

# Single Family Issuer Training

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## Ginnie Mae Pooling Processes and Systems Training (Session 2)

# SINGLE FAMILY VIRTUAL ISSUER TRAINING

## PRESENTER

○ Wade Gayle, Bank of New York Mellon



## PRESENTATION ASSISTANTS

James Lee, Bank of New York Mellon

Maribel Canaan, Bank of New York Mellon

# AGENDA

- Introduction
- GinnieNET: New Pool Processing Module
- GinnieNET: Certification Module
- Pool Transfer System: Pool Transfers
- GinnieNET: Document Custodian Transfer Requests



# Working in GinnieNET

## New Pool Processing Module

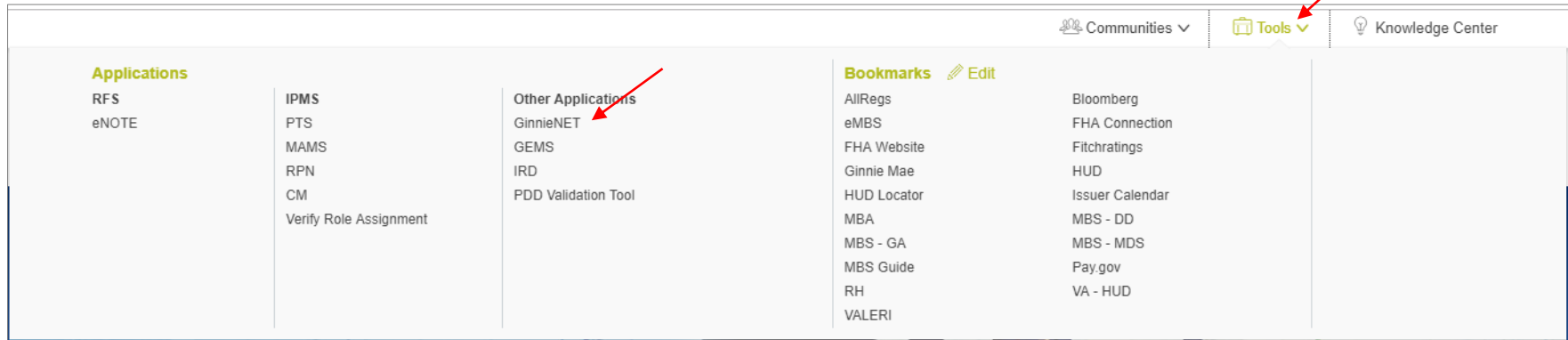
# NEW POOL PROCESSING MODULE

- Accessing GinnieNET
- Pool Import/File Layout
- Apply Ginnie Mae Edits
- Host Communications/Pool Submission
- Report/Forms
- Common Errors
- FAQs

[GinnieNET On The Web Issuer Single Family Training Guide](#)

# NEW POOL PROCESSING MODULE

## ACCESSING GINNIE NET VIA MGM



1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.
2. Then navigate to **GinnieNET** under **Other Applications**.

**Welcome To GinnieNET On The Web**

OMB Approval No. 2503-0033 (Exp. 09/30/2005)

Ginnie Mae may not collect this information, and you are not required to complete these forms (form HUD 11705, form HUD 11706, form HUD 11708, form HUD 11709A, form HUD 11710D, form HUD 11711B, form HUD 11714, form HUD 11714SN, form HUD 11715, and form HUD 11732) unless the currently valid OMB control number is displayed. The information is required by Section 306(g) of the National Housing Act and by Ginnie Mae Handbook 5508.3, Rev. 1 (Please see note below\*). The information collected will not be disclosed outside the Department without prior consent, except as required by law.

The chart below provides the public reporting burden time needed for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The chart also provides the purpose for which Ginnie Mae requires each form to be completed.

\*Ginnie Mae's forms are currently under review with Office of Management and Budget (OMB), during this time the expiration date of the forms is extended one month at a time until OMB completes their review and provides an expiration date. Therefore, the expiration is extended to October 31, 2010. If OMB does not complete the review by October 31, the expiration date will be extended to November 30, 2010, etc. Issuers and document custodians should continue to use these forms. Once a new expiration date is received the forms will be updated.

| Form    | Form Name                                      | Estimated Completion Time | Purpose  |
|---------|--|---------------------------|--|
| 11705   | Schedule of Subscribers                        | 10 minutes                | To establish a contract between the issuer and Ginnie Mae and to provide a listing of subscribers and other information needed to prepare a MBS.   |
| 11706   | Schedule of Pool Mortgages                     | 15 minutes                | To provide a means of identifying and controlling the mortgages that collateralize the designated MBS pools or loan packages. It also provides a certification from the issuer's document custodian that required mortgage documents are being held by the document custodian on behalf of Ginnie Mae. |
| 11708   | Request Release of Documents                   | 5 minutes                 | To provide a means of identifying and tracking issuer's request to remove mortgage documents being held by the document custodian that collateralize the designated MBS pools or loan packages.  |
| 11709A  | ACH Debit Authorization                        | 5 minutes                 | To authorize the depository and Ginnie Mae's Agent to electronically debit issuer's principal and interest payments and guaranty fee payments.   |
| 11710D  | Issuer's Monthly Summary Report                | 15 minutes                | To provide Ginnie Mae a summary of information on issuer's outstanding pools or loan packages, to provide a certification as to the accuracy of the information being reported and to provide a format for RPE reporting.  |
| 11711B  | Certification and Agreement                    | 2 minutes                 | To provide for a certification by the issuer that the releases (forms 11711A) provided by the issuer to the document custodian encompass all mortgages in a pool or loan package.  |
| 11714   | Issuer's Monthly Remittance Advice             | 2 minutes                 | To provide summary information to the security holder with respect to the current month's account transactions and calculation of the security holder's pro rate share percentage of total cash distribution.  |
| 11714SN | Issuer's Monthly Serial Note Remittance Advice | 2 minutes                 | To provide summary information to the security holder of Serial Note securities with respect to the current month's account transactions and calculation of interest and principal to be distributed, and data with respect to the redemption of Serial Units.   |
| 11715   | Master Custodial Agreement                     | 10 minutes                | To provide a form for establishment of a custodial relationship for the safekeeping of mortgage documents in the pools or loan packages backing each of the issuer's securities issues.  |
| 11732   | Certification for Construction Loans           | 5 minutes                 | Form applies to Ginnie Mae I multifamily program only. It is used to provide notification to Ginnie Mae of receipt of documentation pertinent to the issuance of securities by the document custodian.   |

Note: A request to extend the expiration date on the above listed forms has been submitted to OMB for their approval.

Close

# NEW POOL PROCESSING MODULE

## GINNIENET POOL IMPORT / FILE LAYOUT

The image shows two screenshots from the GinnieNET On The Web application. The left screenshot is the 'Main Menu' with a tree structure of options. The right screenshot is the 'Import Single-family Pools (New format)' page.

**GinnieNET On The Web Main Menu**

- Data Entry/Review
- Data Export/Import
  - New Pool Processing**
    - Import Single-family Pools (New format)
    - Import Single-family Mortgage (New format)
    - Export Single-family Pools (New format)
    - Import Single-family Pools (Old format)
    - Import Single-family Mortgage (Old format)
    - Export Single-family Pools (Old format)
    - Upload RG Annex
  - Certifications
  - Investor Reporting
- Host Communications
- Reports
- Maintenance

**Import Single-family Pools (New format)**

Change My Password  
Select Active Issuer  
**Page Help**

Enter the full path to the Single-family Pool Import file or Click Browse to locate it. Then Click Import.  
Import File:  Browse...  
 Run Ginnie Mae Edits (This can take a long time for larger pools)  
Import

Brings up file layout within GinnieNET.

[GinnieNET Single Family Import File Layouts](#)

# NEW POOL PROCESSING MODULE

## POOL IMPORT STATUS

Import Single-family Pools (New format)

Import Results Ginnie Mae Edits

Enter the full path to the Single-family Pool Import file or Click Browse to locate it. Then Click Import.

Import File: C:\Users\080939\Documents\Carol Buck\BZ3634\_Import.txt Browse...

Run Ginnie Mae Edits (This can take a long time for larger pools)

Import

Message from webpage

?

Please be sure that you have added pool header(s) for the loans you are importing.  
WARNING! Imported Data will replace the current POOL data.  
ALL information associated with the IMPORTED pools will be removed before data is added.

OK Cancel

Import Single-family Pools (New format)

Import Results Ginnie Mae Edits

Enter the full path to the Single-family Pool Import file or Click Browse to locate it. Then Click Import.

Import File: Browse...

Run Ginnie Mae Edits (This can take a long time for larger pools)

Import

File C:\Users\080939\Documents\Carol Buck\BZ3634\_Import.txt sucessfully imported.



# NEW POOL PROCESSING MODULE

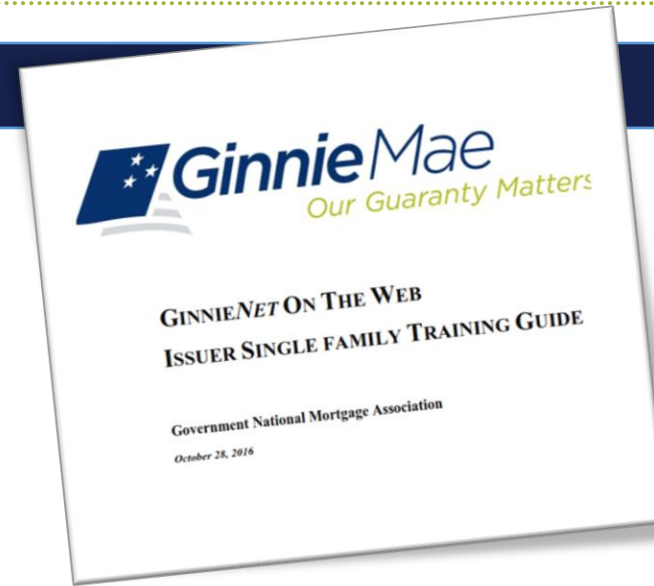
## GINNIENET ON THE WEB SYSTEM DEMONSTRATION



# NEW POOL PROCESSING MODULE

## POOL ISSUANCE AND DELIVERY

The [GinnieNET On The Web Issuer Single Family Training Guide](#) provides instructions for using the New Pool Processing module. You may use the Guide online or download it as a pdf file.



In the Table of Contents click the section, figure, or table number provided to access a topic listed below.

| Topic/Procedure                          | Section/Figure/Table   | Page #   |
|--|--|----------|
| Obtain & Activate SecureID Token         | Section 2 SecurID Token  | Page 3   |
| Log In to GinnieNET                      | Section 3 Security Administration, 3.1 Logging in to GinnieNET | Page 5   |
| Single Family Pool Details               | Table 5: 11705 Screen Elements                                 | Page 25  |
| GinnieNET Single Family Pools Detail     | Table 6: 11705 Screen (Form Elements)                          | Page 29  |
| GinnieNET Single Family Mortgage Details | Table 7: 11706 Screen (Form Elements)                          | Page 35  |
| View Master Agreement Record             | Section 4.1 Master Agreements                                  | Page 17  |
|  | Figure 21: GinnieNET Master Agreements Screen                  | Page 18  |
| Final Certification                      | Section 6.1: Final Certification                               | Page 68  |
| Pool Submission                          | Section 8.4 Issuer Communications – Pool Submit                | Page 101 |

# Break

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# NEW POOL PROCESSING MODULE

## APPLY GINNIE MAE EDITS

- ✓ Ginnie Mae Edits must be passed before a pool can be posted to the Network.
- ✓ This function checks the pool and mortgage data against Ginnie Mae MBS Guide requirements.
- ✓ If there are errors, individual records must be corrected and Ginnie Mae Edits must be applied again.
- ✓ A pool is not available for transmission to the Network until it passes all Ginnie Mae Edits.

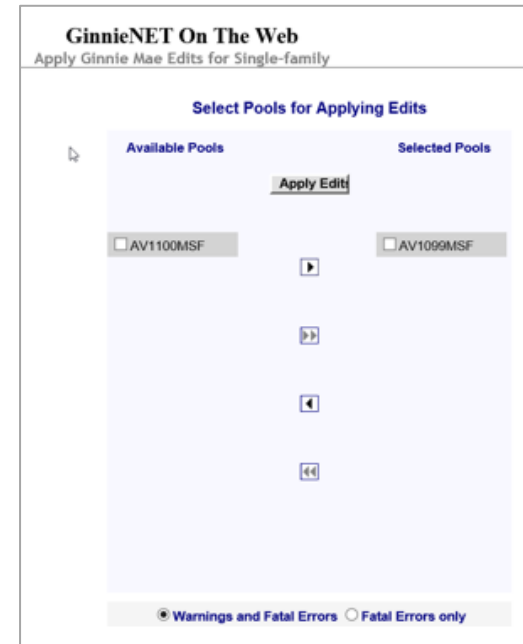


[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 5.12 Apply Ginnie Mae Edits, Page 65

# NEW POOL PROCESSING MODULE

## SELECT POOLS FOR APPLYING EDITS



### [GinnieNET On The Web Issuer Single Family Training Guide](#)

*Apply Ginnie Mae Edits for Single Family*  
Section 5.12: Steps 1 – 3, Page 65  
Figure 77: Certification and Agreement, Page 65

*Select Pools for Applying Edits*  
Section 5.12: Steps 4 – 5, Page 66  
Figure 78: Apply Ginnie Mae Edits Screen, Page 66

# NEW POOL PROCESSING MODULE

## GINNIE MAE EDITS REPORT

Welcome Jo Mar (1500)

**GinnieMae**  
Our Guaranty Matters

**GinnieNET On The Web**  
Apply Ginnie Mae Edits for Single-family

[Logout](#)  
[Return to Main Menu](#)

[Change My Password](#)  
[Select Active Issuer](#)

[Output Edits Report to CSV file](#)  
[View below Edits Report in PDF Format](#)

**GinnieNET Issuer Ginnie Mae Edits Error Report**

Version: 7.1  
Date: 7/12/2019  
Page: 1

Pool #: AT2793 Issue Type: C Pool Type: SF Issue Date: 08/01/2016

| Loan Number / Case Number  | Mort. Type | Int. Rate | First Pay Date | Last Pay Date | FIC Entered / Calculated | UPB Entered / Calculated |
|--|------------|-----------|----------------|---------------|--------------------------|--------------------------|
| 000000001262181<br>004422016680748   | FHA        | 5.450     | 05/01/1999     | 04/01/2029    | \$238.85                 | \$25,949.73              |
| 1. WARNING The Upfront MIP Amount: Data element must be reported IF it IS a required data element BY the agency (FHA, VA, RD, OR PIH). |            |           |                |               |                          |                          |
| 2. WARNING The Annual MIP Amount: Data element must be reported IF it IS a required data element BY the agency (FHA, VA, RD, OR PIH).  |            |           |                |               |                          |                          |
| 000000001552018<br>004422005143748   | FHA        | 5.450     | 04/01/1999     | 03/01/2029    | \$216.65                 | \$23,639.15              |
| 1. WARNING The Upfront MIP Amount: Data element must be reported IF it IS a required data element BY the agency (FHA, VA, RD, OR PIH). |            |           |                |               |                          |                          |
| 2. WARNING The Annual MIP Amount: Data element must be reported IF it IS a required data element BY the agency (FHA, VA, RD, OR PIH).  |            |           |                |               |                          |                          |

### [GinnieNET On The Web Issuer Single Family Training Guide](#)

#### *Error Messages*

Section 5.13: Error Messages, Page 66

Table 22: Ginnie Mae Edit Report Error Messages, Page 67

#### *Ginnie Mae Edits Report*

Figure 80: Apply Ginnie Mae Edits Screen: Ginnie Mae Edit Error Report, Page 67

# NEW POOL PROCESSING MODULE

## GINNIENET POOL SUBMISSIONS – HOST COMMUNICATIONS

The screenshot displays the GinnieNET On The Web Issuer Communications interface. At the top left is the GinnieMae logo with the tagline "Our Guaranty Matters" and the text "Welcome Jo Mar (1500)". The main title is "GinnieNET On The Web Issuer Communications". On the top right are links for "Logout" and "Return to Main Menu". On the left side, there are links for "Change My Password" and "Select Active Issuer".

The central section is titled "Host Communications Selections" and contains several interactive elements:

- A link "Select Pools to Submit" with a red arrow pointing to a button labeled "No Pools to be Submitted".
- A red warning message: "For assistance to delete pools that had been included in a 2:00 pm sweep Contact the GinnieNET Helpdesk at 1-800-234-4662 (GNMA), option 1".
- A link "Select Pools to Delete" with a button labeled "No Pools to be Deleted".
- A section titled "Add Pools to Accept" containing a form with fields for "Pool Number", "Issue Type", "Pool Type", and "Custodian ID", followed by an "Add" button.
- A button labeled "No Pools to be Accepted".
- A red "Attention!!!" warning: "Master Agreements Recertifications are no longer available in GinnieNET".
- A "Submit" button at the bottom.

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 8.4 Issuer Communications – Pool Submit, Page 101

# NEW POOL PROCESSING MODULE

## GINNIENET POOL SUBMISSIONS – HOST COMMUNICATIONS

**GinnieNET On The Web**  
Issuer Communications

**Select Pools to be Submitted**

**Available Pools** **Selected Pools**

OW1031MSF Single-family

**GinnieNET On The Web**  
Issuer Communications

**Host Communications Selections**

[Select Pools to Submit](#)

**Pools to be Submitted**

OW1031MSF Single-family

**For assistance to delete pools that had been included in a 2:00 pm sweep  
Contact the GinnieNET Helpdesk at 1-800-234-4662 (GNMA), option 1  
[Select Pools to Delete](#)**

**Pools to be Deleted**

**Add Pools to Accept**

| Pool Number          | Issue Type           | Pool Type            | Custodian ID         |                                    |
|----------------------|----------------------|----------------------|----------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Add"/> |

**Pools to be Accepted**

**Attention!!!**

**Master Agreements Recertifications are no longer available in GinnieNET**



# NEW POOL PROCESSING MODULE

## GINNIENET POOL FORMS AND REPORTS

**GinnieNET On The Web**  
Main Menu

- ▣ Data Entry/Review
- ▣ Data Export/Import
- ▣ Host Communications
- ▣ Reports
  - ▣ **New Pool Processing**
    - [Schedule of Subscribers - 11705](#)
    - [Schedule of Pooled Mortgages - 11706](#)
    - [Schedule of Pooled Mortgages with data - 11706](#)
    - [Schedule A of Serial Note Pools](#)
    - [Certification and Agreement - 11711B](#)
    - [Bond Finance Pool Certification](#)
    - [Bond Finance Pool Consolidation Certification](#)
    - [Master Agreement Certification](#)
  - ▣ **Certifications**
  - ▣ **Investor Reporting**
  - ▣ **Common**
- ▣ Maintenance

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 9 Reports: 9.1 New Pool Processing, Page 132

# NEW POOL PROCESSING MODULE

## COMMON GINNINET ERRORS

### ✓ Incorrect Maturity Date on the Pool Details Screen

- Cross Check Latest Last Pay Date of Loans with Pool Maturity Date.



Update Maturity Date on the Pool Details Screen.

### ✓ Subscriber Total Position does not equal the Pool Amount

- Cross check total position entered on the Subscriber Screen with the total Pool Amount (Pool Details Screen).



Update the Subscriber Position Amount(s).

### ✓ Cannot Submit Pool On Host Communications

- Must apply Ginnie Mae Edits prior to submitting pool.

**SUGGESTION**

Check pool status on Pool Details Screen to ensure status reads 'Passed Edits'.

# NEW POOL PROCESSING MODULE

## FAQs

1. My Pool was Issued and I need to pull it back. Who do I contact?



Please contact your Ginnie Mae Account Executive for guidance.




2. I need to adjust my delivery Instructions and my pool was submitted/Certified.

Please call Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435.



3. What are the cut off times for New Pool Submissions?

Refer to the [Pool Dates Calendar](#) on the Ginnie Mae website for reporting deadlines and events specific to Issuers.

 **Pool Dates Calendar**

( September 2019 )

| Sunday | Monday                                 | Tuesday | Wednesday | Thursday                               | Friday | Saturday |    |
|--------|--|---------|-----------|--|--------|----------|----|
|        | 1                                      | 2       | 3         | 4                                      | 5      | 6        | 7  |
|        | GNMA I Deadline CAVS Certification Due |         |           | GNMA I Deadline CAVS Certification Due |        |          |    |
|        |  |         |           |  |        |          |    |
|        | 8                                      | 9       | 10        | 11                                     | 12     | 13       | 14 |
|        | GNMA I Deadline CAVS Certification Due |         |           | GNMA I Deadline CAVS Certification Due |        |          |    |

# BREAK

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# GinnieNET

## Certification Module

# GINNIENET CERTIFICATION MODULE

- Initial Certification (Document Custodian Process)
- Request for Release of Documents (11708)
- Final Certification/Recertification
- Knowledge Check

# GINNIENET CERTIFICATION MODULE

## ACCESSING GINNIENET VIA MGM

The screenshot shows the MGM portal interface. At the top, there are navigation links for 'Communities', 'Tools', and 'Knowledge Center'. The 'Tools' dropdown menu is open, showing a list of applications. A red arrow points to the 'Tools' dropdown. Below the navigation, there are three columns of applications. The first column is 'Applications' with links for RFS and eNOTE. The second column is 'IPMS' with links for PTS, MAMS, RPN, CM, and Verify Role Assignment. The third column is 'Other Applications' with links for GinnieNET, GEMS, IRD, and PDD Validation Tool. A red arrow points to the 'GinnieNET' link in the 'Other Applications' column. To the right, there is a 'Bookmarks' section with an 'Edit' link and a list of bookmarked items including Bloomberg, FHA Connection, Fitchratings, HUD, Issuer Calendar, MBS - DD, MBS - MDS, Pay.gov, VA - HUD, and VALERI.

1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.
2. Then navigate to **GinnieNET** under **Other Applications**.

The screenshot shows the 'GinnieMae' logo and the text 'Welcome To GinnieNET On The Web'. Below this, there is a notice about OMB Approval No. 2503-0033 (Exp. 09/30/2005) and a table of forms. The table has columns for 'Form', 'Form Name', 'Estimated Completion Time', and 'Purpose'. Below the table, there is a note about extending the expiration date and a 'Close' button.

| Form    | Form Name                                      | Estimated Completion Time | Purpose  |
|---------|--|---------------------------|--|
| 11705   | Schedule of Subscribers                        | 10 minutes                | To establish a contract between the issuer and Ginnie Mae and to provide a listing of subscribers and other information needed to prepare a MBS.   |
| 11706   | Schedule of Pool Mortgages                     | 15 minutes                | To provide a means of identifying and controlling the mortgages that collateralize the designated MBS pools or loan packages. It also provides a certification from the issuer's document custodian that required mortgage documents are being held by the document custodian on behalf of Ginnie Mae. |
| 11708   | Request Release of Documents                   | 5 minutes                 | To provide a means of identifying and tracking issuer's request to remove mortgage documents being held by the document custodian that collateralize the designated MBS pools or loan packages.  |
| 11709A  | ACH Debit Authorization                        | 5 minutes                 | To authorize the depository and Ginnie Mae's Agent to electronically debit issuer's principal and interest payments and guaranty fee payments.   |
| 11710D  | Issuer's Monthly Summary Report                | 15 minutes                | To provide Ginnie Mae a summary of information on issuer's outstanding pools or loan packages, to provide a certification as to the accuracy of the information being reported and to provide a format for RPE reporting.  |
| 11711B  | Certification and Agreement                    | 2 minutes                 | To provide for a certification by the issuer that the releases (forms 11711A) provided by the issuer to the document custodian encompass all mortgages in a pool or loan package.  |
| 11714   | Issuer's Monthly Remittance Advice             | 2 minutes                 | To provide summary information to the security holder with respect to the current month's account transactions and calculation of the security holder's pro rate share percentage of total cash distribution.  |
| 11714SN | Issuer's Monthly Serial Note Remittance Advice | 2 minutes                 | To provide summary information to the security holder of Serial Note securities with respect to the current month's account transactions and calculation of interest and principal to be distributed, and data with respect to the redemption of Serial Units.   |
| 11715   | Master Custodial Agreement                     | 10 minutes                | To provide a form for establishment of a custodial relationship for the safekeeping of mortgage documents in the pools or loan packages backing each of the issuer's securities issues.  |
| 11732   | Certification for Construction Loans           | 5 minutes                 | Form applies to Ginnie Mae I multifamily program only. It is used to provide notification to Ginnie Mae of receipt of documentation pertinent to the issuance of securities by the document custodian.   |

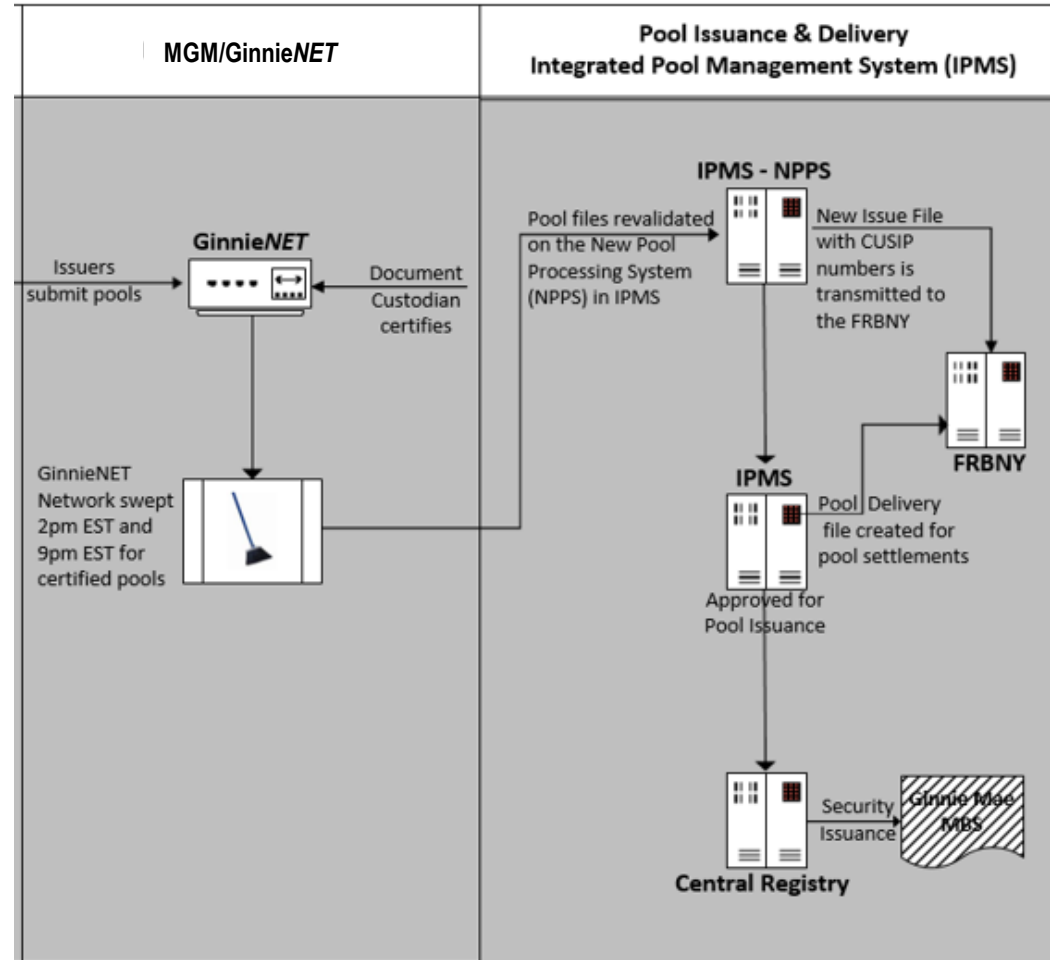
Note: A request to extend the expiration date on the above listed forms has been submitted to OMB for their approval.

Close

# GINNIENET CERTIFICATION MODULE

## DOCUMENT CUSTODIAN INITIAL CERTIFICATION

- ✓ When the pool has been submitted to the GinnieNET network, the Document Custodian must certify the pool.
- ✓ GinnieNET sends an e-Notification to the Custodian advising that there is a pool awaiting certification.
- ✓ The Custodian completes the certification in GinnieNET. This initiates the pool processing timeline.





# GINNIENET CERTIFICATION MODULE

## DOCUMENT CUSTODIAN INITIAL CERTIFICATION CERTIFY / REJECT

**GinnieNET On The Web**  
Custodian Communications

**Host Communications Selections**

[Select Pools to Certify](#)

**Pools to be Certified**

| Pools                   |
|-------------------------|
| OW1031MSF Single-family |

[Select Pools to Reject](#)

**Pools to be Rejected**

No Pools to be Rejected

**GinnieNET On The Web**  
Custodian Communications

**Host Communications Selections**

[Select Pools to Certify](#)

**Pools to be Certified**

No Pools to be Certified

[Select Pools to Reject](#)

Please Select the Rejection Reason, otherwise Pool won't be sent for Rejection

**Pools to be Rejected**

| Pool                    | Rejection Reason  |
|-------------------------|---|
| OW1031MSF Single-family | P&I payment differs from schedule <input type="button" value="Edit"/> |

 **GinnieMae**  
Our Guaranty Matters

[Change My Password](#)

**GinnieNET On The Web**  
Host Communications Results

**GinnieNET Host Communications Result Report (Job Number 1117099)**

7.1  
7/19/2019

|    |   |
|----|---|
| 1. | CERTIFY SUCCESSFUL 1500000038OW1031MSF0719191054241-OW1031.MSF FCN : 1500000038OW1031MSF0719191054542 |
| 2. | REJECT SUCCESSFUL 1500000038OW1032MSF0719191054246 AT 07/19/2019 10:54:54 AM FRN : **B                |

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Section 8.8 Certifications Communications, Page 112

Section 8.8.1 Link Options, Table 38: Certifications Communications Menu Options, Page 112

# GINNIENET CERTIFICATION MODULE

## HUD 11708 – REQUEST FOR RELEASE OF DOCUMENTS

**GinnieNET On The Web**  
Main Menu

- Data Entry/Review
  - New Pool Processing
  - Certifications
    - Single Family Processing
      - Common
        - Issuer (Transfer) Recertification
        - Custodian (Transfer) Recertification
        - HUD 11708
        - Document Custodian Transfers
        - Apply Ginnie Mae Edits - Recertification
- Data Export/Import
- Host Communications
- Reports
- Maintenance

**GinnieNET On The Web**  
HUD 11708

[Back to Search Page](#)

<< < > >>

|   |                         |                                     |
|---|-------------------------|-------------------------------------|
| Issuer: 1500  | EQUIBANK N. A.          | Status: New                         |
| Custodian: 000038   | ReconTrust Comany, N.A. | Date Prepared by Issuer: 07/19/2019 |
| Mortgagor's Name, Address and Zip Code                    |                         |                                     |
| Name: BNY Mellon  |                         |                                     |
| Address: 240 Greenwich Street                             |                         |                                     |
| City: New York  | State: NY               | Zip Code: 10286                     |
| Reason For Requesting Documents                           |                         |                                     |
| Reason Number: 1 Mortgage Paid in Full                    |                         |                                     |
| Text:   |                         |                                     |
| <div style="border: 1px solid gray; height: 40px;"></div> |                         |                                     |
| Commitment/Pool Number: OW1031                            |                         | FHA/VA/RHS Number:                  |
| Issuer Loan Number: 587496136426972                       |                         | Settlement Expected Return Date:    |
| Document Release Date:                                    |                         | Document Return Date:               |

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 6.7 HUD 11708 Request for Release of Documents Screen, Page 85

# GINNIENET CERTIFICATION MODULE

## GINNIENET FINAL CERTIFICATION AND RECERTIFICATION



Once a new pool is issued, the issuer is required to perform a Final Certification which must be completed no later than 12 months after the issue date of the related securities.



If there is an Issuer Portfolio Transfer or Document Custodian Transfer, the Issuer of record is required to submit a Recertification for all affected pools 12 months from the Effective Transfer Date to Ginnie Mae.

- ✓ All Recertifications are on a pool level and are to be submitted via GinnieNET.



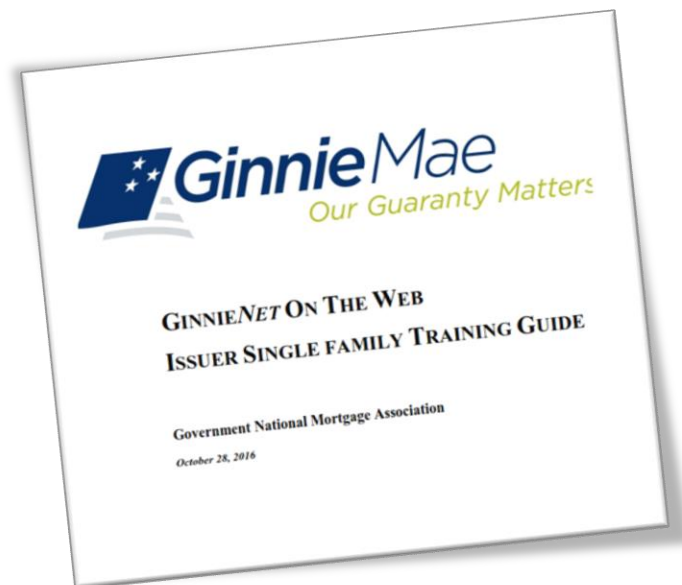
## GINNIENET ON THE WEB SYSTEM DEMONSTRATION



# GINNIENET CERTIFICATION MODULE

## GINNIENET – POOL RETRIEVAL FOR FINAL CERTIFICATION

[GinnieNET On The Web Issuer Single Family Training Guide](#)  
Section 6.1 Final Certification, Page 68



### GinnieNET On The Web

Certifications Communications

#### Certifications Communications Selections

**Final Certifications**

[Select Final Certification Pools to Submit](#)  
**Final Certification pools to be Submitted**  
**No Final Certification Pools to be Submitted**

[Select Final Certification Pools to Delete](#)  
**Final Certification pools to be Deleted**  
**No Final Certification Pools to be Deleted**

**Retrieve Pools for Final Certification**

Create List Manually  By Initial Certification Date

**Add Pools to Retrieve for Final Certification**

Pool Number:  Issue Type:  Pool Type:

**Pools to be Retrieved for Final Certification**

| Pool ID   |                        |
|-----------|------------------------|
| OW1031XSF | <a href="#">Remove</a> |
| OW1032MSF | <a href="#">Remove</a> |
| OW1033CSF | <a href="#">Remove</a> |

# GINNIENET CERTIFICATION MODULE

## FINAL CERTIFICATION / RECERTIFICATION

The screenshot displays the 'GinnieNET On The Web' interface for 'Certifications Communications'. The page is titled 'GinnieMae Our Guaranty Matters' and 'GinnieNET On The Web Certifications Communications'. It features a navigation bar with 'Logout' and 'Return to Main Menu' links. The main content area is divided into several sections:

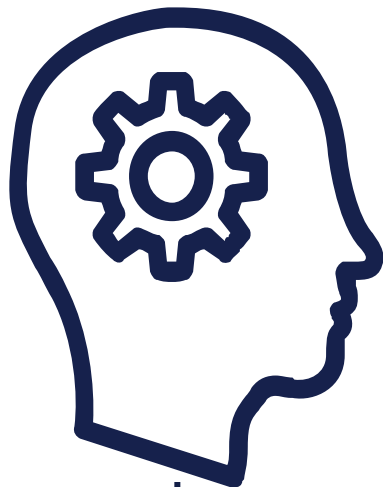
- Final Certifications:** Includes options to 'Select Final Certification Pools to Submit', 'Final Certification pools to be Submitted' (with a 'Pool ID' of 660739XSF), 'Select Final Certification Pools to Delete', 'Final Certification pools to be Deleted', 'No Final Certification Pools to be Deleted', and 'Retrieve Pools for Final Certification' (with radio buttons for 'Create List Manually' and 'By Initial Certification Date'). It also has a form to 'Add Pools to Retrieve for Final Certification' with fields for 'Pool Number', 'Issue Type' (set to 'X'), and 'Pool Type' (set to 'SF'), and an 'Add' button.
- Document Custodian Transfer/Merger:** Includes options to 'Select Transfer/Merger Requests to Submit', 'Transfer/Merger Requests to be Submitted', 'No Transfer/Merger Requests to be Submitted', 'Select Transfer/Merger Requests to Delete', 'Transfer/Merger Requests to be Deleted', and 'No Transfer/Merger Requests to be Deleted'.
- HUD 11708:** Includes options to 'Select HUD11708 Reports to Submit', 'HUD 11708 Reports to be Submitted', 'No HUD 11708 Reports to be Submitted', 'Select HUD 11708 Reports to Delete', 'HUD 11708 Reports to be Deleted', and 'No HUD 11708 Reports to be Deleted'.
- Issuer Recertification:** Includes options to 'Select from the List' (selected) or 'Create List Manually', 'Select Issuer Recertification to Submit', 'Issuer Recertification pools to be Submitted' (with a 'Previous Issuer - Pool ID' of 4002 - 673920XSF), 'Select from the List' (selected) or 'Create List Manually', 'Select Issuer Recertification to Delete', 'Issuer Recertification pools to be Deleted', and 'No Pools to Delete for Issuer Recertification'.
- Custodian Recertification:** Includes options to 'Select from the List' (selected) or 'Create List Manually', 'Select Custodian Recertification to Submit', 'Custodian Recertification pools to be Submitted', 'No Pools to Submit for Custodian Recertification', 'Select from the List' (selected) or 'Create List Manually', 'Select Custodian Recertification to Delete', 'Custodian Recertification pools to be Deleted', and 'No Pools to Delete for Custodian Recertification'.

Two callouts on the left side of the screenshot identify the 'Final Certification' and 'Re-Certification' sections. A red arrow points from the 'Final Certification' callout to the 'Final Certifications' section, and another red arrow points from the 'Re-Certification' callout to the 'Issuer Recertification' section. A 'Submit' button is located at the bottom right of the main content area.

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 8.8.4 Recertification, Page 113

**Knowledge Check**



**Polling Questions:**



# SINGLE FAMILY VIRTUAL ISSUER QUESTIONS & ANSWERS



# Resources

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# RESOURCES

## Manuals, QRCs, FAQs

### **MyGinnieMae Organization Administrator Guide**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/mgm\\_orgadmin\\_userguide\\_102018.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/mgm_orgadmin_userguide_102018.pdf)

### **MyGinnieMae End User Guide**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/%E2%80%8Cmyginniemae\\_end\\_user\\_guide.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/%E2%80%8Cmyginniemae_end_user_guide.pdf)

### **Master Agreements Management System (MAMS) Guide**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/Master\\_Agreements\\_Management\\_System.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/Master_Agreements_Management_System.pdf)

### **Commitment Management Application Issuer Guide**

[https://ginniemae.gov/issuers/issuer\\_training/Documents/Commitment\\_Management\\_Application.pdf](https://ginniemae.gov/issuers/issuer_training/Documents/Commitment_Management_Application.pdf)

### **Request Pool Numbers Application Issuer Guide**

[https://ginniemae.gov/issuers/issuer\\_training/Documents/Request\\_Pool\\_Numbers\\_Application.pdf](https://ginniemae.gov/issuers/issuer_training/Documents/Request_Pool_Numbers_Application.pdf)

### **Government National Mortgage Association Systems Access Forms**

[https://ginniemae.gov/issuers/program\\_guidelines/MBSGuideAppendicesLib/Appendix\\_III-29.pdf](https://ginniemae.gov/issuers/program_guidelines/MBSGuideAppendicesLib/Appendix_III-29.pdf)

# RESOURCES

## Manuals, QRCs, FAQs (continued)

### **MyGinnieMae Quick Reference Card**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/myginniemae\\_login\\_qrc.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/myginniemae_login_qrc.pdf)

### **Master Agreements Quick Reference Card.**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/Master\\_Agreements\\_QRC.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/Master_Agreements_QRC.pdf)

### **Commitment Management Quick Reference Card.**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/Commitment\\_Management\\_QRC.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/Commitment_Management_QRC.pdf)

### **Request Pool Numbers Quick Reference Card**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/Request\\_Pool\\_Numbers\\_QRC.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/Request_Pool_Numbers_QRC.pdf)

### **RSA SecurID Quick Reference Card**

[https://ginniemae.gov/issuers/issuer\\_training/Documents/RSA\\_QRC.pdf](https://ginniemae.gov/issuers/issuer_training/Documents/RSA_QRC.pdf)