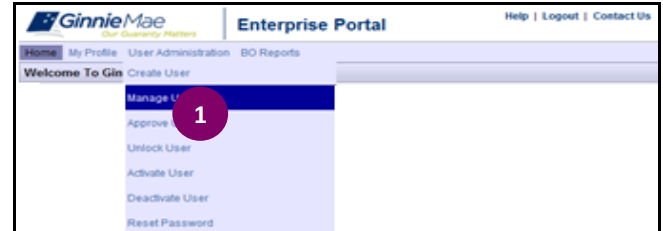## USER ADMINISTRATION FOR AUTHORIZED SIGNER ACCESS

Log in to GMEP at www.eginniemae.net.

1. From the Home screen, click User Administration and select Manage Users. The Search For Users screen is displayed.

USER SEARCH

2. Enter a User ID, First Name or Last Name and click Search.
    Note that you can initiate a more generic search by entering just the first few letters of the name. The fewer letters entered, the broader the search.

3. Click the appropriate User ID to continue.
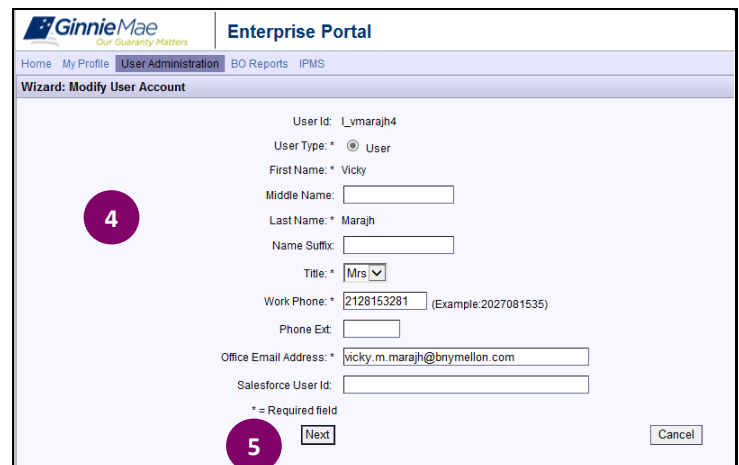
MODIFY USER ACCOUNT

The user's details display on the screen.

4. Edit any fields that require updates.

5. Click Next to continue.

USER ROLE ASSIGNMENT

The available user roles are displayed on the screen.

6. Select the Authorized Ginnie*NET* Signer checkbox.

7. Click Next to continue.

USER ISSUER ASSIGNMENT

8. Select the Issuers that the user will have access to and click Next to continue.

   Note: Users will inherit all GMEP role assignments for the Issuer ID selected. Only the ID selected in this step will be available for Authorized Ginnie*NET* signer role assignments.

ASSIGN AUTHORIZED GINNIE*NET* SIGNER ROLE FOR ISSUERS

9. Select the Issuers that the user has been granted Ginnie*NET* Authorized Signer permission and click Next to continue.

CONFIRM USER DETAILS

10. Review and confirm the user's changes for accuracy.

11. For a new user, Click Submit Registration to continue. For updating an existing user, click Update User to continue.

Note: If the user is new to Ginnie*NET*, ensure that the appropriate roles are also assigned to the user in Ginnie*NET*.

12. A confirmation message is displayed on the screen. **Note**: Any change made to a user requires a second Security Officer's approval before the changes take effect.
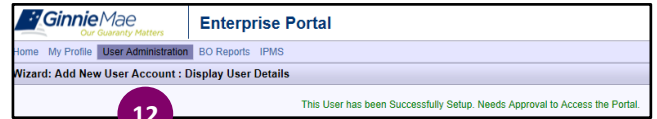
VERIFY ROLE ASSIGNMENT IN GMEP

Log in to GMEP at www.eginniemae.net.

1. From the Home screen, click IPMS and select Verify Role Assignment. The Verify Authorized Ginnie*NET* Signer Role screen is displayed.

VERIFY AUTHORIZED GINNIE*NET* SIGNER ROLE

The Verify Role Assignment screen provides a means for verifying authorized Ginnie*NET* signer permission for a User ID and associated Company ID.

2. Enter a User ID.

3. Enter a Company ID.

4. Click Display.
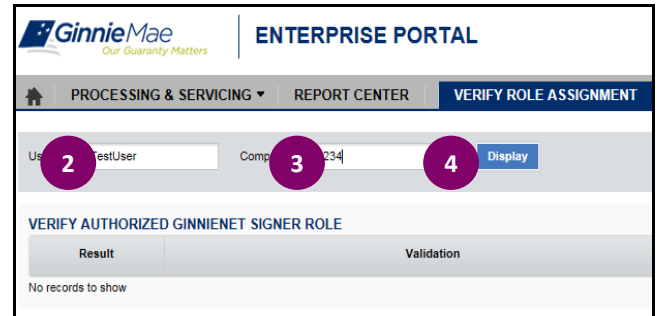
Validation results are displayed on the screen.

5. The validation flag indicates the overall status of the validation. Red indicates at least one validation resulted in a failure and green indicates that the user has successfully passed all validations.

6. Details for each validation and the associated result can be found in the grid displayed on the screen.