

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a current OMB control number.

Ginnie Mae is authorized to collect the information on this form as required by Section 306(g) of the National Housing Act and/or the Ginnie Mae Handbook, 5500.3, Rev. 1. Ginnie Mae maintains this information to ensure that the persons identified below perform in accordance with acceptable business standards. The information collected will not be disclosed outside the Department except as required by law.

APPENDIX III-29 INSTRUCTIONS GOVERNMENT NATIONAL MORTGAGE ASSOCIATION SYSTEMS ACCESS FORMS

- Applicability:** Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.
- Purpose:** To obtain access to Ginnie Mae's Systems in order to access business applications that are used by program participants to conduct business with Ginnie Mae.
- Prepared by:** Issuer and Document Custodian
- Distribution:** Completed forms should be scanned as a PDF document and emailed to Ginnie Mae Relationship Services, c/o The Bank of New York at ginniemae1@bnymellon.com

General Requirement for All Issuers and Document Custodians

In order to register for access to the Ginnie Mae Systems, including the MyGinnieMae (MGM) and systems and applications contained therein, at least three Organization Administrators (OAs) will be required to complete the registration and access workflows for onboarding users into MGM. An OA for any Ginnie Mae Issuer must be listed as an authorized signatory in the organization's Resolution of Board of Directors and Certificate of Authorized Signatures, or its equivalent ("form HUD-11702"). The HUD-11702 requirement does not apply to Document Custodians.

Each Issuer and Document Custodian will be required to complete a minimum of three OA Registrations to ensure at least three individuals can perform the OA system administration duties within the organization. The Issuer must contact Ginnie Mae support services at ginniemae1@bnymellon.com to receive instructions on completing the OA registrations. The Issuer is required to comply with any documentation requirements communicated by the Ginnie Mae Relationship Services.

Requirement for Ginnie Mae System Users Authorized as Signatories

System users that perform data submissions and certifications on behalf of an Issuer or Document Custodian must have a Ginnie Mae issued SecurID token in addition to system credentials. Users may use Form Appendix III-29(E), below to request a SecurID token from Ginnie Mae's Pool Processing Agent.



MyGinnieMae Organization Administrator Access Request

About the Organization Administrators

- The Issuer Organization Administrator user must be a valid authorized signer on the HUD 11702 form
- A minimum of three Organization Administrators are required to complete the process
 - Separation of duties within the registration and access request workflows does not allow the Organization Administrator to initiate a registration and approve the registration nor request access via functional role assignment and approve access request
 - Operationally, it is recommended to have more than 3 Organization Administrators

Organization Administrators have the following system privileges:

- Initiate a registration invitation to end-users to register for a portal account
- Approve a registration upon completion of required information from user
- Approve access request for a user
- Approve the access request within a single organization
- Initiate access request for a user via functional role assignment

Instructions

Complete the following fields for Sections I-III

Section I	<input type="checkbox"/> GNMA ID Number and Company Name <input type="checkbox"/> The Organization Administrator's Name <input type="checkbox"/> The Organization Administrator's Telephone Number <input type="checkbox"/> The Organization Administrator's Email Address
Section II	<input type="checkbox"/> The person authorizing the Organization Administrator Access, requestor name, signature and date. <input type="checkbox"/> Issuer authorizing this request must be a valid authorized signer on the HUD 11702 and cannot authorize themselves as an Organization Administrator
Section III	<input type="checkbox"/> Completed by Ginnie Mae's Pool Processing Agent – BNY Mellon Operations Administrator



MyGinnieMae Organization Administrator Access Request

Date: _____

Section I

1. Enter your approved Ginnie Mae Identification Number

Ginnie Mae 4 Digit Issuer Number	
Document Custodian 6 Digit Number	

2. Enter Organization Administrator User Information

Organization Administrator name requesting privileged access	
	<i>Last Name, First Name</i>
E-mail Address	
Phone Number	

Section II

Authorized Signature Certification:

I hereby certify that I am authorized and empowered in the name of and on behalf of this corporation to designate an Organization Administrator other than myself for my organization who will abide by all of the policies and rules as set forth by Ginnie Mae. I further authorize and empower the above named Organization Administrator to register other employees in my organization as Organization Administrator within Ginnie Mae's portal, as needed. I understand that all accounts will be accessing government information systems. I recognize that a violation of this certification could result in disciplinary action against my organization.

Approved By:

Name of Authorized Officer

Title of Officer

Signature of Authorized Officer

Date *Officer Phone Number*

3. Upon completion, please send the completed form via e-mail to: ginniemae1@bnymellon.com

Section III

4. Section III is to be completed by Ginnie Mae's Pool Processing Agent – BNY Mellon Operations Administrator

Issuer Organization Administrator user is an authorized signer on a valid HUD 11702?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No



Ginnie Mae Systems Access RSA SecurID Token Request

User(s) requesting an RSA SecurID token must be an authorized signer, as determined by the Issuer's form HUD 11702 – Resolution of Board of Directors and Certificate of Authorized Signatures.

General Instructions for completing RSA SecurID Token Order Form

- (1) Complete all of the information in the boxes below- please print.
- (2) Submit this request to your Organization Administrator for processing. The Organization Administrator must return the completed form via e-mail to Ginniemae1@bnymellon.com.

Additional Instructions for Section I

- (1) Check the box in front of the action being requested: “New” requests for a token, “Add” personnel who need a token, “Delete” personnel who no longer need a token, or “Replace” a lost or damaged token.

Additional Instructions for Section II

- (1) Enter the address of the Organization Administrator for receipt and distribution of the RSA SecurID Token Setup Package

Additional Instructions for Section III

- (1) Enter the User's Full Name and MyGinnieMae User ID
- (2) Signature of user requesting the token. The signatures represent the personnel designated by the Issuer or Custodian to sign on behalf of the Issuer or Custodian in the capacity of an Authorized Signer.
- (3) Leave blank the fields under the columns labeled “GMEP ID” and “Token Serial No.”

Note: Ginnie Mae's Pool Processing Agent will enter the token serial number for each user after the Organization Administrator submits this request by email.

Additional Instructions for Section IV

- (1) This section will be completed by Ginnie Mae's Pool Processing Agent.



SecurID Token Order Form

For Ginnie Mae Use Only:
RSA SecurID Company ID: _____
Date: _____

Section I—Action Requested and Company Information

New Add Delete Replace Lost/Damage

Ginnie Mae 4 digit Issuer Number: Or 6 digit Custodian Number:	Company Name:
---	----------------------

Section II – Organization Administrator Information:

Name:	Telephone:
Address:	Email address:
City State ZIP	

Section III – Token Card Authentication

Note for Issuers - The user requesting the RSA Token must be an authorized signatory on the form HUD 11702 and must use the RSA tokens for authentication when making submissions.

Full Name	MyGinnieMae User ID	Signature	GMEP ID For Ginnie Mae Use Only	Token Serial No. For Ginnie Mae Use Only

Section IV – Approvals For Ginnie Mae Use Only

RSA SecurID Company ID:		Token Serial Assigned#	
Name (Please Print):	Initials:	Date:	Signature
GNMA - PPA Administrator:			