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.

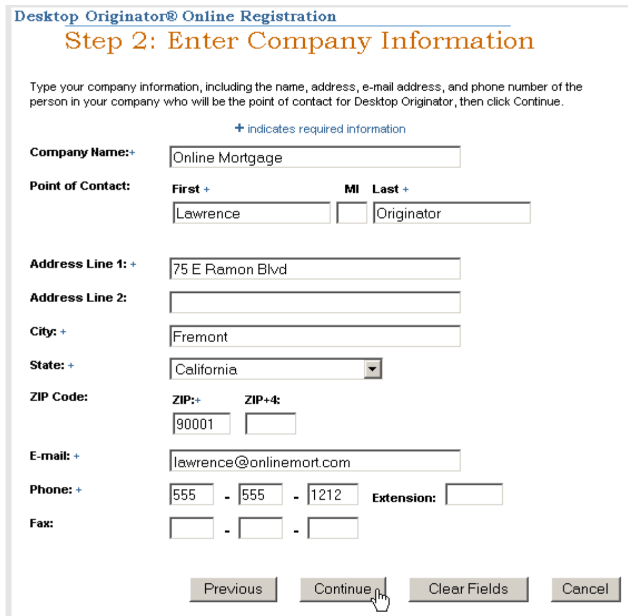
This document describes how you can register your organization for DO by using the Desktop Originator Online Registration tool.

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

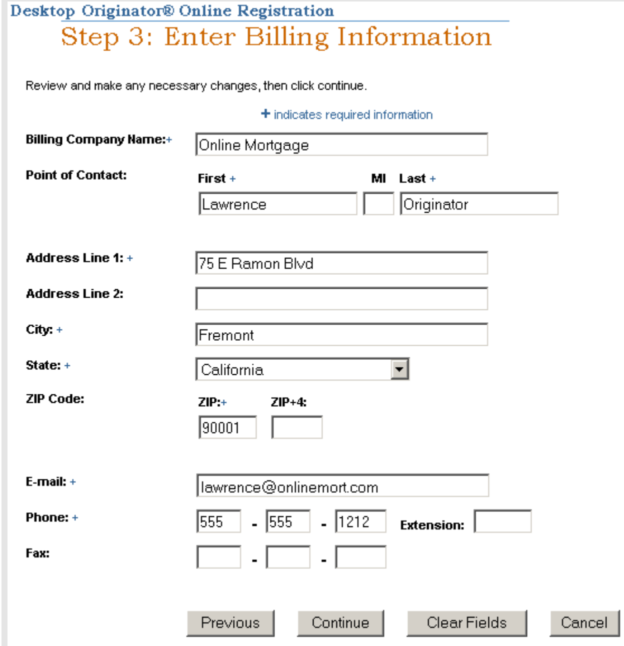
- Electronically sign our Fannie Mae Software Subscription Agreement and Desktop Originator Schedule.
- Identify at least one sponsoring lender to approve your request. This Quick Steps document explains how to request sponsorship from the lender you choose. For a list of sponsoring lenders, refer to 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.

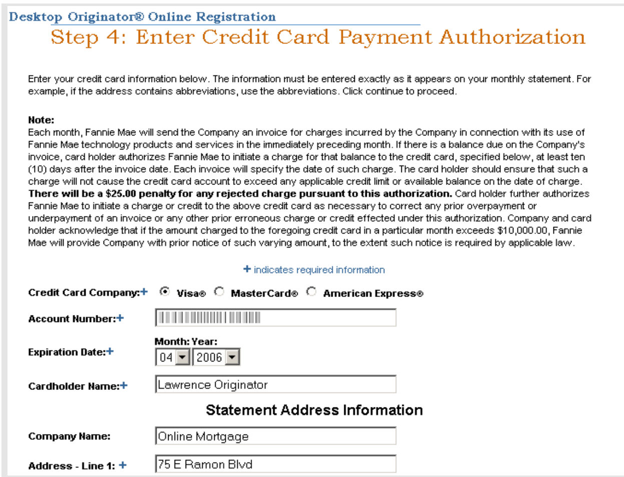
Also, before using the DO Online Registration tool, you should be aware of the following:

- 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
1. Go to the [DO Online Registration Tool for Brokers]().	
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 "+."	

Step	Screen
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.	(screen below)
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.	(screen below)





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<tr><th>Step</th><th>Screen</th></tr>
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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.

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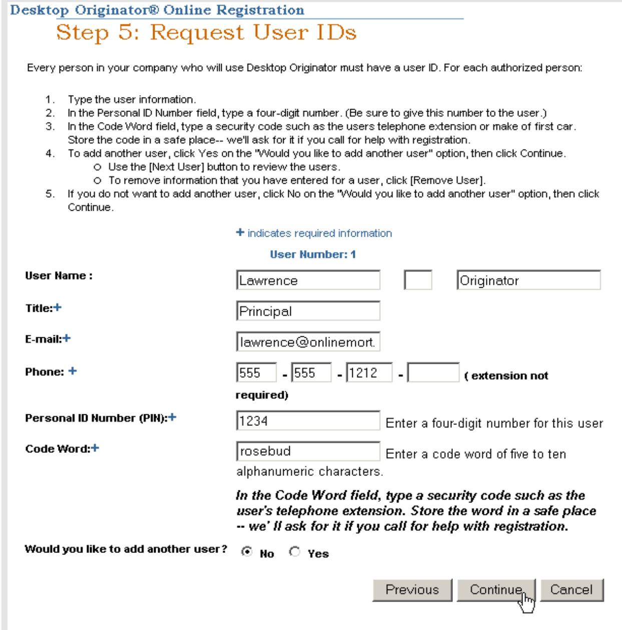

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7. Select a person from the list that you want to be able to review Fannie Mae invoices online, and then click **Continue**.

   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.

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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](#).

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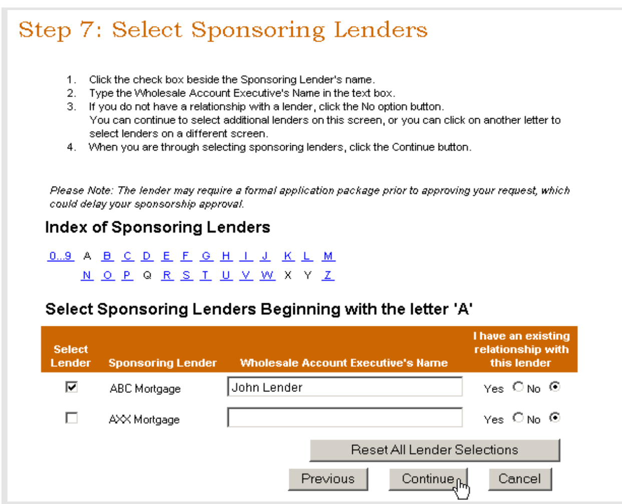

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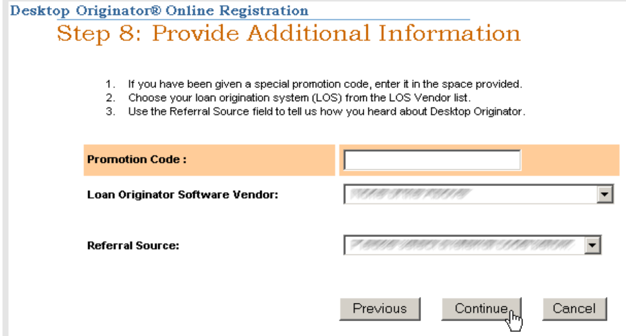
Step	Screen

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**.

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.