

LOG IN TO REQUEST POOL NUMBERS (RPN)

Log in to GMEP at www.eginniemae.net.

| Ginnie Mae Our Guaranty Matters | | | | ENTER | PRISE PORTAL | | |
|------------------------------------|------------|-----|-----------|----------------|--------------------------|-----------------------|--|
| Home | My Profile | RFS | BO Report | ts File Upload | Query And Reporting Tool | IPMS | |
| | | | | | | Commitment Management | |
| | | | | | | Request Pool Numbers | |

1. From the Home screen, click **IPMS** and select **Request Pool Numbers**.

The Request Pool Number (RPN) Summary screen is displayed. This is the primary navigation screen.

RPN SUMMARY SCREEN

| PR | OCESSIN | | PERO | PT CENTER | | | | | | | |
|-------|------------------|--------------------|--------|----------------|-------------------|---------------------------|----------------------|------------------------|-----------------|-------------------|----------------------|
| | OCESSIN | G & SERVICIN | S REPU | RIGENIER | | | | | | | |
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| UMMA | RY RE | QUEST POOL N | JMBERS | | | | | | | | |
| Requ | ested Date | | | | | Status: | | | | | |
| AI | | ▼ Fro | n | То | | All | - | Display | | | |
| | lssuer Number | issuer I | lame | Requested Date | Request Number | Pool Numbers Requested | Quarterly Average | Pool Numbers Unused | Requested By | Request Status | View Pool Numbers |
| ۲ | 1433 | Series A Mortgag | e Bank | 00/00/40 | 0005 | 400 | 500 | 300 | July Dec | Decifica | |
| | | | | 06/01/13 | 6123 | 100 | | | John Deo | Complete | |
| | 1437 | East Bank of the | Hudson | | | | 600 | 100 | | | |
| ۲ | | | | 06/06/13 | 6985 | 100 | | | John Deo | Pending | |
| ۲ | | | | 06/01/13 | 6123 | 100 | | | John Deo | Pending | |
| ۲ | | | | 06/06/13 | 6985 | 100 | | | John Deo | Complete | |
| ۲ | | | | | | 100 | | | John Deo | Complete | |
| ۲ | 4 | | | 06/01/13 | 6123 | 100 | | | | | |



From the RPN Summary screen, you can:

- Request Pool Numbers
- View status of Pool Number Requests
- Request an override of the maximum pool number calculation

Request Pool Numbers

- 2. Select Issuer Number or Name, from the dropdown menu.
- 3. Click **Go** to proceed.
- 4. Click the icon "+" next to an Issuer to see the detailed request activity for that Issuer.
- 5. Select the button to the left of the Issuer and click **Request Pool Numbers**. The **Request Pool Numbers** screen is displayed.
- 6. Enter the number of pool numbers in the **Request Pool Numbers** field.
- 7. Click **Submit** to process the request.

If the requested number of pool numbers is less than or equal to the Calculated Number of Pool Numbers Allowed, the request will be approved and the approved pool number report will be displayed

8. Click the **Back to Summary** button to return to the **Issuer Summary** screen.

DOWNLOAD POOL NUMBER REQUESTS

You can download the most recent 10,000 pool number requests to .csv, .xml, or Excel format.



VIEW STATUS OF POOL NUMBERS

| • | ur Guaranty M | atters | EPURIAL | | | Welco | me IVAN NOL New National B |
|---|---|--|---|---|---|--|---|
| PROCES | SING & SE | RVICING REPORT CENTER | | | | | |
| Issuer Num All | weber | Issuer Name All G o | | | | | |
| OMMITMEN | T MANAGE | MENT REQUEST POOL NUM | BERS MASTER AG | REEMENTS POO | L TRANSFER | SUBMISSION CENTER | |
| UMMARY | | | | | | | |
| Requested D | ate: | | Sta | atus: | | | |
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RUN REPORTS

| Configuration Co | PORTAL | Welcome IVAN NOLAN New National Bank |
|--|----------------------|--|
| PROCESSING & SERVICING - REPORT CENTER | RSA TOKEN VALIDATION | |
| 🛞 subscribe Page 1 💌 of 1 📄 | | Show Component Management |
| CommitmentAuthorityApproval & Usage | 8/27/2013 4:45 PM | |
| Congestional Budget Allocation | 8/27/2013 4:45 PM | |
| Issuer Commitment Survey | 8/27/2013 4:45 PM | |
| 🍘 subscribe Page 1 💌 dt 1 | | Show Component Management |

- From the **RPN Summary screen**, select the appropriate icon from the **View Pool Numbers** field.
- Click
 - to download the pool numbers in .csv format,
 - to download in .xml format or,
 - to download in Excel format.
- Access the RPN Summary screen (See the Login to RPN instructions). The five most recent activities are displayed for the Issuer assigned to you.
- Use the options to select Issuer Number or Name, requested date, or Status from the respective dropdown menus, select **Date Range** in the **Requested Date** drop-down menu.
- Click **Display**. The requested pool numbers for the selected date range and status are displayed.

- 9. After logging into GMEP/RPN, click Report Center.
- 10. The **Report Center** screen is displayed. Click the **Request Pool Numbers** hyperlink.

11.Click the report name.

- The following reports are available:
- Available Pool Numbers
- Issuer's Approved Pool Numbers
- Pool Number Requests Status
- 12.Enter the prompts and click **Run Query** to generate the report. The report is displayed. You can save the report as an Excel, PDF, or text file.

13.Click Report Center to return to reports.