



## LOG IN TO POOL TRANSFER SYSTEM (PTS)

Log in to GMEP at [www.eginniemae.net](http://www.eginniemae.net).

1. From the **GMEP Home screen**, click **IPMS** and select **Pool Transfer (PTS)**. The **PTS Summary** screen is displayed. This is the primary navigation screen.

## REQUEST POOL TRANSFER SCREEN

Request Number	Selling Issuer Number	Selling Issuer Name	Buying Issuer Number	Buying Issuer Name	Transfer Type	Sale Date	Effective Reporting Date	Status	Approval Letter	Assignment Agreement	Cancel
200086	2033	C BANK	1437	East Bank of Hudson	Standard-Complete	12/10/2013	03/01/2014	Validation with Errors	view	view	Cancel
200943	1433	SERIES A MORTGAGE BANK	1457	Bank B	Standard-partial	12/04/2013	01/01/2014	Seller Cancelled request	view	view	Cancel
100111	1433	SERIES A MORTGAGE BANK	1461	Bank B	Standard-Complete	11/26/2013	12/01/2014	Seller Cancelled request	view	view	Cancel

### Request New Transfer

Functions Available on Pool Transfer System by Role:

- A Selling Issuer can submit a request for Pool(s) Transfer
- A Buying Issuer can accept, decline, or return Pool(s) Transfer.
- Ginnie Mae can approve or decline Pool(s) Transfer.

2. Click "**Request New Transfer**" from the **Pool Transfer Summary** screen. The **Request** screen is displayed.

3. Enter Pool Transfer information in all of the required fields.

4. Click **Validate** to run validations.

5. Click **Back to Summary** to review any validation errors. If there are no fatal errors to correct, proceed with Transfer.

**ENTERPRISE PORTAL** Welcome **IVAN NOLAN**  
New National Bank

PROCESSING & SERVICING REPORT CENTER

Issuer Number: 1433 Issuer Name: SERIES A MORTGAGE BANK

COMMITMENT MANAGEMENT REQUEST POOL NUMBERS POOL TRANSFER SUBMISSION CENTER

SUMMARY | REQUEST NEW TRANSFER

Selling Issuer Number:	Selling Issuer Name:	Transfer Type:	Total Pool count:	Valid Pool count:	Warning Pool count:	No Warning Pool count:	Fatal Pool count:
1433	SERIES A MORTGAGE BANK	Standard-Partial	1	1	0	0	0

Request Number	Buying Issuer:	Sale Date	Effective Reporting Month/Year	Total Pool RPS Amount	Valid Pool RPS Amount	Warning Pool RPS Amount	No Warning Pool RPS Amount	Not Processed Pool Count
2033	C Bank	11/20/2013	February 2014	\$15,238,263	\$15,238,263	\$0	\$15,238,263	0

VALIDATED POOL LIST | LIST OF POOLS WITH ERROR(S) | ADD NEW POOLS

Pool Number	Issue Type - Pool Type	Remaining Pool Balance (RBP) \$	RBP Date
<input type="checkbox"/> 77744	X - FN	\$15,238,263	10/01/2013

Transfer Fee Due: \$ 250.00

Payment Info:

Enter a new account  Choose Existing account

ACH Routing Number:  Select ACH Account: Chase Act ending in 2302

Enter Account Number:  OR

Re enter Account Number:

By submission of this request, I agree that I am an authorized signor for the Issuer making this request as listed on the form HUD 11702 (Resolution of Board of Directors and Certificate of Authorized Signatures) and authorize the Bank of New York Mellon, on behalf of the Government National Mortgage Association (Ginnie Mae), to utilize ACH debit processes for the account indicated for the amount listed above. This is permission for a single transaction for the sole purpose of commitment authority fees payment, and does not provide authorization for any additional unrecorded debits or credits to your account. Further, I understand that payment of this fee does not guarantee approval of the commitment authority request. Should the request be delivered by Ginnie Mae in whole or in part the adequate refund will be made. Authorize the Bank of New York Mellon, on behalf of the Government National Mortgage Association (Ginnie Mae), to utilize ACH debit processes for the account indicated for the amount listed above.

I agree Terms and Conditions listed above

6. Provide payment information - ACH bank account details. To access this screen, click the request number link from the **PTS** screen.

7. Read and accept terms and conditions.

8. Click **Add to Submission Center** to return to the **PTS Summary** screen.

## SUBMISSION CENTER

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New National Bank

PROCESSING & SERVICING REPORT CENTER RSA TOKEN VALIDATION

Issuer Number: All Issuer Name: All

COMMITMENT MANAGEMENT REQUEST POOL NUMBERS POOL TRANSFER SUBMISSION CENTER

Number	Issuer Name	Description	Action	Delete
<input type="checkbox"/> 1433	SERIES A MORTGAGE BANK	(1000025 - POOL_TRANSFER_POST-2013-12-02) - Seller submitted to administrator for approval	<a href="#">View</a>	<input type="checkbox"/>
<input type="checkbox"/> 1000325	BANK	(1000325 - POOL_TRANSFER_POST-2013-11-20) - Seller submitted to administrator for approval	<a href="#">View</a>	<input type="checkbox"/>

The Submission Center tab can be used to display pending Pool Transfers that are ready to be submitted.

9. Check off the box(es) for Pool Transfers you wish to accept.

10. Click Submit. A legal confirmation text is displayed. Click Accept to accept the terms and conditions.

The RSA SecurID Token must be used. Buyer will then be informed of the Pool Transfer request.

## VIEW STATUS /ACCEPT POOL TRANSFERS

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New National Bank

PROCESSING & SERVICING REPORT CENTER RSA TOKEN VALIDATION

Issuer Number: All Issuer Name: All

COMMITMENT MANAGEMENT REQUEST POOL NUMBERS POOL TRANSFER SUBMISSION CENTER

SUMMARY | REQUEST NEW TRANSFER

Selling Issuer Number: 1433 Selling Issuer Name: SERIES A MORTGAGE BANK Buying Issuer Number/Name: All

Pool Transfer Type: All Effective Reporting Month/Year: All Status: All Request Number: All

\* Display Active Pool Transfer Request

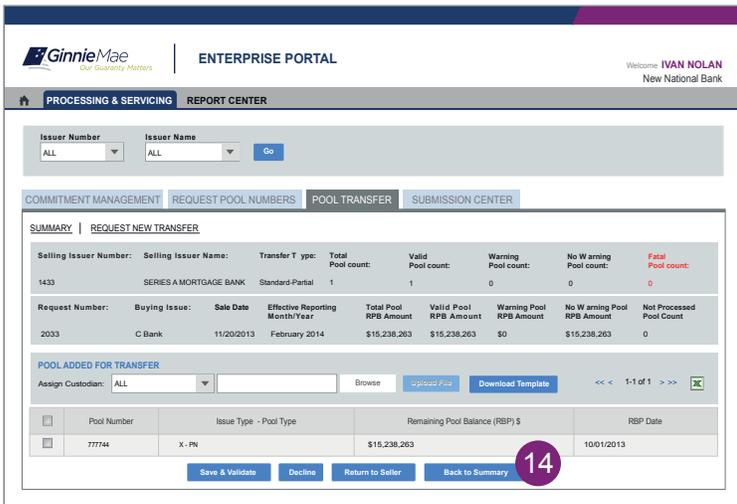
Request Number	Issuer Number	Selling Issuer Name	Buying Issuer Name	Transfer Type	Sale Date	Effective Reporting Date	Status	Approval Letter	Assignment Agreement	Cancel	
<a href="#">200712</a>	2045	GERSHMAN INVESTMENT CORP	2094	U.S. Bank, NA	Standard Complete	07/15/2014	12/01/2014	Pending buyer approval	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Cancel</a>

**Steps for the Buying Issuer:**

11. Access the **PTS Summary** screen (See the Log In To PTS instructions.)

12. Use the options to select Issuer Number and other filter fields as needed. The requested Transfers for the selections are displayed.

13. Select a row for the Request Number and click the **Request Number** link.



ENTERPRISE PORTAL

PROCESSING & SERVICING REPORT CENTER

Issue Number: ALL Issue Name: ALL Go

COMMITMENT MANAGEMENT REQUEST POOL NUMBERS POOL TRANSFER SUBMISSION CENTER

SUMMARY | REQUEST NEW TRANSFER

Selling Issuer Number:	Selling Issuer Name:	Transfer T type:	Total Pool count:	Valid Pool count:	Warning Pool count:	No Warning Pool count:	Fatal Pool count:
1433	SERIES A MORTGAGE BANK	Standard-Partial	1	1	0	0	0

Request Number:	Buying Issue:	Sale Date	Effective Reporting Month/Year	Total Pool RPB Amount	Valid Pool RPB Amount	Warning Pool RPB Amount	No Warning Pool RPB Amount	Not Processed Pool Count
2033	C Bank	11/20/2013	February 2014	\$15,238,263	\$15,238,263	\$0	\$15,238,263	0

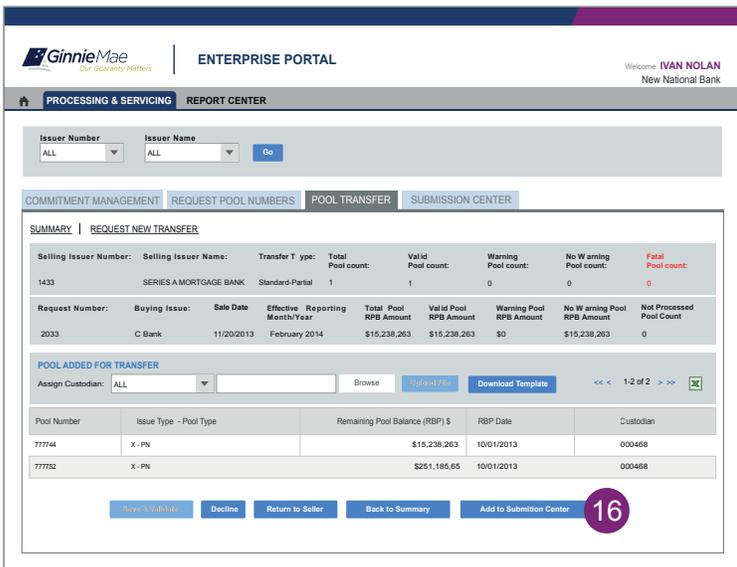
POOL ADDED FOR TRANSFER

Assign Custodian: ALL Browse Upload File Download Template << 1-1 of 1 >>

Pool Number	Issue Type - Pool Type	Remaining Pool Balance (RBP) \$	RBP Date
77744	X - PN	\$15,238,263	10/01/2013

Save & Validate Decline Return to Seller Back to Summary

14. Assign Custodian to Pool(s). Click **Save and Validate**. Click **Back to Summary** to return to **Summary** screen.
15. Repeat step 13.



ENTERPRISE PORTAL

PROCESSING & SERVICING REPORT CENTER

Issue Number: ALL Issue Name: ALL Go

COMMITMENT MANAGEMENT REQUEST POOL NUMBERS POOL TRANSFER SUBMISSION CENTER

SUMMARY | REQUEST NEW TRANSFER

Selling Issuer Number:	Selling Issuer Name:	Transfer T type:	Total Pool count:	Valid Pool count:	Warning Pool count:	No Warning Pool count:	Fatal Pool count:
1433	SERIES A MORTGAGE BANK	Standard-Partial	1	1	0	0	0

Request Number:	Buying Issue:	Sale Date	Effective Reporting Month/Year	Total Pool RPB Amount	Valid Pool RPB Amount	Warning Pool RPB Amount	No Warning Pool RPB Amount	Not Processed Pool Count
2033	C Bank	11/20/2013	February 2014	\$15,238,263	\$15,238,263	\$0	\$15,238,263	0

POOL ADDED FOR TRANSFER

Assign Custodian: ALL Browse Upload File Download Template << 1-2 of 2 >>

Pool Number	Issue Type - Pool Type	Remaining Pool Balance (RBP) \$	RBP Date	Custodian
77744	X - PN	\$15,238,263	10/01/2013	000468
77752	X - PN	\$251,185.65	10/01/2013	000468

Report Available Decline Return to Seller Back to Summary Add to Submission Center

16. Click **Add to Submission Center** to confirm or **Decline** to refuse the Pool(s) Added for Transfer.

## RUN REPORTS



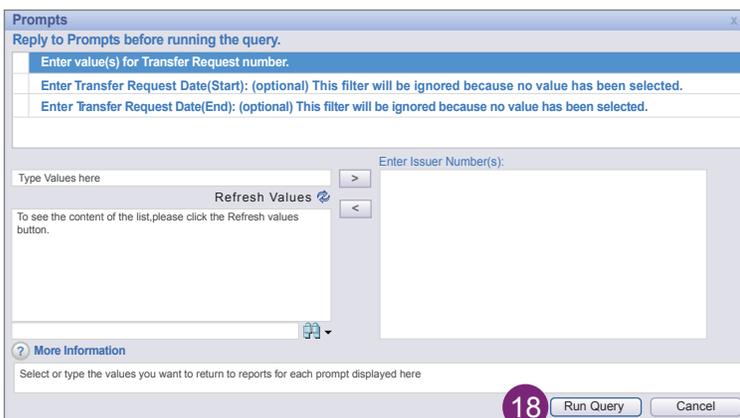
PROCESSING & SERVICING REPORT CENTER

subscribe | Page 1 of 1 Show Pool Transfer System

Name	Created
Pool Transfer Transaction Report	9/27/2013 4:45 PM
Pool Transfer Exception Report	9/27/2013 4:45 PM
Pool Transfer Fees Report	9/27/2013 4:45 PM

subscribe | Page 1 of 1 Show Pool Transfer System

17. Select the report name from the available reports listed:
  - Pool Transfer Transaction Report - Summary or Detail
  - Pool Transfer Exception Report - Summary or Detail
  - Pool Transfer Fees Report - Summary or Detail



Prompts

Reply to Prompts before running the query.

Enter value(s) for Transfer Request number.

Enter Transfer Request Date(Start): (optional) This filter will be ignored because no value has been selected.

Enter Transfer Request Date(End): (optional) This filter will be ignored because no value has been selected.

Type Values here

Refresh Values

To see the content of the list, please click the Refresh values button.

Enter Issuer Number(s):

More Information

Select or type the values you want to return to reports for each prompt displayed here

Run Query Cancel

18. Enter the fields (e.g. date range) as needed. Click **Run Query** to generate the report. The report is displayed. Save the report in Excel or PDF.
19. Click **Report Center** to return to report selection.