

Ginnie Mae e-Access Introduction

Ginnie Mae e-Access is the entry point for issuers who use the following Ginnie Mae web applications:

- Issuer Feedback: Ginnie Mae Issuer Feedback Report
- Web IIS: The web-based Issuer Information System
- Web EDI: The web-based monthly loan level data entry system (available only to issuers that report 800 or fewer loans)
- Web IEDS: The web-based Issuer Exception Display System
- Loan Matching Information: Web-based access to Loan Matching Results (Accessible to ALL IEDS users)

Additional web-based issuer applications are planned for the future. They also will be available via Ginnie Mae e-Access.

This Introduction is divided into several sections. Each application also has its own on-line Help facility. Please refer to the Introduction or individual application Help to locate useful information about each application.

Introduction

- What Is Ginnie Mae e-Access?
- Who Can Use Ginnie Mae e-Access?
- System Requirements for Ginnie Mae e-Access
- How To Use Ginnie Mae e-Access

What Is Ginnie Mae e-Access?

Ginnie Mae e-Access provides a simple, single point of access to all issuer applications on the Ginnie Mae Web Site, www.ginniemae.gov. Ginnie Mae e-Access eliminates the need for issuer personnel to remember multiple user IDs and passwords to access Issuer Feedback, Web IIS, Web EDI, Web IEDS, and Loan Matching Information. Each user has just one user ID and password. The one user ID and password allows the user to access all of the functions approved for that user. For example, a user who needs to use both Web EDI and Web IEDS will use the same user ID and password to access both applications.

After logging on through Ginnie Mae e-Access, the user sees an application selection screen, from which Issuer Feedback, Web IIS, Web EDI, Web IEDS, or Loan Matching Information may be selected. If a user tries to start an application that is not approved for their user ID, an error message is displayed.

Who Can Use Ginnie Mae e-Access?

Ginnie Mae e-Access is intended for use by issuer personnel. A valid user ID and password is required to logon through Ginnie Mae e-Access. Each individual must have his or her own user ID and password. Users may not share user IDs.

System Requirements for Ginnie Mae e-Access

The following are the minimum requirements for using Ginnie Mae e-Access.

- Computer Workstation - Pentium 400mhz
- Operating System - Windows 98
- Browser Security - 128 bit encryption
- Browser Software - Internet Explorer 5.5 or Netscape 6.2
- Internet ISP Connection - 56kbs

Windows 2000 users, in addition to ensuring that your browser software (Internet Explorer, Netscape) is set for 128-bit encryption, also must ensure that your Windows 2000 desktop is set for 128-bit encryption. This may require installation of the Windows 2000 High Encryption Pack. You can read more about the High Encryption Pack and download the update file from Microsoft's web site at

<http://www.microsoft.com/windows2000/downloads/recommended/encryption/>

How To Use Ginnie Mae e-Access

User ID and Password

The first step toward using Ginnie Mae e-Access is to obtain a valid user ID and password. New users must complete and submit the User Registration Request form, which is available from the Ginnie Mae e-Access logon screen. Five consecutive attempts to log onto Ginnie Mae e-Access with the wrong password will "lock" the user ID, preventing logon. Also, user access will be locked if it is not used for a period of six (6) months, or if the password has not been changed in the last six (6) months. If your user access has been locked, please contact the Ginnie Mae Help Line at 1-888-446-6434, option 3.

Version 1.0

Welcome To
Ginnie Mae
e-Access

Instructions Contact Us

e-Access News

User Feedback:
- Now available. [Click here](#) to learn more.

Loan Matching Information:
- February case number match results are available.
- February insurance match results are available.
- Web IDES users have access.
- Read the [User Guide](#).

Web IDES:
- Loan Level scope for the February 2000 reporting period are available.

Web BS:
- Version 1.2 is now available.

[e-Access Information](#) [FAQ/Handbook](#)

Account Log-in

User ID:

Password:

Login Cancel

First Time User Registration

Forgot Your Password?

© 2004 Ginnie Mae. All Rights Reserved. Please use Internet Explorer 5.5 or Netscape 6.2 or later to view this application.

Click on
"First Time User
Registration"

Ginnie Mae e-Access

User Registration

Following the instructions, complete the form, sign & submit to:

Ginnie Mae Processing
C/O Lockheed Martin Information Technology
One Curie Court
Rockville, MD 20850

Issuer Information:

Issuer Number: _____
Issuer Name: _____
Address: _____

User Registration Information:

Last Name: _____ First Name: _____ MI: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Access Requests (check all that apply): New User ID: _____ Registration Change: _____
Delete User ID: _____ Registration Removal: _____

Web Issuer Information System (Web IIS):

- Monthly Processing – Select **no more** than one Monthly Processing Option
 - Original and Corrections _____
 - Corrections Only _____ (permits user only to submit correction data)
 - SSCRA Processing _____
 - File Upload _____
- Web EDI _____ DUNS # (Web EDI only) _____
Web IEDS (Loan Matching) _____
Issuer Feedback _____ (Issuer Feedback is available only for Single Family Issuer numbers)

Required Signatures:

User
Signature: _____ Date: _____

Issuer Approval (must be an officer named on form HUD 11702):
Print Name: _____
Signature: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

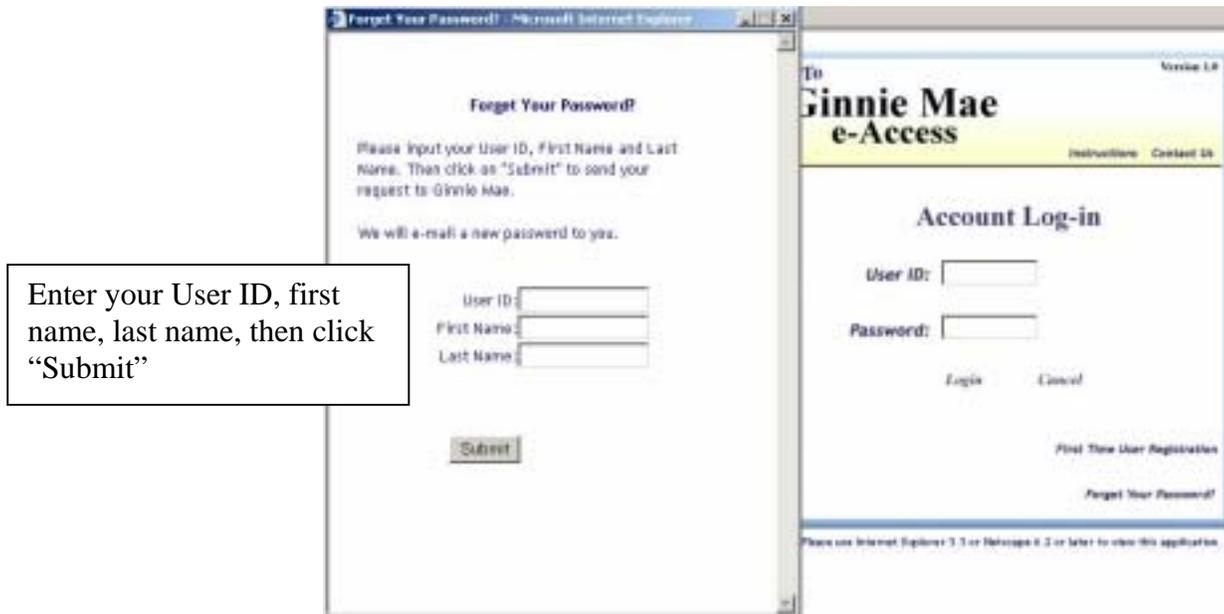
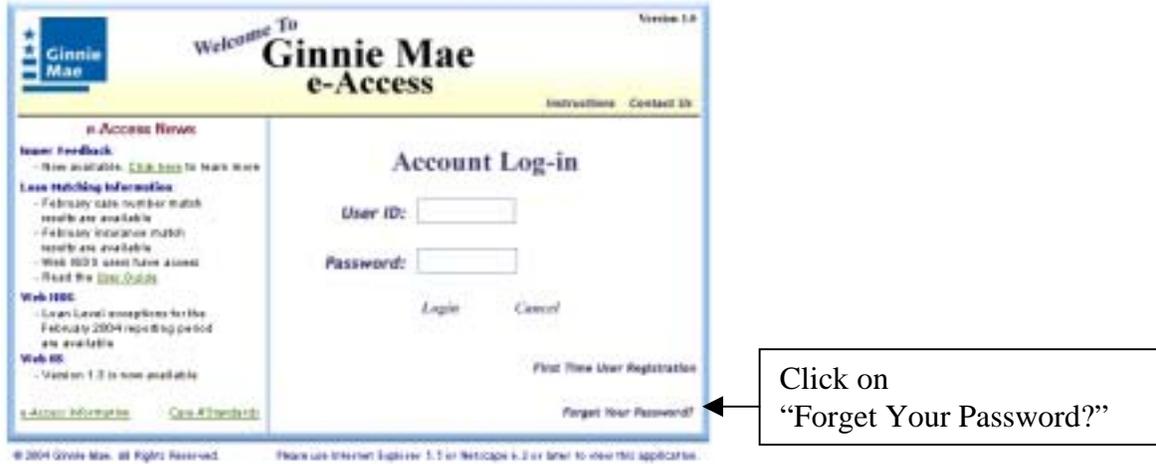
Notary Public _____ My Commission Expires: _____

You will receive an email notification of your new user ID and password. The password is temporary and you must change it when you first log on to Ginnie Mae e-Access. You also must change your password at least every 6 months.

You only need one user ID and password to access everything you are authorized to use under Ginnie Mae e-Access.

If You Forget Your Password

If you forget your password, you can request a new password. At the Ginnie Mae e-Access logon screen, click on the “Forget Your Password?” link and follow the instructions.



When you submit the request for a new password, a temporary password will be emailed to the email address that is on file for your user ID. You must change the temporary password the first time you log on.

Other Ginnie Mae e-Access Logon Screen Functions

The boxes below describe the other functions that are available on the Ginnie Mae e-Access logon screen.



The screenshot shows the Ginnie Mae e-Access logon screen. It features a header with the Ginnie Mae logo and the text "Welcome To Ginnie Mae e-Access". Below the header, there are several sections: "e-Access News" with a "View Feedback" link, "Loan matching information" with a "Click here to learn more" link, and "Web 1000" and "Web 101" sections. On the right side, there is an "Account Log-in" section with "User ID:" and "Password:" input fields, and "Login" and "Cancel" buttons. At the bottom right, there are links for "First Time User Registration" and "Forgot Your Password?".

Look here for the latest e-Access News.

Use "Contact Us" to send email questions or comments to the technical support team.

Click "Cancel" to return to the Ginnie Mae Home Page.

Links to other useful areas of the Ginnie Mae web site.

Click "Login" (with valid User ID & Password) to go to the Application Selection screen.

Application Selection Screen

The Application Selection screen appears when you logon through Ginnie Mae e-Access. There are two sections to the Application Selection screen. In the top section are links to the applications that are currently available for issuers. In the bottom section are links to two functions – “Update User Information” and “Change Ginnie Mae e-Access Password.”

Application Security

Every Ginnie Mae e-Access user ID is designed to give the user access only to those applications and functions that were requested on the User Registration Request. For example, if a User Registration Request for John Doe had only the “SSCRA Processing” box checked, John Doe will only have access to the SSCRA Processing functions of Web IIS. John Doe’s user ID will not have access to Web EDI or Web IEDS and Loan Matching Information. If additional accesses are needed, they may be requested via the “Update e-Access User Information” link (see “Update e-Access User Information” below).

To start a Ginnie Mae web application, simply click on the appropriate link. If your user ID does not have access to an application, the link will not work.



Update e-Access User Information

The Update e-Access User Information function allows you to do two things:

1. Change the contact information in the Ginnie Mae e-Access database (i.e., telephone number and email address)
2. Request a change to the User Registration information.

Your first name, last name, telephone number, and email address will appear automatically on the screen shown below.

Update User Information

First Name: Adam
Last Name: Clerk
Telephone Number: (212) 955-1212
E-mail Address: Adam.Clerk@MDS_Issuer.com

Submit Reset Cancel

[Request Additional Changes](#)

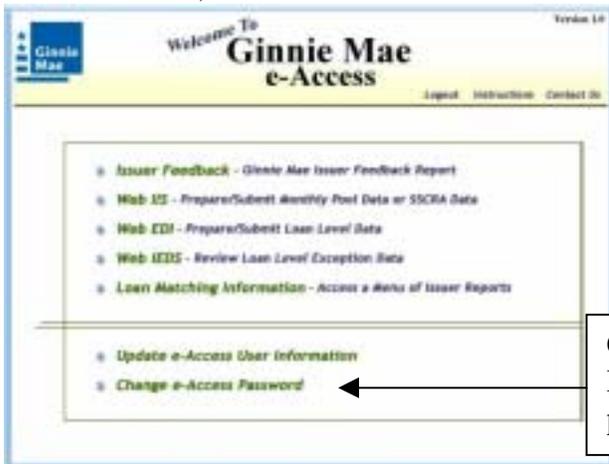
You cannot change your first or last name on this screen. To change your telephone number or email address, complete the appropriate field(s) on the screen and click “Submit.” “Reset” will erase any changes you make to the telephone or email address – if you already have clicked “Submit”, “Reset” will not undo the changes you submitted. “Cancel” returns you to the Application Selection screen.

“Request Additional Changes” displays the User Registration Request. To change your current accesses, complete the form and obtain the necessary signatures (see “User ID and Password” above), then submit the form.

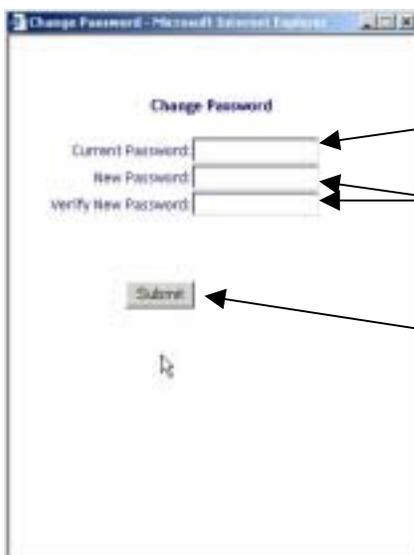
NOTE: Check ALL needed accesses, including those accesses you already have! For example, if Jane Doe currently has access to Web EDI and needs to add access to Web IEDS and Loan Matching Information, Jane must check both the Web EDI and Web IEDS boxes on the User Registration Request.

Change Ginnie Mae e-Access Password

Users may change passwords at any time, but passwords expire, and *must* be changed, every 6 months. If your password has not been changed within the last 6 months, your user access will be “locked”. If this happens, please contact the Ginnie Mae Help Line at 1-888-446-6434, option 3. To change your password, click on the “Change e-Access Password” link, and then follow the instructions.



Click the “Change e-Access Password” link to open the password change screen.



Type your current password here.

Type your new password in both boxes.

Click “Submit.”

When you click “Submit” you will see a confirmation screen. If your new password is invalid (see “Password Rules” below), you will see an error message and you will need to enter a different password.

Password Rules

Passwords:

- Are not case sensitive
- Must be between seven (7) and ten (10) characters long
- The first character must be a letter
- Cannot be the same as your user ID
- Cannot be easily guessed words like "welcome"