# 🖄 Fannie Mae

# Fannie Mae Technology Manager for Administrators Job Aid

### Grant a User Access to an Application (SMDU<sup>™</sup> 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:

- <u>SMDU UI Loss Mitigation</u>
- <u>SMDU UI Loss Mitigation Valuations</u>
- <u>SMDU UI Borrower-Initiated MI Termination</u>

NOTE:	Although there are multiple SMDU UI User Roles a user should only be assigned a role(s) for which they requi	re
<mark>access.</mark>		

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

Dashboard		
Users	Applications	Company
Edit My Profile	Manage Applications	Edit Company Configuration
Create New User	Manage Data Folders	Manage Lender/Broker Relationships
Manage Users		Generate Reports
Password Reset Requests		
Manage User Groups		

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

Manage Users			
Choose one of the following: Active Deactivated Both Search by:		CREA	TE NEW USER
All Records	•		
		CLEAR SEARCH	SEARCH
<ul><li>Active Users (0 rows)</li><li>Inactive Users (0 rows)</li></ul>			



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.

FIRST NAME 0	LAST NAME 0	USER ID 0	PHONE 0	USER GROUP ID 0
Corporate	Adminsitrator	c010ucxa	(703) 833-1111	c010ub
Dell 🔒	Adminstrator	c010udna	(777) 777-7444	c010ub
TestMo	Aloha	c010ukxa	(703) 833-1111	c010ub
Captain	America	aŝkrikona	(703) 833-1111	a8krika
Ramakishore	Ancha	c010ur2a	(703) 833-1111	c010ub
PREV 1 2 3	4 5 131	NEXT 10 V		
Inactive Users (0 rows)				
ctive Users (1309 rows)				
THE TRACE	LAST NAME ©	USER ID 💠	PHONE \$	USER GROUP ID
	LAST NAME \$	USER ID \$	PHONE ¢	USER GROUP ID
Corporate	LAST NAME ¢	USER ID ¢	PHONE ¢ (703) 833-1111	c010ub
Corporate	Adminstrator	USER ID ¢	PHONE © (703) 833-1111 (777) 777-7444	c010ub
Corporate Dell	LAST NAME • Adminsitrator Adminstrator Aloha	USER ID ¢	PHONE © (703) 833-1111 (777) 777-7444 (703) 833-1111	c010ub c010ub
Corporate Dell Profile Information G	LAST NAME © Adminsitrator Adminstrator Aloha ranted Applications (1) Av	USER ID ¢	PHONE ©  (703) 833-1111  (777) 777-7444  (703) 833-1111  Deactivated Applications (1)	c010ub
Corporate Dell Profile Information G First Name:	LAST NAME • Adminsitrator Adminstrator Aloha iranted Applications (1) Av	USER ID ¢ C010ucxa C010udna C010ukxa mailable Applications (25) Me	PHONE ©  (703) 833-1111  (777) 777-7444  (703) 833-1111  Deactivated Applications (1)	USER GROUP ID c010ub c010ub c010ub
Corporate Dell Profile Information G First Name: Middle Initial:	LAST NAME • Adminsitrator Adminstrator Aloha ranted Applications (1) Av	USER ID ¢	PHONE ©         (703) 833-1111         (777) 777-7444         (703) 833-1111         Deactivated Applications (1)	USER GROUP ID C010ub C010ub C010ub
Corporate Dell Profile Information G First Name: Middle Initial: Last Name:	LAST NAME • Adminsitrator Adminstrator Aloha iranted Applications (1) Av Test	USER ID ¢ C010ucxa C010udna C010ukxa allable Applications (25) Me	PHONE ©         (703) 833-1111         (777) 777-7444         (703) 833-1111         Deactivated Applications (1)	USER GROUP ID C010ub C010ub C010ub C010ub
Corporate Dell Profile Information First Name: Middle Initial: Last Name: Phone Number:	LAST NAME • Adminsitrator Adminstrator Aloha ranted Applications (1) Av Test Aloh (703)	USER ID ¢	PHONE ©         (703) 833-1111         (777) 777-7444         (703) 833-1111         Deactivated Applications (1)	USER GROUP ID C010ub C010ub C010ub C010ub C010ub
Corporate Dell TestMe Profile Information G First Name: Middle Initial: Last Name: Phone Number: Email:	LAST NAME • Adminsitrator Adminstrator Aloha iranted Applications (1) Av Testi Aloh (703) s5ur	USER ID ¢ c010ucxa c010udna c010ukxa alable Applications (25) Me a 333-1111 ma@fanniemae.com	PHONE ©         (703) 833-1111         (777) 777-7444         (703) 833-1111         Deactivated Applications (1)	USER GROUP ID C010ub C010ub 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
eBoutique			· · · · · · · · · · · · · · · · · · ·
Enterprise Custom	er Relationship Management		
File Transfer Porta	I		
Investor Reporting	Test Environment		
Multifamily DUS Ga	ateway		
New Document Ce	rtification		
SMDU			

#### 5. Click Manage Access.

Profile Information	Granted Applications (13)	Available Applications (14)	Deactivated Applications (2)
		APPLICATION NAME \$	Show Applications I Don't Manage
eBoutique			
Enterprise Custome	r Relationship Management		
File Transfer Portal			
Investor Reporting T	est Environment		
Multifamily DUS Gat	leway		
New Document Cert	lification		
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 so	ubmitted
Available Roles		Assigned Roles	
Search by Name		Search by Name	
SMDU_UI_EXTERNAL_VALUATION			
SMDU_B2BGW_External_Role	<b>&gt;</b>		
SMDU_UI_EXTERNAL	<b>»</b>		
SMDU_UI_EXTERNAL_MI_TERMINATION	<ul> <li></li> </ul>		
	«		

- **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

	Roles
	Available Roles
	Search by Name
	SMDU_UI_EXTERNAL_VALUATION SMDU_API SMDU_B2BGW_External_Role
Į	SDMU_External SMDU_UI_EXTERNAL SMDU_UI_EXTERNAL_MI_TERMINATION

- 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<sup>™</sup>.
  - 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

Roles		
	Available F	Roles
	h by Name	
SMDU_UI_	EXTERNAL_VALUATION	
SMDU_APT SMDU_B2B SDMU_Exte SMDU_UI_E SMDU_UI_E	GW_External_Role ernal EXTERNAL EXTERNAL_MI_TERMINAT	ION

- 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

Ro	les
	Available Roles
SM SM	DU_UI_EXTERNAL_VALUATION DU_API
SM	DU_B2BGW_External_Role
SDI	VU_External
SM	DU_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 folde
Available Data Folders		Assigned Data Folders
Search by Servicer Number or Name		Search by Servicer Number or Name
272330000 - FANNIE MAE		
	<b>&gt;</b>	
	»	
	× «	

- 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: <u>Set Up an Available Application</u> section.