LOG IN TO COMMITMENT MANAGEMENT

Log in to GMEP at www.eginniemae.net.

1. From the Home screen, click IPMS and select Commitment Management.

The Commitment Management (CM) Summary screen is displayed. This is the primary navigation screen.

COMMITMENT MANAGEMENT (CM) SUMMARY SCREEN

From the CM Summary screen, you can:

- Request Commitment Authority
- View approved Commitment Authority requests

Request Commitment Authority

2. Select Issuer Number or Name from the drop-down menu.
3. Click Go to proceed.
4. Select the button next to the Issuer.
5. Click Request Commitment.

The Request Commitment Authority screen is displayed.

6. Select the Program type from the Program Type drop-down menu.
7. Enter the dollar amount of the commitment being requested in the Commitment Requested field.
8. Enter a new ACH Account or choose an existing ACH Account. This is the account from which the Commitment Fee will be drafted.
9. Click the checkbox to accept the terms and conditions.
10. Click Submit Request. The RSA Authentication screen is displayed.
11. Enter your 4-digit PIN and 6-digit RSA SecurID token number.
12. Click OK to submit the request.

VIEW SUBMITTED REQUESTS

- Access the CM Summary screen.
- Select Issuer Number or Name from the drop-down menu.
- Click Go to proceed.
- A summary of the Commitment Requests for the selected Issuer(s) is displayed.

You can also select a particular Status from the Status drop-down menu and click Display.

RUN REPORTS

The following reports are available from the CM application:
- Commitment Authority Usage and Approval Report
- Issuer Commitment Summary Report

13. After logging into GMEP, click Report Center.

    The Report Center screen is displayed. Click the Commitment Management hyperlink.

14. Click the report name. Enter the required information and click Run Query to generate the report.

The report is displayed. You can save the report as an Excel file, text file, or PDF.

Click Report Center to return to reports.