

# DMM Portal Setup Checklist

In order to complete a servicer's set up on the DMM Portal, please email the following information to [support@defaultmitigation.com](mailto:support@defaultmitigation.com). If you have any questions, please call DMM at 1-800-481-1013.

## 1. List of Additional Creditor User Accounts

Provide to DMM the following information for each creditor associate (in addition to the main Portal Admin who registered the servicer) who will need access to the DMM Portal (use Creditor Setup Form):

- First Name
- Last Name
- Email Address
- Notifications<sup>1</sup> - Assigned Accounts Only or All

## 2. List of Creditor's Counsels Used in PAWB

Provide to DMM the following information for each creditor's counsel used in PAWB<sup>2</sup>(use Creditor's Counsel Setup Form):

- Firm Name
- Contact Name
- Contact Phone Number
- Contact Email Address

## 3. Copies of Any Proprietary Forms or Instructions

The DMM Portal will automatically display the required forms and documents a debtor's attorney must submit to participate in the loss mitigation program including:

- Borrower's Authorization
- HAMP RMA
- IRS Form 4506-T
- Dodd-Frank Certification
- Uniform Borrower Assistance Form 710 (for Fannie and Freddie loans only)
- Proof of Income Documentation<sup>3</sup>

If the servicer has any proprietary forms or instructions, please provide those documents to DMM. DMM will make those forms automatically available to the debtor's attorney upon their selection of the servicer and debtor's attorney will be instructed to provide these forms to the servicer.

## 4. Address to be Entered on Line 5 of IRS Form 4506-T

Because the DMM Portal will provide debtor's attorney with an IRS Form 4506-T to complete, DMM needs the creditor's address to be entered on Line 5 of the form to ensure its completeness (use Creditor Setup Form).

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<sup>1</sup> Users can be set up to receive email notifications for all accounts or just accounts to which a user is assigned to.

<sup>2</sup> The DMM Portal will enable the creditor to assign any accounts on the DMM Portal to their local counsel so they may view all information submitted with respect to any account. Before an attorney can be assigned to an account, however, the creditor must provide DMM with a list of approved creditor's counsels. Each creditor's counsel must also register on the DMM Portal as a "default attorney".

<sup>3</sup> The DMM Portal will customize the list of supporting income documentation needed based on the household income profile provided by the debtor's attorney.