

# ***Security Officer and Enrollment Administrator***

*September 16, 2015*



## ***Agenda***

- Overview
- Role of Enrollment Administrator and Security Officer
- User Checklist
- Assigning Roles
  - GMEP
  - GinnieNET
- User Scenarios
- Live Demo
- Q&A

## Overview

- Ginnie Mae is Replacing the GinnieNET Biometric Fingerprint Authentication Technology used today for submitting files in GinnieNET with SecurID Token Authentication.
- To Prepare for this Transition, Security Officers will Need to Perform Two New Steps for All Existing and New Users who submit files in GinnieNET:
  - Assign “Authorized GinnieNET Signer” Role
  - Perform the “Verify Role Assignment” Check
- Security Officers Assign User Role and Perform Verification Check September 28 through October 23, 2015
- Impact of SecurID Token Implementation
  - Elimination of Fingerprint Scanner & No Need to Register User Fingerprints

Mid November is the Implementation Target Date for SecurID Token

## ***Role of Enrollment Administrator and Security Officer***

### **GinnieNET**

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- **Enrollment Administrator**
  - Scan GinnieNET User Fingerprints
  - Appendix III-13 Registration
  - Complete GinnieNET Role Assignments
  - Create GinnieNET User Login
  - Assign GinnieNET User Roles
  - Validate the User is on the 11702, When Applicable
- Required to be Listed on Form HUD-11702

### **GMEP**

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- **Security Officer**
  - Register in and Conduct Appendix III-29 Registrations
  - Process SecurID Token Request Forms
  - Receive/Distribute SecurID Token
  - Verify Role Assignments in GMEP [New Process]
  - Create User Profile
  - Assign GMEP Related Roles
- Not Required to be Listed on Form HUD-11702

## ***GinnieNET SecurID Token User Checklist Requirements for Transition***

In order to submit data in GinnieNET, the user must first have the following:

### **Requirements**

Have a GinnieNET login and password

Have a GinnieNET role assigned

Be listed on Form HUD-11702

Have a GMEP Login and password

Have an active SecurID Token

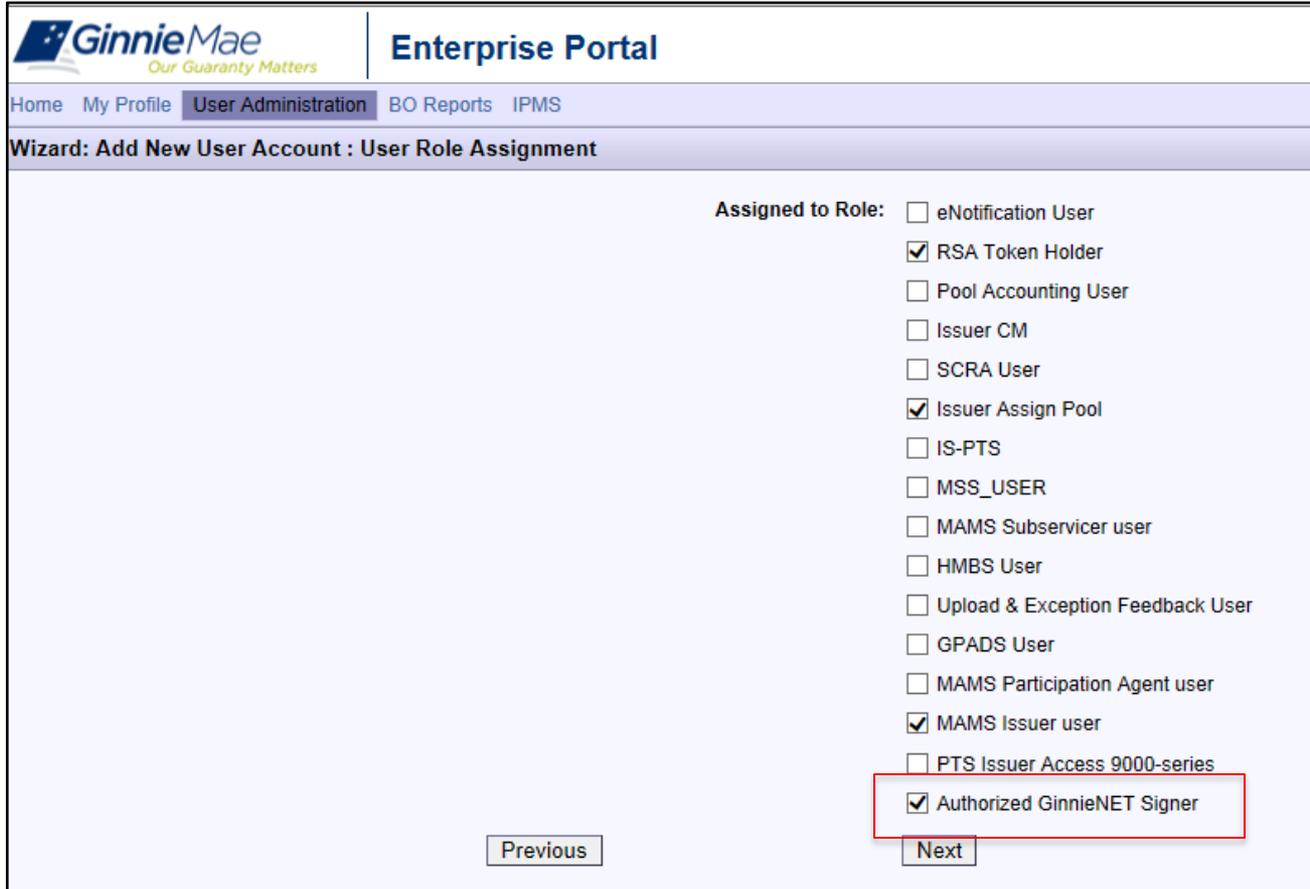
**NEW** - Have “Authorized GinnieNET Signer” role assigned in GMEP

- User must request
- SO must grant

**NEW** - Have completed “Verify Role Assignment” check in GMEP

- Both user and SO may complete this task
- Only one verification is needed

# Assign “Authorized GinnieNET Signer” in GMEP



**GinnieMae** | Enterprise Portal  
Our Guaranty Matters

Home My Profile **User Administration** BO Reports IPMS

Wizard: Add New User Account : User Role Assignment

Assigned to Role:

- eNotification User
- RSA Token Holder
- Pool Accounting User
- Issuer CM
- SCRA User
- Issuer Assign Pool
- IS-PTS
- MSS\_USER
- MAMS Subservicer user
- HMBS User
- Upload & Exception Feedback User
- GPADS User
- MAMS Participation Agent user
- MAMS Issuer user
- PTS Issuer Access 9000-series
- Authorized GinnieNET Signer

# Perform the “Verify Role Assignment” Check

User ID :  Company ID :  [Display](#)

**VERIFY AUTHORIZED GINNINET SIGNER ROLE**

Result	Validation
No records to show	

User ID :  Company ID :  [Display](#)

**VERIFY AUTHORIZED GINNINET SIGNER ROLE** 

Result	Validation
Failed	Overall Validation Failed
Success	Userid is Active
Success	SecurId Token Role is Active
Failed	GNET Authorized Role is not found
Success	Organization is Active
Success	OrgID assignment is Active
Failed	OrgID Not setup for GNET Authorized Role
Failed	User is not Authorized Signer
Failed	Not employed by organization subservicing for issuer

## ***Four User Scenarios***

- **Scenario 1:** New User without GinnieNET Access, without GMEP Access and without Token
- **Scenario 2:** Existing GinnieNET User without GMEP Access and without Token
- **Scenario 3:** Existing GinnieNET User with GMEP Access but without Token
- **Scenario 4:** Existing GinnieNET User with GMEP Access and with Token

## Scenario 1 – New User without GinnieNET, without GMEP access and without Token

Seq.	Requirement	Individual Action
1	Confirm User is list 11702	User must be listed on the 11702
2	Request GinnieNET Login and Role	User submits request to Enrollment Administrator
3	Grant GinnieNET Login and Role	Enrollment Administrator adds role in GinnieNET
4	Request GMEP Login and SecurID Token	User completes Appendix III-29. User submits form to Security Officer
5	Request Authorized GinnieNET Signer Role	User completes Appendix III-29. User submits form to Security Officer
6	Grant GMEP User Id and Role	One SO assigns role and other SO approves role assignment
7	Request SecurID Token	User submits SecurID token request form to SO
8	Submit request form to Ginnie Mae Relationship Services	SO reviews, signs and submits
9	Receive and distribute tokens	SO distributes SecurID token to users
10	Activate SecurID token	User obtains pin in GMEP
11	Complete “Verify Role Assignment” check	SO or User

Checklist	Status
GinnieNET login and password	Need
GinnieNET role assigned	Need
HUD Form 11702	Confirm
GMEP Login and password	Need
Active SecurID Token	Need
“Authorized GinnieNET Signer” role assigned in GMEP	Need
Role Assignment Verification in GMEP	Need

## Scenario 2 – Existing GinnieNET User Without GMEP Access and without Token

	Requirement	Individual Action
1	Request GMEP Login and SecurID Token	User completes Appendix III-29. User submits form to Security Officer
2	Request Authorized GinnieNET Signer Role	User completes Appendix III-29. User submits form to Security Officer
3	Grant GMEP User Id and Role	One SO assigns role and other SO approves role assignment
4	Request SecurID Token	User submits SecurID token request form to SO
5	Submit request form to Ginnie Mae Relationship Services	SO reviews, signs and submits
6	Receive and distribute tokens	SO distributes SecurID token to users
7	Activate SecurID token	User obtains pin in GMEP
8	Complete “Verify Role Assignment” check	SO or User

Checklist	Status
GinnieNET login and password	Complete
GinnieNET role assigned	Complete
HUD Form 11702	Confirm
GMEP Login and password	Need
Active SecurID Token	Need
“Authorized GinnieNET Signer” role assigned in GMEP	Need
Role Assignment Verification in GMEP	Need

## Scenario 3 – Existing GinnieNET User with GMEP Login and without Token

	Requirement	Individual Action
1	Request GMEP SecurID token and Authorized GinnieNET Signer Role	User completes Appendix III-29. User submits form to Security Officer
2	Grant GMEP SecurID token Authorized GinnieNET Signer Role	One SO assigns role and other SO approves role assignment
3	Request SecurID Token	User submits SecurID token request form to SO
4	Submit request form to Ginnie Mae Relationship Services	SO reviews, signs and submits
5	Receive and distribute tokens	SO distributes SecurID token to users
6	Activate SecurID token	User obtains pin in GMEP
7	Complete “Verify Role Assignment” check	SO or User

Checklist	Status
GinnieNET login and password	Complete
GinnieNET role assigned	Complete
HUD Form 11702	Confirm
GMEP Login and password	Complete
Active SecurID Token	Need
“Authorized GinnieNET Signer” role assigned in GMEP	Need
Role Assignment Verification in GMEP	Need

## Scenario 4 – Existing GinnieNET User With GMEP login with token

	Requirement	Individual Action
1	Request GMEP Authorized GinnieNET Signer Role	User completes Appendix III-29. User submits form to Security Officer
2	Grant GMEP Authorized GinnieNET Signer Role	One SO assigns role and other SO approves role assignment
3	Complete “Verify Role Assignment” check	SO or User can perform this check

Checklist	Status
GinnieNET login and password	Complete
GinnieNET role assigned	Complete
HUD Form 11702	Confirm
GMEP Login and password	Complete
Active SecurID Token	Complete
“Authorized GinnieNET Signer” role assigned in GMEP	Need
Role Assignment Verification in GMEP	Need

## ***Live Demonstration***

## ***Questions***