

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.



REPORTING LOAN ACTIVITY

4. Select RFS/Pool Accounting – Single Family.

The Home screen is displayed.

NOTE: The Home screen includes tabs for Pool, Loan, Quarterly Verification, Remittance Advice and User Guide.

Ginnie Mae		Enterprise Portal	
Home My Poste Welcome 4	RFS File Upload Exception Feedback	¢	
Welcome Mrs. Nan	Pool Accounting - S Pool Accounting - M	ingle Family Iultifamily	
Ginnie Mae Issuer T	e-Notification (eN)	ense (MAS)	Relationship
lssuer(s):	Widely Held Fixed In (WHFIT)	nvestment Trust	llon
		101 Barcla	y Street - 8 Ea

5. Select the Loan Tab.

The Loan Activity screen is displayed

- 6. Enter Unique Loan ID.
- 7. Select the **Reporting Period** (Reporting Period defaults to current month) from the drop down.
- 8. Select GO or press the Enter Key.





- 9. Enter data as applicable in the following editable fields. Editable fields have a black border.
 - a. Case Number
 - b. Issuer Loan ID
 - c. OPB
 - d. FIC
 - e. Loan Interest Rate
 - f. First Payment Date
 - g. Maturity Date
 - h. Foreclosure Flag
 - i. Last Paid Installment
 - j. T&I Balance
 - k. Delinquent P&I
 - I. Prepaid P&I
 - m. Installment Collected
 - n. Curtailment
 - o. Adjustments
 - p. Net Adjust UPB
 - q. Closing UPB
- 10. Click **Save** button when you have completed all entries.
- A pop-up box will be displayed.
- 11. Select **OK** to save or select **Cancel** to return to the Loan Activity screen.

NOTE: Loan Record Fields and a list of exceptions are included in Appendix VI-19 Issuer Monthly Report of Pool and Loan Data.

	Enterprise Portai	
ome My Profile RFS File Upload	1	
ool Accounting - Single Family		
0.1.0 Home Pool Loa	Quarterly Verification Remittance Advice User Guide	
Loan List Pool List	Edit Loan Liquidate Loan	
Issuer ID	Unique Loan ID	Report Period
9273 🗸	214448999	12/2016 GO
Inc. (D. 0072	725159 Pool or 0.0 M	214448999
ISSUEF 10. 9273	Activity Type: CD M	View Loan Master
C	# 005121772855702	Security Int. Pate: 2 5000
Issuer Loan	10:214448999	Loan Int. Rate: 3.7500
0	PB: 141848.00	First Payment: 05/01/2015
	10:656.91	Maturity: 04/01/2045
	TRAINING TRAINING Click I for Additional	al
Borrow	Borrowers	SSN: XXXXX6789
Addr	ss: 100 Any st	Orig.UPB: 141846.00
0	Houston	Astive: Y
St	ate: TX Zip: 770550000	
Borrower Activity During Repor	ting Period	Interest Principal
In Foreclosure: N]	Delinquent: 0.00 0.00
Record Date: 12/20	16	Prepaid: 0.00 0.00
Prior Payment Date: 11/01	/2016 Ope	ening UPB: +137670.60
Last Installment Date: 12/01	/2016	nstallment: 430.22 226.69
	0	Ourtailment: 0.00
	Adj	fjustments: +0.00
Loan T&I Balance: +105	2.85 Net Ac	djust UP8: +0.00
	Cio	+137443.91
Last Update Date: 09/30	/2019 10:14:37 Last U	Update By: I_RPETERSON5
•		
	SAVE	

