Submitting Remittance Advice in GMEP
(HUD11714 and HUD11714SN)

ISSUER QUICK REFERENCE CARD

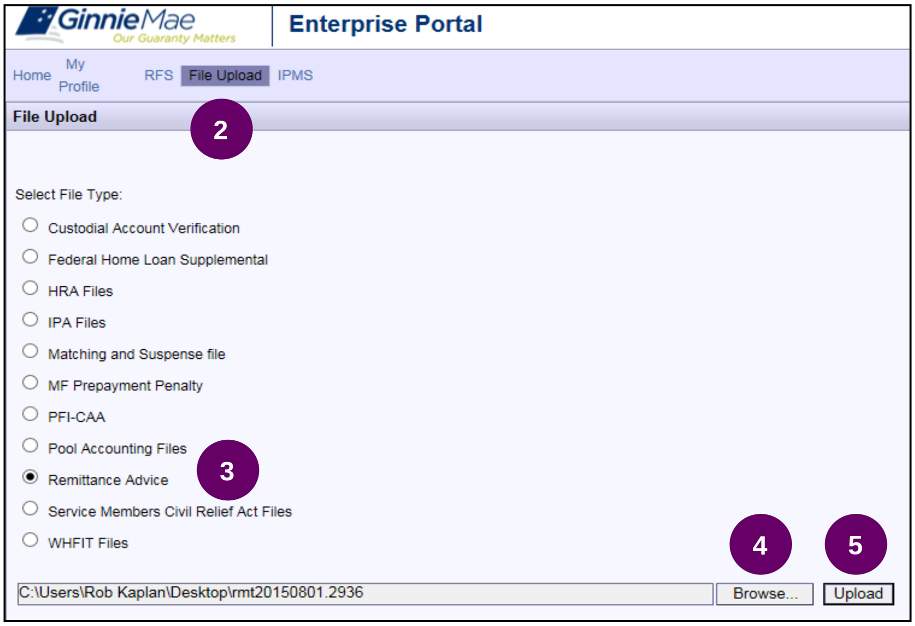
SUBMITTING REMITTANCE ADVICE in GINNIE MAE ENTERPRISE PORTAL

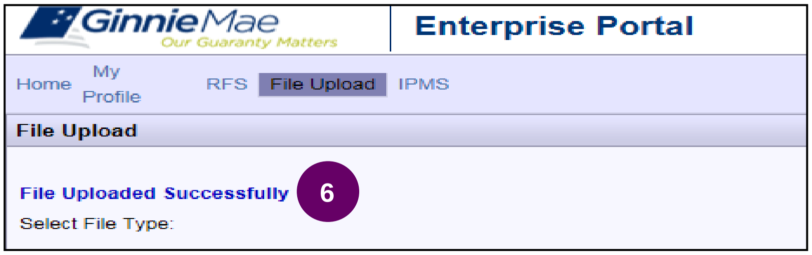
PREREQUISITES

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

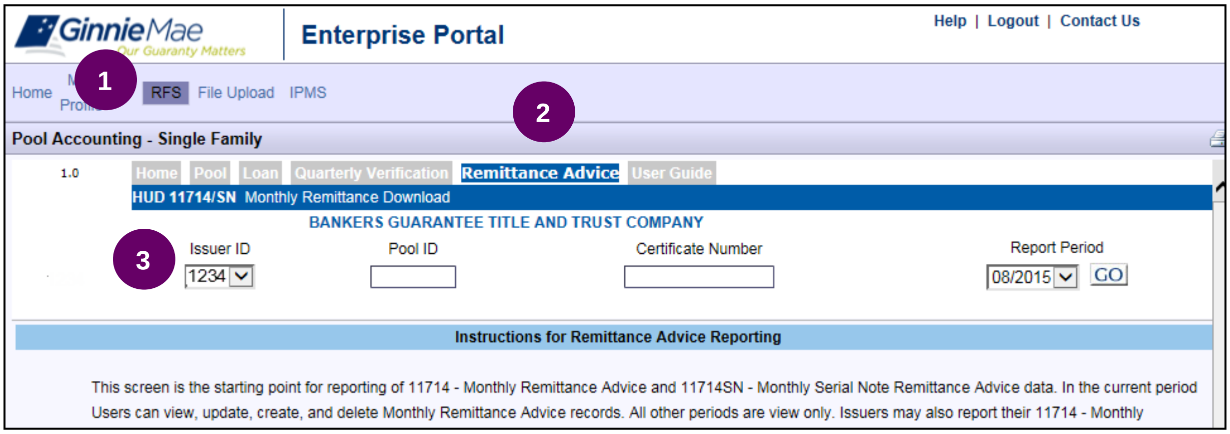
1. Prepare the file to be uploaded according to the **File and Record Layout Structure** in **Appendix VI-10 (11714)** or **Appendix VI-11 (11714SN)** of the MBS Guide, as applicable. The file naming convention for a submission file is **rmtyyyymmss.iiii** where yyyymm is the report period; ss is a sequence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



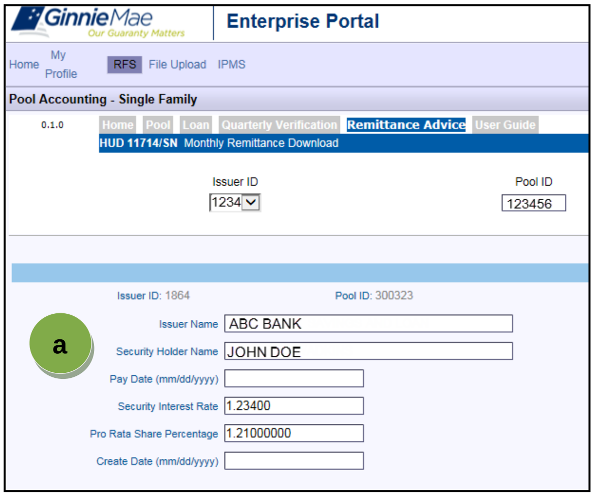


REPORT VIA ONLINE DATA ENTRY

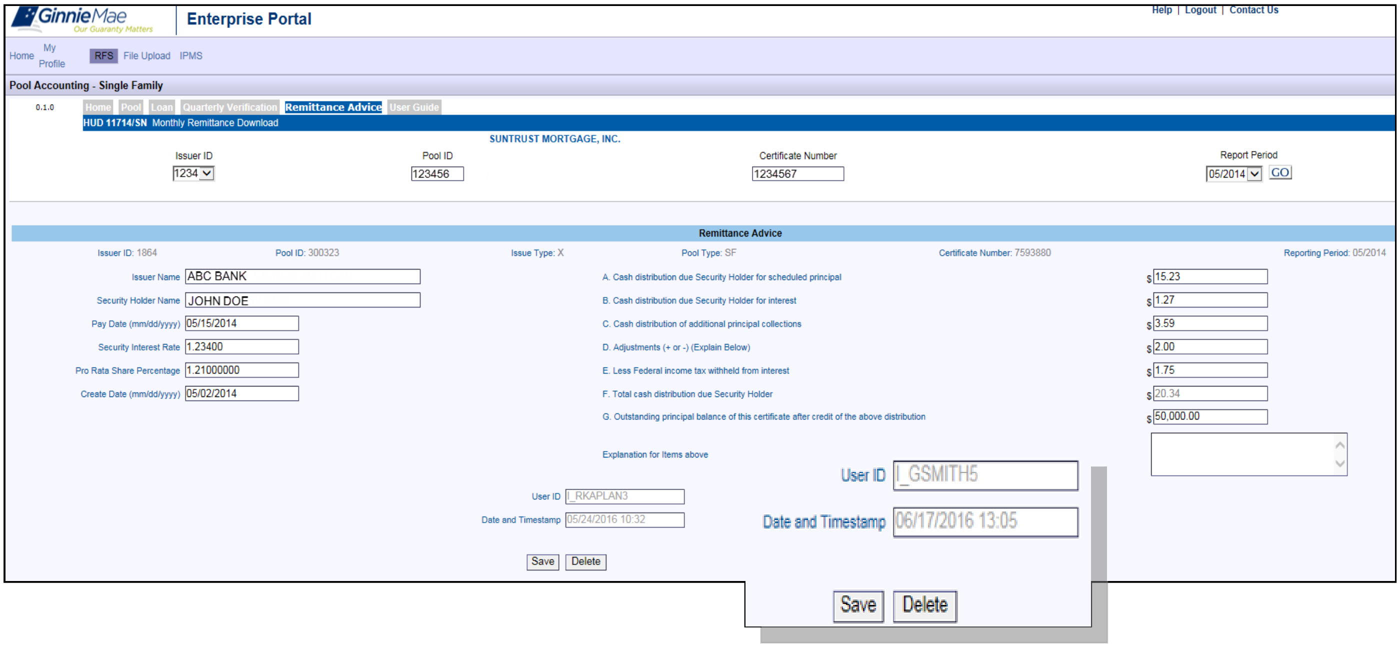
1. From the **GMEP Home** screen, click on **RFS** and select **Pool Accounting-Single Family.**
2. From the **Pool Accounting-Single Family Home** screen, select **Remittance Advice**. The **Remittance Advice** screen provides brief instructions for **Remittance Advice** reporting.
3. Select your **Issuer 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.



4. If you selected a <u>prior</u> **Report Period**, the Issuer can view (Read Only) prior **Remittance Advice** records.
5. If you selected the <u>current</u> **Report Period**, there are three possible scenarios.
   a. <u>If data exists for last period but no data exists in the current period</u>, 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.



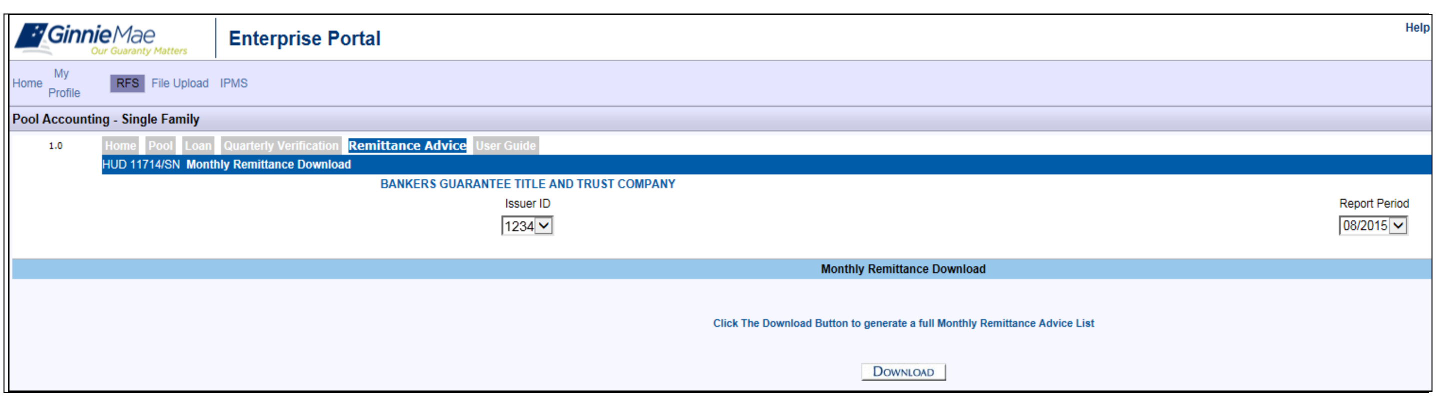
   b. <u>If **no** data exists for last period or the current period</u>, the message will display "No data found for current or prior period. Please enter data and save." Click OK. All fields will be blank. Enter the current period data.
   c. <u>If data exists in the current period</u>, the record will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



6. Click **Save** to save your data or **Delete** to delete all current data entered for this **Pool ID** and **Certificate Number**.
7. 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.



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