

ISSUER QUICK REFERENCE CARD

## ACCESS GMEP

- 1. Log in to MyGinnieMae via <u>https://my.ginniemae.gov</u>.
- 2. Select the **Tools** dropdown at the top of the Dashboard.
- 3. Select File Upload under Applications.

The Ginnie Mae Enterprise Portal will open.

## **DOWNLOADING EXCEPTION FEEDBACK**

4. Select RFS/Exception Feedback.





5. Select the Download tab.

**NOTE:** The screen displays additional tabs. (The screen also displays the FA List)

6. Select the Download Exceptions tab.

The View/Download Exception data is displayed.

- 7. Select the **Reporting Period** from the dropdown.
- 8. Select the All Exceptions radio button.
- 9. Select the **Download button**.

The Instructions Screen us displayed.

**NOTE:** If there are no exceptions, a pop-up screen is displayed indicating no exceptions.





**Downloading RFS Reporting Exceptions** 

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10. Follow the instructions on the screen to download the Exceptions CSV file to a local workstation.

**NOTE:** The download is done on the local workstation using Windows functions and is not controlled by RFS. Usually the download file will open in MS Excel but can be opened by other applications depending on the local workstation.

Ginnie Mae	Enterprise Portal							
ne My Profile RFS File Upload								
Exception Feedback								
0.1.0 Home Summary E	xceptions Download User Guide							
Issuer FA List Downle	ad Exceptions Download Liquidations Download Li							
	ABC Mortgage - Training							
Issue	r ID: Report Period:							
9273	12/2016 🗸							
Instructions								
1) Right-click on the "Download E	exceptions CSV File* link							
2) Left-click on "Save Target As"	Left-click on "Save Target As"							
3) Type a new file ending with the	3) Type a new file ending with the letters ".csv" (example:Mar09exceptions.csv)							
4) Select a location in which to sa	Select a location in which to save the file and left-click the Save button							
5) Find the saved file and open it in MS Excel								
Download Exceptions C SV Els	ownload Exceptions CSV File							

The image illustrates the Exceptions CSV File, when opened in Excel.

🖶 😏 - 🗢 Sample Exception CSV File - Excel												
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1	POOL	LOAN	ISSUER LOAN	SEVERITY	CODE	FIELD	VALUE	MESSAGE	EXPECTED	REC_TYPE	UPDATED	
2	#725140	0		E	RFS111	Pool Id	#725140	no activity	#	R	10/1/2019 13:04	
3	#725141	0		E	RFS111	Pool Id	#725141	no activity	#	R	10/1/2019 13:04	
4	#725139	212554542	212554542	C	LOAN654	Loan Unpa	#0	should be	# 10845	A	10/2/2019 12:54	
5	#725139	212554542	212554542	С	LOAN655	Loan Unpa	#0	is not con	# 10845	A	10/2/2019 12:54	
6	#725139	212554551	212554551	С	NOTE305	Loan Matu	#03/01/20	should be	#04/20/20	N	10/2/2019 13:05	
7	#725139	212554553	212554553	C	NOTE354	Loan Inter	#6.75	should be	# 4.5000	N	10/2/2019 13:05	
8	#725139	212554555	212554555	с	NOTE305	Loan Matu	#04/01/20	should be	#04/20/20	N	10/2/2019 12:55	
9	#725140	212647106	212647106	с	RFS204	Reporting	#	for this po	#01-DEC-1	R	10/1/2019 13:04	

**NOTE:** Pool and Loan Record fields and a list of Exceptions are included Appendix VI-19 Issuer Monthly Report of Loan Data.