

SUBMITTING REMITTANCE ADVICE in GINNIE MAE ENTERPRISE PORTAL

PREREQUISITES

1. Users must log in to Ginnie Mae Enterprise Portal (GMEP) at www.eginniemae.net. This requires the individual to have an active GMEP User ID
2. The user must have their Security Officer assign the Pool Accounting User to his or her GMEP ID in order to access the Reporting and Feedback System (RFS) screens used to report Remittance Advice Data.
3. From GMEP/RFS, users may submit Remittance Advice data via file upload or online data entry as follows:

REPORT VIA FILE UPLOAD

1. Prepare the file to be uploaded according to the **File and Record Layout Structure** in **Appendix VI-10 (11714)** or **Appendix VI-11 (11714SN)** of the MBS Guide, as applicable. The file naming convention for a submission file is **rmtyyyymmss.iiii** where yyyymm is the report period; ss is a sequence number; and iiii is issuer ID i.e., rmt20160508.1234. Reference **File Naming Instructions** in Appendix VI-10 or Appendix VI-11 for further details.

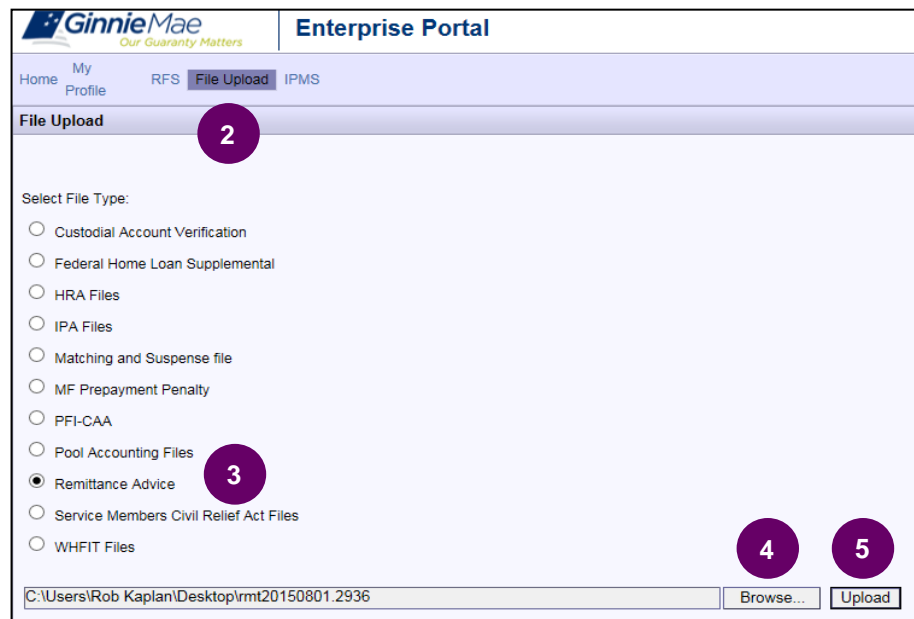
2. From the **GMEP Home** screen, click on **File Upload**.

3. On the **File Upload** screen, select the File Type **Remittance Advice**.

4. Click on the **Browse** button and select your file.

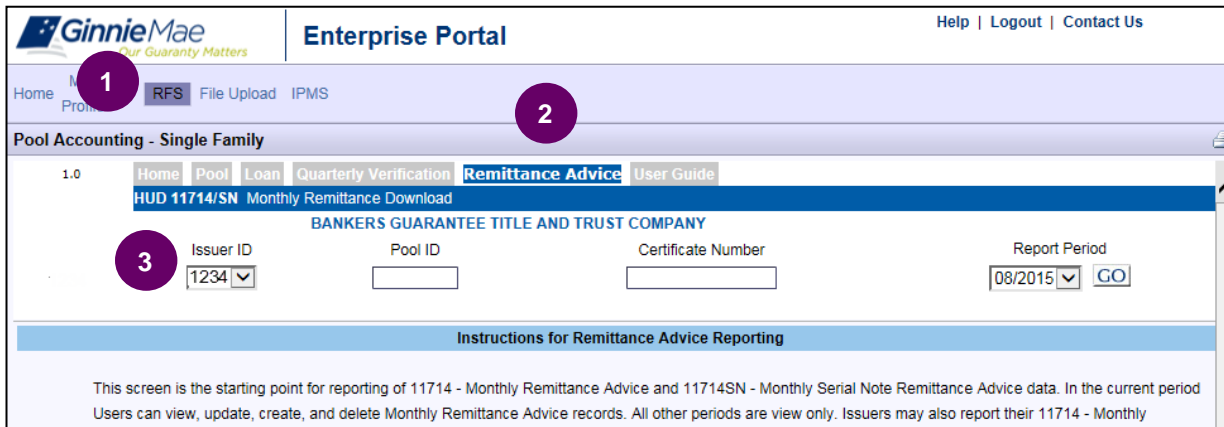
5. Click on the **Upload** button.

6. Confirmation of upload or an error message will be displayed at the top of the screen.




REPORT VIA ONLINE DATA ENTRY

1. From the **GMEP Home** screen, click on **RFS** and select **Pool Accounting-Single Family**.
2. From the **Pool Accounting-Single Family Home** screen, select **Remittance Advice**. The **Remittance Advice** screen provides brief instructions for **Remittance Advice** reporting.
3. Select your **Issuer ID**, enter the **Pool ID** and **Certificate Number**, and select the **Report Period**, then click **GO**. The data entry screen will display if a valid Pool ID and valid Certificate Number were entered.



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Pool Accounting - Single Family

1.0 Home Pool Loan Quarterly Verification **Remittance Advice** User Guide

HUD 11714/SN Monthly Remittance Download

BANKERS GUARANTEE TITLE AND TRUST COMPANY

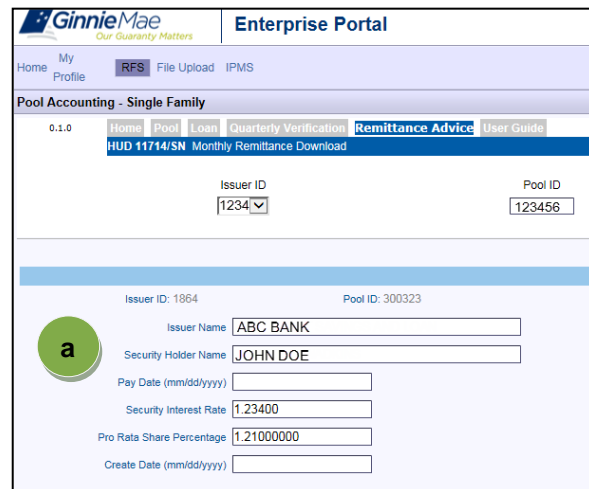
Issuer ID: 1234 Pool ID: Certificate Number: Report Period: 08/2015 **GO**

Instructions for Remittance Advice Reporting

This screen is the starting point for reporting of 11714 - Monthly Remittance Advice and 11714SN - Monthly Serial Note Remittance Advice data. In the current period Users can view, update, create, and delete Monthly Remittance Advice records. All other periods are view only. Issuers may also report their 11714 - Monthly

4. If you selected a prior Report Period, the Issuer can view (Read Only) prior **Remittance Advice** records.
5. If you selected the current Report Period, there are three possible scenarios.

- a. If data exists for last period but no data exists in the current period, only the data for the following four fields is brought forward: **Issuer Name; Security Holder Name; Security Interest Rate; and Pro Rata Share Percentage**. Verify the data brought forward and edit, as applicable. Complete the blank fields, except for Item F. Item F is read only and will be calculated based on Items A through E. For 11714SN, First Unit, Last Unit, First Redeemed Unit, and Last Redeemed Unit are optional fields.



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Pool Accounting - Single Family

0.1.0 Home Pool Loan Quarterly Verification **Remittance Advice** User Guide

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Issuer ID: 1234 Pool ID: 123456

Issuer ID: 1864 Pool ID: 300323

Issuer Name: ABC BANK

Security Holder Name: JOHN DOE

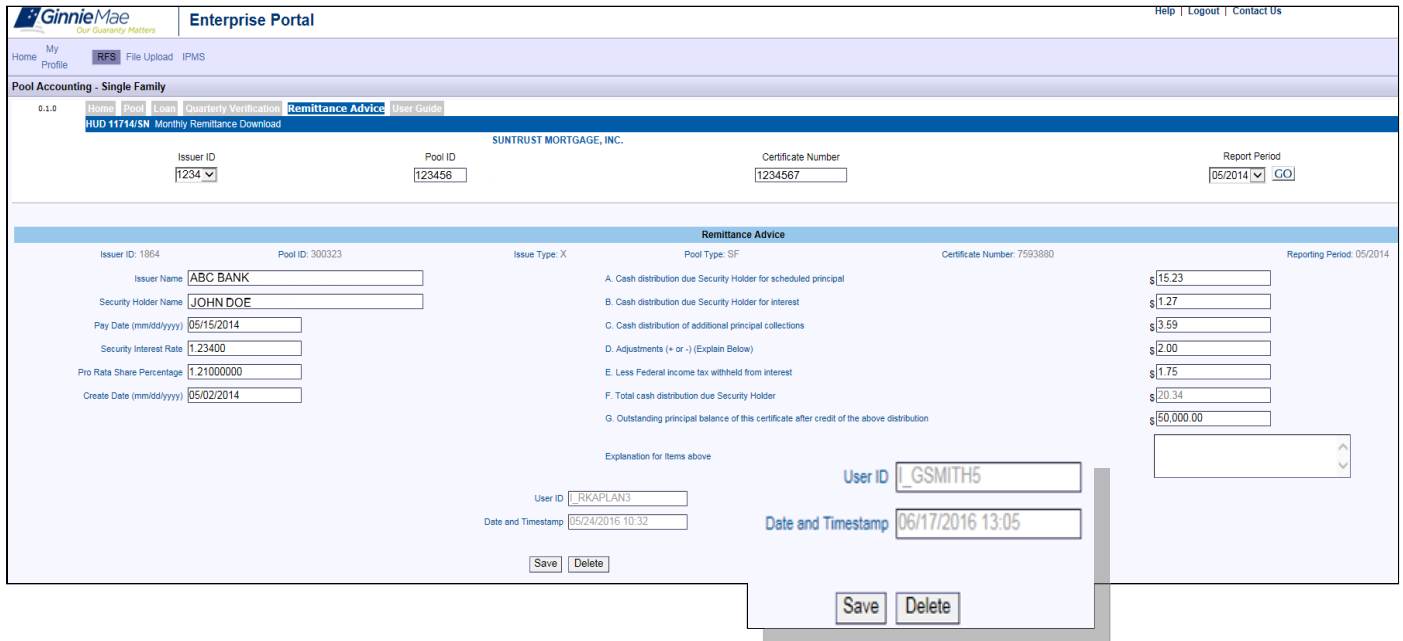
Pay Date (mm/dd/yyyy):

Security Interest Rate: 1.23400

Pro Rata Share Percentage: 1.21000000

Create Date (mm/dd/yyyy):

- b. If no data exists for last period or the current period, the message will display “No data found for current or prior period. Please enter data and save.” Click OK. All fields will be blank. Enter the current period data.
- c. If data exists in the current period, the record will display and all fields are editable, except for Item F.



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Pool Accounting - Single Family

HUD 11714/SN Monthly Remittance Download

ISSUER: SUNTRUST MORTGAGE, INC.

Issuer ID: 1234 | Pool ID: 123456 | Certificate Number: 1234567 | Report Period: 06/2014

Item	Description	Amount
A	Cash distribution due Security Holder for scheduled principal	\$15.23
B	Cash distribution due Security Holder for interest	\$1.27
C	Cash distribution of additional principal collections	\$3.59
D	Adjustments (+ or -) (Explain Below)	\$2.00
E	Less Federal income tax withheld from interest	\$1.75
F	Total cash distribution due Security Holder	\$20.34
G	Outstanding principal balance of this certificate after credit of the above distribution	\$50,000.00

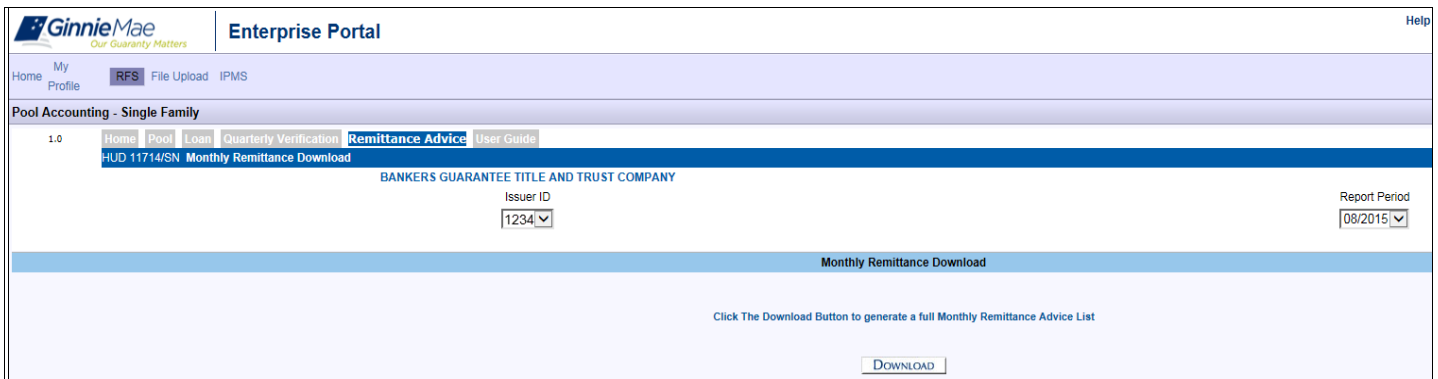
User ID: L_GSMITH5 | Date and Timestamp: 06/17/2016 13:05

Save **Delete**

- Click **Save** to save your data or **Delete** to delete all current data entered for this **Pool ID** and **Certificate Number**.
- The **User ID**, and **Date and Time Stamp** are system generated and update each time the User clicks on Save.

DOWNLOAD RECORDS ENTERED VIA FILE UPLOAD OR ONLINE ENTRY

The **Monthly Remittance Download**, a sub tab of Remittance Advice, generates detail and summary data for records entered in the period selected. Select the Issuer ID and Report Period, click on Download, and follow the instructions to save the file.



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Pool Accounting - Single Family

HUD 11714/SN Monthly Remittance Download

ISSUER: BANKERS GUARANTEE TITLE AND TRUST COMPANY

Issuer ID: 1234 | Report Period: 08/2015

Monthly Remittance Download

Click The Download Button to generate a full Monthly Remittance Advice List

DOWNLOAD

For additional instructions, download the User Guide. Select User Guide from the top menu of the Pool Accounting-Single Family module in RFS.