

# Fannie Mae Technology Manager for Administrators Job Aid

## Grant a User Access to an Application (SMDU™ UI)

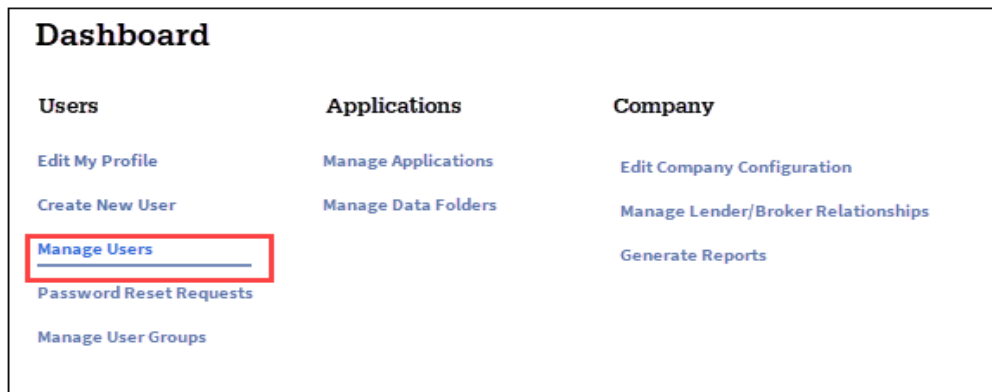
*Performed by Corporate Administrators and User Administrators*

This job aid provides instructions on how to grant a user access to the SMDU User Interface (SMDU UI) application and these User Roles:

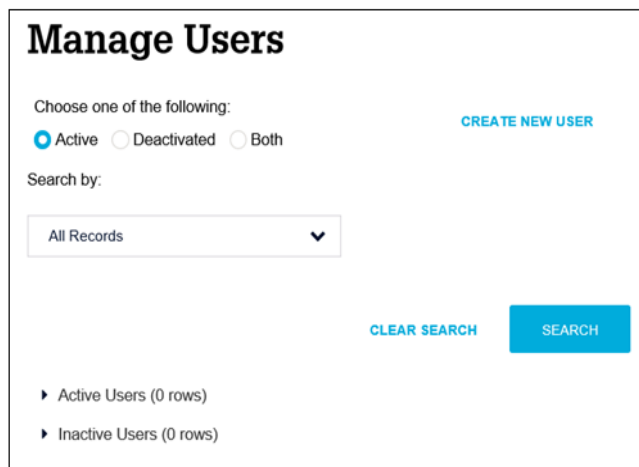
- [SMDU UI Loss Mitigation](#)
- [SMDU UI Loss Mitigation Valuations](#)
- [SMDU UI Borrower-Initiated MI Termination](#)

**NOTE:** Although there are multiple SMDU UI User Roles a user should only be assigned a role(s) for which they require access.

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



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





- 3. Depending on the search used, multiple users may be found. The total number of users appears above the list. Select the desired user record.

▼ Active Users (1309 rows)

FIRST NAME	LAST NAME	USER ID	PHONE	USER GROUP ID
Corporate	Adminsitrator	c010ucxa	(703) 833-1111	c010ub
Dell	Adminstrator	c010udna	(777) 777-7444	c010ub
TestMe	Aloha	c010ukxa	(703) 833-1111	c010ub
Captain	America	a8knkcna	(703) 833-1111	a8knka
Ramakishore	Ancha	c010ur2a	(703) 833-1111	c010ub

PREV 1 2 3 4 5 ... 131 NEXT 10

► Inactive Users (0 rows)

▼ Active Users (1309 rows)

FIRST NAME	LAST NAME	USER ID	PHONE	USER GROUP ID
Corporate	Adminsitrator	c010ucxa	(703) 833-1111	c010ub
Dell	Adminstrator	c010udna	(777) 777-7444	c010ub
TestMe	Aloha	c010ukxa	(703) 833-1111	c010ub

Profile Information    Granted Applications (1)    Available Applications (25)    Deactivated Applications (1)

**First Name:** TestMe

**Middle Initial:**

**Last Name:** Aloha

**Phone Number:** (703) 833-1111

**Email:** s5urma@fanniemae.com

**User Group ID:** c010ub



4. Click Available Applications tab, then click **SMDU**.

Profile Information    Granted Applications (13)    **Available Applications (14)**    Deactivated Applications (2)

APPLICATION NAME ▾     Show Applications I Don't Manage

Search for application

eBoutique

Enterprise Customer Relationship Management

File Transfer Portal

Investor Reporting Test Environment

Multifamily DUS Gateway

New Document Certification

**SMDU**

MANAGE ACCESS

5. Click **Manage Access**.

Profile Information    Granted Applications (13)    Available Applications (14)    Deactivated Applications (2)

APPLICATION NAME ▾     Show Applications I Don't Manage

Search for application

eBoutique

Enterprise Customer Relationship Management

File Transfer Portal

Investor Reporting Test Environment

Multifamily DUS Gateway

New Document Certification

SMDU

MANAGE ACCESS

6. The Set-Up User Access screen appears. In the Roles section, select the roles outlined in yellow in the screen shot below, then click > to add.

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

Available Roles    Assigned Roles

Search by Name    Search by Name

SMDU\_UI\_EXTERNAL\_VALUATION

SMDU\_API

SMDU\_B2BGW\_External\_Role

SMDU\_External

SMDU\_UI\_EXTERNAL

SMDU\_UI\_EXTERNAL\_MI\_TERMINATION

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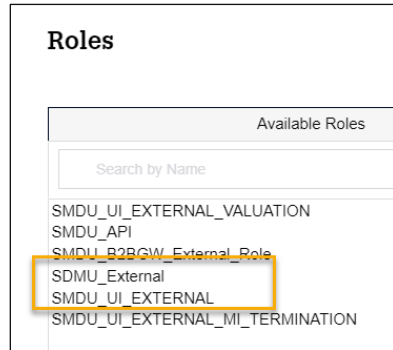
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**NOTE:** > = Add, >> = Add All, <= Remove, << = Remove All

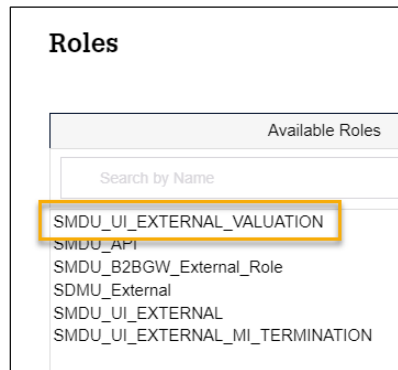
**NOTE:** Only select the SMDU UI user role(s) for which the user requires access.



- Select **both** of the following roles to grant a user access to the **SMDU UI Loss Mitigation** portal to perform loss mitigation-related workout and case management activities.
  - **SDMU\_External**
  - **SMDU\_UI\_EXTERNAL**



- Select the following role to grant user access to the **SMDU UI Loss Mitigation Valuations** portal to:
  - Obtain a property's Automated Valuation Model (AVM) estimated value and confidence score for loan modifications and Mortgage Release™.
  - Place and manage a valuation order(s) for a charge-Off, Mortgage Release, reserve price bid instructions or short sale.
  - Retrieve the results of an Approved valuation order for a charge-Off, Mortgage Release, reserve price bid instructions or short sale.
- **SMDU\_UI\_EXTERNAL\_VALUATION**





- Select the following role to grant user access to the **SMDU UI MI Termination** portal to perform evaluation and valuation ordering activities related to borrower-initiated requests to terminate mortgage insurance (MI).
  - **SMDU\_UI\_EXTERNAL\_MI\_TERMINATION**

**Roles**

Available Roles

Search by Name

SMDU\_UI\_EXTERNAL\_VALUATION  
SMDU\_API  
SMDU\_B2BGW\_External\_Role  
SDMU\_External  
SMDU\_UI\_EXTERNAL  
**SMDU\_UI\_EXTERNAL\_MI\_TERMINATION**

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

**Data Folders** This application requires at least 1 data folder

Available Data Folders

Search by Servicer Number or Name

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Assigned Data Folders

Search by Servicer Number or Name

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>>  
<  
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8. Click **Submit**.
9. Click **Confirm** to save changes in the Alert box that appears.

## Related Resources

For more information, view the Technology Manager for Administrators Job Aids: [Set Up an Available Application](#) section.