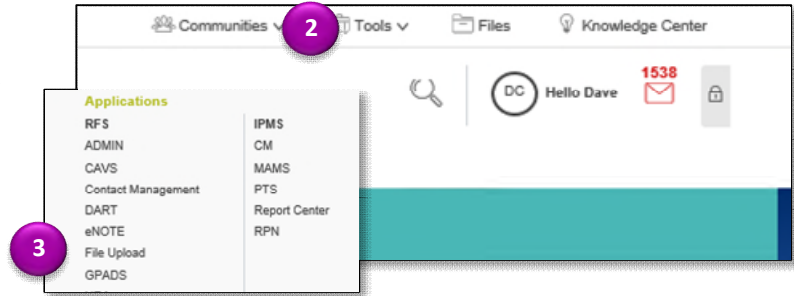


### ACCESS GMEP

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.

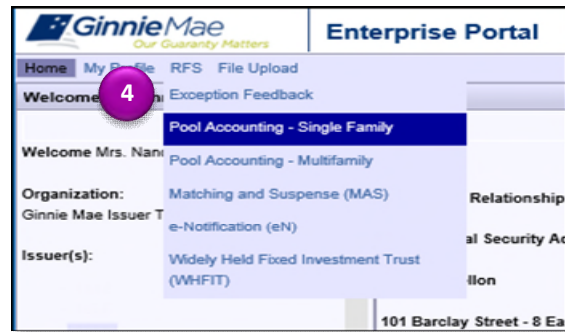


### REPORTING POOL ACTIVITY

4. Select **RFS/Pool Accounting – Single Family**.

The Home screen is displayed.

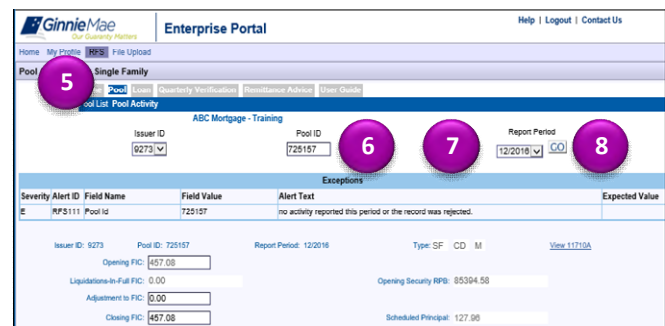
**NOTE:** The Home screen includes tabs for **Pool, Loan, Quarterly Verification, Remittance Advice** and **User Guide**.



5. Select the **Pool Tab**.

The Pool Activity screen is displayed

6. Enter **Pool ID**.
7. Select the **Reporting Period** (Reporting Period defaults to current month) from the drop down.
8. Select **GO** or press the **Enter Key**.



9. Enter data as applicable in the following editable fields. Editable fields have a black border.
  - a. Adjustment to FIC
  - b. Closing FIC
  - c. Pool Mortgage Rate
  - d. Service Fee
  - e. RPB Adjustment
  - f. Closing RPB
  - g. T&I Balance
  - h. P&I Balance
  - i. Other Balance
10. Select the **Save and Summarize Pool** button when you have completed all entries.
11. A “Pool saved and summarized successfully” message will be displayed.
12. Review the **Pool Activity Screen** for exceptions at the top of the screen.
13. Update fields that contain exceptions.
14. Repeat steps 10 through 13 until exceptions are clear.

**Exceptions**

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
E	RFS111	Pool Id	725157	no activity reported this period or the record was rejected.	

**Pool Activity Summary**

Issuer ID: 9273    Pool ID: 725157    Report Period: 12/2016    Type: SF CD M    View: 11710A

Opening FIC: 457.08    Liquidations-in-Full FIC: 0.00    Closing FIC: 457.08    Security Int. Rate: 4.0000    Install Interest: 0.00    Pool Mortgage Rate: 4.6250    Service Fee: 0.00

Int. Due Security Holder: 284.65    Cash Due Security Holder: 412.61

T & I Balance: 1357.19    P & I Balance: 0.00    Other Balance: 0.00

Opening Security RPB: 85394.58    Scheduled Principal: 127.96    Curtailments: 0.00    Liquidations: 0.00    RPB Adjustment: 0.00    Total Principal: 127.96

Reported Closing Security RPB: 0.00    Calculated Closing Security RPB: 85266.62

Released Security RPB: 85266.62    Guaranty Fee: 0.00

Last Update Date:    Last Update By:    Last Pool Summarize Date:

**10** Save and Summarize Pool

**11** Save and Summarize Pool | Pool saved and summarized successfully.

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