

## Granting DRS Access via Technology Manager

The Decision Ready Solutions (DRS) applications referenced in this job aid include the Claims Packaging Tool (CPT), Inquiry Response Tool (IRT), Mortgage Insurance Claims Portal (MICP), and the Post-Payment Documentation Request Portal (RES).

### Accessing the DRS Production URL

Access DRS Production: <https://fanniemae.decisionreadysolutions.com/>.

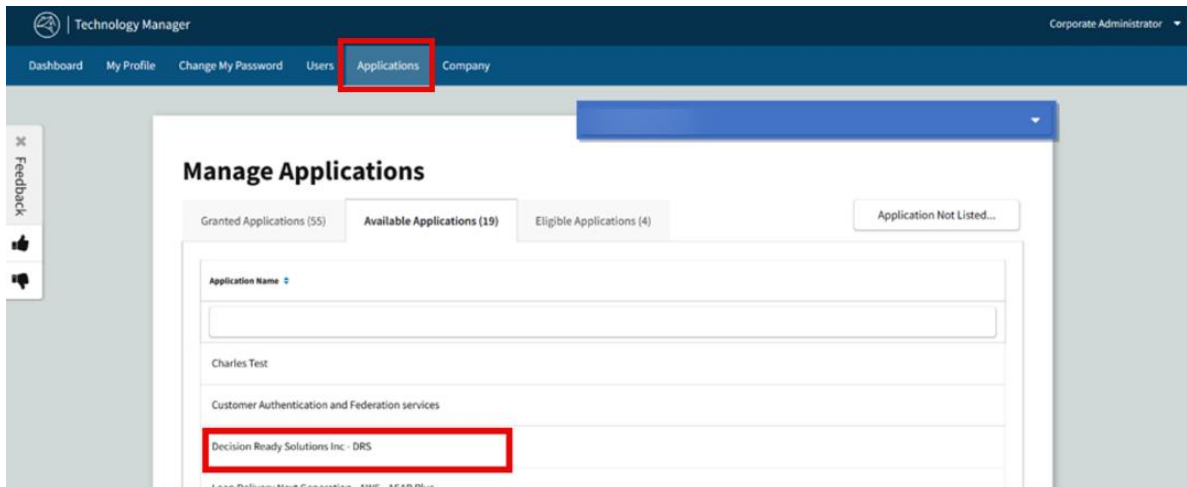
**NOTE:** To ensure optimal performance, launch the application using the Chrome browser.

### Granting and Managing User Access/Roles

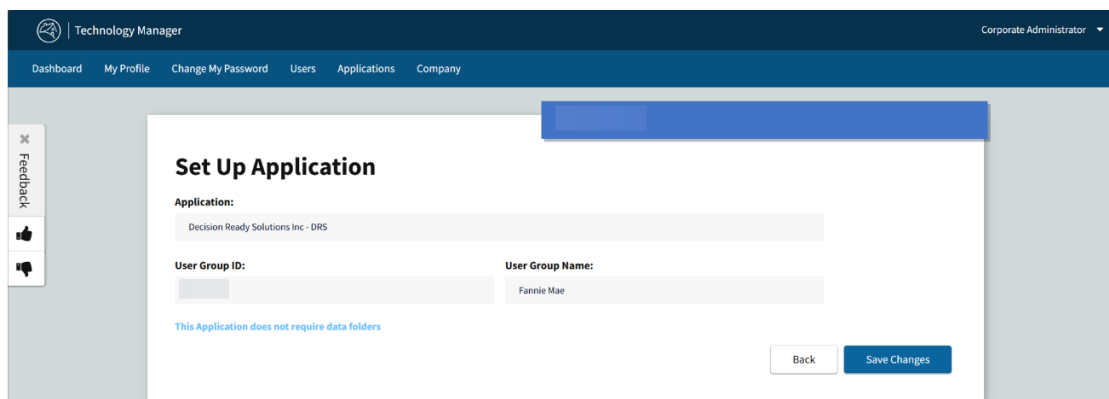
As a Corporate Administrator (CA), you are authorized to manage applications on behalf of your organization. This includes setting up applications, requesting access, assigning applications to a user group, and deactivating applications as needed.

**NOTE:** Before a Corporate Administrator can assign an application to users, they must first navigate to the Manage Applications section in [Technology Manager](#) and add the application to the appropriate user group.

1. Click on the **Applications** tab.
2. Click on the **Available Applications** tab and select **Decision Ready Solutions Inc – DRS** from the dropdown menu.



The Set Up Application screen displays.





3. Confirm that **Decision Ready Solutions Inc - DRS** is selected for the applicable user group.
4. Click **Save Changes**.

**NOTE:** Once the steps outlined above are completed, the application will move from the **Available Applications** section within **Manage Applications** to the **Granted Applications** section.

Technology Manager Corporate Administrator

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### Set Up Application

**Application:**  
Decision Ready Solutions Inc - DRS

**User Group ID:**  
[Empty field]

**User Group Name:**  
Fannie Mae

This Application does not require data folders

Back Save Changes

**NOTE:** Once the application has been assigned to a user group, the CA can then assign it to individual users within that group.

5. Navigate to the **Manage Users** section, select the desired user, and the application (e.g., Decision Ready Solutions Inc - DRS) will appear under the **Available Applications** section for that user.

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### Manage Users

Active Users (363) Deactivated Users (1163) Create New User

Filter by: Lock Reasons

First Name	Last Name	User ID	Phone	User Group ID
Corporate	Administrator	d33x7a		

Profile Information Granted Applications (19) Available Applications (24) Deactivated Applications (6)

Application Name Search for application

- Decision Ready Solutions Inc - DRS
- Desktop Originator
- Desktop Underwriter (Wholesale)



6. The CA must then assign at least one of the following roles to the user to grant access to the application.

RAM Roles	DRS roles	User
DRS_RES_Servicer	RES Vendor Secondary	<b>Servicer Only</b>
DRS_CPT_Servicer	CPT Vendor Secondary	<b>Servicer Only</b>
DRS_MICP_Servicer	MI Vendor secondary	<b>Servicer Only</b>
DRS_IRT_Servicer	IRT Vendor Secondary	<b>External Parties (servicer, attorney, etc.) Only</b>
DRS_MICP_MICO	MI secondary	<b>MI Company Only</b>

7. Click **Submit**.

Once the step above is completed, the user will have access. Both the CA and the new user will receive an email confirming that access has been granted.

**Technology Manager** Corporate Administrator

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**Set Up User Access**

User Access

**Overview**

Subscriber ID - Company Name: Application Name: Decision Ready Solutions Inc - DRS

User ID: First Name: Corporate MI: Last Name: Administrator

**Roles**

This application requires at least 1 role(s) to be submitted

Available Roles Assigned Roles

Search by Name Search by Name

DRS\_IRT\_Servicer > ✓ DRS\_RES\_Servicer

DRS\_CPT\_Servicer >

DRS\_MICP\_Servicer >

DRS\_MICP\_MICO <

DRS\_ERP\_Servicer <

**Data Folders**

This application does not require data folders.

Back Submit

## Additional Resources

### Contacting Technical Support

If customers have questions in the future, they should contact the Technology Support Center at 1-800-2FANNIE. The Support Team can assist with technology-related inquiries, particularly those involving navigation and functionality in Technology Manager.



## Supplemental Resources

[Technology Manager for Administrators Job Aid](#)

### User Guides

- [Claims Packaging Tool \(CPT\) User Guide](#)
- [Exception Reporting Portal \(ERP\) Servicer User Manual](#)
- [Inquiry Response Tool \(IRT\) Submitter User Manual](#)
- [MICP FAQs](#)
- [MICP Servicer User Guide](#)
- [MICP MICO User Guide](#)
- [RES - Post Payment Documentation Request Portal Job Aid](#)