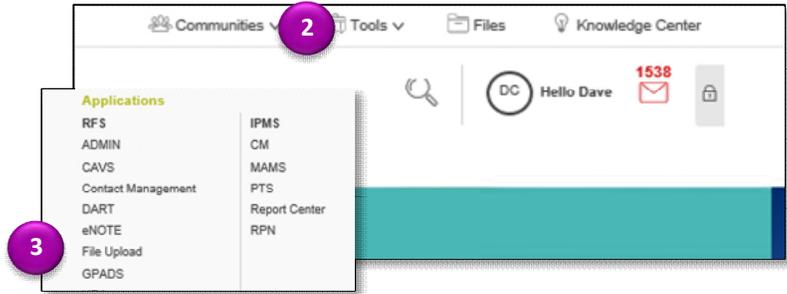


### ACCESS GMEP

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

The Ginnie Mae Enterprise Portal will open.



### DOWNLOADING EXCEPTION FEEDBACK

4. Select **RFS/Exception Feedback**.



5. Select the **Download** tab.

**NOTE:** The screen displays additional tabs. (The screen also displays the FA List)

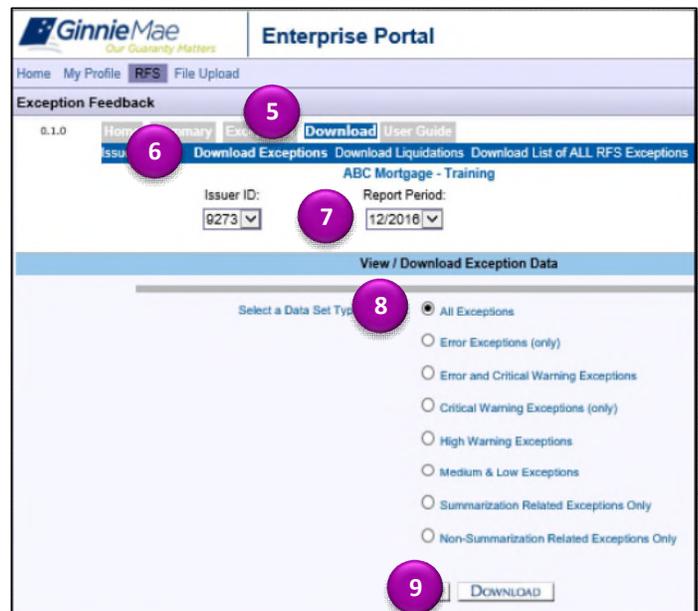
6. Select the **Download Exceptions** tab.

The View/Download Exception data is displayed.

7. Select the **Reporting Period** from the dropdown.
8. Select the All Exceptions radio button.
9. Select the **Download** button.

The Instructions Screen us displayed.

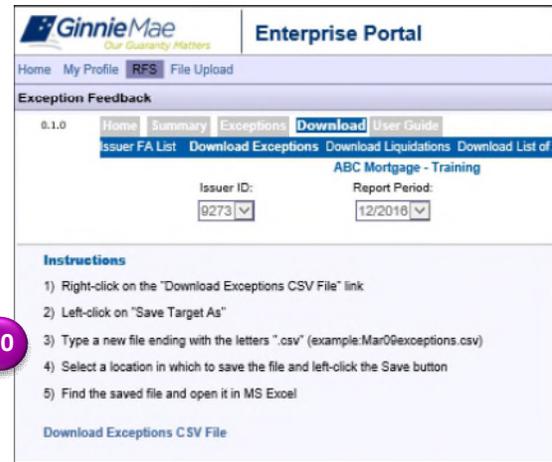
**NOTE:** If there are no exceptions, a pop-up screen is displayed indicating no exceptions.



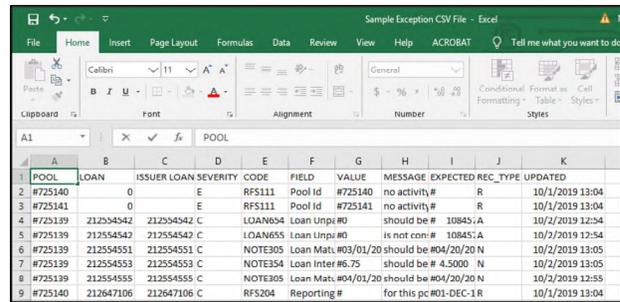
10. Follow the instructions on the screen to download the Exceptions CSV file to a local workstation.

**NOTE:** The download is done on the local workstation using Windows functions and is not controlled by RFS. Usually the download file will open in MS Excel but can be opened by other applications depending on the local workstation.

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The image illustrates the Exceptions CSV File, when opened in Excel.



POOL	LOAN	ISSUER	LOAN SEVERITY	CODE	FIELD	VALUE	MESSAGE	EXPECTED REC_TYPE	UPDATED
#725140	0	E	RFS111	Pool Id	#725140	no activity#	R		10/1/2019 13:04
#725141	0	E	RFS111	Pool Id	#725141	no activity#	R		10/1/2019 13:04
#725139	212554542	212554542	C	LOAN#54	Loan Unpr#0	should be #	10845:A		10/2/2019 12:24
#725139	212554542	212554542	C	LOAN#55	Loan Unpr#0	is not com#	10845:A		10/2/2019 12:54
#725139	212554551	212554551	C	NOTE305	Loan Mat.#03/01/20	should be #04/20/20	N		10/2/2019 13:05
#725139	212554553	212554553	C	NOTE354	Loan Inter#6.75	should be #	4.5000	N	10/2/2019 13:05
#725139	212554555	212554555	C	NOTE305	Loan Mat.#04/01/20	should be #04/20/20	N		10/2/2019 12:55
#725140	212647106	212647106	C	RFS204	Reporting #	for this pc#01-DEC-1R			10/1/2019 13:04

**NOTE:** Pool and Loan Record fields and a list of Exceptions are included Appendix VI-19 Issuer Monthly Report of Loan Data.