

TM Registration Portal - Desktop Originator

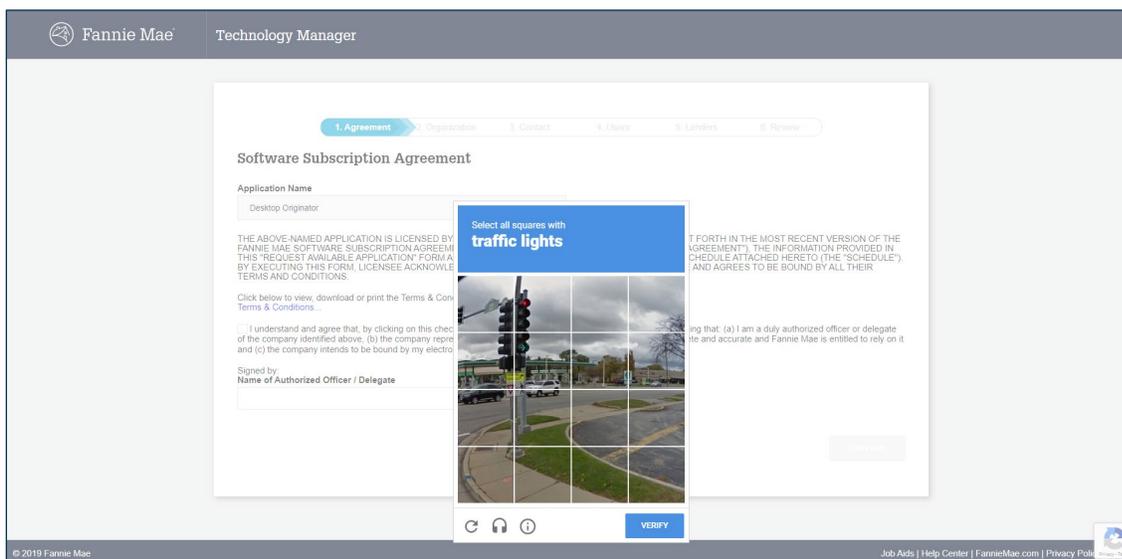
This document describes how you can register your organization for **Desktop Originator**[®] (DO[®]) by using our DO Online Registration application. Before you begin, you should be aware of the following:

- You must identify at least one sponsoring lender that is able to approve your request for DO access. For a list of sponsoring lenders, refer to the [Brokers & Correspondents page](#).
- If you want to request sponsorship from multiple lenders, you are encouraged to make such requests during the initial registration process. Once your DO registration request has been approved, any future requests will need to be made in Technology Manager.
- You will be asked to designate a User Administrator and a Billing Point of Contact.
- You will be prompted to provide contact information for the initial users who will be granted access. If you wish to add additional users, the User Administrator can do so through our Technology Manager application once approval is received from at least one sponsoring lender.
- Upon approval by the sponsoring lender, you will receive an email with instructions to establish a password.

The length of the sponsorship acceptance process varies by lender as some lenders may require additional information before they are able to approve the sponsorship. Acceptance of lender sponsorship requests is at the sole discretion of the lender.

Follow the steps below to register for DO:

1. Click on the [DO Online Registration for New Originators link](#).
2. The link will open a separate browser and may require completion of a reCAPTCHA challenge to ensure that a real person is performing the required actions associated with the registration process.
3. Complete the Captcha challenge and click **Begin Registration**.





- The applicable Software Subscription Agreement terms and conditions will be displayed. Licensee must **click** the checkbox to acknowledge its agreement with the linked terms and conditions and must **enter** the name of the Authorized User or Delegate who is providing consent on behalf of the Licensee in the signature field. Click **Continue**.

- On the Organization Information screen, enter the requested information about your company. Click **Continue**.

Note: All fields are required unless indicated as "Optional".



Fannie Mae Technology Manager

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Organization Information

Organization Name
Test Broker Company

Address
12000 Test Address

Address 2 (Optional)

City
Test

State
NV

Zip
22182

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- On the **Point of Contact** screen, enter the requested information about the authorized contact person from your organization who is responsible for technology licensing matters. Click **Continue**.

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Point of Contact

Point of Contact from your company will be the primary point of contact for licensing and contracting purposes

First Name
Test

MI (Optional)

Last Name
User

Address
12000 Test Address

Address 2 (Optional)

City
Test

State
NV

Zip
22182

Phone
703-833-1111

Email
test@user.com

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- The Point of Contact information is pre-populated from the previous step. Click **Yes** or **No** to make the user a Billing Point of Contact in addition to being your organization's designated Point of Contact regarding technology licensing.

Note: The Billing Point of Contact will receive invoice notifications that can be accessed through the Online Billing application.



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Billing Point of Contact

This user will be authorized to review Fannie Mae invoices online and receive contract bulletins and other notices

Is Test User the billing contact as well?

BACK NO YES

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8. Enter the data for each user that will be granted access to DO. (You must provide at least one user's contact information.) Click **Save User** after each user's information added.

Note: Each user who accesses DO must use their assigned DO user ID. On this screen, you will also be required to create a PIN. Store this information in a safe place. The Technology Support Center will ask for the PIN should you need to call with questions regarding registration.

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Billing Contact

First Name Test	MI (Optional) 1	Last Name User
Address 12000 Test Address	Address 2 (Optional)	
City Test	State NV	Zip 22182
Phone 703-833-1111	Email test@user.com	
PIN 1111	<input type="checkbox"/> User Administrator	

BACK SAVE USER



- You can add additional users from the User Information screen by clicking **Add New User**. Once you have added all users' information, click **Continue**.

The screenshot shows the 'User Information' screen with a progress bar at the top indicating steps 1 through 6. Step 4, 'Users', is currently active. Below the progress bar, the title 'User Information' is followed by a sub-header: 'Each person in your company who will use the Desktop Originator application must have and use their own user ID'. A table lists user information with columns for Name, Phone, Email, User Admin, Billing Contact, and Edit. The table contains one entry for 'Test User'. Below the table, the 'Add New User' button is highlighted with a red box. At the bottom right, there are 'Back' and 'Continue' buttons.

Name	Phone	Email	User Admin	Billing Contact	Edit
Test User	(703) 111-1111	Test@user.com	<input checked="" type="checkbox"/>	<input type="radio"/>	Edit

- To delete a user, click on **Edit** next to the specific user's name and click **Delete User**.

This screenshot is identical to the previous one, showing the 'User Information' screen. However, in this view, the 'Edit' button in the table row for 'Test User' is highlighted with a red box, indicating the next step in the process.

Name	Phone	Email	User Admin	Billing Contact	Edit
Test User	(703) 111-1111	Test@user.com	<input checked="" type="checkbox"/>	<input type="radio"/>	Edit



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Edit User

First Name
MI (Optional)
Last Name

Address
Address 2 (Optional)

City
State
Zip

Phone
Email

PIN
 User Administrator

[BACK](#)
[DELETE USER](#)
[SAVE USER](#)

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- Designate at least one User Administrator and no more than one Online Billing Service User from the list of names provided, then click **Continue**.

Note: You are required to designate at least one User Administrator and only one Online Billing Service User. The User Administrator will manage your company’s technology access via Technology Manager and the Online Billing Service User will receive invoice notifications and be granted access to the Online Billing Service application. The same user may be assigned to both functions.

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User Information

Each person in your company who will use the Desktop Originator application must have and use their own user ID

There must be at least 1 User Admin and exactly 1 Billing Point of Contact

NAME	PHONE	EMAIL	USER ADMIN	BILLING CONTACT	EDIT
Test User	703811234	test@user.com	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	EDIT
Test 2 User	7038331111	sundar_sekar@fanniemae.com	<input checked="" type="checkbox"/>	<input type="radio"/>	EDIT

[ADD NEW USER](#)

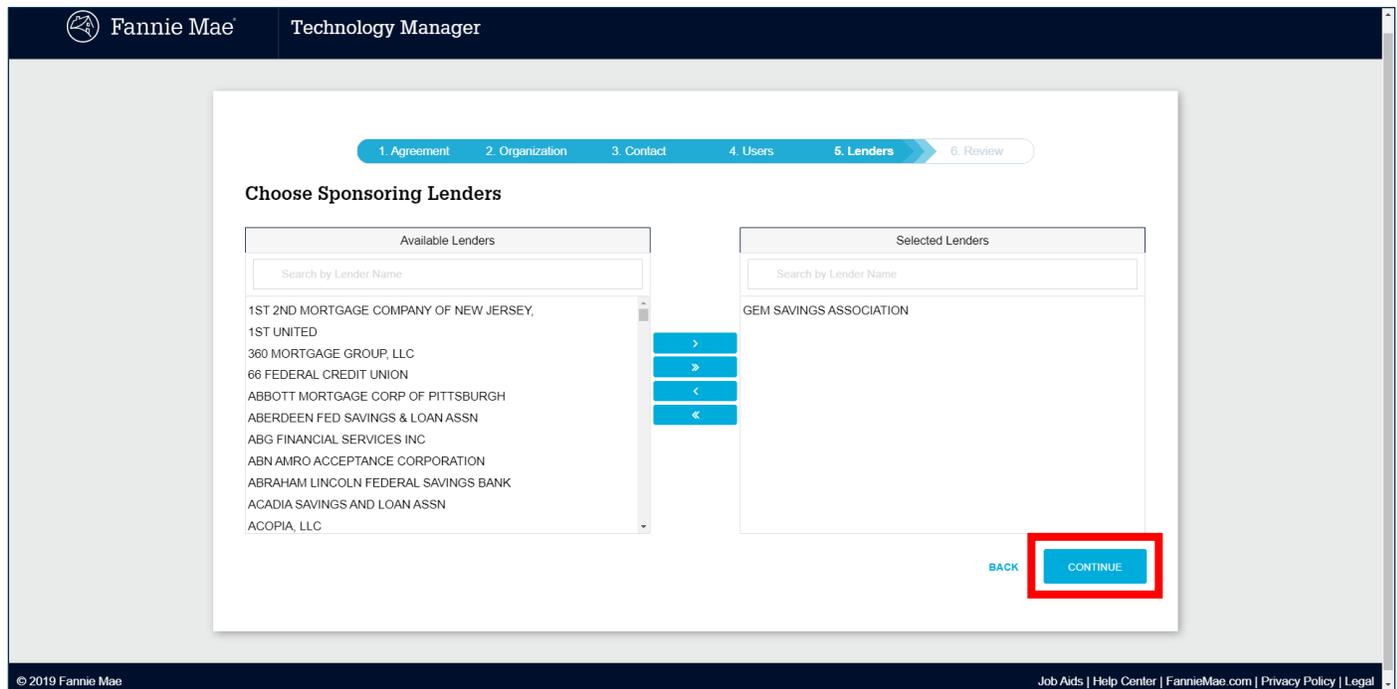
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- Designate at least one sponsoring lender from the list of **Available Lenders** provided by highlighting the lender's name and then clicking **>** so that the name appears in the **Selected Lenders** column, then click **Continue**.

Note: Names can be searched by the first letter. You must designate at least one sponsoring lender when registering for Desktop Originator. You can always add additional sponsoring lenders later by logging into Technology Manager and selecting **Request Additional Sponsorships**.



- A summary of the registration information that you submitted is displayed. After confirming that the information you entered is correct, click **Submit**.

Note: Click **Edit** to update information in each section as needed.



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Review

Organization [EDIT](#)

Organization Name Fannie Mae
Organization Address 12000 Sunrise Reston, VA 22182

Point of Contact [EDIT](#)

Contact Name Test User
Phone Number 7038111234
Email Address test@user.com

NAME	PHONE	EMAIL	USER ADMIN	BILLING CONTACT	EDIT
Test User	7038111234	test@user.com	<input checked="" type="checkbox"/>	<input type="radio"/>	EDIT
Test 2 User	7038331111	sundar_sekar@fanniemae.com	<input checked="" type="checkbox"/>	<input type="radio"/>	EDIT

[ADD NEW USER](#)

Lenders [EDIT](#)

Lender 360 MORTGAGE GROUP, LLC
Note: The lender(s) may require a formal application package prior to approving your request, which could delay your sponsorship approval process

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14. Upon successful submission of the registration data, the Thank You screen appears with the tracking number associated with the submission, as well as the list of sponsoring lenders from whom you are requesting approval.

You should **Print** a copy of this page for your records.

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



 Fannie Mae Technology Manager

Thank you

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

Lender	Tracking Key
GEM SAVINGS ASSOCIATION	1-877998895

[PRINT](#)

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For further assistance, contact the Technology Service Center at 800-2FANNIE (232-6643) or your Fannie Mae representative.