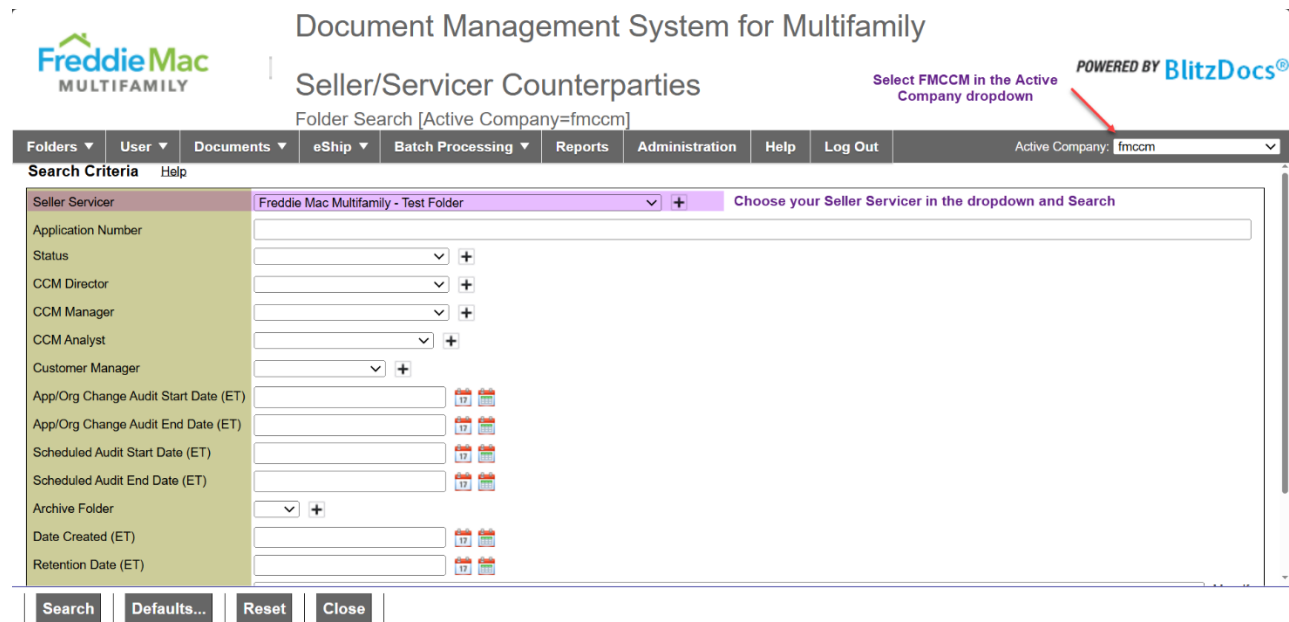


# DMS Job Aid for Uploading Adverse Action Notices

Instructions for uploading Adverse Action Notices or written statements to the Adverse Action Notices Document Management System (DMS) folder in accordance with *Multifamily Seller/Service Guide Section 10.13(b)*.

**Step 1:** Select “FMCCM” in the Active Company dropdown at the top right of the screen and then select the appropriate Seller/Service name in the Seller/Service dropdown field. Select “Search” at the bottom left of the screen.



Document Management System for Multifamily

Seller/Service Counterparties

Folder Search [Active Company=fmccm]

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Select FMCCM in the Active Company dropdown

Active Company: fmccm

Search Criteria Help

Seller Service: Freddie Mac Multifamily - Test Folder

Choose your Seller Service in the dropdown and Search

Application Number:

Status:

CCM Director:

CCM Manager:

CCM Analyst:

Customer Manager:

App/Org Change Audit Start Date (ET):

App/Org Change Audit End Date (ET):

Scheduled Audit Start Date (ET):

Scheduled Audit End Date (ET):

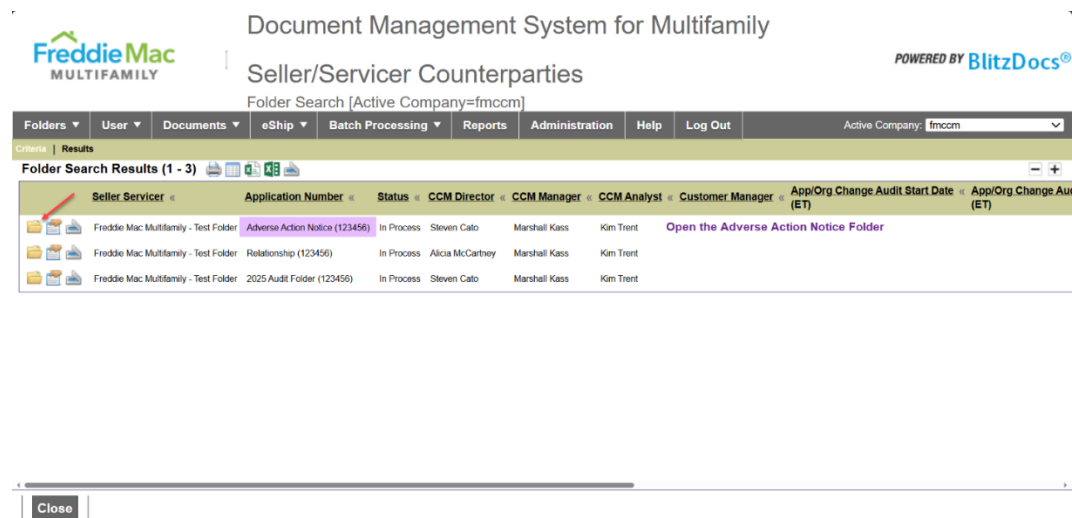
Archive Folder:

Date Created (ET):

Retention Date (ET):

Search Defaults... Reset Close

**Step 2:** Once the Folder Search Results appear, open the “Adverse Action Notice” folder by clicking on the folder icon on the left-hand side.



Document Management System for Multifamily

Seller/Service Counterparties

Folder Search [Active Company=fmccm]

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Active Company: fmccm

Criteria Results

Folder Search Results (1 - 3)

Seller Service	Application Number	Status	CCM Director	CCM Manager	CCM Analyst	Customer Manager	App/Org Change Audit Start Date (ET)	App/Org Change Audit End Date (ET)
Freddie Mac Multifamily - Test Folder	Adverse Action Notice (123456)	In Process	Steven Cato	Marshall Kass	Kim Trent			
Freddie Mac Multifamily - Test Folder	Relationship (123456)	In Process	Alicia McCartney	Marshall Kass	Kim Trent			
Freddie Mac Multifamily - Test Folder	2025 Audit Folder (123456)	In Process	Steven Cato	Marshall Kass	Kim Trent			

Open the Adverse Action Notice Folder

Close

**Step 3:** Hover mouse over “Documents” from the top menu and select “Upload”.

Document Management System for Multifamily

Seller/Service Counterparties

Folder View [Adverse Action Notice (123456)]

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Home Folder Coversheets Documents File Submission Help Log Out













Attributes Edit

Seller Service: Freddie Mac Multifamily - Te  
Application Number: Adverse Action Notice (1234  
Status: In Process  
CCM Director: Steven Cato  
CCM Manager: Marshall Kass  
CCM Analyst: Kim Trent  
Date Created (ET): 5/19/2025 2:03:48 PM  
Creator (Login): freddiemac\jbriggs  
Creator (Name): Jessica Briggs

Upload  
Upload using BlitzDocs Upload Assistant  
Download  
Merge  
Share  
Print

Hover mouse over Documents and select Upload

Documents (1 - 4 of 4)   Viewer | ☒ stacking order ☐ sortable All 

Type	Pages	File Size	Document Type	Title	Date Added (ET)	Added By	Comments
S/S Adverse Action Notifications							
   	PDF	2	179.1 KB	Adverse Action Notices	05/19/2025 02:05:00 PM	Jessica Briggs	
   	PDF	2	179.1 KB	Adverse Action Notices	05/19/2025 02:05:00 PM	Jessica Briggs	
   	Word 2007		18.3 KB	Adverse Action Notices	05/19/2025 02:04:52 PM	Jessica Briggs	

[https://www.blitzdocs.com/secure/documents/index.html?docId=123456&docType=Adverse%20Action%20Notice%20\(123456\)](#)

**Step 4:**

- Click “Browse” and select your document.
- Choose the “Adverse Action Notices” document type and title or add comments accordingly.
- Select “Upload All”.

Document Management System for Multifamily


Seller/Service Counterparties


Upload Documents [Adverse Action Notice (123456)]

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Home Folder Coversheets Documents File Submission Help Log Out

File(s) to be uploaded Folder Info: [Adverse Action Notice (123456)]

Document Type for new file(s):  ☐ Coversheets included

Add File(s): 



☐ Coversheets included


Document Type: **Adverse Action Notices** ☒ alphabetic ☐ stacking order

Title:




Comments:

Viewed:

File:   




**Upload All** | **Remove All**

Upload Queue [Clear Completed Items](#)   

Status	Document Type	Title	Comments	Viewed	File
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**Step 5:** Check to make sure your upload is reflected in the Upload Queue. It should say “Completion of Upload” when complete. The document will now be in the folder view.



Document Management System for Multifamily

Seller/Servicer Counterparties

Upload Documents [Adverse Action Notice (123456)]

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Home Folder Coversheets Documents File Submission Help Log Out

File(s) to be uploaded

Folder Info: [ Adverse Action Notice (123456) ]

Document Type for new file(s): ☐ Coversheets included

Add File(s): 

Browse...

[Upload All](#) | [Remove All](#)

Upload Queue [Clear Completed Items](#)

retry upload; clear item; view error;

Status	Document Type	Title	Comments	Viewed	File
<div><div></div><div></div></div> uploaded	Adverse Action Notices	Completion of Upload			TEST PDF.pdf