

Post-Fund Data CorrectionSM tool Authorized User Role Form

FORM 907 Requirements and Guidelines

REQUIREMENTS FOR MANAGING ACCESS TO THE POST-FUND DATA CORRECTION TOOL:

The Seller/Service will:

- Safeguard and not permit sharing of Authorized User IDs, passwords, and personal identification numbers (PINs).
- In order to prevent the loss, theft or unauthorized disclosure or use of Authorized User IDs, passwords or PINs, implement and maintain security standards that are commercially reasonable in light of the sensitivity of the information to be protected, in no event standards that are less than what Seller/Service would adopt to protect its own similar information.
- Notify Freddie Mac by e-fax or e-mail, at the fax number or e-mail address listed at the bottom of page 1 of this Form 907 immediately upon:
 - i. the occurrence of an Authorized User's employment being terminated (voluntarily or involuntarily), or an Authorized User's authorization being terminated
 - ii. learning of any loss, theft or unauthorized disclosure or use of any Authorized User ID, password, PIN; and
 - iii. the Seller/Service either having actual knowledge or reason to believe that:
 - a. access to the Tool is no longer secure;
 - b. Seller/Service has had a breach of security in connection with the Tool; and/or
 - c. anyone has made unauthorized use of the Tool or gained unauthorized access to the Tool.

REQUIREMENTS AND GUIDELINES:

- Form 907 must be executed by a Vice President or higher ranking officer.
- To access the various functionalities of the Tool, the Seller/Service must select, assign and authorize one employee to serve as the Customer Administrator and at least one employee per Authorized User Role.
- The Customer Administrator is the employee who will receive and distribute the Authorized User IDs to each Authorized User.
- Designate the Authorized User's birth date (MMDD) as the Authorized User's PIN. (The PIN will be necessary for password reset from 800-FREDDIE.)
- If an Authorized User does not log in and use the Tool for a 90-day period, the Authorized User's access may, without notice, be deactivated.
- An Authorized User's e-mail address must be a Seller/Service assigned business e-mail address. (Yahoo®, Google®, Hotmail, or other social media or personal e-mail addresses are not acceptable.)
- An Authorized User ID is solely for the use by the Authorized User to which it is assigned. Authorized Users must never share their Authorized User IDs and passwords with anyone.
- "Add" means adding an Authorized User by placing an X in the "Add" box and in the applicable "User Role" box.
- "Modify" means modifying an Authorized User's or Customer Administrator's information (role, name, title/position) by placing an X in the "Modify" box and in the applicable "reason" box.
- "Delete" means deleting and removing an Authorized User by placing an X in the "Delete" box and in the applicable "User Role" box.

INSTRUCTIONS: The following information is provided to assist you in completing Form 907. The definitions below correspond to the specified areas on the form. Please make sure the information is legible and correct.

An employee of the Seller/Service must be assigned to only one Applicable User Role before the employee may use the Tool.

Please note: Only one Applicable User Role may be selected.

Add/Modify Authorized User – Place an X in this box if you are adding a new Authorized User or modifying an existing User Role. Modifying a User Role will cause existing access to user roles to be deleted.

Delete Authorized User – Place an X in this box if you are deleting an Authorized User from a User Role.

User Roles – Place an X in the "User Role" box to indicate the appropriate User Role for the individual named.

<input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete	<input type="checkbox"/> Seller Analyst <input type="checkbox"/> Seller Manager <input type="checkbox"/> Seller Read Only <input type="checkbox"/> Servicer Analyst <input type="checkbox"/> Servicer Manager <input type="checkbox"/> Servicer Read Only	Name: _____ Email: _____ Phone: _____ 4 Digit PIN: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Name Change <input type="checkbox"/> No Longer Employed <input type="checkbox"/> Information Correction <input type="checkbox"/> Other: _____ _____
--	--	---	--

USER ROLE DEFINITIONS:

Analyst: This role has access to all functions within the Tool except for "Applying data corrections". Applying data corrections requires approval from an individual who has the Manager role.

Manager: This role has access to all the functions within the Tool.

Read Only: This role has view access to data and reports within the Tool. This role will not be able to view Private and Protected Information (PPI).