

How to set up Property Reporting System (PRS) **Servicer Contacts**

Go to the S/S Homepage - PRS S/S Overview, and in the bottom box on the page entitled S/S -Overview, click "Add New".

FreddieM	ac Property Re	eporting System					
Home							
S/S Dashboard	S/S Homepage - PRS	S/S Overview					
PRS S/S Overview	Notification Date Priority	Title	No	otification			
All Loans	No records to display.						
Loan Search							
PRS Pipeline Summary							
PRS Upload Failures	Portfolio				S/S No.		
PRS Validation Failures							
PRS Data Warnings							
All Assessments 🗨							
Loan Management 📃 👻							
Compliance 🗨 👻							
Quarterly Financial 📃 👻							
Annual Financial 📃 🗨							
Inspection 🗨							
Fin Stmt / Rent Roll 🗨		none Email Address	Financial Contact	Inspection Contact	Risk Level Contact	CME Contact	Reserve Con
Watchlist Reports							
Watchlist Activities 🖉 👻	🛷 Test	test@test.com					

The screen will expand for you to enter the contact's information and select appropriate contact type(s) from the checkboxes.

Add New				
Edit Contact Name	Title	Phone E	mail Address	
Contact Name				
Domino Bank Analyst	_	-		
Title	_			
Phone	_			
Email Address	- -			
analyst@domino.com				
Financial Contact				
Inspection Contact				
Risk Level Contact				
CME Contact				
Reserve Contact				
Sales Contact				
Late Assessment Contact				
Watchlist Contact				
LIT Contact				
Return Contact				
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- Enter the Contact Name, phone number, email address and check the appropriate contact box(es). Multiple contact types can be assigned to each user.
 - Late Assessment Contact user will receive an email when a comment is added to any assessment in the Late Assessments queue
 - LIT Contact user will receive an email when an LIT has been returned to the Servicer with a comment
 - Return Contact user will receive an email when any assessment, financial statement or rent roll has been returned to the Servicer with an updated due date
 - Note Freddie Mac is enhancing this section of PRS and will update this document as new contact categories are enabled
- Click the "Save" icon at the bottom

0	© Add New														
Edit	Contact Name	Title	Phone	Email Address	Financial Contact	Inspection Contact	Risk Level Contact	CME Contact	Reserve Contact	Sales Contact	Late Assessment Contact	Watchlist Contact	LIT Contact	Return Contact	Delete
÷	Test			test@test.com									~		×
÷											~				×
				analyst@domino.com										Z	
Æ					2			Z	2				2	2	×

• **Best Practice** – Use a team mailbox address as the contact so that all team members see emails in the team mailbox without signing up for all emails individually. Instead of adding each individual contact, you'd enter the Team Name as the Contact Name, one member's phone number, mailbox email address and check the appropriate contact boxes.