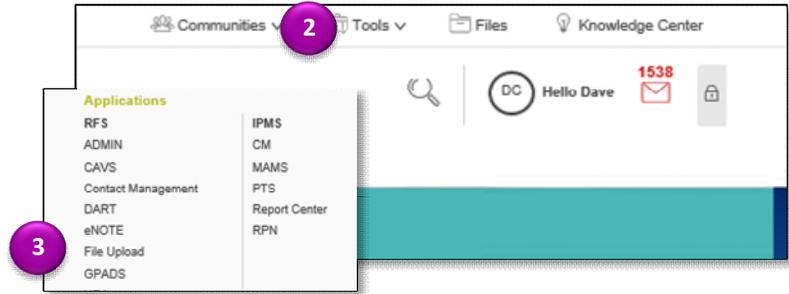


### ACCESS GMEP

1. Log in to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select the **Tools** dropdown at the top of the Dashboard.
3. Select **File Upload** under Applications.

The Ginnie Mae Enterprise Portal will open.



### REPORTING LOAN ACTIVITY

4. Select **RFS/Pool Accounting – Single Family**.

The Home screen is displayed.

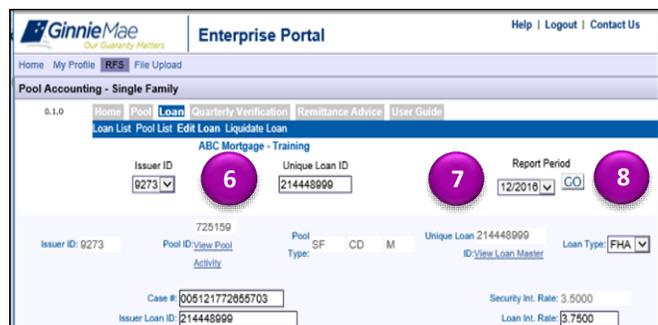
**NOTE:** The Home screen includes tabs for **Pool, Loan, Quarterly Verification, Remittance Advice** and **User Guide**.



5. Select the **Loan Tab**.

The Loan Activity screen is displayed

6. Enter **Unique Loan ID**.
7. Select the **Reporting Period** (Reporting Period defaults to current month) from the drop down.
8. Select **GO** or press the **Enter Key**.



9. 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

10. Click **Save** button when you have completed all entries.

A pop-up box will be displayed.

11. Select **OK** to save or select **Cancel** to return to the Loan Activity screen.

**NOTE:** Loan Record Fields and a list of exceptions are included in Appendix VI-19 Issuer Monthly Report of Pool and Loan Data.