# **Registering Online for Desktop Originator**

**Tip:** To print this document, click a (Print). To get a closer look at a screen, click a. (Zoom In) in the toolbar.

You can use the Desktop Originator<sup>®</sup> (DO<sup>®</sup>) Online Registration tool to register your company to submit loan casefiles through DO for the first time. As part of this registration process, you will enter contact and billing information for your company or organization, request one or more user IDs and passwords, and request sponsorship from one or more lenders.

This document describes how you can register your organization for DO by using the Desktop Originator Online Registration tool.

**Important:** Before you can begin using DO, you will need to do all of the following:

- Electronically sign our Fannie Mae Software Subscription Agreement and Desktop Originator Schedule.
- Identify at least one sponsoring lender to approve your request. This Quick Steps document explains how to request sponsorship from the lender you choose. For a list of sponsoring lenders, refer to the <u>Brokers & Correspondents</u> page on eFannieMae.com.
- Retrieve your DO password.
- Obtain a Fannie Mae account number and password from a credit information provider so that you can pull credit reports or associate already pulled credit reports in DO. This process is performed outside of the DO Online Registration tool. For a list of the credit information providers you can use with DO, refer to the <u>Brokers & Correspondents</u> page on eFannieMae.com.

Also, before using the DO Online Registration tool, you should be aware of the following:

- Each DO user in your company or organization must have a unique user ID and password.
- If you have multiple users, we recommend that you request all of the user IDs during the initial registration process. If you wish to add user IDs later, refer to <u>DO Account</u> <u>Management</u> on the <u>Brokers & Correspondents</u> page on eFannieMae.com for information.
- If you want to request sponsorship from multiple lenders, you are encouraged to make these requests during the initial registration process as well, as future requests will need to be made separately through <u>DO Account Management</u> on the <u>Brokers & Correspondents</u> page on eFannieMae.com.
- The length of the sponsorship acceptance process varies by lender, because some lenders may require additional information before sponsoring you. The acceptance of lender sponsorship requests is at the sole discretion of the lender.

 Open the Brokers & Correspondents page on eFannieMae.com. Click Register for DO.

2. The DO Online Registration application opens in a separate browser window, with the terms and conditions of the User Agreement appearing. After you have reviewed and accepted the terms and conditions, scroll to bottom of the screen, and then click **Agree**.

**Note:** You can download and print a copy of the User Agreement by clicking the **Download Agreement in PDF Format** link near the top of the screen.

3. On the Enter Company Information screen, enter the requested information about your company, including the name of the contact person. Then, click **Continue**.

**Note:** All required fields are indicated by a "+."

	Screen
eFannie	eMae.com
	Single-Family
Home > Bro	kers & Correspondents
Brokers	& Correspondents
	Get Started With DO We provide the resources you'll need to get up Begin now
	What is DO? • Learn About DO • Register for DO • Quick St ")s for DO Online Registration (.pdf)
	Already a DO User?
To begin the pro     If you accept the     If you do not wa     request to regist     To download a     the hyperlink, be      Download.     Confic     Li  1. Introduction.     Fannie Mae own     Licensed Softwa     in the relevant Softwa	cess, read the User Agreement, Schedule, and Rate Sheet. terms, click on the "Agree" button, below. nt to accept the terms, click on the "Do Not Agree" button, which will cancel your er to use Desktop Originator on the Web. Sopy of the Agreement in Portable Document Format (".pdf" format), please click on low, or the one beneath the agreement text. Agreement in PDF Format Jential and Proprietary CENSED SOFTWARE RMS AND CONDITIONS ns or is otherwise authorized to distribute the tre (as defined below). Unless otherwise provided Schedule (as defined below) to this. Anreament
Desktop Originato Step 2: Type your company infi person in your company	Dr® Online Registration Enter Company Information ormation, including the name, address, e-mail address, and phone number of the y who will be the point of contact for Desktop Originator, then click Continue.
Company Name:+	+ indicates required information
Point of Contact:	First + MI Last + Lawrence Originator
Address Line 1: +	75 E Ramon Blvd
Address Line 2:	
City: +	Fremont
State: +	California.
ZIP Code:	ZIP:+ ZIP:+4: 90001
E-mail: +	lawrence@onlinemort.com
Phone: +	555 - 555 - 1212 Extension:
Fax:	
	Previous Continue Clear Fields Cancel

4. Enter your billing information, and then click **Continue**.

**Note:** The billing point of contact you enter on this screen will receive the invoices, while the point of contact you entered on the Step 2 screen handles the registration information. These roles can be performed by the same person.

Review and make any neces	sary changes, then click continue.
	+ indicates required information
Billing Company Name:+	Online Mortgage
Point of Contact:	First + MI Last +
	Lawrence Originator
Address Line 1: +	75 E Ramon Blvd
Address Line 2:	
City: +	Fremont
State: +	California
ZIP Code:	ZIP:+ ZIP+4:
	90001
E-mail: +	lawrence@onlinemort.com
Phone: +	555 - 555 - 1212 Extension:
Fax:	
	Previous Continue Clear Fields Cancel

Screen

Step 3: Enter Billing Information

Desktop Originator® Online Registration

5. Enter the credit card information, and then click **Continue**.

**Note:** This information is used for verification and billing purposes. Although you must provide credit card information when you register for DO, you can change your company's payment method after registration.

Desktop Originator®	Online Registration	
Step 4: E	nter Credit Card Paym	ent Authorization
	2	
Enter your credit card inform example, if the address con	nation below. The information must be entered exactly a tains abbreviations, use the abbreviations. Click continu	as it appears on your monthly statement. For ae to proceed.
Note: Each month, Fannie Mae wil Fannie Mae technology proc Invoice, card holder authors (10) days attr the invoice charge will not cause the or There will be a \$25.00 pp Fannie Mae to initide a char underpayment of an invoice holder acknowledge that ift Mae will provide Company v	is and the Company an invoice for charges incurred by lucts and services in the immediately preceding month, tess Fannie Mae to initiate a charge for that balance to that Each invoice will specify the date of such charge edit card account to exceed any applicable credit init on <b>analytor any rejected charge pursuant to thiss</b> age or credit to the above credit card as necessary to co or any other prior encouse charges or credit effected he amount charged to the foregoing credit card in a pa with prior notice on such varying amount, to the scates <b>tradicates required information</b>	the Company in connection with its use of it there is a balance due on the Company's to credit card, specified below, at least ten The card holies hould ensure that such a revailable balance on the date of charge. <b>Interization</b> . Card holder further autorizates orrect any pior overpayment or under this authorization. Company and card ficular month exceeds \$10,000.00, Fannie auch notice is required by applicable law.
Credit Card Company:+	● Visa® ○ MasterCard® ○ American Exp	esso
Account Number:+		
Expiration Date:+	Month: Year:	
Cardholder Name:+	Lawrence Originator	
	Statement Address Informa	tion
Company Name:	Online Mortgage	
Address - Line 1; +	75 E Ramon Blvd	

6. On the Step 5 screen, enter the data for each user that will access DO. As noted earlier, each user who accesses DO must have a separate DO user ID. On this screen you will also enter a PIN and code word for each user. Store this information in a safe place. The Customer Contact Center will ask for the information later if you have questions regarding registration.

## Click Continue.

**Note:** You can request another user ID while on this screen by clicking Yes at the bottom of the screen before clicking Continue.

7. Select a person from the list that you want to be able to review Fannie Mae invoices online, and then click **Continue**.

**Note:** The list of users is based on the point of contact information you entered on the Step 2 and Step 3 screens. If the same name was entered on these screens (as in this example), then only one name will appear here.

Iluse Desktop Originator must have a user ID. For each authorized person:  type a four-digit number. (Be sure to give this number to the user.) ecurity code such as the users telephone extension or make of first car
Iuse Desktop Originator must have a user ID. For each authorized person:  type a four-digit number. (Be sure to give this number to the user.) ecurity code such as the users telephone extension or make of first car
I use Desktop Originator must have a user ID. For each authorized person:  type a four-digit number. (Be sure to give this number to the user.) ecurity code such as the users telephone extension or make of first cor.  well ask for it you call for help with registration.  on the "Voldaty you like to add another user" option, then click Continue.  tor to review the users.  this you have referred for a user, click [Remove User].  ter user, click No on the "Voldaty you like to add another user" option, then click  this you have referred for a user, click [Remove User].  ture, click No on the "Voldaty you like to add another user" option, then click  this you have referred to referred to a user, click [Remove User].  Lawrence  Discrete thumber: 1  Lawrence  Principal  lawrence@onlinemont.  555 - [555 - [1212 - (extension not required)  1234 Enter a four-digit number for this user rosebud character a code word of five to ten click particular.
type a four-digt number. (Be sure to give this number to the user.) ecurity code such as the users telephone extension or make of first core. 
type a four-digit number. (de sur to give this number to the user.) exerting code surce in the user attemphone extension or make of first carwell ask for it if you call for help with registration. on the "Nodul you like to add anther user" option, then click Continue. ton to review the users. on the "Nodul you like to add anther user" option, then click this you have retered for a user, click [Remove User]. er user, click ho on the "Nodul you like to add another user" option, then click
-well ask for Lif you call for help with registration. on the "Vouldy ou like to add anter user" option, then click Continue. ton to review the users. ton to review the users. ter user, click No on the "Vould you like to add another user" option, then click + indicates required information User Number: 1 Lawrence Originator Principal [avernce@onlinemont] 555 - 555 - 1212 - ( extension not required) 1234 Enter a four-digit number for this user rosebud Enter a code word of five to ten clicksone first a code word of five to ten
tan brevew the users. that you have entered for a user, click (Remove User). that you have entered for a user, click (Remove User). et user, click tho on the "Would you like to add another user" option, then click + indicates required information User Number: 1 Lawrence Principal [lawrence@onlinemont. 555 - 555 - 1212 - (extension not required) 1234 Enter a four-digit number for this user rosebud Enter a code word of five to ten clickseuracia character
Inar you have entered for a user, click (remove User).  r user, click No on the "Would you like to add another user" option, then click  r indicates required information User Number: 1  Lawrence Principal  Rewrence@onlinemort.  555 -555 -1212 - (extension not required)  1234 Enter a four-digit number for this user rosebud Enter a code word of five to ten clickseuration
Indicates required information User Number: 1      Lawrence     Originator      Principal      lawrence@onlinemort.      555     - [555     - [1212     - [(extension not     required)      1234     Enter a four-digit number for this user     rosebud     Enter a code word of five to ten     planemuscia character
Hindicates required information     User Number: 1     Lawrence     Originator     Principal     lawrence@onlinemort.     555 - [555 - [1212 - [1212 - [1234]]     I234     Enter a four-digit number for this user     rosebud     Enter a code word of five to ten     planeumenia observation
User Number: 1  Lawrence Originator  Principal Iawrence@onlinemort.  555 - 555 - 1212 - (extension not required)  1234 Enter a four-digit number for this user rosebud Enter a code word of five to ten elabeauteria
Lawrence     Originator       Principal     Iswrence@onlinemort.       [555]     - [555]       [555]     - [555]       [1234]     Enter a four-digit number for this user       [rosebud]     Enter a code word of five to ten
Principal Iawrence@onlinemort. 555 - 555 - 1212 - (extension not required) 1234 Enter a four-digit number for this user rosebud Enter a code word of five to ten planeauropia planeater
I avrence@onlinemort. 555 - 555 - 1212 - (extension not required) 1234 Enter a four-digit number for this user rosebud Enter a code word of five to ten
Iawrence@onlinemort       555     - [555]       required)       1234       Enter a four-digit number for this user       rosebud       Enter a code word of five to ten
555     -     555     -     1212     -     Cextension not       required)       1234     Enter a four-digit number for this user       rosebud     Enter a code word of five to ten       observation     Enter a code word of five to ten
required)           1234         Enter a four-digit number for this user           rosebud         Enter a code word of five to ten
1234         Enter a four-digit number for this user           rosebud         Enter a code word of five to ten
rosebud Enter a code word of five to ten
alabanumaria abarantara
alphanument thalatters.
In the Code Word field, type a security code such as the user's telephone extension. Store the word in a safe place we' II ask for it if you call for help with registration.
? ⊙ No C Yes
Previous Continue
Registration
User to Review Online Invoices
e able to review Fannie Mae invoices online. You can select only one person to
d information
ng Service User
inator
Previous Continue Cancel
P P P P P P

Screen

8. Select at least one sponsoring lender from the index on the Step 7 screen, then click Continue.

Notes:

- Lenders are grouped by the beginning • letter of their names. You can only view lenders one group at a time. To view a lender starting with a particular letter, click on the appropriate letter link above the Select Sponsoring Lenders list. In this example, the "A" link was clicked.
- You must select at least one sponsoring • lender when registering for DO. You can always add sponsoring lenders later from the Desktop Originator Account Management page on eFannieMae.com.
- 9. Enter the requested information on the Step 8 screen, and then click Continue.

10. A summary of the registration information you entered appears. After confirming that the information you entered is correct, click Submit Request.

#### Screen

#### Step 7: Select Sponsoring Lenders

- Click the check box beside the Sponsoring Lender's name.
   Type the Wholesale Account Executive's Name in the text box.
   If you do not have a relationship with a lender, click the No option button.
   You can continue to select additional lenders on this screen, or you can click on another letter to
   select lenders on a different screen.
   When you are through selecting sponsoring lenders, click the Continue button.

Please Note: The lender may require a formal application package prior to approving your request, which could delay your sponsorship approval.

Index of Sponsoring Lenders 0.9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select				l hav r <u>elat</u>	e an existing ionship w <u>ith</u>
Lender	Sponsoring Lend	er Wholesale Ac	count Executive's Na	me tl	nis lender
V	ABC Mortgage	John Lender		Ye	s ⊂ No 🖲
	AXX Mortgage			Ye	s C No 👁
			Reset All Ler	der Selecti	ons
		Pre	avious Cont	inue	Cancel
				- (P)	0001001
ton Orio	rinotor® Onlin	a Degistration			
Stet	a S' Prov	de Additi	onal Info	matic	m
Stel	5 6, FIOV.	ue Auulti		matic	<u>, , , , , , , , , , , , , , , , , , , </u>
	4 Marine Innus Same				al a al
	<ol> <li>If you have bee</li> <li>Choose your lost</li> </ol>	n given a special promi an origination system (L	otion code, enter it in th .OS) from the LOS Ver	ie space provi ndor list.	ded.
	3. Use the Referra	I Source field to tell us	how you heard about	Desktop Origin	nator.
			_		_
Pre	omotion Code :				
Lo	an Originator Softv	vare Vendor:		31119	
Lo	an Originator Softv	vare Vendor:	NUM NUMP	1999-199 1999-199	
Lo	an Originator Softv	vare Vendor:		99999 	
Lo Re	an Originator Softv ferral Source:	vare Vendor:	7. 69.9.9.9.9.9.9.9.9.9.9.9.9.9.9.9.9.9.9	ITI TARMAR	109 I M.M.
Lo Re	an Originator Softy ferral Source:	vare Vendor:	- 	UNU UNUSUSI	
Lo	an Originator Softv ferral Source:	vare Vendor:	Previous	Continu	. Ca
Lo	an Originator Softv ferral Source:	vare Vendor:	Previous	Continu	eth. Ca
Lo	an Originator Softv ferral Source:	vare Vendor:	Previous	Continu	eth Ca
Lo Re	an Originator Softw ferral Source: inator® Online I	vare Vendor: Registration	Previous	Continu	e Ca
Lo Re top Origi Step	in Originator Softv ferral Source: inator® Online F 9: Verify	Registration Registration	Previous on Reques	Continu t	et Ca
Lo Re top Origi Step	an Originator Softw ferral Source: inator® Online I 9: Verify confirm the reastable	Registration Registration	Previous on Reques	Continu t	eth Ca
Lo Re Step 1. 2.	an Originator Softw ferral Source: inator® Online I 9: Verify Confirm the registration	Registration Registration Registration an information you have a even of the information, o	Previous On Reques	Continu t	e Ca
top Origi Step 1. 2. 3.	an Originator Softw ferral Source: inator® Online I 9: Verify Confirm the registratii fyou need to change screen. Maintain a copy of	Registration Registration Registration on information you have et any of the information, o	Previous Previous on Reques entered. ick Previous unti you pards. We recommend	Continu Continu t eturn to the app you print this	en Ca
Lo Re Step 1. 2. 3. 4.	In A Criginator Software In A Content of the A Content o	Registration Registration Registration on information you have et any of the information, et this form for your rec- rect, click Submit Requ	Previous Previous on Requess intered. Lick Previous unti your ords. We recommend est.	Continu t eturn to the app you print this	ropriate
Lo Re Step 1. 2. 3. 4.	an Originator Softw ferral Source: inator® Online I 9: Verify Confirm the registratii tyou need to change screen. Maintain a copy of It all of the data is co	Registration Registration Registration an information you have e any of the information, o this form for your rec- rect, click Submit Requ	Previous Previous on Reques intered. Lick Previous unti your ords. We recommend est.	Continu t eturn to the app you print this	ropriate
top Origi Step 1. 2. 3. 4.	an Originator Softw ferral Source: inator® Online F 9: Verify Continue registration screen. Maintain a copy of H all of the data is con	Registration Registration Registration on information you have a any of the information, this form for your rec- rect, click Submit Requ Originator Comp	Previous Previous Itick Previous util your of s. We recommend est.	Continu t eturn to the app you print this	ropriste
top Origi Step 1. 2. 3. 4. Comp	an Originator Softw ferral Source: inator® Online F 9: Verify Confirm the registrati if you need to change sorreen. Maintain a copy of if all of the data is con-	Registration Registration Registration on information you have of any of the information, of this form for your rece- rect, click Submit Requ Originator Comp While Mordgage	Previous Previous entered. Ick Previous untl you ards. We recommend est.	Continu t eturn to the app you print this	entre ca
Lo Re Step 1. 2. 3. 4. Comp Point	an Originator Softw ferral Source: inator® Online I 9: Verify Confirm the registrati If you need to change screen. Maintain a copy of It all of the data is con hany Name: C of Contact: L	Registration Registration Registration on Information you have of any of the information, of this form for your rec- trect, click Submit Requi	Previous Previous entered. Lick Previous unti you Lick Previous unti you pary Information	Continu t you print this Originator	erthal Ca
Lo Re top Origi Step 1. 2. 3. 4. Comp Point Addre	an Originator Softw ferral Source: inator® Online I 9: Verify Confirm the registrati Hy ou need to change screen. Maintain a copy of It all of the data is con many Name: Co of Contact: L sss Line 1: F	Registration Registration Registration on Information you have e e any of the Information, o this form for your ree- reed, click Submit Requi	Previous Previous on Request intered. lick Previous until you r ards. We recommend est.	Continu t eturn to the app you print this Originator Last	oropriete page.
top Origi Step 1. 2. 3. 4. Comp Point Addre	an Originator Softw ferral Source: inator® Online I 9: Verify Confirm the registratil If you need to change screen Meintain a copy of If all of the data is col of Contract: Confirm the registratil If all of the data is col of Contact: See Line 1: 7	Registration Registration Registration Information you have a e any of the information, o this form for your rec rect, click Submit Requ Originator Comp biline Mortgage awvence irst 5 E Ramon Blvd	Previous Previous on Requess intered. Lick Previous unti your ords. We recommend est.	Continu t eturn to the app you print this Originator Last	oropriete
top Origi Step 1. 2. 3. 4. Comp Point Addre City:	inator® Online F ferral Source: 9: Verify Confirm the registration thy you need to change screen. Maintain a copy of If all of the data is con- hany Hame: of Contact: Ess Line 1: F	Registration Registration Registratio an information you have a any of the information, ou this form for your rece- rect, click Submit Requ Originator Com Originator Com Originator Society S E Ramon Bivd remont	Previous Previous entered. akk Previous unti you i akk Previous unti you i previous unti you i page Information MI	Continu t eturn to the app you print this Originator Last	ropriate
top Origi Step 1. 2. 3. 4. Comp Point Addre Addre City: States	an Originator Softw ferral Source: inator® Online F 9: Verify Confirm the registrati If you need to change sorcen. Maintain a copy of It all of the data is col of Contact: Ess Line 1: Fss Line 2: Contact: Fc	Registration Registration Registration on Information you have a early of the information, of this form for your rece- rect, click Submit Requination or iginator Comp briline Mortgage awvence irst 5 E Ramon Blvd remont alifornia	Previous Previous entered. Lick Previous unti you cords. We recommend est. pany Information MI	Continu t eturn to the app you print this Originator Last	entropriate propriate
top Origi Step 1, 2. 3, 4. Comp Point Addre City: State State	an Originator Softw ferral Source: inator® Online I 9: Verify Contirm the registrati If you need to change screen Maintain a copy of If all of the data is cor of Contact: L F sess Line 2: F code : F	Registration Registration Registration on Information you have e e any of the Information, o this form for your ree- rect, click Submit Requ Originator Com Originator Com Originator Com S E Ramon Blvd S E Ramon Blvd remont alfornia 0001	Previous Previous entered. Lick Previous unti your ords. We recommend est.	Continu t eturn to the app you print this Originator Last	e Ca
top Origi Step 1. 2. 3. 4. Comp Point Addre City: State: ZIP C. City: State: ZIP C.	an Originator Softw ferral Source: 9: Verify Confirm the registration if you need to change screen. Maintain a copy of if all of the data is cont of Contact: ess Line 1: cost Line 2: cost cost Line 2: cost Line 2: cost cost Line 2: cost Line 2: cos	Registration Registration Registratio registratio registratio registrativ rect, clck Submit Requ Originator Com Originator Com Originator Com S E Ramon Bivd remont alifornia 0001 wwrence@onlinemot.com	Previous Previous entered disk Previous until you disk Previous until you party Information MI	Continu t eturn to the app you print this Originator Last	en Ca
top Origi Step 1. 2. 3. 4. Comp Point Addre Cdy: State: ZIP C: E-mai Poont	an Originator Softw ferral Source: inator® Online F 9: Verify Confirm the registratil If you need to change sorren. Maintain a copy of It all of the data is con of Contact: E ses Line 1: F code : Software Softwar	Registration Registration Registration on Information you have of any of the information, of this form for your rece- rect, click Submit Requination originator Comp briline Mortgage awvence irset 5 E Ramon Blvd remont alifornia 0001 wrence@onlinemort.com 55 - 555 - 1212	Previous Pre	Continu t eturn to the app you print this Originator Last	erthal Ca

11. Upon successful submission of the registration data, the Thank You screen appears with a tracking number for the submission, as well as the list of sponsoring lenders you requested.

You should print a copy of this page for your records. Click **Close** to close this browser window.

**Note:** After completing this procedure, you will receive several e-mail messages, which provide important information and instructions about your DO registration and sponsorship requests.

CCI	cen
sktop Originator® Online Registration	
Step 10: Thank You!	
Your request has been sent to the sele an update on the status of your reque	cted lenders for processing. If you need st, please contact the lenders directly.
Please print a copy of th	is page for your records.
Tracking Number(s):	Lender(s):
349336	ABC Mortgage
Cle	ose
Learn about DO Multi-product	

Screen