



Fannie Mae™

Supplier Registration: Real Estate Broker-Agent Quick Reference Guide

ProcureOne





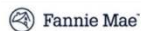
Registering as a Broker or Agent

- 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 the **Brokerage Name, DBA (if applicable), Address and Tax ID**
- 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 the Broker with their Real Estate Agents within the system.




Registering in ProcureOne

- Navigate in your browser to <http://procureone.fanniemae.com>
 - This can only be accessed via your desktop or laptop computer. Some tablets are able to access it as well, but it is not configured for use on a mobile device.



Welcome to ProcureOne



ProcureOne.
Fannie Mae's Procurement
Portal for Suppliers, Vendors,
and Real Estate Professionals,
all in one neat box.

Login to ProcureOne

Login

Password


Login

Lost your password?
(suppliers only)

Help Desk
Email us

New Supplier?
Register Now

Contracting Opportunities



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



Help Desk
Email us

New Supplier?
Register Now

Contracting Opportunities



Registering in ProcureOne

- On the registration form, complete the basic registration information.
- Be sure to select your proper Supplier Type.
 - Select “Agent” if you are a real estate agent;
 - Select “Broker” if you are the office managing broker
- Remember 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.

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Register

Secure field (i): FDV

Please enter information about your company in the fields below

Company information

Corporate name (i): Supplier Type (i):

Doing business as: DUNS # (i):

Federal Tax ID (TIN) (i):

Contact information

Last name: First Name:

Title / Role: Email:

Password: Confirm password:

Phone number:

Main Supplier Address

Address 1:

Address 2:

City:

State: Zip Code: County:

Country: UNITED STATES

Additional information (i)

Supplier Overview:

Cancel



Registering in ProcureOne

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



Fannie Mae

Your request for registration has been taken into account. You will receive an email summary of your request.

✓ Data saved.



- 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 and they will assist you.



Registering in 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 log into the ProcureOne system. Go to <http://procureone.fanniemae.com> and enter your email address as your Login ID. Enter the password that you established during the registration process as your password. Then click the **Login** button.

This will be the email address that you used to register, along with the password that you created.

If you did not receive the password, click on "Lost your password?" and follow the instructions.

Login to ProcureOne

The screenshot shows the login interface for ProcureOne. It features a title "Login to ProcureOne" at the top. Below the title are two input fields: the first is labeled "Login" and contains a person icon, and the second is labeled "Password" and contains a lock icon. A blue "Login" button is positioned below these fields. Underneath the button is a link that says "Lost your password? (suppliers only)". At the bottom of the page, there are three blue buttons with white text and icons: "Help Desk Email us" with a speech bubble icon, "New Supplier? Register Now" with a person icon, and "Contracting Opportunities" with a key icon.



Registering in 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.

You have to accept terms and conditions in order to continue.

Non-Fannie Mae Users: use of the ProcureOne application is subject to the general terms and conditions set forth in [fanniemae.com Legal Disclosure](#). Use and protection by Fannie Mae of the confidential information you submit through ProcureOne are subject to the confidentiality provisions and other written agreements in place between your company and Fannie Mae, as applicable.

Please note that the ProcureOne application and related data are hosted by a third party services provider; although Fannie Mae has provided all commercially reasonable efforts to validate the information security controls, resiliency, and the operations of the third party service provider in connection with ProcureOne, and consistent with the [fanniemae.com terms and conditions](#), FANNIE MAE MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND WHATSOEVER FOR, AND DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES RELATED TO SUCH THIRD PARTY WEB SITE OR FOR ANY PRODUCTS OR SERVICES MENTIONED OR OFFERED IN THIRD PARTY WEB SITES INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, SUITABILITY, NON-INFRINGEMENT, OR FITNESS FOR ANY PARTICULAR PURPOSE.

I accept terms and conditions



Registering in ProcureOne

- You are now logged into the ProcureOne system.
- To update your supplier profile, click on **Company Info** and then **My Company Information**.

The screenshot displays the Fannie Mae ProcureOne vendor/supplier portal. The navigation menu at the top includes 'Company Info', 'My tasks', and 'RFx'. A red arrow points to the 'Company Info' tab. Below the navigation menu, the 'My Company Information' dropdown menu is visible, with options for 'My requests for information', 'Action Plans list', 'Evaluations', and 'Action Items'. The main content area features a 'Request List' section with a dropdown arrow and a message indicating '0 Result(s)'. The page also includes a search bar, a user profile for 'Jean W.', and a welcome message from Fannie Mae.

Welcome to the Fannie Mae vendor/supplier portal, ProcureOne by Fannie Mae. Fannie Mae uses this procurement system for a variety of purposes including the registration of new vendors/suppliers and identification for potential vendors/suppliers when needed. All vendors/suppliers interested in doing business with Fannie Mae must follow the process of establishing a profile and keeping it updated.

ProcureOne by Fannie Mae

Procurement Portal for Suppliers, Vendors, and Real Estate Professionals

All in one neat box

To access your company information, click on the **Company Information** tab, then select My Company Information. This will allow you to modify your company information and, if applicable, will allow uploading of documentation necessary for a complete application. Click [here](#) for an instructional tutorial on how to keep your profile updated.



Registering in ProcureOne

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

ProcureOne