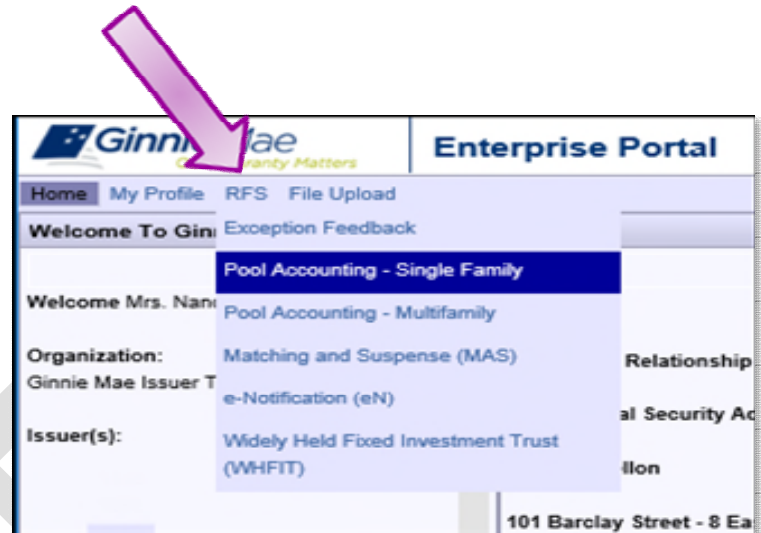


REPORTING POOL ACTIVITY

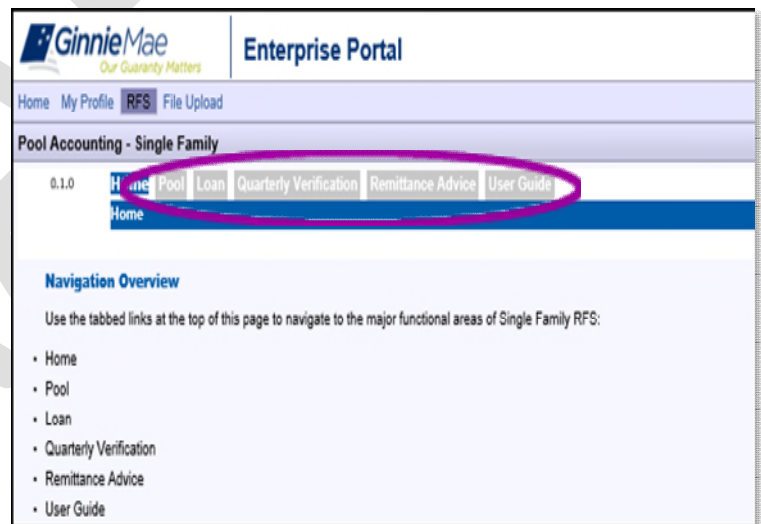
ISSUER POOL ACTIVITY QUICK REFERENCE CARD

REPORTING POOL ACTIVITY

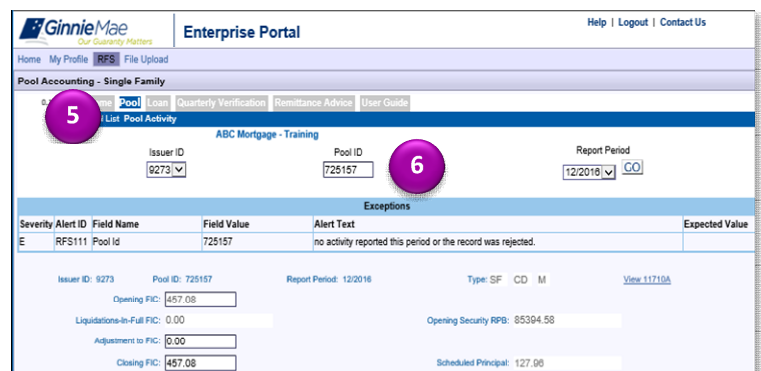
1. Log in to Ginnie Mae Enterprise Portal (GMEP) at www.eginniemae.net
2. Open the RFS drop down menu
3. Click on **RFS / Pool Accounting – Single Family**.



4. The Home screen will display which includes tabs for **Pool, Loan, Quarterly Verification, Remittance Advice** and **User Guide**.



5. Click on **Pool Tab**, the **Pool Activity Screen** is displayed.
6. Enter **Pool ID** and select **Reporting Period** and click **GO**. **Reporting Period** defaults to current month.



REPORTING POOL ACTIVITY

ISSUER POOL ACTIVITY QUICK REFERENCE CARD

7. Enter data as applicable in the following editable fields. Editable fields have a black border.
 - a. Adjustment to FIC
 - b. Closing FIC
 - c. Pool Mortgage Rate
 - d. Service Fee
 - e. RPB Adjustment
 - f. Closing RPB
 - g. T&I Balance
 - h. P&I Balance
 - i. Other Balance
8. Click **Save** button when you have completed all entries. A pop-up box will appear. Choose **OK** to save or click **Cancel** to return to **Pool Activity Screen**.
9. Review **Pool Activity Screen** for exceptions at top of the screen.
10. Update fields that contain exceptions.
11. Click **Save** (pop-up screen), click **OK to Save Record**.
12. Click **Summarize Pool**.

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