

DMM Portal

Quick Setup Guide for Debtors

Step 1. Create Account

- To set up your account, please go to www.dclmwp.com
- Under “Create an Account” select “Attorneys” and click “Go to Registration”
- Complete the registration form and click “Submit Account”
- DMM will review, validate and approve your account (you will receive an email confirming your account approval)
- There is no fee to set up an account

Step 2. Submit Package to Servicer Through DMM Portal

- Go to www.dclmwp.com and login under “Existing Users”
- Click “Add New Borrower” at the top of the page
- Answer the basic questions about the borrower and their loan(s) and click “Submit”
- A customized list of forms and documents will be generated. These are the forms you will need to submit to the servicer to initiate the loss mitigation review. **Please review and complete these forms carefully. It is critical that you provide all of the information.**
- After you have completed all of the forms and gathered all of the documents, click “Begin Add New Borrower Wizard” and follow the step-by-step instructions on the ensuing screens to provide all of the borrower information and upload all of the documents.
- Once you have completed providing the borrower information and uploaded all of the documents, click “OK-Submit”. You will be taken to a credit card processing screen. Please provide the required information to pay the \$25 Portal Fee. Once you have paid the Portal Fee, your submission will automatically be routed to the servicer for processing.
- Continue to use the DMM Portal to communicate with the servicer regarding the submitted account.

For more information about the DMM Portal, please refer to the DMM Portal User Manual and the Training Video which is available for download from the DMM Portal (see “Tools” section of the site after you have logged in). If you have any questions, please email DMM at support@defaultmitigation.com or call 1-800-481-1013.