



Syndicator Dashboard™

Registration User Guide

Table of Contents

1.	Introduction	1
1.1	Syndicator Dashboard.....	1
1.2	Organization Level Access to the Syndicator Dashboard.....	1
1.3	User Level Access to the Syndicator Dashboard.....	1
2.	Completing the Forms	2
2.1	Order Form	2
2.2	User Registration Form	3
3.	Return of completed forms	4

1. Introduction**1.1 Syndicator Dashboard**

Fannie Mae's Syndicator Dashboard has been designed to meet the specific needs and requirements of Fannie Mae's Syndicators. The Syndicator Dashboard serves as an online portal for all communications and activities with the Syndicator. The first component of the Syndicator Dashboard, Performance Reporting, enables the submission of property-level operating statement and the attachment of construction status data and other performance related documents.

Fannie Mae grants access to the Syndicator Dashboard at both the Organization level and the User level. In order to obtain access to the application, the Organization must complete the appropriate forms, obtain signatures from authorized personnel, and send the forms to Fannie Mae by mail, fax, or email. This User Guide describes the process for completing these forms and obtaining access to the Syndicator Dashboard.

Please note that Syndicators must sign Fannie Mae's Software Subscription Agreement prior to obtaining any level of access to Fannie Mae applications. That Agreement falls outside the scope of this document.

1.2 Organization Level Access to the Syndicator Dashboard

Syndicators obtain organization level access to the Syndicator Dashboard by completing the Fannie Mae Syndicator Dashboard Order Form ("Order Form") and reviewing the attached Schedule. Upon completing the Order Form, it should be sent to Fannie Mae. The Order Form should only be completed one time.

1.3 User Level Access to the Syndicator Dashboard

Syndicators obtain user level access to the Syndicator Dashboard by completing the Fannie Mae Syndicator Dashboard User Registration Form ("User Registration Form"). One User Registration Form can accommodate requests for up to two users of the Syndicator Dashboard. Additional User Registration Forms can be attached to accommodate more users. Users must be current employees of a Syndicator, and the Syndicator must have completed the Syndicator Dashboard Order Form/Schedule. Users enter their contact information, select the role requested for the application, and obtain an authorized signature. Upon completing the User Registration Form, it should be sent to Fannie Mae. This form needs to be completed every time a new user needs to be given access to the Syndicator Dashboard.

2. Completing the Forms

This section provides information on completing the Order Form and the User Registration Form.

2.1 Order Form

A Syndicator requesting access to the Syndicator Dashboard must complete the Order Form upon reviewing and agreeing to the attached Schedule. Upon approval of this form, the Syndicator will be provided with a Subscriber ID. All Syndicator applications will be associated with this Subscriber ID. Please make note of this ID, as it must be entered for all further requests to add additional Fannie Mae applications.

Field	Definition
<i>Please check appropriate box to indicate how you would like us to process your request:</i>	
Add new subscriber	Check this box if you are requesting access to the Syndicator Dashboard for the first time.
Change existing subscriber information	Check this box if you currently have access to the Syndicator Dashboard, have been assigned a Subscriber ID, and would like to update information pertaining to that Subscriber ID (such as company address, phone number, etc.).
Delete application from subscriber	Check this box if you currently have access to the Syndicator Dashboard, have been assigned a Subscriber ID, and would like to delete access to the application from your organization and all users.
<i>If you are changing or deleting an existing subscriber, please provide the following:</i>	
Subscriber ID	Print or type the Fannie Mae subscriber ID.
Institution ID (s)	Syndicators will be provided with one or more Institution IDs. Print or type the Institution ID(s) available on your agreement with Fannie Mae.
Syndicator ID#	Syndicators will be provided with a unique Syndicator ID number. Print or type the Syndicator ID number.
Subscriber Information <i>All fields are required for new subscribers. If you are changing existing subscriber information, provide the fields that have changed.</i>	
Licensee Company Name	Print or type the full company name.
Licensee Address	Print or type the company address (including the building number, street name, and suite number if necessary).
Licensee City/State/Zip Code	Print or type the City, State, and Zip Code for the company.
Licensee Point of Contact/Title	Print or type the full name and title for the person within your company who should receive communication from Fannie Mae regarding the application and who will coordinate registration of users.
Phone	Print or type Licensee point of contact's phone number.
Fax	Print or type Licensee point of contact's fax number.
Email	Print or type Licensee point of contact's email address.
Institution Type – Other	Select the “Other” checkbox.
Fannie Mae Business Center <i>Please check the business center that supports your corporate office</i>	
Eastern Business Center	Check this box if your state is supported by Fannie Mae's Eastern Business Center. If unknown, leave blank.
National Business Center	Check this box if your state is supported by Fannie Mae's National

Field	Definition
	Business Center. If unknown, leave blank.
Western Business Center	Check this box if your state is supported by Fannie Mae's Western Business Center. If unknown, leave blank.
Accepted By <i>Please read the terms and conditions set forth in the Software Subscription Agreement and Schedule and provide the information below.</i>	
Licensee Company Name	Print or type the full company name.
Authorized Signature	The signature of the person authorized to enter into this agreement with Fannie Mae.
Date	Print or type the date the form was signed.
Name	Print or type the name of the person who signed the form.
Title	Print or type the title of the person who signed the form.

2.2 User Registration Form

A User Registration Form needs to be completed for each individual user who is requesting access to the Syndicator Dashboard. After registration, new users will receive an email with their User ID and will need to remember their PIN to create a password. The Codeword is used to verify a User's identity should he/she forget his/her password.

Field	Definition
If your organization currently has a Subscriber ID, please provide it here	Print or type the Fannie Mae subscriber ID.
Licensee Company Name	Print or type the full company name.
Licensee Address	Print or type the company address (including the building number, street name, and suite number if necessary).
Licensee City/State/Zip Code	Print or type the City, State, and Zip Code for the company.
Licensee Point of Contact/Title	Print or type the full name and title for the person within your company who should receive communication from Fannie Mae regarding the application and who will coordinate registration of users.
Phone	Print or type the Licensee point of contact's phone number.
Fax	Print or type the Licensee point of contact's fax number.
Email	Print or type the Licensee point of contact's email address.
Request Type	
Add new user ID	Check this box if you are requesting access for a new user.
Add application to user ID	Check this box if you are requesting access for a user who already has a user ID.
Delete application from user ID	Check this box if you are requesting that access to the application be deleted from an existing user ID.
Delete user ID	Check this box if you are requesting the deletion of an existing user ID.
Update user ID information	Check this box if you are requesting to change information (e.g., address, phone number, etc.) associated with an existing user ID.
User Information	
User Name/Title	Print or type the full name and title for the person within your company who is requesting access.

Field	Definition
If existing, provide user ID	Print or type the user ID to which this request applies. This field is required if you selected any Request Type other than 'Add new user ID'.
Address (if different than Licensee)	Print or type the user's address (including the building number, street name, and suite number if necessary). If the same as the Licensee address, leave blank.
City/ State/Zip Code	Print or type the City, State, and Zip Code for the user. If the same as the Licensee City, State, and Zip Code, leave blank.
Email	Print or type the user's email address.
Phone	Print or type the user's phone number.
Fax	Print or type the user's fax number.
<i>Choose one role</i>	
Syndicator Asset Administrator	Check this box to enables user to view data, upload files and attach documents to the Syndicator Dashboard.
Syndicator General User	Check this box to enable user to view data in the Syndicator Dashboard.
PIN	Print or type a 4-character alphanumeric PIN. This number will be used to establish your password.
Codeword	Print or type a 3-8 character alphanumeric Codeword. This word will be used to verify your identify if you forget your password.
Authorized and requested by	
Licensee Company Name	Print or type the full company name.
Authorized Signature	The signature of the person authorized to enter into this agreement with Fannie Mae.
Date	Print or type the date the form was signed.
Name	Print or type the name of the person who signed the form.
Title	Print or type the title of the person who signed the form.

3. Return of completed forms

Completed forms can be mailed, faxed, or emailed to Fannie Mae.

Mail completed forms to Fannie Mae, Attn: Registrar, 9H-202, 11600 American Dream Way, Reston, VA 20190.

Fax completed forms to (703) 833 – 5680 or (703) 833-0655, Attention: Registrar.

Scan the completed and signed form and email it to Technology_Registration@fanniemae.com.