

DMM Portal

Quick Setup Guide for Creditors

Step 1. Create Accounts

- Both the servicer and creditor's counsel must set up an account on the DMM Portal. (There is no fee for setting up an account)
- To set up the accounts, please go to www.dclmwp.com
- Under "Create an Account" select "Servicers" or "Default Attorneys" as appropriate and click **Go to Registration**
- Complete the registration form and click **Submit Account**
- Your registration request will be reviewed, validated and approved and you will receive an email confirming your account approval
- There is no fee to set up an account
- You only need to register once

Step 2. Provide Servicer Information to DMM

- In order to complete your setup on the DMM Portal, servicer will need to provide the following information to DMM:
 - List of any additional Servicer Accounts to be created
 - List of Default Attorneys used in FLSB
 - Any proprietary forms or documents required to be submitted by debtors
 - Servicer address for Line 5 of IRS Form 4506-T

Please refer to the attached Setup Checklist for Creditors for details.

Your registration cannot be completed unless and until you provide this information in addition to completing your registration.

Once your setup is complete, debtor's attorney will be able to submit new accounts to you via the DMM Portal. A copy of the DMM Portal User Manual is available for download from the DMM Portal (see "Tools" section of the site after you have logged in). If you would like to schedule a demo of the DMM Portal, please email DMM at support@defaultmitigation.com or call 1-800-481-1013.

DMM Portal

Setup Checklist for Creditors

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

1. List of Additional Servicer User Accounts

Provide to DMM the following information for each servicer associate (in addition to the main Portal Admin who registered the servicer) who will need access to the DMM Portal (use attached form entitled "Creditor Setup – DMM Portal"):

- First Name
- Last Name
- Email Address
- Notifications¹ - Assigned Accounts Only or All

2. List of Creditor's Counsels Used in FLSB

Provide to DMM the following information for each creditor's counsel used in FLSB² (use attached form entitled "Creditor's Counsel Setup – DMM Portal"):

- 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 mediation 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 Documentation³

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 servicer's address to be entered on Line 5 of the form to ensure its completeness (use attached form entitled "Creditor Setup – DMM Portal").

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

² The DMM Portal will enable the servicer 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 servicer 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".

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

