

REPORTING LOAN ACTIVITY

ISSUER LOAN ACTIVITY QUICK REFERENCE CARD

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1. Log in to Ginnie Mae Enterprise Portal (GMEP) at www.eginniemae.net
2. Open the RFS drop down menu
3. Click on **RFS / Pool Accounting – Single Family**.
4. The Home screen will display which includes tabs for **Pool, Loan, Quarterly Verification, Remittance Advice** and **User Guide**.
5. Click on **Loan Tab**, the **Loan Activity Screen** is displayed.
6. Enter **Unique Loan ID** and select **Reporting Period** (Reporting Period defaults to current month).
7. Click **GO**
8. Enter data as applicable in the following editable fields. Editable fields have a black border.
 - a. Case Number
 - b. Issuer Loan ID
 - c. OPB
 - d. FIC
 - e. Loan Interest Rate
 - f. First Payment Date
 - g. Maturity Date
 - h. Foreclosure Flag
 - i. Last Paid Installment
 - j. T&I Balance
 - k. Delinquent P&I
 - l. Prepaid P&I
 - m. Installment Collected
 - n. Curtailment
 - o. Adjustments
 - p. Net Adjust UPB
 - q. Closing UPB
9. Click **Save** button when you have completed all entries.

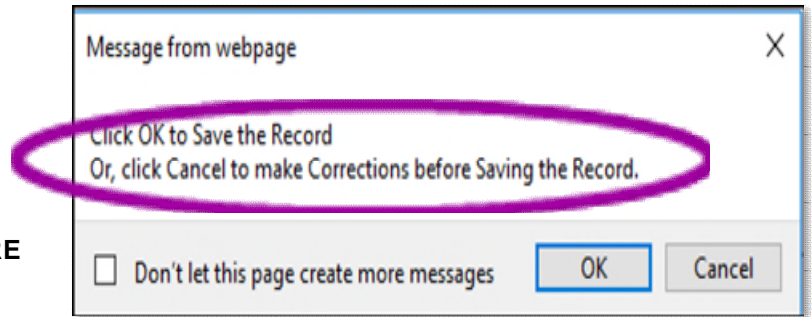
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10. A pop-up box will appear.

11. Click **OK** to save or click **Cancel** to return to Loan Activity screen.

LOAN RECORD FIELDS AND LIST OF EXCEPTIONS ARE INCLUDED IN APPENDIX VI-19 ISSUER MONTHLY REPORT OF POOL AND LOAN DATA.



DRAFT