DEACTIVATING USER ACCESS IN GMEP 1.0

Log in to GMEP 1.0 at www.eginiemae.net and click Continue to Login at the bottom of the screen.

1. Enter your GMEP 1.0 Username and Password and select Login.

DEACTIVATE USER ACCESS

2. Select User Administration from the top menu. A dropdown list of User Administration activities should appear.

3. Select Deactivate User from the dropdown list. This will display the Search Activated Users screen.

4. Enter either:
   - User ID or
   - First Name and Last Name of the user.

5. Select Search. The search results are displayed.

6. Select the User ID to be deactivated.

7. Select Deactivate User. This will display a message that states “UserID <SelectedUserID> has been Deactivated.”