MULTIFAMILY VIRTUAL ISSUER TRAINING

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AGENDA

- Multifamily Pool Delivery Module (MFPDM)
- Working in GinnieNET: Certification Module
- Resources
Multifamily Pool Delivery Module (MFPDM)
MULTIFAMILY POOL DELIVERY MODULE

- MFPDM Overview
- MFPDM Processing
- MFPDM Demonstration
- Knowledge Check

MFPDM Issuer User Manual
The **Pools & Loans** tab displays all MFPDM pools and loans that have been Submitted for Final Certification, Final Certified, and Issued by the associated Issuers. The header displays a tally of pools by status and the lower half of the screen lists all pools with additional sorting details in each column.
MFPDM provides an updated application interface to the following processes and procedures that are currently supported through the GinnieNET application.

Issuers create a new Multifamily Pool, save and validate.

Issuers can then add a Loan and Draws (if applicable) and validate.

Issuer submits the pool for Final Certification.

Final Certification happens as it does today - by Document Custodian. Once this is complete the pool status is updated to Final Certified.

Pool continues path to Issuance at the Pool Processing Agent’s Office.

Security Issuance

Finish Line

New Enhancement’s
Issuer’s can submit balloon payments
Pre-approval Process
MFPDM DEMONSTRATION - Video
The **MFPDM Issuer User Manual** provides the instructions necessary to process pools via the new modernized pooling application.

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MULTIFAMILY POOL DELIVERY MODULE

MULTIFAMILY POOLS ON MFPDM

The Issuer MFPDM Quick Reference Card “Submission of Multifamily Pools on MFPDM Application” provides the procedures and necessary information for:

- MyGinnieMae Portal & My Dashboard
- Adding a Pool Manually
- Adding a Loan
- Adding a Construction Loan Draw
- Viewing Pools Prepared by Data Entry User
- Viewing Forms & Reports
MULTIFAMILY POOL DELIVERY MODULE

MFPDM FILE LAYOUT

Pool Record Layout (11705) P01

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<th>Length</th>
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GinnieNET/MFPDM Multifamily Import File Layouts
Issuers can **Delete** pools that have not yet been submitted for Final Certification.

Issuers can **Recall** pools that have not been released for Issuance by the system.
Where can I Recall/Auto-Delete a Pool?

- Instructor to navigate to where an Auto-Delete can be performed.
- Display home page for application on laptop where a Recall/Auto-Delete is performed.
Polling Questions
GinnieNET Certification Module
GINNIENET CERTIFICATION MODULE

- Accessing GinnieNET via MGM
- Final Certification (Document Custodian Process)
- Request for Release of Documents (11708)
- Recertification
- Knowledge Check
1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.

2. Then look for **GinnieNET** under **Other Applications**.
When the issuer has submitted the pool 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.
GINNIE NET CERTIFICATION MODULE

HUD 11708 – REQUEST FOR RELEASE OF DOCUMENTS

GinnieNET On The Web Issuer Multifamily Training Guide
Section 6.4 HUD 11708 Request for Release of Documents Screen, Page 96
Once the Custodian certifies the new pool submission, the pool is considered final certified.

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 GinnieNET.
GINNIE.NET CERTIFICATION MODULE

GINNIE.NET RECERTIFICATION PROCESS

1. Issuer selects GinnieNET menu option Common for Recertifications.
   - Issuer must select if the recertification is due to an Issuer Transfer or Custodian Transfer.
   - Issuer enters pools to be recertified and selects NEW.

1a. Issuers can add or edit records only when the Transfer Status is “Certified” or “Rejected”.

2. Issuer completes recertification process and then selects Save.
   - Issuer selects option to apply recertification edits on the main menu.
   - GinnieNET edits pools and flags those that pass the edits.

3. Issuer selects option to transmit recertified pools.
   - GinnieNET transmits details of pools to be recertified by the Custodian.

4. GinnieNET sends eNotification to the Custodian that there is a pool to be recertified in GinnieNET.

5. Custodian receives eNotification that there is a pool to be recertified in GinnieNET.
   - Custodian performs recertification.
   - Custodian sends eNotification to the Issuer that the recertification is complete.
Polling Questions

POLL
Q&A
RESOURCES

MANUALS, QRCs, FAQs

MyGinnieMae Organization Administrator Guide

GinnieNET On The Web Issuer Multifamily Training Guide

MFPDM Issuer User Manual

Government National Mortgage Association Systems Access Forms
https://ginniemae.gov/issuers/program_guidelines/MBSGuideAppendicesLib/Appendix_III-29.pdf

MFPDM Frequently Asked Questions (FAQs)

MyGinnieMae Quick Reference Card
Logging into MyGinnieMae
RESOURCES

MANUALS, QRCs, FAQs (continued)

RSA SecurID Quick Reference Card
https://ginnie Mae.gov/issuers/issuer_training/Documents/RSA_QRC.pdf

Issuer MFPDM Quick Reference Card
Submission of Multifamily Pools on MFPDM Application

GinnieNET Multifamily Import File Layouts