

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.

<input type="checkbox"/> UCDP Lender Administrator Registration Checklist	
<input type="checkbox"/>	<p>Step 1: Complete the Registration Form(s) for Each Applicable GSE</p> <ul style="list-style-type: none"> • Freddie Mac Seller/Servicers and Correspondent Lenders: <ul style="list-style-type: none"> ○ Refer to Freddie Mac's Getting Registered for the Uniform Collateral Data Portal job aid for details on the steps and forms required to complete Freddie Mac's UCDP registration process. ○ The Freddie Mac UCDP Authorization Code, which is required to complete registration, is provided in an email from no_reply@FreddieMac.com with the subject line "Welcome to the Uniform Collateral Data Portal." • Fannie Mae Seller Servicers and Non-Seller Servicers: <ul style="list-style-type: none"> ○ Refer to Fannie Mae's Getting Registered for UCDP job aid for details on the steps and forms required to obtain your credentials from Fannie Mae. ○ Existing Seller Servicers can use their current Fannie Mae User ID. New users, including non- Seller Servicers, receive their Fannie Mae User ID in an email from Fannie_Mae_Technology_Administration@FannieMae.com with the subject line "Fannie Mae New User ID Confirmation." • Save your GSE Registration Email(s) until you receive your UCDP registration URL in Step 3.
<input type="checkbox"/>	<p>Step 2: Complete the UCDP Setup Form</p> <ul style="list-style-type: none"> • Refer to this joint GSE form at gse.veros.com/onlineform/ to facilitate the setup of your company with the UCDP. • Once the form is completed and submitted to Veros, the technology vendor supporting the UCDP, the primary lender administrator receives an online confirmation. • This form should only be submitted once by each Seller or Correspondent Lender.
<input type="checkbox"/>	<p>Step 3: Locate Your UCDP Registration URL</p> <ul style="list-style-type: none"> • Your unique UCDP registration URL is located in an email from ucdp-noreply@veros.com. • If you <u>are</u> the first lender admin registering from your company and have not received this email, follow the instructions in the applicable GSE job aid(s) referenced in Step 1. If you <u>are not</u> the first lender admin and have not received this email, ensure an existing lender admin has added you as a new lender admin within the UCDP.

Step 4: Complete Your UCDP Registration



- Once you have completed these steps, click on your unique registration URL obtained in Step 3 and complete your UCDP registration.
- Refer to [Uniform Collateral Data Portal Reference Series for the Lender Admin: 1- LenderAdmin Registration](#) for step-by-step instructions.