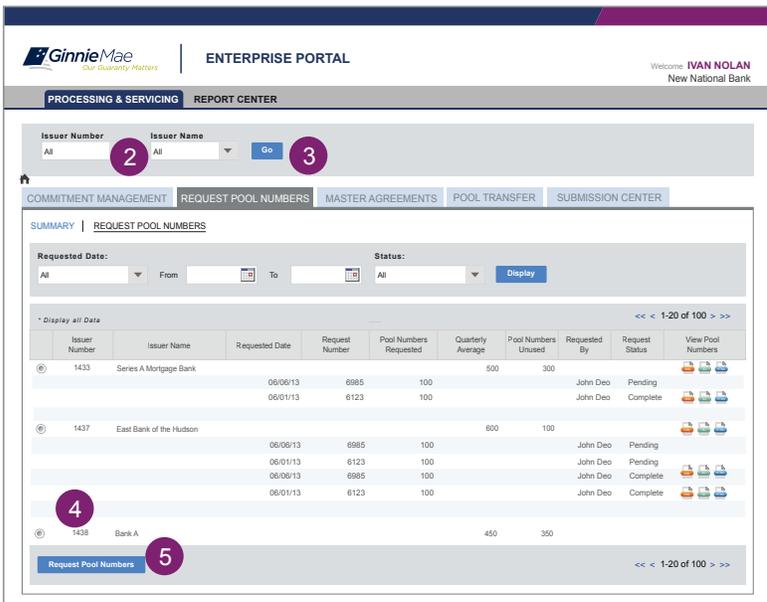# LOG IN TO REQUEST POOL NUMBERS (RPN)

Log in to GMEP at www.eginniemae.net.

1. From the Home screen, click **IPMS** and select **Request Pool Numbers**.

The **Request Pool Number (RPN) Summary** screen is displayed. This is the primary navigation screen.

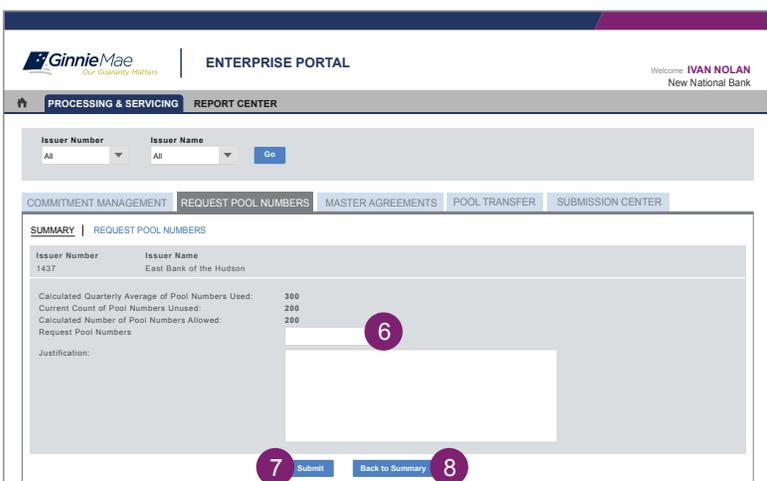# RPN SUMMARY SCREEN

From the RPN Summary screen, you can:

- Request Pool Numbers
- View status of Pool Number Requests
- Request an override of the maximum pool number calculation

Request Pool Numbers

2. Select Issuer Number or Name, from the drop-down menu.

3. Click **Go** to proceed.

4. Click the icon "+" next to an Issuer to see the detailed request activity for that Issuer.

5. Select the button to the left of the Issuer and click **Request Pool Numbers**. The **Request Pool Numbers** screen is displayed.

6. Enter the number of pool numbers in the **Request Pool Numbers** field.

7. Click **Submit** to process the request.

   If the requested number of pool numbers is less than or equal to the Calculated Number of Pool Numbers Allowed, the request will be approved and the approved pool number report will be displayed

8. Click the **Back to Summary** button to return to the **Issuer Summary** screen.
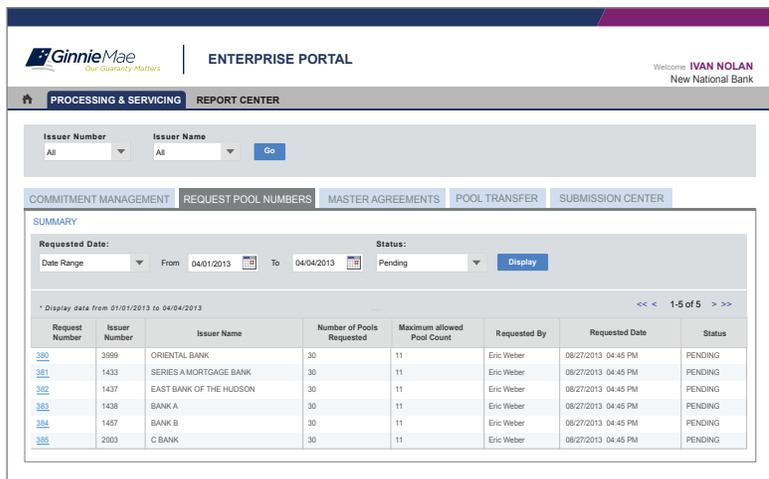
DOWNLOAD POOL NUMBER REQUESTS

You can download the most recent 10,000 pool number requests to .csv, .xml, or Excel format.

- From the **RPN Summary screen**, select the appropriate icon from the **View Pool Numbers** field.

- Click to download the pool numbers in .csv format,

   to download in .xml format or,

   to download in Excel format.

VIEW STATUS OF POOL NUMBERS

- Access the **RPN Summary** screen (See the **Login to RPN** instructions). The five most recent activities are displayed for the Issuer assigned to you.

- Use the options to select Issuer Number or Name, requested date, or Status from the respective drop-down menus, select **Date Range** in the **Requested Date** drop-down menu.

- Click **Display**. The requested pool numbers for the selected date range and status are displayed.

RUN REPORTS

9. After logging into GMEP/RPN, click **Report Center**.

10. The **Report Center** screen is displayed. Click the **Request Pool Numbers** hyperlink.

11. Click the report name.

    The following reports are available:
    - Available Pool Numbers
    - Issuer's Approved Pool Numbers
    - Pool Number Requests Status

12. Enter the prompts and click **Run Query** to generate the report. The report is displayed. You can save the report as an Excel, PDF, or text file.

13. Click **Report Center** to return to reports.