

Technology Manager Registration Portal: Desktop Originator (DO) Registration

Mortgage Brokers and Correspondents who wish to be sponsored for **Desktop Originator® (DO®)** can submit the Originator sponsorship request to a Lender, through Mortgage Broker Registration application. When an originator requests a relationship with a Lender organization, the Lender administrator will be able to log in to Technology Manager application and approve the originator's request for sponsorship.

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:

- Identify at least one sponsoring lender to approve your request. 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 these requests during the initial registration process. All future requests will need to be made in Technology Manager once your DO registration request has been approved.
- You will be asked to designate a User Administrator and Billing Point of Contact.
- You will be prompted to add initial users. If you wish to add additional users, you can do so after approval from the first lender. The User Administrator can perform this function through our Technology Manager application.
- 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 because some lenders may require additional information before approving the sponsorship. The acceptance of lender sponsorship requests is at the sole discretion of the lender.

1. Go to the [DO Online Registration for New Originators](#).
2. The link opens in a separate browser and may require completion of a reCAPTCHA challenge to ensure that a real person is performing the registration process.



3. Complete the Captcha challenge and click **Begin Registration**.

1. Agreement 2. Organization 3. Contact 4. Users 5. Lenders 6. Review

Software Subscription Agreement

Application Name
Desktop Originator

THE ABOVE-NAMED APPLICATION IS LICENSED BY FANNIE MAE SOFTWARE SUBSCRIPTION AGREEMENT. THIS "REQUEST AVAILABLE APPLICATION" FORM IS BY EXECUTING THIS FORM, LICENSEE ACKNOWLEDGE TERMS AND CONDITIONS.

Click below to view, download or print the Terms & Conditions.

I understand and agree that, by clicking on this check box of the company identified above, (b) the company represents and (c) the company intends to be bound by my electronic signature.

Signed by:
Name of Authorized Officer / Delegate

Select all squares with traffic lights

THE ABOVE-NAMED APPLICATION IS LICENSED BY FANNIE MAE SOFTWARE SUBSCRIPTION AGREEMENT. THIS "REQUEST AVAILABLE APPLICATION" FORM IS BY EXECUTING THIS FORM, LICENSEE ACKNOWLEDGE TERMS AND CONDITIONS.

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I understand and agree that, by clicking on this check box of the company identified above, (b) the company represents and (c) the company intends to be bound by my electronic signature.

Signed by:
Name of Authorized Officer / Delegate

VERIFY

Continue

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4. The terms and conditions of the User Agreement are provided. Select the **I understand and agree** check box and enter the **Name of an Authorized Officer**, then select **Continue**.

Note: A link to an PDF version of the current Terms & Conditions document is provided.

1. Agreement 2. Organization 3. Contact 4. Users 5. Lenders 6. Review

Software Subscription Agreement

Application Name
Desktop Originator

FANNIE MAE LICENSES THE ABOVE-NAMED APPLICATION TO LICENSEE UNDER THE TERMS AND CONDITIONS SET FORTH IN THE SOFTWARE SUBSCRIPTION AGREEMENT BETWEEN FANNIE MAE AND LICENSEE (THE "AGREEMENT").

THE AGREEMENT CONSISTS OF THE CONSOLIDATED TECHNOLOGY GUIDE (THE "GUIDE") AND THE SOFTWARE SUBSCRIPTION LICENSE, EACH AS AMENDED, RESTATED OR SUPPLEMENTED FROM TIME TO TIME. THE GUIDE INCLUDES GENERAL TERMS AND CONDITIONS AND APPLICABLE SCHEDULES FOR EACH LICENSED APPLICATION.

BY EXECUTING THIS FORM, LICENSEE ACKNOWLEDGES THAT THE SCHEDULE LINKED BELOW IS AN APPLICABLE SCHEDULE AND PART OF THE AGREEMENT, AND AGREES TO BE BOUND BY ALL TERMS AND CONDITIONS IN THE AGREEMENT, INCLUDING THE SCHEDULE.

[Software Subscription License](#)
[General Terms and Conditions](#)
[Schedule](#)

I understand and agree that, by clicking on this check-box and entering my name in the space below, I am indicating that: (a) I am a duly authorized officer or delegate of the company associated with this request, (b) the company represents and warrants that the information in this form is complete and accurate and Fannie Mae is entitled to rely on it and (c) the company intends to be bound by my electronic signature just as if it were an ink signature on paper.

Signed by:
Name of Authorized Officer / Delegate

Tester1 Tester

Continue



5. On the Organization Information screen, enter the requested information about your company, then select **Continue**.

Note: All fields are required unless indicated by a " (Optional) ".

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Organization Information

Organization Name
Tester Organization

Address 1234 Tester Way **Address 2 (Optional)**

City Reston **State** VA **Zip** 20190

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6. On the Point of Contact screen, enter the requested information about the contact person for licensing and contracting purposes, then select **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)** T **Last Name** Tester

Address 1234 Tester Way **Address 2 (Optional)**

City Reston **State** VA **Zip** 20190

Phone (703) 123-4567 **Email** Tester1@fanniema.com

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- The **Billing Point of Contact** information is pre-populated from the previous step. Select **Yes** or **No** to make the user as Billing Point of Contact.

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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 Tester the billing contact as well?

Back
No
Yes

Note: The Billing Point of Contact you enter on this screen will receive the invoice notifications that can be accessed through the Online Billing application. This individual will also receive Bulletins to the Software Subscription Agreement.

- Enter the data for each user that will access DO. You must add at least one user. Select **Save User** after each one is added.

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Billing Contact

First Name	MI (Optional)	Last Name
<input type="text" value="Test"/>	<input type="text" value="T"/>	<input type="text" value="Tester"/>
Address		Address 2 (Optional)
<input type="text" value="1234 Tester Way"/>		<input type="text"/>
City	State	Zip
<input type="text" value="Reston"/>	<input style="text-align: center; border-bottom: none; border-top: none; border-left: none; border-right: none; width: 100px;" type="text" value="VA"/> ▼	<input type="text" value="20190"/>
Phone	Email	
<input type="text" value="(703) 123-4567"/>	<input type="text" value="Tester1@fanniemae.com"/>	
PIN	<input type="checkbox"/> User Administrator	
<input type="text" value="1234"/>		

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Save User

Note: Each user who accesses DO must use the DO user ID that has been issued under their name. On this screen you will also create a PIN. Store this information in a safe place. The Technology Support Center will ask for the PIN if you need to call with questions regarding registration.



9. You can add additional users while on User Information screen by clicking **Add New User** before selecting **Continue**.

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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

Name	Phone	Email	User Admin	Billing Contact	Edit
Test T Tester	(703) 123-4567	Tester1@fanniemae.com	<input type="checkbox"/>	<input checked="" type="radio"/>	Edit

[Add New User](#)

[Back](#) [Continue](#)

1. Agreement 2. Organization 3. Contact 4. Users 5. Lenders 6. Review

Add User

First Name

MI (Optional)

Last Name

Address

Address 2 (Optional)

City

State

Zip

Phone

Email

PIN User Administrator

[Back](#) [Save User](#)



10. To Delete a User, select **Edit** for the user and select **Delete User**.

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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 T Tester	(703) 123-4567	Tester1@fanniemae.com	<input checked="" type="checkbox"/>	<input type="radio"/>	Edit
Test T Tester	(703) 123-4567	Tester1@fanniemae.com	<input type="checkbox"/>	<input checked="" type="radio"/>	Edit

[Add New User](#)

[Back](#) [Continue](#)

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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](#)



11. Select a User Administrator and an Online Billing Service User from the list, then select **Continue**.

Name	Phone	Email	User Admin	Billing Contact	Edit
Test T Tester	(703) 123-4567	Tester1@fanniemae.com	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Edit

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

12. Select at least one sponsoring lender from the index of available lenders, click , then select **Continue**.

Available Lenders	Selected Lenders
Search by Lender Name	Search by Lender Name
1ST UNITED	1ST 2ND MORTGAGE COMPANY OF NEW JERSEY,
360 MORTGAGE GROUP, LLC	
66 FEDERAL CREDIT UNION	
ABBOTT MORTGAGE CORP OF PITTSBURGH	
ABERDEEN FED SAVINGS & LOAN ASSN	
ABG FINANCIAL SERVICES INC	
ARN AMPD ACCEPTANCE CORPORATION	



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

13. A summary of the registration information is provided. After confirming that the information you entered is correct, then click **Submit**.

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Review

Organization [Edit](#)

Organization Name Tester Organization

Organization Address 1234 Tester Way Reston, VA 20190

Point of Contact [Edit](#)

Contact Name Test T Tester

Phone Number (703) 123-4567

Email Address Tester1@fanniema.com

Name	Phone	Email	User Admin	Billing Contact	Edit
Test T Tester	(703) 123-4567	Tester1@fanniema.com	<input checked="" type="checkbox"/>	<input type="radio"/>	Edit

[Add New User](#)

Lenders [Edit](#)

Lender 1ST 2ND MORTGAGE COMPANY OF NEW JERSEY,

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

Back [Submit](#)

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



14. 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.

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
1ST 2ND MORTGAGE COMPANY OF NEW JERSEY,	1-1176746874

[Print](#)

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

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