

Single Family Issuer Training

Ginnie Mae Pooling Processes and Systems Training (Session 2)

SINGLE FAMILY VIRTUAL ISSUER TRAINING

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AGENDA

- Introduction
- GinnieNET: New Pool Processing Module
- GinnieNET: Certification Module
- Pool Transfer System: Pool Transfers
- GinnieNET: Document Custodian Transfer Requests



Working in GinnieNET

New Pool Processing Module

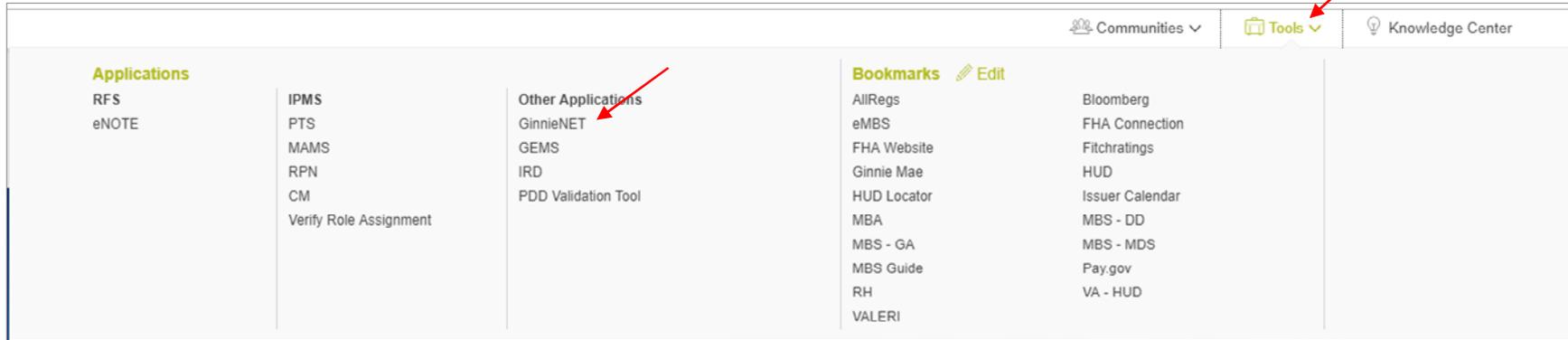
NEW POOL PROCESSING MODULE

- Accessing GinnieNET
- Pool Import/File Layout
- Apply Ginnie Mae Edits
- Host Communications/Pool Submission
- Report/Forms
- Common Errors
- FAQs

[GinnieNET On The Web Issuer Single Family Training Guide](#)

NEW POOL PROCESSING MODULE

ACCESSING GINNIE NET VIA MGM



1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.
2. Then navigate to **GinnieNET** under **Other Applications**.

Welcome To GinnieNET On The Web

OMB Approval No. 2503-0033 (Exp. 09/30/2005)

Ginnie Mae may not collect this information, and you are not required to complete these forms (form HUD 11705, form HUD 11706, form HUD 11708, form HUD 11709A, form HUD 11710D, form HUD 11711B, form HUD 11714, form HUD 11714SN, form HUD 11715, and form HUD 11732) unless the currently valid OMB control number is displayed. The information is required by Section 306(g) of the National Housing Act and by Ginnie Mae Handbook 5500.3, Rev. 1 (Please see note below*). The information collected will not be disclosed outside the Department without prior consent, except as required by law.

The chart below provides the public reporting burden time needed for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The chart also provides the purpose for which Ginnie Mae requires each form to be completed.

*Ginnie Mae's forms are currently under review with Office of Management and Budget (OMB), during this time the expiration date of the forms is extended one month at a time until OMB completes their review and provides an expiration date. Therefore, the expiration is extended to October 31, 2010. If OMB does not complete the review by October 31, the expiration date will be extended to November 30, 2010, etc. Issuers and document custodians should continue to use these forms. Once a new expiration date is received the forms will be updated.

Form	Form Name	Estimated Completion Time	Purpose
11705	Schedule of Subscribers	10 minutes	To establish a contract between the issuer and Ginnie Mae and to provide a listing of subscribers and other information needed to prepare a MBS.
11706	Schedule of Pool Mortgages	15 minutes	To provide a means of identifying and controlling the mortgages that collateralize the designated MBS pools or loan packages. It also provides a certification from the issuer's document custodian that required mortgage documents are being held by the document custodian on behalf of Ginnie Mae.
11708	Request Release of Documents	5 minutes	To provide a means of identifying and tracking issuer's request to remove mortgage documents being held by the document custodian that collateralize the designated MBS pools or loan packages.
11709A	ACH Debit Authorization	5 minutes	To authorize the depository and Ginnie Mae's Agent to electronically debit issuer's principal and interest payments and guaranty fee payments.
11710D	Issuer's Monthly Summary Report	15 minutes	To provide Ginnie Mae a summary of information on issuer's outstanding pools or loan packages, to provide a certification as to the accuracy of the information being reported and to provide a format for OMB reporting.
11711B	Certification and Agreement	2 minutes	To provide for a certification by the issuer that the releases (forms 11711A) provided by the issuer to the document custodian encompass all mortgages in a pool or loan package.
11714	Issuer's Monthly Remittance Advice	2 minutes	To provide summary information to the security holder with respect to the current month's account transactions and calculation of the security holder's pro rate share percentage of total cash distribution.
11714SN	Issuer's Monthly Serial Note Remittance Advice	2 minutes	To provide summary information to the security holder of Serial Note securities with respect to the current month's account transactions and calculation of interest and principal to be distributed, and data with respect to the redemption of Serial Units.
11715	Master Custodial Agreement	10 minutes	To provide a form for establishment of a custodial relationship for the safekeeping of mortgage documents in the pools or loan packages backing each of the issuer's securities issues.
11732	Certification for Construction Loans	5 minutes	Form applies to Ginnie Mae 1 multifamily program only. It is used to provide notification to Ginnie Mae of receipt of documentation pertinent to the issuance of securities by the document custodian.

Note: A request to extend the expiration date on the above listed forms has been submitted to OMB for their approval.

Close

NEW POOL PROCESSING MODULE

GINNIENET POOL IMPORT / FILE LAYOUT

The image shows two screenshots from the GinnieNET On The Web interface. The left screenshot is the 'Main Menu' with a tree structure. The right screenshot is the 'Import Single-family Pools (New format)' page.

GinnieNET On The Web Main Menu

- Data Entry/Review
- Data Export/Import
 - New Pool Processing**
 - Import Single-family Pools (New format)
 - Import Single-family Mortgage (New format)
 - Export Single-family Pools (New format)
 - Import Single-family Pools (Old format)
 - Import Single-family Mortgage (Old format)
 - Export Single-family Pools (Old format)
 - Upload RG Annex
 - Certifications
 - Investor Reporting
- Host Communications
- Reports
- Maintenance

GinnieNET On The Web Import Single-family Pools (New format)

Change My Password
Select Active Issuer
Page Help

Import Results Ginnie Mae Edits

Enter the full path to the Single-family Pool Import file or Click Browse to locate it. Then Click Import.

Import File: Browse...

Run Ginnie Mae Edits (This can take a long time for larger pools)

Import

Brings up file layout within GinnieNET.

[GinnieNET Single Family Import File Layouts](#)

NEW POOL PROCESSING MODULE

POOL IMPORT STATUS

The image shows two screenshots of the 'Import Single-family Pools (New format)' application window. The top screenshot shows the 'Import' tab with the 'Import File' field containing the path 'C:\Users\080939\Documents\Carol Buck\BZ3634_Import.txt' and a 'Browse...' button. Below the field is a checkbox labeled 'Run Ginnie Mae Edits (This can take a long time for larger pools)'. An 'Import' button is at the bottom. The bottom screenshot shows the same window after the import process. A red arrow points to a red text message at the bottom of the window: 'File C:\Users\080939\Documents\Carol Buck\BZ3634_Import.txt successfully imported.' In the center, a 'Message from webpage' dialog box is displayed with a question mark icon and the following text: 'Please be sure that you have added pool header(s) for the loans you are importing. WARNING! Imported Data will replace the current POOL data. ALL information associated with the IMPORTED pools will be removed before data is added.' The dialog box has 'OK' and 'Cancel' buttons.

NEW POOL PROCESSING MODULE

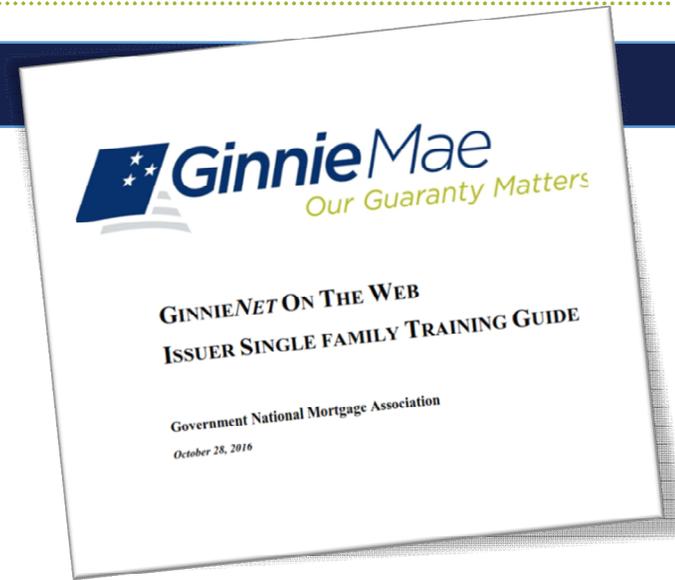
GINNIENET ON THE WEB SYSTEM DEMONSTRATION



NEW POOL PROCESSING MODULE

POOL ISSUANCE AND DELIVERY

The [GinnieNET On The Web Issuer Single Family Training Guide](#) provides instructions for using the New Pool Processing module. You may use the Guide online or download it as a pdf file.



In the Table of Contents click the section, figure, or table number provided to access a topic listed below.

Topic/Procedure	Section/Figure/Table	Page #
Obtain & Activate SecureID Token	Section 2 SecurID Token	Page 3
Log In to GinnieNET	Section 3 Security Administration, 3.1 Logging in to GinnieNET	Page 5
Single Family Pool Details	Table 5: 11705 Screen Elements	Page 25
GinnieNET Single Family Pools Detail	Table 6: 11705 Screen (Form Elements)	Page 29
GinnieNET Single Family Mortgage Details	Table 7: 11706 Screen (Form Elements)	Page 35
View Master Agreement Record	Section 4.1 Master Agreements	Page 17
	Figure 21: GinnieNET Master Agreements Screen	Page 18
Final Certification	Section 6.1: Final Certification	Page 68
Pool Submission	Section 8.4 Issuer Communications – Pool Submit	Page 101

NEW POOL PROCESSING MODULE

APPLY GINNIE MAE EDITS

- ✓ Ginnie Mae Edits must be passed before a pool can be posted to the Network.
- ✓ This function checks the pool and mortgage data against Ginnie Mae MBS Guide requirements.
- ✓ If there are errors, individual records must be corrected and Ginnie Mae Edits must be applied again.
- ✓ A pool is not available for transmission to the Network until it passes all Ginnie Mae Edits.



[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 5.12 Apply Ginnie Mae Edits, Page 65

NEW POOL PROCESSING MODULE

SELECT POOLS FOR APPLYING EDITS



[GinnieNET On The Web Issuer Single Family Training Guide](#)

Apply Ginnie Mae Edits for Single Family
Section 5.12: Steps 1 – 3, Page 65
Figure 77: Certification and Agreement, Page 65

Select Pools for Applying Edits
Section 5.12: Steps 4 – 5, Page 66
Figure 78: Apply Ginnie Mae Edits Screen, Page 66

NEW POOL PROCESSING MODULE

GINNIE MAE EDITS REPORT

Welcome Jo Mar (1500)

GinnieMae
Our Guaranty Matters

GinnieNET On The Web
Apply Ginnie Mae Edits for Single-family

[Logout](#)
[Return to Main Menu](#)

[Change My Password](#)
[Select Active Issuer](#)

[Output Edits Report to CSV file](#)
[View below Edits Report in PDF Format](#)

GinnieNET Issuer Ginnie Mae Edits Error Report

Version: 7.1
Date: 7/13/2019
Page: 1

Pool #: AT2793 Issue Type: C Pool Type: SF Issue Date: 08/01/2016

Loan Number / Case Number	Mort. Type	Int. Rate	First Pay Date	Last Pay Date	FIC Entered / Calculated	UPB Entered / Calculated
00000001262181 00442201680748	FHA	5.450	05/01/1999	04/01/2029	\$238.85	\$25,549.73
1. WARNING The Upfront MIP Amount: Data element must be reported if it IS a required data element BY the agency (FHA, VA, RD, OR PHE).						
2. WARNING The Annual MIP Amount: Data element must be reported if it IS a required data element BY the agency (FHA, VA, RD, OR PHE).						
00000001552018 004422005143748	FHA	5.450	04/01/1999	03/01/2029	\$216.65	\$23,639.15
1. WARNING The Upfront MIP Amount: Data element must be reported if it IS a required data element BY the agency (FHA, VA, RD, OR PHE).						
2. WARNING The Annual MIP Amount: Data element must be reported if it IS a required data element BY the agency (FHA, VA, RD, OR PHE).						

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Error Messages

Section 5.13: Error Messages, Page 66

Table 22: Ginnie Mae Edit Report Error Messages, Page 67

Ginnie Mae Edits Report

Figure 80: Apply Ginnie Mae Edits Screen: Ginnie Mae Edit Error Report, Page 67

NEW POOL PROCESSING MODULE

GINNIENET POOL SUBMISSIONS – HOST COMMUNICATIONS

The screenshot displays the GinnieNET On The Web Issuer Communications interface. At the top left is the GinnieMae logo with the tagline "Our Guaranty Matters" and the text "Welcome Jo Mar (1500)". The main title is "GinnieNET On The Web Issuer Communications". On the top right are links for "Logout" and "Return to Main Menu". On the left side, there are links for "Change My Password" and "Select Active Issuer".

The central section is titled "Host Communications Selections" and contains several interactive elements:

- A link "Select Pools to Submit" with a red arrow pointing to a button labeled "No Pools to be Submitted".
- A red warning message: "For assistance to delete pools that had been included in a 2:00 pm sweep Contact the GinnieNET Helpdesk at 1-800-234-4662 (GNMA), option 1". Below this is a link "Select Pools to Delete" and a button labeled "No Pools to be Deleted".
- A section titled "Add Pools to Accept" with a table for input:

Pool Number	Issue Type	Pool Type	Custodian ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="button" value="Add"/>

Below the table is a button labeled "No Pools to be Accepted".

At the bottom, there is a red "Attention!!!" message: "Master Agreements Recertifications are no longer available in GinnieNET" and a "Submit" button.

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 8.4 Issuer Communications – Pool Submit, Page 101

NEW POOL PROCESSING MODULE

GINNIENET POOL SUBMISSIONS – HOST COMMUNICATIONS

GinnieNET On The Web
Issuer Communications

Select Pools to be Submitted

Available Pools	Selected Pools
<input type="button" value="Ok"/>	<input type="button" value="Cancel"/>
	<input type="checkbox"/> OW1031MSF Single-family

GinnieNET On The Web
Issuer Communications

Host Communications Selections

[Select Pools to Submit](#)

Pools to be Submitted

OW1031MSF Single-family

**For assistance to delete pools that had been included in a 2:00 pm sweep
Contact the GinnieNET Helpdesk at 1-800-234-4662 (GNMA), option 1
[Select Pools to Delete](#)**

Pools to be Deleted

Add Pools to Accept

Pool Number	Issue Type	Pool Type	Custodian ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Pools to be Accepted

Attention!!!

Master Agreements Recertifications are no longer available in GinnieNET

NEW POOL PROCESSING MODULE

GINNIENET POOL FORMS AND REPORTS

GinnieNET On The Web
Main Menu

- ▣ Data Entry/Review
- ▣ Data Export/Import
- ▣ Host Communications
- ▣ Reports
 - ▣ **New Pool Processing**
 - [Schedule of Subscribers - 11705](#)
 - [Schedule of Pooled Mortgages - 11706](#)
 - [Schedule of Pooled Mortgages with data - 11706](#)
 - [Schedule A of Serial Note Pools](#)
 - [Certification and Agreement - 11711B](#)
 - [Bond Finance Pool Certification](#)
 - [Bond Finance Pool Consolidation Certification](#)
 - [Master Agreement Certification](#)
 - ▣ **Certifications**
 - ▣ **Investor Reporting**
 - ▣ **Common**
- ▣ Maintenance

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 9 Reports: 9.1 New Pool Processing, Page 132

NEW POOL PROCESSING MODULE

COMMON GINNIE^{NET} ERRORS

- ✓ Incorrect Maturity Date on the Pool Details Screen
 - Cross Check Latest Last Pay Date of Loans with Pool Maturity Date.



Update Maturity Date on the Pool Details Screen.

- ✓ Subscriber Total Position does not equal the Pool Amount
 - Cross check total position entered on the Subscriber Screen with the total Pool Amount (Pool Details Screen).



Update the Subscriber Position Amount(s).

- ✓ Cannot Submit Pool On Host Communications
 - Must apply Ginnie Mae Edits prior to submitting pool.

SUGGESTION

Check pool status on Pool Details Screen to ensure status reads 'Passed Edits'.

NEW POOL PROCESSING MODULE

FAQs

1. My Pool was Issued and I need to pull it back. Who do I contact?



Please contact your Ginnie Mae Account Executive for guidance.



2. I need to adjust my delivery Instructions and my pool was submitted/Certified.

Please call Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435.



3. What are the cut off times for New Pool Submissions?

Refer to the [Pool Dates Calendar](#) on the Ginnie Mae website for reporting deadlines and events specific to Issuers.

 **Pool Dates Calendar**

(September 2019)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2	3	4	5	6	7
	GNMA I Deadline CAVS Certification Due			GNMA I Deadline CAVS Certification Due			
	8	9	10	11	12	13	14
	GNMA I Deadline CAVS Certification Due			GNMA I Deadline CAVS Certification Due			



GinnieNET

Certification Module

GINNIENET CERTIFICATION MODULE

- Initial Certification (Document Custodian Process)
- Request for Release of Documents (11708)
- Final Certification/Recertification
- Knowledge Check

GINNIENET CERTIFICATION MODULE

ACCESSING GINNIENET VIA MGM

The screenshot shows the MGM portal navigation menu. At the top right, there are links for 'Communities', 'Tools', and 'Knowledge Center'. The 'Tools' dropdown is open, showing a list of applications. Under the 'Other Applications' section, 'GinnieNET' is highlighted with a red arrow. Other applications listed include RFS, eNOTE, IPMS, PTS, MAMS, RPN, CM, Verify Role Assignment, GEMS, IRD, PDD Validation Tool, Bookmarks, AllRegs, eMBS, FHA Website, Ginnie Mae, HUD Locator, MBA, MBS - GA, MBS Guide, RH, VALERI, Bloomberg, FHA Connection, Fitchratings, HUD, Issuer Calendar, MBS - DD, MBS - MDS, Pay.gov, and VA - HUD.

1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.
2. Then navigate to **GinnieNET** under **Other Applications**.

Welcome To GinnieNET On The Web

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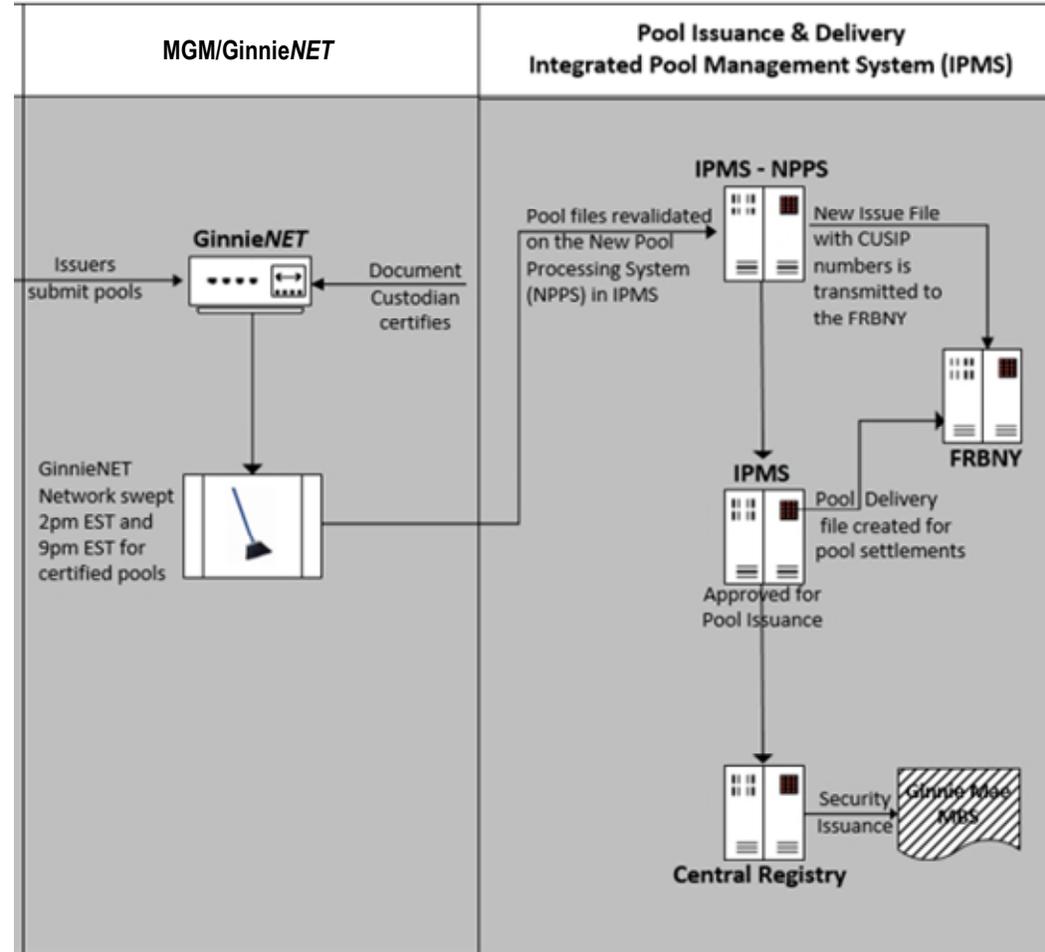
Note: A request to extend the expiration date on the above listed forms has been submitted to OMB for their approval.

Close

GINNINET CERTIFICATION MODULE

DOCUMENT CUSTODIAN INITIAL CERTIFICATION

- ✓ When the pool has been submitted to the GinnieNET network, the Document Custodian must certify the pool.
- ✓ GinnieNET sends an e-Notification to the Custodian advising that there is a pool awaiting certification.
- ✓ The Custodian completes the certification in GinnieNET. This initiates the pool processing timeline.



GINNIENET CERTIFICATION MODULE

DOCUMENT CUSTODIAN INITIAL CERTIFICATION CERTIFY / REJECT

GinnieNET On The Web
Custodian Communications

Host Communications Selections

[Select Pools to Certify](#)

Pools to be Certified

Pools
OW1031MSF Single-family

[Select Pools to Reject](#)

Pools to be Rejected

No Pools to be Rejected

GinnieNET On The Web
Custodian Communications

Host Communications Selections

[Select Pools to Certify](#)

Pools to be Certified

No Pools to be Certified

[Select Pools to Reject](#)

Please Select the Rejection Reason, otherwise Pool won't be sent for Rejection

Pools to be Rejected

Pool	Rejection Reason
OW1031MSF Single-family	P&I payment differs from schedule <input type="button" value="Edit"/>

GinnieMae
Our Guaranty Matters

[Change My Password](#)

GinnieNET On The Web
Host Communications Results

GinnieNET Host Communications Result Report (Job Number 1117099)

	7.1
	7/19/2019

- CERTIFY SUCCESSFUL 1500000038OW1031MSF0719191054241-OW1031.MSF FCN : 15000000038OW1031MSF0719191054542
- REJECT SUCCESSFUL 1500000038OW1032MSF0719191054246 AT 07/19/2019 10:54:54 AM FRN : **B

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 8.8 Certifications Communications, Page 112

Section 8.8.1 Link Options, Table 38: Certifications Communications Menu Options, Page 112

GINNIENET CERTIFICATION MODULE

HUD 11708 – REQUEST FOR RELEASE OF DOCUMENTS

GinnieNET On The Web
Main Menu

- Data Entry/Review
 - New Pool Processing
 - Certifications
 - Single Family Processing
 - Common
 - Issuer (Transfer) Recertification
 - Custodian (Transfer) Recertification
 - HUD 11708
 - Document Custodian Transfers
 - Apply Ginnie Mae Edits - Recertification
- Data Export/Import
- Host Communications
- Reports
- Maintenance

GinnieNET On The Web
HUD 11708

[Back to Search Page](#)

<< < > >>

Issuer: 1500	EQUIBANK N.A.	Status: New
Custodian: 000038	ReconTrust Comany, N.A.	Date Prepared by Issuer: 07/19/2019
Mortgagor's Name, Address and Zip Code		
Name: BNY Mellon	Commitment/Pool Number: OW1031	
Address: 240 Greenwich Street	FHA/VA/RHS Number:	
City: New York State: NY Zip Code: 10286	Issuer Loan Number: 587496136426972	
Reason For Requesting Documents		
Reason Number: 1 Mortgage Paid in Full	Settlement Expected Return Date:	
Text:	Document Release Date:	
	Document Return Date:	

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 6.7 HUD 11708 Request for Release of Documents Screen, Page 85

GINNIE^{NET} CERTIFICATION MODULE

GINNIE^{NET} FINAL CERTIFICATION AND RECERTIFICATION



Once a new pool is issued, the issuer is required to perform a Final Certification which must be completed no later than 12 months after the issue date of the related securities.

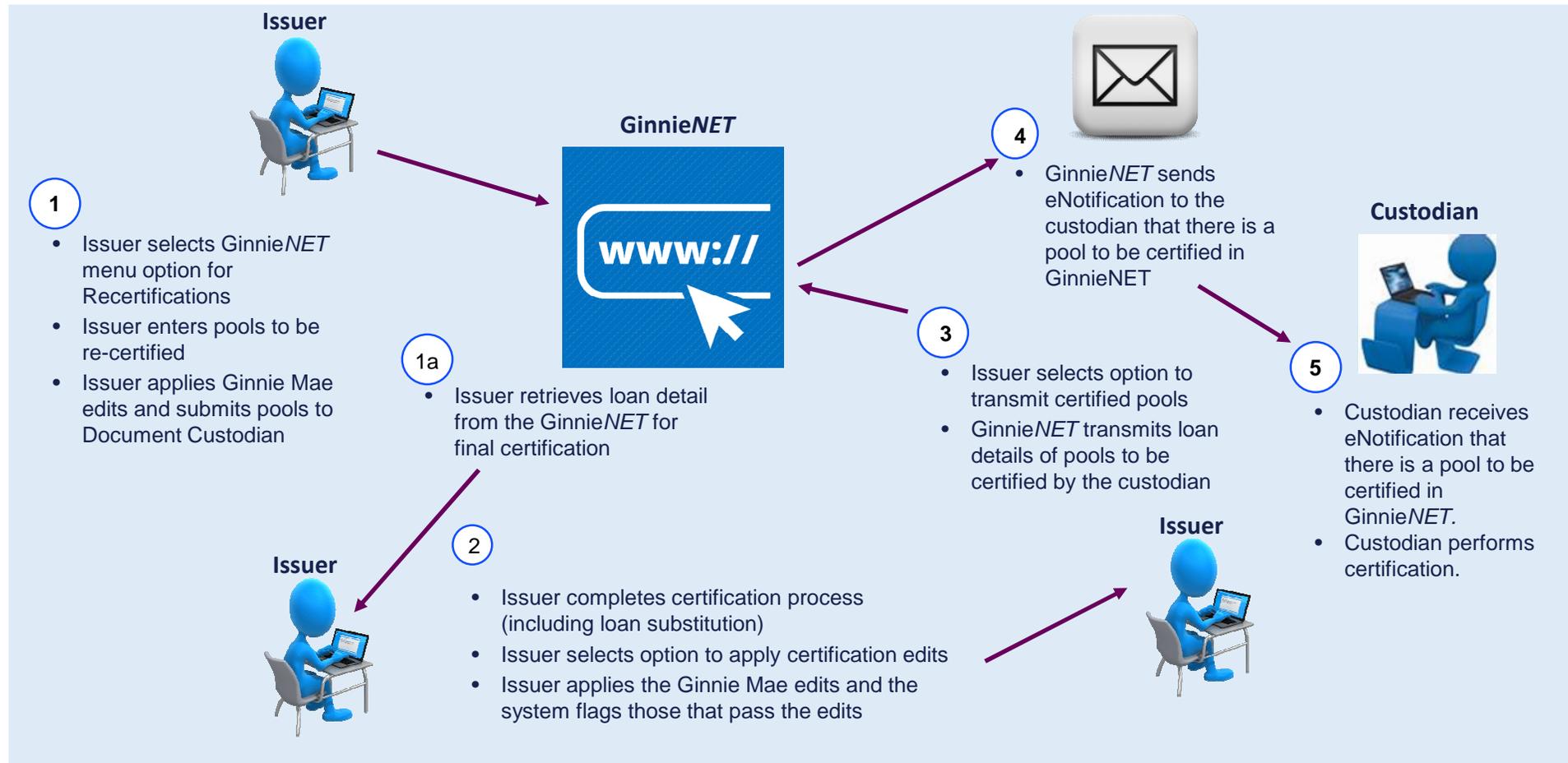


If there is an Issuer Portfolio Transfer or Document Custodian Transfer, the Issuer of record is required to submit a Recertification for all affected pools 12 months from the Effective Transfer Date to Ginnie Mae.

- ✓ All Recertifications are on a pool level and are to be submitted via Ginnie^{NET}.

GINNIE^{NET} CERTIFICATION MODULE

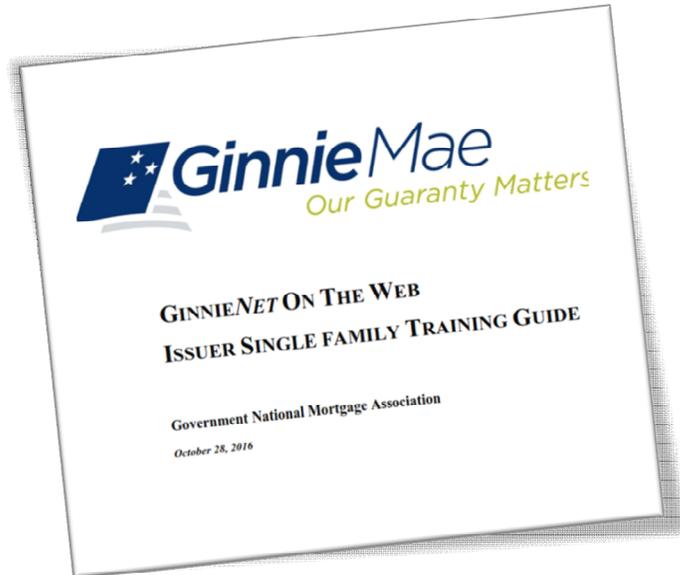
GINNIE^{NET} FINAL CERTIFICATION AND RECERTIFICATION PROCESS FLOW



GINNIENET CERTIFICATION MODULE

GINNIENET – POOL RETRIEVAL FOR FINAL CERTIFICATION

[GinnieNET On The Web Issuer Single Family Training Guide](#)
Section 6.1 Final Certification, Page 68



GinnieNET On The Web
Certifications Communications

Certifications Communications Selections

Final Certifications

[Select Final Certification Pools to Submit](#)
Final Certification pools to be Submitted
No Final Certification Pools to be Submitted

[Select Final Certification Pools to Delete](#)
Final Certification pools to be Deleted
No Final Certification Pools to be Deleted

Retrieve Pools for Final Certification

Create List Manually By Initial Certification Date

Add Pools to Retrieve for Final Certification

Pool Number: Issue Type: Pool Type:

Pools to be Retrieved for Final Certification

Pool ID	
OW1031XSF	Remove
OW1032MSF	Remove
OW1033CSF	Remove

GINNIENET CERTIFICATION MODULE

FINAL CERTIFICATION / RECERTIFICATION

The screenshot displays the GinnieNET On The Web interface. At the top, it says "Welcome Jo Mar (1500)" and "GinnieMae Our Guaranty Matters". The main heading is "GinnieNET On The Web Certifications Communications". There are links for "Change My Password", "Select Active Issuer", "Logout", and "Return to Main Menu".

The interface is divided into several sections:

- Final Certifications:** Includes "Select Final Certification Pools to Submit" (with a Pool ID of 660739XSF), "Select Final Certification Pools to Delete", and "Retrieve Pools for Final Certification" (with options for "Create List Manually" and "By Initial Certification Date").
- Document Custodian Transfer/Merger:** Includes "Select Transfer/Merger Requests to Submit" and "Select Transfer/Merger Requests to Delete".
- HUD 11708:** Includes "Select HUD 11708 Reports to Submit" and "Select HUD 11708 Reports to Delete".
- Issuer Recertification:** Includes "Select from the List" and "Create List Manually" options, and "Select Issuer Recertification to Submit" and "Select Issuer Recertification to Delete".
- Custodian Recertification:** Includes "Select from the List" and "Create List Manually" options, and "Select Custodian Recertification to Submit" and "Select Custodian Recertification to Delete".

Two red arrows point from labels on the left to the "Final Certifications" and "Issuer Recertification" sections. The labels are "Final Certification" and "Re-Certification".

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 8.8.4 Recertification, Page 113

GINNIENET CERTIFICATION MODULE



KNOWLEDGE CHECK

✓ Who initiates Final Certifications on GinnieNET?

1. The Pool Processing Agent
2. The Document Custodian
3. The Issuer
4. Ginnie Mae Account Executive

✓ Final Certification is due:

- a) Within 12 Months after the pool is submitted
- b) Within 18 Months after the pool's issue date
- c) Within 12 Months after the pool's issue date

✓ Which Reason Codes are not applicable when completing the HUD Form 11708 "Request for Release of Documents"?

- I. Paid in Full
- II. Credit Score Drop
- III. Loan Substitution
- IV. Default



Pool Transfer System

- Pool Transfers

POOL TRANSFER SYSTEM

- Types of Pool Transfers
- Overview of Issuer Transfer Process on PTS

POOL TRANSFER SYSTEM

TYPES OF POOL TRANSFERS

Pool Transfer Type	Purpose of Transfer
Standard Pool	The Selling Issuer transfers pools to another Issuer by mutual agreement.
Related Pool Party	The Selling Issuer transfers pools to another Issuer by mutual agreement. Issuers are related.
Merger	The Selling Issuer transfers all pools to a related Issuer due to internal reasons in a business merger. The Merging Issuer initiates the process.

[Pool Transfer System for Issuers](#)

Pool Transfer Overview, Page 2

POOL TRANSFER SYSTEM

OVERVIEW - ISSUER POOL TRANSFER PROCESS ON PTS

PTS provides an automated means for the Issuer to do the following:

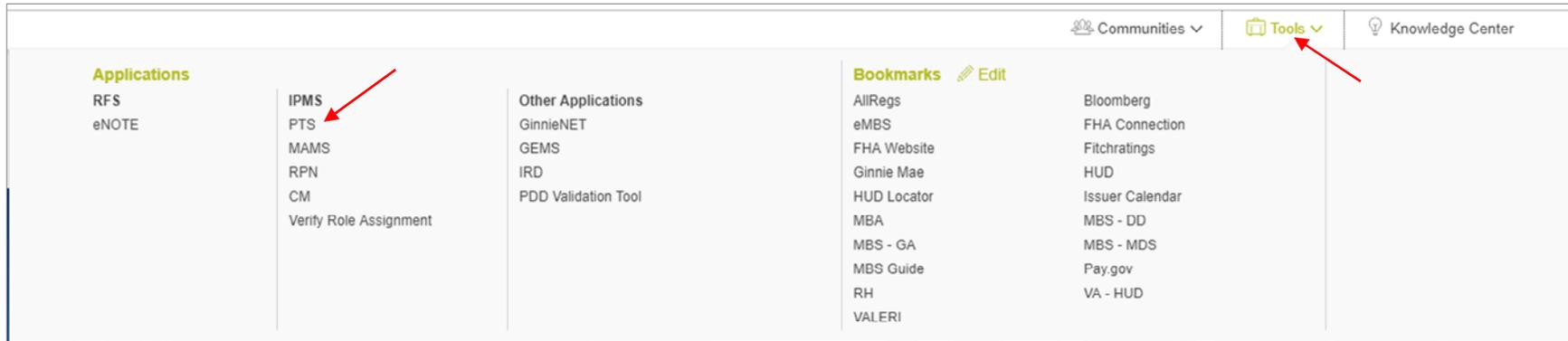
- Initiate and update pool transfer request information
- Import and update pool numbers being transferred
- View and receive the associated approval documentation
- Approve or reject pool transfer requests from the Selling Issuer
- Access and view reports
- Confirm associated transfer fees



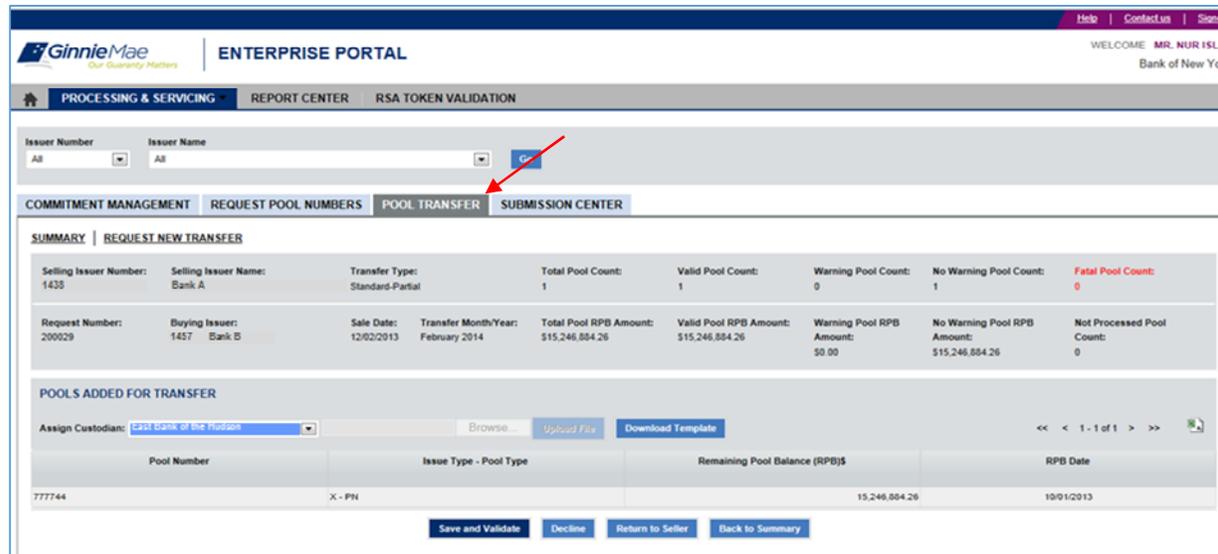
POOL TRANSFER SYSTEM

ACCESSING PTS VIA MGM

1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.



2. Then look for **PTS** under **Applications**.
3. Select **POOL TRANSFER**.

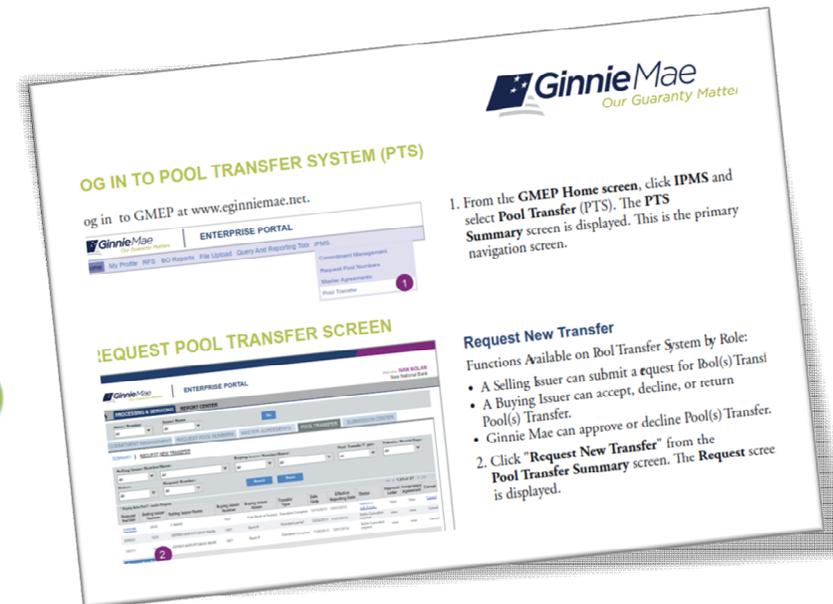


POOL TRANSFER SYSTEM

PTS QUICK REFERENCE CARD

The [Pool Transfer System Quick Reference Card](#) provides procedures and necessary information to:

- Request Pool Transfer Screen
- Request New Transfer
- Access Submission Center
- View Status / Accept Pool Transfers
- Run Reports





Document Custodian Transfer Requests - GinnieNET

DOCUMENT CUSTODIAN TRANSFER REQUESTS

- Types of Document Custodian Transfer Requests (GinnieNET)
- Overview of Document Custodian Transfer Requests Process
- Quick Tips

DOCUMENT CUSTODIAN TRANSFER REQUESTS

OVERVIEW

- All Document Custodian Transfer Requests are submitted via GinnieNET.
- Four types of Document Custodian Transfer Requests:
 - 1) Complete Document Custodian Transfer
 - 2) Partial Document Custodian Transfer
 - 3) Complete Document Custodian Merger
 - 4) Partial Document Custodian Merger
- Complete and Partial Transfer Requests
 - Recertification of transferred pools are due 12 months of the effective date of transfer.
- Complete and Partial Merger Requests –
 - Do not require a new recertification of the affected transferred pools, the status of the pool pre-merger will remain the same.
- **Important:** Once Issuer submits the Transfer Request the New Document Custodian must certify the pending Transfer request prior to the specified Effective Transfer Date.



DOCUMENT CUSTODIAN TRANSFER REQUESTS

GINNIENET DOCUMENT TRANSFER MENU / HOST COMMUNICATIONS

GinnieNET On The Web
Certifications Communications

Certifications Communications Selections

<p>Single-family Final Certifications</p> <p>Select Single-Family Final Certification Pools to Certify</p> <p>No Single-family Final Certification Pools to be Certified</p>	<p>Recertification</p> <p><input checked="" type="radio"/> Select from the List <input type="radio"/> Create List Manually</p> <p>Select Recertification Pools to Certify</p> <p>No Recertification Pools to Certify</p>	
<p>Select Single-family Final Certification Pools to Reject</p> <p>No Single-family Final Certification pools to Reject</p>	<p><input checked="" type="radio"/> Select from the List <input type="radio"/> Create List Manually</p> <p>Select Recertification Pools to Reject</p> <p>No Recertification pools to Reject</p>	
<p>Document Custodian Transfer</p> <p>Select Transfer/Merger Requests to Certify</p> <p>FTN</p> <p>204500046620110519111413377 Remove</p> <p>Select Transfer/Merger Requests to Reject</p> <p>No Transfer/Merger requests to Reject</p>	<p>HUD 11708 Reports</p> <p>Select HUD 11708 Reports to Acknowledge</p> <p>No HUD 11708 Reports to Acknowledge</p> <p>Select HUD 11708 Reports to Return</p> <p>No HUD 11708 to Return</p>	
<p>HMBS Final Certifications</p> <p>Select HMBS Final Certification Pools to Certify</p> <p>No HMBS Final Certification Pools to be Certified</p>		<p>Select HMBS Final Certification Pools to Reject</p> <p>No HMBS Final Certification pools to Reject</p>

Submit



DOCUMENT CUSTODIAN TRANSFER REQUESTS

QUICK TIPS

- ✓ For Complete Document Custodian Transfer or Merger, the Issuer is required to submit a completed pool list.
- ✓ For Partial Document Custodian Transfer or Merger, the Issuer is required to submit a completed list of the pools being transferred; as well as the pool listing(s) for Existing Document Custodian(s).
- ✓ The Issuer should enter a Effective Date of Transfer as a business day of the month at least three (3) days past the current date and not more that six months past the current date.
- ✓ If a pool is transferred with a Final Certification pending when the new Issuer completes the pending Final Certification that certification will close out both open Final Certification and pending Recertification from the recent transfer.
- ✓ An e-Notification of approval or rejection is sent to Issuer and new Document Custodian.



Pool listing may be imported or key entered directly into GinnieNET.

[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 6.8 Documents Custodian Transfer, Page 89

QUESTIONS & ANSWERS

Q&A

RESOURCES

MANUALS, QRCs, FAQs

Pool Transfer System Quick Reference Card

https://www.ginniemae.gov/issuers/issuer_training/Documents/PTS_QRC.pdf

GinnieNET Single Family File Layout

https://www.ginniemae.gov/issuers/GinnieNETFileLayoutsLib/GinnieNET_Single-Family_File_Layout.pdf

GinnieNET On The Web Issuer Single Family Training Guide

https://www.ginniemae.gov/issuers/GinnieNETTrainingGuides/ginnienet_sf_training_guide_10_28_2016.pdf

Pool Transfer System for Issuers

https://ginniemae.gov/issuers/issuer_training/Documents/pts_issuer_storyboard.pdf