



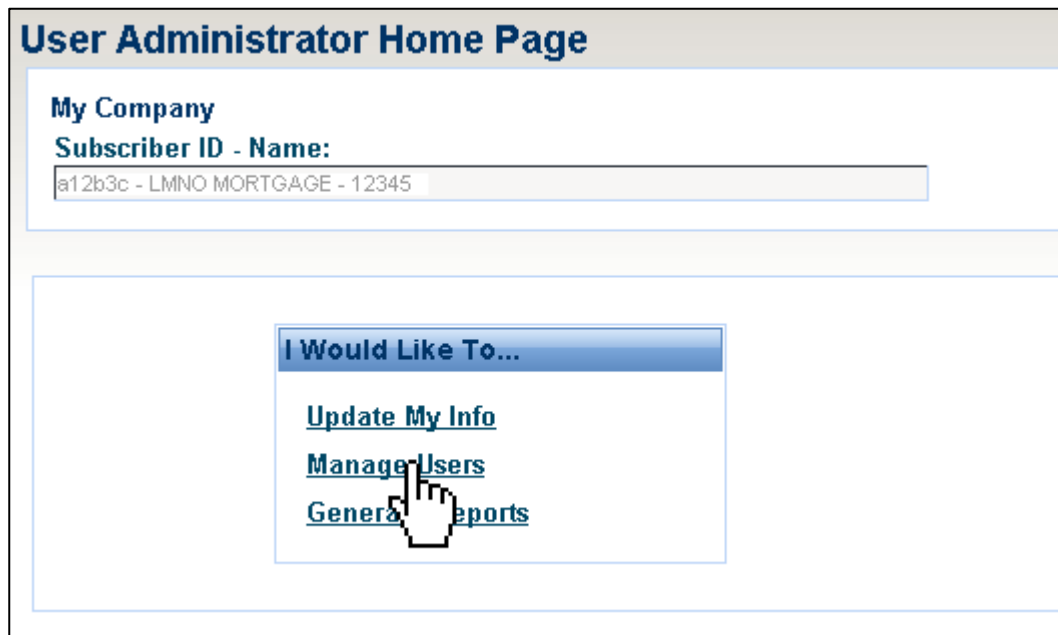
Fannie Mae Technology Manager for Administrators Job Aids

Grant a User Access to an Application (Specific for Fannie Mae Invoicing)

CA UA Performed by Corporate Administrators and User Administrators

This job aid explains how to enable a user's access to the **Fannie Mae Invoicing** application.

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



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



3. Click the **Active Users** panel where the user's record was found, then select the user record.



Search (by 'Last Name') >>

Active Users (1 records found) <<

First Name ⇅	Last Name ⇅	User ID ⇅	Phone ⇅	User Group ID ⇅
Orlando	Originator	a12b3hgf	(888) 555-3333	a12b3c

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Deactivated Users >>

[Create New User ...](#)

4. Click the **Available Applications I Manage** panel, then click **Fannie Mae (FNM) Invoicing** to assign to the user.

Available Applications I Manage (47 records found)

Application Name ⇅

- [Credit Variance Administration System](#)
- [Desktop Originator](#)
- [Desktop Underwriter \(Wholesale\)](#)
- [Document Certification](#)
- [EarlyCheck](#)
- [FNM Invoicing](#)**
- [Fannie Mae Connect](#)
- [File Transfer Portal](#)
- [Funding Express](#)
- [Home Counselor Online](#)

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Available Applications I Don't Manage (5)

5. The **Set Up User Access** screen appears. In the **Roles** section, select the role(s) you want to assign to the user, then click **Add**.

NOTE: All customers who have access to Fannie Mae Invoicing MUST have the following as a role within their profile: **“CSRS_Partner_User_Default”**



Roles

Minimum number o
This requirement m

Available Roles

CSRS_Partner_User_Default
INV_CSRS_TAX_USER
INV_CSRS_VA_USER
INV_CSRS_DILS_USER
INV_CSRS_FHA_USER
INV_CSRS_HOA_USER
INV_CSRS_REOGRAMS_USER
INV_CSRS_TPS_USER

Add >
Add All >>
< Remove
Undo All Changes

Assigned Roles

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All User Roles for **Fannie Mae Invoicing** are as follows:

CSRS_PARTNER_USER_DEFAULT
INV_CSRS_571_RESEARCH_USER
INV_CSRS_ADVANCES_USER
INV_CSRS_COMP_FEES_USER
INV_CSRS_COMP_FEES_RESCISSION_USER
INV_CSRS_DILS_USER
INV_CSRS_FHA_USER
INV_CSRS_HOA_USER
INV_CSRS_HAZARD_INSURANCE_USER
INV_CSRS_INDEMS_USER
INV_CSRS_LENDER_RECOURSE_USER
INV_CSRS_MI_TERMINATION_RECOVERY_USER
INV_CSRS_MODS_USER
INV_CSRS_NODS_USER
INV_CSRS_POOL_MI_USER
INV_CSRS_PRIMARY_MI_USER
INV_CSRS_REOGRAMS_USER
INV_CSRS_TPS_USER
INV_CSRS_TAX_USER
INV_CSRS_VA_USER
INV_CSRS_USDA_USER
CSRS_VENDOR_USER

NOTE: "CSRS_Vendor_User" is **NOT** a role for servicers. Only vendors.



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

Data Folders

Minimum number of data folders: 1
This requirement must be met.

Available Data Folders	
Seller Service Number	Name
<input type="text"/>	<input type="text"/>
785221112	LMNO - Tier 1
715555112	LMNO - Tier 2

Assigned Data Folders	
Seller Service Number	Name
<input type="text"/>	<input type="text"/>
No data folders assigned.	

Add >
Add All >
< **Remove**
Undo All Changes

7. Click **Submit**.

An Alert box appears. Click **Confirm** to save your changes.

Related Resources

For more information, view the Technology Manager for Administrators Job Aids: [Grant a User Access to an Application](#) section. Also, visit the [Fannie Mae Invoicing page](#) for details on this application, including a user guide and FAQs.