ACCESS GMEP

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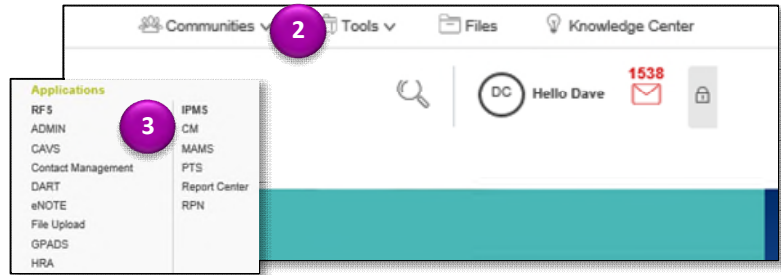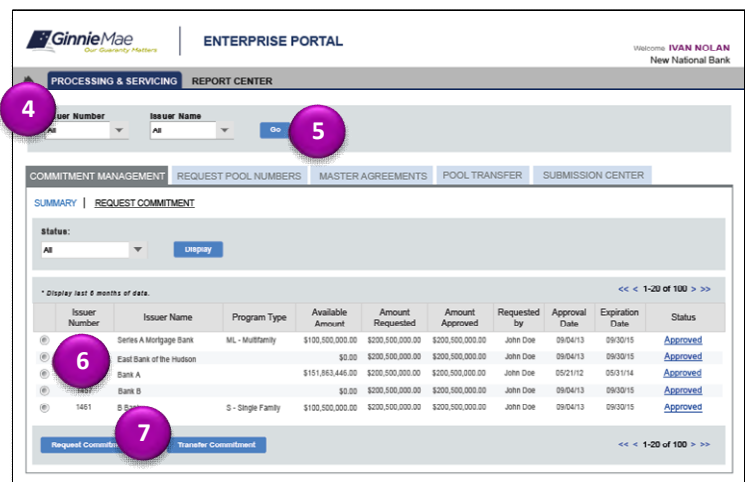
2. Select the **Tools** dropdown at the top of the Dashboard.
3. Select **CM** under Applications.

The Commitment Management Summary screen in the Ginnie Mae Enterprise Portal will open.

REQUEST COMMITMENT AUTHORITY

4. Select the **Issuer Number** or **Name** from the drop down.
5. Select **Go** to proceed.
6. Select the button next to the Issuer.
7. Select the **Request Commitment** button.

The Request Commitment Authority screen is displayed.

8. Select the Program type from the **Program Type** drop down.
9. Enter the dollar amount of the commitment being requested in the **Commitment Requested** field.
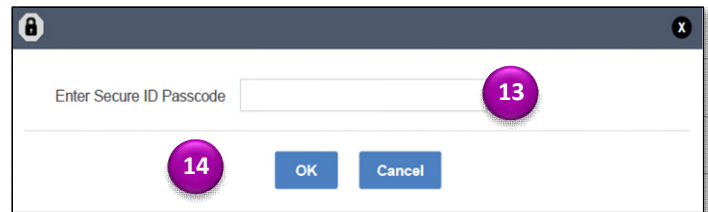10. Enter a new ACH Account.

NOTE: This is the account from which the Commitment Fee will be drafted.

11. Check the **checkbox** to accept the terms and conditions.
12. Select the **Submit Request** button.
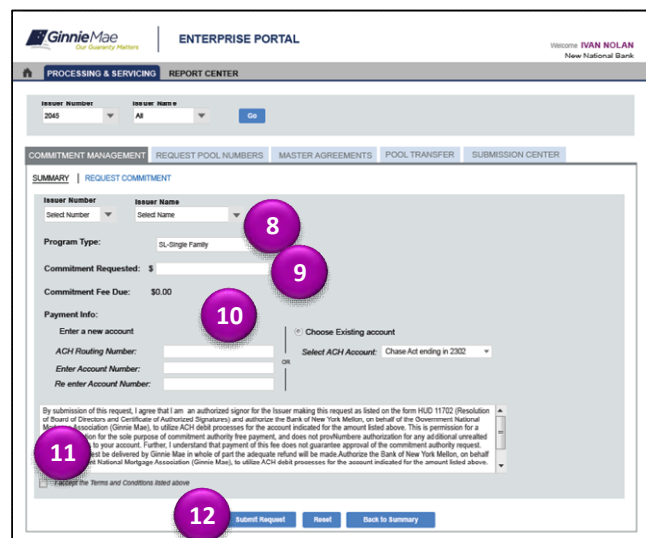
The RSA Authentication screen is displayed.

13. Enter your **4-digit PIN** and **6-digit RSA SecurID token number**.
14. Select the **OK** button to submit the request.

VIEW SUBMITTED REQUESTS

15. Access the **CM Summary** screen.
16. Select the **Issuer Number or Name** from the drop down.

A summary of the Commitment Requests for the selected Issuer(s) is displayed.

NOTE: You can also select a particular Status from the Status drop down and click Display.

RUN REPORTS

The following reports are available from the CM application:

- Commitment Authority Usage and Approval Report
- Issuer Commitment Summary Report

17. Select **Report Center**.

The Report Center is displayed.

18. Select the **Commitment Management** hyperlink.
19. Select the report name.
20. Enter the required information.
21. Select **Run Inquiry** to generate the report.

The report is displayed.

NOTE: You can save the report as an Excel file, text file or PDF.

22. Select **Report Center** to return to reports.