

# Single Family Ginnie Mae Pooling Processes & Systems Training Agenda

## Virtual Issuer Training

July 27, 2020

Session 1: 10am – 12pm

Session 2: 1pm- 3pm

| Time             | Session 1   |
|------------------|---|
| 10:00 – 10:15 am | <p style="text-align: center;"><b>Introduction</b></p> <ul style="list-style-type: none"> <li>❖ Welcome and Introduction</li> <li>❖ Training Overview</li> </ul>  |
| 10:15 – 10:35 am | <p style="text-align: center;"><b>Path of the Pool</b></p> <ul style="list-style-type: none"> <li>❖ Overview of Single Family Pool Processing and Issuance</li> <li>❖ Pooling Timelines</li> <li>❖ Knowledge Check</li> </ul>   |
| 10:35 – 11:35 am | <p style="text-align: center;"><b>Prerequisites for Pooling</b></p> <ul style="list-style-type: none"> <li>❖ Enroll on MGM</li> <li>❖ Request Secure ID Token</li> <li>❖ Introduction to MyGinnieMae (MGM) Portal</li> <li>❖ GMEP 1:                             <ul style="list-style-type: none"> <li>○ Master Agreements</li> <li>○ Commitment Management – Commitment Authority (CA) Requests</li> <li>○ Request Pool Numbers</li> </ul> </li> <li>❖ Knowledge Check</li> </ul> |
| 11:35 – 11:45 am | <p style="text-align: center;"><b>Ginnie Mae Website Information</b></p> <ul style="list-style-type: none"> <li>❖ Multiple Issuer Pool Numbers &amp; CUSIPs</li> <li>❖ Pool Date Calendar</li> </ul>  |
| 11:45 – 12:00 pm | Q & A   |
|                  | <b>SESSION 2</b><br>1pm- 3pm  |
| 1:00 – 2:00 pm   | <p style="text-align: center;"><b>Working in GinnieNET – New Pool Processing Module</b></p> <ul style="list-style-type: none"> <li>❖ Accessing GinnieNET</li> <li>❖ Pool Import/File Layout</li> <li>❖ GinnieNET On The Web System Demonstration</li> <li>❖ Apply Ginnie Mae Edits</li> <li>❖ Host Communications/Pool Submission</li> <li>❖ Reports/Forms</li> <li>❖ Common Errors</li> <li>❖ FAQs</li> </ul>  |
| 2:00 – 2:20 pm   | <p style="text-align: center;"><b>Working in GinnieNET - Certification Module</b></p> <ul style="list-style-type: none"> <li>❖ Initial Certification (Document Custodian Process)</li> <li>❖ Request for Release of Documents (11708)</li> <li>❖ Final Certification/Recertification</li> <li>❖ Knowledge Check</li> </ul>  |
| 2:20 – 2:30 pm   | <p style="text-align: center;"><b>Pool Transfers &amp; Pool Transfer System (PTS)</b></p> <ul style="list-style-type: none"> <li>❖ Types of Pool Transfers</li> <li>❖ Overview of Issuer Transfer Process on PTS</li> </ul>   |
| 2:30 – 2:40 pm   | <p style="text-align: center;"><b>Document Custodian Transfer Requests (GinnieNET)</b></p> <ul style="list-style-type: none"> <li>❖ Types of Document Custodian Transfer Requests</li> <li>❖ Overview of Document Custodian Transfer Request Process</li> <li>❖ Quick Tips</li> </ul>   |
| 2:40 – 3:00 pm   | Q & A   |