Requesting Access to the Delinquency Early Warning System

To obtain access to the Delinquency Early Warning System (DEWS), follow the steps below:

Note: We assume that your organization currently is using at least one Fannie Mae Multifamily application. If not, you will need to complete a Software Subscription Agreement and an Order Form/Schedule, both available on the same Web page as the User Registration Form.

Step 1. From the eFannieMae.com home page, select Multifamily, followed by Applications > Registration & Account Management > Asset Management & Servicing. Download and print the Asset Management/Servicing User Registration Form.

Step 2. If you already have an existing user ID for another Fannie Mae Multifamily application, enter it in the space provided. If you are a new user, leave the space blank.

Step 3. Enter your company name and its Fannie Mae subscriber ID. If you need assistance finding this information, contact us at 1-800-752-6440 for assistance.

Step 4. Check the box next to the action you are requesting.

- Check Add New User ID if you currently do not have access to another Fannie Mae Multifamily application.
• Check **Add Application(s) to User ID** if you already have access to a Fannie Mae Multifamily application.

Step 5. Complete the user information. If you are a new user, create and enter a 4-character alphanumeric PIN. You will use this PIN to establish your password once you obtain access to the application. If you already have access to a Fannie Mae Multifamily application, you will use the same user ID and password for DEWS.

**Note:** Be sure to include all of the Seller/Servicer Numbers associated with your User ID.

Step 6. Check the **Add Application** box next to eServicing (MFSSS). For permission to create and update delinquency cases, check the **General User** box for the Delinquency Reporting Module. For permission only to view and print delinquency information, check **View Only**.
Step 7. Obtain the signature of the officer who may authorize your access.

Step 8. Follow the instructions at the bottom of the form for returning the completed and signed form to Fannie Mae.

- If you are a new user, we send a user ID and instructions for retrieving your password to the e-mail address listed on the User Registration Form.

- If you are an existing user of other Fannie Mae Multifamily applications, we send an e-mail notifying you that access to DEWS has been added.

Note: To ensure timely processing of your request, we recommend that you either fax the form or scan the form and e-mail it to us. You also use this form to request access to other servicing applications, including the Investor Reporting and the Payoff Calculator modules.