PRS 6.0: Loan Compliance Monitoring & Reporting

User Guide

October 2022

PUBLIC

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Introduction

Welcome

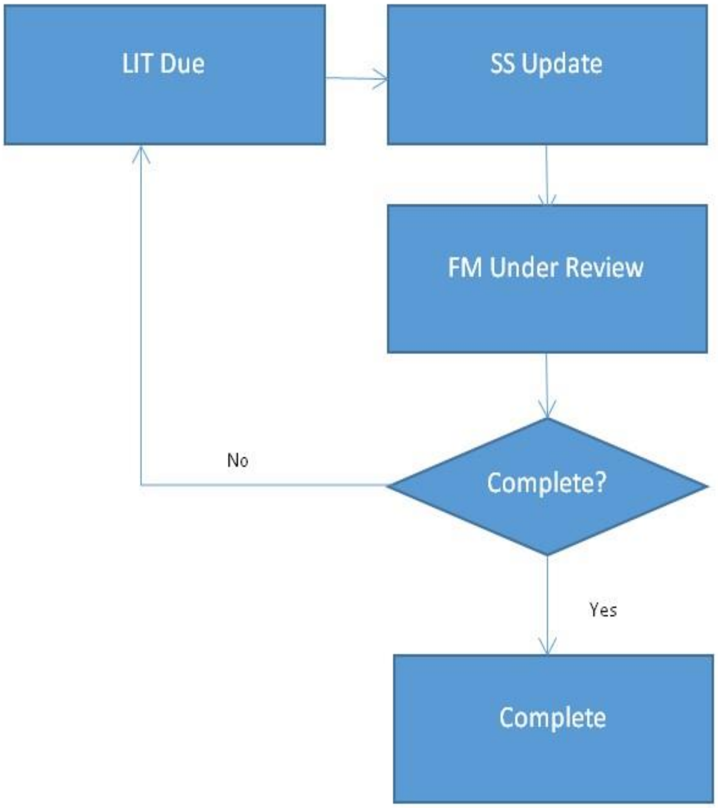
Freddie Mac's Property Reporting System (PRS) has been enhanced to facilitate the creation of Loan Item Tracking (LIT) items and updates of LITs by the seller/servicer. PRS gives servicers the ability to download a compliance report of due LIT items and review and update LITs.

LITs move through the following workflow statuses:

1. **Compliance Due:** LIT is due from seller/servicer
2. **FM Under Review:** LIT is being reviewed by Freddie Mac
3. **Complete:** LIT has been completed by Freddie Mac

Workflow Process

This chart represents the flow of tracking items through PRS.



Getting Started

System Requirements

Computer/Processor

- Computer with a 233 megahertz (MHz) processor or higher (Pentium processor recommended)

Operating System

- Windows 7
- Windows XP 32-bit with Service Pack 2 (SP2) or higher
- Windows XP Professional x64 Edition
- Windows Vista 32-bit
- Windows Vista 64-bit
- Windows Vista with Service Pack 1 (SP1) or higher
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher
- Windows Server 2008 32-bit or higher
- Windows Server 2008 64-bit or higher Memory
- Windows 7—128MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows XP Professional x64 Edition—128 MB
- Windows Vista 32-bit—512 MB
- Windows Vista 64-bit—512 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher—128 MB
- Windows Server 2008 32-bit—512 MB
- Windows Server 2008 64-bit—512 MB Hard Disk Space
- Windows 7—150MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows XP Professional x64 Edition—200 MB
- Windows Vista 32-bit—70 MB
- Windows Vista 64-bit—120 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher—200 MB
- Windows Server 2008 32-bit—150 MB
- Windows Server 2008 64-bit—200 MB

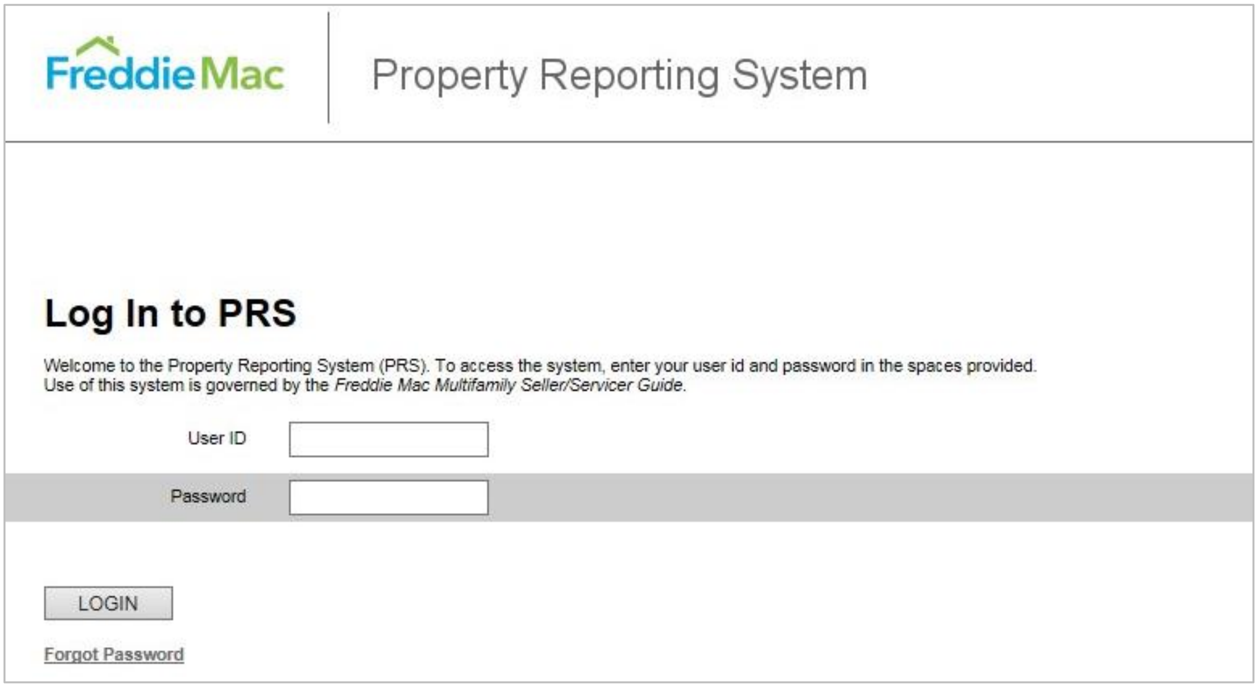
Drive

- CD-ROM drive display (if installation is done from a CD-ROM)
- Super VGA (800 x 600) or higher-resolution monitor with 256 color peripherals
- Modem or Internet connection
- Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device

Log In

You must have a valid PRS user account to access the PRS application.

The PRS login is located at https://multifamily-prs.covius.com. On the sign-in screen, enter your Username and Password.



My Account

Change Password

To view or update your User Profile, follow these steps.

1. On the Main Menu, go to the "My Account" drop-down menu and select "Change Password".

2. Enter your current password and new password twice. Click "Change Password".

Forgotten Password

1. Go to the Login page.
2. Click Forgot Your Password?
3. Enter your username.
4. Click Change Forgotten Password.
5. An email will be sent to the address associated with your account that includes a temporary password.
6. Use the temporary password to log into the system. If the temporary password is accepted, you will be asked to provide a new password.

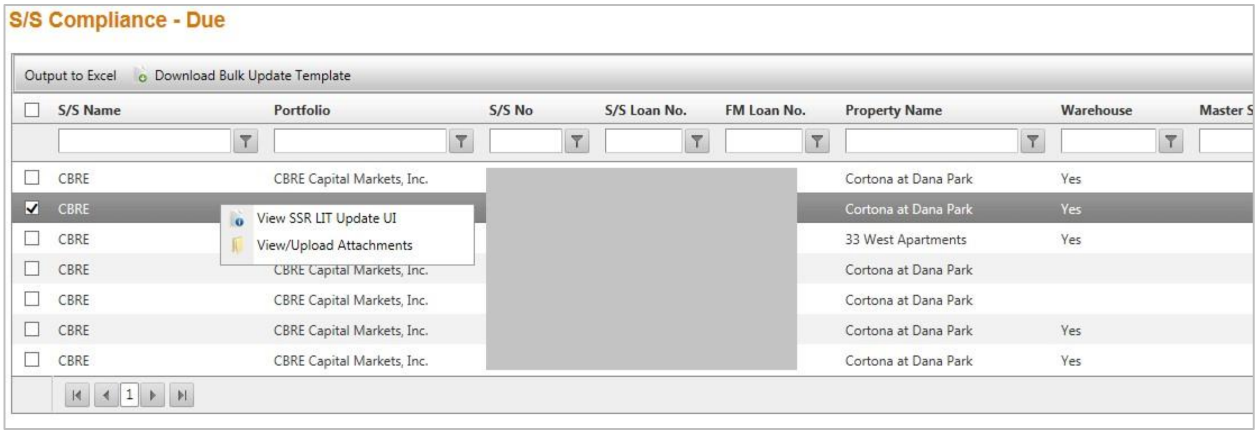
If you have forgotten your username or are unable to access your login page, please contact your system administrator.

Compliance Queue

Compliance Queues in the system use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this user guide. Functionality specific to each page is described below.

Due

The Due queue includes all LITs that are in Due status. This includes LITs that have been returned by Freddie Mac and updates sent by Freddie Mac.



Grid Menu Items (these apply to items selected on the Grid):

1. **Download Bulk Update Template:** To download a pre-populated bulk update template, select the LITs using the checkbox, click the Download Bulk Update Template, and PRS will place a pre-populated bulk update file in a Document Interface pop-up window.
2. **Output To Excel:** Click this button to output the Grid to Excel.
3. **S/S Analyst Assignment Change:** Assign multiple LIT items to a specific user.

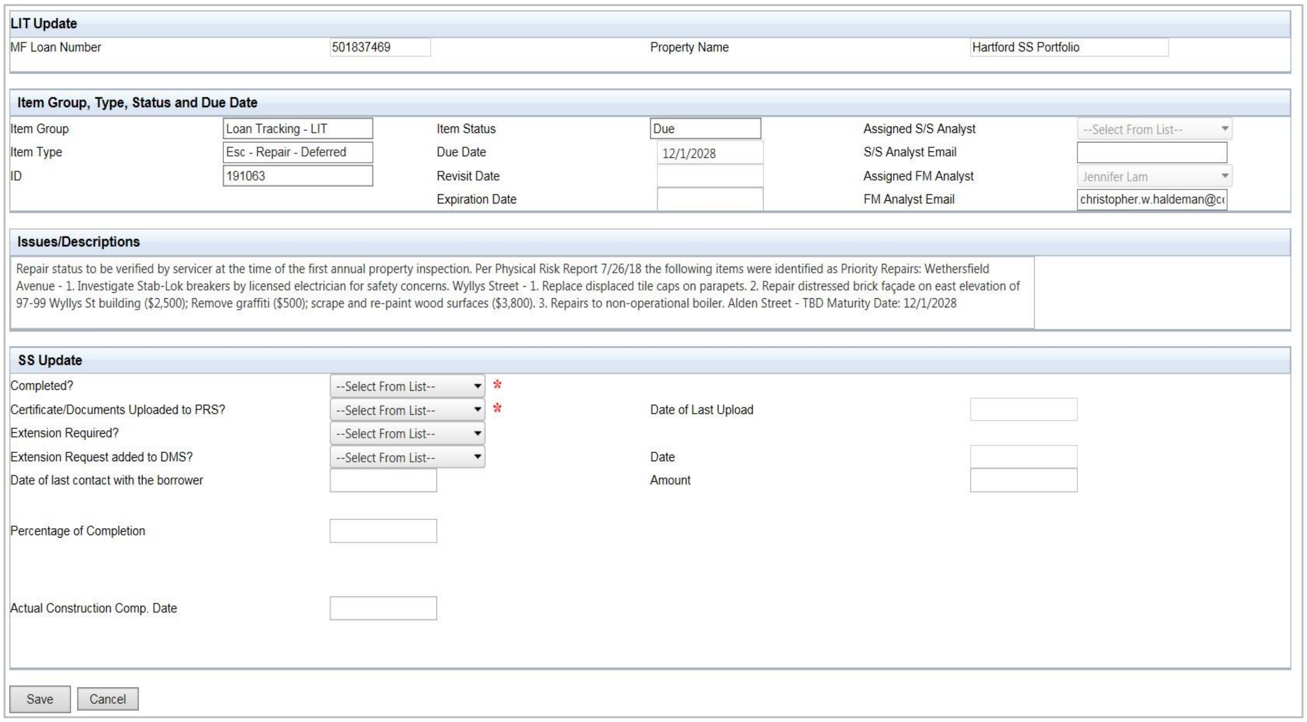
Context Menu Items (these apply only to a single selected LIT item):

1. **View SSR LIT Update UI:** Access the SSR LIT Update User Interface (UI) via a new window in the browser.
2. **View/Upload Attachments:** Allows user to download existing attachments and add new ones to individual LITs that have a status of "Due".
3. **S/S Analyst Assignment Change:** Assign an LIT item to a specific user.

Update Loan Tracking Items

How To Update Single Tracking Item

The SSR LIT Update UI enables users to update a LIT and save their progress. The system does not save the updates to a LIT if a user cancels their updates.



To update a single LIT, follow these steps:

1. Access the SSR LIT Update and complete SS Update and Compliance UI All Comments sections.
2. Save your update.
3. Add applicable backup documentation to the Attachment section of the UI.
4. Save your update.
5. Send your update to Freddie Mac by clicking on “Send to FM Under Review” button.

To enter a comment for a single LIT, follow these steps:

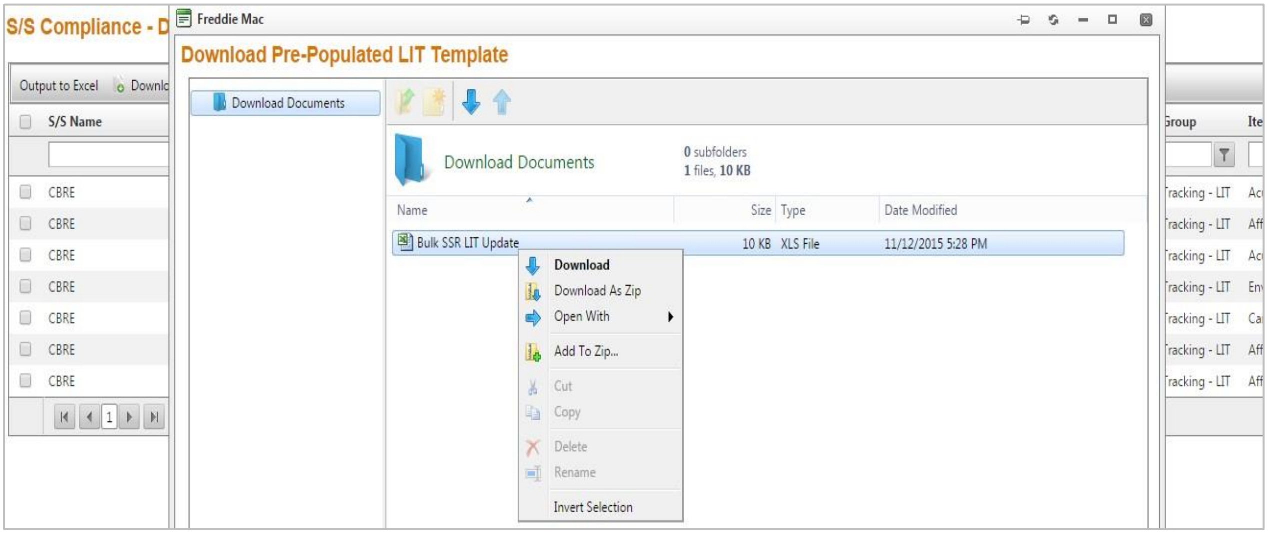
1. Click on “Add New” button in the All Comments section of the SSR Update UI.
2. Enter your comment in the comment box provided.
3. Click on “Insert” button to capture your comment.

How To Bulk Update Multiple Tracking Items

To download a bulk SSR LIT template, follow these steps:

1. On the Compliance Due queue, select the LITs using the checkbox.

2. Next, click the Download Bulk Update Template and PRS will place a pre-populated bulk update file in a pop-up window.



3. Save the file to your local machine and complete the data fields highlighted in blue in the template

Completed (Yes or No)	Certificate Documents Uploaded to PRS (Yes/No or N/A)	Date of Upload (MM/DD/YYY)	Extension Required (Yes or No)	Extension Request Added to DMS (Yes or No)	Date of Extension Request Added to DMS (MM/DD/YYYY)	Date of Last Contact with the Borrower (MM/DD/YYYY)	If not yet Complete, % of Completion	Comments

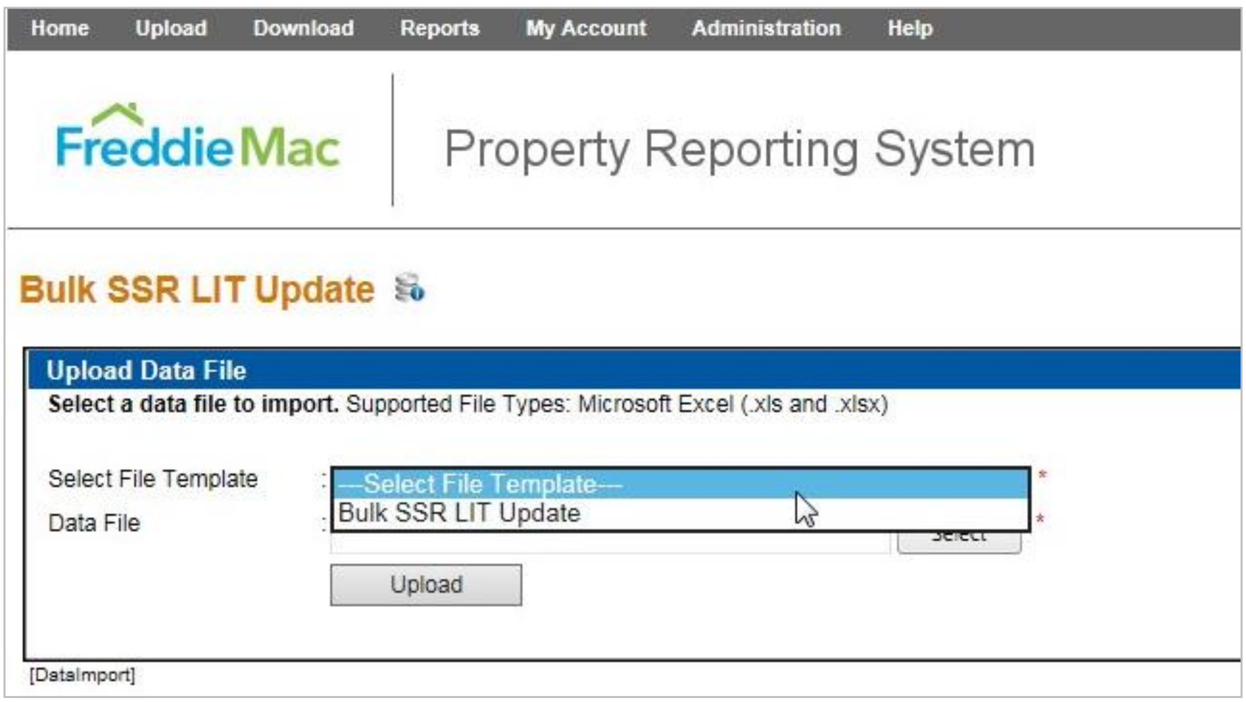
Upload Files

How to Upload Files

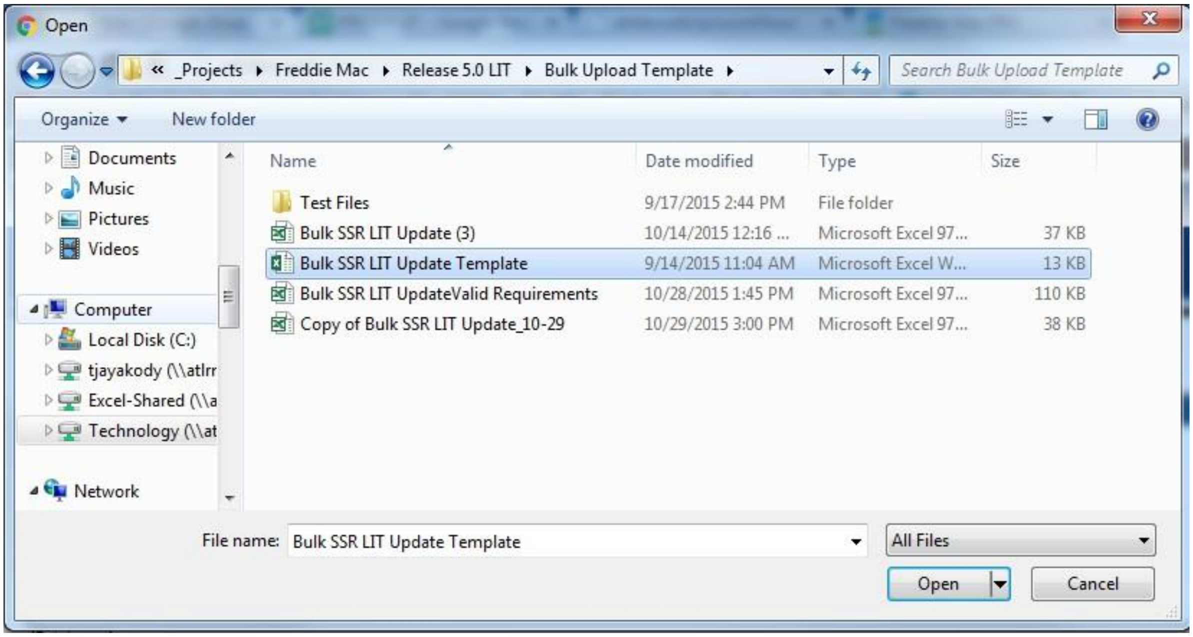
To upload bulk SSR LIT update file, follow these steps:

1. On the Main Menu, go to the Upload drop down menu and select "Bulk SSR LIT Update". This will open the "Bulk SSR LIT Update" upload page.

2. On the Select File Template drop-down menu, select "Bulk SSR LIT Update".



3. Click "Select..." The Open window will pop up.



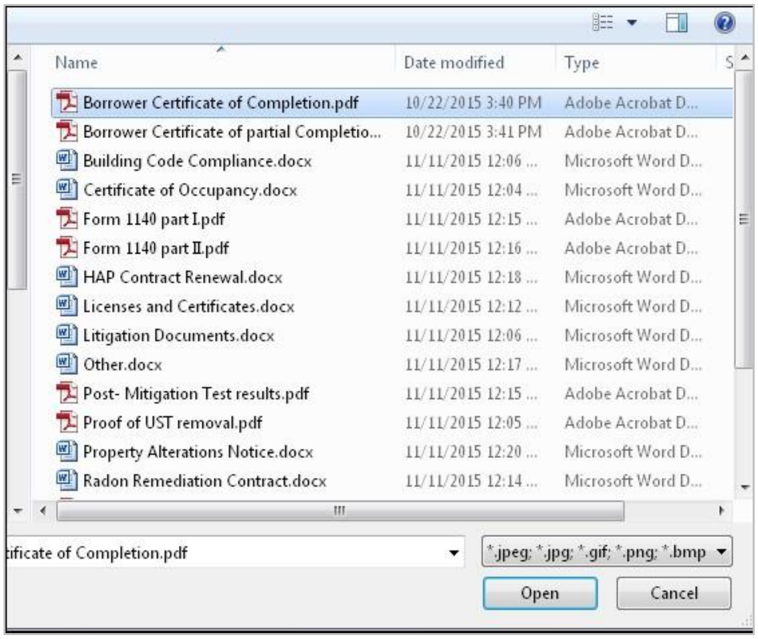
4. Navigate to the appropriate folder and select the file you wish to upload. Click Open. Make sure the file is named “Bulk SSR LIT Update”. You cannot select more than one file for upload.
5. Once you are ready to complete the upload, click "Upload". The file will be uploaded. Any upload failures and validation failures will be displayed below this window.

How To Submit Certificate/Documentation

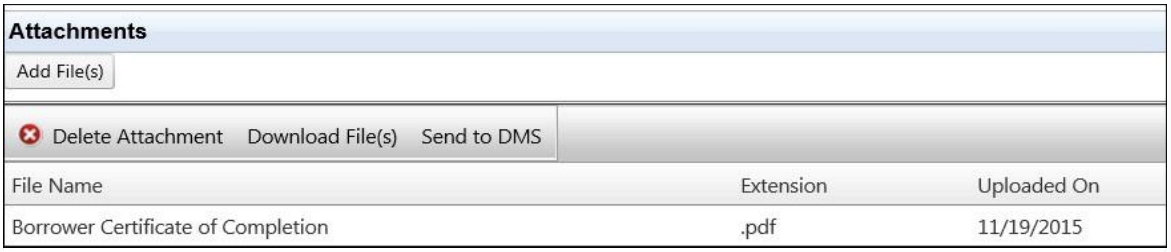
To upload Certification/Documentation for a LIT item, follow these steps:

1. Access the SSR LIT Update
2. Go to the Attachments section of the UI.

3. Click on Add File(s) button. The Open window will pop up.



4. Navigate to the appropriate folder and select the file you wish to upload and click Open. Make sure the file is named per file naming convention provided below. You cannot select more than one file for upload.
5. Once you are ready to complete the upload, click "Open". The file will be added to the Attachment section of the LIT Update UI.



Common Controls

Grids

Many screens in PRS are grid based that include similar functionality. This functionality is enabled as needed on each grid and is not available on all pages depending on required functionality. This section reviews the basic functionality of the grids that apply across the system.

Sorting

If sorting is enabled, users can sort the grid by any column by clicking on the column header.

The sorting function toggles between three modes:

- Ascending
- Descending
- No Sort

CustomerID	CompanyName	ContactName	ContactTitle ˄	Address	PostalCode
BOTTM	Bottom-Dollar Markets	Elizabeth Lincoln	Accounting Manager	23 Tsawassen Blvd.	T2F 8M4
FISSA	FISSA Fabrica Inter. Salchichas S.A.	Diego Roel	Accounting Manager	C/ Moralzarzal, 86	28034
HANAR	Hanari Carnes	Mario Pontes	Accounting Manager	Rua do Paço, 67	05454-876
LILAS	LILA-Supermercado	Carlos González	Accounting Manager	Carrera 52 con Ave. Bolívar #65-98 Llano Largo	3508
QUEDE	Que Delícia	Bernardo Batista	Accounting Manager	Rua da Panificadora, 12	02389-673
QUICK	QUICK-Stop	Horst Kloss	Accounting Manager	Taucherstraße 10	01307
ROMEY	Romero y tomillo	Alejandra Camino	Accounting Manager	Gran Vía, 1	28001
SUPRD	Suprêmes délices	Pascale Cartrain	Accounting Manager	Boulevard Tirou, 255	B-6000
VINET	Vins et alcools Chevalier	Paul Henriot	Accounting Manager	59 rue de l'Abbaye	51100
WARTH	Wartian Herkku	Pirkko Koskitalo	Accounting Manager	Torikatu 38	90110

1 2 3 4 5 6 7 8 9 10 Page size: 10 91 items in 10 pages

Some grids have a default sort enabled. The user can override the default by clicking the header to sort by a different column. If the user leaves the page and returns, the grid will return to the default sort.

Filtering

When filtering is enabled, a filtering item appears below the column header. The user can enter a filter criterion in the filter box. A drop-down list allows the user to select a filter expression that is applied to the criterion for the column. When the user presses the filter button (next to the filter box), the grid displays only the records matching the filter criteria specified using the filter boxes:

All filters in a single table are applied using AND operator. That is, only items (grid rows) that comply with all filters are displayed.

Note: When you have more than one value to filter, values should be entered separated by a space.

Row Selection

Selecting a Row with a Click

Users can select a single data row in the grid by left clicking anywhere within the row.

Selecting a Row with a Checkbox

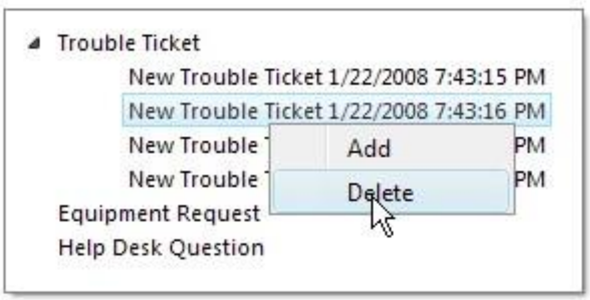
If available, users can select one or more data rows in the grid by clicking the checkbox within the row.

	CustomerID	CompanyName	ContactName	Country
☐	ALFKI	Alfreds Futterkiste	Maria Anders	Germany
☑	ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Mexico
☐	ANTON	Antonio Moreno Taquería	Antonio Moreno	Mexico
☐	AROUT	Around the Horn	Thomas Hardy	UK
☑	BERGS	Berglunds snabbköp	Christina Berglund	Sweden

Change page: ◀ ▶ Displaying page 1 of 19, items 1 to 5 of 91.

Context Menu

The Context Menu or Right-click Menu is used to perform an action on a single record. While hovering over a row on a grid, click the right button on the mouse to bring up the Context menu. The Context Menu offers a limited set of choices that are available in the current state, or context, of the items on the grid.



Grid Menu

The Grid Menu is used to perform an action on multiple records. To select multiple rows, check the box on the left side of each row. To perform an action on these rows, click the appropriate button on the Grid Menu.