



Registering Online for Desktop Originator

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

You can use the Desktop Originator[®] (DO[®]) 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.


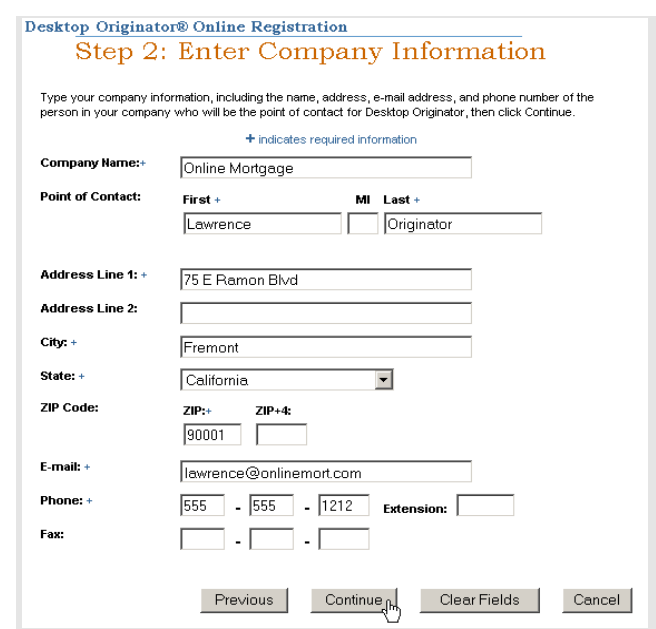
This document describes how you can register your organization for DO by using the Desktop Originator Online Registration tool.

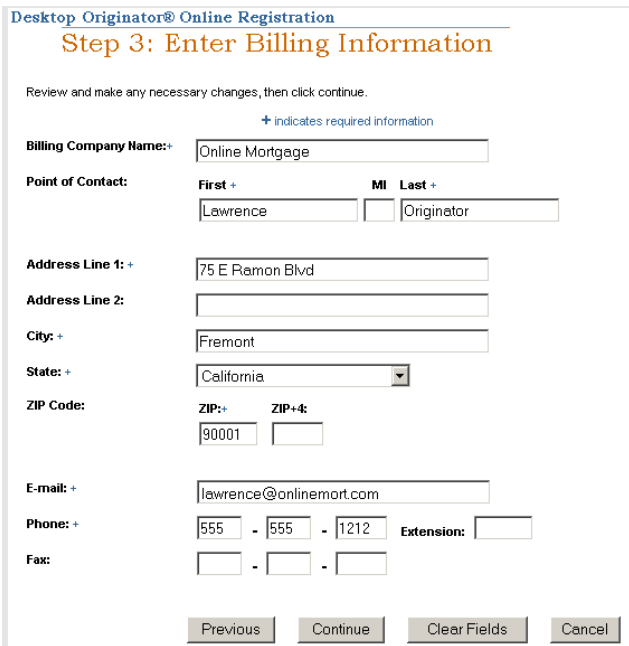
Important: Before you can begin using DO, you will need to do all of the following:

- 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 [Brokers & Correspondents page](#).
- 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 [Credit Information Providers page](#).


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 the [Technology Manager page](#) 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 the [Brokers & Correspondents page](#).
- 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.

Step	Screen
<p>1. Go to the DO Online Registration Tool for Brokers.</p>	
<p>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.</p> <p>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.</p>	
<p>3. On the Enter Company Information screen, enter the requested information about your company, including the name of the contact person. Then, click Continue.</p> <p>Note: All required fields are indicated by a “+.”</p>	

Step	Screen
<p>4. Enter your billing information, and then click Continue.</p> <p>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.</p>	 <p>The screenshot shows a web form titled "Desktop Originator® Online Registration" with the sub-header "Step 3: Enter Billing Information". The form includes fields for Billing Company Name (Online Mortgage), Point of Contact (First: Lawrence, MI, Last: Originator), Address Line 1 (75 E Ramon Blvd), Address Line 2, City (Fremont), State (California), ZIP Code (90001), E-mail (lawrence@onlinemort.com), Phone (555-555-1212), and Fax. Buttons for Previous, Continue, Clear Fields, and Cancel are at the bottom.</p>

<p>5. Enter the credit card information, and then click Continue.</p> <p>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.</p>

 <p>The screenshot shows a web form titled "Desktop Originator® Online Registration" with the sub-header "Step 4: Enter Credit Card Payment Authorization". It includes a note about monthly invoices and a \$25.00 penalty for rejected charges. The form has radio buttons for Credit Card Company (Visa selected), Account Number, Expiration Date (04/2006), Cardholder Name (Lawrence Originator), and a section for Statement Address Information (Company Name: Online Mortgage, Address Line 1: 75 E Ramon Blvd).</p>
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Step

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.

Screen

Desktop Originator® Online Registration
Step 5: Request User IDs

Every person in your company who will use Desktop Originator must have a user ID. For each authorized person:

- Type the user information.
- In the Personal ID Number field, type a four-digit number. (Be sure to give this number to the user.)
- In the Code Word field, type a security code such as the user's telephone extension or make of first car. Store the code in a safe place-- we'll ask for it if you call for help with registration.
- To add another user, click Yes on the "Would you like to add another user" option, then click Continue.
 - Use the [Next User] button to review the users.
 - To remove information that you have entered for a user, click [Remove User].
- If you do not want to add another user, click No on the "Would you like to add another user" option, then click Continue.

+ indicates required information

User Number: 1

User Name :

Title: +

E-mail: +

Phone: + - - - (extension not required)

Personal ID Number (PIN): + Enter a four-digit number for this user

Code Word: + Enter a code word of five to ten alphanumeric characters.

In the Code Word field, type a security code such as the user's telephone extension. Store the word in a safe place -- we'll ask for it if you call for help with registration.

Would you like to add another user? No Yes

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.

Desktop Originator® Online Registration
Step 6: Select User to Review Online Invoices

Select the name of the person who will be able to review Fannie Mae invoices online. You can select only one person for this task.

+ indicates required information

Select Online Billing Service User

Lawrence Originator

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 page](#).

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.

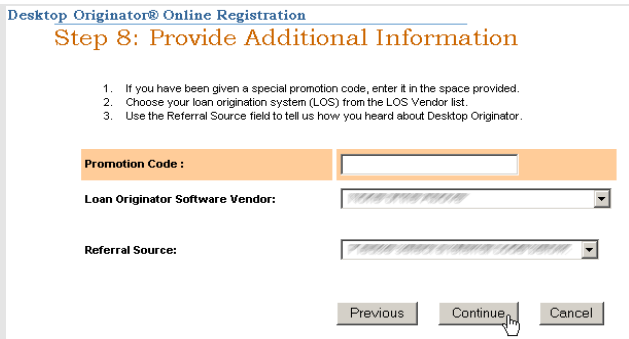

Please Note: The lender may require a formal application package prior to approving your request, which could delay your sponsorship approval.

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 Sponsoring Lenders Beginning with the letter 'A'

Select Lender	Sponsoring Lender	Wholesale Account Executive's Name	I have an existing relationship with this lender
<input checked="" type="checkbox"/>	ABC Mortgage	<input type="text" value="John Lender"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>
<input type="checkbox"/>	AXX Mortgage	<input type="text"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>

Step	Screen
<p>9. Enter the requested information on the Step 8 screen, and then click Continue.</p>	
<p>10. A summary of the registration information you entered appears. After confirming that the information you entered is correct, click Submit Request.</p>	
<p>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.</p> <p>You should print a copy of this page for your records. Click Close to close this browser window.</p> <p>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.</p>	