Single Family Issuer Training

Ginnie Mae Pooling Processes and Systems Training

(Session 2)

SINGLE FAMILY VIRTUAL ISSUER TRAINING

PRESENTER

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James Lee, Bank of New York Mellon

Maribel Canaan, Bank of New York Mellon

AGENDA

- Introduction
- Ginnie*NET*: New Pool Processing Module
- Ginnie*NET*: Certification Module
- Pool Transfer System: Pool Transfers
- Ginnie*NET*: Document Custodian Transfer Requests

Working in Ginnie*NET*

New Pool Processing Module

Ginnie Mae
Our Guaranty Matters

@GinnieMaeGov /GinnieMaeGov Ginnie Mae

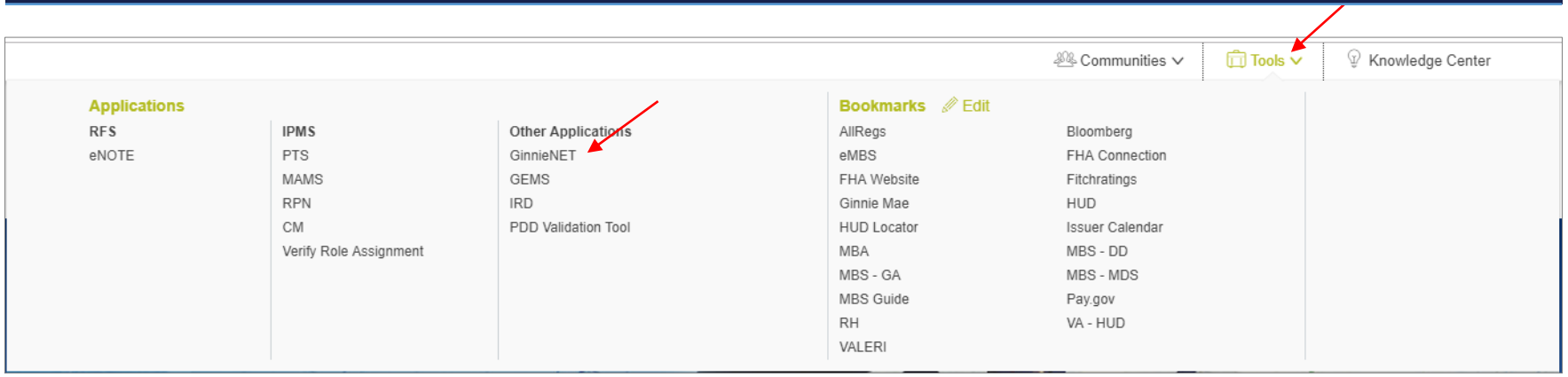
NEW POOL PROCESSING MODULE

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

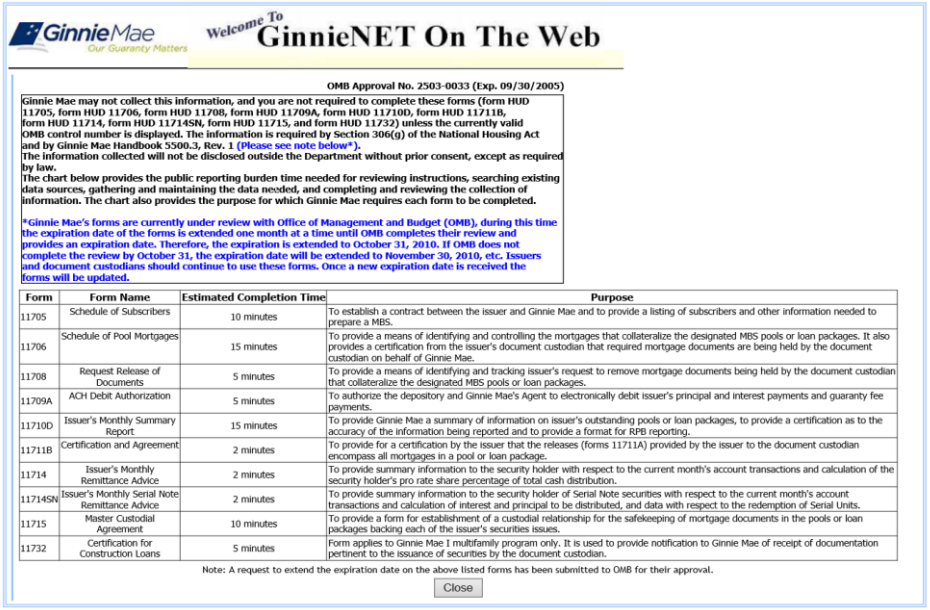
GinnieNET On The Web Issuer Single Family Training Guide

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.**



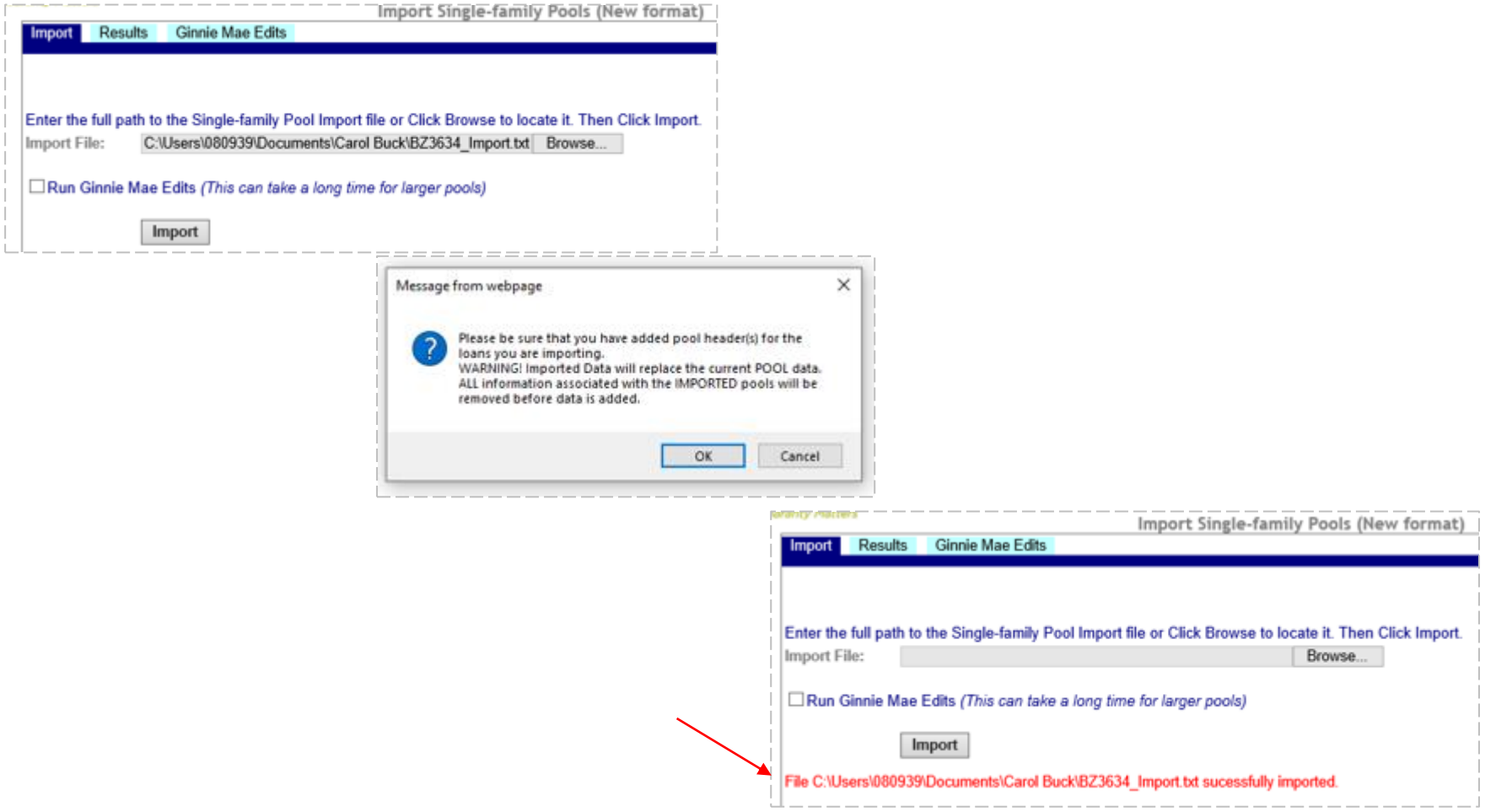
NEW POOL PROCESSING MODULE

GINNIE*NET* POOL IMPORT / FILE LAYOUT

GinnieNET Single Family Import File Layouts

NEW POOL PROCESSING MODULE

POOL IMPORT STATUS



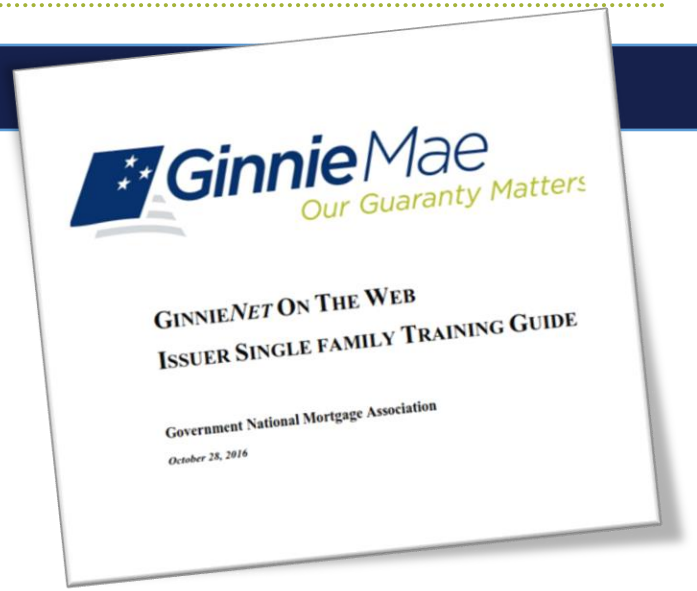
NEW POOL PROCESSING MODULE

GINNIE*NET* 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.



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Log In to Ginnie*NET*	Section 3 Security Administration, 3.1 Logging in to Ginnie*NET*	Page 5
Single Family Pool Details	Table 5: 11705 Screen Elements	Page 25
Ginnie*NET* Single Family Pools Detail	Table 6: 11705 Screen (Form Elements)	Page 29
Ginnie*NET* Single Family Mortgage Details	Table 7: 11706 Screen (Form Elements)	Page 35
View Master Agreement Record	Section 4.1 Master Agreements Figure 21: Ginnie*NET* Master Agreements Screen	Page 17 Page 18
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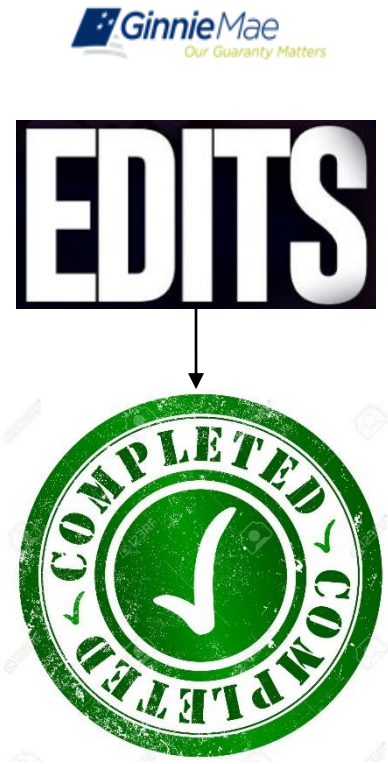
Pool Submission	Section 8.4 Issuer Communications – Pool Submit	Page 101

Break

NEW POOL PROCESSING MODULE

APPLY GINNIE MAE EDITS

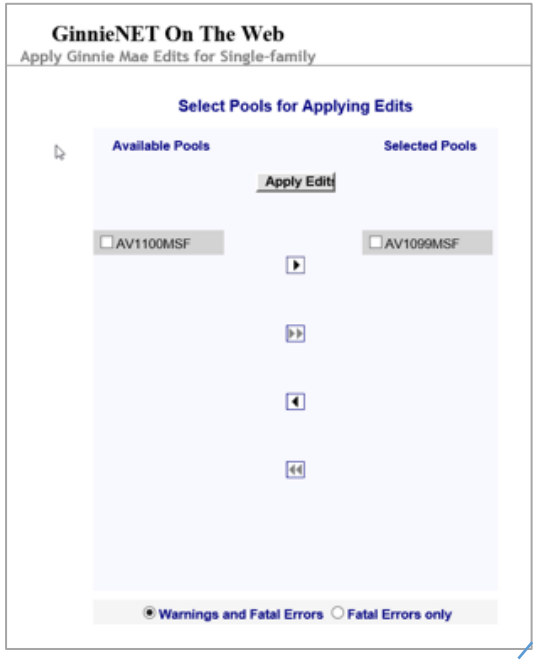
- ✓ Ginnie Mae Edits must be passed before a pool can be posted to the Network**.**
- ✓ This function checks the pool and mortgage data against Ginnie Mae MBS Guide requirements.
- ✓ If there are errors, individual records must be corrected and Ginnie Mae Edits must be applied again.
- ✓ A pool is not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



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Apply Ginnie Mae Edits for Single Family
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Select Pools for Applying Edits
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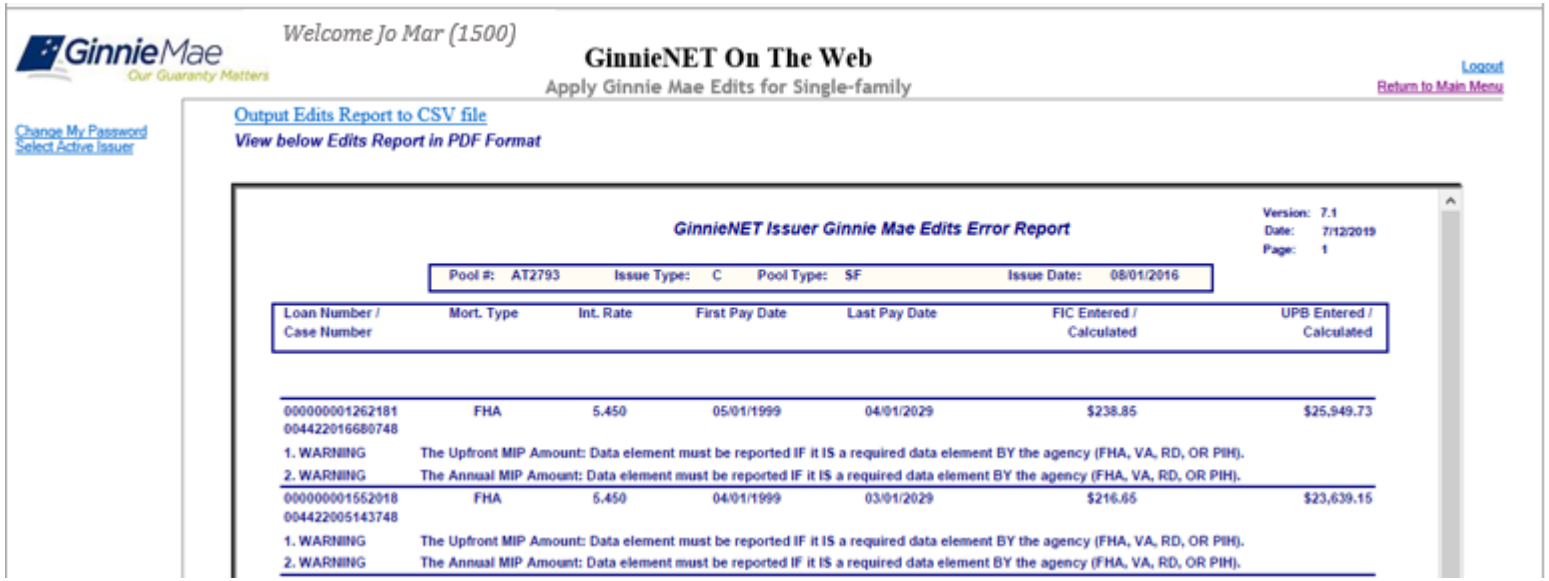
Figure 78: Apply Ginnie Mae Edits Screen, Page 66

NEW POOL PROCESSING MODULE

GINNIE MAE EDITS REPORT



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Ginnie Mae Edits Report
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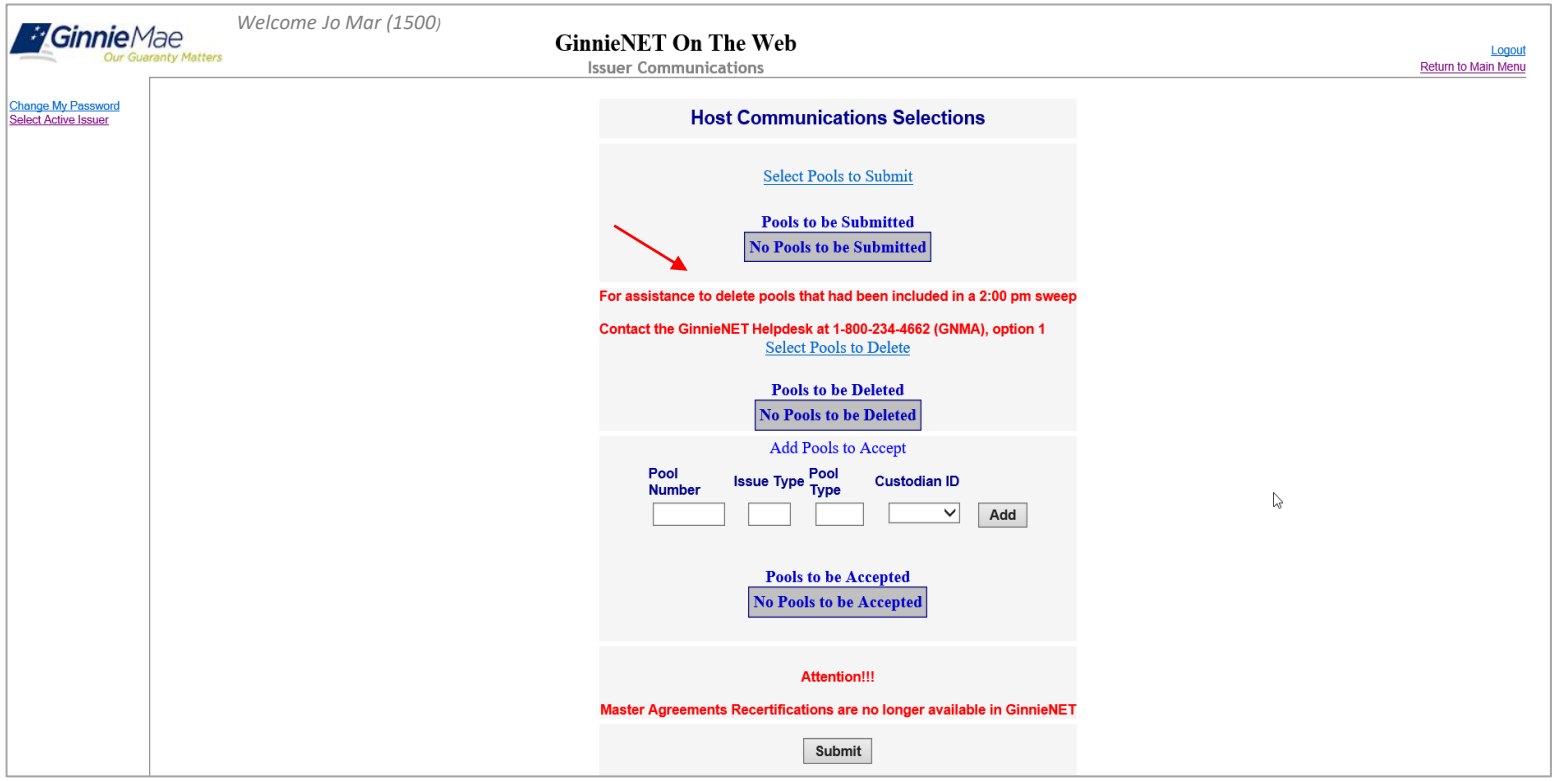
NEW POOL PROCESSING MODULE

GINNIE*NET* POOL SUBMISSIONS – HOST COMMUNICATIONS



GinnieNET On The Web Issuer Single Family Training Guide

Section 8.4 Issuer Communications – Pool Submit, Page 101

NEW POOL PROCESSING MODULE

GINNIE*NET* POOL SUBMISSIONS – HOST COMMUNICATIONS

NEW POOL PROCESSING MODULE

GINNIE*NET* POOL FORMS AND REPORTS

GinnieNET On The Web Issuer Single Family Training Guide
Section 9 Reports: 9.1 New Pool Processing, Page 132

NEW POOL PROCESSING MODULE

COMMON GINNIE*NET* 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.

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?

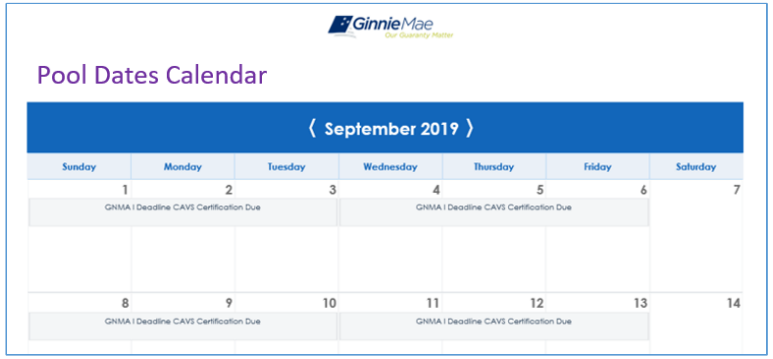
Please contact your Ginnie Mae Account Executive for guidance.

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.



BREAK

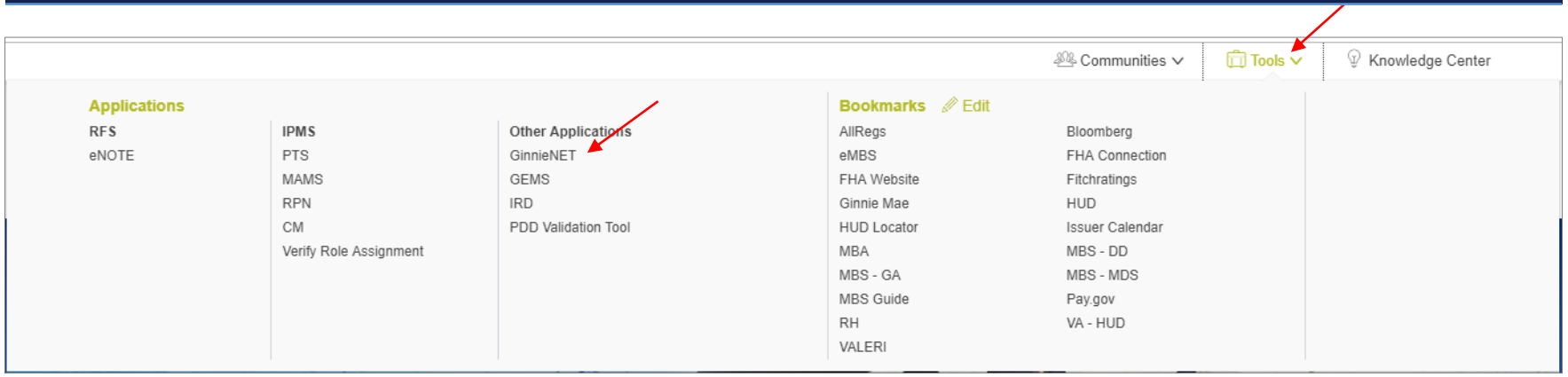
Ginnie*NET*

Certification Module

GINNIE*NET* CERTIFICATION MODULE

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

ACCESSING GINNIE*NET* VIA MGM



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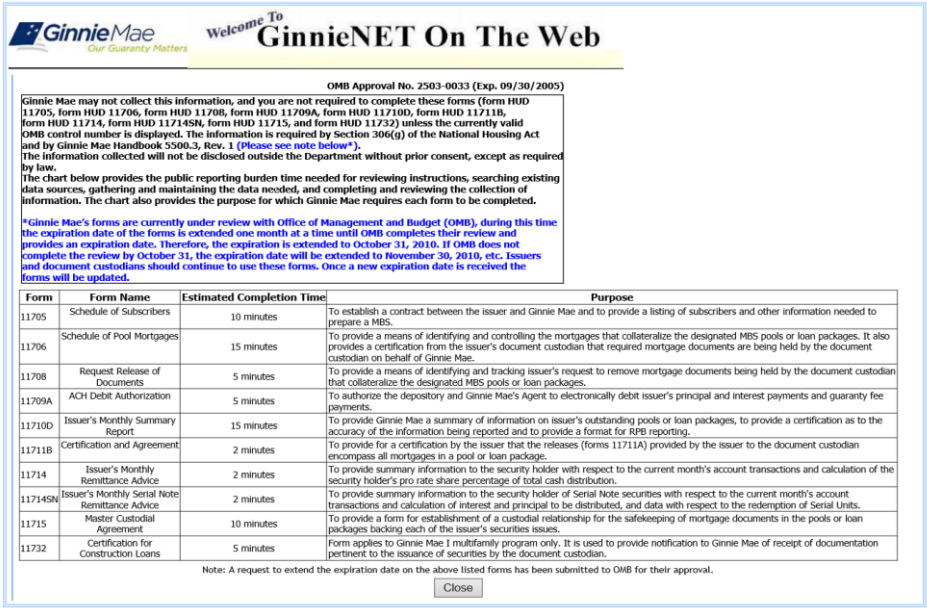
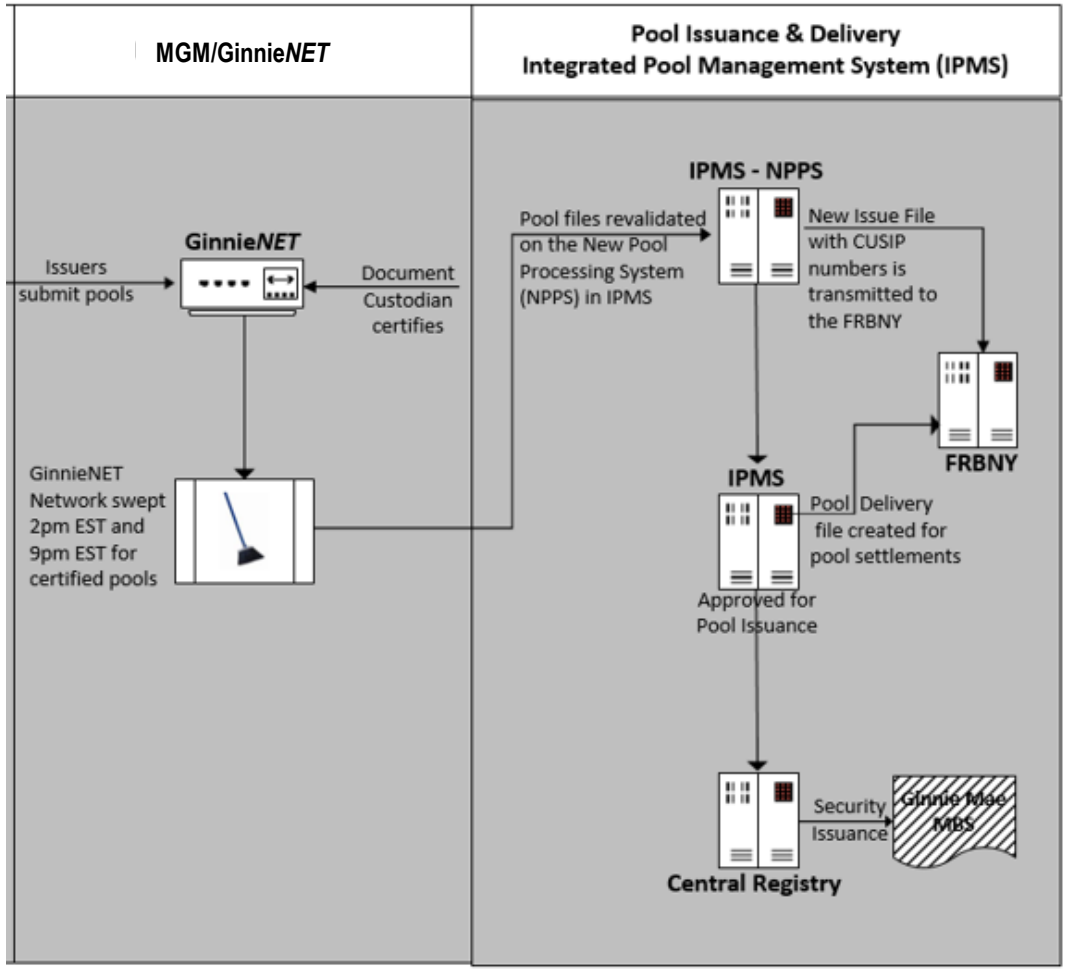
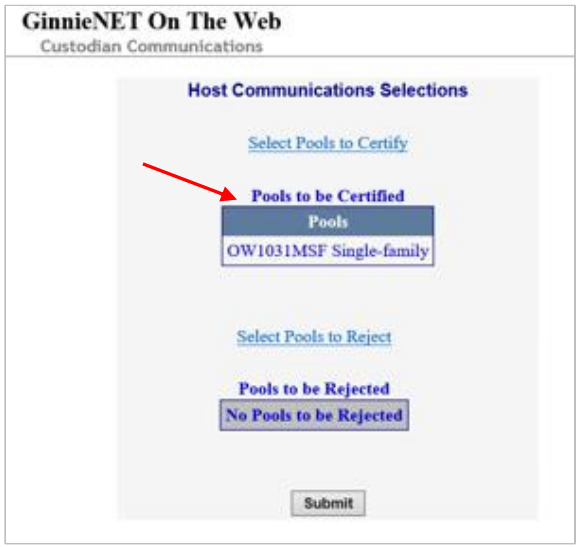


DOCUMENT CUSTODIAN INITIAL CERTIFICATION

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

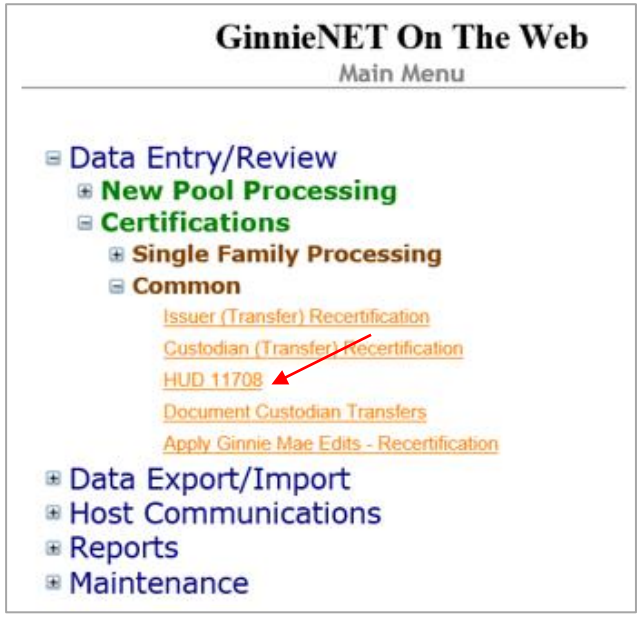


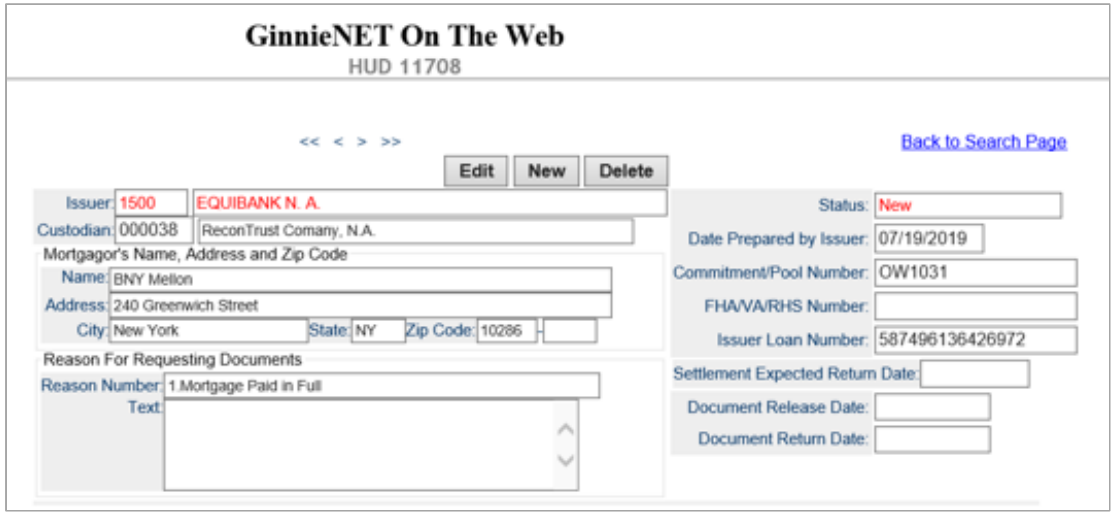
DOCUMENT CUSTODIAN INITIAL CERTIFICATION CERTIFY / REJECT



GinnieNET On The Web Issuer Single Family Training Guide
Section 8.8 Certifications Communications, Page 112
Section 8.8.1 Link Options, Table 38: Certifications Communications Menu Options, Page 112

HUD 11708 – REQUEST FOR RELEASE OF DOCUMENTS





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

GINNIE*NET* FINAL CERTIFICATION AND RECERTIFICATION

Final Certification

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.

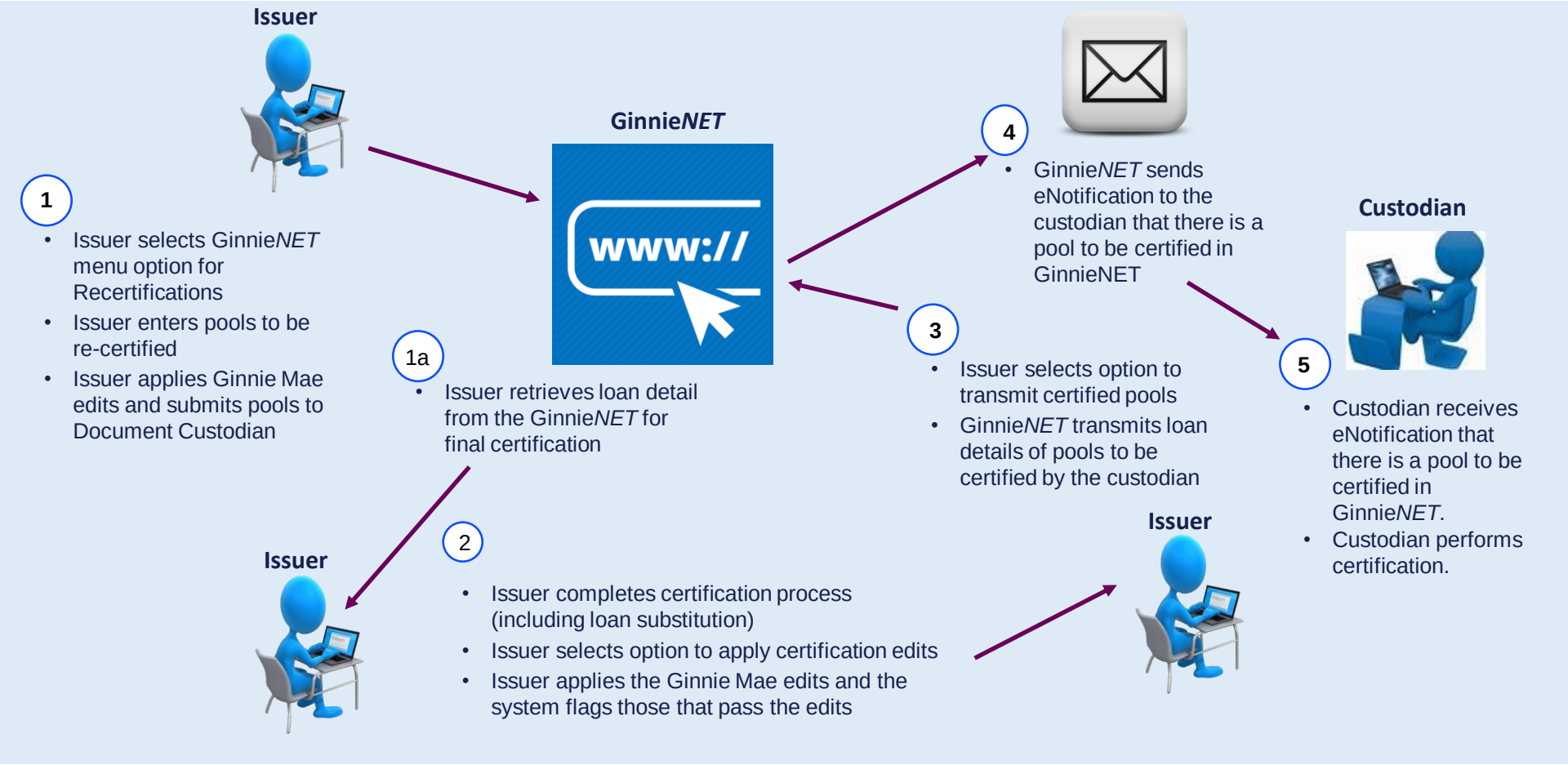
Re-Certification

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 Ginnie*NET*.

GINNIE*NET* CERTIFICATION MODULE

GINNIE*NET* FINAL CERTIFICATION AND RECERTIFICATION PROCESS FLOW



GINNIE*NET* ON THE WEB SYSTEM DEMONSTRATION

GINNIE*NET* – POOL RETRIEVAL FOR FINAL CERTIFICATION

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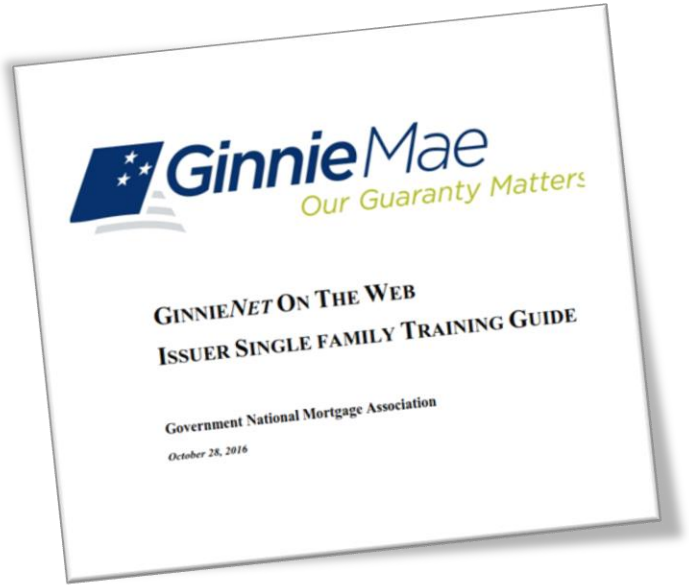
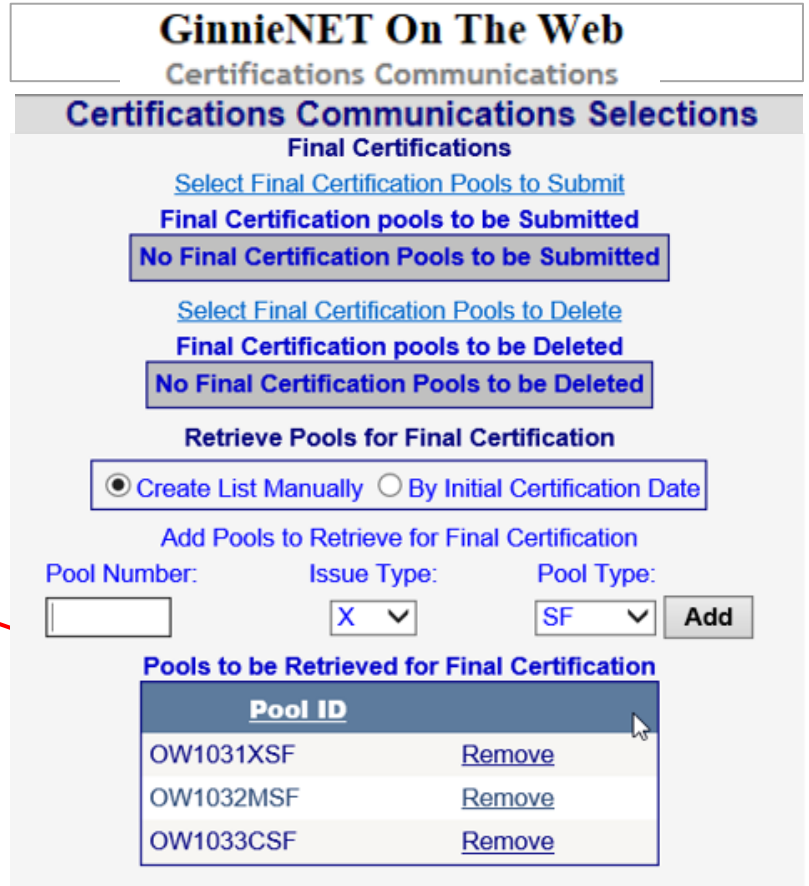
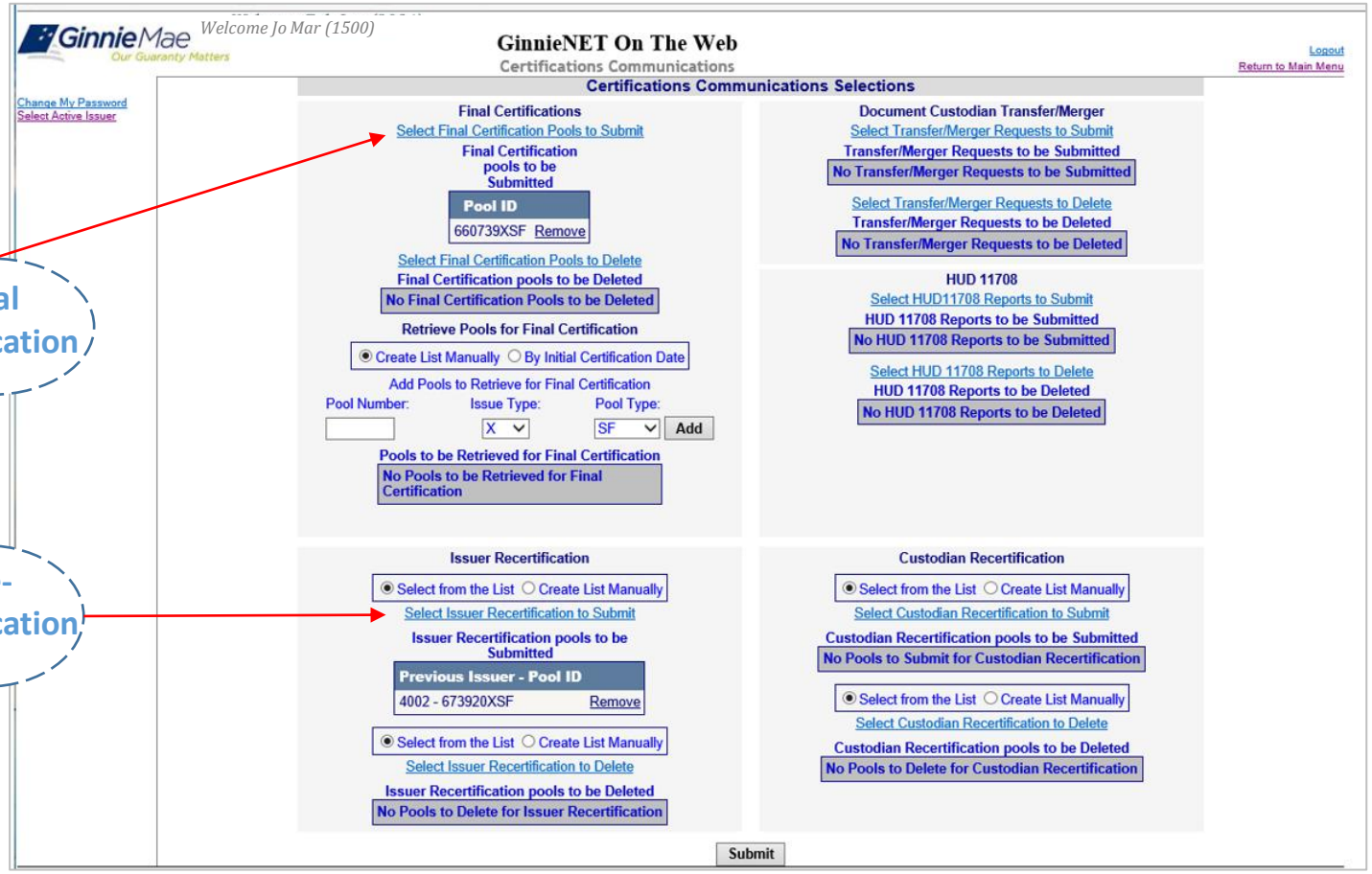
Section 6.1 Final Certification, Page 68





GINNIE*NET* CERTIFICATION MODULE

FINAL CERTIFICATION / RECERTIFICATION



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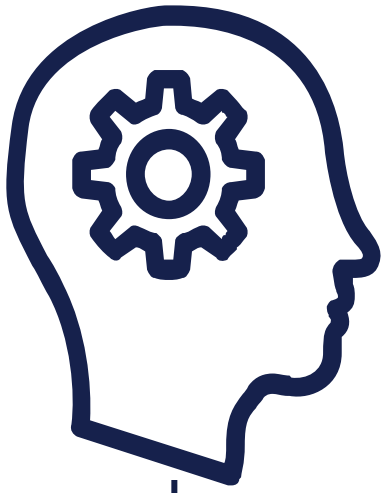
Knowledge Check



Polling Questions:

SINGLE FAMILY VIRTUAL ISSUER QUESTIONS & ANSWERS

Resources

RESOURCES

Manuals, QRCs, FAQs

MyGinnieMae Organization Administrator Guide
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

Master Agreements Management System (MAMS) Guide
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

Request Pool Numbers Application Issuer Guide
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

Manuals, QRCs, FAQs (continued)

MyGinnieMae Quick Reference Card
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

Commitment Management Quick Reference Card.
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

RSA SecurID Quick Reference Card
https://ginniemae.gov/issuers/issuer_training/Documents/RSA_QRC.pdf