

# LOG IN TO MASTER AGREEMENTS (MAMS)

Log in to GMEP at www.eginniemae.net.

<i>*</i> 0	Ginnie Mae			ENTER	PRISE PORTAL		
Home	My Profile	RFS	BO Report	File Upload	Query And Reporting Tool	IPMS	
						Commitment Management	
						Request Pool Numbers	
						Master Agreements	

1. From the Home screen, click **IPMS** and select **Master Agreements**. The **Master Agreements Summary** screen is displayed. This is the primary navigation screen providing the following functions:

#### **CREATE A FORM**

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PROCESSING & SER	VICING REPORT CENTER			
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MASTER AGREEMENTS	SUBMISSION CENTER			
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- 2. Select the Issuer Number and the related information is displayed.
- 3. Click **Create Form** from the **Master Agreements Summary** screen.
- 4. Select HUD-11702 from the drop-down menu and click Go.
  This is the first form to be created and must be approved before other forms can be submitted.
  Following approval, select forms from the dropdown menu.

#### **PRINT AGREEMENTS**

- 5. Click **HUD PDF** to generate the form. A file download box is displayed.
- 6. Select Save or Open.
- 7. Print the form and obtain the requisite signatures. The Issuer <u>must</u> obtain the requisite signatures for Forms HUD-11702, HUD-11709, HUD-11720 before submission.
- 8. Scan the form to PDF.
- 9. Save the form to the designated folder/file directory.

## **UPLOAD/IMPORT COMPLETED FORMS**

- 10. Click Browse, MAMS displays the user's folder/file directory.
- 11.Select the file name.
- 12. Click **Upload Document**. Users are required to upload scanned signed forms HUD-11702, HUD-11709, and HUD-11720 in PDF to the application before the form can be submitted via the **Submission Center**. Users can also request **PPA**s to upload the forms.

#### **SEARCH/VIEW FORMS**

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Form Number/ Name	Details	Certification year	Description	Status	View
Form Number/ Name HUD-11702 - Resolution of Board of directors and Certificate of Authorized Signatures	Details	Certification year	Description	Status	16 <sup>View</sup>
Form Number/ Name HUD-11702 - Resolution of Board of directors and Certificate of Authorized Signatures	Details 4 - Authorized Signers	Certification year	Description	Status Pending	16 View
Form Numberl Name HUD-11702 - Resolution of Board of directors and Certificate of Authorized Signatures	Details 4 - Authorized Signers 2- Authorized Signers	Certification year 2013 2013	Description	Status Pending Pending	View View View
Form Number/Name HUD-11702 - Resolution of Board of directors and Certificate of Authorized Signatures	Details 4 - Authorized Signers 2- Authorized Signers 3- Authorized Signers	Certification year 2013 2013 2013	Description Initial Certification Initial Certification Initial Certification	Status Pending Pending Pending	View View View View
Form Number/Name HUD-11782 - Resolution of Board of Restors and Certificate of Authorited Signatures HUD-11787 - Matter Servicing Agreement	Details 4 - Authorized Signers 2- Authorized Signers 3- Authorized Signers	Certification year 2013 2013 2013	Description Initial Certification Initial Certification Initial Certification	Status Pending Pending Pending	View View View View
Form Number/Name HUD-11192 - Resolution of Board of directors and Certificate of Authorized Signatures HUD-11197 - Master Servicing Agreement	Details 4 - Authorized Signers 2- Authorized Signers 3- Authorized Signers BANK A	Certification year 2013 2013 2013 2013	Description	Status Pending Pending Pending Pending	View View View View View
Form Number/Name NU0-11702 - Resolution of Board of directors and Certificate of Authorized Signatures NU0-11707 - Master Servicing Agreement NU0-11707 - Master Servicing Agreement	Details 4 - Authorized Signers 2- Authorized Signers 3 - Authorized Signers BANK A	Certification year	Description Initial Certification Initial Certification Initial Certification	Status Pending Pending Pending Pending	View View View View View
Form Number Name NUD-11782 - Resolution of Board of directors and Certificate of Authorized Eignatures HUD-11787 - Master Services Agreement HUD-11789 - Master Agreement Service's Principal and Interest Custodial Account	Details 4 - Authorized Signers 2 - Authorized Signers 3 - Authorized Signers BANK A BANK B	Certification year 2013 2013 2013 2013 2013	Description Initial Certification Initial Certification Initial Certification Initial Certification Renewal	Status Pending Pending Pending Pending	View View View View View
Form Number/Name NUD-11702 - Resolution of Board of directors and Certificate of Authorized Signatures NUD-11707 - Nester Servicing Agreement NUD-11709 - Master Agreement Service's Principal and Interest Castadal Account NUD-11709A - ACH Dept Authorization	Details 4 - Authorized Signers 2 - Authorized Signers 3 - Authorized Signers BANK A BANK B	Certification year 2013 2013 2013 2013 2013	Description	Status Pending Pending Pending Pending	View View View View View
Form Number/Name NUD-11702 - Resolution of Board of directors and Certificate of Authorized Signatures NUD-11707 - Master Servicing Agreement NUD-11709 - Master Agreement Service's Principal and Internet Custodial Account NUD-11709 - Account Certa Authorization NUD-11709 - Name Castadial Agreement	Details 4 - Authorized Signers 2 - Authorized Signers 3 - Authorized Signers BANK A BANK B	Certification year	Description Initial Certification Initial Certification Initial Certification Initial Certification Renewal	Status Pending Pending Pending Pending	View View View View View
Form Number/Name NUD-11782 - Resolution of Board of directors and Certificate of Authoritaed Signatures NUD-11782 - Master Services Agreement NUD-11789 - Master Agreement Service's Principal and Interest Custodial Account NUD-11799 - Valatic Catodial Agreement NUD-11794 - Valatic Catodial Agreement NUD-11794 - Valatic Catodial Agreement	Details 4 - Authorized Signers 2 - Authorized Signers 3 - Authorized Signers BANK A BANK B	Certification year	Description Initial Certification Initial Certification Initial Certification Renewal	Status Pending Pending Pending Pending	View View View View

## SUBMISSION CENTER

- 13. Click **Master Agreements**, then **Search Forms** to display the **Summary** screen, to monitor the status of each Master Agreement.
- 14. Select **Issuer Number** or **All** if the user supports multiple Issuer numbers.
- 15. Click Go to proceed. A summary is displayed for the selected Issuer(s). If the Issuer is also a Participation Agent and/or Subservicer for another Counterparty, the status for those roles is also displayed.
- 16. Click View to see the status of a specific form. The Status Detail screen contains a complete list of the forms for an Issuer.

The **Submission Center** tab can be used to display all the forms that have been previously entered as part of initial certification or renewal and are ready to be submitted.

17. Click Submit. A legal confirmation text is displayed.

18. Click Accept to accept the terms and conditions.

The RSA SecurID Token must be used. The form's status/relationships are updated in EWODS, Mainframe, and GinnieNET, generating all necessary notifications.

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