

Introduction

Access to XChange CenterSM is granted through Freddie Mac Access Manager, our system for managing access to Freddie Mac's tools and applications. Your organization's Loan Selling Advisor[®] Primary Administrator will requisition user access to XChange Center. If you do not know who your Primary Administrator is, contact our Customer Support Contact Center (800-FREDDIE). For general information and additional resources on Access Manager, visit the [Access Manager](#) page.

User Role

The user role of External CRX Preference Admin provides eligible Cash-Released XChange[®] Sellers the ability to set-up preferences for one or more of the eligible Transferee Servicers in the Cash-Released XChange program. Using this role, Sellers set preferences in XChange Center to "include" or "exclude" one or more Transferee Servicer's Servicing-Released Premium (SRP) bids on the Seller's pricing requests through Loan Selling Advisor.

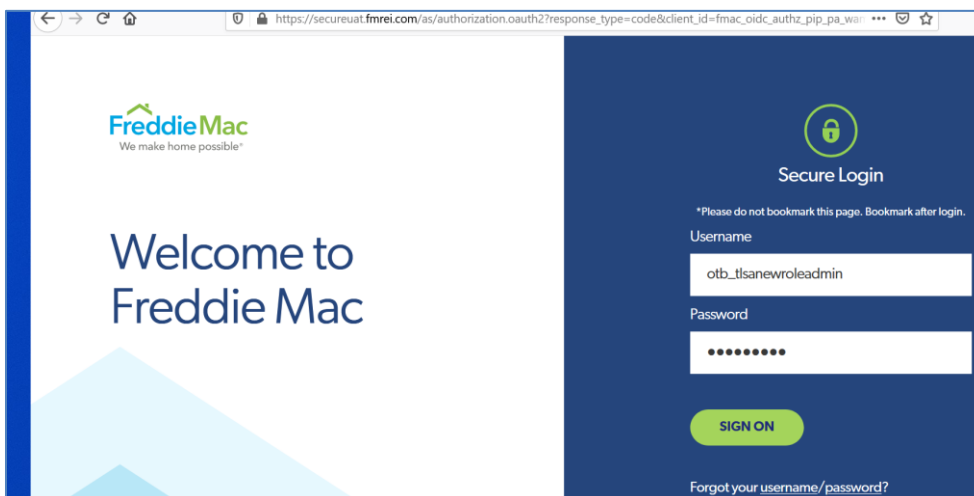
Note: If the Seller has multiple Seller* numbers, the Primary Administrator must set up the user role under each number.

* For Transfers of Servicing under the Cash-Released XChange program, the Seller of the mortgage is the Transferor Servicer and we refer to them as "Seller" and we refer to the Transferee Servicer as "Servicer" throughout this document. Upon sale of a mortgage to Freddie Mac, the Seller enters into a Servicing Contract, thereby creating Servicing Contract Rights related to those mortgages. Under the Cash-Released XChange program, the Seller, as Transferor Servicer, assigns the Servicing Contract Rights to the Servicer as Transferee Servicer. Refer to the [Glossary](#) to the *Single-Family Seller/Servicer Guide* (Guide) for definitions.

Request Access in Access Manager

To provision user access through Access Manager, the Primary Administrator must follow the steps shown below:

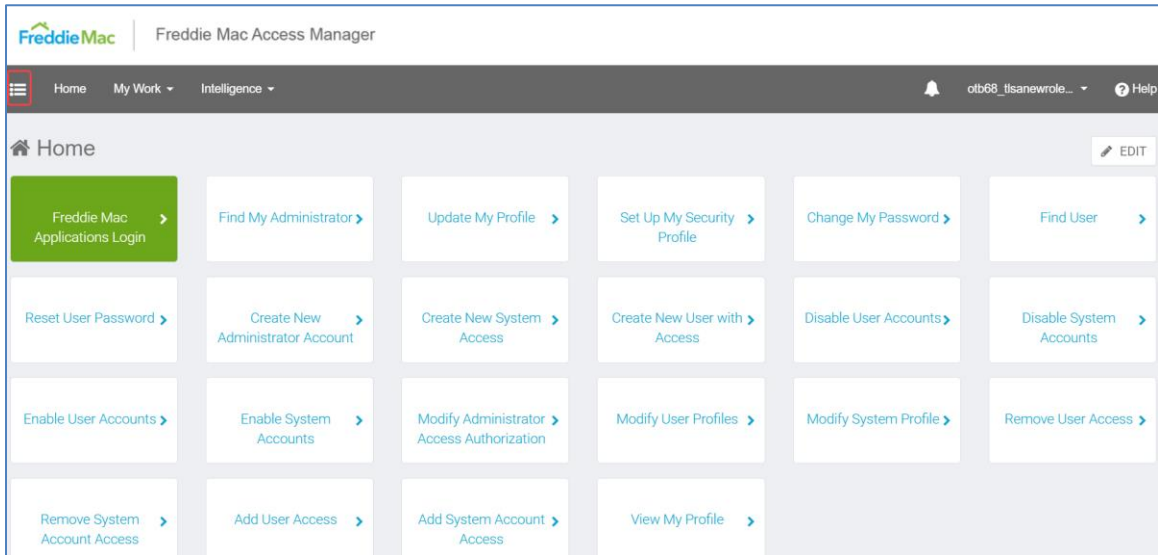
1. To log into Access Manager, enter your Username, Password and click **SIGN ON**.



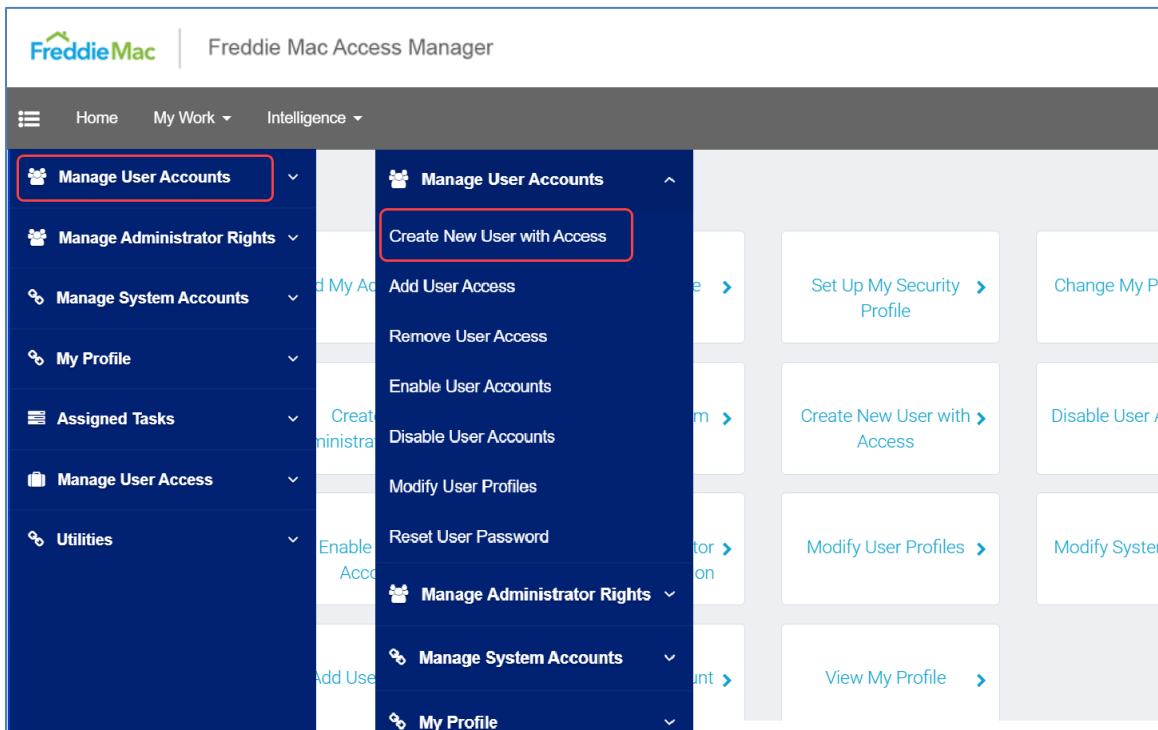


Note: Refer to [Getting Started with Freddie Mac Access Manager Overview](#) videoclip for information on user role administration.

2. The Access Manager Home page displays. Click the triple icon to the left of the menu.



3. The sub menu displays. Click **Manage User Accounts** and then click **Create New User with Access**.





4. The Create New User with Access page displays. Complete all required information in the form. Click the **Counterparty** data point to display your organization's name. Click **NEXT**.

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Home My Work Intelligence Help

< Form

Create New User with Access

Instructions
Fill out the information below to create a new user.

Counterparty *
OIM Test Bank. chg

First Name * Fred **Middle Name** E

Last Name * Mac **Email *** Freddiemac@Freddiemac.com

Phone Number * 703-000-0000 **Cell Phone Number** 703-001-0000

Fax Number 703-002-0000 **User Title:** Pricing Coordinator

CANCEL NEXT



5. The Add User Access page displays. Complete all required information in the form, including:
 - Application Name of **Pricing Manager Application-PMA**
 - The Role of **External CRX Preference Admin**
 - Counterparty numbers – your Seller number. If you have multiple Seller numbers, the Primary Administrator must set up the user role under each Seller number.
 - Selected Access of **PMA-External CRX Preference Admin – XXXXXX** (your six-digit Seller number)
 - Click **NEXT**

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Form

Add User Access

Instructions

Please specify the applications, roles, and Counterparty Number associations to which the user will have permission to access within Freddie Mac. Selected User: Fred Mac

Application Name

Pricing Manager Application-PMA

Role

External CRX Preference Admin

Role Description

This entitlement (role) provides eligible Cash-Released XChange (CRX) Sellers the ability to set-up preferences for one or more of the eligible CRX Transferee Servicers in the program. Using this role Sellers set preferences in Servicing-Released XChange Center to INCLUDE or EXCLUDE one or more Transferee Servicer's Servicing-Released Premium (SRP) bids on the Seller's pricing requests through ...

Counterparty Numbers

Select All Counterparty Numbers

Click to associate all Counterparty Numbers to the selected Role.

A summary of the selected access.

Selected Access *

PMA-External CRX Preference Admin-

CANCEL BACK NEXT



- The Confirm Request page displays, confirming the request for creation. Review the information on this form and if everything is correct, click **SUBMIT**.

If information is incorrect, click the **BACK** button to return to the previous page(s) to make edits.

Freddie Mac Access Manager

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Form

Confirm Request

Instructions
Confirm the request for the creation of the following user

Counterparty OIM Test Bank. chg	First Name Fred
User Title Pricing Coordinator	Last Name Mac
Middle Name E	Phone Number 703-000-0000
Email Freddiemac@Freddiemac.com	Fax Number 703-002-0000
Cell Phone 703-001-0000	Pin 4224

Application Pricing Manager Application-PMA	Role External CRX Preference Admin	Counterparty Number(s) XXXXXX
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CANCEL BACK **SUBMIT**

- Your request has been processed, and the system returns you to the Home page.

Freddie Mac Access Manager

Home My Work Intelligence Help

Home EDIT

Freddie Mac Applications Login	Find My Administrator	Update My Profile	Set Up My Security Profile	Change My Password	Find User
Reset User Password	Create New Administrator Account	Create New System Access	Create New User with Access	Disable User Accounts	Disable System Accounts
Enable User Accounts	Enable System Accounts	Modify Administrator Access Authorization	Modify User Profiles	Modify System Profile	Remove User Access
Remove System Account Access	Add User Access	Add System Account Access	View My Profile		



What Happens Next?

Within 24 hours, the user will receive two separate emails from Freddie Mac confirming user access.

Email #1 will contain:

Your Username and important information about password requirements and security. See example below.

Dear Test LSA>NewRole,

A new Freddie Mac Account was created for you in Freddie Mac Access Manager. [This email is one of two emails that contains the Account's Username.](#)

Please follow the [Get Started](#) steps below for first time access. Once complete, you will be able to access your assigned Freddie Mac Tool(s).

Get Started

1. [Login to Freddie Mac Access Manager with your Username and Temporary Password](#) (see [Account Information](#) for your Username and Temporary Password)
2. Upon login, update your Temporary Password to a Permanent Password
3. In Freddie Mac Access Manager, complete your Freddie Mac Security Profile via "Set Up My Security Profile"
4. In Freddie Mac Access Manager, access your assigned Freddie Mac Tool(s) via "Freddie Mac Applications Login"

Account Information

1. **Company:** [QIM Test Bank. chg](#)
2. **Username:** [Test_Seller](#)
3. **Temporary Password:** For security purposes, we have sent your Temporary Password in a separate email

Password Requirements

- Length between 8 and 20 characters
- Minimum 1 uppercase letter
- Minimum of one digit (0-9) and one of the following special characters only ! @ # \$ % * () [] + = / ? ~
- Cannot contain a space
- Cannot contain more than 3 repeated characters (aaa)
- Cannot contain the Username, First, or Last name of the user
- Cannot be one of the previously 10 used passwords

For security purposes, we require the following

- [Keep your passwords confidential](#)
- [Do not share your Freddie Mac passwords](#)
- [Change your password every 90 days](#)
- [Log into the tool at least every 120 days to prevent deactivation of access](#)

Resources

Visit [Freddie Mac Learning](#) for helpful tutorials and user guides to help you better understand and get the most out of the tool(s).

Stay informed on the latest news and information about Freddie Mac Single Family business. Visit our [Subscription Center](#) and sign up to receive news and information as it becomes available.

Disclaimers

Your access to and use of any System (including through the use and management of Authentication Credentials and other Confidential Means of Access) is subject to certain terms and conditions. Visit [Freddie Mac](#) to learn more.

Direct replies to this message are delivered to an unmonitored inbox and won't reach our team. For assistance, please call our Customer Service Contact Center (800-FREDDIE).

Thank you,
Freddie Mac Customer System Access



Email #2 will contain your temporary password and instructions on how to set up a permanent password.

Dear Test LSA-NewRole,

A new Freddie Mac Account was created for you in Freddie Mac Access Manager. This email is one of two emails that contains the Account's Temporary Password.

Please follow the **Get Started** steps below for first time access. Once complete, you will be able to access your assigned Freddie Mac Tool(s).

Get Started

1. Login to [Freddie Mac Access Manager](#) with your Username and Temporary Password (see **Account Information** for your Username and Temporary Password)
2. Upon login, update your Temporary Password to a Permanent Password
3. In Freddie Mac Access Manager, complete your Freddie Mac Security Profile via "Set Up My Security Profile"
4. In Freddie Mac Access Manager, access your assigned Freddie Mac Tool(s) via "Freddie Mac Applications Login"

Account Information

1. **Company:** OIM Test Bank. chg
2. **Username:** For security purposes, we have sent your Username in a separate email
3. **Temporary Password:** XTU 89 1111 test

Note: Your Temporary Password is valid for 10 days from receipt of this email. Please update your Temporary Password to a Permanent Password within 10 days or your Freddie Mac Account will be locked.

4. **Assigned Freddie Mac Tool(s):**
 - o PMA
 - User Roles: External CRX Preference Admin:: xxxxxx - OIM Test Bank. chg

Password Requirements

- Length between 8 and 20 characters
- Minimum 1 uppercase letter
- Minimum of one digit (0-9) and one of the following special characters only ! @ # \$ % * () [] + = / ? ~
- Cannot contain a space
- Cannot contain more than 3 repeated characters (aaa)
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Thank you,
Freddie Mac Customer System Access

If you have questions or need assistance, contact our Customer Support Contact Center (800-FREDDIE).

This information is not a replacement or substitute for the requirements in the Freddie Mac *Single-Family Seller/Service Guide* and your other Purchase Documents.

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