

# Post-Fund Data Correction<sup>sM</sup> tool Authorized User Role Form

					Authorized Osci Role Form	
Seller/Servicer Nan	ne:					
(Select Box number	r 1 or Box 2 below):					
	-	orized Users listed below to have ur legal entity and provide at least			<del>=</del>	
2. ☐ Select this bo	x if you would like the Autl	horized Users listed below to have	e access to the Pos	t-Fund Data (	Correction tool only for your	
Seller/Servicer n	umbers listed here: /		1	1		
<u>/</u>			/	/	/.	
					n 907") must be completed and signed in	
		owing table and the instructions	s, guidelines and r	equirements (	on page 2 of this Form 907. In addition, see	
page 2 for User Rol Customer Administ			Title:			
Street Address:	rator rame.		Phone:			
City/State/Zip:			Cust. Adm. E-Ma	ail:		
Authorized User	Select Applicable User	Authorized User(s)			Select to Modify or Delete	
Change	Role (Select Only One)	Insert: Name, E-Mail, Ph	none Number and I	?IN	(Not to Add)	
	□ Seller Analyst     □ Seller Manager     □ Seller Read Only     □ Servicer Analyst     □ Servicer Manager     □ Servicer Read Only	Name:			☐ Name Change	
□ Add		Email:			<ul> <li>□ No Longer Employed</li> <li>□ Information Correction</li> <li>□ Other:</li> </ul>	
<ul><li>☐ Modify</li><li>☐ Delete</li></ul>		Phone:				
□ Delete		4 Digit PIN:				
	☐ Seller Analyst	Name:				
□ Add	<ul><li>☐ Seller Manager</li><li>☐ Seller Read Only</li></ul>	Email:			<ul><li>☐ Name Change</li><li>☐ No Longer Employed</li></ul>	
☐ Modify	□ Servicer Analyst     □ Servicer Manager     □ Servicer Read Only	Phone:			☐ Information Correction ☐ Other:	
☐ Delete						
		4 Digit PIN: □ □ □				
☐ Add ☐ Modify ☐ Delete	<ul><li>☐ Seller Analyst</li><li>☐ Seller Manager</li><li>☐ Seller Read Only</li></ul>	Name:			☐ Name Change	
		Email:			☐ No Longer Employed ☐ Information Correction	
	<ul><li>☐ Servicer Analyst</li><li>☐ Servicer Manager</li><li>☐ Servicer Read Only</li></ul>	Phone:			☐ Other:	
		4 Digit PIN: □ □ □			<u> </u>	
☐ Add ☐ Modify ☐ Delete	□ Seller Analyst     □ Seller Manager     □ Seller Read Only     □ Servicer Analyst	Name:			☐ Name Change	
		Email:			☐ No Longer Employed	
		Phone:			☐ Information Correction ☐ Other:	
	☐ Servicer Manager	4 Digit PIN:			Li Ottici.	
	☐ Servicer Read Only					
authority to the Sel make the represent and authorized the will need to comple User(s) identified a term is defined in Post-Fund Data Co accurate and may be affixed or attached	ller/Servicer's employee(s) to stations, warranties and covena e Seller/Servicer's employees i ete, sign and submit to Freddie above and/or modify Customer the Freddie Mac Single-Fan prection tool Agreement and the relied upon by Freddie Mac;	serve as the Customer Administrator nts on pages 1 and 2 of this Form 9 dentified above to serve as the Cust Mac a new Form 907 to replace the Administrator and Authorized User nily Seller/Servicer Guide; (v) the Sel se Seller/Servicer's other Purchase Do and (vii) an electronic or paper copy 6, delivered to Freddie Mac, shall be as	and in the Tool Auth 907 (each such design comer Administrator and the Customer Administrator) information; (iv) this ller/Servicer will compound the composition of this Form 907 with	norized User Rognated individuand in the User trator, add a ness Form 907 (papply with the requirements of such a copy or representation of the copy or representation of the copy or representation and copy or r	ols ("User Roles") as designated above and to lal, an "Authorized User"); (ii) I have assigned real Roles identified above; (iii) the Seller/Servicer ew Authorized User, delete any Authorized lages 1 and 2) is a "Purchase Document", as such quirements in this Form 907 (pages 1 and 2), the litted on this Form 907 is true, complete and resentation of my written or Electronic Signature a paper Form 907, with my original handwritten	
				Title (VP or higher)		
	Printed Name				Date	
		is form to 571-382-4940 or e-ms	ail to CSA Onero	tions@frodd		

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## Post-Fund Data Correction<sup>sM</sup> tool Authorized User Role Form

### FORM 907 Requirements and Guidelines

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

The Seller/Servicer 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/Servicer 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/Servicer either having actual knowledge or reason to believe that:
    - a. access to the Tool is no longer secure;
    - Seller/Servicer has had a breach of security in connection with the Tool; and/or
    - 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/Servicer 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/Servicer 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/Servicer 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.

☐ Add ☐ Modify ☐ Delete	<ul><li>☐ Seller Analyst</li><li>☐ Seller Manager</li><li>☐ Seller Read Only</li></ul>	Name:	☐ Name Change	
		Email:	☐ No Longer Employed ☐ Information Correction	
	<ul><li>☐ Servicer Analyst</li><li>☐ Servicer Manager</li><li>☐ Servicer Read Only</li></ul>	Phone:	Other:	
		4 Digit PIN: □ □ □		

#### **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).