

OBTAINING USER LISTS IN GINNIE*NET*

Log in to Ginnie*NET* at <u>www.ginnienet.net/</u> and click **Continue to Login** at the bottom of the screen.

1. Enter your Ginnie*NET* User ID and Password and click **Login**. This will display the Main Menu of Ginnie*NET* Web.

VIEW USER ACCOUNTS

- 2. Click Security Administration to display options:
 - Add New Local User Account
 - Manage Local User Account
- 3. Click **Manage Local User Account**. This will display the Manage Local User Account screen.
- Click Activate / De-activate User to display a list of all users that have been set up for your Issuer ID in GMEP.
 - Users that have a check mark in front of their name in the Active column are currently active.
 Users that do not have a check mark in front of their name in the Active column are not currently active.

Note: GinnieNET is not able to generate a user list report. Large issuers with several pages of users may request a report by contacting <u>GinnieMae1@BNYMellon.com</u>.





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Assign Role		Update Profile	Reset Password	Activate / De-activate Use	
Activ	e User ID	User Name			
1	1090001	MARIBEL CANAAN			
•	1090002	EDWIN PAGLINAWAN			
•	1090005	SIMON PETER			
•	1090006	WADE GAYLE			
	1090009	TEST USER 1090009			
	1090011	TEST USER 1090011			
•	1500013	VICKY M MARAJH			
	1500184	Report Test			
	1500324	Demo Test			
1	1500559	Dana as Issuer			
•	1500560	Bill Esposito as Issue	r		
	1500562	Greg as Issuer			
•	1500563	Jolly as Issuer			
1	1500572	Vicky Marajh			-

QUICK REFERENCE GUIDE: IS-9