

To access Condo Project Advisor®, your organization must be provisioned through Freddie Mac Access Manager. Access Manager is a self-service system that enables Freddie Mac Seller/Servicers to create, manage and provide their users access to certain Freddie Mac Single-Family sourcing and servicing tools and applications. With Access Manager, you can also run real-time reports on user access and review access privileges on a periodic basis to recertify approved users.

This job aid provides information on the user roles and how to obtain organizational access to use the Condo Project Advisor Project Assessment Request (PAR), Project Certified Submission (PCS) and the Project Waiver Request (PWR) capabilities.

**Note:** If you are using Access Manager for the first time, refer to [Exhibit 1](#).

## New Condo Project Advisor Users

### Current Access Manager Users

If you are already using Access Manager for other tools, your executive administrator will need to use the Modify Administrator Access authorization workflow to update the existing company administrator's access authorization to allow provisioning for Condo Project Advisor. Once that is completed, they can use the New Administrator Account workflow to edit/add users to allow use of Condo Project Advisor.

**Note:** If you are using Access Manager for the first time, refer to [Exhibit 1](#).

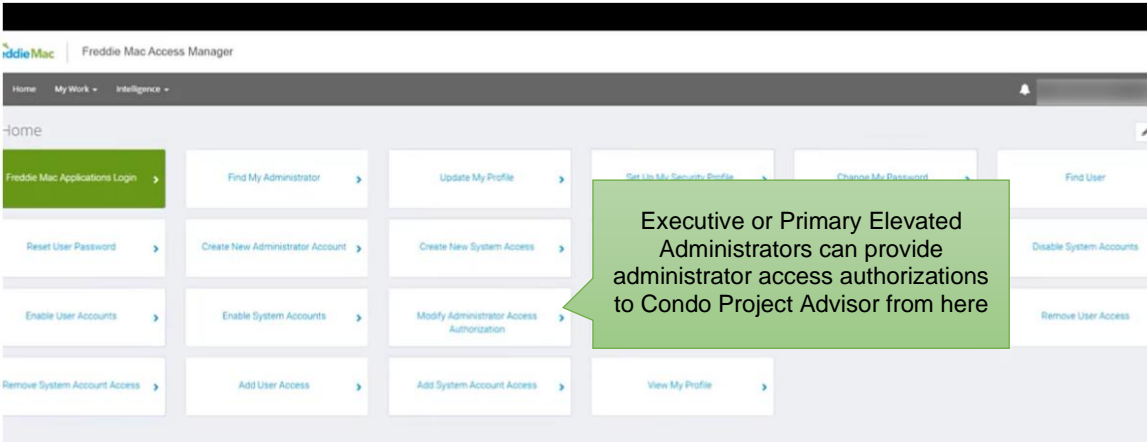
The following steps must be completed to access Condo Project Advisor through the Freddie Mac Loan Advisor® portal.

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Step	Action
1	<p><b>Login</b> to Access Manager as an Executive Administrator/Primary Elevated Administrator.</p> <p>If you don't know who the Executive Administrator is within your organization, use the <i>Find My Administrator workflow</i> in the <a href="#">Access Manager Online Help</a>.</p>
2	<p><b>Select</b> the Modify Administrator Access Authorization option and add the <b>“Project Underwriter”</b> role to Primary and Secondary Administrators.</p> <div data-bbox="332 569 1474 1010"></div> <div data-bbox="332 1052 1474 1213"><p><b>Project Underwriter Role:</b></p><p>This role can submit PARs, review the Project Assessment Results page, download Project Assessment Results PDF Feedback Certificate, submit Project Certified Submission reviews, submit PWRs, upload PWR documentation, and monitor PWR pipeline status.</p></div>

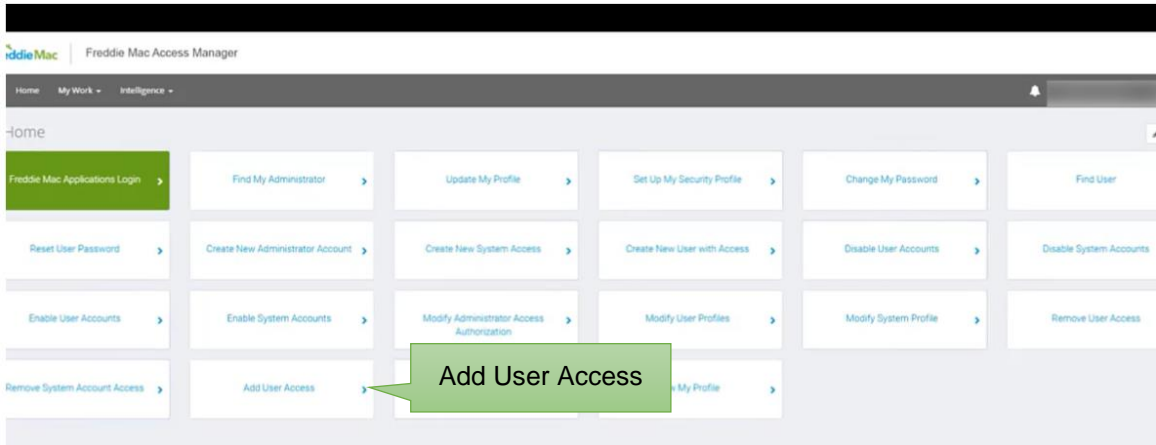


Step	Action
3	<p><b>Have the Executive Administrator grant access to the Primary Administrator(s).</b> From the Access Manager page, the Executive Administrator must click the menu icon in the upper-left corner and select <b>Modify Admin Access Authorization</b> to add Condo Project Advisor as an application for the Primary Administrator(s).</p> <p>For step-by-step instructions, refer to the <i>Modify Admin Access Authorization workflow</i> within the <a href="#">Access Manager Online Help</a>.</p> <div data-bbox="423 541 1333 974"><p><b>Modify Administrator Access Authorization</b></p><p><b>Instructions</b></p><p>A user's Access Authorization is a customized set of applications, roles, and legacy number associations to which they have permission to provision for a user.</p><p><b>Application</b></p><p>Condo Project Advisor-CPA</p><p>A summary of the selected access.</p><p><b>Selected Access *</b></p><p>CANCEL BACK NEXT</p></div>

**Log in to Access Manager and begin granting access to Condo Project Advisor.** Once you have access to Condo Project Advisor, you may begin granting access to other authorized users.

Existing Access Manager users will receive an email, with the subject line *Freddie Mac System Access Notification for [name]*, indicating the tool(s) and role(s) for which they were granted access.



Step	Action
4	<p data-bbox="329 289 639 321"><b>Select Add User Access:</b></p> <div data-bbox="329 344 1479 785"></div> <ul data-bbox="375 863 938 968" style="list-style-type: none"><li>• Select Application: <b>Condo Project Advisor</b></li><li>• Select Role: <b>Project Underwriter</b></li><li>• Click, <b>Next</b></li></ul> <div data-bbox="329 1031 1471 1656"><p data-bbox="342 1041 483 1058"><b>Add User Access</b></p><p data-bbox="342 1104 472 1125"><b>Instructions</b></p><p data-bbox="391 1146 1357 1192">Please specify the applications, roles, and Counterparty Number associations to which the user will have permission to access within Freddie Mac. Selected User:CPA User</p><p data-bbox="391 1251 529 1272"><b>Application Name</b></p><p data-bbox="399 1283 662 1308">Condo Project Advisor-CPA</p><p data-bbox="391 1341 427 1362"><b>Role</b></p><p data-bbox="399 1425 529 1451">Project Underwriter</p><p data-bbox="342 1457 574 1478">A summary of the selected access:</p><p data-bbox="391 1493 529 1514"><b>Selected Access</b></p><p data-bbox="354 1619 423 1640">CANCEL</p><p data-bbox="451 1619 505 1640">BACK</p><p data-bbox="1398 1619 1451 1640"><b>NEXT</b></p></div>



Step	Action
(cont'd)	<p>The <b>Role Description</b> displays.</p> <div data-bbox="337 583 1427 1178"><p>Add User Access</p><p><b>Instructions</b></p><p>Please specify the applications, roles, and Counterparty Number associations to which the user will have permission to access within Freddie Mac. Selected User:CPA User</p><p><b>Application Name</b></p><p>Condo Project Advisor-CPA</p><p><b>Role</b></p><p>Project Underwriter</p><p><b>Role Description</b></p><p>This role can submit Project Assessment Request, review the Project Assessment Results pipeline page, download Project Assessment Results PDF Feedback Certificate, submit Project Waiver Requests, upload Project Waiver Request documentation, monitor Project Waiver Request pipeline status.</p><p><b>Counterparty Numbers</b></p></div>
5	<p><b>Select the Counterparty Numbers:</b></p> <div data-bbox="342 1297 1427 1436"><p><b>Counterparty Numbers</b></p><p>186925</p></div> <p><input type="checkbox"/> <b>Select All Counterparty Numbers</b></p> <p>Click to associate all Counterparty Numbers to the selected Role.</p> <p><input type="checkbox"/> <b>Remove All Counterparty Numbers</b></p> <p>Click to disassociate all Counterparty Numbers from the selected Role.</p> <p><input type="checkbox"/> <b>Add to Selected Access</b></p>



Step	Action																
6	<p><b>Choose the Selected Access and Next:</b></p> <p>A summary of the selected access</p> <div data-bbox="365 384 1433 520" style="border: 2px solid green; padding: 5px;"><p><b>Selected Access *</b></p><input data-bbox="386 436 1382 468" type="text"/> <div data-bbox="386 478 1382 510" style="border: 1px solid #ccc; padding: 2px;"><span data-bbox="396 485 724 510">CoPA-Project Underwriter-186925</span> <span data-bbox="1382 485 1398 510">✕</span></div></div> <div data-bbox="329 552 1479 625" style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"><span data-bbox="345 573 427 604">CANCEL</span> <span data-bbox="443 573 508 604">BACK</span> <span data-bbox="1369 552 1479 625" style="border: 2px solid green; padding: 5px;"><span data-bbox="1385 573 1450 604">NEXT</span></span></div>																
7	<p><b>Confirm and Submit Request.</b></p> <p>Confirm Request</p> <p><b>Instructions</b></p> <p>Confirm the request for the creation of the following user</p> <hr/> <p><b>Counterparty</b> OIM Test Bank. chg</p> <table data-bbox="378 1052 1052 1371"><tr><td><b>User Title</b></td><td><b>First Name</b> CPA</td></tr><tr><td><b>Middle Name</b></td><td><b>Last Name</b> User</td></tr><tr><td><b>Email</b> CPA@User.com</td><td><b>Phone Number</b> 555-555-5555</td></tr><tr><td><b>Cell Phone</b></td><td><b>Fax Number</b></td></tr><tr><td><b>Pin</b> 8602</td><td></td></tr></table> <hr/> <table data-bbox="378 1423 1308 1497"><thead><tr><th>Application</th><th>Role</th><th>Counterparty Number(s)</th></tr></thead><tbody><tr><td>Condo Project Advisor-CPA</td><td>Project Underwriter</td><td>186925</td></tr></tbody></table> <div data-bbox="329 1539 1417 1602" style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"><span data-bbox="345 1560 427 1591">CANCEL</span> <span data-bbox="443 1560 508 1591">BACK</span> <span data-bbox="1291 1528 1417 1602" style="border: 2px solid green; padding: 5px;"><span data-bbox="1307 1549 1388 1581">SUBMIT</span></span></div>	<b>User Title</b>	<b>First Name</b> CPA	<b>Middle Name</b>	<b>Last Name</b> User	<b>Email</b> CPA@User.com	<b>Phone Number</b> 555-555-5555	<b>Cell Phone</b>	<b>Fax Number</b>	<b>Pin</b> 8602		Application	Role	Counterparty Number(s)	Condo Project Advisor-CPA	Project Underwriter	186925
<b>User Title</b>	<b>First Name</b> CPA																
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Condo Project Advisor-CPA	Project Underwriter	186925															



## Exhibit 1: New Access Manager Users

If you're **not** already using Access Manager to manage user access to use our tools and applications, the following steps must be completed:

Step	Action						
1	<p><b>Open the <a href="#">Freddie Mac Access Manager Get Started page</a>.</b> Complete the form in its entirety and click the <i>Get Started</i> button at the bottom of the page. This submits your access request and a representative will contact you within two business days.</p> <p><b>Note:</b> If needed, you can follow up by contacting the Customer Support Contact Center (800-FREDDIE).</p>						
2	<p><b>Identify your organization's Administrators and the tools for which they need access.</b> You must identify and provide contact information for:</p> <ul style="list-style-type: none"> <li>An Executive Administrator with a Primary role and one Primary Elevated or Primary Administrator</li> </ul> <p>The following table outlines responsibilities of each role.</p> <table border="1" data-bbox="337 997 1421 1373"> <thead> <tr> <th data-bbox="337 997 711 1060">Role</th> <th data-bbox="711 997 1421 1060">Responsibilities</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 1060 711 1192">Executive Administrator with Primary Administrator capabilities</td> <td data-bbox="711 1060 1421 1192">Identifies two Primary Administrators who have authority to use Access Manager. One Primary Administrator may be the Executive Administrator.</td> </tr> <tr> <td data-bbox="337 1192 711 1373">Primary Elevated or Primary Administrator</td> <td data-bbox="711 1192 1421 1373">Acts as a point of accountability for all provisioning access to specific tools within your company or company divisions. This includes the ability to add, modify, or disable authorized user access to specific tools.</td> </tr> </tbody> </table> <p>You must also determine who will be <b>responsible for certifying access for authorized users and the frequency</b>. Contact your Freddie Mac representative with any questions about identifying administrators and integrating Access Manager into your business structure/process.</p>	Role	Responsibilities	Executive Administrator with Primary Administrator capabilities	Identifies two Primary Administrators who have authority to use Access Manager. One Primary Administrator may be the Executive Administrator.	Primary Elevated or Primary Administrator	Acts as a point of accountability for all provisioning access to specific tools within your company or company divisions. This includes the ability to add, modify, or disable authorized user access to specific tools.
Role	Responsibilities						
Executive Administrator with Primary Administrator capabilities	Identifies two Primary Administrators who have authority to use Access Manager. One Primary Administrator may be the Executive Administrator.						
Primary Elevated or Primary Administrator	Acts as a point of accountability for all provisioning access to specific tools within your company or company divisions. This includes the ability to add, modify, or disable authorized user access to specific tools.						
3	<p><b>Complete the setup with a Freddie Mac representative.</b> Freddie Mac will contact you to complete the registration process. Once your access request has been finalized, two emails will be sent with the subject line <i>Freddie Mac System Access Notification for [name]</i> to the Executive Administrator and Primary Elevated or Primary Administrators. The emails confirm that they are set up and provide credential and log-in information. One email will contain the User ID. The other email will contain a temporary password that must be set to a permanent password within 10 days.</p>						



Step	Action
	<p><b>Note:</b> If you don't receive emails from Freddie Mac after two business days, you can follow up by sending an email to <a href="mailto:CSA_Operations@FreddieMac.com">CSA_Operations@FreddieMac.com</a> or by contacting the Customer Support Contact Center (800-FREDDIE).</p>
4	<p><b>Log in to Access Manager and begin adding other administrators and users.</b> Once you have access to Access Manager, add any additional administrators (including optional secondary administrators). You may also begin adding users and granting access to Condo Project Advisor.</p> <p>Each added user will receive two emails with the subject line <i>Freddie Mac System Access Notification for [name]</i>. One email will contain the User ID. The other email will contain a temporary password and the tool(s) and role(s) available. Individual users can reset their single-sign-on password, update their profile, and begin using Condo Project Advisor and other tools they are authorized to use. Users must create a permanent password within 10 days from receiving the email as temporary passwords are only valid for 10 days.</p> <p>To learn about the different workflows for managing user access, and additional resources, refer to the <a href="#">Access Manager webpage</a>.</p>

## Resources

To learn more, check out the Access Manager resources available to you:

- [Getting Started with Access Manager Overview Videoclip](#) – Provides an overview, hands-on activities, and simulations. (10 mins)
- [Access Manager Home Page](#) – Overview, FAQ and links to Tools and Applications.

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