



BNY MELLON

**Non-Agency Account(s) and/or Ginnie Mae Account(s)
Web Access Registration & Authorization to Request Releases**

User Access Required: New User Delete User Update User Access

Web Access will allow the ability to view collateral statuses/details and/or request for the release/copies of files. Signature is required to be on file in order to process a request for release of files.

- Representative completing Sec.III needs to be different than the party in Sec.I and be listed in the Authorized Signer List on file.
- For Ginnie Mae Account (s): The Representatives listed in Sec.1 below requesting "Release/Copies" or "Administrator" level access and the Representative completing Sec.3 below must be listed in the Ginnie Mae HUD-11702.

SECTION I: REQUEST FOR WEB ACCESS BY AUTHORIZED REPRESENTATIVE

This Section I is used by an Authorized Representative of the Company to request web access and to change or otherwise update the level of access previously submitted.

Please indicate level of access required – check all appropriate boxes

- View collateral status/detail(s)
- Request Release/Copies of Files
- Administrator (in addition to view certification and release/copy requests, access level allows user to add/change preferred courier information)

Company Name: _____

Access needed for the following account(s) _____

For Ginnie Mae Account include Issuer #: _____

Name of Authorized Representative: _____
(First Middle Initial Last)

Functional Title _____ **If Existing User: User ID** _____

Phone # _____ E-mail Address _____

Fax # _____ Date: _____

Signature _____
***Signature is required to request the release of files (if box 2 and/or 3 above are checked).**
(By affixing my signature, I certify that I am fully authorized by the Company to request for the release of mortgage documents and related files as outlined in the Custodial Agreement "CA" and/or other governing agreement (i.e. Pooling and Servicing Agreement "PSA") executed. I have complied, and will comply, with all requirements bound to the release of mortgage documents and related files. I understand that this Section I or information given in Section I may be used to generate consolidated lists of Authorized Representatives and their levels of access.)

SECTION II: PREFERRED MAILING INFORMATION

This Section II is used to provide the necessary information concerning the preferred courier of the Seller/Servicer /Investor or of the Authorized Representative and to change that information.

- This is the Preferred Courier for all mailings by the entire Seller/Servicer/Investor.
- This is the Preferred Courier for this Authorized Representative only.

Name of Preferred Courier _____

Courier Number _____

Zip Code for Courier Billing Account (Accounts payable address). _____



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SECTION III: REGISTRATION OF COMPANY FOR WEB ACCESS

This Section III is used to register the Company for Web Access and to change previously submitted information. The Section is also used to attest that the person identified in Section I (above) is an authorized Representative of the Company and is authorized to receive the respective access indicated in Section I.

Company Name/Seller/Service /Investor# _____

Company Address _____

Name of Company Officer _____

(First Middle Initial Last)

Functional Title _____

Phone # _____ E-mail Address _____

Fax # _____ Date _____

Signature _____

(By affixing my signature, I certify that I am fully authorized to register the Company for Web Access to the Designated Custodian's systems and that the above Seller/Service/Investor has complied, and will comply, with all requirements bound to the release of mortgage documents and related files. I also attest that the person identified in Section I is an Authorized Representative of the Company and is authorized by Company to receive access as indicated in Section I.)

Facsimile, copy or pdf transmission signatures to this form shall be considered original executed counterparts.

ATTENTION BNY MELLON DOCUMENT CUSTODY WEBDCS USERS.

Please notify BNY Mellon Document Custody when authorized users fall in to the below category/scenarios.

- Access is no longer required due to role changes
- Users have left your company
- Any other reason requiring a change in employee access

Proactive notification to BNY Mellon will ensure that your account structure and access is maintained in a current state.

It is a violation of Policy to use a User ID or Password not assigned to you or to allow anyone else to know your password.