

Complete and email to support@defaultmitigation.com

Step 1: Create Main Account

Setting up a Portal account is **free**. Keep in mind that both the servicer and creditor's counsel must set up separate accounts on the DMM Portal. Your company or firm only needs to register once.

- 1 Navigate your web browser to www.dmmportal.com and click **Create an Account**.
- 2 Select **Servicers** on the user type **drop-down** and then click **Go to Registration**.
- 3 Complete the online registration form and click **Submit Account**.

Step 2: Add Authorized User Accounts

Provide to DMM information for each servicer associate (*in addition to the main Portal Administrator who registered the servicer*) who will need access to the DMM Portal. **Please note that DMM does not allow credential sharing and each user must have their own login credentials.**

Enter the information for each user account to be created:

First Name	Last Name	Email Address	Notifications *
			<input type="checkbox"/> All <input type="checkbox"/> Assigned Notifications Only
			<input type="checkbox"/> All <input type="checkbox"/> Assigned Notifications Only
			<input type="checkbox"/> All <input type="checkbox"/> Assigned Notifications Only
			<input type="checkbox"/> All <input type="checkbox"/> Assigned Notifications Only
			<input type="checkbox"/> All <input type="checkbox"/> Assigned Notifications Only

* All users will receive email notifications at their registered email address. On the notifications column, select whether you want the user to receive all notifications on all accounts processed through the DMM Portal or just receive email notifications on those accounts to which the user is specifically assigned.

Step 3: Assign Creditor's Counsel

The Portal features the ability to assign any borrower cases to the counsel of your choosing. Once assigned to a specific case, they will be able to view all information submitted with respect to that account. Each creditor's counsel must also register on the DMM Portal as a **Default Attorney**.

Enter the information below for any creditor's counsels you wish add:

Firm Name	Contact Name	Contact Phone	Contact Email	BK Jurisdiction

Step 4: Provide IRS Form 4506-T Company Information

The DMM Web Portal provides the debtor's attorney with an IRS Form 4506-T as part of the debtor's paperwork package. The servicer's address will automatically be entered on Line 5 of the form to ensure its completeness.

Please provide the following information:

Servicer Name:					
Address 1:					
Address 2:					
City:		State:		Zip:	
Phone:					

Step 5: Provide Any Proprietary Forms or Instructions (optional)

When a debtor's attorney selects your company as their mortgage servicer, the DMM Portal will automatically display the required documents and forms they must submit in order to participate in the loss mitigation mediation program.

 **The following documents are included in the default paperwork package:**

- Mortgage Assistance Application Form 710
- Uniform Borrower Assistance Form
- HAMP Request for Mortgage Assistance (RMA)
- Financial Statement
- IRS Form 4506-T
- Dodd Frank Certification
- Borrower Authorization
- Government Monitoring Data
- Hardship Letter

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

Please provide any additional proprietary forms or instructions not listed above to be added to the paperwork package. The DMM Web Portal will automatically make those forms available to the borrower's attorney upon their selection of the servicer.

Step 6: Finalize Account Setup

Completion of this form **in addition** to completion of your online registration is **required for account activation**. Once a servicer account has been activated on the DMM Web Portal, that servicer is marked **live** and able to receive submissions from borrower attorneys.

Email this application along with any additional proprietary forms or instructions you may wish to include to support@defaultmitigation.com.