

Eastern District Wisconsin DMM Loss Mitigation Web Portal Instructions

Step 1: Register to Use the DMM Portal.

- Go to www.dclmwp.com. Under "Create an Account", select "Attorneys" and click "Go to Registration"
- Complete and submit the registration information.
- Your account will be reviewed and approved by DMM. You will receive an email advising you that your account has been accepted.

Step 2: File Motion for Mortgage Mediation

Step 3: Loss Mitigation Order Issued

Step 4: Submit Borrower Package On Portal and File Certificate of Readiness

- Use your email address and password to log in under "Existing Users"
- Click "Add New Borrower" and complete borrower questionnaire to receive a customized list of forms and documents you will need to submit
- Download all forms and checklist of documents
- Complete all forms and gather all required documents
- Follow the step-by-step instructions to enter the required borrower information and upload all of the required forms and documents
- After you have reviewed everything, click "OK-Submit" to submit your package
- After submitting your package, file the Certificate of Readiness

Step 5: Track and Communicate

- The Servicer will use the Portal to acknowledge receipt of the package and advise you of any potential issues with the submission. If there are, you will be able to cure any deficiencies noted through the Portal.
- After the package is deemed complete, you and the Servicer can continue to message each other through the Portal to receive updates and/or provide additional information and documentation. You will receive email notification of any new activity and all new communications will be stored in a Message Center on the Portal.

**For complete details on how to use the Portal, please download the User Manual which is available online under the Tools section of the Portal after you log in. Call DMM at 1-800-481-1013 or email at support@defaultmitigation.com.*