

# LOG IN TO COMMITMENT MANAGEMENT

Log in to GMEP at www.eginniemae.net.

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Home	Home My Profile RFS BO Repo		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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PROCESSING & SERVICIN	G REPORT CENTER				
Issuer Number Issu 2045 V All	er Nam e Go				
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UMMARY   REQUEST COMMI	TMENT				
Commitment Requested: Commitment Fee Due: Payment Info: Enter a new account	s so.oo 8	Choose Existing acc	ount		
ACH Routing Number: Enter Account Number: Re enter Account Number		OR Select ACH Account:	Chase Act ending in 230	12 *	
By submission of this request, I ag of Board of Directors and Certifical Mortgage Association (Ginnie Mae single transaction for the sole purp debits or credits to your account. F in erequest be delivered by	ee that I am an authorized signor for the e of Authorized Signatures) and authorize ), to utilize ACH debit processes for the a ose of commitment authority free paymer urther, I understand that payment of this I r Ginnie Mae in whole of part the adequat	Issuer making this request as listed the Bank of New York Melion, on b count indicated for the amount list and does not provNumbere author fee does not guarantee approval of the refund will be made. Authorize the I dabit processes for the account in	on the form HUD 11702 (F ehalf of the Government N d above. This is permission rization for any ad ditional u the commitment authority re Bank of New York Mellon, dicated for the amount liste	tesolution  ational for a morealted equest. on behalf d abnve	

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

- Request Commitment Authority
- View approved Commitment Authority requests

#### **Request Commitment Authority**

- 2. 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.

- 6. Select the Program type from the **Program Type** drop-down menu.
- 7. Enter the dollar amount of the commitment being requested in the **Commitment Requested** field.
- 8. Enter a new ACH Account or choose an existing ACH Account. This is the account from which the Commitment Fee will be drafted.
- 9. Click the checkbox to accept the terms and conditions.
- 10. Click **Submit Request**. The **RSA Authentication** screen is displayed.

- 11. Enter your 4-digit PIN and 6-digit RSA SecurID token number.
- 12. Click **OK** to submit the request.



### **VIEW SUBMITTED REQUESTS**

- Access the CM Summary screen.
- Select Issuer Number or Name from the drop-down menu.
- Click **Go** to proceed.
- A summary of the Commitment Requests for the selected Issuer(s) is displayed.

You can also select a particular Status from the Status drop-down menu and click **Display**.

### **RUN REPORTS**

The following reports are available from the CM application:

- Commitment Authority Usage and Approval Report
- Issuer Commitment Summary Report
- 13. After logging into GMEP, click Report Center.

The **Report Center** screen is displayed. Click the **Commitment Management** hyperlink.

14. Click the report name. Enter the required information and click **Run Query** to generate the report.

The report is displayed. You can save the report as an Excel file, text file, or PDF.

Click **Report Center** to return to reports.

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