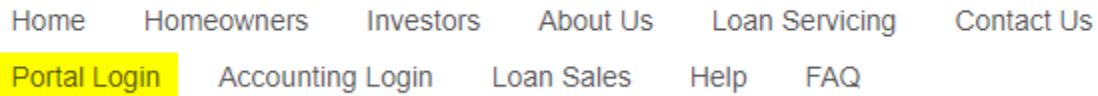


# Portal Registration

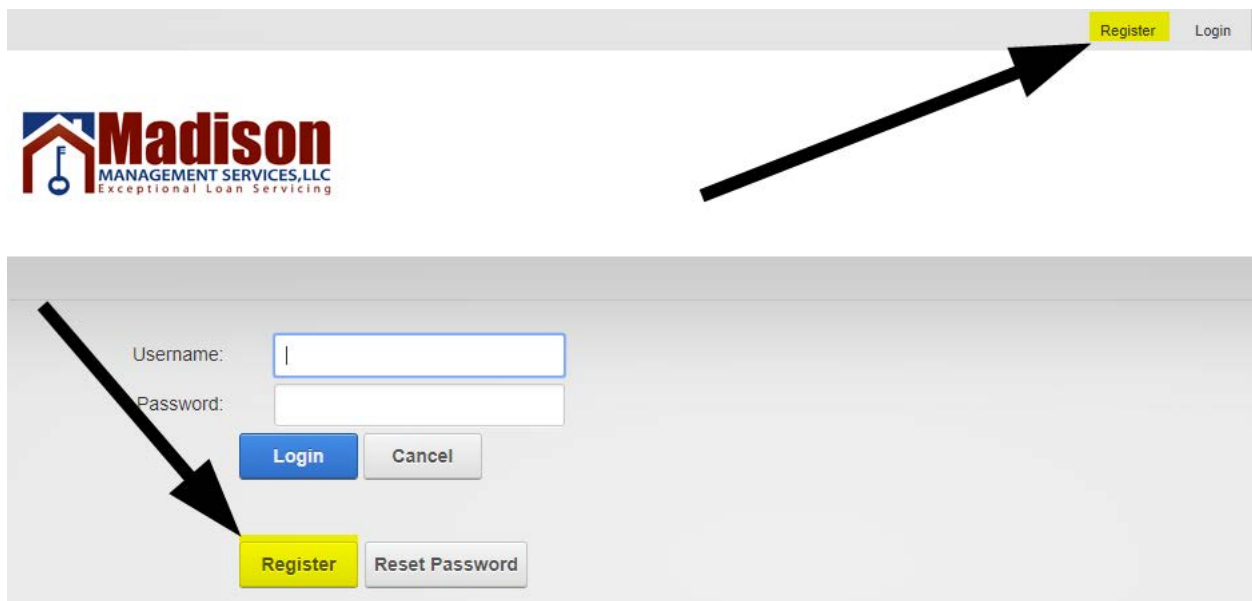
The registration process is simple and allows borrowers and investors to 'self-register' on the site.

From the MadisonManagement.net page, click the 'Portal Login' link on the menu.



This will redirect you to the Madison Management Services Portal for investor and borrower access to their loan files.

When you get to the Login Page, click the 'Register' button under the Login dialog or the Register link in the upper right corner.



This will direct you to begin the registration process.

The screenshot shows a web interface with three tabs: "Instructions", "Borrower Registration", and "Investor Registration". Below the tabs is a light blue box containing the following text:

To register as a new user on the Madison Portal and get access to your account information, select the tab that identifies your relationship with Madison Management Services, LLC.

\* Current mortgage customers click on the [Borrower Registration](#) tab.

\* Investors click on the [Investor Registration](#) tab

Click the tab that matches your relationship with Madison Management Services.

Click Borrower Registration, if you are making payments on a loan being serviced by Madison Management Services.

Click Investor Registration, if you are a lender/investor with loans being serviced by Madison Management Services.

**Borrowers Registration:**

The screenshot shows the "Borrower Registration" tab selected. A blue header bar reads "New Homeowner Registration". Below this, a note says "Indicates required fields". There are three input fields, each with a red question mark icon to its left:

- Loan Number:
- Last Name:
- Social Security Number:

At the bottom left, there are two buttons: "Next" (highlighted in blue) and "Cancel".

Enter your new loan number as provided on your 'Hello Letter' or monthly statement.

Enter your last name, as it appears on your mortgage documents and monthly statements.

Enter your social security number. This is used to verify your loan in our database by comparing your loan number, social security number and last name with the information we have on file for your loan.

Click "Next" to validate your account information. If your information is validated successfully, you will be directed to another page to create a username and password for yourself.

Click "Cancel" to abandon the registration process and return to the login page.

## Investors Registration:

Instructions Borrower Registration **Investor Registration**

New Investor Registration

Indicates required fields

Account Number: ⓘ

Pin Number: ⓘ

TAX ID Number: ⓘ

Next Cancel

Enter your assigned account number as provided to you from accounting.

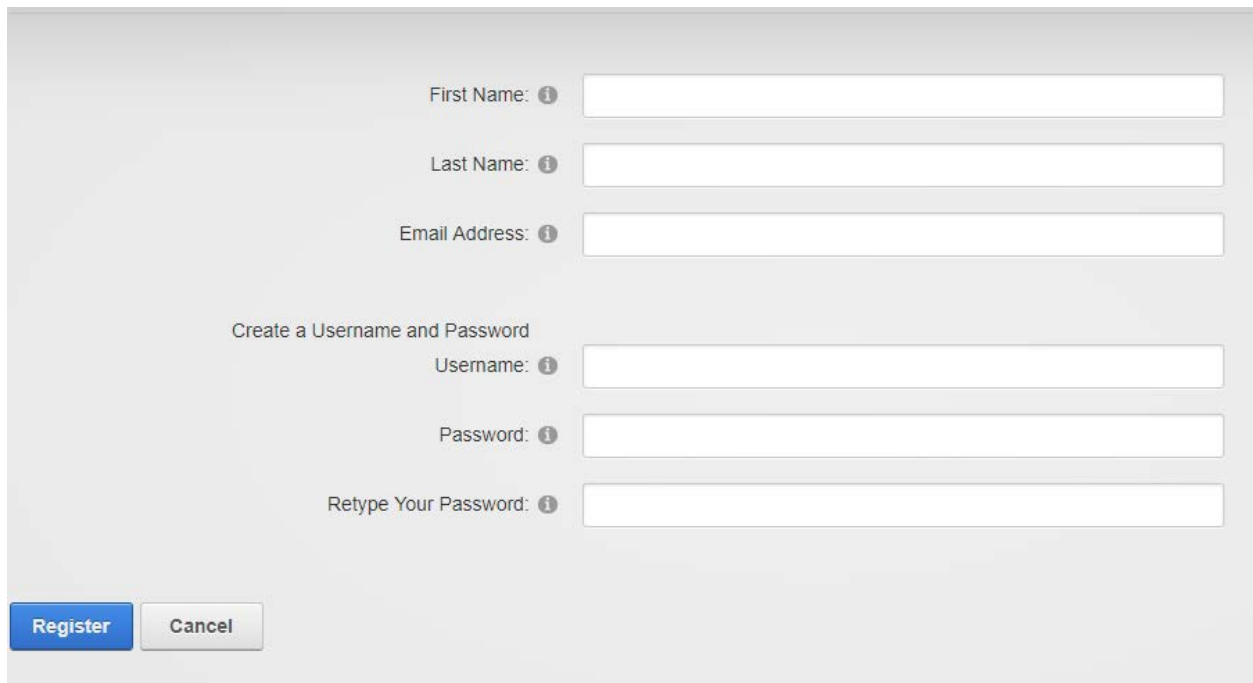
Enter the PIN number provided to you by loan boarding or accounting.

Enter your entity tax id number. This is used to verify your portfolio in our database by comparing your account number, PIN number and tax id number with the information we currently have on file for your portfolio.

Click “Next” to validate your account information. If your information is validated successfully, you will be directed to another page to create a username and password for yourself.

Click “Cancel” to abandon the registration process and return to the login page.

## Create Username and Password:



The registration form is displayed on a light gray background. It contains several input fields and two buttons. At the top, there are three input fields for 'First Name', 'Last Name', and 'Email Address', each with an information icon to its left. Below these is a section titled 'Create a Username and Password' which contains three more input fields: 'Username', 'Password', and 'Retype Your Password', each also with an information icon to its left. At the bottom left of the form are two buttons: a blue 'Register' button and a gray 'Cancel' button.

In the top section, enter your first name, last name and email address.

Next, create a username and password for your account.

Your password must be a minimum of 8 characters and contain at least 1 uppercase, 1 lowercase and 1 digit.

Example: Password10 – has 1 capital letter, 1 or more digits and is greater than 8 characters. Please do not use Password10 as your password, it is not secure.

Once you have completed the registration process, you'll be directed to your home page.