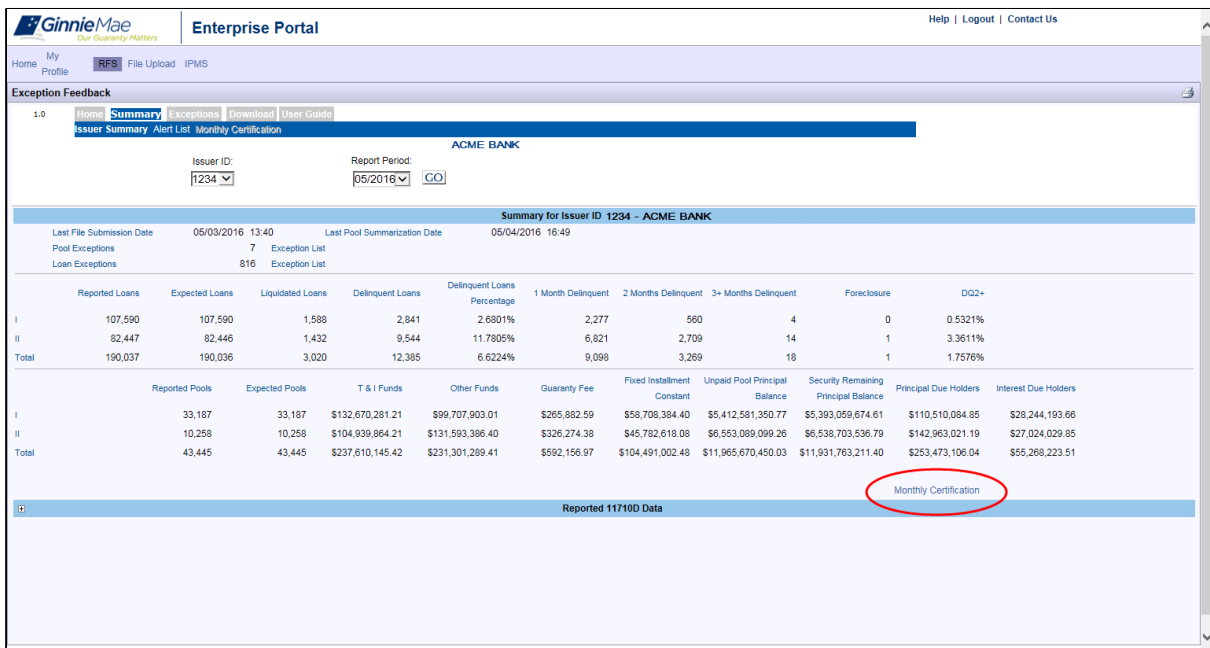


SUBMITTING MBS MONTHLY REPORTING CERTIFICATIONS IN GINNIE MAE ENTERPRISE PORTAL

ACCESS THE MONTHLY CERTIFICATION FUNCTION

1. Log in to Ginnie Mae Enterprise Portal (GMEP) at www.eginniemae.net.
2. Click on **RFS / Exception Feedback**.
3. Click on the **Summary** menu tab.
4. Select your **Issuer ID** number and the **Reporting Period**, and click **GO**.
5. The **Issuer Summary** screen is displayed. This is the primary navigation screen to access the Monthly Reporting Certification function.



The screenshot shows the Ginnie Mae Enterprise Portal interface. At the top, there are navigation tabs: Home, My Profile, RFS, File Upload, and IPMS. Below this is the 'Exception Feedback' section with sub-tabs: Home, Summary, Alert List, and Monthly Certification. The 'Summary' tab is active, showing details for 'ACME BANK' with Issuer ID 1234 and Report Period 05/2016. A 'GO' button is present. Below this is a 'Summary for Issuer ID 1234 - ACME BANK' section with a table of metrics. At the bottom, there is a 'Reported 11710D Data' section with a 'Monthly Certification' link circled in red.

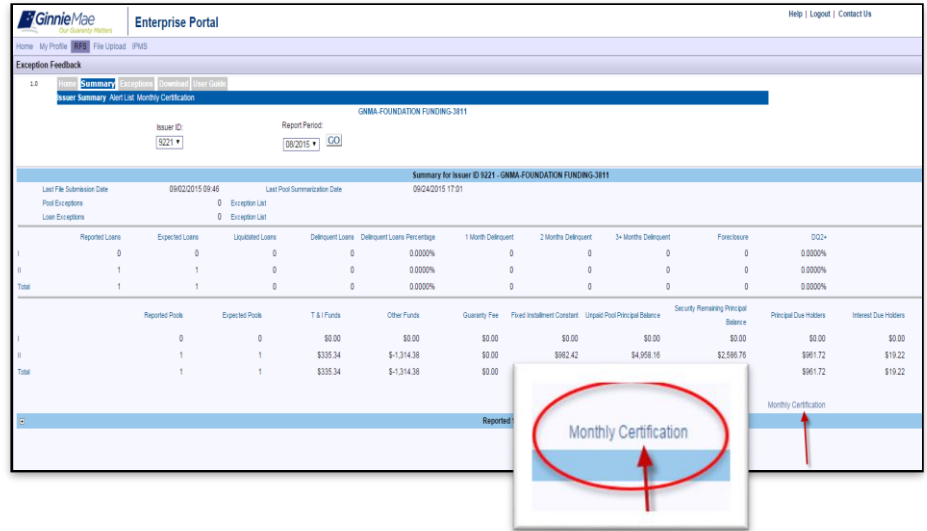
Summary for Issuer ID 1234 - ACME BANK										
Last File Submission Date	05/03/2016 13:40		Last Pool Summarization Date	05/04/2016 16:49						
Pool Exceptions	7		Exception List							
Loan Exceptions	816		Exception List							
	Reported Loans	Expected Loans	Liquidated Loans	Delinquent Loans	Delinquent Loans Percentage	1 Month Delinquent	2 Months Delinquent	3+ Months Delinquent	Foreclosure	DQ2+
i	107,590	107,590	1,588	2,841	2.6801%	2,277	560	4	0	0.5321%
ii	82,447	82,446	1,432	9,544	11.7805%	6,821	2,709	14	1	3.3611%
Total	190,037	190,036	3,020	12,385	6.6224%	9,098	3,269	18	1	1.7576%

	Reported Pools	Expected Pools	T & I Funds	Other Funds	Guaranty Fee	Fixed Installment Constant	Unpaid Pool Principal Balance	Security Remaining Principal Balance	Principal Due Holders	Interest Due Holders
i	33,187	33,187	\$132,670,281.21	\$99,707,903.01	\$265,882.59	\$58,708,384.40	\$5,412,581,350.77	\$5,393,059,674.61	\$110,510,084.85	\$28,244,193.66
ii	10,258	10,258	\$104,939,864.21	\$131,593,386.40	\$326,274.38	\$45,782,618.08	\$6,553,089,099.26	\$6,538,703,536.79	\$142,963,021.19	\$27,024,029.85
Total	43,445	43,445	\$237,610,145.42	\$231,301,289.41	\$592,156.97	\$104,491,002.48	\$11,965,670,450.03	\$11,931,763,211.40	\$253,473,106.04	\$55,268,223.51

6. For the current reporting period, a user who is an authorized signer for the Issuer can make a new Monthly Reporting Certification, or remove a previous Certification and replace it with a new Monthly Reporting Certification.
7. For prior reporting periods, the Issuer can view (Read Only) the prior Monthly Reporting Certifications.

MAKE A NEW MONTHLY REPORTING CERTIFICATION

1. Review the information displayed on the Issuer Summary screen. This summary allows the user to view the status of the Issuer's reporting to RFS. The Issuer's reporting, including corrections, should be completed prior to certification. Click on the **Monthly Certification** link to add a new Certification. A pop-up box will be displayed instructing the user to complete the form and click Save; click **OK**.

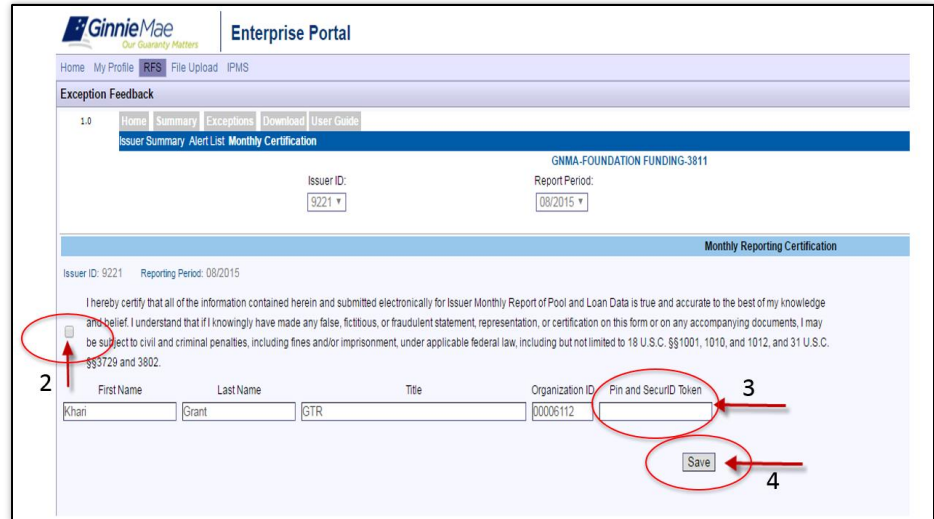


The screenshot shows the 'Issuer Summary' page for 'GNMA-FOUNDATION FUNDING-3811'. At the bottom right, there is a 'Monthly Certification' link which is circled in red. An arrow points from the text in step 1 to this link.

2. Verify that the information displayed in the Name, Title and Organization ID fields is accurate. Click the checkbox located to the left of the Certification statement to indicate your agreement.

3. Enter your PIN and SecurID Token value.

4. Click **Save** to save your Monthly Reporting Certification.



The screenshot shows the 'Monthly Reporting Certification' form. A checkbox is circled in red and labeled '2'. The 'Pin and SecurID Token' field is circled in red and labeled '3'. The 'Save' button is circled in red and labeled '4'. The form includes fields for First Name (Grant), Last Name (GTR), Title, and Organization ID (00006112).

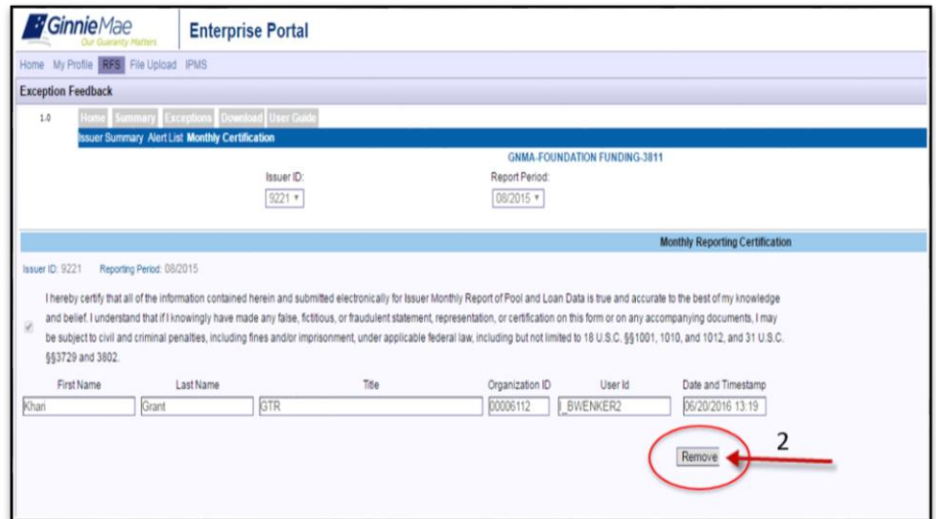
5. After clicking Save the PIN and SecurID Token value that was entered is validated and if successful, a "Monthly Reporting Certification Saved" pop-up box will be displayed; click **OK**.

6. The Monthly Reporting Certification information is displayed. If needed for local record keeping, the user can use the RFS Screen print function to print the screen.

For additional instructions, download the User Guide. Select **User Guide** from the top menu of the Exception Feedback module in RFS.

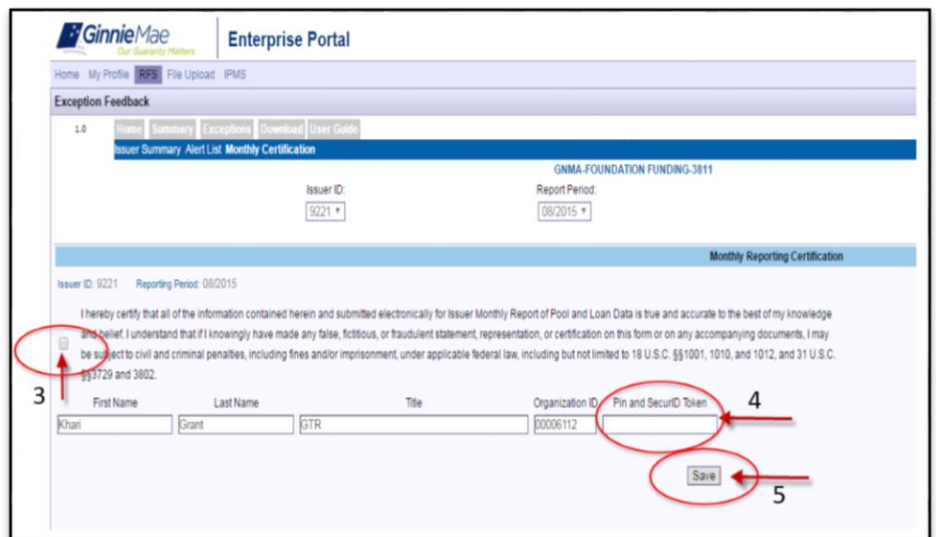
REPLACE AN EXISTING CERTIFICATION FOR THE CURRENT REPORTING PERIOD

1. Review the information displayed on the Issuer Summary screen and verify that it is accurate. Click on the **Monthly Certification** link.
2. The existing Monthly Reporting Certification for the current reporting period is displayed. Click the **Remove** button.



The screenshot shows the 'Enterprise Portal' interface. At the top, there are navigation links: Home, My Profile, RFS, File Upload, and IPMS. Below this is the 'Exception Feedback' section with tabs for Home, Summary, Exceptions, Download, and User Guide. The main content area is titled 'Monthly Reporting Certification' and displays the following information: Issuer ID: 9221, Report Period: 08/2015, and Issuer Name: GNMA-FOUNDATION FUNDING-3811. A certification statement is shown with a checked checkbox. Below the statement are fields for First Name (Khan), Last Name (Grant), Title (GTR), Organization ID (00006112), User ID (BVENKER2), and Date and Timestamp (06/20/2016 13:19). A red circle highlights the 'Remove' button, with a red arrow and the number '2' pointing to it.

3. The existing Certification information screen is replaced by the "Save" screen. Verify that the information displayed in the Name, Title and Organization ID fields is accurate. Click the checkbox located to the left of the Certification statement to indicate your agreement.



The screenshot shows the same 'Enterprise Portal' interface. The 'Monthly Reporting Certification' section is now in a 'Save' state. The certification statement is visible with a red circle highlighting the checkbox to its left, with a red arrow and the number '3' pointing to it. Below the statement are fields for First Name (Khan), Last Name (Grant), Title (GTR), Organization ID (00006112), and a 'Pin and SecurID Token' field, which is also circled in red with a red arrow and the number '4' pointing to it. The 'Save' button is circled in red with a red arrow and the number '5' pointing to it.

4. Enter your PIN and SecurID Token value
5. Click **SAVE** to save the replacement Monthly Reporting Certification.
6. After clicking SAVE, the PIN and SecurID Token value that was entered is validated and if successful, a "Monthly Reporting Certification Saved" pop-up box will be displayed; click **OK**.
7. The new/replacement Monthly Reporting Certification information is displayed.

For additional instructions, download the User Guide. Select **User Guide** from the top menu of the Exception Feedback module in RFS.