

Please complete this form and email to support@defaultmitigation.com.

Step 1: Create Main Account

There is no cost to set up an account. Please note that both the servicer and creditor’s counsel must set up separate DMM Portal accounts. Your company or firm only needs to register once.

- 1 Visit dmmportal.com and select **Create an Account**.
- 2 Select **Servicers** on the user type dropdown and then **Go to Registration**.
- 3 Complete the online registration form and select **Submit Account**.

Step 2: Add Authorized User Accounts

Provide 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 each user must have their own login credentials, as credential sharing is not allowed.

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. In the notifications column, please select whether the user should receive notifications on all accounts processed through the DMM Portal or only notifications for 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 as a default attorney.

Enter the information for any creditor’s counsels to be added:

Firm Name	Contact Name	Contact Phone	Contact Email	BK Jurisdiction

Step 4: Provide Any Proprietary Forms or Instructions (optional)

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

The list of necessary supporting income documentation will be customized 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. Those forms will be available to the borrower's attorney upon their selection of the servicer.

Step 5: 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 in the DMM Portal, that servicer is marked live and is able to receive submissions from borrower attorneys.

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