

Uniform Collateral Data Portal Reference Series for the Lender Admin: 1- Lender Admin Registration

The Government-Sponsored Enterprises (GSEs), Fannie Mae and Freddie Mac, have developed the Uniform Collateral Data Portal® (UCDP®) for the electronic submission of appraisal data files. The UCDP is the single portal for the electronic submission of appraisal data files through which lenders are required to submit files conforming to the requirements of Freddie Mac and Fannie Mae. Appraisal report forms for all conventional mortgage loans delivered to Freddie Mac or Fannie Mae must be submitted to the UCDP if an appraisal report is required.

This reference is the first in a series of five references for the lender administrator, a UCDP user who has authority to set up and manage the business structure within the portal, including the access privileges of other users. This user is known as the lender admin. The focus of this reference is on getting started and completing the registration process. It includes a getting started overview, a user structure and roles discussion, and steps for completing your registration process. The other references in this series include:

- [Series 2: Managing Business Units](#)
- [Series 3: Managing Users](#)
- [Series 4: Managing Lender Agents](#)
- [Series 5: Managing Aggregator Profile](#)

The topics covered in this reference include:

- Getting Started Overview
- UCDP User Structure and Roles
- UCDP Registration Process
- Before You Can Complete Registration
- Lender Admin Registration Steps
- Password Criteria
- UCDP Access Post Registration
- Additional Assistance

Getting Started Overview

At a high level, your overall process for getting started in the UCDP follows this process flow:



*If you are the first person registering for your organization, you will have a few additional steps in the registration process to link your organization to Fannie Mae and/or Freddie Mac.

As a lender admin, the first task you need to complete is your initial registration. Once initial registration is complete, your process may vary. You can set up your business units, add users, or if applicable, establish lender agent relationships.



Refer to the other references in this series for information on [Managing Business Units](#), [Managing Users](#) and [Managing Lender Agents](#).

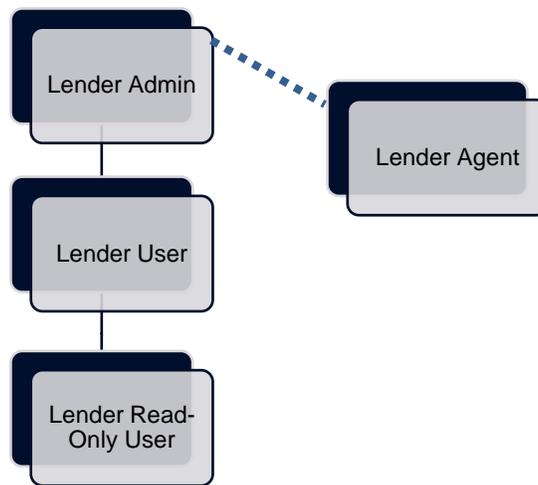
UCDP User Structure and Roles

The UCDP is structured to manage three main types of users from within your internal organization: lender admin, lender user and lender read-only user. In addition, UCDP will allow you to manage the lender corragg user role if your organization chooses to use the appraisal sharing functionality. Your organization may also have relationships with third-party organizations called lender agents who are contracted to upload appraisals and complete assigned tasks.



The lender corragg user role has access to the appraisal sharing functionality within the UCDP.

The following chart shows the UCDP hierarchical user structure based on the amount of functionality available to the user:



The lender admin is a UCDP user who has authority to set up and manage their business structure within the portal, including the access privileges of other users. Additionally, a lender admin may perform the aggregator setup if your organization chooses to access appraisals shared by your correspondent lenders. A lender admin may also invite a lender agent to submit appraisals on their behalf within the UCDP.

UCDP User Structure and Roles (continued)

For each type of user role, specified functionality is available as indicated in the chart below:

Functionality Available by User Role			
Functionality	Lender Admin	Lender User	Lender Read-Only User
Set up business unit structure	√		
Add users and invite lender agents	√		
Manage users and lender agents	√		
Submit appraisals	√	√	
Search appraisals	√	√	√
Upload corrected appraisals	√	√	
Set up reports	√	√	√
Review reports	√	√	√
Request overrides	√	√	
Change your own user profile	√	√	√
Complete user account self-care tasks	√	√	√

As you can see from the chart above, the lender admin role has access to all functionality available in the UCDP. To ensure business continuity, it is highly recommended that your organization designate two or more lender admins. You must designate a primary lender admin to complete the initial setup and general maintenance and should designate one or more backup lender admin(s) to take over the primary lender admin's responsibilities when needed. However, it's important to establish which responsibilities are assigned to a given lender admin so the business structure remains effectively managed after it is initially set up.

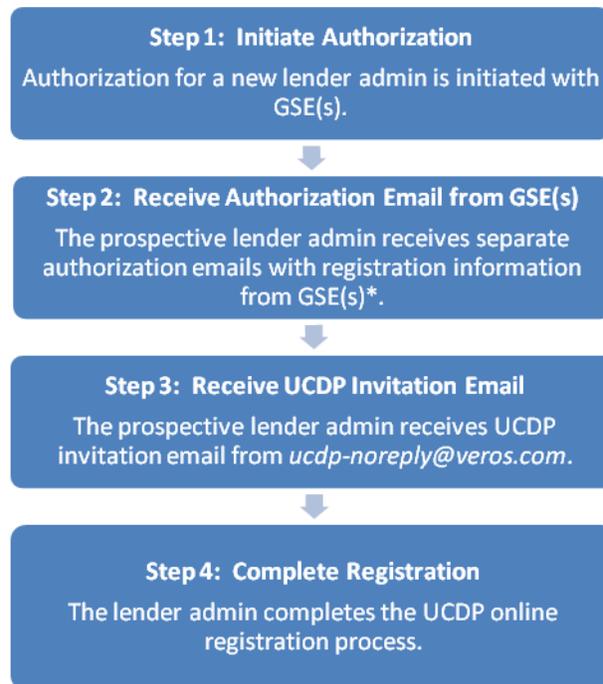
Before a lender admin can access the functionality listed above, the lender admin must be authorized by Fannie Mae and/or Freddie Mac, as applicable, and complete a registration process to access the UCDP. The next few sections of this document focus on this registration process.

UCDP Registration Process

Lenders obtain access to the UCDP through the registration process. Each lender must designate a primary lender admin to complete the initial registration process and create a link to the GSE(s) in the UCDP. If your organization delivers loans to both GSEs, **the primary lender admin must be the same individual for both GSEs.** Although Fannie Mae and Freddie Mac have separate registration processes for the UCDP, the same individual needs to register with both GSEs.

Once the primary lender admin has access to the UCDP, that user can set up the company's business structure and add other users to the UCDP, including a backup lender admin(s) who completes a similar registration process as outlined in the following [Lender Admin Registration Steps](#) section.

At a high level, the registration process follows this flow:



* If registering with both GSEs, you'll receive separate authorization emails from each GSE.

Detailed information and steps for completing the registration process are provided in the next few sections.

Before You Can Complete Registration

Before you begin the lender admin registration steps, complete the following:

- **Contact Fannie Mae and/or Freddie Mac (GSE(s)) with whom you transact business):** Provide the GSE(s) with requested information on the designated lender admin(s), such as your name and contact information:
 - To register with Fannie Mae, refer to the [UCDP page](#) for specific registration steps.
 - To register with Freddie Mac, refer to the [UCDP page](#) for specific registration steps.



Additional lender admins may be added later.

- **Ensure you're added as a lender admin in UCDP:** If you are the first person registering, as the primary lender admin, for your organization and you've been in contact with Fannie Mae and/or Freddie Mac, this is completed for you. If you are not the first lender admin registering, ensure an existing lender admin has added you (refer to the [Series 3: Managing Users](#)).



You'll know if you've been added as a user for your organization in UCDP if you receive an email from *ucdp-noreply@veros.com*.

- **Locate your registration emails:** Continue the registration process described in the emails you receive after both tasks above have been completed:
 - If registering with Fannie Mae, an email from *Fannie_Mae_Technology_Administration@FannieMae.com* containing your **Fannie Mae User ID** for the registration process
 - If registering with Freddie Mac, an email from *no_reply@FreddieMac.com* containing your **Freddie Mac UCDP Authorization Code** for the registration process
 - Email from *ucdp-noreply@veros.com* containing your unique registration URL



If your organization delivers loans to both GSEs, all lender admins in your organization must register with both GSEs and create a business link to them. This requires emails from both Fannie Mae and Freddie Mac.

- **If registering with Freddie Mac,** locate your primary Seller/Servicer Number or Third Party Originator (TPO) Number.

Lender Admin Registration Steps

This section covers the registration steps **for all lender admins**. The registration process differs slightly between the primary and backup lender admins. If registering with both GSEs, you may complete the process simultaneously for both GSEs or at another time if at first you have the authorization information available for only one GSE.

IMPORTANT:

Your registration steps will vary and depend on whether you are:

- The primary lender admin completing the initial registration process for your organization*, and/or
- Registering with one or both GSEs.

*If you are the primary lender admin completing the initial registration process for your organization, you will have a few additional steps in the registration process to establish a link with the GSE(s).

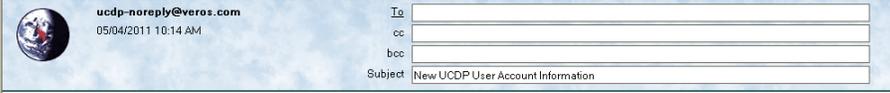
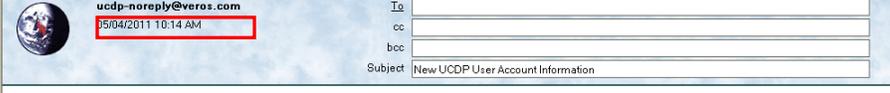
The following steps are based on these dependencies and will guide you through the registration process.



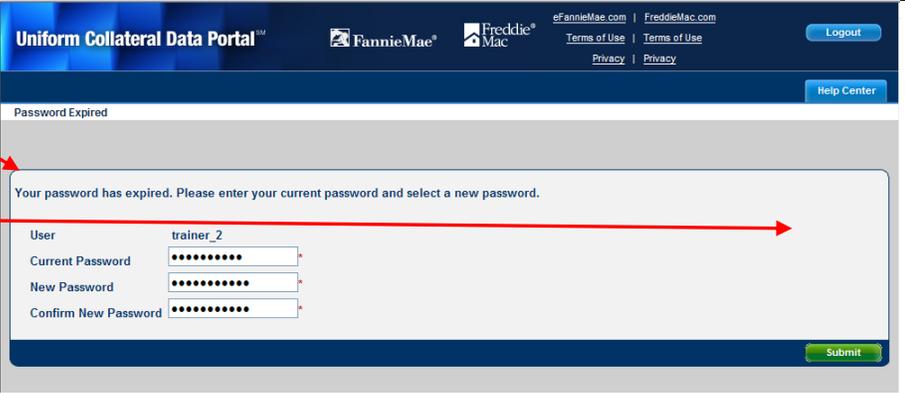
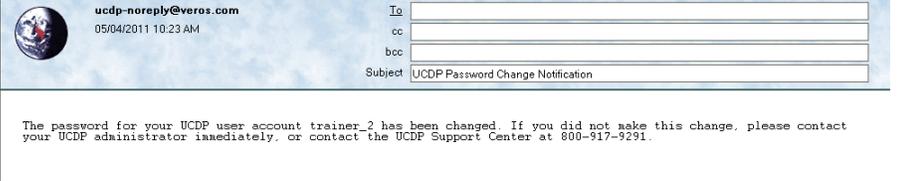
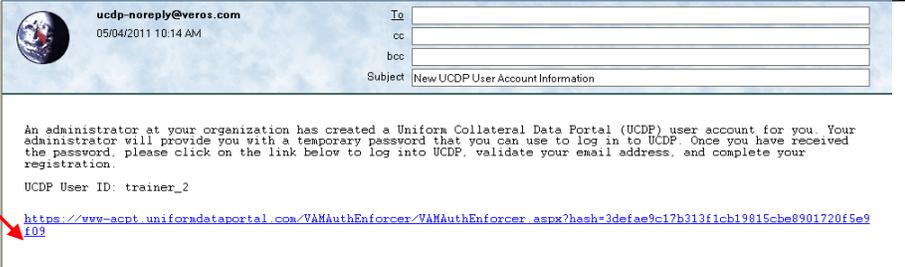
Fields in the screenshots with a red asterisk (*) are required fields.

Lender Admin Registration Steps	
Step	Action / Result
<p>1. For Fannie Mae, complete the registration process as documented on the UCDP page.</p> <p>For Freddie Mac Sellers, complete the registration process as documented on the UCDP page.</p>	<p>For Fannie Mae, once you have completed the registration steps outlined on eFannieMae.com, you will receive a welcome email indicating that you have been added to the UCDP application containing information regarding your Fannie Mae User ID.</p> <p>For Freddie Mac Sellers, the Uniform Collateral Data Portal Authorization Request Form alerts Freddie Mac to send you a welcome email containing your unique UCDP Authorization Code. This code is needed to complete the registration process and linkage to Freddie Mac.</p> <p> Freddie Mac's Uniform Collateral Data Portal Authorization Request Form must be completed by an authorized person in your organization to add you to the system.</p> <p>Important Information for Both GSEs</p> <p>All lender admins need to complete the registration process, but only the primary lender admin needs to complete the initial GSE linkage process where a link to the GSE(s) is established. (This is covered in Steps 16-20.) Once you establish a link with either GSE as a lender admin, all your other lender admins inherit the same linkage. For each GSE selected, follow the process in the email from that GSE containing your unique information to complete registration. If you do not receive this email, contact the UCDP Support Center at 1-800-917-9291 for assistance.</p>
<p>2. If you are not the primary lender admin and registering as a backup lender admin, ensure an existing lender admin added you as a lender admin in the UCDP.</p>	<p>This generates an email from ucdp-noreply@veros.com with your unique URL to begin your registration process and linkage to the applicable GSE(s).</p> <p> If you are registering as the primary lender admin for your organization and you've been in contact with the applicable GSE(s), this step is completed for you.</p>

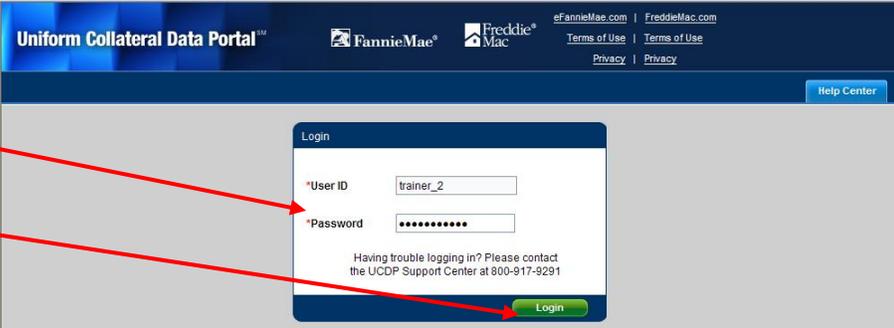
Lender Admin Registration Steps

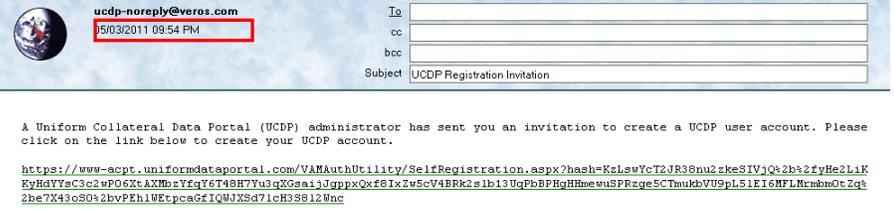
Step	Action / Result
<p>3. Open the email from <i>ucdp-noreply@veros.com</i> and determine if it contains a UCDP User ID.</p> <p>Important: If the email <u>contains</u> a UCDP User ID:</p> <ul style="list-style-type: none"> Complete steps 4-9 below, Skip steps 10-13, and Continue with steps 14-27 as applicable. <p>If the email <u>does not contain</u> a UCDP User ID:</p> <ul style="list-style-type: none"> Skip steps 4-9 below, and Complete steps 10-27 as applicable. 	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <p>An administrator at your organization has created a Uniform Collateral Data Portal (UCDP) user account for you. Your administrator will provide you with a temporary password that you can use to log in to UCDP. Once you have received the password, please click on the link below to log into UCDP, validate your email address, and complete your registration.</p> <p>UCDP User ID: trainer_2</p> <p>https://www-acpt_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=3defae9c17b313f1cb19815cbe8901720f5e9f03</p> </div> <div style="border: 1px solid #ccc; padding: 5px;">  <p>Uniform Collateral Data Portal (UCDP) administrator has sent you an invitation to create a UCDP user account. Please click on the link below to create your UCDP account.</p> <p>https://www-acpt_uniformdataportal.com/VAMAuthUtility/SelfRegistration.aspx?hash=KzLswYcTzJR38nu2zkeSIVjQs2bt2fyHe2LiKFyHdYYeC3c2wP06XtAXMbzYqYGT48HTY3qXGsa1JgppxOx281x2v5cV48Bk2slb13UgPb8PHGHHseuuSPRzge5CTmukhVU9pL51E1cNfLmrbm0r2gq2be7X43oS0%2bvPEh1WEtpeaGfIQMJXsd71cH38812Wnc</p> </div>
<p>4. Click the link to begin creating your UCDP user account.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <p>An administrator at your organization has created a Uniform Collateral Data Portal (UCDP) user account for you. Your administrator will provide you with a temporary password that you can use to log in to UCDP. Once you have received the password, please click on the link below to log into UCDP, validate your email address, and complete your registration.</p> <p>UCDP User ID: trainer_2</p> <p>https://www-acpt_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=3defae9c17b313f1cb19815cbe8901720f5e9f03</p> </div> <p> Each person registering receives a unique URL. After you click the link, the UCDP Login page appears.</p>
<p>5. Enter the User ID identified in Step 3 and Password created for you in the applicable fields.</p> <p> If you do not have a password, check with the lender admin who added you as a UCDP lender admin.</p> <p>Click Login.</p>	<div style="border: 1px solid #ccc; padding: 5px;">  <p>Having trouble logging in? Please contact the UCDP Support Center at 800-917-9291</p> </div> <p>After you click Login, the Password Expired page appears and prompts you to change your password.</p>

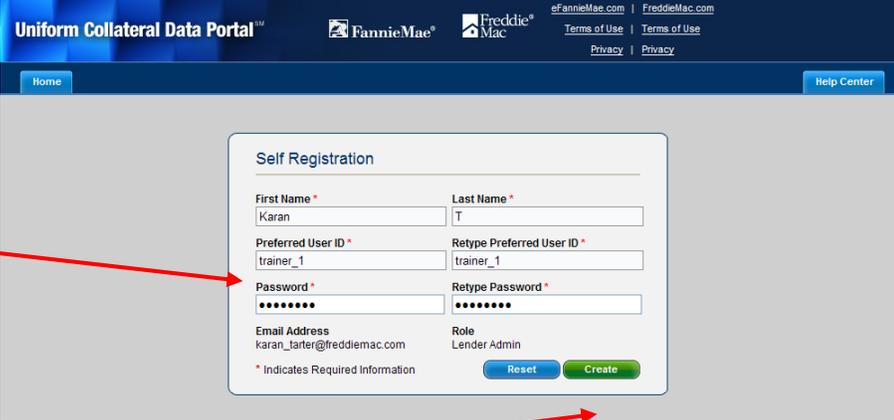
Lender Admin Registration Steps

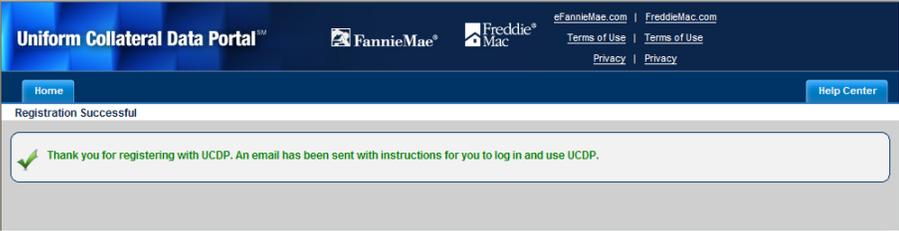
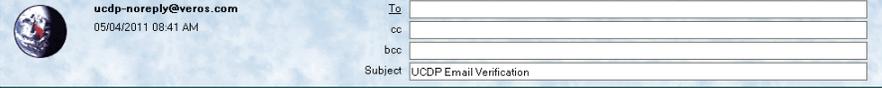
Step	Action / Result
<p>6. In the applicable fields, enter:</p> <ul style="list-style-type: none"> Your current password, A new password, and The new password again to confirm <p>Click Submit.</p> <p> Refer to the Password Criteria table for specific password characteristics. Be sure to note your new password.</p>	 <p>The screenshot shows the 'Uniform Collateral Data Portal' interface. At the top, there are logos for Fannie Mae and Freddie Mac, along with links for 'eFannieMae.com', 'FreddieMac.com', 'Terms of Use', and 'Privacy'. A 'Logout' button is in the top right. Below the header, a message reads 'Password Expired' and 'Your password has expired. Please enter your current password and select a new password.' There are four input fields: 'User' (with the value 'trainer_2'), 'Current Password', 'New Password', and 'Confirm New Password'. A green 'Submit' button is at the bottom right.</p> <p>After you click Submit, a message appears indicating your password has been changed. The following email is also sent to your email address to confirm the password change was made.</p>  <p>The email header shows 'ucdp-noreply@veros.com' and the date '05/04/2011 10:23 AM'. The subject is 'UCDP Password Change Notification'. The body text states: 'The password for your UCDP user account trainer_2 has been changed. If you did not make this change, please contact your UCDP administrator immediately, or contact the UCDP Support Center at 800-917-9291.'</p>
<p>7. From the UCDP message, select Click here to close the window.</p>	 <p>The screenshot shows a message with the text: 'Your password has been changed. Please click the UCDP link in your welcome email to log into UCDP and validate your email address. Click here to close this window.'</p>
<p>8. Refer to the email used in Step 4 from <i>ucdp-noreply@veros.com</i> and click the link again.</p>	 <p>The email header shows 'ucdp-noreply@veros.com' and the date '05/04/2011 10:14 AM'. The subject is 'New UCDP User Account Information'. The body text states: 'An administrator at your organization has created a Uniform Collateral Data Portal (UCDP) user account for you. Your administrator will provide you with a temporary password that you can use to log in to UCDP. Once you have received the password, please click on the link below to log into UCDP, validate your email address, and complete your registration.' Below this, it says 'UCDP User ID: trainer_2' and provides a URL: https://www-actp.uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=3defae9c17b313f1cb19815cbe8901720f5e9f03</p> <p>The UCDP Login page appears.</p>

Lender Admin Registration Steps

Step	Action / Result
<p>9. Enter the User ID and new Password you created to verify them within the system.</p> <p>Click Login.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;">  <p style="text-align: center;">After you click Login, the UCDP - Terms and Conditions page appears.</p> <p style="text-align: center;">Continue with Step 14.</p> </div>

<p>If your email <u>did not contain</u> a UCDP User ID.</p> <p>10. Click the link provided in the <i>ucdp-noreply@veros.com</i> email to begin creating your UCDP user account.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;">  <p style="text-align: center;">Each person registering receives a unique URL.</p> <p>After you click the link, the Self Registration page appears with your first and last name entered in their respective fields.</p> </div>
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<p>11. On the Self Registration page, confirm/edit the spelling of your name and complete the remaining fields:</p> <ul style="list-style-type: none"> Preferred User ID Password <p>Refer to the Password Criteria table for specific password characteristics. Be sure to note your newly created password.</p> <p>Click Create.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;">  <p style="text-align: center;">Reset clears the information in the fields.</p> </div>
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Lender Admin Registration Steps	
Step	Action / Result
	<p>After you click Create, a thank you message appears directing you to look for a new email from <i>ucdp-noreply@veros.com</i> with login instructions.</p>  <p>The screenshot shows the 'Uniform Collateral Data Portal' header with logos for Fannie Mae and Freddie Mac. A message box states: 'Registration Successful' and 'Thank you for registering with UCDP. An email has been sent with instructions for you to log in and use UCDP.'</p>
<p>12. Open your new email and click the link to access the Login page.</p> <p> Your email contains the UCDP User ID you created.</p>	 <p>The email header shows the sender as 'ucdp-noreply@veros.com' and the subject as 'UCDP Email Verification'. The body text reads: 'Your Uniform Collateral Data Portal (UCDP) user account has been created. Please click on the link below to log into UCDP, validate your email address, and complete your registration. UCDP User ID: trainer_1' followed by a URL: https://www-acpt_uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=6c8522ce24af4e7d2ab4ed2fd0f13611145bf167</p> <p>The Login page appears.</p>
<p>13. Enter the User ID and Password you previously created to verify them within the system.</p> <p>Click Login.</p>	 <p>The screenshot shows the 'Login' form on the UCDP portal. The 'User ID' field contains 'trainer_1' and the 'Password' field is masked with dots. A 'Login' button is at the bottom. A note below the fields says: 'Having trouble logging in? Please contact the UCDP Support Center at 800-917-9291'.</p> <p>After you click Login, the UCDP - Terms and Conditions page appears.</p>

Lender Admin Registration Steps

Step	Action / Result
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14. Review the **UCDP - Terms and Conditions** page.

Click **I Accept** to continue the registration process.

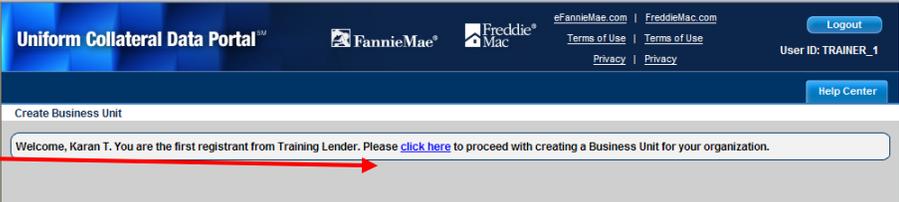
After you click **I Accept**, the **UCDP - Challenge Response Questions** page appears.

15. Enter answers for three challenge questions you select on the **UCDP - Challenge Response Questions** page. Answers can be more than one word and are not case sensitive.

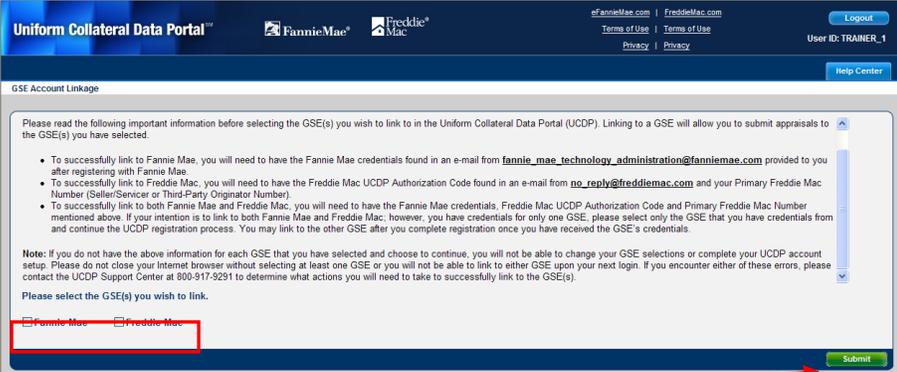
Note the answers to your questions. You will be asked to provide an answer when you later complete administrative tasks such as changing your password.

Click **Submit**.

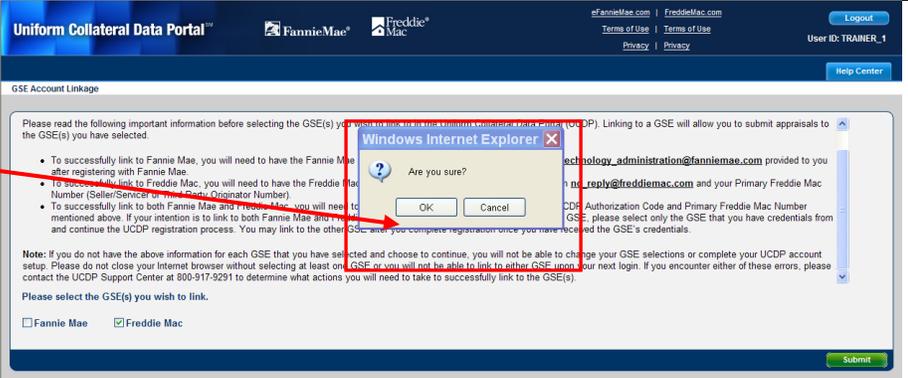
Click **Submit**.

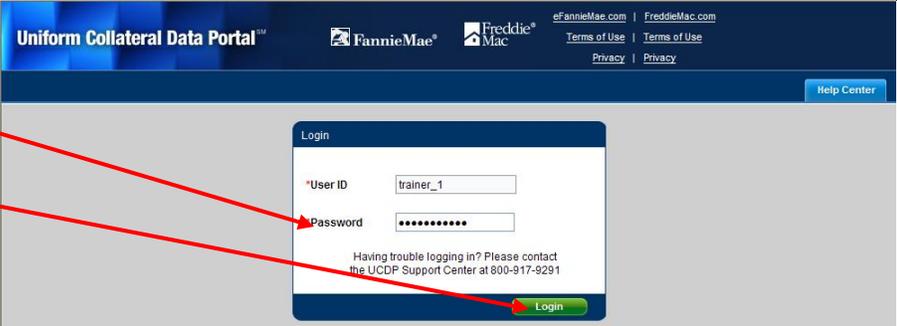
Lender Admin Registration Steps	
Step	Action / Result
	<p>If you are registering for your organization as the primary lender admin, after you click Submit, a message appears indicating you are the first registrant from your organization.</p>  <p>Continue with Step 16.</p> <p>If you are not the primary lender admin registering for your organization, after you click Submit, the next page you see is either a Freddie Mac Account Linkage page or Fannie Mae Account Linkage page. If you are registering with:</p> <ul style="list-style-type: none"> • Both GSEs: The Freddie Mac Account Linkage page appears, followed by the Fannie Mae Account Linkage page. Continue with Step 21. • Freddie Mac only: The Freddie Mac Account Linkage page appears requesting you to enter your Freddie Mac UCDP Authorization Code. Continue with Step 21. • Fannie Mae only: The Fannie Mae Account Linkage page appears requesting you to enter your Fannie Mae User ID and Password. Skip Steps 21-24 and continue with Step 25.
16. If you receive this message as the first registrant, primary lender admin, select click here .	 <p>The GSE Account Linkage page appears.</p>

Lender Admin Registration Steps

Step	Action / Result
<p>17. On the GSE Account Linkage page, review the important information on this page and select the applicable GSE box(es) to link your UCDP user account to your GSE user account.</p> <p> Only the first lender admin, as the primary lender admin, is presented with this choice. Any backup lender admin(s) or general user inherits the account linkage selected.</p> <p>Click Submit.</p>	 <p>Important:</p> <p>As indicated on this GSE Account Linkage page:</p> <ul style="list-style-type: none"> To successfully link to Fannie Mae, you need to have the proper Fannie Mae User ID. To successfully link to Freddie Mac, you need to have the Freddie Mac UCDP Authorization Code found in an email from no_reply@freddiemac.com and your primary Freddie Mac Number (Seller/Servicer or Third-Party Originator Number). <p>If you do not have the required information for each GSE that you have selected and choose to continue, you will not be able to change your GSE selections or complete your UCDP account setup. Please do not close your Internet browser without selecting at least one GSE or you will not be able to link to either GSE upon your next login. If you encounter errors, contact the UCDP Support Center at 1-800-917-9291 to determine what actions you will need to take to successfully link to the GSE(s).</p> <p>After you click Submit, a pop-up message appears asking you if you are sure you want to click Submit.</p>

Lender Admin Registration Steps

Step	Action / Result
<p>18. If you are sure you want to continue and have the information required for the GSE(s) selected, click OK.</p>	 <p>Once you click OK, a message appears indicating you have successfully created your Business Unit (you've successfully linked to Fannie Mae and Freddie Mac, as applicable) and need to log out and log back in to continue.</p> <p> If you click Cancel, you are returned to the GSE Account Linkage page and can change your GSE selection.</p>
<p>19. From the UCDP message, click log out.</p>	 <p>After you click log out, the Login page appears.</p>

Lender Admin Registration Steps	
Step	Action / Result
<p>20. Enter your User ID and Password in the applicable fields.</p> <p>Click Login.</p>	 <p>After you click Login, the next page you see depends on which GSE(s) you selected. If you selected:</p> <ul style="list-style-type: none"> Both GSEs: The Freddie Mac Account Linkage pages appear, followed by the Fannie Mae Account Linkage pages. Continue with Step 21. Freddie Mac only: The Freddie Mac Account Linkage page appears requesting you to enter your Freddie Mac UCDP Authorization Code. Continue with Step 21. Fannie Mae only: The Fannie Mae Account Linkage page appears requesting you to enter your Fannie Mae User ID and Password. Skip Steps 21-24 and continue with Step 25.

Lender Admin Registration Steps

Step	Action / Result
<p>Freddie Mac-specific:</p> <p>21. Refer to the email you received from <i>no_reply@FreddieMac.com</i> containing your UCDP Authorization Code.</p> <p>Enter the code in the Freddie Mac UCDP Authorization Code field.</p> <p>Click Submit.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Dear <i>Karan Tarter</i>:</p> <p><i>Important Note: Please print and save this e-mail. You will be required to provide your Uniform Collateral Data Portal (UCDP) Authorization Code when setting up your UCDP user account.</i></p> <p>As a lender administrator for Training Lender, Freddie Mac is providing authorization for you to access the UCDP. The UCDP is the portal through which lenders are required to electronically submit appraisal reports that conform to the Uniform Appraisal Dataset (UAD) to Freddie Mac.</p> <p>Your Freddie Mac UCDP Authorization Code is: ACUA-3DBQFX</p> <p>Steps to Complete the UCDP Setup</p> <p>As a UCDP user, you will receive an e-mail from the UCDP e-mail address, ucdp-noreply@veros.com. This e-mail will include a URL for the website you must visit to set up your UCDP user account.</p> <p>To enable your organization to submit appraisals to Freddie Mac through the UCDP, you must set up your UCDP user account. During the set up process, you will be required to provide the following information to confirm that you are an authorized Freddie Mac Seller or Third-Party Originator with access to the UCDP:</p> <ul style="list-style-type: none"> - Primary Freddie Mac Seller/Service Number or Third-Party Originator Number - Freddie Mac UCDP Authorization Code (located above) <p>For Freddie Mac and Fannie Mae Sellers</p> <p>If you deliver mortgages to both Freddie Mac and Fannie Mae, in addition to providing the required information above, you must also register as a lender administrator with Fannie Mae, if you have not already done so. Fannie Mae will send you a separate e-mail outlining its UCDP authorization process. Please contact your Fannie Mae representative with questions regarding their registration process.</p> <p>Please visit the UCDP Web page at www.FreddieMac.com/sell/secmkts/uniform_collateral_data_portal.html for additional resources and tools.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>After you click Submit, a second Freddie Mac Account Linkage page appears. Enter your primary Freddie Mac Number (Seller/Service Number or TPO Number) to complete your Freddie Mac linkage.</p> </div>
<p>Freddie Mac-specific:</p> <p>22. Enter your primary Freddie Mac Seller/Service Number or TPO Number.</p> <p>Click Validate.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Please answer the following question to complete your Freddie Mac linkage:</p> <p>a) What is your Primary Freddie Mac Number? (Seller/Service or TPO)</p> <p>A) <input type="text" value="1234123"/></p> <p style="text-align: right;">Validate</p> </div> <p>After you click Validate, a message indicates you successfully linked your UCDP user account to Freddie Mac and to click log out to log out and log back in.</p>

Lender Admin Registration Steps	
Step	Action / Result
<p>Freddie Mac-specific:</p> <p>23. Click log out.</p>	 <p>The screenshot shows the top navigation bar of the UCDP with logos for Fannie Mae and Freddie Mac, and links for eFannieMae.com, FreddieMac.com, Terms of Use, Privacy, and a Logout button. The user ID is TRAINER_1. Below the navigation bar, a message box titled 'Freddie Mac Account Linkage' contains a green checkmark and the text: 'You have successfully linked your UCDP user account to your Freddie Mac user account. Please log out and log back in to continue.' A red arrow points from the 'log out' text in the step to the 'log out' link in the message.</p> <p>After you click log out, the Login page appears.</p>

Lender Admin Registration Steps

Step	Action / Result
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Freddie Mac-specific:

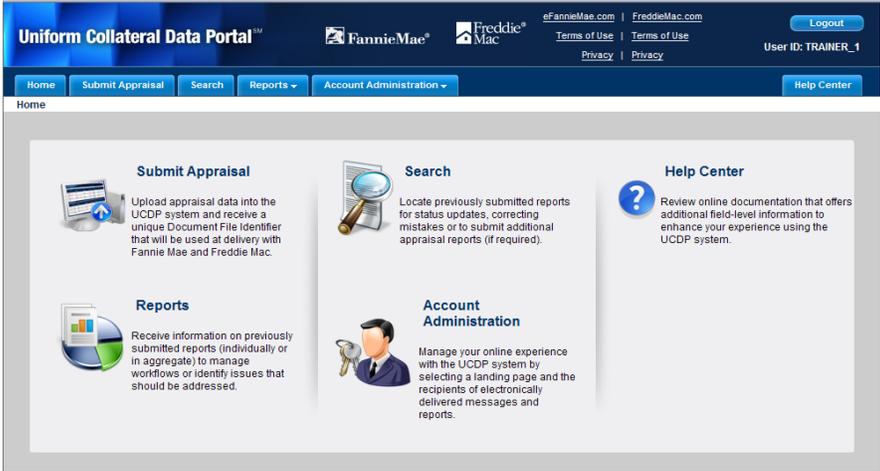
24. Enter your **User ID** and **Password** in the applicable fields.

Click **Login**.



After you click **Login**, the next page you see is either a **Fannie Mae User Account Link** page or the **Home** page. If you are registering with:

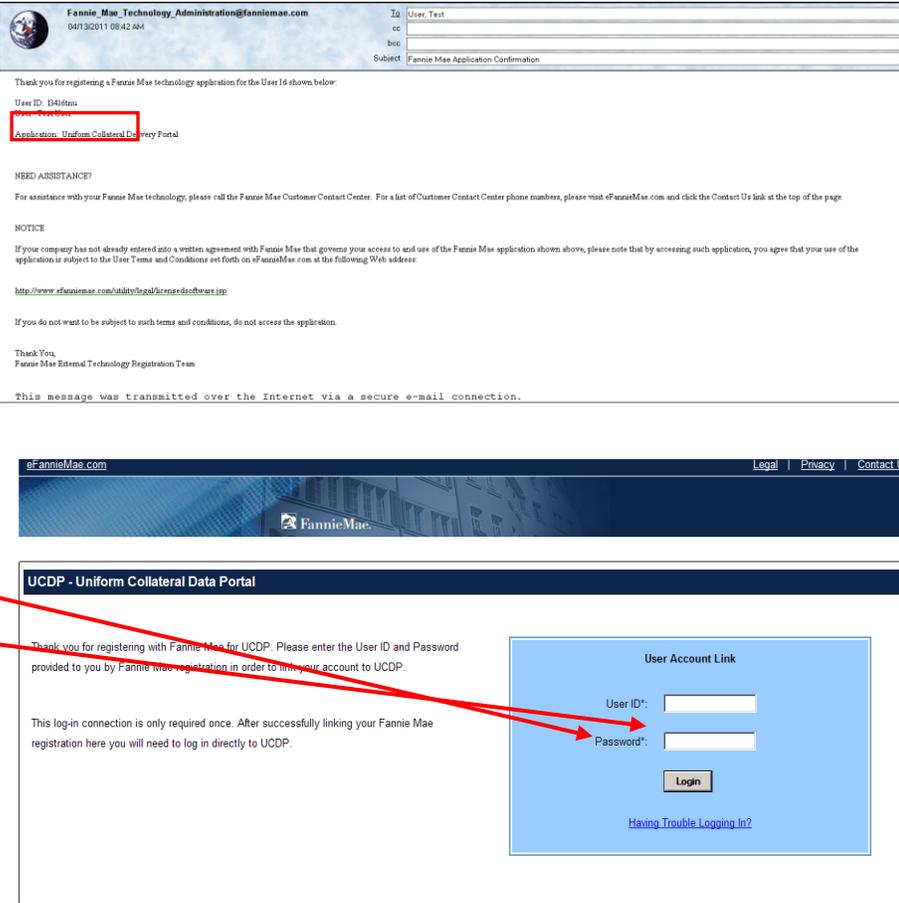
- **Both GSEs:**
After you click **Login**, the **Fannie Mac User Account Link** page appears. **Continue with Step 25.**
- **Freddie Mac only:**
After you click **Login**, the **UCDP Home** page appears and your registration is complete.

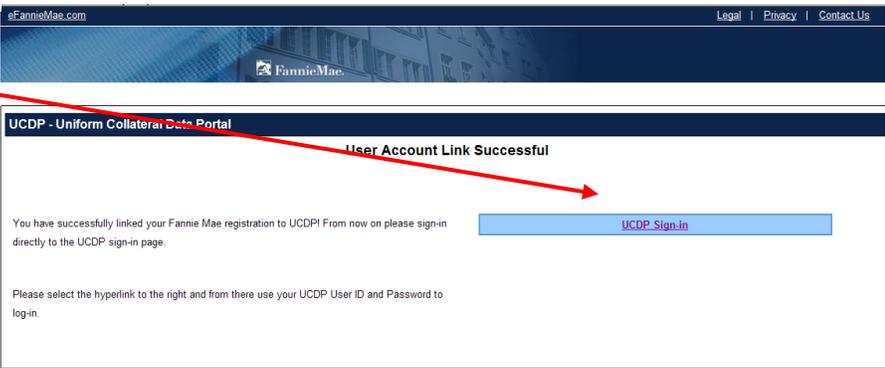


From this **UCDP Home** page, you can complete lender admin-specific tasks such as setting up and managing business units, managing users, and managing lender agent relationships. Refer to the other references in the **UCDP Lender Admin Reference Series** for more information:

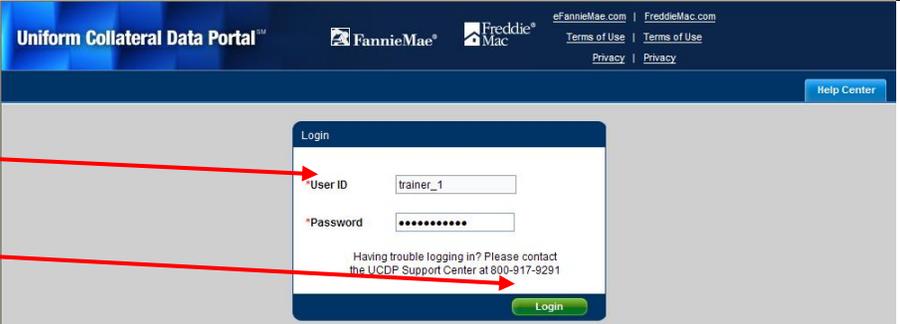
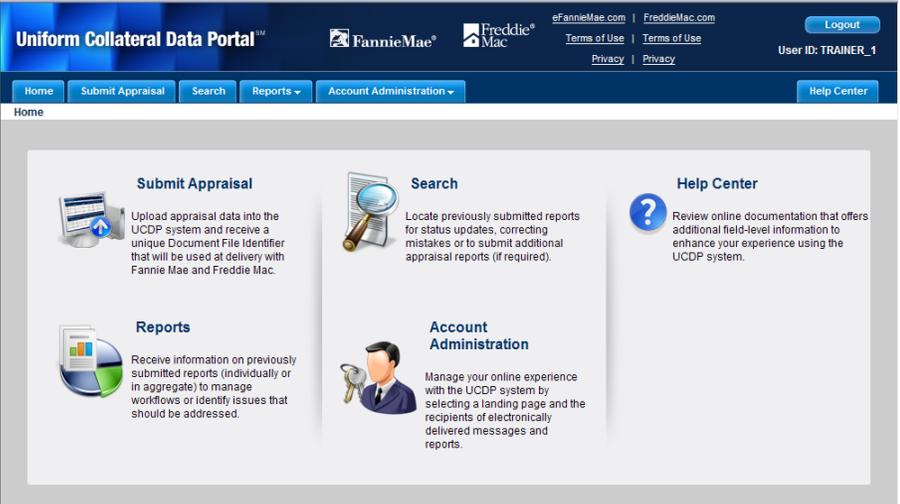
- [Series 2 - Managing Business Units](#)
- [Series 3 - Managing Users](#)
- [Series 4 - Managing Lender Agents](#)
- [Series 5 – Managing Aggregator Profile](#)

Lender Admin Registration Steps

Step	Action / Result
<p>Fannie Mae-specific:</p> <p>25. Click Submit to be redirected to a page where you enter your Fannie Mae registration credentials to link your Fannie Mae account to UCDP.</p>	 <p>After you click Submit, the Fannie Mae User Account Link page appears.</p>
<p>26. Refer to the email(s) you received from <i>Fannie_Mae_Technology_Administration@FannieMae.com</i>. This email indicates you have been granted access to the UCDP application.</p> <p>On the User Account Link page, enter your Fannie Mae User ID from the email, and your Fannie Mae Password in the applicable fields.</p> <p>Click Login.</p>	 <p>After you click Login, a message appears indicating you have successfully linked your Fannie Mae registration to the UCDP.</p>

Lender Admin Registration Steps	
Step	Action / Result
<p>Fannie Mae-specific:</p> <p>27. Click UCDP Sign-in.</p>	 <p>The screenshot shows the UCDP - Uniform Collateral Data Portal interface. At the top, there is a navigation bar with 'eFannieMae.com' on the left and 'Legal Privacy Contact Us' on the right. Below this is a banner image with the Fannie Mae logo. The main content area has a dark blue header with 'UCDP - Uniform Collateral Data Portal' on the left and 'User Account Link Successful' on the right. The main text reads: 'You have successfully linked your Fannie Mae registration to UCDP! From now on please sign-in directly to the UCDP sign-in page.' Below this is a blue button labeled 'UCDP Sign-in'. A red arrow points from the text '27. Click UCDP Sign-in.' in the Step column to the 'UCDP Sign-in' button in the screenshot. Below the screenshot, it says 'Please select the hyperlink to the right and from there use your UCDP User ID and Password to log-in.' and a copyright notice '© 2001-2011 Fannie Mae. All Rights Reserved.'</p> <p>After you click UCDP Sign-in, the Login page appears.</p>

Lender Admin Registration Steps

Step	Action / Result
<p>Fannie Mae-specific:</p> <p>28. Enter your User ID and Password in the applicable fields.</p> <p>Click Login.</p>	 <p>After you click Login, the UCDP Home page appears and your registration is complete.</p>  <p>From this UCDP Home page you can complete lender admin-specific tasks such as setting up and managing business units, managing users, and managing lender agent relationships. Refer to the other references in the UCDP Lender Admin Reference series for more information:</p> <ul style="list-style-type: none"> ▪ Series 2 - Managing Business Units ▪ Series 3 - Managing Users ▪ Series 4 - Managing Lender Agents ▪ Series 5 – Managing Aggregator Profile

Password Criteria	Refer to the following table for specific characteristics of acceptable passwords.
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Password Criteria	
Requirement	Value
Minimum length	8 alphanumeric characters
Maximum number of repeated characters	2
Minimum number of alphabetic characters	1
Minimum number of numeric characters	1
Repeated history length of time This means the last five passwords cannot be used. For example, if one of your previous five passwords was <i>123abc01</i> , you cannot change your new password to <i>123abc01</i> again until at least five password changes occur.	10
Reversed history length of time This means the reverse order of the last five passwords cannot be used. For example, if your password is <i>123abc01</i> , you cannot change your password to <i>10cba321</i> until at least five password changes occur.	10
Disallow User Name as password For example, if your User Name is <i>Jonathan</i> , your password cannot be <i>jonathan1</i> .	Yes
Disallow User ID as password For example, if your User ID is <i>ABC Mortgage</i> , your password cannot be <i>abcmortgage22</i> .	Yes

UCDP Access Post Registration	<p>Once your registration is complete, access the UCDP Login page via https://www.uniformdataportal.com/ucdp.</p> <p> For easier access, bookmark this URL, or create a shortcut to this link on your desktop. A link is also available on both the Fannie Mae and Freddie Mac web pages.</p>
Additional Assistance	<p>For additional assistance, refer to:</p> <ul style="list-style-type: none">▪ Fannie Mae's UCDP web page▪ Freddie Mac's UCDP web page▪ The UCDP Support Center at 1-800-917-9291▪ UCDP Help Center (accessible after you log in to the UCDP)