



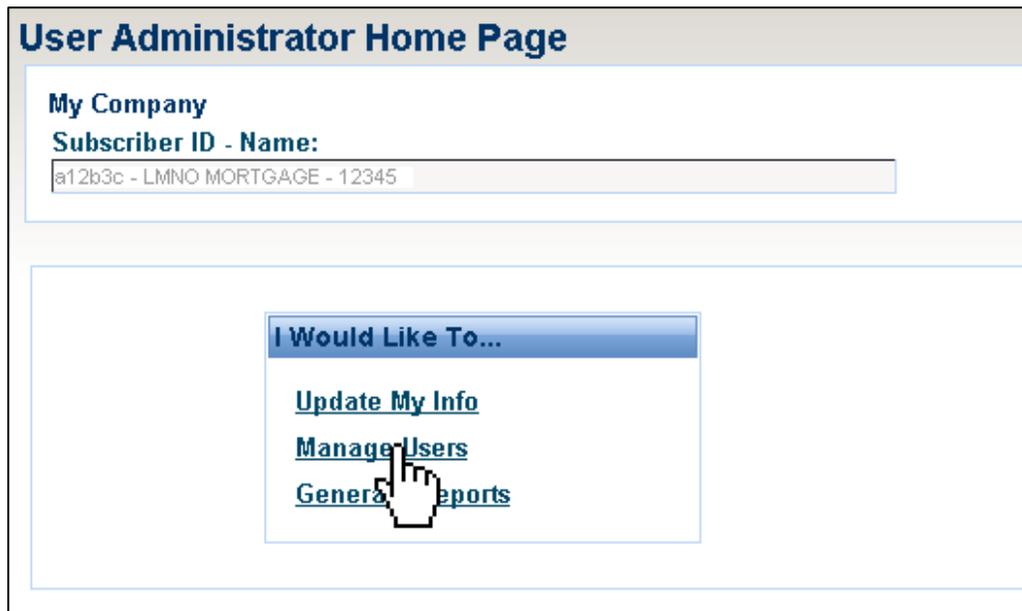
Fannie Mae Technology Manager for Administrators Job Aids

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.

The screenshot shows a web interface with a search bar at the top labeled "Search (by 'Last Name')". Below it is a section titled "Active Users (1 records found)". This section contains a table with the following columns: "First Name", "Last Name", "User ID", "Phone", and "User Group ID". The table has one row with the following data: "Orlando", "Originator", "a12b3hgf", "(888) 555-3333", and "a12b3c". Below the table are navigation arrows and the text "1 of 1". At the bottom of the panel, there is a "Deactivated Users" section and a link "Create New User ...".

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

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

The screenshot shows a web interface with a section titled "Available Applications I Manage (47 records found)". Below this title is a search bar labeled "Application Name". A list of application names is displayed, including "Credit Variance Administration System", "Desktop Originator", "Desktop Underwriter (Wholesale)", "Document Certification", "EarlyCheck", "FNM Invoicing", "Fannie Mae Connect", "File Transfer Portal", "Funding Express", and "Home Counselor Online". The "FNM Invoicing" item is highlighted with a red box. At the bottom of the list are navigation arrows and the text "2 of 5". Below the list is a section titled "Available Applications I Don't Manage (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 servicers who have access to Fannie Mae Invoicing **MUST** have the following as a role within their profile: **“CSRS_Partner_User_Default”**, which enables viewing of bills.

Roles

Minimum number of
This requirement must be met

Available Roles	Assigned Roles
<input type="text"/>	<input type="text"/>
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



NOTE: To take an action on the bill (Accept or Rebut) servicers must have access to one or more of the following roles corresponding to a Bill Type:

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.



- 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		Assigned Data Folders	
Seller	Service Name	Seller	Service Name
785221112	LMNO - Tier 1		
715555112	LMNO - Tier 2		

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

- 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.