



## Fannie Mae Technology Manager for Administrators Job Aids

### Set Up an Available Application (Specific for Fannie Mae Invoicing)

**CA** Performed by Corporate Administrators only

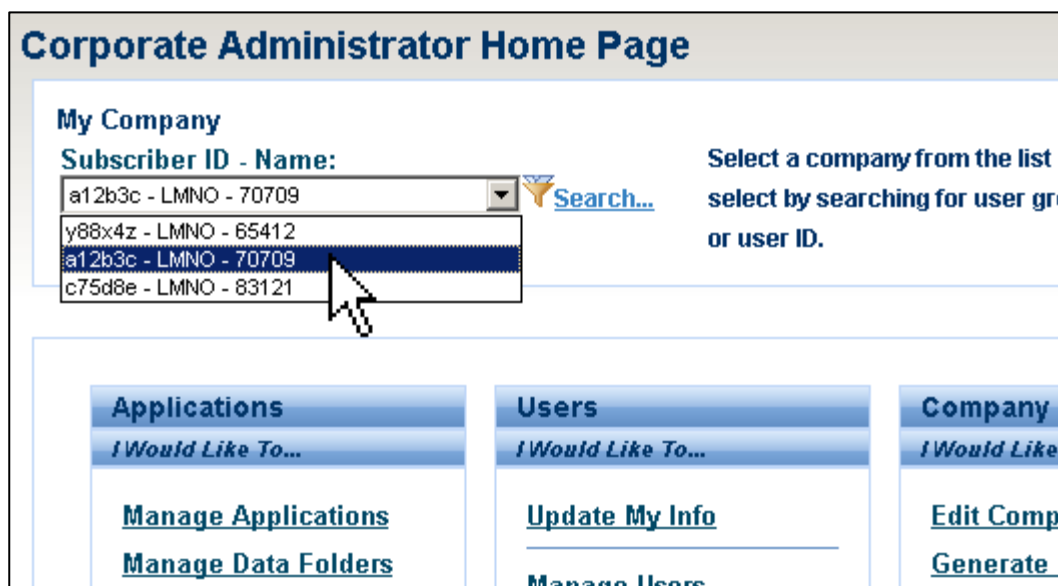
There are certain applications which appear in the Available Applications panel of the Manage Applications screen within Technology Manager, which you can establish access for an organization. These applications need to be first set up for user groups and data folders before they can be further associated to users within an organization. In addition, an available application may require an agreement to Terms and Conditions. When you first set up an application, a default User Group Name and User Group ID will be granted to the application under the main five-digit organization.

Review this job aid for details on the set up process for users of the Fannie Mae Invoicing application.

**Note:** Although the procedure is similar for each application, the screen names, section names, and link names may vary depending on each system's specific business rules.

To set up an application that appears in the **Available Applications** panel:

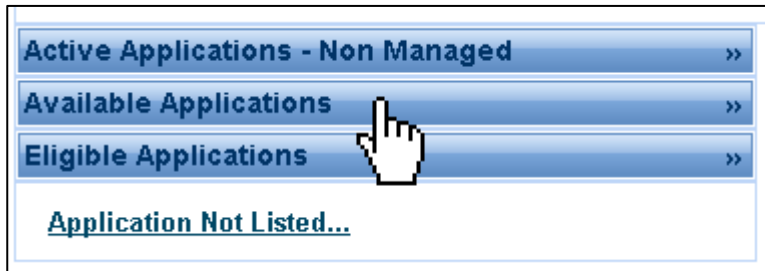
1. From the **Corporate Administrator Home Page**, select the organization that will receive the added application.



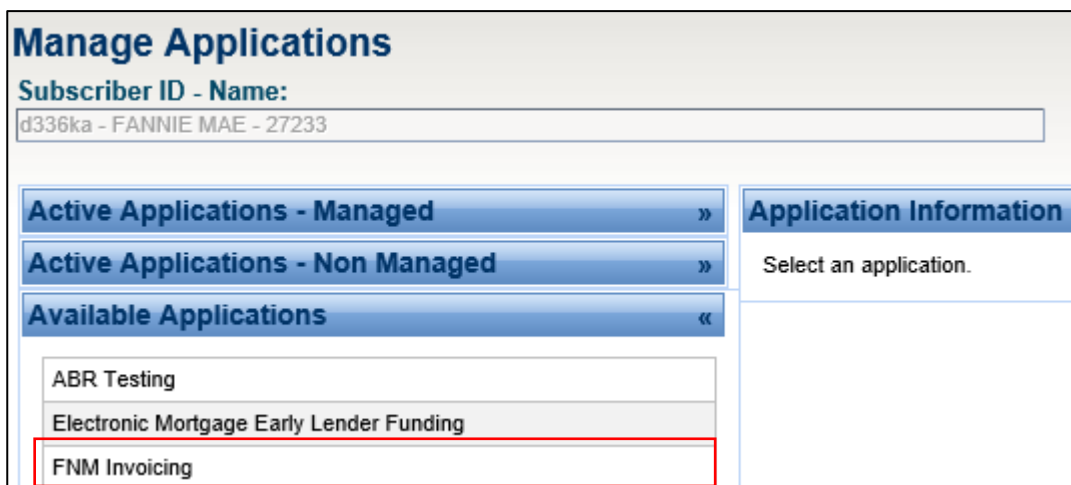
2. Click the **Manage Applications** link.
3. The Manage Applications screen appears. Click the **Active Applications – Managed** panel to view the list of active applications.



4. Confirm that the desired application does not already appear in the list. If the application does appear, this procedure does not need to be performed.
5. Click the **Available Applications** panel.



6. The **Available Applications** panel opens with a list of available applications you can set up for your organization. Click Fannie Mae (FNM) Invoicing to set up your organization.



7. The selected application and description appears in the **Application Information** panel, along with information about whether agreement to Terms and Conditions are required. Click the **Continue** link.
8. Depending on the application, the **Request Available Application** screen may appear and require you to agree to the Terms and Conditions for the selected application.
  - a. If this screen appears:
    - Click the **Terms and Conditions** link, which will open the document containing the Terms and Conditions. From here, the Terms and Conditions can be reviewed and printed.
    - To agree to the Terms and Conditions, click the checkbox, enter your name, then click **Continue**.
  - b. If this screen does not appear, proceed to the next step.



- Depending on the application, the **Set Up Applications** screen may appear, with an **Assign Data Folders** section or **Assign Institution** section.

If this screen appears, select the data folder(s) from the left column you wish to assign to the application, then click **Add**.

Institution ID	Name
712234	LMNO 1
712965	LMNO 2
713101	LMNO 3

Use Ctrl + mouse click to multi-select

[Create New Institution...](#)

If this screen does not appear, proceed to the next step.

- When you are finished adding the desired data folders, click **Submit**.

The Manage Applications screen appears again, with the newly-setup application appearing in the list within the Active Applications – Managed panel.

## Related Resources

For more information, view the Technology Manager for Administrators Job Aids: [Set Up an Available Application](#) section. Also, visit the [Fannie Mae Invoicing page](#) for details on this application, including a user guide and FAQs.