

### OBTAINING USER LISTS IN GINNIE NET

Log in to GinnieNET at [www.ginnienet.net/](http://www.ginnienet.net/) and click **Continue to Login** at the bottom of the screen.

1. Enter your GinnieNET User ID and Password and click **Login**. This will display the Main Menu of GinnieNET 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.
4. 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 [GinnieMae1@BNYMellon.com](mailto:GinnieMae1@BNYMellon.com).

