

# Supplier Registration Real Estate Broker-Agent Quick Reference Guide

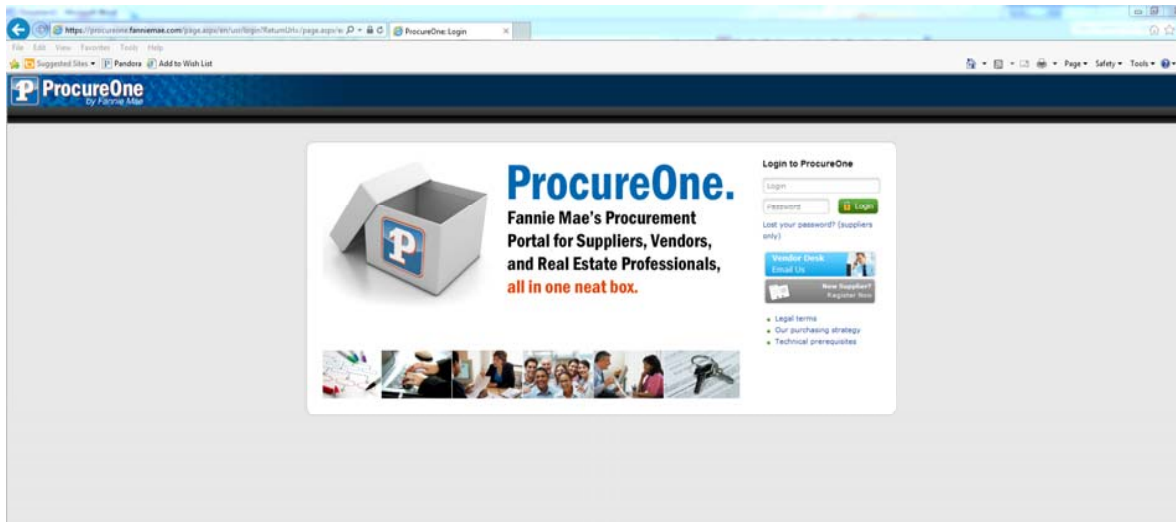


## Registering as a Broker or Agent

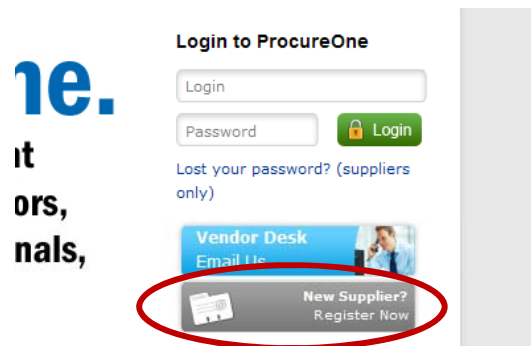
- ❖ Registering in ProcureOne enables Fannie Mae to contact you when there are relevant sourcing events in your area. However, it is necessary for you to register within ProcureOne even if you have an established relationship with Fannie Mae.
- ❖ There are two steps to registering:
  - ❖ Create account
  - ❖ Log into account and provide additional supplier information
- ❖ Brokers and Real Estate Agents each have their own Supplier Type. Brokers and Real Estate Agents should each register under the appropriate type, using their own information and maintaining their own record.
- ❖ Before registering, Real Estate Agents need to know their Broker license number
  - ❖ On the Credentials tab of the profile, Real Estate Agents and Broker will have to input the BROKER License ID # (license number). This will associate Real Estate Agents to a Broker, and Brokers with their Real Estate Agents within the system.

## Registering with ProcureOne

- Navigate in your browser to <http://procureone.fanniemae.com>

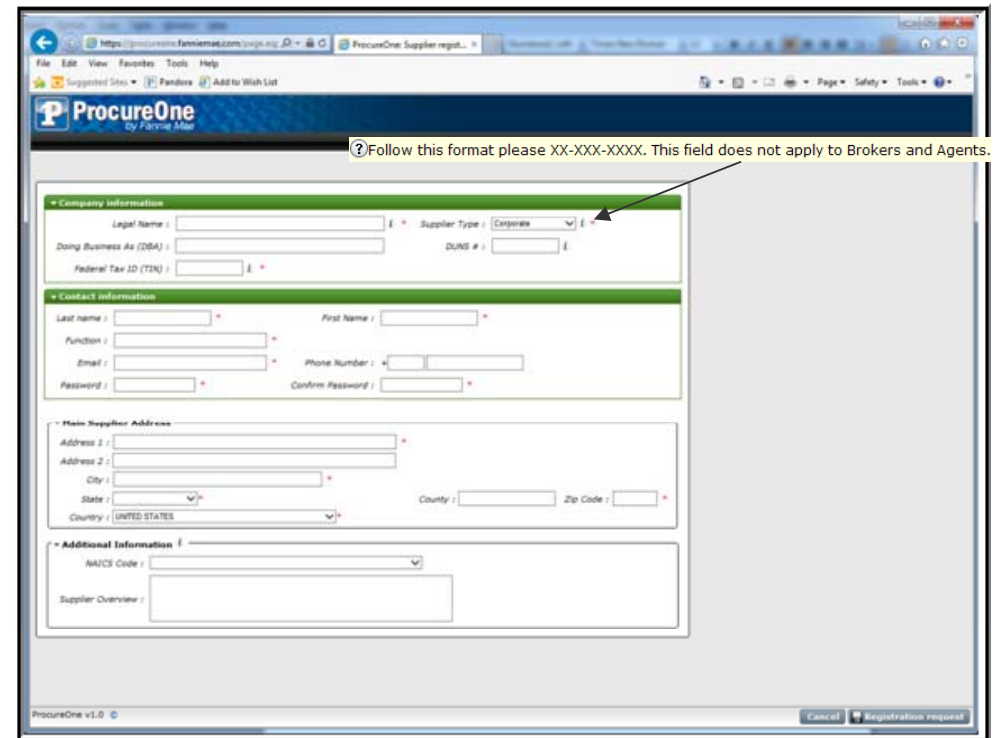


- Click on the “New Supplier? Register now” link



## Registering with ProcureOne

- On the registration form, complete the basic registration information.
- Please be sure to select your proper Supplier Type.
  - Select “Agent” if you are a real estate agent; “Broker” if you are the office managing broker
- Please do not forget your password for the Contact Information section as this will be your login password.
- Once you have completed the form, click the Registration request button at the bottom right of the screen.



Follow this format please XX-XXX-XXXX. This field does not apply to Brokers and Agents.

**Company Information**

Legal Name :  \* Supplier Type : Corporate  \*  
 Doing Business As (DBA) :  DUNS # :  \*  
 Federal Tax ID (TIN) :  \*

**Contact Information**

Last name :  \* First Name :  \*  
 Function :  \*  
 Email :  \* Phone Number :  \*  
 Password :  \* Confirm Password :  \*

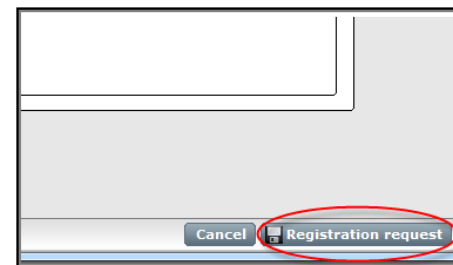
**Main Supplier Address**

Address 1 :  \*  
 Address 2 :  \*  
 City :  \*  
 State :  \* Country :  \* Zip Code :  \*

**Additional Information**

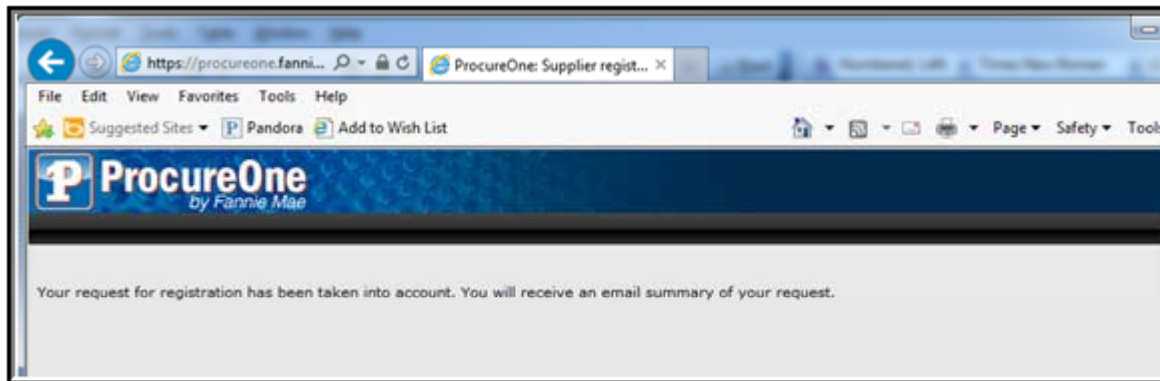
NAICS Code :  \*  
 Supplier Overview :

ProcureOne v1.0



## Registering with ProcureOne

- Once you submit your registration request, you will see the following.



- You should receive an email telling you that your registration request was successfully submitted. If you receive an email stating that the request was rejected, please contact [vendor\\_desk@fanniemae.com](mailto:vendor_desk@fanniemae.com) and they will assist you.

## Registering with ProcureOne

- Registrations are accepted into the system if there are no duplicate suppliers already registered. In this case, the use of the word accepted means that your profile has been established in our system, but does not imply that your company has been accepted or approved to do business with Fannie Mae.
- If your registration was accepted into the system, you may now login to the ProcureOne system. Go to <http://procureone.fanniemae.com> and enter your email address as your login id and enter your password from the registration in the password field then click the Login Button.

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### Login to ProcureOne

[Lost your password? \(suppliers only\)](#)

**Vendor Desk**  
Email Us

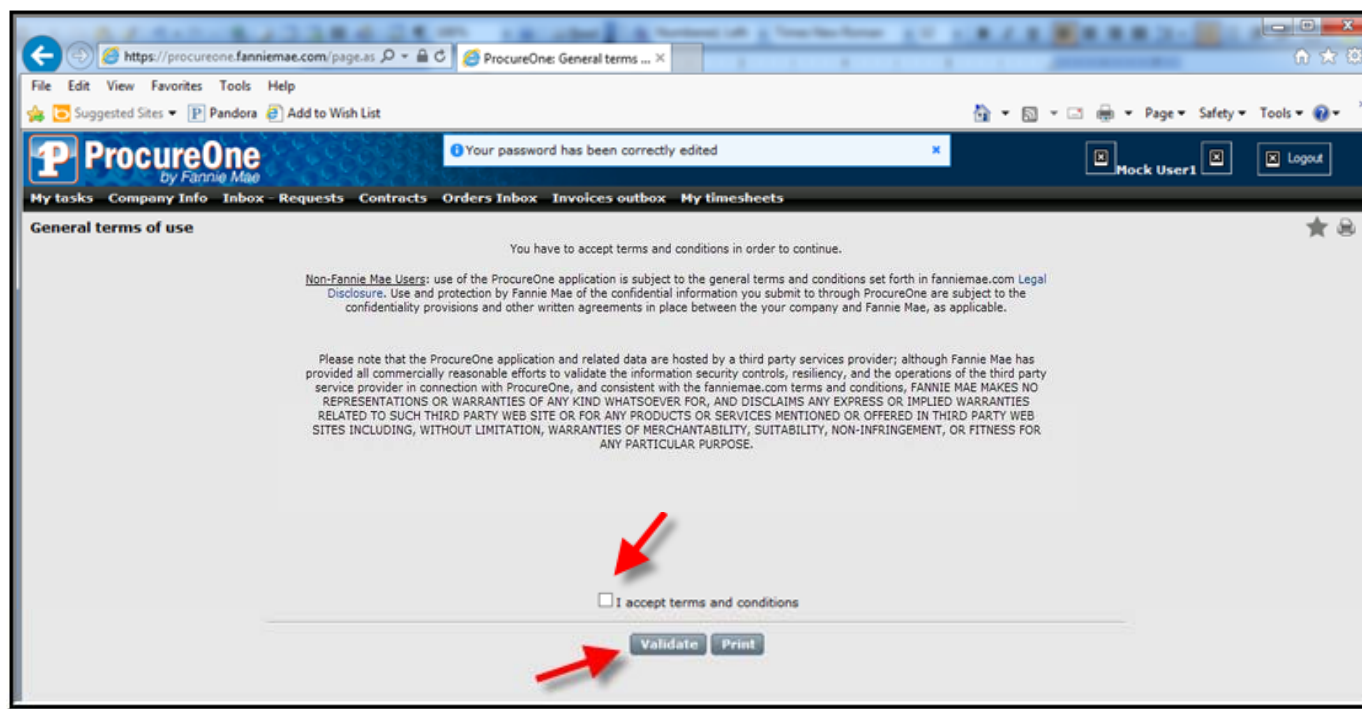


**New Supplier?**  
Register Now

- [Legal terms](#)
- [Our purchasing strategy](#)
- [Technical prerequisites](#)

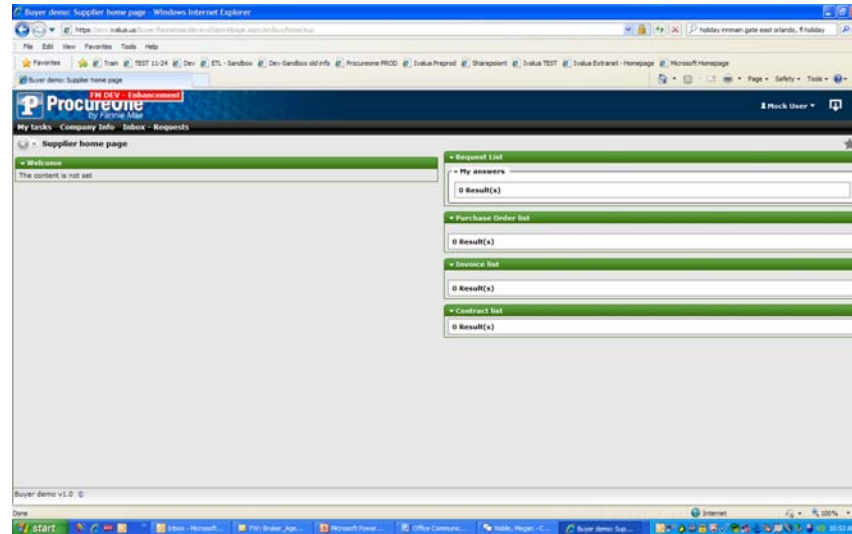
## Registering with ProcureOne

- On the following page, you will be asked to Accept Terms and Conditions. Click on the “I accept terms and conditions” checkbox and then click the Validate Button.

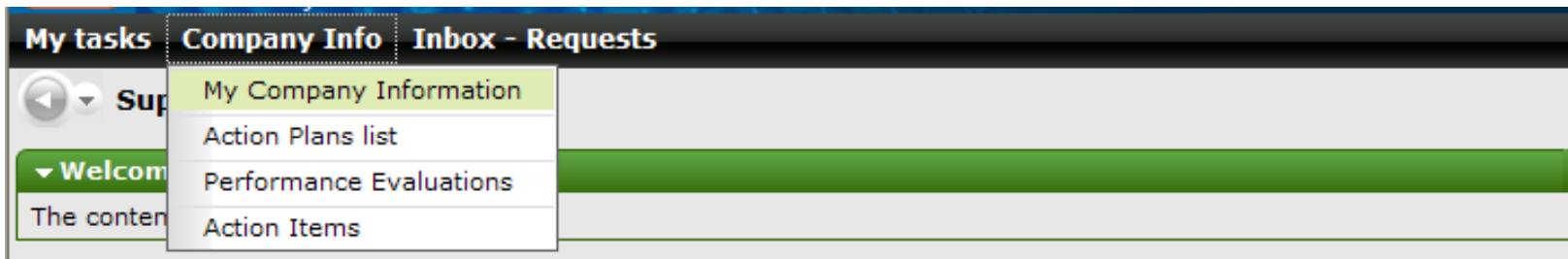


# Registering with ProcureOne

- You are now logged into the ProcureOne system.



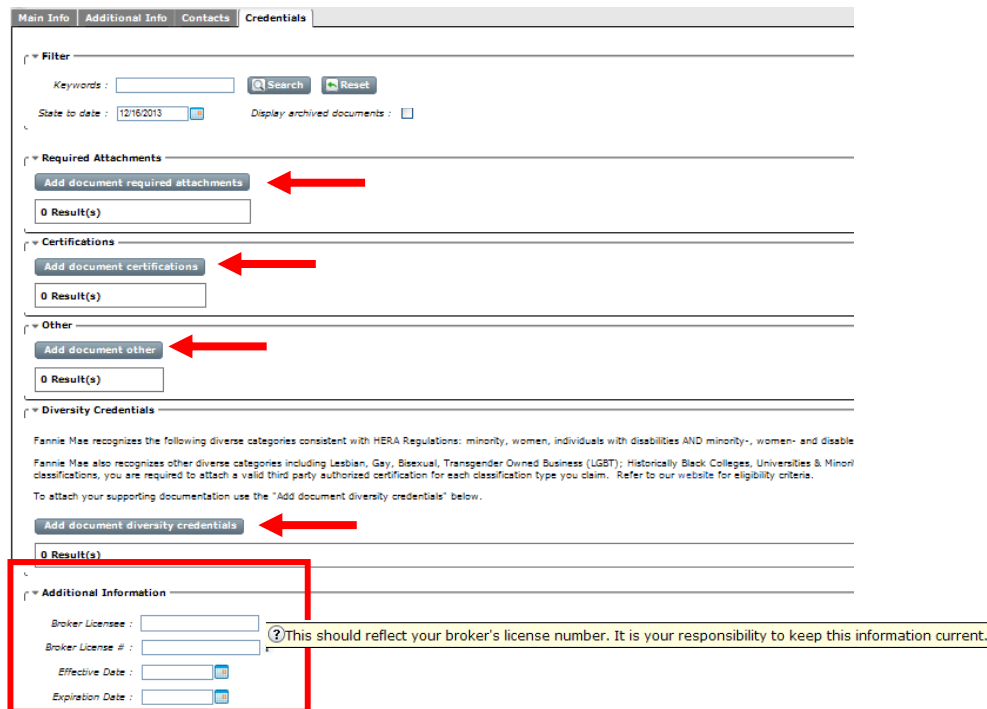
- To update your supplier profile, click on **Company Info** and then **My Company Information**.





# Updating Your Supplier Information

- On the “Credentials Tab”, be sure to include the Broker License ID and Licensee information under the Additional Information section.



The screenshot shows the 'Credentials' tab in a web application. It features several sections for adding documents: 'Required Attachments', 'Certifications', 'Other', and 'Diversity Credentials'. Each section has an 'Add document' button and a '0 Result(s)' indicator. Red arrows point to these buttons. The 'Additional Information' section at the bottom is highlighted with a red box and contains fields for 'Broker License', 'Broker License #', 'Effective Date', and 'Expiration Date'. A tooltip points to the 'Broker License #' field with the text: 'This should reflect your broker's license number. It is your responsibility to keep this information current.'



You're done!

Now, if Fannie Mae is sourcing new real estate agents in your area, we'll invite you to apply and provide you a deadline for supplying your application to us.



**ProcureOne**  
*by Fannie Mae*