Ginnie Mae Systems Access
RSA SecurID Token Request

User(s) requesting an RSA SecurID token must be an authorized signer, as determined by the Issuer's form HUD 11702 – Resolution of Board of Directors and Certificate of Authorized Signatures.

General Instructions for completing RSA SecurID Token Order Form
- **(1)** Complete all of the information in the boxes below- please print.
- **(2)** Submit this request to your Security Officer for processing. The Security Officer must return the completed form via e-mail to Ginniemae1@bnymellon.com.

Additional Instructions for Section I
- **(1)** Check the box in front of the action being requested: "New" requests for a token, "Add" personnel who need a token, "Delete" personnel who no longer need a token, or "Replace" a lost or damaged token.

Additional Instructions for Section II
- **(1)** Enter the address of the Security Officer for receipt and distribution of the RSA SecurID Token Setup Package

Additional Instructions for Section III
- **(1)** Enter the User's Full Name and GMEP User ID (Generated from the Portal)

- **(2)** Signature of user requesting the token. The signatures represent the personnel designated by the Issuer or Custodian to sign on behalf of the Issuer or Custodian in the capacity of an Authorized Signer.

- **(3)** Leave blank the fields under the column labeled "Token Serial No."

  Note: Ginnie Mae's Pool Processing Agent will enter the token serial number for each user after the Security Officer submits this request by email.

Additional Instructions for Section IV
- **(1)** This section will be completed by Ginnie Mae's Pool Processing Agent.

RSA SecurID Token Order Form

Section I—Action Requested and Company Information

☐New ☐Add ☐ Delete ☐ Replace Lost/Damage

Ginnie Mae 4 digit Issuer Number: Or 6 digit Custodian Number:	**Company Name:**

Section II – Security Office Information:

Name: Security Officer GMEP ID:	Telephone:
Address:	Email address:
City State ZIP	

Section III – Token Card Authentication

Note for Issuers - The user requesting the RSA Token must be an authorized signatory on the form HUD 11702 and must use the RSA tokens for authentication when making submissions.

Full Name	GMEP User ID	Signature	Token Serial No. For Ginnie Mae Use Only

Section IV – Approvals For Ginnie Mae Use Only

RSA SecurID Company ID: Token Serial Assigned#

Name (Please Print):	Initials:	Date:	**Signature**
GNMA - PPA Administrator:			