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.

- Click on the “New Supplier? Register now” link
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.
Registering in 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 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 you 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 received the password, click on “Lost your password?” and follow the instructions.
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.
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**.

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.

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.