Obtaining User Lists in GinnieNET

Log in to GinnieNET at www.ginnienet.net/ and click Continue to Login at the bottom of the screen.

1. Enter your GinnieNET User ID and Password and click Login. This will display the Main Menu of GinnieNET Web.

VIEW USER ACCOUNTS

2. Click Security Administration to display options:
   - Add New Local User Account
   - Manage Local User Account

3. Click Manage Local User Account. This will display the Manage Local User Account screen.

4. Click Activate / De-activate User to display a list of all users that have been set up for your Issuer ID in GMEP.
   - Users that have a check mark in front of their name in the Active column are currently active.
   - Users that do not have a check mark in front of their name in the Active column are not currently active.

Note: GinnieNET is not able to generate a user list report. Large issuers with several pages of users may request a report by contacting GinnieMae1@BNYMellon.com.