



# Request Pool Numbers Application Issuer



## Request Pools Application: Purpose and Usage

Request Pool Numbers (RPN) is an application that Ginnie Mae Issuers use to request pool numbers. It replaces the current paper form HUD 11700 Letter of Transmittal for Commitment Authority and/or Pool Numbers.

### **In RPN, Issuers have the ability to:**

- Enter requests for pool numbers
- View available pool numbers queue
- Submit override requests to Ginnie Mae Account Executives for additional pool numbers
- View status reports
- Request and download reports
- Receive real-time approval of requests

### **Ginnie Mae Account Executives can use RPN to:**

- Monitor Issuer requests for additional pool numbers, better enabling them to establish specific thresholds/quantity limits for each Issuer
- View Issuer requests for additional Pool Numbers (overrides)
- Approve requests to override maximum pool number calculation
- Decline requests to override maximum pool number calculation
- Request and view reports

## Requesting Pool Numbers - Access

The Request Pool Numbers Application is accessed from the Ginnie Mae Enterprise Portal (GMEP) at [www.eginniemae.net](http://www.eginniemae.net).



The screenshot shows the Ginnie Mae Enterprise Portal interface. At the top left is the Ginnie Mae logo with the tagline "Our Guaranty Matters". To the right of the logo is the text "Enterprise Portal" and further right are links for "Help | Contact Us". Below the header is a "Login" button. The main content area features a large disclaimer box with the following text: "This is a U.S. Government information system under Government National Mortgage Association (Ginnie Mae) It is for authorized use only and is subject to monitoring, recording and audit. Users (authorized and unauthorized) have no explicit and implicit expectation of privacy. Additionally, unauthorized access is a violation of Federal Statute 18 USC 1030 and improper use of this system may result in administrative disciplinary actions and /or civil and criminal penalties. By continuing to use this system you indicate your consent to these terms and conditions of use." Below the disclaimer box is a "Continue to Login" button. At the bottom of the page, there are links for "PRIVACY POLICY" and "GINNIE MAE: GOVERNMENT GUARANTEED" along with a small icon.

## RPN – Logging In

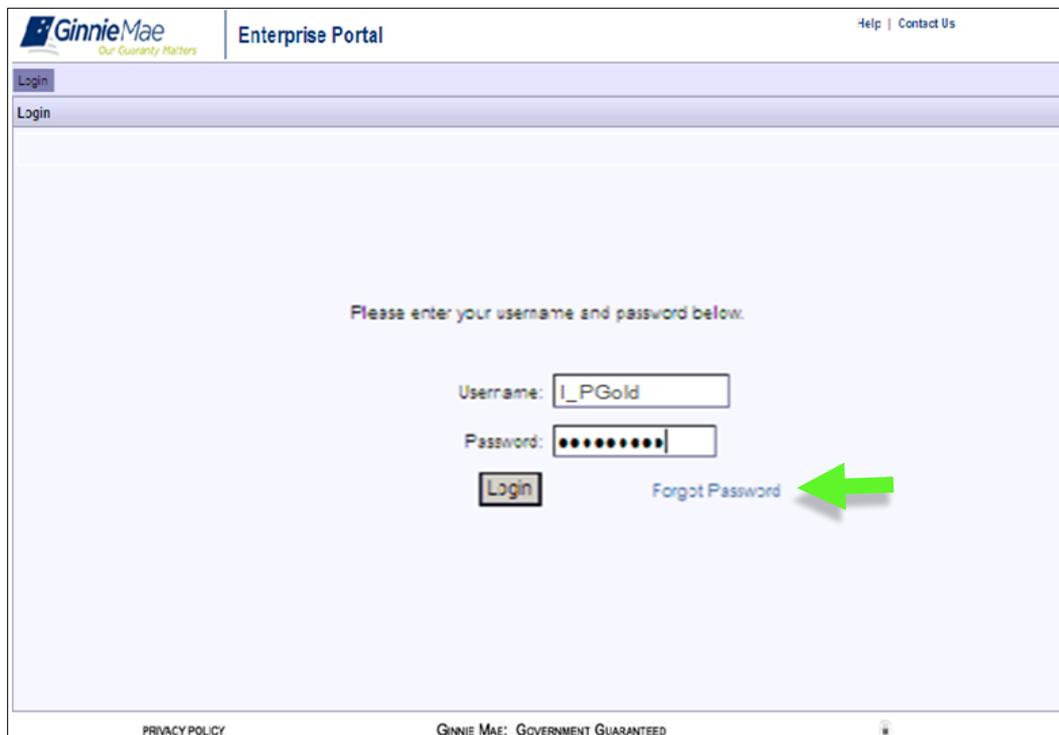
**Username:** A Ginnie Mae Issuer user name starts with I\_ followed by the initial of the first name followed by the last name.

**Password:** The initial password is system generated, consisting of a combination of upper case/lower case alpha-numeric characters and symbols.

- First time users will be prompted to change their password.
- Existing Issuers may use their current ID and password.

Click the Login button to proceed to the main menu.

Forgotten passwords may be reset by clicking Forgot Password, the user will be asked a series of security questions to verify their identity.



Enterprise Portal

Help | Contact Us

Login

Login

Please enter your username and password below.

Username:

Password:

[Forgot Password](#)

PRIVACY POLICY GINNIE MAE: GOVERNMENT GUARANTEED

## RPN – Accessing the Application

The Ginnie Mae Enterprise Portal (GMEP) Welcome screen provides system menu options.

User information (Organization ID and associated Issuer Numbers) is displayed on the left.

The menu bar provides access to IPMS and the following applications:

- Commitment Management
- **Request Pool Numbers**
- Master Agreements
- Pool Transfer
- Submission Center
- Report Center



To access Request Pool Numbers, click IPMS and select Request Pool Numbers.

## RPN - Summary Screen

The RPN Summary screen provides the Issuer with the option to:

- Request pool numbers
- Review pool request history
- Download reports

### Defining Search Criteria

Select from the Request Date menu:

- Last Month
- Last 3 Months
- Last 6 Months
- Last Year

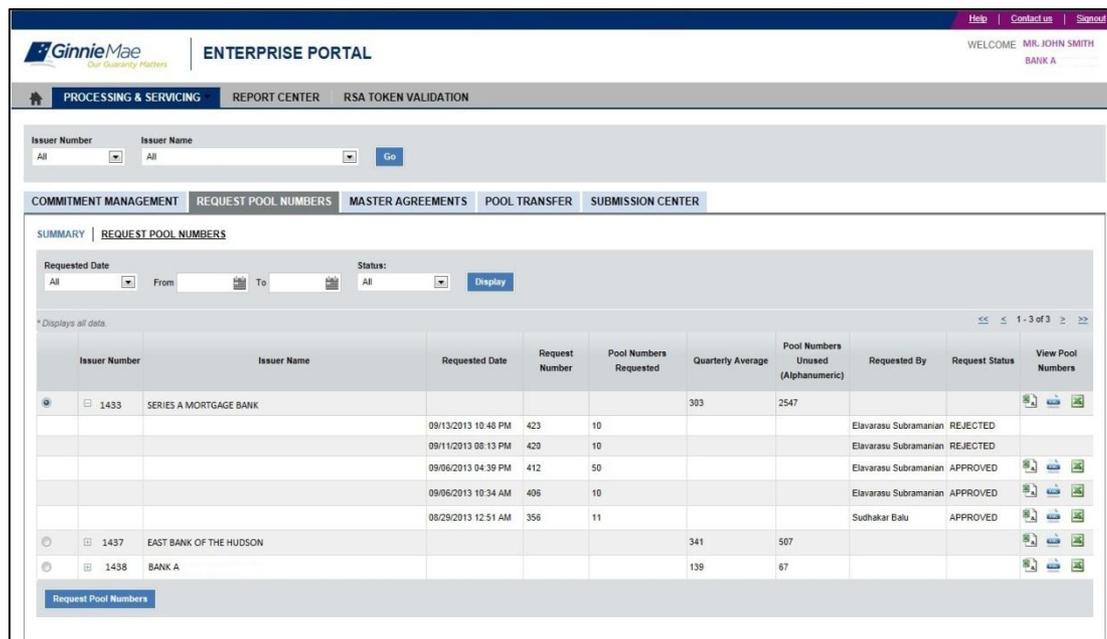
Date Range:

- When selected, enter the From – To dates using the calendar icon.

Status:

- Select Approved, Pending, or Rejected

Click Display to view the pool request history.



**ENTERPRISE PORTAL**

WELCOME: MR. JOHN SMITH  
BANK A

PROCESSING & SERVICING | REPORT CENTER | RSA TOKEN VALIDATION

Issuer Number: All | Issuer Name: All | Go

COMMITMENT MANAGEMENT | **REQUEST POOL NUMBERS** | MASTER AGREEMENTS | POOL TRANSFER | SUBMISSION CENTER

SUMMARY | REQUEST POOL NUMBERS

Requested Date: All | From: [calendar icon] | To: [calendar icon] | Status: All | Display

\* Displays all data

Issuer Number	Issuer Name	Requested Date	Request Number	Pool Numbers Requested	Quarterly Average	Pool Numbers Unused (Alphanumeric)	Requested By	Request Status	View Pool Numbers
1433	SERIES A MORTGAGE BANK	09/13/2013 10:48 PM	423	10	303	2547	Elavarasu Subramanian	REJECTED	[icon]
		09/11/2013 08:13 PM	420	10			Elavarasu Subramanian	REJECTED	[icon]
		09/06/2013 04:39 PM	412	50			Elavarasu Subramanian	APPROVED	[icon]
		09/06/2013 10:34 AM	406	10			Elavarasu Subramanian	APPROVED	[icon]
		08/29/2013 12:51 AM	356	11			Sudhakar Balu	APPROVED	[icon]
1437	EAST BANK OF THE HUDSON				341	507			[icon]
1438	BANK A				139	67			[icon]

Request Pool Numbers

## RPN - Summary Screen

The Summary Screen will display an Issuers pool number request activity.

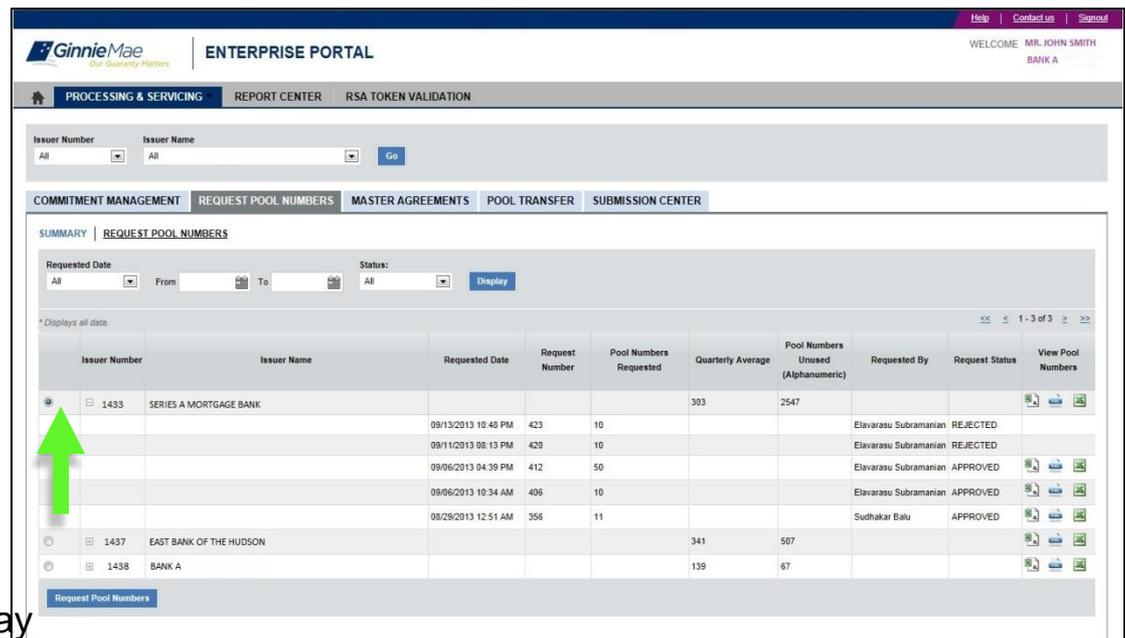
To select a specific Issuer, click the button directly to the left of the Issuer Number.

To view Pool Request History click the [+] sign next to the Issuer Name.

The history detail includes:

- Issuer Number
- Issuer Name
- Request Date
- Request Number
- Pool Numbers Requested
- Quarterly Average
- Number of Unused Pools
- The name of the individual requesting the pool numbers
- Status

A file of approved pool numbers may be downloaded by selecting the XLS, CSV or XML icon.



**GinnieMae** ENTERPRISE PORTAL  
WELCOME: MR. JOHN SMITH  
BANK A

PROCESSING & SERVICING REPORT CENTER RSA TOKEN VALIDATION

Issuer Number: All Issuer Name: All

COMMITMENT MANAGEMENT REQUEST POOL NUMBERS MASTER AGREEMENTS POOL TRANSFER SUBMISSION CENTER

SUMMARY REQUEST POOL NUMBERS

Requested Date: All From: To: Status: All

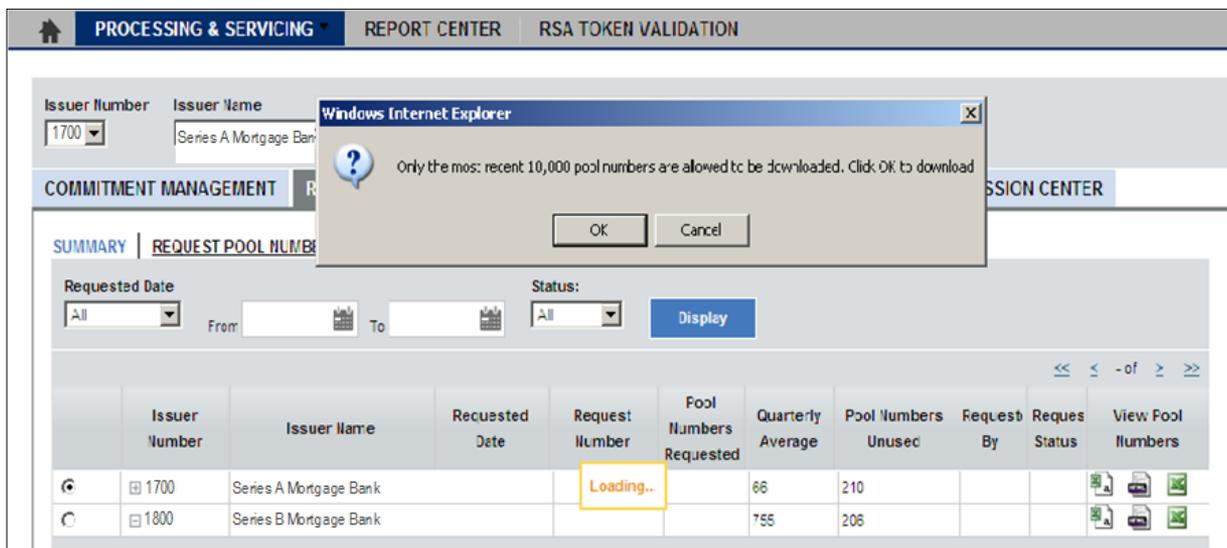
\* Displays all data << 1-3 of 3 >>

Issuer Number	Issuer Name	Requested Date	Request Number	Pool Numbers Requested	Quarterly Average	Pool Numbers Unused (Alphanumeric)	Requested By	Request Status	View Pool Numbers
1433	SERIES A MORTGAGE BANK				303	2547			
		09/13/2013 10:48 PM	423	10			Elavarasu Subramanian	REJECTED	
		09/11/2013 08:13 PM	420	10			Elavarasu Subramanian	REJECTED	
		09/06/2013 04:39 PM	412	50			Elavarasu Subramanian	APPROVED	
		09/06/2013 10:34 AM	406	10			Elavarasu Subramanian	APPROVED	
		08/29/2013 12:51 AM	356	11			Sudhakar Balu	APPROVED	
1437	EAST BANK OF THE HUDSON				341	507			
1438	BANK A				139	67			

## RPN – Download Reports

To download an approved pool number report, click the applicable icon located on the summary screen (Excel, CSV, XML).

RPN displays a notification regarding the number of pools that will display, click OK.



The screenshot shows the 'REPORT CENTER' interface with a 'SUMMARY' tab selected. A table lists issuers with columns for Issuer Number, Issuer Name, Requested Date, Request Number, Pool Numbers Requested, Quarterly Average, Pool Numbers Unused, Request By, Request Status, and View Pool Numbers. A pop-up window from 'Windows Internet Explorer' is displayed over the table, stating: 'Only the most recent 10,000 pool numbers are allowed to be downloaded. Click OK to download.' The 'Request Number' cell for the first row is highlighted with a yellow box and contains the text 'Loading...'.

	A	B
1	Pool ID	
2	AE6227	
3	AE6226	
4	AE6225	
5	AE6224	
6	AE6223	
7	AE6222	
8	AE6221	
9	AE6220	
10	AE6219	
11	AE6218	
12	AE6217	
13	AE6216	
14	AE6215	
15	AE6214	
16	AE6213	
17	AE6212	
18	AE6211	

Sample Excel File

A file download pop-up box is displayed and asks the user to open or save the file.



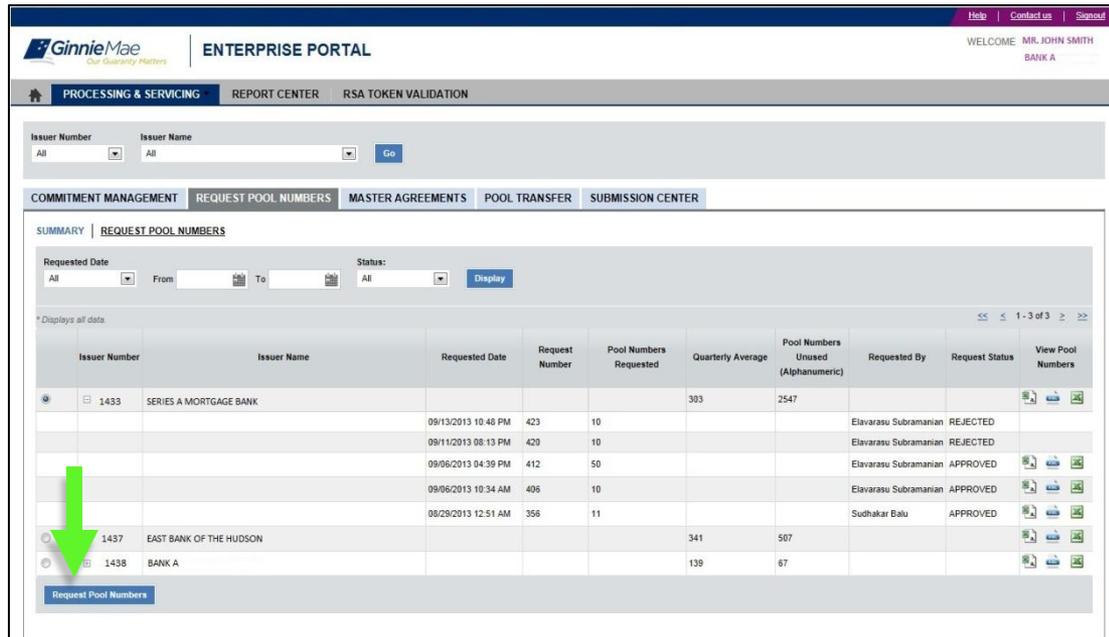
The 'File Download' pop-up box asks 'Do you want to open or save this file?'. It shows a file icon for 'PoolIds.csv', a type of 'Microsoft Office Excel Comma Separated values File...', and a source of 'uat.eginniemae.net'. Buttons for 'Open', 'Save', and 'Cancel' are visible at the bottom.

## RPN – Initiating a Request

An Issuer has multiple options when initiating a request for additional pool numbers:

- When the Issuer is assigned only one Issuer Number, click the Request Pool Numbers button.
- If the User has multiple Issuer Numbers, select the applicable Issuer Number from the drop down menu; or
- If the Issuer has conducted a search, Click the button directly to the left of the selected Issuer Number.

Click the Request Pool Numbers button.



The screenshot displays the GinnieMae Enterprise Portal interface. At the top, the GinnieMae logo and 'Our Guaranty Matters' tagline are visible on the left, and 'ENTERPRISE PORTAL' and 'WELCOME: MR. JOHN SMITH BANK A' are on the right. The main navigation bar includes 'PROCESSING & SERVICING', 'REPORT CENTER', and 'RSA TOKEN VALIDATION'. Below this, there are tabs for 'COMMITMENT MANAGEMENT', 'REQUEST POOL NUMBERS', 'MASTER AGREEMENTS', 'POOL TRANSFER', and 'SUBMISSION CENTER'. The 'REQUEST POOL NUMBERS' tab is active, showing a 'SUMMARY' view. A search filter is present with 'Requested Date' (All), 'From' and 'To' date pickers, and 'Status' (All). A table displays a list of issuers and their associated pool numbers. A green arrow points to the 'Request Pool Numbers' button located to the left of the row for Issuer 1438 (BANK A).

Issuer Number	Issuer Name	Requested Date	Request Number	Pool Numbers Requested	Quarterly Average	Pool Numbers Unused (Alphanumeric)	Requested By	Request Status	View Pool Numbers
1433	SERIES A MORTGAGE BANK	09/13/2013 10:48 PM	423	10	393	2547	Elavarasu Subramanian	REJECTED	
		09/11/2013 08:13 PM	420	10			Elavarasu Subramanian	REJECTED	
		09/06/2013 04:30 PM	412	50			Elavarasu Subramanian	APPROVED	
		09/06/2013 10:34 AM	406	10			Elavarasu Subramanian	APPROVED	
		08/29/2013 12:51 AM	356	11			Sudhakar Balu	APPROVED	
1437	EAST BANK OF THE HUDSON				341	507			
1438	BANK A				139	67			

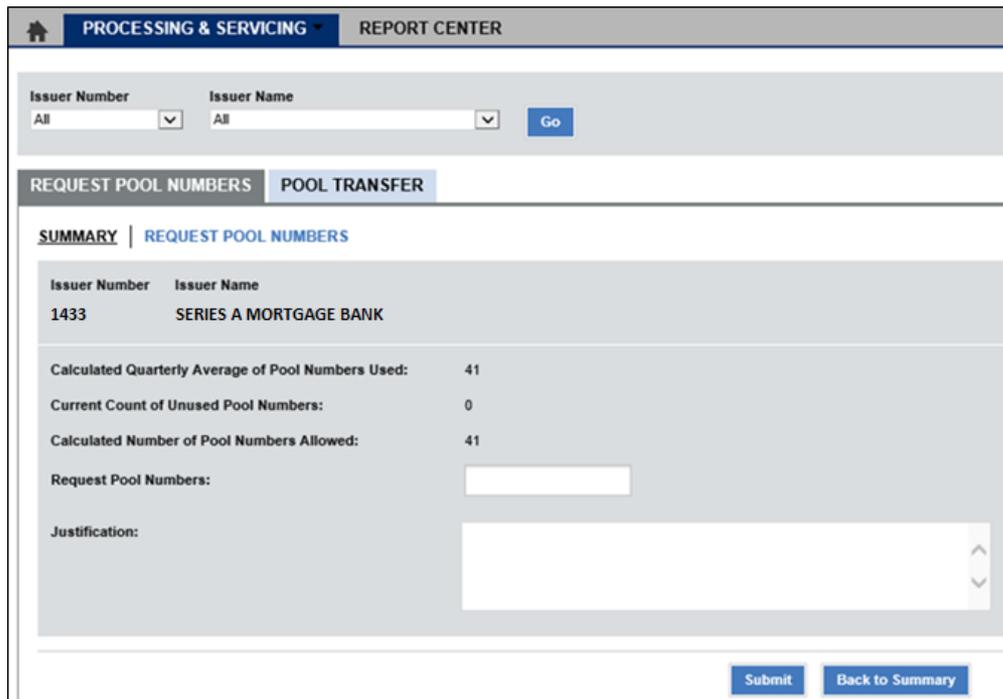
## RPN – Submitting a Request

The RPN request screen displays the following system generated fields:

- Calculated Quarterly Average of Used Pool Numbers
- Current Count of Unused Pool Numbers
- Calculated Number of Pools Allowed

The Issuer must complete:

- **Request Pool Numbers:** Enter the number of pool numbers being requested
- **Justification:** Required if the request is for an amount greater than the calculated maximum.



The screenshot shows a web interface for submitting a Request Pool Number (RPN) request. At the top, there is a navigation bar with 'PROCESSING & SERVICING' and 'REPORT CENTER'. Below this, there are search filters for 'Issuer Number' (set to 'All') and 'Issuer Name' (set to 'All'), with a 'Go' button. The main content area has two tabs: 'REQUEST POOL NUMBERS' (selected) and 'POOL TRANSFER'. Under the 'REQUEST POOL NUMBERS' tab, there is a 'SUMMARY' section for 'SERIES A MORTGAGE BANK' (Issuer Number: 1433). The summary displays the following data:

Field	Value
Calculated Quarterly Average of Pool Numbers Used:	41
Current Count of Unused Pool Numbers:	0
Calculated Number of Pool Numbers Allowed:	41

Below the summary, there are two input fields: 'Request Pool Numbers' (a text box) and 'Justification' (a larger text area with scrollbars). At the bottom right, there are two buttons: 'Submit' and 'Back to Summary'.

Select Back to Summary to cancel the request and return to the RPN Summary Screen

## RPN – Automatic Approval

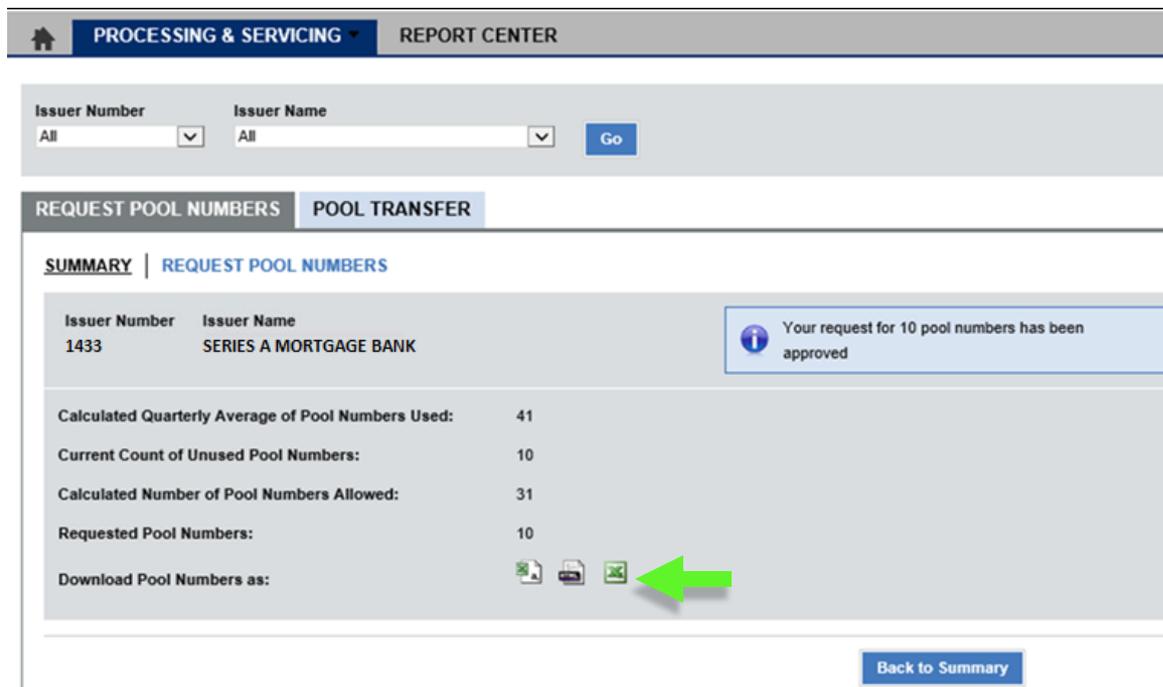
RPN automatically approves a request when the amount of Pool Numbers being requested falls within the threshold available for assignment.

The screen displays the message “*Your Request for Pool Numbers has been Approved*” when the total allowance of pool numbers requested has been approved.

A file listing the approved Pool Numbers can be downloaded by selecting one of the following report icons:

- Microsoft Excel
- CSV
- XML

The Issuer is prompted to open or save the file to their folder /file directory.



The screenshot shows the 'PROCESSING & SERVICING' section of the 'REPORT CENTER'. It includes search filters for 'Issuer Number' and 'Issuer Name', both set to 'All', with a 'Go' button. Below this are tabs for 'REQUEST POOL NUMBERS' and 'POOL TRANSFER'. The 'REQUEST POOL NUMBERS' tab is active, showing a 'SUMMARY' section with the following data:

Issuer Number	Issuer Name
1433	SERIES A MORTGAGE BANK

A notification box on the right states: "Your request for 10 pool numbers has been approved". Below the summary, a table displays the following metrics:

Calculated Quarterly Average of Pool Numbers Used:	41
Current Count of Unused Pool Numbers:	10
Calculated Number of Pool Numbers Allowed:	31
Requested Pool Numbers:	10

At the bottom, the 'Download Pool Numbers as:' section offers three options: a document icon, a PDF icon, and an Excel icon. A green arrow points to the Excel icon. A 'Back to Summary' button is located at the bottom right of the interface.

## RPN – Recalculated Request

When a request for additional pool number assignments exceeds the maximum number of available pools allowed, RPN will display the notice: *“Please accept the calculated pool numbers or request an AE Override to obtain more pool numbers than allowed”*.

The Issuer may take one of the following options:

### Option 1: Accept Calculated Number

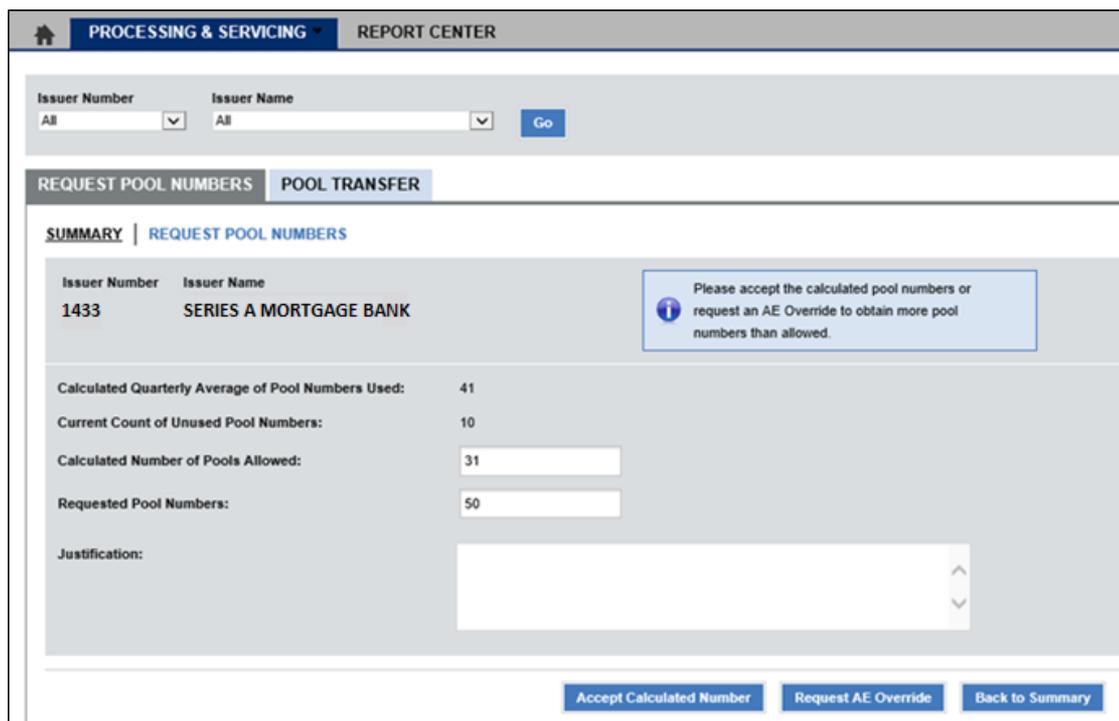
Enter an amount of pools equal to or less than the number stated in the “Calculated Number of Pools Allowed” field.

Click Accept Calculated Number.

### Option 2: Request AE Override

Submit an Override request to their Ginnie Mae Account Executive.

To cancel the request, select Back to Summary.



PROCESSING & SERVICING REPORT CENTER

Issuer Number: All Issuer Name: All

REQUEST POOL NUMBERS POOL TRANSFER

SUMMARY | REQUEST POOL NUMBERS

Issuer Number	Issuer Name
1433	SERIES A MORTGAGE BANK

Calculated Quarterly Average of Pool Numbers Used: 41

Current Count of Unused Pool Numbers: 10

Calculated Number of Pools Allowed:

Requested Pool Numbers:

Justification:

Please accept the calculated pool numbers or request an AE Override to obtain more pool numbers than allowed.

## RPN – Override Request

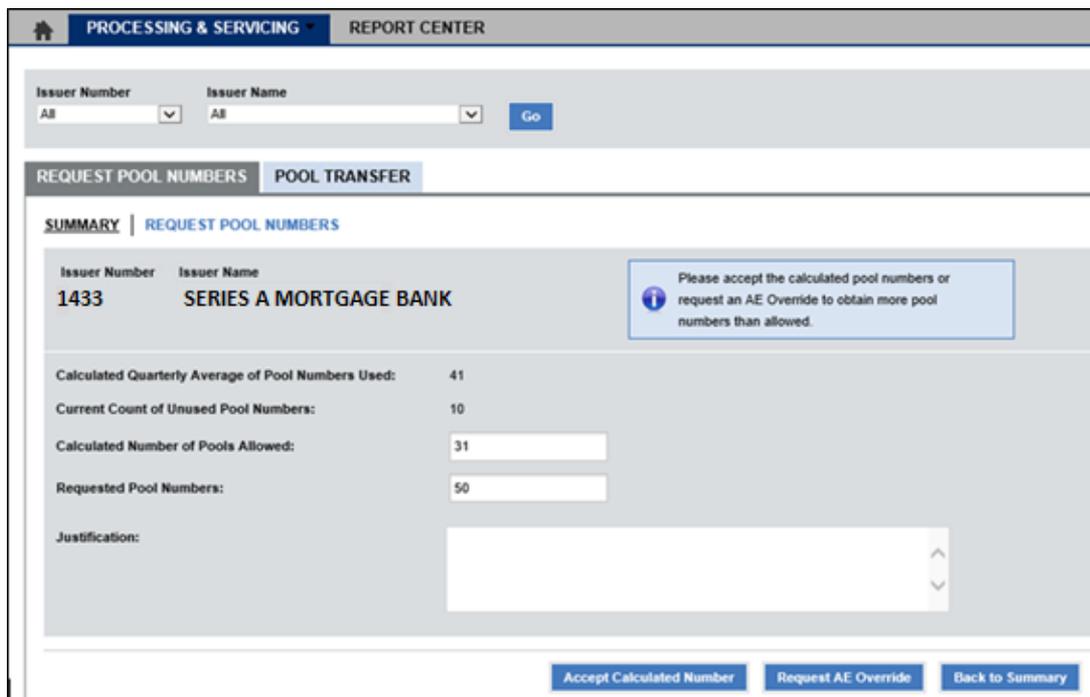
An Override Request must be submitted when an Issuer wants more pool numbers than the Calculated Number of Pools permits.

The following fields must be completed:

**Request Pool Numbers:** Enter the number of pool numbers being requested (which must be a minimum of 10 unless the calculated number of pool numbers allowed is less than 10).

**Justification:** Issuers must provide a clear explanation for the request. (a required field)

Click Request AE Override to submit the request.



PROCESSING & SERVICING REPORT CENTER

Issuer Number: All Issuer Name: All

REQUEST POOL NUMBERS POOL TRANSFER

SUMMARY | REQUEST POOL NUMBERS

Issuer Number	Issuer Name
1433	SERIES A MORTGAGE BANK

Please accept the calculated pool numbers or request an AE Override to obtain more pool numbers than allowed.

Calculated Quarterly Average of Pool Numbers Used: 41

Current Count of Unused Pool Numbers: 10

Calculated Number of Pools Allowed:

Requested Pool Numbers:

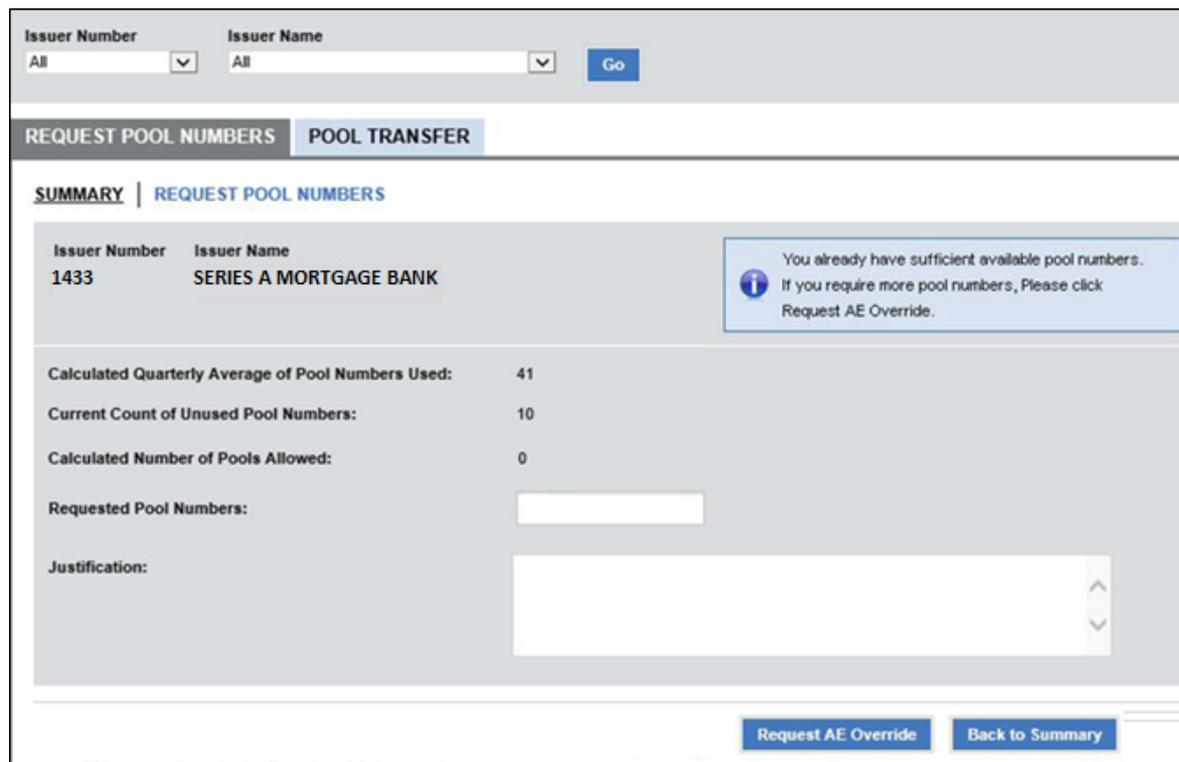
Justification:

## RPN – Sufficient Pool Numbers Available

The following message is displayed when RPN determines that the Issuer has sufficient pool numbers available for use:

*“You already have sufficient available pool numbers. If you require more pool numbers , please click Request AE Override.”*

An Issuer may submit an AE Override by clicking Request AE Override.



The screenshot shows a web interface for RPN. At the top, there are search fields for 'Issuer Number' and 'Issuer Name', both set to 'All', with a 'Go' button. Below this are two tabs: 'REQUEST POOL NUMBERS' (selected) and 'POOL TRANSFER'. Under the 'REQUEST POOL NUMBERS' tab, there are two sub-tabs: 'SUMMARY' and 'REQUEST POOL NUMBERS'. The 'SUMMARY' sub-tab is active, displaying the following information:

Issuer Number	Issuer Name
1433	SERIES A MORTGAGE BANK

Below the table, there are several metrics:

- Calculated Quarterly Average of Pool Numbers Used: 41
- Current Count of Unused Pool Numbers: 10
- Calculated Number of Pools Allowed: 0

There is a 'Requested Pool Numbers' input field and a 'Justification' text area. A blue information box on the right contains the message: "You already have sufficient available pool numbers. If you require more pool numbers, Please click Request AE Override." At the bottom right, there are two buttons: 'Request AE Override' and 'Back to Summary'.

# RPN – Acknowledgement of Pending Override Submission

RPN generates an acknowledgement that the request was successfully received.



ENTERPRISE PORTAL

🏠 **PROCESSING & SERVICING** | REPORT CENTER

Issuer Number

All

Issuer Name

All

REQUEST POOL NUMBERS

POOL TRANSFER

SUMMARY | [REQUEST POOL NUMBERS](#)

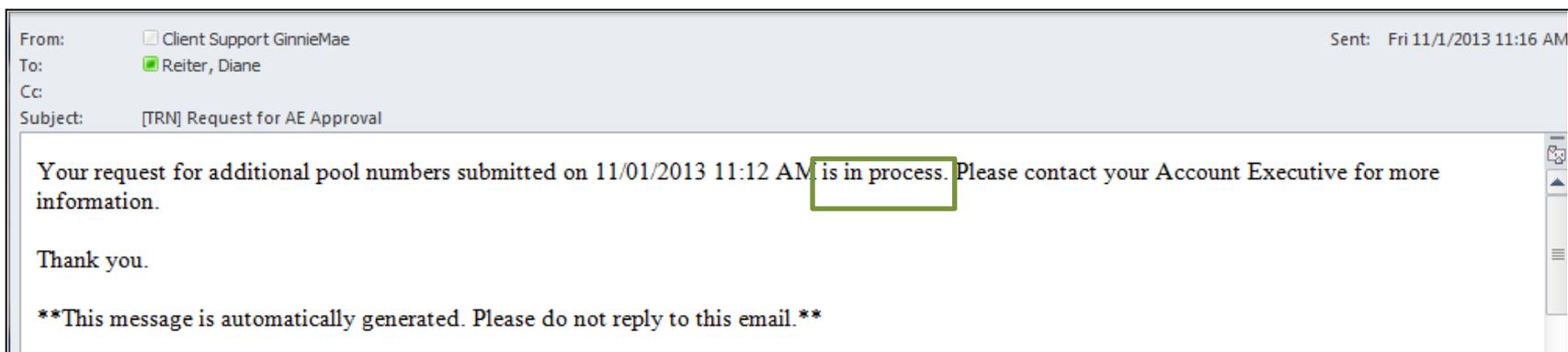
Issuer Number	Issuer Name
1433	SERIES A MORTGAGE BANK

Your request is in process. Please contact your AE if you have any questions.

Calculated Quarterly Average of Pool Numbers Used:	41
Current Count of Unused Pool Numbers:	10
Calculated Number of Pools Allowed:	31
Requested Pool Numbers:	50
Justification:	Expansion into Midwest market.

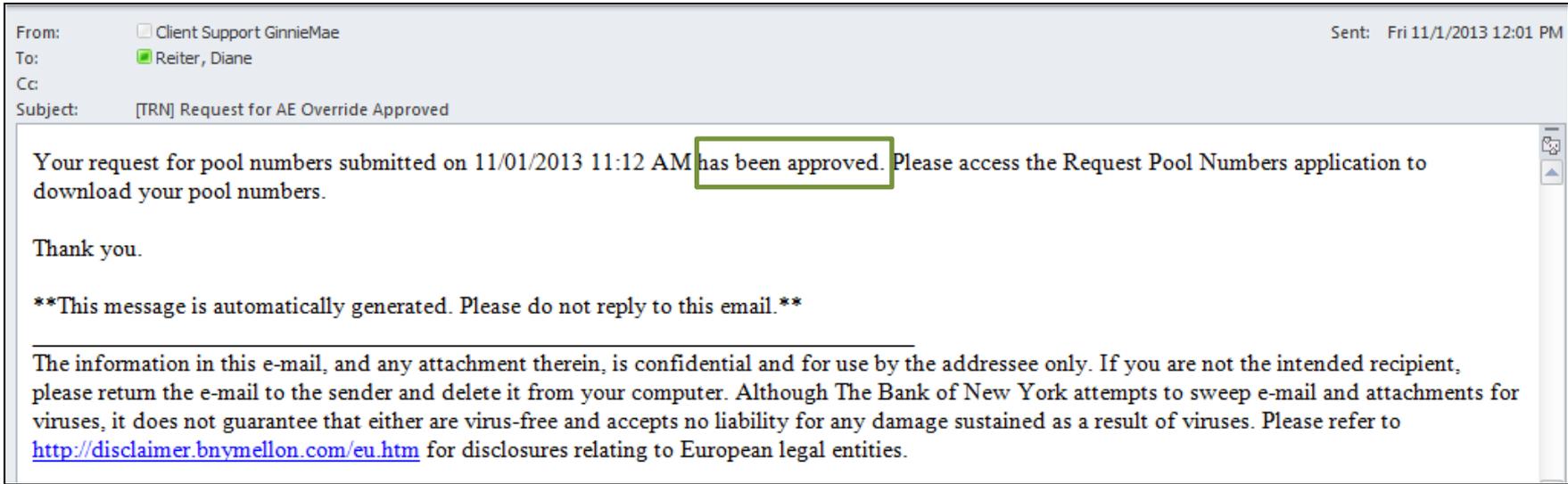
## RPN – Acknowledgement of Submission

An Issuer also receives an e-mail confirmation when a Request for Override is submitted.



## RPN – Notification of Account Executive Override Approval

An Issuer will receive an e-mail notification of an override approval.



The screenshot shows an email interface with a header and a main body. The header includes 'From: Client Support GinnieMae', 'To: Reiter, Diane', 'Cc:', and 'Subject: [TRN] Request for AE Override Approved'. The main body contains the following text: 'Your request for pool numbers submitted on 11/01/2013 11:12 AM has been approved. Please access the Request Pool Numbers application to download your pool numbers.', 'Thank you.', and a disclaimer: '\*\*This message is automatically generated. Please do not reply to this email.\*\*' The phrase 'has been approved' is highlighted with a green box. The email is dated 'Fri 11/1/2013 12:01 PM'.

From:  Client Support GinnieMae  
To:  Reiter, Diane  
Cc:  
Subject: [TRN] Request for AE Override Approved

Sent: Fri 11/1/2013 12:01 PM

Your request for pool numbers submitted on 11/01/2013 11:12 AM has been approved. Please access the Request Pool Numbers application to download your pool numbers.

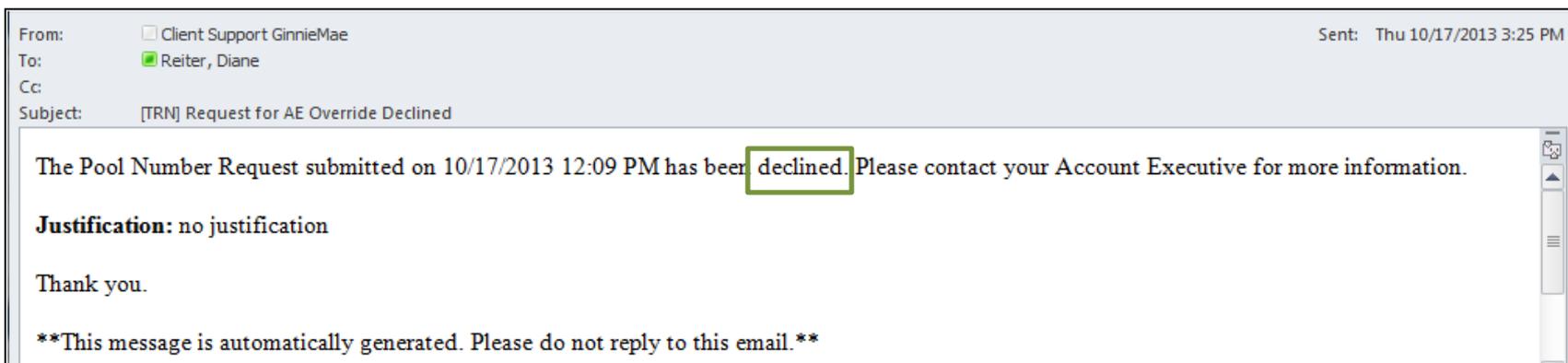
Thank you.

**\*\*This message is automatically generated. Please do not reply to this email.\*\***

The information in this e-mail, and any attachment therein, is confidential and for use by the addressee only. If you are not the intended recipient, please return the e-mail to the sender and delete it from your computer. Although The Bank of New York attempts to sweep e-mail and attachments for viruses, it does not guarantee that either are virus-free and accepts no liability for any damage sustained as a result of viruses. Please refer to <http://disclaimer.bnymellon.com/eu.htm> for disclosures relating to European legal entities.

## RPN – Notification of Account Executive Override - Decline

If a request has been declined, the Issuer receives an e-mail directing them to contact their Account Executive for more information.



## RPN – Eligibility Failure

There may be instances when an Issuer's request for additional pool number assignments is declined due to failure to meet eligibility requirements. The following status message will be displayed: *"You are not authorized to request pool numbers. Please contact your AE for more information"*.

🏠 **PROCESSING & SERVICING** ▼ **REPORT CENTER**

Issuer Number:  Issuer Name:  Go

REQUEST POOL NUMBERS

POOL TRANSFER

**SUMMARY** | [REQUEST POOL NUMBERS](#)

Issuer Number	Issuer Name
1433	SERIES A MORTGAGE BANK

i

You are not authorized to request pool numbers. Please contact your AE for more information.

Calculated Quarterly Average of Pool Numbers Used:	41
Current Count of Unused Pool Numbers:	10
Calculated Number of Pool Numbers Allowed:	0

Back to Summary

## RPN – Monitoring Override Request

The RPN Summary Status Screen reflects the override request status.

When an Account Executive approves an override request the status on the Summary screen will change from pending to approved, if the request is denied the status will change to rejected.

NOTE: When an Issuer has a pending request, RPN will prohibit the submission of an additional request for the same Issuer ID.


**ENTERPRISE PORTAL**
WELCOME MR. JOHN SMITH  
BANK A

PROCESSING & SERVICING | REPORT CENTER | RSA TOKEN VALIDATION

Issuer Number:  Issuer Name:  Go

COMMITMENT MANAGEMENT
REQUEST POOL NUMBERS
MASTER AGREEMENTS
POOL TRANSFER
SUBMISSION CENTER

**SUMMARY**

Requested Date:  From:  To:  Status:  Display

\* Displays all data.

Request Number	Issuer Number	Issuer Name	Number of Pools Requested	Maximum Allowed Pool Count	Requested By	Requested Date	Status
<a href="#">518</a>	1433	SERIES A MORTGAGE BANK	320	0	Diane Reiter	10/17/2013 12:09 PM	PENDING
517	1433	SERIES A MORTGAGE BANK	10	0	Elavarasu Subramanian	10/16/2013 04:31 PM	APPROVED
498	1437	EAST BANK OF THE HUDSON	10	14	Elavarasu Subramanian	10/10/2013 11:29 PM	APPROVED
497	1437	EAST BANK OF THE HUDSON	10	0	Elavarasu Subramanian	10/10/2013 11:27 PM	APPROVED
484	1438	BANK A	10	0	Elavarasu Subramanian	10/03/2013 10:05 PM	APPROVED
482	1438	BANK A	10	27	Elavarasu Subramanian	10/03/2013 01:37 PM	APPROVED
481	1438	BANK A	10	0	Elavarasu Subramanian	10/03/2013 01:35 PM	APPROVED
463	1437	EAST BANK OF THE HUDSON	10	0	Elavarasu Subramanian	09/24/2013 11:12 PM	REJECTED
462	1433	SERIES A MORTGAGE BANK	25	0	Diane Reiter	09/24/2013 03:35 PM	REJECTED
461	1437	EAST BANK OF THE HUDSON	22	22	Sudhakar Balu	09/24/2013 12:48 AM	APPROVED

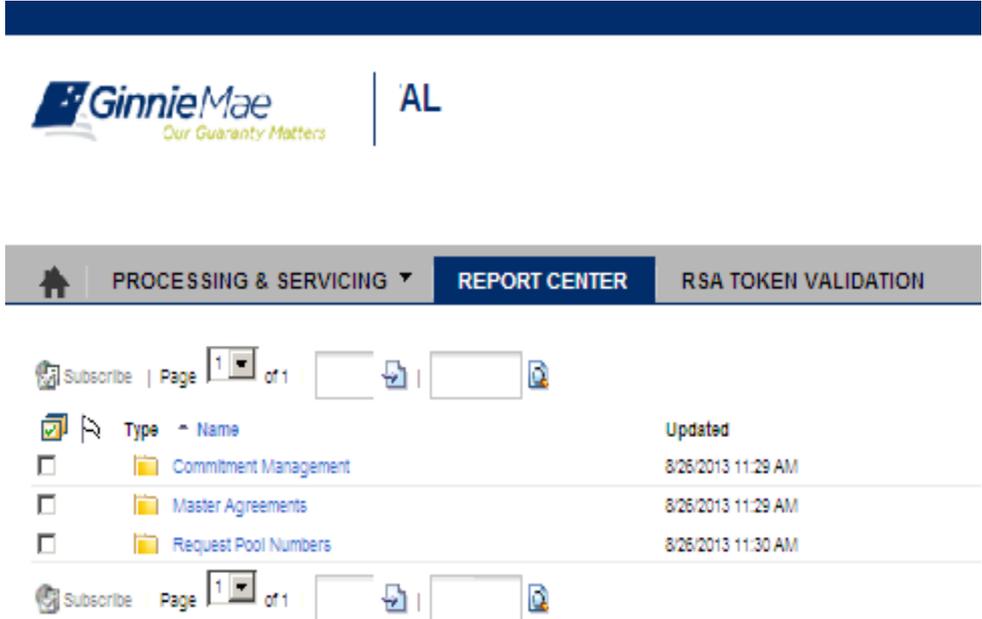
Request Pool Numbers Application  
**REPORTS**

## Report Center

Request Pool Numbers reports are available on the Report Center tab located on the IPMS Summary Screen.

Ginnie Mae Issuers have the ability to filter, sort, and export reports to Microsoft Excel or as text files or PDF, if applicable.

- To access the Report Center, click the tab on the RPN Summary Screen.
- Select the checkbox next to Request Pool Number and click the Application Name link.



The screenshot shows the GinnieMae Report Center interface. At the top left is the GinnieMae logo and the text "AL". Below this is a navigation bar with three tabs: "PROCESSING & SERVICING", "REPORT CENTER" (which is highlighted), and "RSA TOKEN VALIDATION". Below the navigation bar is a table of reports. The table has columns for "Type", "Name", and "Updated". There are three rows of reports, each with a checkbox in the "Type" column. The first row is "Commitment Management" updated on 8/26/2013 11:29 AM. The second row is "Master Agreements" updated on 8/26/2013 11:29 AM. The third row is "Request Pool Numbers" updated on 8/26/2013 11:30 AM. Below the table is a "Subscribe" button and a "Page 1 of 1" indicator.

Type	Name	Updated
<input type="checkbox"/>	Commitment Management	8/26/2013 11:29 AM
<input type="checkbox"/>	Master Agreements	8/26/2013 11:29 AM
<input type="checkbox"/>	Request Pool Numbers	8/26/2013 11:30 AM

The Reports Center will only display the IPMS modules for which the user has been granted security rights.

## Report Center – Catalog of Reports

The RPN Report Center contains a catalog of available reports.

Place a checkmark next to the applicable report and

- Click on the report link to run a query.



The screenshot shows the 'REPORT CENTER' section of the Ginnie Mae system. The navigation bar includes 'PROCESSING & SERVICING', 'REPORT CENTER' (highlighted), and 'RSA TOKEN VALIDATION'. Below the navigation bar, there is a 'Subscribe' button, a page indicator 'Page 1 of 1', and search filters. The main content area displays a table of reports:

<input type="checkbox"/>	Type	Name	Updated
<input type="checkbox"/>		<a href="#">Available Pool Numbers</a>	8/19/2013 9:45 PM
<input type="checkbox"/>		<a href="#">Issuer's Approved Pool Numbers</a>	8/19/2013 9:46 PM
<input type="checkbox"/>		<a href="#">Pool Number Requests Status</a>	8/25/2013 2:20 PM

At the bottom of the report list, there is another 'Subscribe' button, a page indicator 'Page 1 of 1', and search filters.

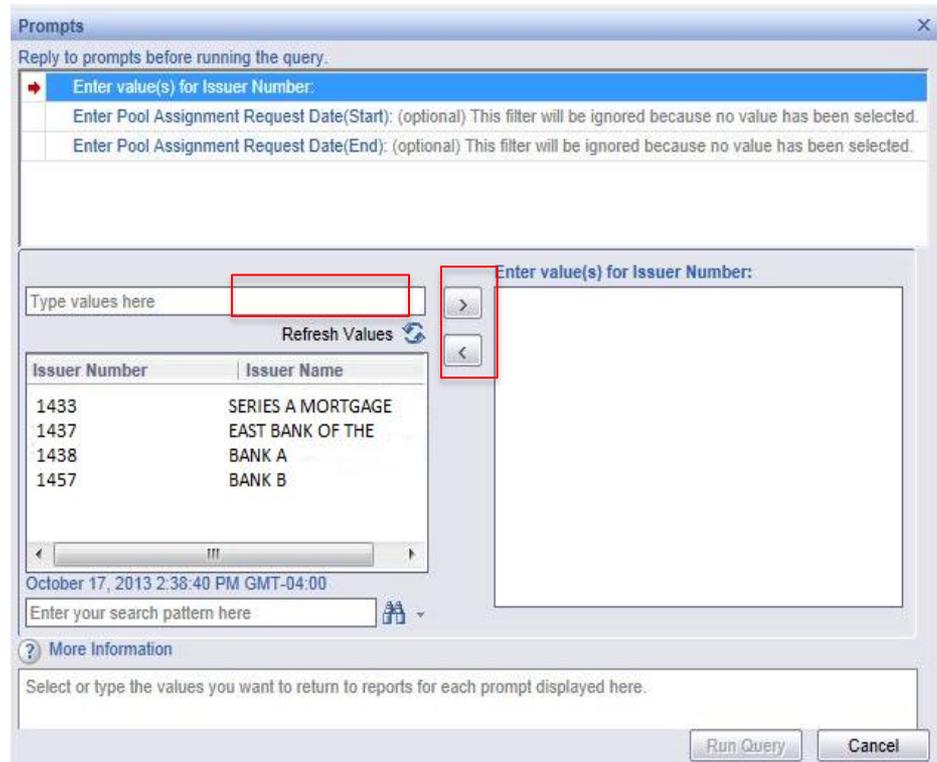
A user will only have access to the reports that are relevant to their role and organization.

## Report Center – Defining Report Criteria

A user will be prompted to define report parameters.

A prompt screen will appear; the top portion of the screen lists the data points which may be queried.

1. To establish the report parameters:
  - Click in the Prompt query field
  - Enter the appropriate data into each field or
  - Select Refresh Values to automatically populate the available values for that field.
  - Select the value for one or more items from the table
  - Click the > button to add the selections to the box on the right
  - To a remove selection, click the < button.
2. Click Run Query to continue.



Prompts

Reply to prompts before running the query.

- Enter value(s) for Issuer Number:
- Enter Pool Assignment Request Date(Start): (optional) This filter will be ignored because no value has been selected.
- Enter Pool Assignment Request Date(End): (optional) This filter will be ignored because no value has been selected.

Type values here

Refresh Values

Issuer Number	Issuer Name
1433	SERIES A MORTGAGE
1437	EAST BANK OF THE
1438	BANK A
1457	BANK B

Enter value(s) for Issuer Number:

October 17, 2013 2:38:40 PM GMT-04:00

Enter your search pattern here

More Information

Select or type the values you want to return to reports for each prompt displayed here.

Run Query Cancel

## Report Center – Defining Report Criteria

To select a date range for a report, click the Start Date and End Date fields.

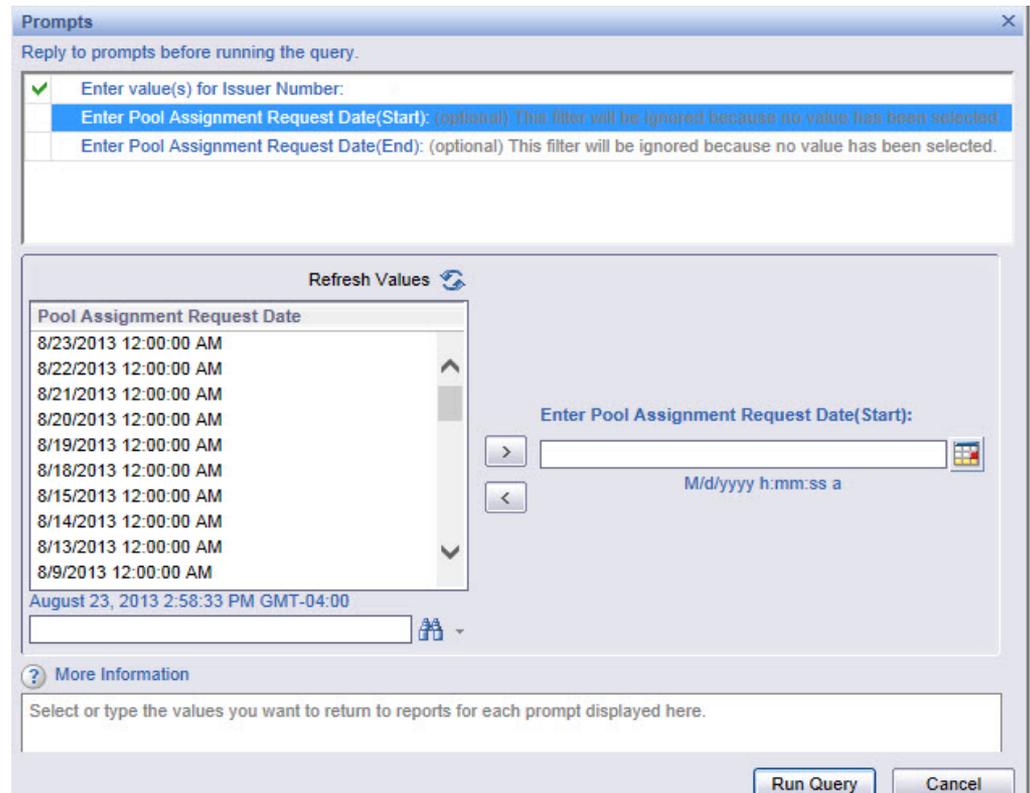
Click Refresh Values to display all available dates.

The date prompt will appear, highlight the applicable dates.

- Click the > button to add the date to the box on the right
- To a remove date, click the < button.

Alternatively, the date can be selected using the calendar icon to the right of the selected date field.

Click Run Query to generate the report.



Prompts

Reply to prompts before running the query.

- ✓ Enter value(s) for Issuer Number:
- Enter Pool Assignment Request Date(Start): (optional) This filter will be ignored because no value has been selected.
- Enter Pool Assignment Request Date(End): (optional) This filter will be ignored because no value has been selected.

Refresh Values

Pool Assignment Request Date

- 8/23/2013 12:00:00 AM
- 8/22/2013 12:00:00 AM
- 8/21/2013 12:00:00 AM
- 8/20/2013 12:00:00 AM
- 8/19/2013 12:00:00 AM
- 8/18/2013 12:00:00 AM
- 8/15/2013 12:00:00 AM
- 8/14/2013 12:00:00 AM
- 8/13/2013 12:00:00 AM
- 8/9/2013 12:00:00 AM

August 23, 2013 2:58:33 PM GMT-04:00

Enter Pool Assignment Request Date(Start):

M/d/yyyy h:mm:ss a

More Information

Select or type the values you want to return to reports for each prompt displayed here.

Run Query Cancel

## Report Center – Saving & Downloading

The selected report will be displayed on the right side of the screen. Click the Document drop-down menu and select from the following options:

- **Close:** To close the report.
- **Save To My Computer As:** To save report data to a local drive as an Excel file or PDF.
- **Save Report To My Computer As:** To save actual report to a local drive as an Excel file, PDF, or text format.



**Input Controls - Issuer's Approved Pool...**

Map Reset **Left Panel**

Issuer Number  OK

Pool Number  OK

Year  OK

Month of Pool Assignment...  12

From Pool Assignment Req...  3/1/2013 12:00:00 AM

To Pool Assignment Reque...

**Menu Bar**

Document View 100% 1/1

**GinnieMae**  
Our Guaranty Matters

**Issuer's Approved Pool Numbers**

Refresh Date : 8/23/2013  
Refresh Time : 3:31:02 PM  
Refresh By : JOHN SMITH

**Report**

Year: 2013  
Month: August 2013

Issuer Number	Issuer Name	Pool Assignment Request Date	Pool Assignment Date	Pool Numbers
1433	SERIES A MORTGAGE BANK	08/20/2013 05:09:26 AM	08/20/2013 05:09:27 AM	FM3306 FM3307 FM3308 FM3309 FM3310 FM3311 FM3312 FM3313 FM3314 FM3315

Issuer's Pool Number Count: 10

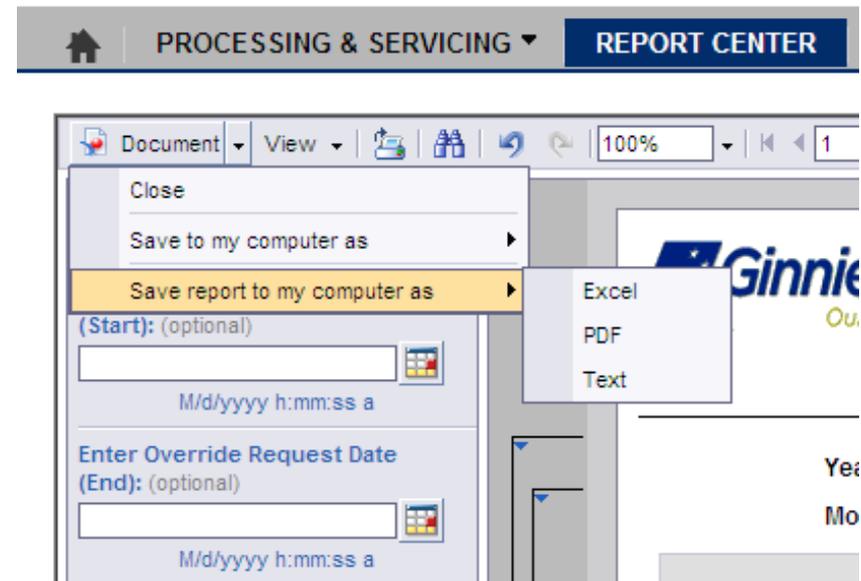
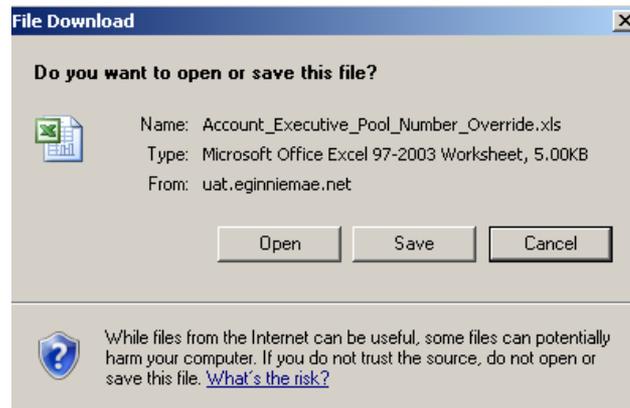
**Report Functions** Issuer's Approved Pool Numbers Info Tab **Information Tab**

## Reports Center – Saving & Downloading

When a user selects Save to my Computer As or Save Report to my Computer As, they are prompted to either open or save the document in one of the following formats:

- Excel
- PDF
- Text

The user will be prompted to open or save the document to their file/folder directory.

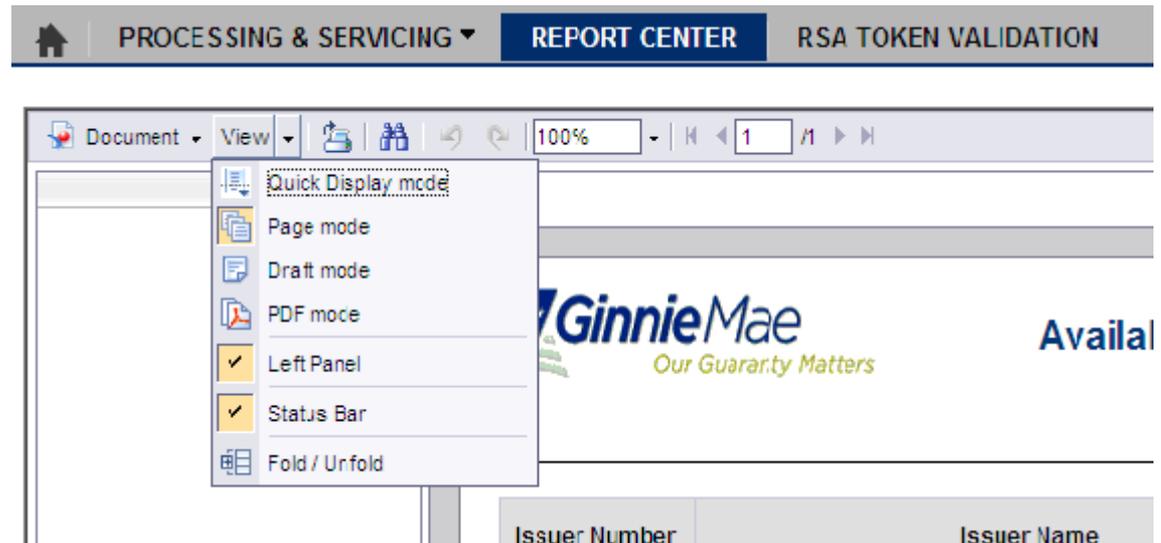


## Reports Center – Menu Bar – View

The RPN Reports Center Menu provides a user with several options to view, save or download reports:

View - provides a menu of options to view reports including:

- Quick Display Mode
- Page Mode
- Draft Mode
- PDF Mode



From the View drop-down menu, the user may:

- Click Left Panel to display or hide the report panel on the left.
- Click Status Bar to display or hide the report creation date on the bottom right.
- Click Fold /Unfold option to collapse or expand the Issuer numbers displayed for particular years and months. The Fold /Unfold option can also be accessed by clicking the icon on the right.

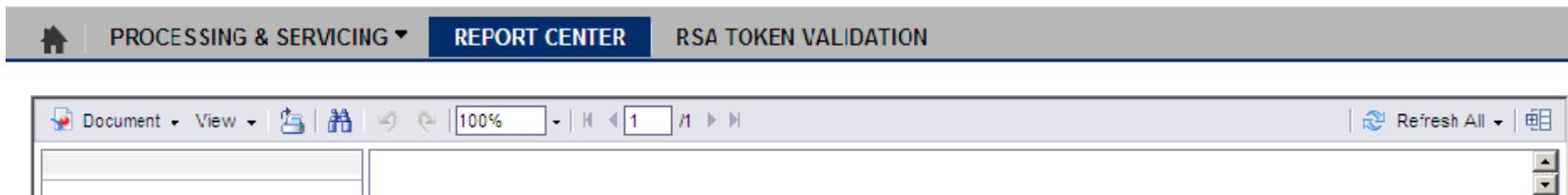
## Reports Center – Menu Bar – Print & Navigate

To print a report, click the Printer icon from the menu.

To search, click the Binoculars icon. The left panel will present options to search for a particular string with matching criteria and search direction.

To navigate through the Report Center options:

- To undo or redo previous report actions, click the icons  .
- Select a magnification option to zoom in or out of the report.
- For multi-page reports, click the arrows to navigate to the previous, next or last page.
- Click Refresh All and select a single or all report parameters to refresh report data.



## Report Center

The following Request Pool Numbers reports are available through the Report Center:

- Issuer's Available Pool Numbers
- Issuer Approved Pool Number Report
- Status of Pool Number Requests – Summary and Detail

Users may filter, sort and export the files into Microsoft Excel, CSV and XML as well as PDF formats, if applicable.

## Sample Report – Available Pool Numbers

This report provides the user with a listing of unused pool numbers available by an Issuer. The report consists of the Issuer Number, Issuer Name and Pool Numbers. Alpha-numeric pool numbers will be listed first with numeric pool numbers following.

Issuer Number	Issuer Name	Pool Numbers
1433	SERIES A MORTGAGE BANK	AB9969
		AB9970
		AC0000
		AC0017
		AE5472
		AE5473
		AE5474
		AE5475
		AE5476
		AE5477
		AE5478
		AE5479
		AE5480
		AE5481
		AE5482
		AE5483
		AE5484
		AE5485
		AE5486
		AE5487
AE5488		
AE5489		
AE5490		
AE5491		

Refresh Date : 11/5/2013  
 Refresh Time : 12:16:28 PM  
 Refresh By : Diane Reiter

## Sample Report – Issuers Approved Pool Numbers Report

This report provides the Issuer with a listing of approved pool numbers and the corresponding approval dates.

The report contains the following fields:

- Issuer Number
- Issuer Name
- Pool Assignment Request Date
- Pool Assignment Date
- Pool Numbers

GinnieMae Our Guaranty Matters		Issuer's Approved Pool Numbers		Refresh Date : 8/23/2013
				Refresh Time : 3:31:02 PM
				Refresh By : JOHN SMITH
Year:	2013			
Month:	August 2013			
Issuer Number	Issuer Name	Pool Assignment Request Date	Pool Assignment Date	Pool Numbers
1438	BANK A	08/20/2013 05:09:26 AM	08/20/2013 05:09:27 AM	FM3306
				FM3307
				FM3308
				FM3309
				FM3310
				FM3311
				FM3312
				FM3313
				FM3314
				FM3315
Issuer's Pool Number Count:				10

## Sample Report – Pool Number Requests Status - Summary

This report provides Issuers with summary views depicting the status of submitted pool number requests. The summary list the total number of requests and corresponding status (Pending – Approved – Declined).

GinnieMae <i>Our Guaranty Matters</i>		Pool Number Requests Status Summary				Refresh Date : 8/23/2013
						Refresh Time : 10:17:06 AM
						Refresh By : JOHN SMITH
Year:	2013					
Month:	August 2013					
Issuer Number	Issuer Name	Pool Number Requests				
		Total	Pending	Approved	Declined	
1438	BANK A	12	0	6	6	
<b>Issuer Total:</b>		<b>12</b>	<b>0</b>	<b>6</b>	<b>6</b>	
Month:	July 2013					
Issuer Number	Issuer Name	Pool Number Requests				
		Total	Pending	Approved	Declined	
1438	BANK A	7	0	5	2	
<b>Issuer Total:</b>		<b>7</b>	<b>0</b>	<b>5</b>	<b>2</b>	

## Sample Report - Pool Number Requests Status - Detail

This report provides Issuers with detail views depicting the status of submitted pool number requests.

The detail contains the Issuer Number, Issuer Name, Pool Assignment Request Number, Pool Request Date, Status and Number of Pools Numbers Requested and Approved. To view the detail report, select the detail tab from the Pool Number Requests Status Summary Report.

GinnieMae <i>Our Guaranty Matters</i>		Pool Number Requests Status Detail			Refresh Date : 8/23/2013 Refresh Time : 10:09:07 AM Refresh By : JOHN SMITH	
Year:	2013					
Month:	August 2013					
Issuer Number	Issuer Name	Pool Assignment Request Number	Pool Assignment Request Date	Pool Request Status	Pool Number	
					Requested	Approved
1433	SERIES A MORTGAGE BANK	306	08/20/2013 05:09:26 AM	Approved	10	10
Issuer Total:					10	10

## Help

The RPN User Guide is located in the Help Section of GMEP.

The *Contact Us* link on the upper right of the GMEP Portal provides a list of relevant Ginnie Mae contacts, including program hotlines and technical assistance.

This presentation has been recorded and is available on the Modernization Resource Page and Ginnie Mae University which are both available at [www.ginniemae.gov](http://www.ginniemae.gov).