKJ8K10Bs7eOHK0buJ8s9RrXNH0n03qvS1aCeg5vKRx9ezFUJNVjFHBVGxMnNcNk9Df7sT4dRANxDZs8Vf1zge0ImKJfK3AVMvGs2Sh0stZ1UgsanGm5pLQ9X1QW3SkIHfKer15wVIUp1ruBc2rkj01S0z0W39hXcAI3d</a></p> <p>Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account.</p>  <p>Each person registering receives a unique URL.</p> <p>After you click the link, the <b>Self Registration</b> page appears with your first and last name entered in their respective fields.</p>
<p>11. On the <b>Self Registration</b> page, confirm/edit the spelling of your name and complete the remaining fields:</p> <ul style="list-style-type: none"> <li>▪ Preferred User ID</li> <li>▪ Password</li> </ul> <p>Refer to the <a href="#">Password Criteria</a> table for specific password characteristics. Be sure to note your newly created password.</p> <p>Click <b>Create</b>.</p>	  <p><b>Reset</b> clears the information in the fields.</p>

This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.

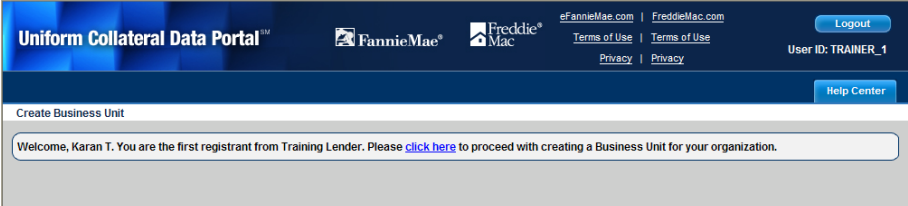
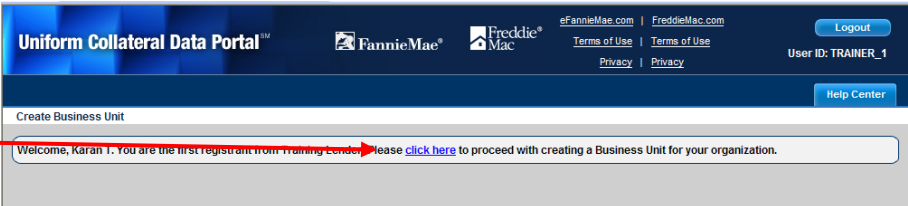
Lender Admin Registration Steps	
Step	Action / Result
	<p>After you click <b>Create</b>, a thank you message appears directing you to look for a new email from <i>ucdp-noreply@veros.com</i> with login instructions.</p>  <p>The screenshot shows the 'Uniform Collateral Data Portal' header with Fannie Mae and Freddie Mac logos. Below the header, a message reads: 'Registration Successful' and 'Thank you for registering with UCDP. An email has been sent with instructions for you to log in and use UCDP.'</p>
<p>12. Open your new email and click the link to access the <b>Login</b> page.</p> <p> Your email contains the UCDP User ID you created.</p>	 <p>The screenshot shows an email header from 'ucdp-noreply@veros.com' dated '07/20/2011 07:42 AM'. The subject is 'UCDP New User Email Verification Required'. The body text says: 'Your Uniform Collateral Data Portal (SW) (UCDP) user account has been created. Please click on the link below to log into the UCDP, validate your e-mail address, and complete your UCDP registration. UCDP User ID: trainer_1' followed by a blue hyperlink: <a href="https://www-test_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=c6fac4d19a78b7e276ba612c1a03144d26f0eadd">https://www-test_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=c6fac4d19a78b7e276ba612c1a03144d26f0eadd</a>. Below the link, it says: 'Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account.'</p> <p>The <b>Login</b> page appears.</p>
<p>13. Enter the <b>User ID</b> and <b>Password</b> you previously created to verify them within the system.</p> <p>Click <b>Login</b>.</p>	 <p>The screenshot shows the 'Uniform Collateral Data Portal' header. In the center, there is a 'Login' form with two input fields: '*User ID' containing 'trainer_2' and '*Password' with masked characters. Below the fields is a link for 'Forgot your password?' and a note: 'For assistance please contact the UCDP Support Center at 800-917-9291'. A green 'Login' button is at the bottom right of the form. Red arrows point from the text in the left column to the User ID field, the Password field, and the Login button.</p> <p>After you click <b>Login</b>, the <b>UCDP - Terms and Conditions</b> page appears.</p>

This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.



Lender Admin Registration Steps	
Step	Action / Result
<p>14. Review the <b>UCDP - Terms and Conditions</b> page.</p> <p>Click <b>I Accept</b> to continue the registration process.</p>	 <p>After you click <b>I Accept</b>, the <b>UCDP - Challenge Response Questions</b> page appears.</p>
<p>15. Enter answers for three challenge questions you select on the <b>UCDP - Challenge Response Questions</b> page. Answers can be more than one word and are not case sensitive.</p> <p> Note the answers to your questions. You will be asked to provide an answer when you later complete administrative tasks such as changing your password.</p> <p>Click <b>Submit</b>.</p>	<p>You can change Questions 1-3 by selecting another question from the drop-down menus.</p> 

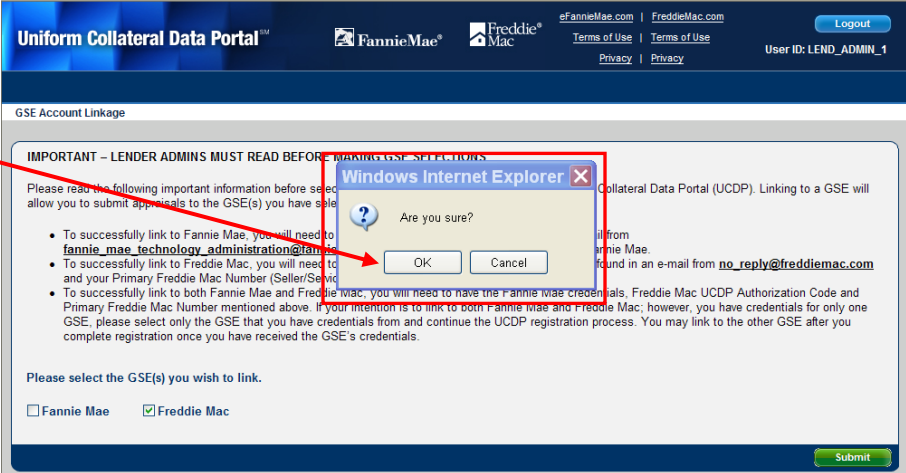

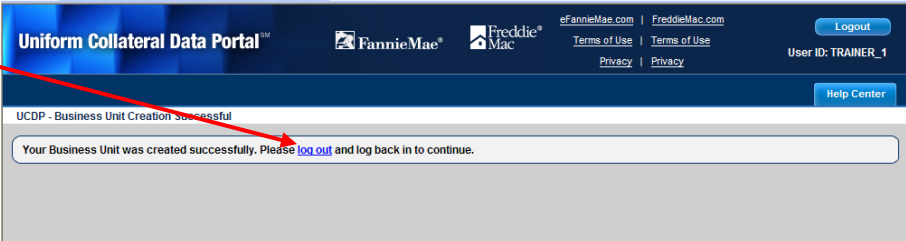
This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.

Lender Admin Registration Steps	
Step	Action / Result
	<p>If you are registering for your organization as the primary lender admin, after you click <b>Submit</b>, a message appears indicating you are the first registrant from your organization.</p>  <p><b>Continue with Step 16.</b></p> <p>If you are <b>not</b> the primary lender admin registering for your organization, after you click <b>Submit</b>, the next page you see is either a <b>Freddie Mac Account Linkage</b> page or <b>Fannie Mae Account Linkage</b> page. If you are registering with:</p> <ul style="list-style-type: none"> <li>▪ <b>Both GSEs:</b> The <b>Freddie Mac Account Linkage</b> pages appear, followed by the <b>Fannie Mae Account Linkage</b> pages. <b>Continue with Step 21.</b></li> <li>▪ <b>Freddie Mac only:</b> The <b>Freddie Mac Account Linkage</b> page appears requesting you to enter your Freddie Mac UCDP Authorization Code. <b>Continue with Step 21.</b></li> <li>▪ <b>Fannie Mae only:</b> The <b>Fannie Mae Account Linkage</b> page appears requesting you to enter your Fannie Mae User ID and Password. <b>Skip Steps 21-24 and continue with Step 25.</b></li> </ul>
16. If you receive this message as the first registrant, primary lender admin, select <b>click here</b> .	 <p>The <b>GSE Account Linkage</b> page appears.</p>

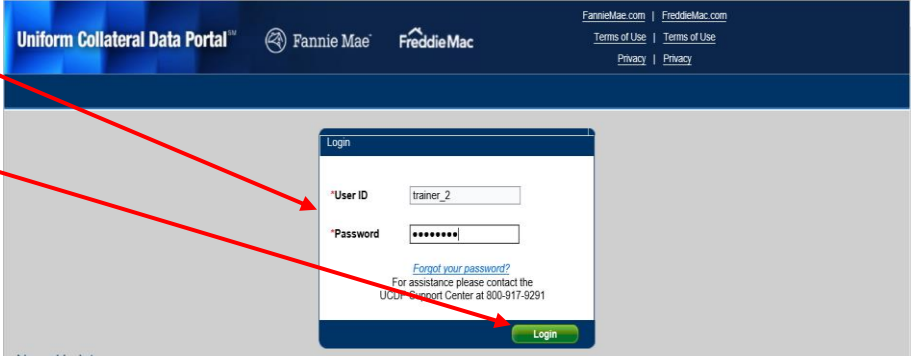
*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*



Lender Admin Registration Steps	
Step	Action / Result
<p>17. On the <b>GSE Account Linkage</b> page, review the important information on this page and select the applicable GSE box(es) to link your UCDP user account to your GSE user account.</p> <p> Only the first lender admin, as the primary lender admin, is presented with this choice. Any backup lender admin(s) or general user inherits the account linkage selected.</p> <p>Click <b>Submit</b>.</p>	<p><b>IMPORTANT – LENDER ADMINS MUST READ BEFORE MAKING GSE SELECTIONS</b></p> <p>Please read the following important information before selecting the GSE(s) you wish to link to in the Uniform Collateral Data Portal (UCDP). Linking to a GSE will allow you to submit appraisals to the GSE(s) you have selected.</p> <ul style="list-style-type: none"> <li>To successfully link to Fannie Mae, you will need to have the Fannie Mae credentials found in an e-mail from <a href="mailto:fannie_mae_technology_administration@fanniemae.com">fannie_mae_technology_administration@fanniemae.com</a> provided to you after registering with Fannie Mae.</li> <li>To successfully link to Freddie Mac, you will need to have the Freddie Mac UCDP Authorization Code found in an e-mail from <a href="mailto:no_reply@freddiemac.com">no_reply@freddiemac.com</a> and your Primary Freddie Mac Number (Seller/Servicer or Third-Party Originator Number).</li> <li>To successfully link to both Fannie Mae and Freddie Mac, you will need to have the Fannie Mae credentials, Freddie Mac UCDP Authorization Code and Primary Freddie Mac Number mentioned above. If your intention is to link to both Fannie Mae and Freddie Mac; however, you have credentials for only one GSE, please select only the GSE that you have credentials from and continue the UCDP registration process. You may link to the other GSE after you complete registration once you have received the GSE's credentials.</li> </ul> <p>Please select the GSE(s) you wish to link.</p> <p><input type="checkbox"/> Fannie Mae <input checked="" type="checkbox"/> Freddie Mac</p> <p><b>Submit</b></p> <p> <b>IMPORTANT:</b> As indicated on this <b>GSE Account Linkage</b> page:</p> <ul style="list-style-type: none"> <li>To successfully link to Fannie Mae, you need to have the Fannie Mae credentials found in an email from: <a href="mailto:fannie_mae_technology_administration@fanniemae.com">fannie_mae_technology_administration@fanniemae.com</a>.</li> <li>To successfully link to Freddie Mac, you need to have the Freddie Mac UCDP Authorization Code found in an email from <a href="mailto:no_reply@freddiemac.com">no_reply@freddiemac.com</a> and your primary Freddie Mac Number (Seller/Servicer or Third-Party Originator Number).</li> </ul> <p>If you do not have the required information for each GSE that you have selected and choose to continue, you will not be able to change your GSE selections or complete your UCDP account setup. Please do not close your Internet browser without selecting at least one GSE on this screen or you will not be able to link to either GSE upon your next login. If you encounter errors, contact the UCDP Support Center at 1-800-917-9291 to determine what actions you will need to take to successfully link to the GSE(s).</p> <p>After you click <b>Submit</b>, a pop-up message appears asking you if you are sure you want to click <b>Submit</b>.</p>

Lender Admin Registration Steps	
Step	Action / Result
<p>18. If you are sure you want to continue and have the information required for the GSE(s) selected, click <b>OK</b>.</p>	 <p>Once you click <b>OK</b>, a message appears indicating you have successfully created your Business Unit (you've successfully linked to Fannie Mae and Freddie Mac, as applicable) and need to log out and log back in to continue.</p> <p> If you click <b>Cancel</b>, you are returned to the GSE Account Linkage page and can change your GSE selection.</p>
<p>19. From the UCDP message, click <b>log out</b>.</p>	 <p>After you click <b>log out</b>, the <b>Login</b> page appears.</p>

*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*

Lender Admin Registration Steps	
Step	Action / Result
<p>20. Enter your <b>User ID</b> and <b>Password</b> in the applicable fields.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, the next page you see depends on which GSE(s) you selected. If you selected:</p> <ul style="list-style-type: none"> <li> <p>▪ <b>Both GSEs:</b></p> <p>The <b>Freddie Mac Account Linkage</b> pages appear, followed by the <b>Fannie Mae Account Linkage</b> pages. <b>Continue with Step 21.</b></p> </li> <li> <p>▪ <b>Freddie Mac only:</b></p> <p>The <b>Freddie Mac Account Linkage</b> page appears requesting you to enter your Freddie Mac UCDP Authorization Code. <b>Continue with Step 21.</b></p> </li> <li> <p>▪ <b>Fannie Mae only:</b></p> <p>The <b>Fannie Mae Account Linkage</b> page appears requesting you to click <b>Submit</b> to begin the linkage process. <b>Skip Steps 21-24 and continue with Step 25.</b></p> </li> </ul>

**Lender Admin Registration Steps**

Step	Action / Result
------	-----------------

**Freddie Mac-specific:**

21. Refer to the email you received from *no\_reply@FreddieMac.com* containing your UCDP Authorization Code.



Dear

As a lender administrator for [Training Lender](#), Freddie Mac is providing authorization for you to access the Uniform Collateral Data Portal (UCDP) integration environment. The UCDP is the portal through which lenders are required to electronically submit appraisal reports that conform to the Uniform Appraisal Dataset (UAD) to Freddie Mac.

Your Freddie Mac UCDP Authorization Code is: **FRE Lender user3**

**Steps to Complete the UCDP Setup**

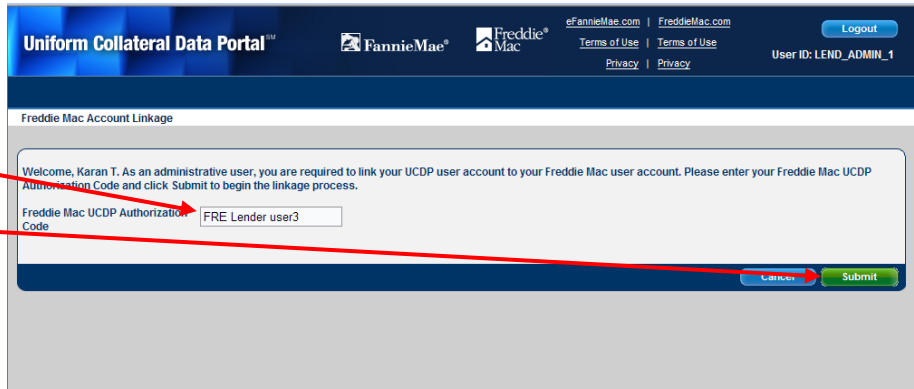
As a UCDP user, you will receive an e-mail from the UCDP e-mail address, [ucdp-noreply@veros.com](mailto:ucdp-noreply@veros.com). This e-mail will include a URL for the website you must visit to set up your UCDP user account.

To enable your organization to submit appraisals to Freddie Mac through the UCDP, you must set up your UCDP user account. During the set up process, you will be required to provide the following information to confirm that you are an authorized Freddie Mac Seller with access to the UCDP:

- Primary Freddie Mac Seller/Service Number
- Freddie Mac UCDP Authorization Code (located above)

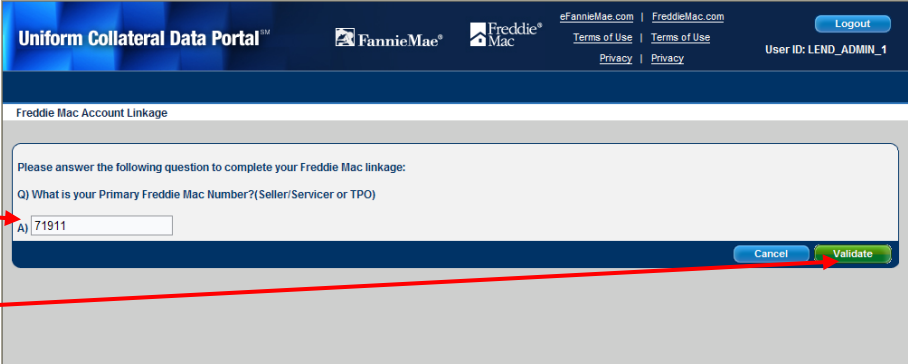
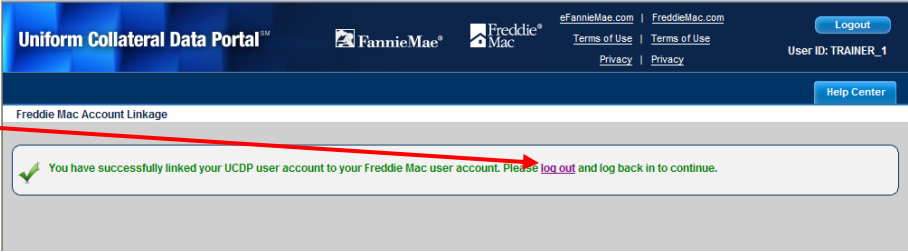
If you need further assistance, please contact your UCDP vendor partner for more information.

Enter the code in the **Freddie Mac UCDP Authorization Code** field.



Click **Submit**.

After you click **Submit**, a second **Freddie Mac Account Linkage** page appears. Enter your primary Freddie Mac Number (Seller/Service Number or TPO Number) to complete your Freddie Mac linkage.

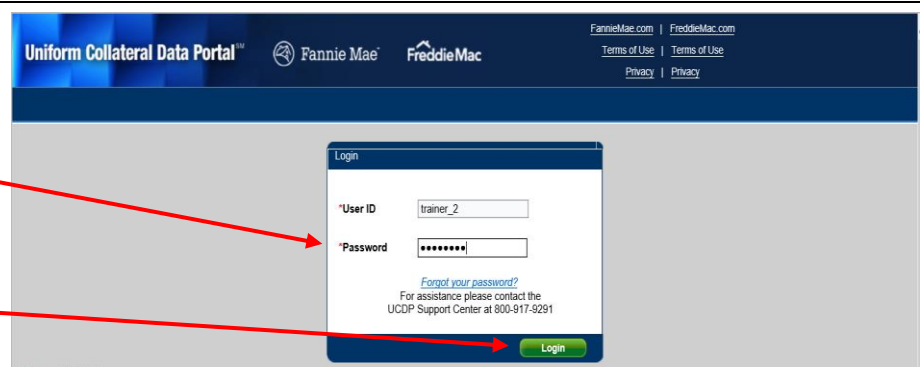
Lender Admin Registration Steps	
Step	Action / Result
<p><b>Freddie Mac-specific:</b></p> <p>22. Enter your primary Freddie Mac Seller/Service Number or TPO Number.</p> <p>Click <b>Validate</b>.</p>	 <p>After you click <b>Validate</b>, a message indicates you successfully linked your UCDP user account to Freddie Mac and to click <b>log out</b> to log out and log back in.</p>
<p><b>Freddie Mac-specific:</b></p> <p>23. Click <b>log out</b>.</p>	 <p>After you click <b>log out</b>, the <b>Login</b> page appears.</p>

*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*

**Freddie Mac-specific:**

24. Enter your **User ID** and **Password** in the applicable fields.

Click **Login**.



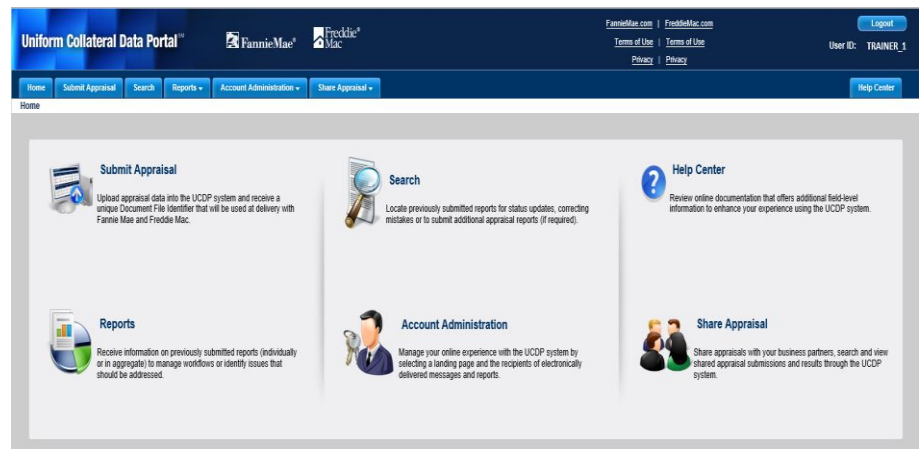
After you click **Login**, the next page you see is either a **Fannie Mae User Account Link** page or the **Home** page. If you are registering with:

- **Both GSEs:**

After you click **Login**, the **Fannie Mac User Account Link** page appears. **Continue with Step 25.**

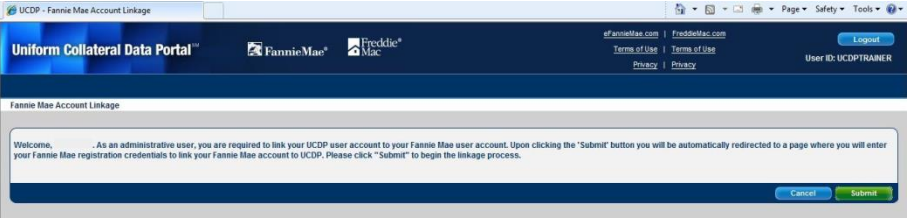
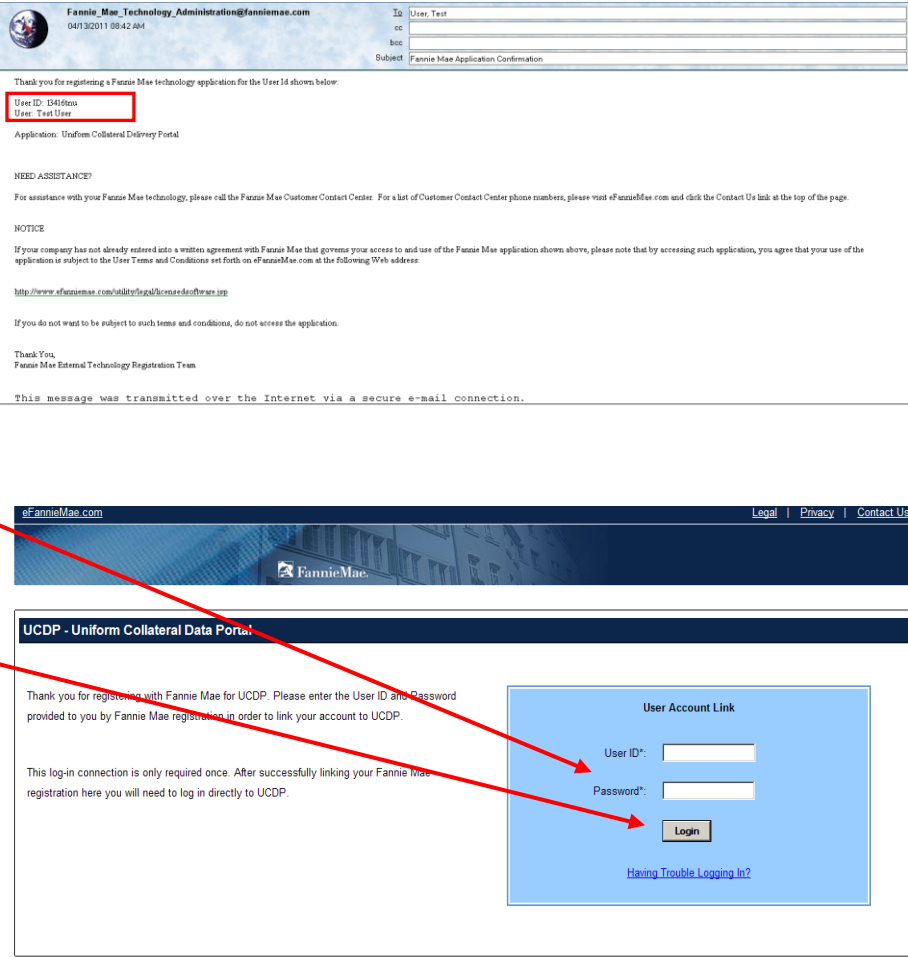
- **Freddie Mac only:**

After you click **Login**, the **UCDP Home** page appears and your registration is complete.



From this **UCDP Home** page, you can complete lender admin-specific tasks such as setting up and managing business units, managing users, and managing lender agent relationships. Refer to the other references in the **UCDP Lender Admin Reference Series** for more information:

- [Series 2 - Managing Business Units](#)
- [Series 3 - Managing Users](#)
- [Series 4 - Managing Lender Agents](#)
- [Series 5: Managing Aggregator Profiles](#)


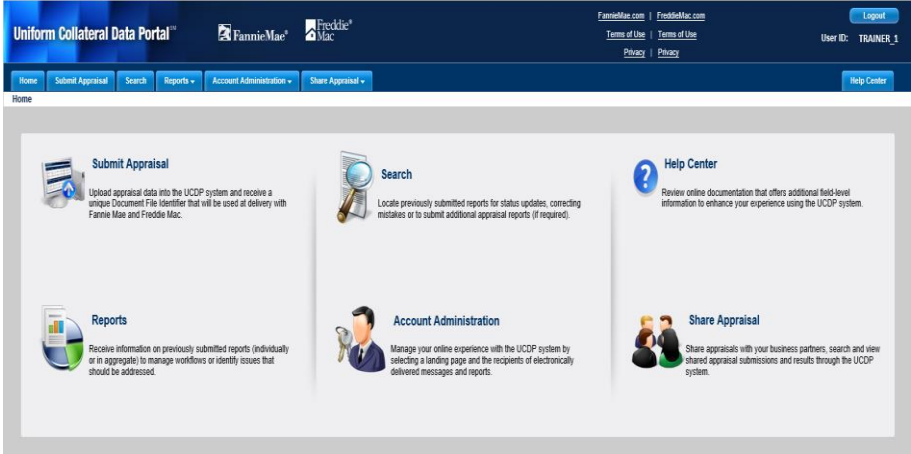
Lender Admin Registration Steps	
Step	Action / Result
<p><b>Fannie Mae-specific:</b></p> <p>25. Click <b>Submit</b> to be redirected to a page where you enter your Fannie Mae registration credentials to link your Fannie Mae account to UCDP.</p>	 <p>After you click <b>Submit</b>, the Fannie Mae <b>User Account Link</b> page appears.</p>
<p>26. Refer to the email(s) you received from <i>Fannie_Mae_Technology_Administration@FannieMae.com</i>. This email indicates you have been granted access to the UCDP application.</p> <p>On the <b>User Account Link</b> page, enter your Fannie Mae <b>User ID</b> from the email, and your Fannie Mae <b>Password</b> in the applicable fields.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, a message appears indicating you have successfully linked your Fannie Mae registration to the UCDP.</p>



Lender Admin Registration Steps	
Step	Action / Result
<p><b>Fannie Mae-specific:</b></p> <p>27. Click <b>UCDP Sign-in</b>.</p>	<p>The screenshot shows the Fannie Mae website header with 'eFannieMae.com' and links for 'Legal', 'Privacy', and 'Contact Us'. Below the header is a blue banner with the Fannie Mae logo. The main content area is titled 'UCDP - Uniform Collateral Data Portal' and displays a 'User Account Link Successful' message. The message text reads: 'You have successfully linked your Fannie Mae registration to UCDCPI. From now on please sign-in directly to the UCDP sign-in page.' To the right of this text is a blue button labeled 'UCDP Sign-in'. Below the message, it says: 'Please select the hyperlink to the right and from there use your UCDP User ID and Password to log-in.' At the bottom left of the page, there is a small copyright notice: '© 2001-2011 Fannie Mae. All Rights Reserved.'</p> <p>After you click <b>UCDP Sign-in</b>, the <b>Login</b> page appears.</p>

*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*



Lender Admin Registration Steps	
Step	Action / Result
<p><b>Fannie Mae-specific:</b></p> <p>28. Enter your <b>User ID</b> and <b>Password</b> in the applicable fields.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, the <b>UCDP Home</b> page appears and your registration is complete.</p>  <p>From this <b>UCDP Home</b> page you can complete lender admin-specific tasks such as setting up and managing business units, managing users, and managing lender agent relationships. Refer to the other references in the <b>UCDP Lender Admin Reference</b> series for more information:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Series 2 - Managing Business Units</a></li> <li>▪ <a href="#">Series 3 - Managing Users</a></li> <li>▪ <a href="#">Series 4 - Managing Lender Agents</a></li> <li>▪ <a href="#">Series 5: Managing Aggregator Profiles</a></li> </ul>


*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*

<b>Password Criteria</b>	Refer to the following table for specific characteristics of acceptable passwords.
--------------------------	--

Password Criteria	
Requirement	Value
Minimum length	8
Maximum number of repeated characters	2
Minimum number of alphabetic characters	1
Minimum number of numeric characters	1
Repeated history length of time  This means the last ten passwords cannot be used. For example, if one of your previous ten passwords was <i>123abc01</i> , you cannot change your new password to <i>123abc01</i> again until at least ten password changes occur.	10
Reversed history length of time  This means the reverse order of the last ten passwords cannot be used. For example, if your password is <i>123abc01</i> , you cannot change your password to <i>10cba321</i> until at least ten password changes occur.	10
Disallow User Name as password  For example, if your User Name is <i>Jonathan</i> , your password cannot be <i>jonathan1</i> .	Yes
Disallow User ID as password  For example, if your User ID is <i>ABCMortgage</i> , your password cannot be <i>abcmortgage22</i> .	Yes

*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*



<p><b>UCDP Access Post Registration</b></p>	<p>Once your registration is complete, access the <b>UCDP Login</b> page via <a href="https://www.uniformdataportal.com/ucdp">https://www.uniformdataportal.com/ucdp</a>.</p> <p> For easier access, bookmark this URL, or create a shortcut to this link on your desktop. A link is also available on both the Fannie Mae and Freddie Mac web pages.</p>
<p><b>Additional Assistance</b></p>	<p>For additional assistance, refer to:</p> <ul style="list-style-type: none"> <li>▪ <a href="https://www.fanniemae.com/singlefamily/uniform-collateral-data-portal">Fannie Mae's UCDP web page</a> (<a href="https://www.fanniemae.com/singlefamily/uniform-collateral-data-portal">https://www.fanniemae.com/singlefamily/uniform-collateral-data-portal</a>)</li> <li>▪ <a href="https://sf.freddie.mac.com/tools-learning/uniform-mortgage-data-program/ucdp">Freddie Mac's UCDP web page</a> (<a href="https://sf.freddie.mac.com/tools-learning/uniform-mortgage-data-program/ucdp">https://sf.freddie.mac.com/tools-learning/uniform-mortgage-data-program/ucdp</a>)</li> <li>▪ The UCDP Support Center at 1-800-917-9291</li> <li>▪ UCDP Help Center (accessible after you log in to the UCDP)</li> </ul>

© 2018 Fannie Mae and Freddie Mac. Trademarks of respective owners.

*This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of their regulator, the Federal Housing Finance Agency.*