

Pooling Processes and Systems Training

December 11, 2023



# **Presenter**

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# Wade Gayle

Bank of New York Mellon

# **Presentation Assistants**



### **Touhid Ali**

Bank of New York Mellon



Single Family Issuer Training 1



# Agenda

Introduction

Path of the Pool

**Prerequisites for Pooling** 

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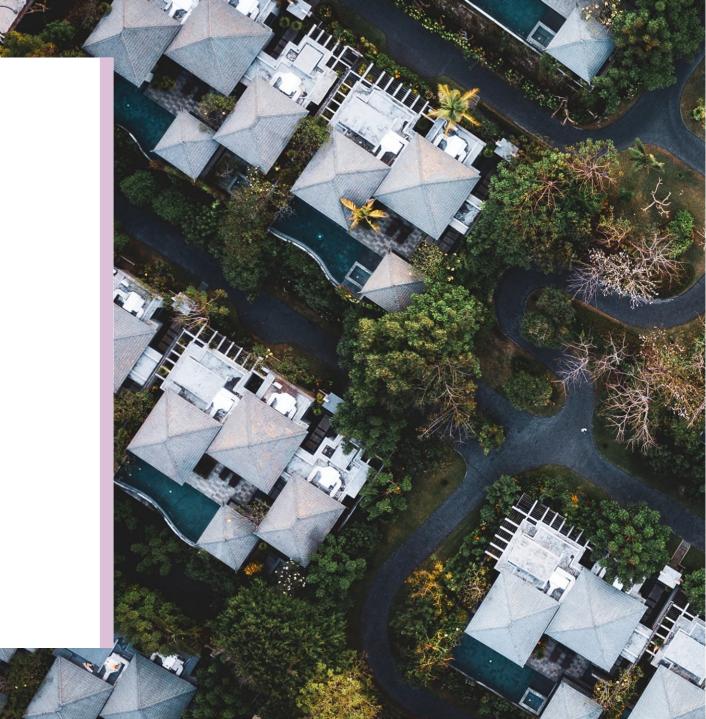
**Ginnie Mae Website Information** 

# Path of the Pool

Pool Submission, Processing, Issuance & Delivery Diagram

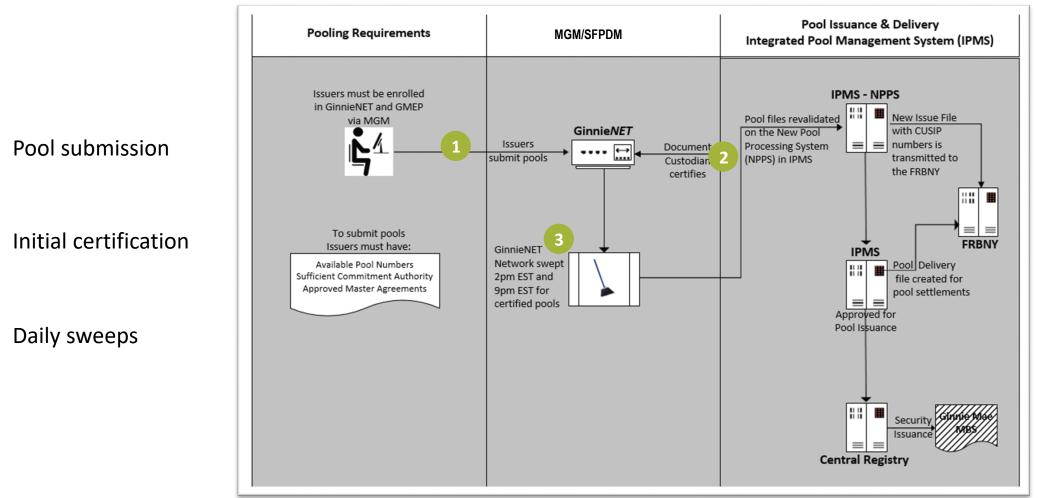
**Pooling Timeline** 

Knowledge Check





# Pool Submission, Processing, Issuance & Delivery Diagram



**Ginnie Mae Pool Processing Agent** 



### **Initial Certification**



**GinnieNET/SFPDM** network is swept twice each business day for processing and issuance of pools certified by the Document Custodian.

2:00 PM Sweep Certified Pools/Loan Packages



Pools certified prior to 2:00 PM EST

Will be considered **1 Day Processing** and may be delivered for settlement the next business day.

#### **9:00 PM Sweep** Certified Pools/Loan Packages



Pools certified after 2:00 PM EST But before 9:00 PM EST

Will be considered **2 Day Processing** and may be delivered for settlement in two business days.

**Deleting Pools After Certification** 

Contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435. Pool(s) can only be deleted between the hours of 2:00 PM - 4:00 PM EST by the PPA.

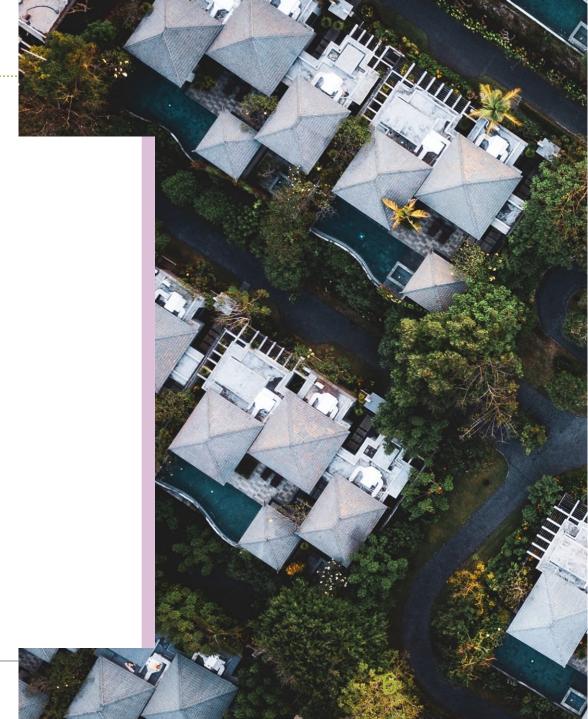
Issuers have until 12 Noon to perform an Auto-Recall on SFPDM. After 12 Noon but before 4:00 PM - EST, Issuers must contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435 for assistance with deleting pool(s).



# PATH OF THE POOL

# **Polling Questions**





# **Prerequisites for Pooling**

**Enroll on MGM** 

**Commitment Management** 

**Request SecurID Token** 

**Request Pool Numbers** 

Introduction to MyGinnieMae (MGM) Portal

Knowledge Check

Master Agreements

## Introduction to MGM Portal



**MyGinnieMae** is a single gateway to all Ginnie Mae's systems, applications, and resources, that boosts efficiency for our business partners



The portal provides enhanced security and a single entry-point to all approved applications for individual users, as well as a seamless user registration and access request process for both the user and the approving authority



<u>MyGinnieMae will eventually replace GMEP 1.0</u> and serve as a primary platform for extending information technology (IT) capabilities to the Ginnie Mae community. MyGinnieMae delivers security features which Ginnie Mae established.

Access MyGinnieMae at https://my.ginniemae.gov using any of these web browsers.



MyGinnieMae Organization Administrator Guide



## Introduction to MGM Portal – Roles & Responsibilities

**Organization Administrators** are privileged users who **control system access**, **assign functional roles**, and **perform other user management activities**. These individuals are responsible for ensuring that End Users at their respective organizations are provided the appropriate level of access for their business role with Ginnie Mae and for the maintenance of those user accounts. Formerly known as Security Officers and Enrollment Administrators.

### **User Types**



Operations Administrator

Operations Administrators have general oversight of the Portal. They can only provide final acknowledgement of access requests and cannot make any changes to end user accounts.

This function is provided by BNYM Operations on behalf of Ginnie Mae, with Ginnie Mae information Security serving as the Super Administrator over the entire system.



Organization Administrator

Organization Administrators have the privilege to invite end users to register for a Portal account, approve user registration, initiate access request via functional role assignment to user and approve the access request within a single organization.

**Note:** Separation of duties within the registration and access request workflows does not allow the Organization Administrator to initiate a registration and approve that same registration nor request access via functional role assignment and approve that same access request. A minimum of three Org Admins are required and it is recommended to have more than the minimum from an operational perspective.



End Users are the various types of Ginnie Mae employees, business partners, and contractors who require access to the business applications and information within the Portal, including various self-service functions.



### Introduction to MGM Portal – Roles & Responsibilities

End Users are provided access based on their business activities which are organized into meaningful access profiles called Functional Roles. Use of Functional Roles ensure users have an appropriate level of access in relation to their job functions/responsibilities, enforces the least privilege principle, and makes the account provisioning/de-provisioning actions easier for Organization Administrators. These roles are grouped and vary by type (Single Family, Multifamily, HECM, etc.).

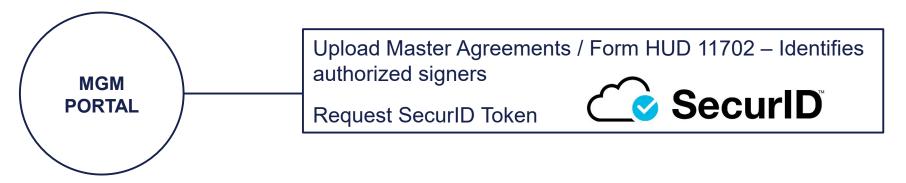
	Role Description
SF-Loan Delivery and Pooling Basic User	Upload/enter pool and loan information for delivery; verify availability of commitment authority; clear document deficiencies and pooling exceptions; access to prepare but not execute PIIT/TAI transactions.
SF-Loan Delivery and Pooling Authorized Signer	Only for HUD 11702 signatories. All rights of a Loan Delivery and Pooling Basic User, plus; authority to submit pools for issuance, request additional commitment authority and execute PIIT/TAI transactions
MF-Investor Reporting Basic User	Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors.
MF-Investor Reporting Authorized Signer	Only for HUD 11702 signatories. All rights of an Investor Reporting Basic User, plus; authority to certify the monthly pool and loan accounting report; submit edits needed to clear exception feedback and monthly reporting errors.
HECM-Compliance and Oversight User	Review portfolio servicing and investor reporting metrics and reports; oversee subservices performance when applicable.
SS-Investor Reporting Basic User	Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors

#### MyGinnieMae End User Guide



# Introduction to MGM Portal – Issuer Responsibilities

- Enroll as user on the MyGinnieMae (MGM) Portal with functional roles that allow the upload of Master Agreements.
  Form HUD 11702 Identifies authorized signers.
- □ Request sufficient Commitment Authority to guarantee MBS issuance.
- SFPDM Access.
- Obtain pool numbers.

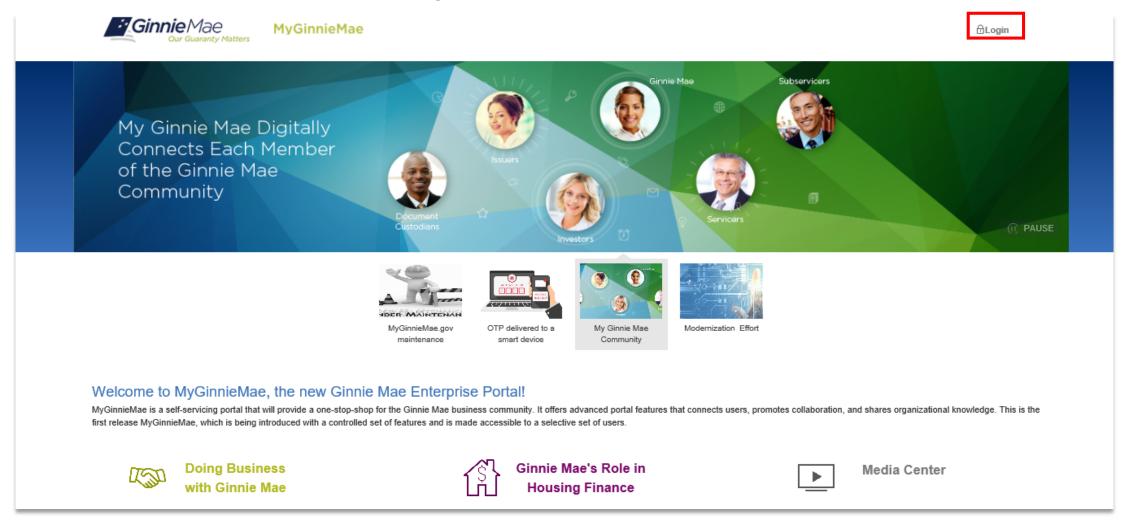


RSA SecurID Quick Reference Card

<u>Government National Mortgage Association Systems Access Forms</u> Appendix III-29(E)-Ginnie Mae Systems Access/RSA SecurID Token Request, Page 28



# Introduction to MGM Portal – Portal Login Screen





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# Introduction to MGM Portal – Government Security Disclosure

#### Government Security Disclosure

'**Ginnie**Mae

ur Guaranty Matters

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

**MvGinnieMae** 

1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.

2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except HUD or Ginnie Mae's Chief Information Officer.

#### "Logging into MyGinnieMae" Quick Reference Card

#### Initial Authentication

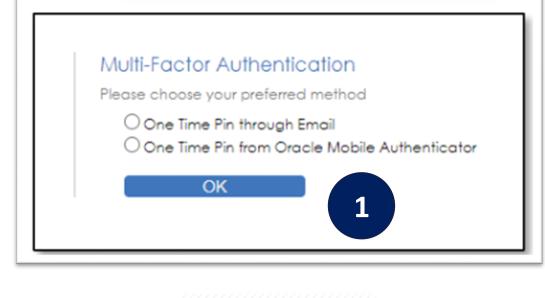
Please provide your username and password.

Username	
Password	
LOGIN	
Forgot Password?	1

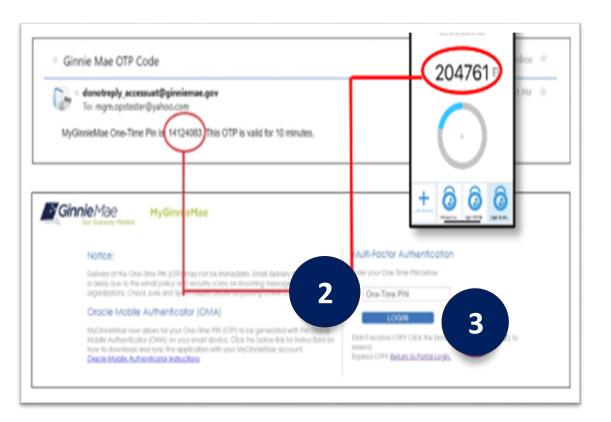


# **INTRODUCTION TO MGM PORTAL**

# **Multi-Factor Authentication- One Time Password (OTP)**



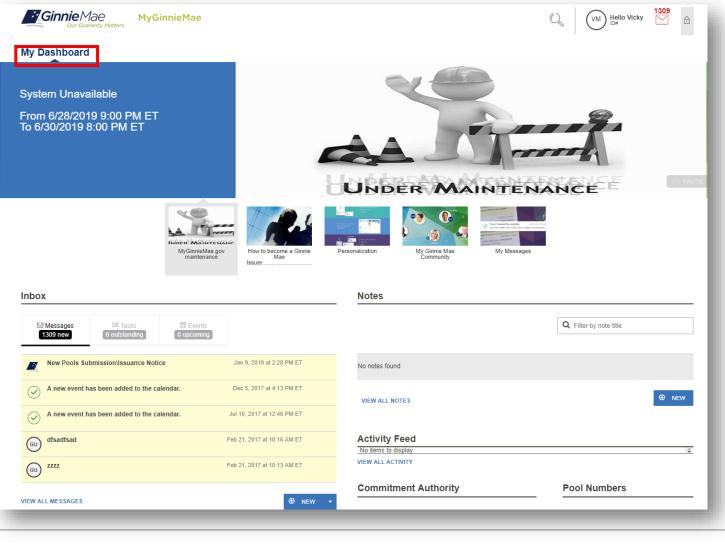






# Introduction to MGM Portal – My Dashboard Landing Page

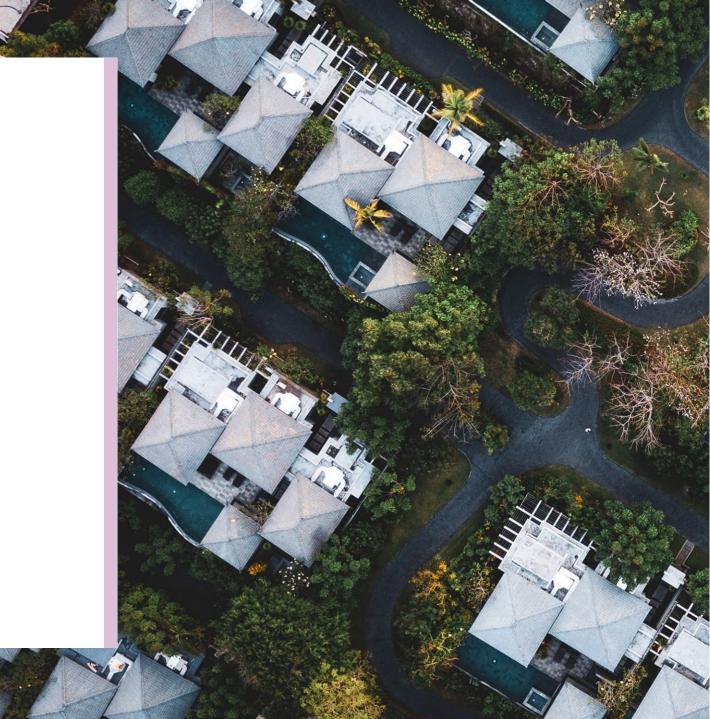
Inside MyGinnieMae, the **My Dashboard** screen will appear. My Dashboard is a landing page that has been tailored for different user types, to provide easier access to key information and applications.





# Break





## Accessing Master Agreements Management System (MAMS) via MGM

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.
- 2. Then look for MAMS under Applications.

				🖉 Communities 🗸 📋 Tools	V 🖗 Knowledge Center
Applications			Bookmarks 🖉 Edit		
RFS	IPMS	Other Applications	AllRegs	Bloomberg	
eNOTE	PTS	GinnieNET	eMBS	FHA Connection	
	MAMS	GEMS	FHA Website	Fitchratings	
	RPN	IRD	Ginnie Mae	HUD	
	CM	PDD Validation Tool	HUD Locator	Issuer Calendar	
	Verify Role Assignment		MBA	MBS - DD	
			MBS - GA	MBS - MDS	
			MBS Guide	Pay.gov	
			RH	VA - HUD	
			VALERI		

#### 3. Select MASTER AGREEMENTS.

Cur Guaranty Matters ENTERPRISE PORTAL			WELCOME . VICKY USER MARAJH JO USER MAR :RAL CREDIT UNION							
REPORT CENTER SECURID TOKEN VALIDATI	ON VERIFY ROLE ASSIGNMENT		CB FEDERAL CREDIT UNION							
ver Number Issuer Name										
COMMITMENT MANAGEMENT REQUEST POOL NUMBERS MASTER AGREEMENTS	SUBMISSION CENTER									
SUMMARY SEARCH FORMS										
View by Status:			Create Form: << < 1 - 1 of 1 > >> Select Form V Go							
Issuer Number Issuer Name	Issuer Status	Participation Agent Status	Subservicer Status							
2272 NAVY FEDERAL CREDIT UNION 1500 CB FEDERAL CREDIT UNION	Complete	N/A	NA							



## Introduction to MGM Portal – Master Agreements Requirements

Ginnie Mae Issuers must complete an **initial Master Agreement submission** to be eligible to issue Ginnie Mae pools. Issuers are required to **submit a complete set of Master Agreements** which consists of the forms listed in the table below.

**Form Number** Form Name Page # Resolution of Board of Directors and Form HUD 11702 Page 11 Certificate of Authorized Signatures Master Agreement for Participation Form HUD 11703-II Page 12 Accounting Form HUD 11707 Master Servicing Agreement Page 13 Master Agreement for Servicer's P&I Form HUD 11709 Page 14 **Custodial Account** ACH Debit Authorization (Does not Form HUD 11709-A Page 15 **Require Renewal**) Form HUD 11715 Master Custodial Agreement Page 16 Master Agreement for Servicer's Form HUD 11720 Page 17 **Escrow Custodial Account** 

Detailed information about each required Master Agreement can be

Master Agreements Management System (MAMS) Guide

	Issuer Number/Name:*	2001	Bank A	
	Document Date:*	08/04/2013		
	Signed by:			
	Title:			
	Consideration:*	123		*
				÷
Serviced By*				
	Issuer	Participation Ag	pent	
- Participation Agent Details				
	Issuer Number/Name:*	2002 💌	Mortgage Ba	ink
	Entity Type:	LLC		
	Address:*	77 Wood Ave		
	City/State/Zip:*	Edison	New Jarney	▼ 08820
		Luisui	New Jersey	00020
	Signed by:			
	Title:			



found in:

# Master Agreement Management System (MAMS)

Ginnie Mae Issuers are responsible for **initiating the documentation required to complete the Master Agreements Submission process**. Details about the forms and processes required to complete the submission process are provided in:

Master Agreements Management System (MAMS) Guide

In addition:

The <u>MAMS Quick Reference Card</u> provides procedures and information for the topics listed below.

- Create a Form
- Print Agreements
- Upload/Import Completed Forms
- Search/View Forms
- Submission Center



#### MASTER AGREEMENTS (MAMS)





## When and How to Update Master Agreements

- On an annual basis Issuers must recertify their eligibility by completing the renewal process.
- Ginnie Mae requires the recertification of Master Agreements annually between:

Now 1 – December 31.

- Important to start recertification process as early as October 1 to reduce year-end spike in volumes.
- If an Issuer does not complete their recertification within the renewal period they will not be eligible to issue Ginnie Mae pools and will have to repeat the initial submission process.





# Accessing Commitment Management (CM) via MGM

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.
- 2. Then look for CM under Applications.

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Applications			Bookmarks 🖉 Edit		
RF \$	IPMS	Other Applications	AllRegs	Bloomberg	
eNOTE	PTS	GinnieNET	eMBS	FHA Connection	
	MAMS	GEMS	FHA Website	Fitchratings	
	RPN	IRD	Ginnie Mae	HUD	
	CM	PDD Validation Tool	HUD Locator	Issuer Calendar	
	Verify Role Assignment		MBA	MBS - DD	
			MBS - GA	MBS - MDS	
			MBS Guide	Pay.gov	
			RH	VA - HUD	
			VALERI		

#### 3. Select COMMITMENT MANAGEMENT.

OMMITMENT I	MANAGEMENT	REQUEST POOL NUMBERS	MASTER AGREEMENTS	POOL TRANSFER	SUBMISSION CENTER								
SUMMARY R	REQUEST COMM	TMENT											
Status All	▼ Dis	1500 CB FEDERAL CREDIT	UNION										
													<u> ≪ ≤ 1-1of1 ≥ &gt;&gt;</u>
Issuer N	Number	Issuer Name	Program Type	Request Number	Available Amount	Amount Requested	Amount Approved	Requested by	Requested Date	Approval Date	Expiration Date		Status
2272	NAVY FE	DERAL CREDIT UNION	SL-Single Family	40008611	\$200,000,000.00	\$200,000,000.00	\$200,000,000.0	0 Daniel Chan	06/10/2019	06/13/2019	06/30/2020	Approved	
	nmitment												



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# **Commitment Authority (CA) Requests**



An Issuer must comply with Ginnie Mae's eligibility requirements and have **sufficient Commitment Authority available** to successfully issue Ginnie Mae securities.

Commitment Authority allows an Issuer to **issue up to an authorized dollar amount of securities** and constitutes a commitment line balance.

The **Commitment Management (CM) Application** replaces the manual submission of documents, submission of fees via www.pay.gov and provides an Issuer with an automated method to:

- **Submit requests** for Commitment Authority
- **Confirm** the associated commitment fee
- Proactively monitor their Commitment Authority balance and request status
- Submit payment instructions for ACH debit of commitment fees



**Request** reports



## **Commitment Management Application**

- An Issuer must comply with Ginnie Mae's eligibility requirements and have sufficient Commitment Authority available to successfully issue Ginnie Mae securities
- Commitment Authority allows an Issuer to issue up to an authorized dollar amount of securities and constitutes a commitment line balance.

The Commitment Management (CM) Application replaces the manual submission of documents, submission of fees via <u>www.pay.gov</u>, and provides an Issuer with automated methods for the following procedures.

#### Commitment Management Application Issuer Guide

Procedure	Page #'s
Submit requests for Commitment Authority	Pages 6 – 10
Confirm the associated Commitment Fee	Page 12
<b>Proactively monitor</b> their Commitment Authority balance and request status	Pages 14, 27
Submit payment instructions for ACH debit of commitment fees	Page 10
Request reports	Pages 18 - 21





# **Commitment Management Application Information**

The <u>Commitment Management Quick Reference Card</u> provides procedures and necessary information for:

- Commitment Management (CM) Summary Screen
- View Submitted Requests
- Run Reports



### COMMITMENT MANAGEMENT



#### LOG IN TO COMMITMENT MANAGEMENT

Log in to GMEP at www.eginniemae.net.

- 0	innie^	1əe	latters	ENTER	PRISE PORTAL		
Home	My Profile	RFS	BO Reports	File Upload	Query And Reporting Tool	IPMS	
						Commitment Management	U
						Request Pool Numbers	

1. From the Home screen, click **IPMS** and select **Commitment Management**. The **Commitment Management (CM) Summary** screen is displayed. This is the primary navigation screen.

#### COMMITMENT MANAGEMENT (CM) SUMMARY SCREEN

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All	eleg last 6 me bester Number	The set of states	Program Type	Amount,	Requested	Approved	by	Date	Expiration Date	814.6
All	eleg last 6 me bester Number	The set of states.	Program Type	Amount	Requested	Approved	Dip John Don	Dela	Expitation Date	Sub.s
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All	they have it may have been been been been been been been be	Counter	Program Type	Amount Frank, som, som atte Er Striker, som atte Er Striker, som atte	Recursted 1200,100,000,000 1200,100,000,00 1200,100,000,00	Approved 1200,400,000.00 1200,400,000.00 1200,400,000.00 1200,400,000.00	Dig John Dan John Dan John Dan	Deter Deter Detarto Detarto Detarto	Expinsion Date Data 15 Data 15 Data 15 Data 14	Salus Internet Internet

#### From the CM Summary screen, you can:

- Request Commitment Authority
- · View approved Commitment Authority requests

#### **Request Commitment Authority**

- Select Issuer Number or Name from the drop-down menu.
- 3. Click Go to proceed.
- 4. Select the button next to the Issuer.
- 5. Click Request Commitment.
- The Request CommitmentAuthority screen is displayed.



# Accessing Request Pool Numbers (RPN) via MGM

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.
- 2. Then look for **RPN** under **Applications**.

				🕮 Communities 🗸	🛱 Tools 🗸	③ Knowledge Center
Applications			Bookmarks 🖉 Edit			
RFS	IPMS	Other Applications	AllRegs	Bloomberg		
eNOTE	PTS	GinnieNET	eMBS	FHA Connection		
	MAMS	GEMS	FHA Website	Fitchratings		
	RPN	IRD	Ginnie Mae	HUD		
	CM	PDD Validation Tool	HUD Locator	Issuer Calendar		
	Verify Role Assignment		MBA	MBS - DD		
			MBS - GA	MBS - MDS		
			MBS Guide	Pay.gov		
			RH	VA - HUD		
			VALERI			

### 3. Select REQUEST POOL NUMBERS.

PROCESSING & SERVI	CING REPORT CENTER SECURID TOKEN VALIDATION VERIFY F	OLE ASSIGNMENT									
ssuer Number Issuer N All T All	ame Go										
COMMITMENT MANAGEMENT											
Requested Date	Status:										
* Displays all data.									≤ 1-1 of 1 ≥ ≥>		
Issuer Number	Issuer Name	Requested Date	Request Number	Pool Numbers Requested	Quarterly Average	Pool Numbers Unused (Alphanumeric)	Requested By	Request Status	View Pool Numbers		
	NAVY FEDERAL CREDIT UNION				8	1481			¥ì 🔤 🛛		
Request Pool Numbers											



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## **Request Pool Numbers (RPN) Information**

Request Pool Numbers (RPN) is an application that Ginnie Mae Issuers use to request pool numbers. It replaces the current paper form HUD 11700 Letter of Transmittal for Commitment Authority and/or Pool Numbers.

In the Request Pool Numbers (RPN) application, Issuers have the ability to perform the following procedures.

#### Request Pool Numbers Application Issuer Guide



Procedure	Page #'s	
Enter requests for pool numbers	Pages 9 – 10	
View available pool numbers queue	Page 31	
<b>Submit override requests</b> to Ginnie Mae Account Executives for additional pool numbers	Page 14	
View status reports	Page 33	
Request and download reports	Page 26	
Receive real-time <b>approval</b> of requests	Page 32	



# **Request Pool Numbers (RPN) Information (continued)**

The <u>Request Pool Numbers Quick Reference Card</u> provides procedures and necessary information for:

- RPN Summary Screen
- Request Pool Numbers
- Download Number Requests
- □ View Status of Pool Numbers
- Run Reports

Cur Guaranty Matters Issuer's Approved Pool Numbers Refresh Date : Refresh Date : Refresh By :						
	2019 July 2019					
Issuer Number	Issuer Name	Pool Assignment Request Date	Pool Assignment Date	Pool Number		
3153	PRUDENTIAL HUNTOON PAIGE ASSOCIATES, LLC.	07/19/2019 18:05:01 PM	07/19/2019 18:06:38 PM	BZ3633		
				BZ3632		
				BZ3631		
				BZ3630		
				BZ3629		
				BZ3628		
				BZ3627		
				BZ3626		
				BZ3625		
				BZ3624		
				BZ3623		
				BZ3622		
				BZ3621		
				BZ3620		
				BZ3619		
				BZ3618		
				BZ3617		
				BZ3616		
				BZ3615		
				BZ3614		
				BZ3613		
				BZ3612		
				BZ3611		
				BZ3610		
				BZ3609		



# **Pre-Pool Submission Issuer Requirements**

GMEP Pooling Pre-Requisites



## Ensure there are **Assigned Pool Numbers**

Check your Available Pool Numbers on Request Pool Numbers.

Ensure there is adequate Commitment Authority

Check Commitment Management

Ensure there are completed Master Agreements on File

- □ Check Master Agreements Management System.
- □ Complete Form HUD 11709A ACH Debit Authorization Form



# **System Demonstration**

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Create a new Form/Entry for:
 Master Agreements (11702)
 Commitment Management
 Request Pool Numbers

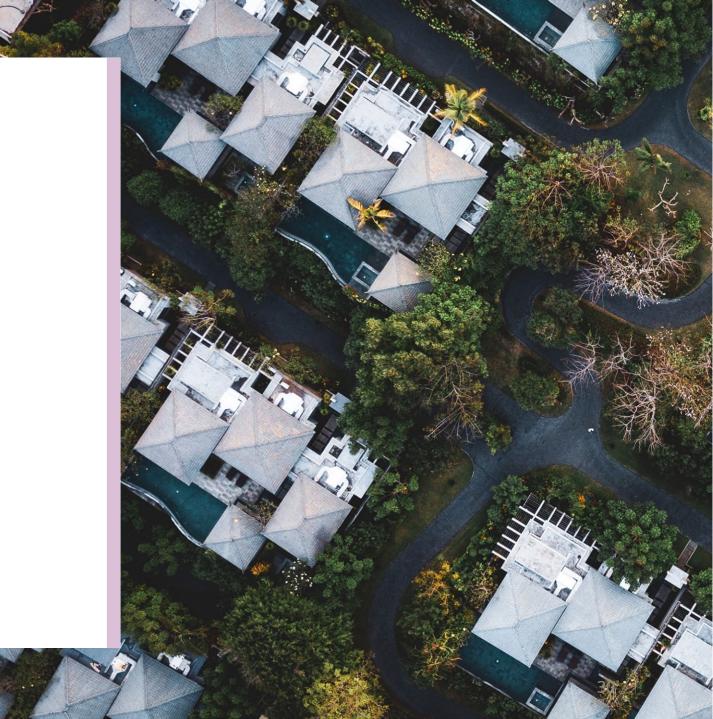




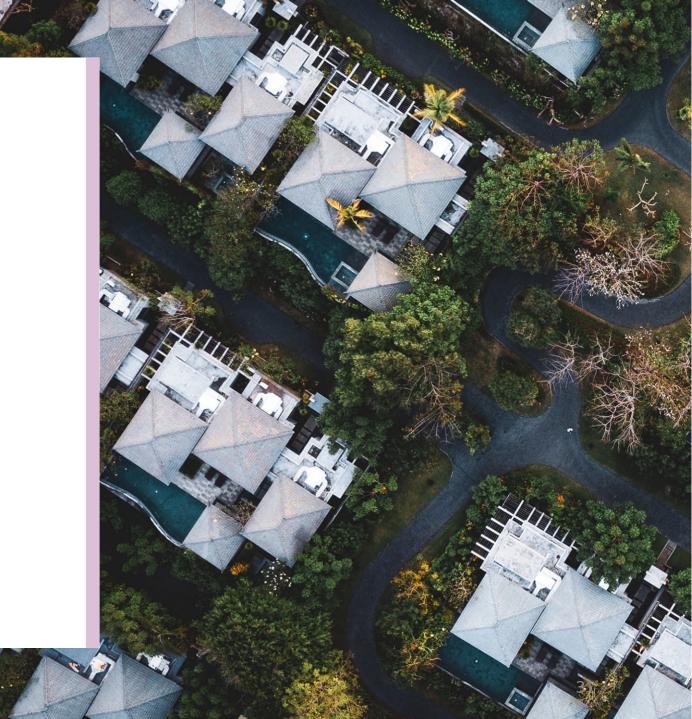
Single Family Issuer Training 29

# **Polling Questions**





# Ginnie Mae Website Information





## **Ginnie Mae Website Information**

## Pool Dates Calendar

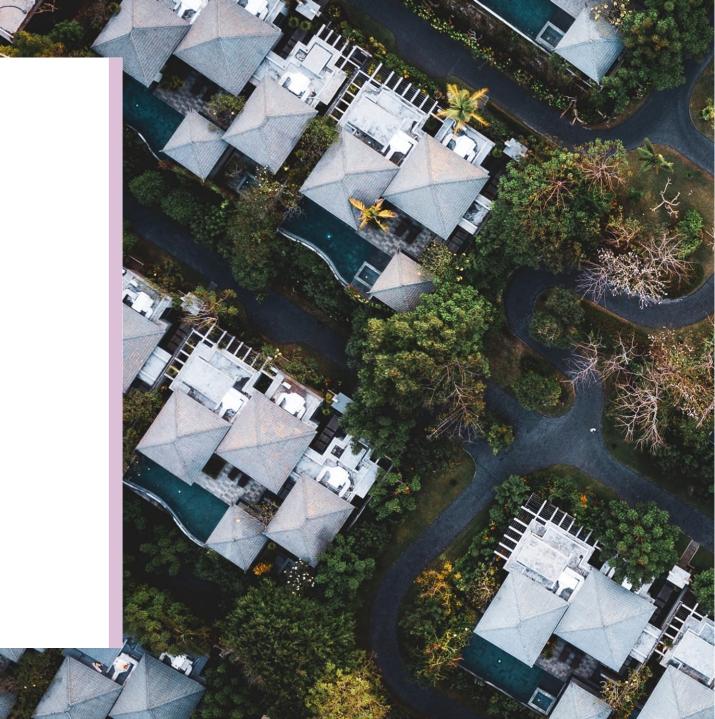
The below calendar contains reporting deadlines and events specific to issuers. Hovering over an event will provide more detail. Clicking the arrows next to the month and year will show deadlines and events in the past and future, by

SUNDAY		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	26	27 Latest Paper Submission date to PPA for GNMA I	28	29 Latest Electronic Transmission Date to PPA	30	1	
				-			
3	3	4	5	6	7	8	
		Deadline for Monthly RFS Pool/Loan & HMBS	Initial Pre-collection Notice	Deadline for Multifamily Prepayment Penalty		Final Pre-collection Notice	
				Deadline for Corrections to critical RFS exceptions		Factors Disseminated — B tape for GNMA I & II	
				Factors Disseminated — A tape for GNMA I & II		First day available to submit CAVS	
	10	11	12	13		15	1
		GNMA I Guaranty Fee ACH	Deadline to Report 11714 data		Deadline for Corrections to Monthly Accounting	GNMATACH	
						Payment and 11714 due to investor for GNMA I	
	17	18	19	20	21	22	2
		Latest Paper Submission date to PPA for GNMA I	GNMA II Guaranty Fee ACH	Deadline to perform Monthly RFS reporting	Deadline CAVS Certification Due		
		GNMA II Certificated ACH	GNMA II BOOK Entry ACH	Latest Paper Submission Date to PPA for GNMA I			
			Latest Electronic Transmission date and				
			Latest Electronic Transmission date to PPA				
	24	25	26	27	28	29	3
		Federal Holiday	Latest Paper Submission date to PPA for GNMA I		Latest Electronic Transmission Date to PPA		



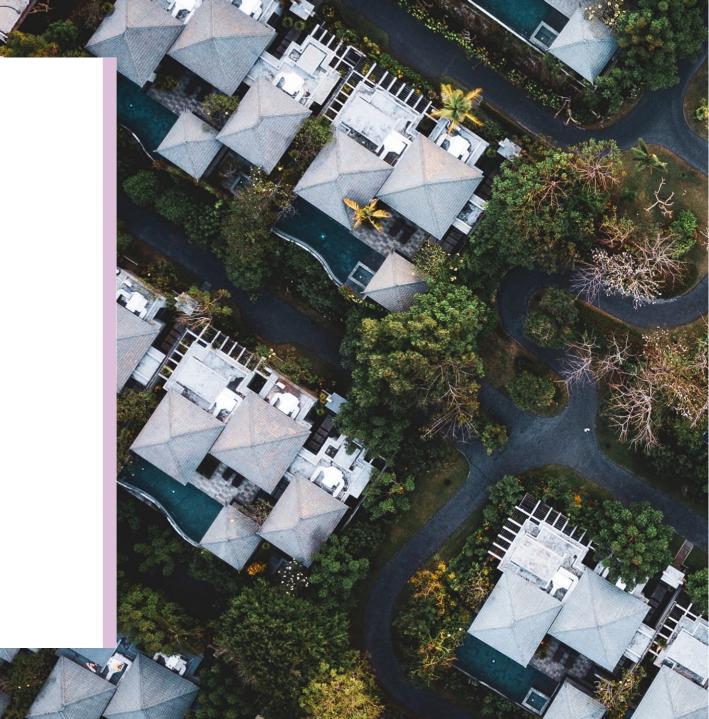
# Q&A





# Resources





# Manuals, QRCs, FAQs

#### MyGinnieMae Organization Administrator Guide

https://www.ginniemae.gov/issuers/issuer\_training/Documents/mgm\_orgadmin\_userguide\_102018.pdf

#### MyGinnieMae End User Guide

https://www.ginniemae.gov/issuers/issuer\_training/Documents/%E2%80%8Cmyginniemae\_end\_user\_guide.pdf

#### Master Agreements Management System (MAMS) Guide

https://www.ginniemae.gov/issuers/issuer\_training/Documents/Master\_Agreements\_Management\_System.pdf

#### **Commitment Management Application Issuer Guide**

https://ginniemae.gov/issuers/issuer\_training/Documents/Commitment\_Management\_Application.pdf

#### **Request Pool Numbers Application Issuer Guide**

https://ginniemae.gov/issuers/issuer\_training/Documents/Request\_Pool\_Numbers\_Application.pdf

#### Government National Mortgage Association Systems Access Forms

https://ginniemae.gov/issuers/program\_guidelines/MBSGuideAppendicesLib/Appendix\_III-29.pdf



# Manuals, QRCs, FAQs (continued)

#### MyGinnieMae Quick Reference Card

https://www.ginniemae.gov/issuers/issuer\_training/Documents/myginniemae\_login\_qrc.pdf

Master Agreements Quick Reference Card.

https://www.ginniemae.gov/issuers/issuer\_training/Documents/Master\_Agreements\_QRC.pdf

#### Commitment Management Quick Reference Card.

https://www.ginniemae.gov/issuers/issuer\_training/Documents/Commitment\_Management\_QRC.pdf

#### **Request Pool Numbers Quick Reference Card**

https://www.ginniemae.gov/issuers/issuer\_training/Documents/Request\_Pool\_Numbers\_QRC.pdf

### RSA SecurID Quick Reference Card

https://ginniemae.gov/issuers/issuer\_training/Documents/RSA\_QRC.pdf

