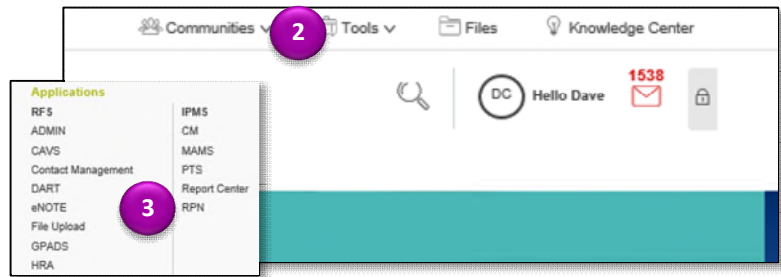


ACCESS GMEP

1. Log in to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select the **Tools** dropdown at the top of the Dashboard.
3. Select **RPN** under Applications.

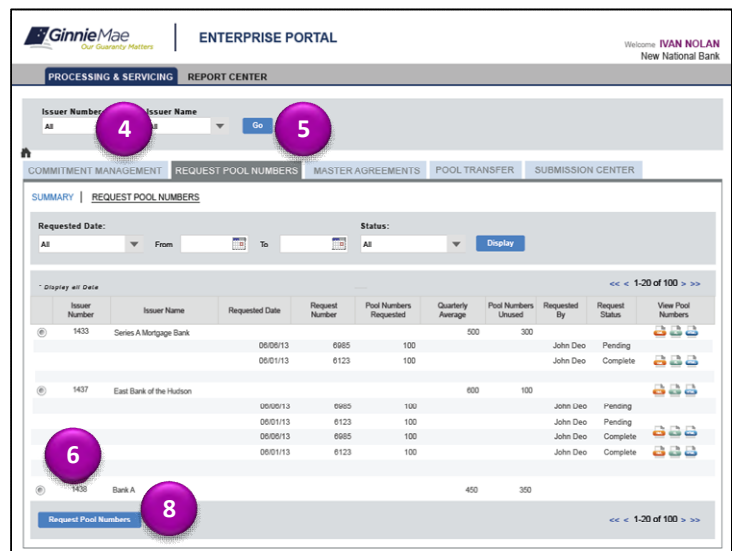
The Request Pool Number (RPN) Summary screen in the Ginnie Mae Enterprise Portal will open.



REQUEST POOL NUMBERS

4. Select the **Issuer Number or Name** from the drop down.
5. Select **Go** to proceed.
6. Select the icon **“+”** next to an Issuer to see the detailed request activity for that Issuer.
7. Select button to the left of the Issuer.
8. Select the **Request Pool Numbers** button.

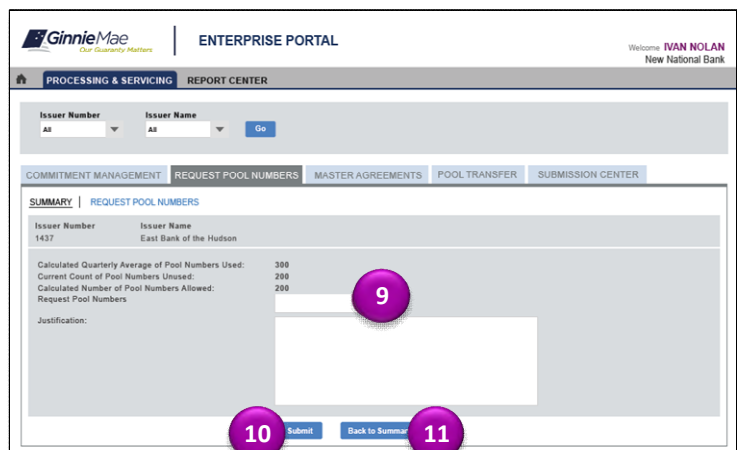
The Request Pool Numbers screen is displayed.



9. Enter the number of pool numbers in the Request Pool Numbers field.
10. Select the **Submit** button to process the request.

NOTE: If the requested number of pool numbers is less than or equal to the Calculated Number of Pool Numbers Allowed, the request will be approved, and the approved pool number report will be displayed.

11. Select the **Back to Summary** button to return to the Issuer Summary screen.



DOWNLOAD POOL NUMBER REQUESTS

You can download the most recent 10,000 pool number requests to .csv, .xml or Excel format.

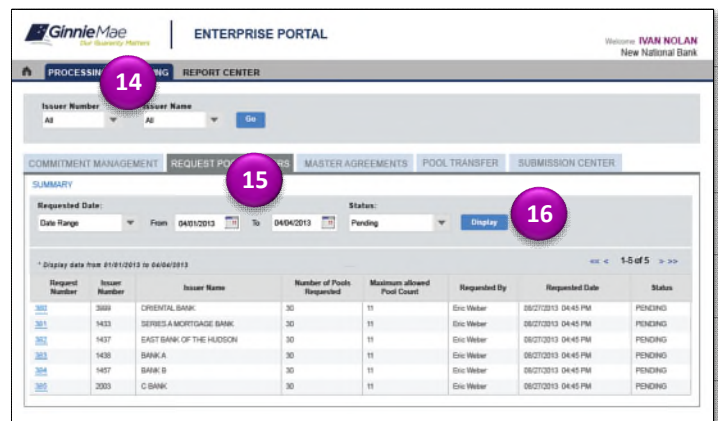
12. Select the appropriate icon from the View Pool Numbers field on the RPN Summary screen.
13. Select the appropriate icon to choose the format type you wish to use to download the pool number request.



VIEW STATUS OF POOL NUMBERS

The five most recent activities for the Issuer assigned to you are displayed on the RPN Summary screen.

14. Use the options to Select Issuer Number or Name, **requested date** or **Status** from the respective drop-down menus.
15. Select **Date Range** in the Requested Date drop-down.
16. Select **Display**.



The requested pool numbers for the selected date range and status are displayed.

RUN REPORTS

17. Select the **Report Center** tab.
18. Select the **Request Pool Numbers** hyperlink.
19. Select the **report name**.

The following reports are available:

- Available Pool Numbers
- Issuer's Approved Pool Numbers
- Pool Number Requests Status

20. Enter the prompts.
21. Select **Run Query** to generate the report. You can save the report as an Excel, PDF or text file.
22. Select the **Report Center** tab to return to reports.

