




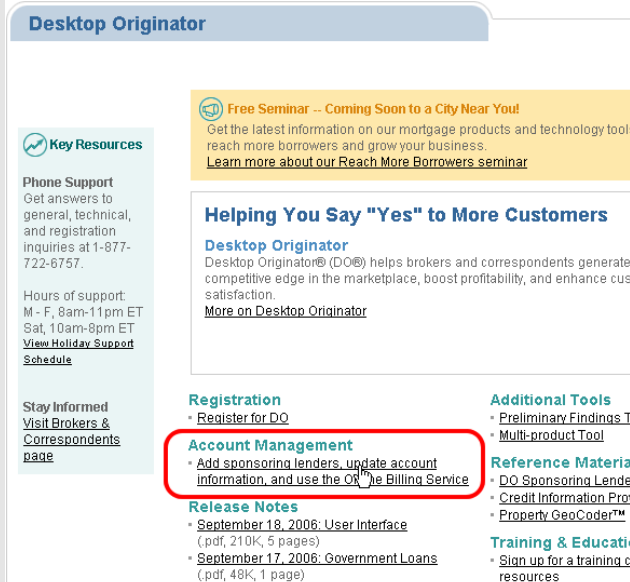
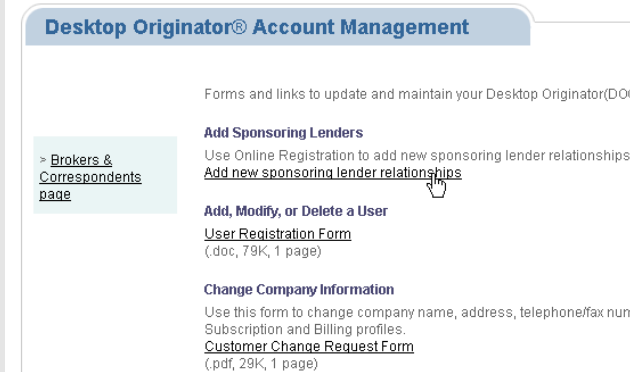

## Requesting additional sponsoring lenders for Desktop Originator

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

This document explains how to use the Desktop Originator<sup>®</sup> Online Registration tool to request sponsorship by an additional lender. The length of the sponsorship acceptance process varies by lender, because some lenders may ask for additional information before approving your request. The acceptance of sponsorship requests is at the sole discretion of the lender.

**Note:** Before you can perform this procedure, you must already be a registered user of Desktop Originator (DO<sup>®</sup>) and be sponsored by at least one lender. If you are not yet registered for DO, refer instead to the Quick Steps entitled Registering Online for Desktop Originator.

Step	Screen
<p>1. Go to the Brokers &amp; Correspondents page on eFannieMae.com, then click <b>Access the DO Web page to</b>.</p>	 <p>The screenshot shows the eFannieMae.com website. At the top, there is a search bar and navigation links for 'Contact Us', 'Help', and 'About'. Below this are two main navigation buttons: 'Single-Family' and 'Multifamily'. The breadcrumb trail indicates the current location: 'Home &gt; Brokers &amp; Correspondents'. The main heading is 'Brokers &amp; Correspondents'. Below this, there are several sections: 'In the Spotlight: Your Personal Home Page', 'Get In The Loop' (with a 'Learn more' link), 'Log in to eFannieMae.com and Keep Your Favorite Pages Close By', 'Get Started with Desktop Originator<sup>®</sup> (DO<sup>®</sup>)' (with a link to 'Access the DO page to'), and 'Already a DO User?' (with a link to 'Access the DO Web page to'). A red box highlights the 'Already a DO User?' section, which includes a link to 'Access the DO Web page to'.</p>

Step	Screen
<p>2. The Desktop Originator page appears. Click <b>Add sponsoring lenders, update account information, and use the Online Billing Service.</b></p>	 <p><b>Desktop Originator</b></p> <p><b>Key Resources</b></p> <p><b>Phone Support</b> Get answers to general, technical, and registration inquiries at 1-877-722-6757.</p> <p>Hours of support: M - F, 8am-11 pm ET Sat, 10am-8pm ET <a href="#">View Holiday Support Schedule</a></p> <p>Stay Informed <a href="#">Visit Brokers &amp; Correspondents page</a></p> <p><b>Registration</b></p> <ul style="list-style-type: none"> <li>Register for DO</li> </ul> <p><b>Account Management</b></p> <ul style="list-style-type: none"> <li><b>Add sponsoring lenders, update account information, and use the Online Billing Service</b></li> </ul> <p><b>Release Notes</b></p> <ul style="list-style-type: none"> <li>September 18, 2006: User Interface (pdf, 210K, 5 pages)</li> <li>September 17, 2006: Government Loans (pdf, 46K, 1 page)</li> </ul> <p><b>Additional Tools</b></p> <ul style="list-style-type: none"> <li>Preliminary Findings Tool</li> <li>Multi-product Tool</li> </ul> <p><b>Reference Material</b></p> <ul style="list-style-type: none"> <li>DO Sponsoring Lender</li> <li>Credit Information Provider</li> <li>Property GeoCoder™</li> </ul> <p><b>Training &amp; Education</b></p> <ul style="list-style-type: none"> <li>Sign up for a training or resources</li> </ul>
<p>3. The Desktop Originator Account Management screen appears. Click <b>Add new sponsoring lender relationships.</b></p>	 <p><b>Desktop Originator® Account Management</b></p> <p>Forms and links to update and maintain your Desktop Originator(DO) account.</p> <p><b>Add Sponsoring Lenders</b> Use Online Registration to add new sponsoring lender relationships. <a href="#">Add new sponsoring lender relationships</a></p> <p><b>Add, Modify, or Delete a User</b> <a href="#">User Registration Form</a> (.doc, 79K, 1 page)</p> <p><b>Change Company Information</b> Use this form to change company name, address, telephone/fax number, Subscription and Billing profiles. <a href="#">Customer Change Request Form</a> (.pdf, 29K, 1 page)</p>
<p>4. The DO Online Registration application opens in a separate browser. Enter your user ID and password, then click <b>Log In.</b></p>	 <p><b>Desktop Originator® Online Registration</b></p> <p><b>Step 1: Log In</b></p> <p>If you are currently registered as a Desktop Originator subscriber, you can use this tool to add additional sponsoring lenders.</p> <p>Enter the user ID and password you use to log in to Desktop Originator, then click <b>Log In</b>.</p> <p>+ indicates a required field.</p> <p>User ID: + <input type="text" value="abcd1234"/></p> <p>Password: + <input type="password" value="....."/></p> <p><input type="button" value="Log In"/> <input type="button" value="Cancel"/></p> <p>© 2003-2007 Fannie Mae, All Rights Reserved</p>

## Step

- The Select Additional Sponsoring Lenders screen appears. Select at least one sponsoring lender from the index, then click **Continue**.

**Note:** 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 the appropriate letter link above the Select Sponsoring Lenders list. In this example, the “O” link was clicked.

## Screen

Desktop Originator® Online Registration

Home Legal Contact Us Logout

Subscriber: Online Mortgage Subscriber ID: xzyz12a User Name: Orlando Originator User ID: abcd1234

**Step 2: Select Additional Sponsoring Lenders**

Please take the following steps:

- 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.

Your Current Sponsoring Lender List

- LMNO Mortgage

Index of Available Sponsoring Lenders

[0](#) [1](#) [2](#) [3](#) [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 Additional Sponsoring Lenders Beginning with the letter "O"

Select Lender	Sponsoring Lender	Wholesale Account Executive's Name	I have an existing relationship with this lender
<input type="checkbox"/>	Ooble Savings Mortgage		Yes <input type="radio"/> No <input type="radio"/>
<input checked="" type="checkbox"/>	Octanion Bank	Lawrence Lender	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input type="checkbox"/>	Odenington Mortgage		Yes <input type="radio"/> No <input type="radio"/>
<input type="checkbox"/>	Otreud Bank		Yes <input type="radio"/> No <input type="radio"/>

Reset All Lender Selections

Continue Cancel

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- Enter the e-mail address of the person in your organization who should receive sponsorship confirmation messages, then click **Continue**.

Desktop Originator® Online Registration

Home Legal Contact Us Logout

Subscriber: Online Mortgage Subscriber ID: xzyz12a User Name: Orlando Originator User ID: abcd1234

**Step 3: Enter E-mail Address**

Enter the e-mail address for the person in your company who should receive the sponsorship confirmation message, then click Continue.

+ indicates required information

E-mail Address: + orlando@onlinemort.com

Previous Continue Cancel

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- The Provide Additional Information screen appears. In the Referral Source list, select an option that indicates how you were referred to the lender, then click **Continue**.

Desktop Originator® Online Registration

Home Legal Contact Us Logout

Subscriber: Online Mortgage Subscriber ID: xzyz12a User Name: Orlando Originator User ID: abcd1234

**Step 4: Provide Additional Information**

Use the Referral Source field to tell us how you heard about Desktop Originator, then click Continue.

+ indicates required information

Referral Source: + Conference

Previous Continue Cancel

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## Step

8. The Verify Existing Originator Request screen appears, showing the information you entered. After confirming that this information is correct, click **Submit Request**.

## Screen

Desktop Originator® Online Registration Home Legal Contact Us Logout

### Step 5: Verify Existing Originator Request

Subscriber: **Online Mortgage** User Name: **Orlando Originator**  
Subscriber ID: **xzyr12a** User ID: **abcd1234**

1. Confirm the registration information you have entered.
2. If you need to change any of the information, click **Previous** until you return to the appropriate screen.
3. If all of the data is correct, click **Submit Request**.

**Verification of Existing Originator Information**

**Originator Information**  
E-mail: **orlando@onlinemort.com**

**Selected Lenders**  
Sponsoring Lender: **LMNO Mortgage**  
Lender Issued ID or Account Executive: **New**

**Previous** **Submit Request** **Cancel**

9. The Thank You screen appears, indicating that your request has been submitted to the lender. Click **Close** to close the browser.

**Note:** A confirmation e-mail is sent to the e-mail address you specified, indicating that a sponsorship request was submitted to the lender. The e-mail also includes a tracking number that you can use if you need to contact the lender to determine the status of your request.

Desktop Originator® Online Registration Home Legal Contact Us

### Step 6: Thank You!

Your request has been sent to the selected lenders for processing. If you need an update on the status of your request, please contact the lenders directly.

Please print a copy of this page for your records.

**Tracking Number(s):** **Lender(s):**  
513407 LMNO Mortgage

The lender(s) will contact you with their response.  
You will receive an email confirming this request.

**Close**

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