

Non-Seller Access to Condo Project Manager Quick Guide

Overview

Condo Project Manager (CPM)™ is an important tool to help Fannie Mae and our lender partners manage risk and facilitate condo lending. Per the Selling Guide Announcement (SEL-2023-02), Fannie Mae is requiring lenders to use CPM for all condo projects (excluding manufactured homes) being reviewed under the lender delegated Full Review process to deliver the loan to Fannie Mae. Correspondent originators who are not Fannie Mae approved Seller/Service providers are now able to request access to CPM by following the steps below. Mortgage Brokers will not have access to CPM and should contact their Aggregators for information regarding project eligibility.

NOTE: CPM access for non-sellers is referred to as ‘CPMA Correspondent’ in Technology Manager.

Roles

CPMA Correspondent will allow the following access roles.

- **Correspondent User:** Access to view reports and input and modify responses to the questionnaire in the certification workflow listed in CPM.
- **Correspondent Read Only:** Provides Read-Only access to search for static forms and canned project related reports. You cannot have a Read Only role in addition to the other roles.
- **Correspondent Admin User** – Provides access to view reports, input and modify responses to the questionnaire in the certification workflow listed in CPM. (Additional features are to be added to this role.)

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With Existing Corporate Administrators – UCDP/CU

Fannie Mae Non-Sellers who have existing UCDP and Collateral Underwriter® (CU®) credentials can obtain access to CPMA Correspondent. Review the steps below.

Step 1 – Register for CPMA Correspondent

Your Technology Manager Corporate Administrator must log into Technology Manager:

- On the FannieMae.com Home page, select Single-Family Mortgages
- Select Apps & Technology



- Under Support for Registered Users, select [Technology Manager](#)
- Select **Launch App** and log in
- Select Manage Applications
- Select Available Applications and click on the application called CPMA Correspondents
- Agree to the Terms & Conditions to use CPMA Correspondents.
- Once this is complete, CPMA Correspondents will be available as an “Active Application Managed” technology.
 - Administrators will then be able to grant the CPM to specific user profiles as needed – see [Grant a User Access to an Application](#)

Access the Virtual Assistant icon in the lower right-hand corner of your Technology Manager dashboard for step by step instructions on how to add an application.

Without existing Corporate Administrators – UCDP Only

Fannie Mae Non-Sellers who have existing Uniform Collateral Data Portal® (UCDP®) **only** credentials may obtain access to the CPMA Correspondents by first registering a Corporate Administrator for Fannie Mae.

Step 1 – Register a Corporate Administrator

- **Corporate Administrators** (CA) can set up applications, data folders, user groups, users' profiles and passwords, System IDs, company configuration, register and manage other administrators. The Corporate Administrator serves as your company representative authorized to legally bind your company to the terms and conditions of use for Fannie Mae technology. They will be the recipient of bulletins to your company’s Software Subscription Agreement with Fannie Mae.
- Call the Technology Center (800-2FANNIE or 800-232-6643)
- Follow the prompts for Single Family Technology Support
- Request the registration link to be provisioned a Corporate Administrator

Step 2 – Register for the CPMA Correspondents

- Once your organization has a corporate administrator you may provision the CPMA Correspondents application within Technology Manager.
- The Corporate Administrator will log into Technology Manager.
- Select Manage Applications (under Available Applications) and click on the application called CPMA Correspondents
- Agree to the Terms & Conditions to use CPMA Correspondents.
- CPMA Correspondents will then be available as an “Active Application Managed” technology.
- Administrators may then grant access to the CPMA Correspondents for specific user profiles as needed – see [Grant a User Access to an Application](#)

Access the Virtual Assistant icon in the lower right-hand corner of your Technology Manager dashboard for step by step instructions on how to add an application



New Fannie Mae Non-Sellers

New Fannie Mae Non-Sellers will be set up as a UCDP Only. Once the registration has been complete, the customer will need to have a Corporate Administrator registered prior to gaining access to CPMA Correspondent.

- Corporate Administrators (CA) can set up applications, data folders, user groups, users' profiles and passwords, System IDs, company configuration, register and manage other administrators. The Corporate Administrator serves as your company representative authorized to legally bind your company to the terms and conditions of use for Fannie Mae technology. They will be the recipient of bulletins to your company's Software Subscription Agreement with Fannie Mae.

Step 1 – Register for UCDP Access

- Go to the How to Register for UCDP document: <https://singlefamily.fanniemae.com/media/6096/display>
- Refer to the Correspondents (Non-Seller/Servicers) that do not have an existing Fannie Mae Seller/Servicer Number section of the document for the link to complete and submit the Correspondent Registration form.

NOTE: To set up a Fannie Mae Corporate Administrator at the same time as a UCDP Lender Admin, complete the 'Corporate Administrator' section of the form. Otherwise call the Technology Center (800-2FANNIE or 800-232-6643) after UCDP access is complete to request the registration link to be provisioned a Corporate Administrator.

Step 2 – Register for CPMA Correspondent Access

- Once your organization has a Corporate Administrator you may provision the CPMA Correspondent application within Technology Manager.
- The Corporate Administrator will log into Technology Manager.
- Select Manage Applications (under Available Applications) and click on the application called CPMA Correspondents
- Agree to the Terms & Conditions to use CPMA Correspondent.
- CPMA Correspondent will then be available as an "Active Application Managed" technology.
- Administrators may then grant access to the CPMA Correspondent for specific user profiles as needed – see [Grant a User Access to an Application](#)

Access the Virtual Assistant icon in the lower right-hand corner of your Technology Manager dashboard for step-by-step instructions on how to add an application

Additional Resources

Grant Access in Technology Manager

The Technology Manager Job Aid [Grant a User Access to an Application](#) will explain how to enable a user's access to a specific Fannie Mae Technology.. For assistance contact Fannie Mae at 800-2FANNIE (800-232-6643) or via technology_manager_request@fanniemae.com.

For registration assistance access to other resources, visit the pages below.

Application	Bookmark this Page	Support Options
Technology Manager	https://singlefamily.fanniemae.com/applications-technology/technology-manager	800-2FANNIE (800-232-6643) or technology_manager_request@fanniemae.com



UCDP	https://singlefamily.fanniemae.com/applications-technology/uniform-collateral-data-portal	800-2FANNIE or UCDP_setup@fanniemae.com
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