

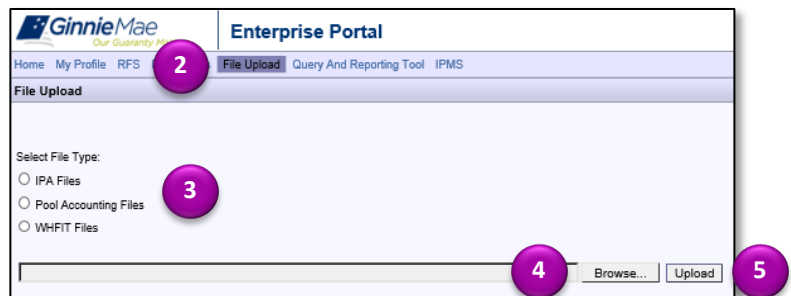
### PREQUISITES

1. Users must log into the MyGinnieMae Portal to access the Ginnie Mae Enterprise Portal (GMEP). This requires the user to have an active MyGinnieMae user ID.
2. The user must have their Organization Administrator assign the appropriate Functional Role.
3. From GMEP/RFS, users may submit Remittance Advice data via file upload or online data entry as follows:

### REPORT VIA FILE UPLOAD

1. Prepare the file to be uploaded according to the **File and Record Layout Structure** in **Appendix VI-10 (11714)** or **Appendix VI-11 (11714SN)** of the MBS Guide, as applicable. The file naming convention for a submission file is **rmtyyyymmss.iiii** where yyyymm is the report period; ss is a sequence number; and iiii is issuer ID i.e., rmt20160508.1234. Reference **File Naming Instructions** in Appendix VI-10 or Appendix VI-11 for further details.

2. Select **File Upload/Upload File** from the GMEP Home screen.
3. Select **the File Type Remittance Advice** from the File Upload screen.
4. Select the **Browse** button to select the file to upload.
5. Select the **Upload** button.



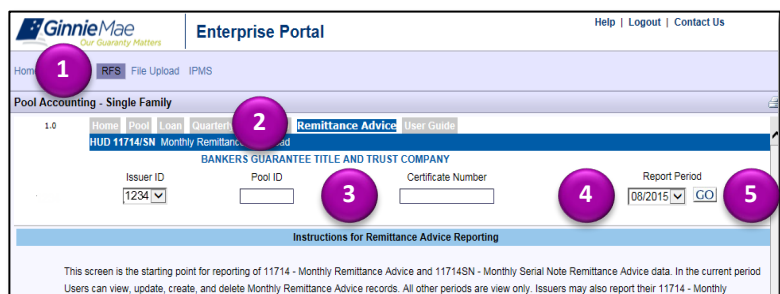
Confirmation of upload or an error message will be displayed at the top of the screen.

### REPORT VIA ONLINE DATA ENTRY

1. Select **RFS/Pool Accounting-Single Family** from the GMEP Home screen.
2. Select **Remittance Advice**.

**NOTE:** The Remittance Advice screen provides brief instructions for Remittance Advice reporting.

3. Select your **Issuer ID** from the drop down, enter the **Pool ID** and **Certificate Number**.
4. Select the **Report Period** from the drop down.
5. Select **Go**.



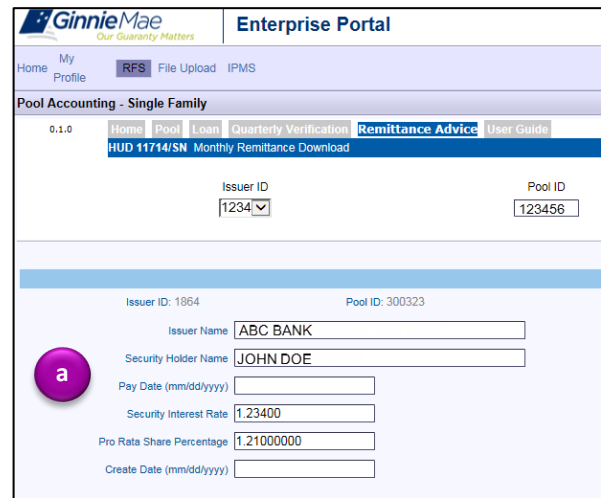
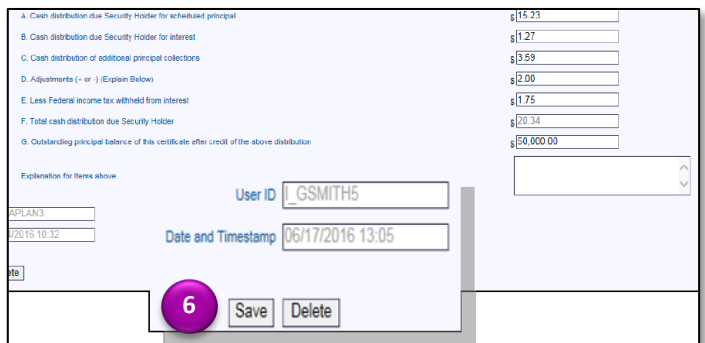
The data entry screen will display if a valid Pool ID and a valid Certificate Number were entered.

**NOTE:** If you selected a prior **Report Period**, the Issuer can view (Read Only) prior **Remittance Advice** records.

**NOTE:** If you selected the current **Report Period**, there are three possible scenarios.

- a. If data exists for last period but no data exists in the current period, only the data for the following four fields is brought forward: **Issuer Name; Security Holder Name; Security Interest Rate; and Pro Rata Share Percentage**. Verify the data brought forward and edit, as applicable. Complete the blank fields, except for Item F. Item F is read only and will be calculated based on Items A through E. For 11714SN, First Unit, Last Unit, First Redeemed Unit, and Last Redeemed Unit are optional fields.
  - b. If **no** data exists for last period or the current period, the message will display “No data found for current or prior period. Please enter data and save.” Click OK. All fields will be blank. Enter the current period data.
  - c. If data exists in the current period, the record will display and all fields are editable, except for Item F.
6. Select **Save** to save your data or **Delete** to delete all current data entered for this Pool ID and Certificate Number.

**NOTE:** The User ID, and Date and Time Stamp are system generated and update each time the User clicks Save.

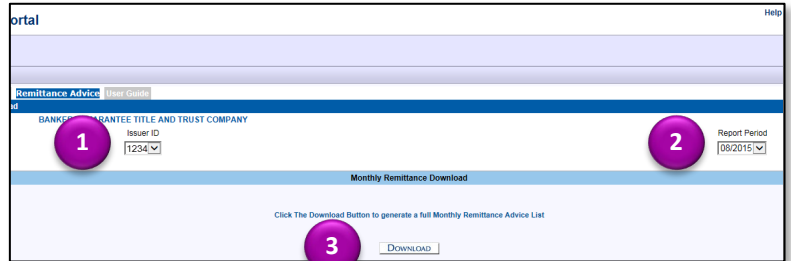



A. Cash distribution due Security Holder for scheduled principal	\$15.23
B. Cash distribution due Security Holder for interest	\$1.27
C. Cash distribution of additional principal collectors	\$5.59
D. Adjustments (- or +) (Explain Below)	\$2.00
E. Less Federal income tax withheld from interest	\$1.75
F. Total cash distribution due Security Holder	\$20.34
G. Outstanding principal balance of this certificate after credit of the above distribution	\$50,000.00

### DOWNLOAD RECORDS ENTERED VIA UPLOAD OR ONLINE ENTRY

The **Monthly Remittance Download**, a sub tab of Remittance Advice, generates detail and summary data for records entered in the period selected.

1. Select the **Issuer ID**.
2. Select the **Report Period**.
3. Select the **Download** button.
4. Follow the instructions to save the file.



portal Help

Remittance Advice User Guide

BANKS, GRANTEE TITLE AND TRUST COMPANY

ISSUER ID 1234

Report Period 06/2015

Monthly Remittance Download

Click The Download Button to generate a full Monthly Remittance Advice List

DOWNLOAD