



## Registering Online for Desktop Originator

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**Tip:** To print this document, click  (Print). To get a closer look at a screen, click  (Zoom In) in the toolbar.

You can use the Desktop Originator<sup>®</sup> (DO<sup>®</sup>) Online Registration tool to register your company to submit loans through DO for the first time. As part of this registration process, you will enter contact and billing information for your company or organization, request one or more user IDs and passwords, and request sponsorship from one or more lenders.

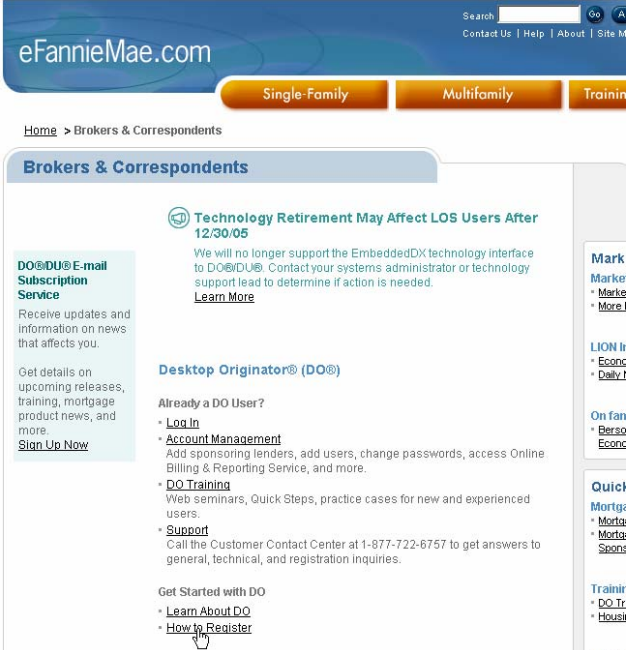
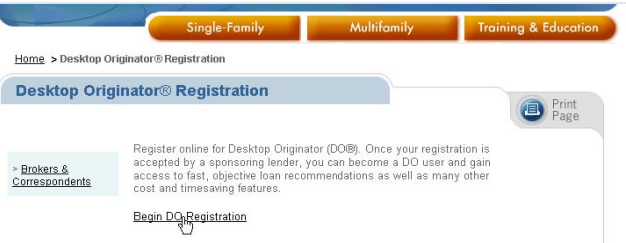
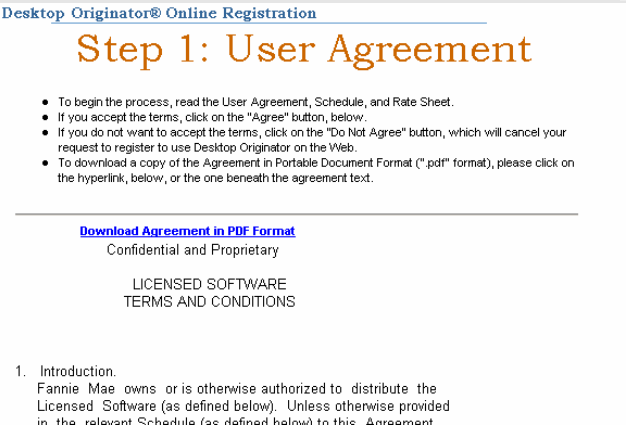
This document describes how you can register your organization for DO by using the Desktop Originator Online Registration tool.

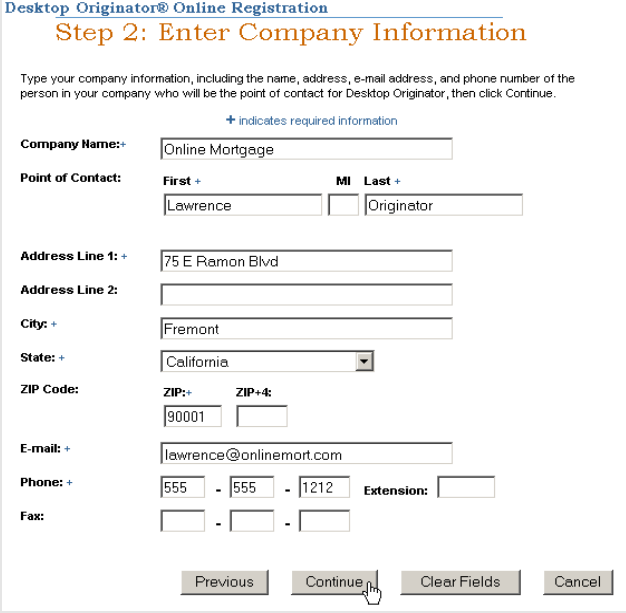
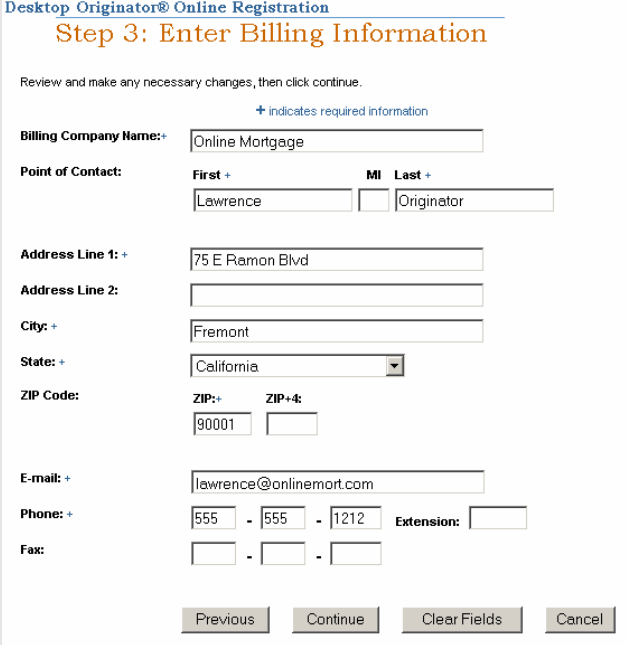
**Important:** Before you can begin using DO, you will need to do all of the following:

- Electronically sign our Fannie Mae Software Subscription Agreement and Desktop Originator Schedule.
- Identify at least one sponsoring lender to approve your request. This Quick Steps document explains how to request sponsorship from the lender you choose. For a list of sponsoring lenders, refer to the Brokers & Correspondents page on eFannieMae.com.
- Retrieve your DO password.
- Obtain a Fannie Mae account number and password from a credit information provider so that you can pull credit reports or associate already pulled credit reports in DO. This process is performed outside of the DO Online Registration tool. For a list of the credit information providers you can use with DO, refer to the Brokers & Correspondents page on eFannieMae.com.

Also, before using the DO Online Registration tool, you should be aware of the following:

- Each DO user in your company or organization must have a unique user ID and password.
- If you have multiple users, we recommend that you request all of the user IDs during the initial registration process. If you wish to add user IDs later, refer to the DO Account Management page eFannieMae.com for information.
- If you want to request sponsorship from multiple lenders, you are encouraged to make these requests during the initial registration process as well, as future requests will need to be made separately through the DO Account Management page.
- The length of the sponsorship acceptance process varies by lender, because some lenders may require additional information before sponsoring you. The acceptance of lender sponsorship requests is at the sole discretion of the lender.

Step	Screen
<p>1. Go to the Brokers &amp; Correspondents page on eFannieMae.com, then click <b>How to Register</b>.</p>	
<p>2. The Desktop Originator Registration page appears. Click <b>Begin DO Registration</b>.</p> <p><b>Note:</b> You can access the DO Registration page from the Brokers &amp; Correspondents page on eFannieMae.com.</p>	
<p>3. The DO Online Registration application opens in a separate browser window, with the terms and conditions of the User Agreement appearing. After you have reviewed and accepted the terms and conditions, scroll to bottom of the screen, and then click <b>Agree</b>.</p> <p><b>Note:</b> You can download and print a copy of the User Agreement by clicking the <b>Download Agreement in PDF Format</b> link near the top of the screen.</p>	

Step	Screen
<p>4. On the Enter Company Information screen, enter the requested information about your company, including the name of the contact person. Then, click <b>Continue</b>.</p> <p><b>Note:</b> All required fields are indicated by a “+.”</p>	 <p>The screenshot shows the 'Step 2: Enter Company Information' form. It includes fields for Company Name (Online Mortgage), Point of Contact (Lawrence, Originator), Address Line 1 (75 E Ramon Blvd), Address Line 2, City (Fremont), State (California), ZIP Code (90001), E-mail (lawrence@onlinemort.com), Phone (555-555-1212), and Fax. A '+ indicates required information' note is present. Buttons for Previous, Continue, Clear Fields, and Cancel are at the bottom.</p>
<p>5. Enter your billing information, and then click <b>Continue</b>.</p> <p><b>Note:</b> The billing point of contact you enter on this screen will receive the invoices, while the point of contact you entered on the Step 2 screen handles the registration information. These roles can be performed by the same person.</p>	 <p>The screenshot shows the 'Step 3: Enter Billing Information' form. It includes fields for Billing Company Name (Online Mortgage), Point of Contact (Lawrence, Originator), Address Line 1 (75 E Ramon Blvd), Address Line 2, City (Fremont), State (California), ZIP Code (90001), E-mail (lawrence@onlinemort.com), Phone (555-555-1212), and Fax. A '+ indicates required information' note is present. Buttons for Previous, Continue, Clear Fields, and Cancel are at the bottom.</p>

## Step

6. Enter the credit card information, and then click **Continue**.

**Note:** This information is used for verification and billing purposes. Although you must provide credit card information when you register for DO, you can change your company's payment method after registration.

## Screen

### Desktop Originator® Online Registration

#### Step 4: Enter Credit Card Payment Authorization

Enter your credit card information below. The information must be entered exactly as it appears on your monthly statement. For example, if the address contains abbreviations, use the abbreviations. Click continue to proceed.

##### Note:

Each month, Fannie Mae will send the Company an invoice for charges incurred by the Company in connection with its use of Fannie Mae technology products and services in the immediately preceding month. If there is a balance due on the Company's invoice, card holder authorizes Fannie Mae to initiate a charge for that balance on the credit card, specified below, at least ten (10) days after the invoice date. Each invoice will specify the date of such charge. The card holder should ensure that such a charge will not cause the credit card account to exceed any applicable credit limit or available balance on the date of charge. There will be a \$25.00 penalty for any rejected charge pursuant to this authorization. Card holder further authorizes Fannie Mae to initiate a charge or credit to the above credit card as necessary to correct any prior overpayment or underpayment of an invoice or any other prior erroneous charge or credit effected under this authorization. Company and card holder acknowledge that if the amount charged to the foregoing credit card in a particular month exceeds \$10,000.00, Fannie Mae will provide Company with prior notice of such varying amount, to the extent such notice is required by applicable law.

+ indicates required information

Credit Card Company: +  Visa®  MasterCard®  American Express®

Account Number: +

Expiration Date: + Month: Year:  
/  04 2006

Cardholder Name: +  Lawrence Originator

#### Statement Address Information

Company Name:  Online Mortgage

Address - Line 1: +  75 E Ramon Blvd

7. On the Step 5 screen, enter the data for each user that will access DO. As noted earlier, each user who accesses DO must have a separate DO user ID. On this screen you will also enter a PIN and code word for each user. Store this information in a safe place. The Customer Contact Center will ask for the information later if you have questions regarding registration.

Click **Continue**.

**Note:** You can request another user ID while on this screen by clicking Yes at the bottom of the screen before clicking Continue.

### Desktop Originator® Online Registration

#### Step 5: Request User IDs

Every person in your company who will use Desktop Originator must have a user ID. For each authorized person:

1. Type the user information.
2. In the Personal ID Number field, type a four-digit number. (Be sure to give this number to the user.)
3. In the Code Word field, type a security code such as the user's telephone extension or make of first car. Store the code in a safe place-- we'll ask for it if you call for help with registration.
4. To add another user, click Yes on the "Would you like to add another user" option, then click Continue.
  - o Use the [Next User] button to review the users.
  - o To remove information that you have entered for a user, click [Remove User].
5. If you do not want to add another user, click No on the "Would you like to add another user" option, then click Continue.

+ indicates required information

#### User Number: 1

User Name:  Lawrence   Originator

Title: +  Principal

E-mail: +  lawrence@onlinemort

Phone: +  555  -  555  -  1212  (extension not required)

Personal ID Number (PIN): +  1234 Enter a four-digit number for this user

Code Word: +  rosebud Enter a code word of five to ten alphanumeric characters.

*In the Code Word field, type a security code such as the user's telephone extension. Store the word in a safe place -- we'll ask for it if you call for help with registration.*

Would you like to add another user?  No  Yes

8. Select a person from the list that you want to be able to review Fannie Mae invoices online, and then click **Continue**.

**Note:** The list of users is based on the point of contact information you entered on the Step 2 and Step 3 screens. If the same name was entered on these screens (as in this example), then only one name will appear here.

### Desktop Originator® Online Registration

#### Step 6: Select User to Review Online Invoices

Select the name of the person who will be able to review Fannie Mae invoices online. You can select only one person for this task.

+ indicates required information

#### Select Online Billing Service User

Lawrence Originator

Step
<p>9. Select at least one sponsoring lender from the index on the Step 7 screen, then click <b>Continue</b>.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Lenders are grouped by the beginning letter of their names. You can only view lenders one group at a time. To view a lender starting with a particular letter, click on the appropriate letter link above the Select Sponsoring Lenders list. In this example, the "A" link was clicked.</li> <li>You must select at least one sponsoring lender when registering for DO. You can always add sponsoring lenders later from the Desktop Originator Account Management page on eFannieMae.com.</li> </ul>

Screen												
<p><b>Step 7: Select Sponsoring Lenders</b></p> <ol style="list-style-type: none"> <li>Click the check box beside the Sponsoring Lender's name.</li> <li>Type the Wholesale Account Executive's Name in the text box.</li> <li>If you do not have a relationship with a lender, click the No option button. You can continue to select additional lenders on this screen, or you can click on another letter to select lenders on a different screen.</li> <li>When you are through selecting sponsoring lenders, click the Continue button.</li> </ol> <p><i>Please Note: The lender may require a formal application package prior to approving your request, which could delay your sponsorship approval.</i></p> <p><b>Index of Sponsoring Lenders</b></p> <p><a href="#">0 9</a> <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a> <a href="#">L</a> <a href="#">M</a>  <a href="#">N</a> <a href="#">O</a> <a href="#">P</a> <a href="#">Q</a> <a href="#">R</a> <a href="#">S</a> <a href="#">T</a> <a href="#">U</a> <a href="#">V</a> <a href="#">W</a> <a href="#">X</a> <a href="#">Y</a> <a href="#">Z</a></p> <p><b>Select Sponsoring Lenders Beginning with the letter 'A'</b></p> <table border="1"> <thead> <tr> <th>Select Lender</th> <th>Sponsoring Lender</th> <th>Wholesale Account Executive's Name</th> <th>I have an existing relationship with this lender</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ABC Mortgage</td> <td>John Lender</td> <td>Yes <input type="radio"/> No <input checked="" type="radio"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Axx Mortgage</td> <td></td> <td>Yes <input type="radio"/> No <input checked="" type="radio"/></td> </tr> </tbody> </table> <p>Reset All Lender Selections</p> <p>Previous Continue Cancel</p>	Select Lender	Sponsoring Lender	Wholesale Account Executive's Name	I have an existing relationship with this lender	<input checked="" type="checkbox"/>	ABC Mortgage	John Lender	Yes <input type="radio"/> No <input checked="" type="radio"/>	<input type="checkbox"/>	Axx Mortgage		Yes <input type="radio"/> No <input checked="" type="radio"/>
Select Lender	Sponsoring Lender	Wholesale Account Executive's Name	I have an existing relationship with this lender									
<input checked="" type="checkbox"/>	ABC Mortgage	John Lender	Yes <input type="radio"/> No <input checked="" type="radio"/>									
<input type="checkbox"/>	Axx Mortgage		Yes <input type="radio"/> No <input checked="" type="radio"/>									

<p>10. Enter the requested information on the Step 8 screen, and then click <b>Continue</b>.</p>
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Desktop Originator® Online Registration	
<b>Step 8: Provide Additional Information</b>	
<ol style="list-style-type: none"> <li>If you have been given a special promotion code, enter it in the space provided.</li> <li>Choose your loan origination system (LOS) from the LOS Vendor list.</li> <li>Use the Referral Source field to tell us how you heard about Desktop Originator.</li> </ol>	
Promotion Code :	<input type="text"/>
Loan Originator Software Vendor:	<input type="text"/>
Referral Source:	<input type="text"/>
Previous	Continue Cancel

<p>11. A summary of the registration information you entered appears. After confirming that the information you entered is correct, click <b>Submit Request</b>.</p>
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Desktop Originator® Online Registration	
<b>Step 9: Verify Registration Request</b>	
<ol style="list-style-type: none"> <li>Confirm the registration information you have entered.</li> <li>If you need to change any of the information, click <b>Previous</b> until you return to the appropriate screen.</li> <li><b>Maintain a copy of this form for your records. We recommend you print this page.</b></li> <li>If all of the data is correct, click <b>Submit Request</b>.</li> </ol>	
<b>Originator Company Information</b>	
<b>Company Name:</b>	Online Mortgage
<b>Point of Contact:</b>	Lawrence <span style="float: right;">Originator</span>
	<b>First</b> <span style="margin-left: 100px;"><b>MI</b></span> <span style="float: right;"><b>Last</b></span>
<b>Address Line 1:</b>	75 E Ramon Blvd
<b>Address Line 2:</b>	
<b>City:</b>	Fremont
<b>State:</b>	California
<b>ZIP Code :</b>	90001
<b>E-mail:</b>	lawrence@onlinemort.com
<b>Phone:</b>	555 - 555 - 1212
<b>Fax:</b>	--
<b>Billing Information</b>	

## Step

12. Upon successful submission of the registration data, the Thank You screen appears with a tracking number for the submission, as well as the list of sponsoring lenders you requested.

You should print a copy of this page for your records. Click **Close** to close this browser window.

**Note:** After completing this procedure, you will receive several e-mail messages, which provide important information and instructions about your DO registration and sponsorship requests.

## Screen

Desktop Originator® Online Registration  
**Step 10: Thank You!**

Your request has been sent to the selected lenders for processing. If you need an update on the status of your request, please contact the lenders directly.

Please print a copy of this page for your records.

Tracking Number(s):	Lender(s):
349336	ABC Mortgage

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