![Fannie Mae logo]

Onboarding Users for DUS Inspect
Launching December 13, 2021

As part of our asset management technology suite, the new DUS Inspect™ system launches December 13th. In this initial iteration, DUS Inspect will help users manage the property inspections process from one convenient place. Lenders will be able to:

- Manage property inspections in one system
    - Easily assign and manage inspection appointments from the DUS Inspect landing page.
    - Receive notifications and communicate with inspectors via DUS Inspect Chatter.
    - Access property inspection status details at any time
    - Save time and avoid errors with data validation and conditional requirements
- Perform property inspections via a mobile device
    - Capture and upload photos and videos to an inspection report instantly
    - Automatically populate and submit inspection reports — even before leaving a property.

Call to Action for Corporate Administrators & User Administrators

As the Administrator of your company's Technology Manager account, you can begin **provisioning roles in DUS Inspect on Monday, December 13th.** Users will begin DUS Inspect training on January 10, 2022

Step 1: Confirm You've Accepted the Technology Terms & Conditions

DUS Inspect requires that you have accepted the relevant terms and conditions.

You will first need to review and accept the Terms and Conditions to use DUS Inspect. Once accepted, you will be able to onboard these system components to your Technology Manager space. From there, you and your designated User Administrators can proceed with provisioning DUS Inspect roles to end users within your organization.

Step 2: Provision User Roles

The DUS Inspect application will primarily be used by users within Lender organizations in **asset management and underwriting who perform and review** property inspections. Once you have determined who in your organization needs access, please refer to the DUS Inspect Roles section.

DUS Inspect Roles:

The DUS Inspect application has two roles that can be assigned to a user. A user can only be assigned one of these roles at a time. The roles are described below.

DUS Inspect	
Role: Lender Property Reviewer Privileges for this role include the following: • Assign inspections • View inspections • Perform inspections • Edit inspections • Deliver inspection reports • Review and certify inspections	**Role: Lender Property Inspector** Privileges for this role include the following: • View inspections • Perform inspections • Edit inspections • Deliver inspection reports

These roles will be available in Technology Manager on December 13th.

Step 3: Manage Redemption Codes for Mobile Application Access

The DUS Inspect application will be available in both Apple and Google app stores. While the application is available for direct download on the Google Play app store, for Apple users, exclusive URLs containing redemption codes are needed to download the app on an iOS device. These iOS redemption URLs will be provided to your organization where you can distribute them to any of your iOS users. Each URL is a unique redemption code to download the app and can only be redeemed per user.

As the Administrator of your company's Technology Manager account, please determine the number of iOS users who would need access to the DUS Inspect application and provide that information to dus_inspect@fanniemae.com. Fannie Mae will provide you with the number of redemption code URLs to disperse to your iOS users accordingly.

DUS Inspect Open Office Hours for Technology Managers

To assist User Administrators, Fannie Mae will host a series of open office hours to answer questions and provide troubleshooting support. These will be offered Tuesday and Thursday from 12:30 – 1:00 PM ET on January 11 and January 13. Be on the lookout for forthcoming meeting invitations.

Looking for job aids? Visit this site for more information. https://singlefamily.fanniemae.com/job-aid/technology-manager/topic/setup_available_application.htm

Questions about Technology Manager and Role Provisioning? Please contact: tam_shared_service@fanniemae.com

General technology questions? Contact our help desk at 1-800-2FANNIE. The Fannie Mae help desk is available 24 x 7 excluding holidays.