

Obtaining and Activating SecurID Token DOCUMENT CUSTODIAN QUICK REFERENCE CARD

OBTAINING AND ACTIVATING SECURID TOKEN FOR THE USER

OBTAIN GMEP LOGIN AND PASSWORD

- Complete the Ginnie Mae Systems Access Issuer User Registration Form found on the Ginnie Mae's 2015
 Modernization webpage at:
 http://ginniemae.gov/doing_business_with_ginniemae/modernization/Pages/default.aspx
- 2. Submit the request form to one of your Security Officers.
- 3. Your Security Officer will process the request and provide your GMEP User ID and initial password.

OBTAIN SECURID TOKEN

- 1. Complete the SecurID Token Request Form found on the Ginnie Mae's 2015 Modernization webpage at: http://ginniemae.gov/doing_business_with_ginniemae/modernization/Pages/default.aspx
- 2. Submit the request form to one of your Security Officers.
- 3. Your Security Officer will process the request and send you your assigned SecurID Token once approved by Ginnie Mae Relationship Services.
- 4. To activate your SecurID Token after receiving it, contact the SecurID Client Assistance Center at 800-332-4550 (Option 8).
- 5. Log in to GMEP and click SecurID Token Validation from the Home screen. Complete the validation by entering your 6 digit token code to receive your 4 digit PIN. Additional instructions on how to enable and validate your SecurID Token are available on Ginnie Mae's website at: http://ginniemae.gov/doing_business_with_ginniemae/modernization/Pages/default.aspx

