

# **USER ADMINISTRATION FOR AUTHORIZED SIGNER ACCESS**

Log in to GMEP at <u>www.eginniemae.net</u>.

1. From the Home screen, click User Administration and select Manage Users. The Search For Users screen is displayed.



# **USER SEARCH**

- 2. Enter a User ID, First Name or Last Name and click Search. Note that you can initiate a more generic search by entering just the first few letters of the name. The fewer letters entered, the broader the search.
- 3. Click the appropriate User ID to continue.

<b>Ginnie</b> Mae	Enterprise Por	tal			Help   Logout	Contact Us
Home My Profile User Administratio	BO Reports IPMS					
Wizard: Search For Users						
Enter information in one	of the entry boxes below, then	click on Search button User I First Nam Last Nam	e: Or e: Search			
3			Please click on the intended user			10000
User Id	Name	Email Id		Phone	User Type	Status
I_vmarajh4	Vicky Marajh	vicky.m.marajh@bnymellon.c	m	2128153281	User	Normal

# **MODIFY USER ACCOUNT**

The user's details display on the screen.

- 4. Edit any fields that require updates.
- 5. Click Next to continue.

Ginnie Mae	Enterprise Po	ortal			
Home My Profile User Administration BO Reports IPMS					
Wizard: Modify User Account					
	User Id:	I_vmarajh4			
	User Type: *	User			
	First Name: *	Vicky			
	Middle Name:				
	4 Last Name: *	Marajh			
	Name Suffix:				
	Title: *	Mrs			
	Work Phone: *	2128153281 (Example:2027081535)			
	Phone Ext:				
	Office Email Address: *	vicky.m.marajh@bnymellon.com			
	Salesforce User Id:				
	* = Required field	-			
	Next	5 Cancel			



## **USER ROLE ASSIGNMENT**

The available user roles are displayed on the screen.

- 6. Select the Authorized Ginnie*NET* Signer checkbox.
- 7. Click Next to continue.

# **USER ISSUER ASSIGNMENT**

8. Select the Issuers that the user will have access to and click Next to continue.

**Note:** Users will inherit all GMEP role assignments for the Issuer ID selected. Only the ID selected in this step will be available for Authorized Ginnie*NET* signer role assignments.

## ASSIGN AUTHORIZED GINNIENET SIGNER ROLE FOR ISSUERS

9. Select the Issuers that the user has been granted Ginnie*NET* Authorized Signer permission and click Next to continue.



Enterprise Portal		
BO Reports IPMS		
Issuer Assignment		
Previous	Assigned to Issuer:	☑ 1442 THE BANKERS GUARANTEE TITLE AND TRUST COMPANY         ☑ 1535 FOREST CITY CAPITAL CORP.         ☑ 1555 GUILD MORTGAGE COMPANY         ☑ 1770 MID-ISLAND MORTGAGE CORP.         Next

erprise Portal	
eports IPMS	
Assignment	
Assigned to Issuer for Authorized GinnieNET Signer role: 9 Previous	✓ 1442 THE BANKERS GUARANTEE TITLE AND TRUST COMPANY     ☐ 1535 FOREST CITY CAPITAL CORP.     ✓ 1555 GUILD MORTGAGE COMPANY     ☐ 1770 MID-ISLAND MORTGAGE CORP.     Next

# Teleprine Portal Provide Portal Provide Teleprine Portal Provide Portal Por

### **CONFIRM USER DETAILS**

- 10. Review and confirm the user's changes for accuracy.
- 11. For a new user, Click Submit Registration to continue. For updating an existing user, click Update User to continue.

**Note:** If the user is new to Ginnie*NET*, ensure that the appropriate roles are also assigned to the user in Ginnie*NET*.



# Assigning and Verifying Roles in GMEP DOCUMENT CUSTODIAN SECURITY OFFICER QUICK REFERENCE CARD

12. A confirmation message is displayed on the screen. **Note**: Any change made to a user requires a second Security Officer's approval before the changes take effect.



# VERIFY ROLE ASSIGNMENT IN GMEP

Log in to GMEP at <u>www.eginniemae.net</u>.

1. From the Home screen, click IPMS and select Verify Role Assignment. The Verify Authorized Ginnie*NET* Signer Role screen is displayed.

# VERIFY AUTHORIZED GINNIENET SIGNER ROLE

The Verify Role Assignment screen provides a means for verifying authorized Ginnie*NET* signer permission for a User ID and associated Company ID.

- 2. Enter a User ID.
- 3. Enter a Company ID.
- 4. Click Display.



Validation results are displayed on the screen.

- The validation flag indicates the overall status of the validation. Red indicates at least one validation resulted in a failure and green indicates that the user has successfully passed all validations.
- 6. Details for each validation and the associated result can be found in the grid displayed on the screen.



 Enterprise Portal

 Home
 My Profile
 IPMS

 Welcome To Gin
 Commitment Management

 Report Center

/erify Role Assignment

1