

Fannie Mae Technology Manager for Administrators Job Aid

Grant a User Access to an Application (SMDU™ UI)

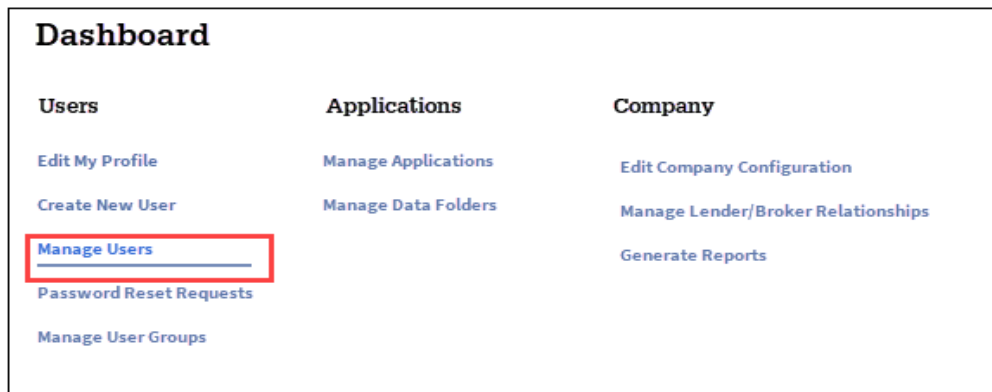
Performed by Corporate Administrators and User Administrators

This job aid provides instructions on how to grant a user access to the SMDU User Interface (SMDU UI) application and these User Roles:

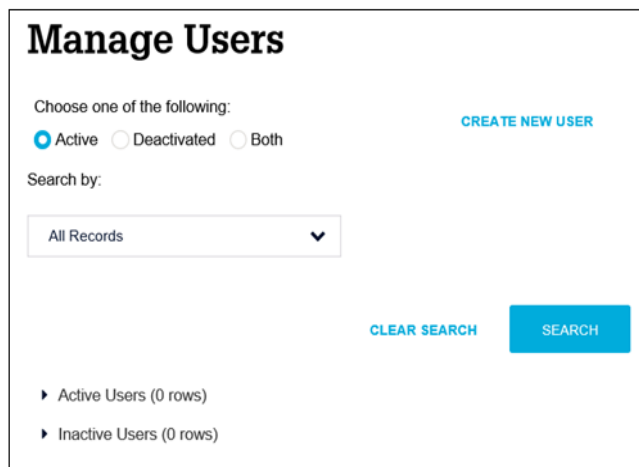
- [SMDU UI Loss Mitigation](#)
- [SMDU UI Loss Mitigation Valuations](#)
- [SMDU UI Borrower-Initiated MI Termination](#)

NOTE: Although there are multiple SMDU UI User Roles a user should only be assigned a role(s) for which they require access.

1. On the Home page, click **Manage Users** link.



2. The Manage Users screen appears. Enter the desired search criteria and search value, then click **Search**.





- 3. Depending on the search used, multiple users may be found. The total number of users appears above the list. Select the desired user record.

▼ Active Users (1309 rows)

FIRST NAME	LAST NAME	USER ID	PHONE	USER GROUP ID
Corporate	Adminsitrator	c010ucxa	(703) 833-1111	c010ub
Dell	Adminstrator	c010udna	(777) 777-7444	c010ub
TestMe	Aloha	c010ukxa	(703) 833-1111	c010ub
Captain	America	a8knkcna	(703) 833-1111	a8knka
Ramakishore	Ancha	c010ur2a	(703) 833-1111	c010ub

PREV 1 2 3 4 5 ... 131 NEXT 10

► Inactive Users (0 rows)

▼ Active Users (1309 rows)

FIRST NAME	LAST NAME	USER ID	PHONE	USER GROUP ID
Corporate	Adminsitrator	c010ucxa	(703) 833-1111	c010ub
Dell	Adminstrator	c010udna	(777) 777-7444	c010ub
TestMe	Aloha	c010ukxa	(703) 833-1111	c010ub

Profile Information Granted Applications (1) Available Applications (25) Deactivated Applications (1)

First Name: TestMe

Middle Initial:

Last Name: Aloha

Phone Number: (703) 833-1111

Email: s5urma@fanniemae.com

User Group ID: c010ub



4. Click Available Applications tab, then click **SMDU**.

Profile Information Granted Applications (13) **Available Applications (14)** Deactivated Applications (2)

APPLICATION NAME ▾ Show Applications I Don't Manage

Search for application

- eBoutique
- Enterprise Customer Relationship Management
- File Transfer Portal
- Investor Reporting Test Environment
- Multifamily DUS Gateway
- New Document Certification
- SMDU**

MANAGE ACCESS

5. Click **Manage Access**.

Profile Information Granted Applications (13) Available Applications (14) Deactivated Applications (2)

APPLICATION NAME ▾ Show Applications I Don't Manage

Search for application

- eBoutique
- Enterprise Customer Relationship Management
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- SMDU

MANAGE ACCESS

6. The Set-Up User Access screen appears. In the Roles section, select the roles outlined in yellow in the screen shot below, then click > to add.

Roles This application requires at least 1 role(s) to be submitted

Available Roles Assigned Roles

Search by Name Search by Name

- SMDU_UI_EXTERNAL_VALUATION
- SMDU_API
- SMDU_B2BGW_External_Role
- SMDU_External
- SMDU_UI_EXTERNAL
- SMDU_UI_EXTERNAL_MI_TERMINATION

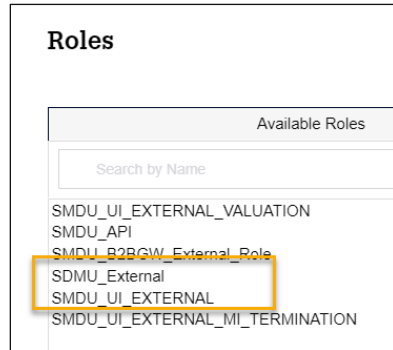
> >> <=< <<

NOTE: > = Add, >> = Add All, <=< = Remove, << = Remove All

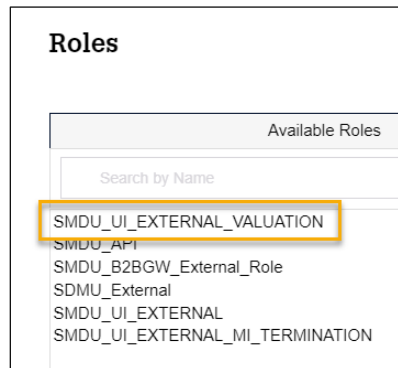
NOTE: Only select the SMDU UI user role(s) for which the user requires access.



- Select **both** of the following roles to grant a user access to the **SMDU UI Loss Mitigation** portal to perform loss mitigation-related workout and case management activities.
 - **SDMU_External**
 - **SMDU_UI_EXTERNAL**



- Select the following role to grant user access to the **SMDU UI Loss Mitigation Valuations** portal to:
 - Obtain a property's Automated Valuation Model (AVM) estimated value and confidence score for loan modifications and Mortgage Release™.
 - Order and manage a valuation order placed via SMDU for a charge-Off, Mortgage Release, reserve price bid instructions or short sale.
 - Retrieve the results of a valuation order for a charge-Off, Mortgage Release, reserve price bid instructions or short sale placed via SMDU.
- **SMDU_UI_EXTERNAL_VALUATION**





- Select the following role to grant user access to the **SMDU UI MI Termination** portal to perform evaluation and valuation ordering activities related to borrower-initiated requests to terminate mortgage insurance (MI).
 - **SMDU_UI_EXTERNAL_MI_TERMINATION**

Roles

Available Roles

Search by Name

SMDU_UI_EXTERNAL_VALUATION
SMDU_API
SMDU_B2BGW_External_Role
SMDU_External
SMDU_UI_EXTERNAL
SMDU_UI_EXTERNAL_MI_TERMINATION

7. In the Data Folders section, select which data folder(s) the user will be able to access, then click **Add**.

Data Folders This application requires at least 1 data folder

Available Data Folders

Search by Servicer Number or Name

272330000 - FANNIE MAE

Assigned Data Folders

Search by Servicer Number or Name

>
>>
<
<<

8. Click **Submit**.
9. Click **Confirm** to save changes in the Alert box that appears.

Related Resources

For more information, view the Technology Manager for Administrators Job Aids: [Set Up an Available Application](#) section.