

SUBMITTING QUARTERLY CAVS IN GINNIE MAE ENTERPRISE PORTAL

POLICY Beginning with the Custodial Account Verifications (CAVS) due December 2015, the CAVS reports must be submitted through the Ginnie Mae Enterprise Portal (GMEP) between the 6th and 15th business days of the month.

LOG IN TO GMEP

1. Log in to Ginnie Mae Enterprise Portal (GMEP) at www.eginniemae.net.
2. Click on **Pool Accounting-Single Family Home** screen or the **Pool Accounting-Multifamily Home** screen.
3. Click on **Quarterly Verification**. The **Quarterly Verification** screen provides brief Instructions for reporting **Verification Records**.

0.1.0

Home Pool Loan **Quarterly Verification** User Guide

Custodial Account Verification

ISSUER NAME

Issuer ID Reporting Quarter

1234 12/2015 **GO**

Instructions for Verification Records

1. This screen is the starting point for custodial account verification reporting.

4. Select your **Issuer ID** number and the **Reporting Quarter**, and click **GO**.
5. The **Custodial Account Verification** screen is displayed. This is the primary navigation screen.

Home Pool Loan **Quarterly Verification** User Guide

Custodial Account Verification

ISSUER NAME

Issuer ID Reporting Quarter

1234 12/2015 **GO**

Verification Records

Bank ABA Number	Account Type	Institution Name(Custodial Bank)	Pool Count	FIC or Escrow Amount
123456789	P	ABC Bank	1,508	\$10,256,050.00
012345678	P	XYZ Bank	495	\$2,150,475.50
123456789	T	ABC Bank	2,342	\$35,675,230.00

[New Quarterly Verification Record](#)

- For the Current Quarter, the Issuer can edit an existing Custodial Account Verification Record for that current quarter; or may enter a New Quarterly Verification Record.
- For Prior Quarters, the Issuer can view (Read Only) the prior Custodial Account Verification Records.

TO EDIT AN EXISTING CAVS RECORD FOR THE CURRENT QUARTER

- Click on the **Bank ABA Number** to access the **Edit Custodial Verification** screen for the selected record.
- Edit or enter the required custodial verification data and click **SAVE** to save your changes; or
- Click **DELETE** to delete your changes. Click **BACK** to return to the **Custodial Account Verification** screen.

<p>0.1.0</p> <p>Home Pool Loan Quarterly Verification User Guide</p> <p>Custodial Account Verification</p> <p>ISSUER NAME</p> <p>Issuer ID: 1234 Reporting Quarter: 12/2015</p> <hr/> <p>Edit Custodial Account Verification</p> <p>Issuer ID: 1234 Reporting Quarter: 12/2015</p> <p>ABA Number: 123456789 Account Type: P</p> <p>Institution Name: ABC Bank (A) FDIC Bank Number: 7890 (B)</p> <p>Institution City: Gaithersburg (A) Institution State: MD (A)</p> <p>Account Title: (C) Institution Zip Code: 20878 (A)</p> <p>Rating Agency 1: (D) Agency 1 Rating: (D)</p> <p>Rating Agency 2: (D) Agency 2 Rating: (D)</p> <p>Contact Name: (E) Last Update Date:</p> <p>Contact Title: (E)</p> <p>Save (F) Delete Back</p>	<p>A. Verify or edit the Custodial Institution's (Bank) name and address.</p> <p>B. Verify or enter the Institution's FDIC number.</p> <p>C. Enter or edit the account name.</p> <p>D. Enter or edit the Rating Agency(s) and rating(s). Rating Agency 2 is optional.</p> <p>E. Enter your name and title.</p> <p>F. Save changes to the existing record by clicking on SAVE.</p>
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TO ADD A NEW QUARTERLY CAVS RECORD

1. Click on the **New Quarterly Verification Record** button to access the **Add Custodial Verification** screen to add a new record.
2. Enter the required custodial verification data and click **SAVE** to save your new record; or.
3. Click **DELETE** to delete the record. Click **BACK** to return to the **Custodial Account Verification** screen.

<p>0.1.0 Home Pool Loan Quarterly Verification User Guide</p> <p>Custodial Account Verification</p> <p>ISSUER NAME</p> <p>Issuer ID: 1234 Reporting Quarter: 12/2015</p> <hr/> <p style="text-align: center;">Add Custodial Account Verification</p> <p>Issuer ID: 1234 Reporting Quarter: 12/2015</p> <p>ABA Number: <input type="text"/> A</p> <p>Institution Name: <input type="text"/> B</p> <p>Institution City: <input type="text"/> B</p> <p>Account Title: <input type="text"/> D</p> <p>Rating Agency 1: <input type="text"/> E</p> <p>Rating Agency 2: <input type="text"/> E</p> <p>Contact Name: <input type="text"/> F</p> <p>Contact Title: <input type="text"/> F</p> <p>Save G Delete Back</p>	<p>A. Enter the Institution's ABA Number and select your Account Type.</p> <p>B. Enter the Custodial Institution's (Bank) name and address.</p> <p>C. Enter the Institution's FDIC number.</p> <p>D. Enter the account name.</p> <p>E. Enter the Rating Agency(s) and rating(s). Rating Agency 2 is optional.</p> <p>F. Enter your name and title.</p> <p>G. Save the new record by clicking on SAVE.</p>
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For additional instructions, download the User Guide. Select User Guide from the top menu of the Pool Accounting-Single Family or the Pool Accounting-Multifamily module in RFS.