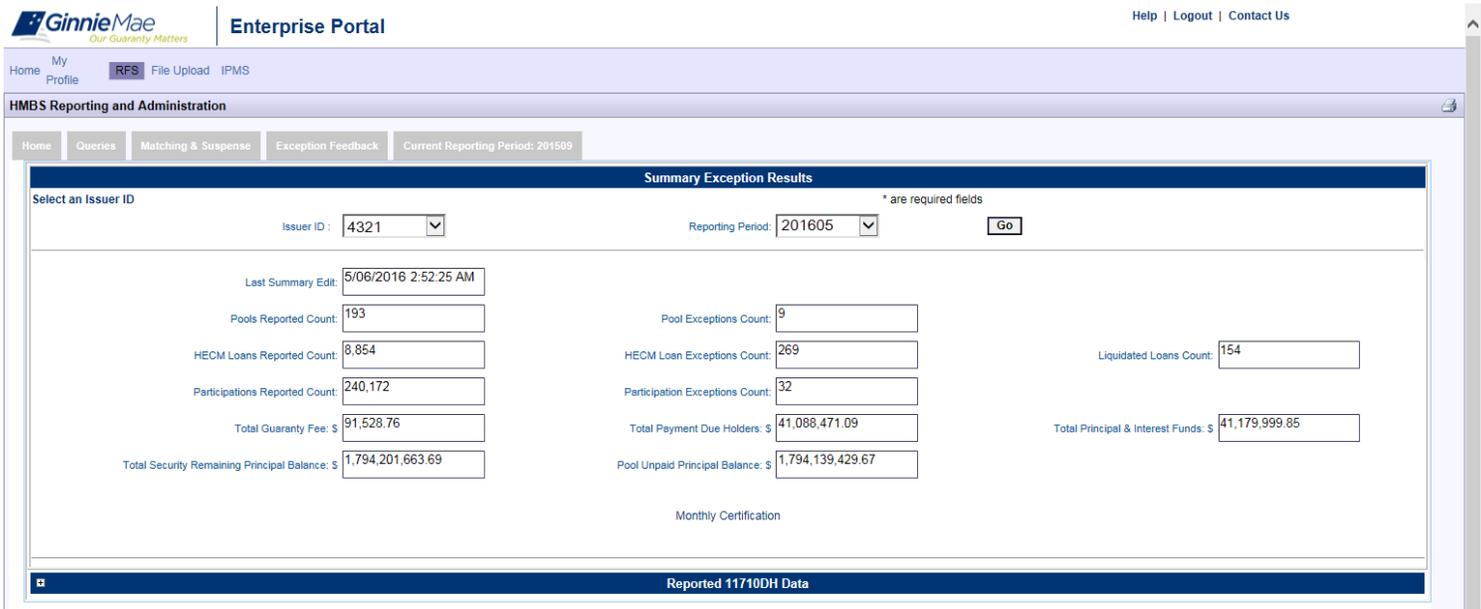## SUBMITTING HMBS MONTHLY REPORTING CERTIFICATIONS IN GINNIE MAE ENTERPRISE PORTAL

LOG IN TO GMEP

1. Log in to Ginnie Mae Enterprise Portal (GMEP) at www.eginniemae.net.

2. Click on **RFS / HMBS Reporting and Administration (HRA)**.

3. Click on the **Exception Feedback / Summary Exception Results** menu tab.

4. Select your **Issuer ID** number and the **Reporting Period**, and click **GO**.

5. The **Summary Exception Results** screen is displayed. This is the primary navigation screen to access the Monthly Reporting Certification function.

6. For the current reporting period, a user who is an authorized signer for the Issuer can make a new Monthly Reporting Certification, or remove a previous Certification and replace it with a new Monthly Reporting Certification.

7. For prior reporting periods, the Issuer can view (Read Only) the prior Monthly Reporting Certifications.

MAKE A NEW MONTHLY REPORTING CERTIFICATION

1. Review the information displayed on the Summary Exception Results screen. This summary allows the user to view the status of the Issuer's reporting to HMBS. The Issuer's reporting including corrections should be completed prior to certification. Click on the **Monthly Certification** link to add a new Certification. A pop-up box will be displayed instructing the user to complete the form and click Save; click **OK**.

2. Verify that the information displayed in the Name, Title and Organization ID fields is accurate. Click the checkbox located to the left of the Certification statement to indicate your agreement.

3. Enter your PIN and SecurID Token value.

4. Click **Save** to save your Monthly Reporting Certification.

5. After clicking Save the PIN and SecurID Token value that was entered is validated and if successful, a "Monthly Reporting Certification Saved" pop-up box will be displayed; click **OK**.

6. The Monthly Reporting Certification information is displayed. If needed for local record keeping, the user can use the HMBS Screen print function to print the screen.

For additional instructions, download the User Guide. Select **User Guide** from the **Exception Feedback** menu in the HMBS Reporting and Administration module.

REPLACE AN EXISTING CERTIFICATION FOR THE CURRENT REPORTING PERIOD

1. Review the information displayed on the Summary Exception Results screen and verify that it is accurate. Click on the **Monthly Certification** link.

2. The existing Monthly Reporting Certification for the current reporting period is displayed. Click the **Remove** button.

3. The existing Certification information screen is replaced by the "Save" screen. Verify that the information displayed in the Name, Title and Organization ID fields is accurate. Click the checkbox located to the left of the Certification statement to indicate your agreement.

4. Enter your PIN and SecurID Token value and click **SAVE** to save the replacement Monthly Reporting Certification.

5. After clicking **SAVE** the PIN and SecurID Token value that was entered is validated and if successful, a "Monthly Reporting Certification Saved" pop-up box will be displayed; click **OK**.

6. The new/replacement Monthly Reporting Certification information is displayed.

For additional instructions, download the User Guide. Select **User Guide** from the **Exception Feedback** menu in the HMBS Reporting and Administration module.