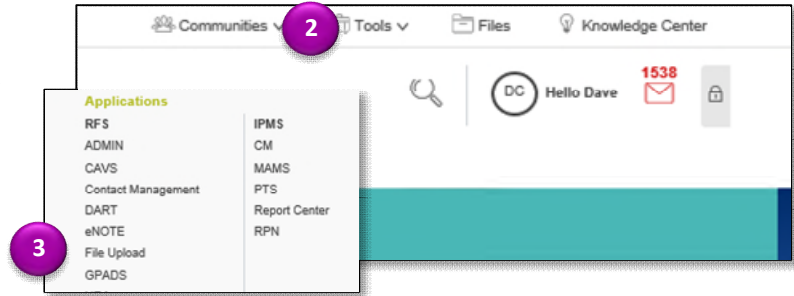


### ACCESS GMEP

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 MONTHLY MATCHING AND SUSPENSE (MAS) IN THE GINNIE MAE ENTERPRISE PORTAL

4. Select **RFS/Matching and Suspense (MAS)**.



5. Select the **Download** tab.

**NOTE:** There are several choices for particular download files. Select the specific file as needed.

6. Select **Insurance**, for the insurance non-match file.



7. Select **Loan Type** from the drop down.
8. Select **Go**.

The Download screen will be displayed.

9. Follow the instructions on the screen to open and save the file for review.

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.

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

**NOTE:** Consult the MAS User Guide for additional information about the download file.

| Issuer Id | Unique Loan Id | Pool Id | Case Number      | Issuer Loan Id | Match C | Matching Date | Loan Type | OPB    | Agency M | Loan Mat |
|-----------|----------------|---------|------------------|----------------|---------|---------------|-----------|--------|----------|----------|
| 1234      | 223770427      | #B03811 | #001243549495703 | #2000096346    | MA      | 9/9/2019      | FHA       | 216493 | 1-Jun-49 | 1-Jul-49 |
| 1234      | 223878883      | #B09173 | #001245227543703 | #2000096667    | MA      | 9/9/2019      | FHA       | 133190 | 1-Jul-49 | 1-Aug-49 |
| 1234      | 223879096      | #B09232 | #001237827365703 | #2000096517    | MA      | 9/9/2019      | FHA       | 277624 | 1-Jul-49 | 1-Aug-49 |
| 1234      | 223879167      | #B09244 | #002345786020703 | #2000096809    | MA      | 9/9/2019      | FHA       | 44770  | 1-Jul-34 | 1-Aug-34 |
| 1234      | 224060505      | #BP3807 | #003456733192703 | #4000012799    | MA      | 9/9/2019      | FHA       | 68458  |          |          |
| 1234      | 224060718      | #BP3808 | #004567808757703 | #4000317408    | MA      | 9/9/2019      | FHA       | 124439 |          |          |
| 1234      | 224060920      | #BP3808 | #005678452863703 | #7000234218    | MA      | 9/9/2019      | FHA       | 42487  |          |          |
| 1234      | 224061117      | #BP3809 | #009876541987729 | #7000235386    | MA      | 9/9/2019      | FHA       | 74650  |          |          |