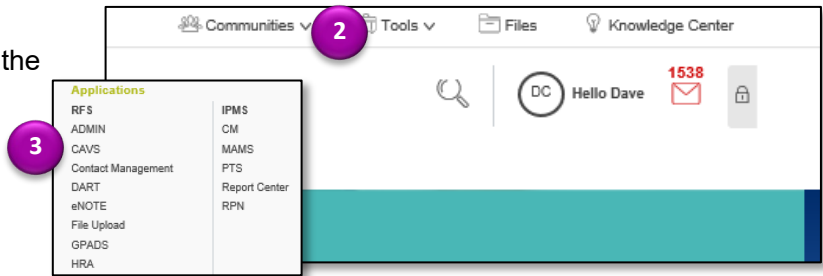


Custodial Account Verifications (CAVs) must be submitted between the 6th and 15th business days of the month.

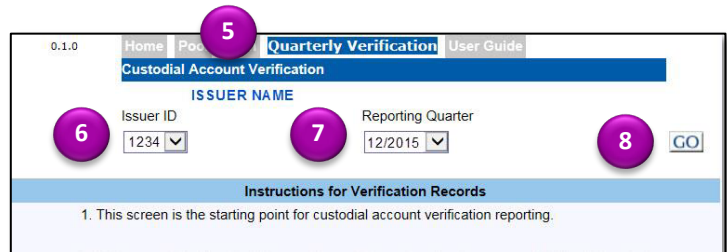
ACCESS GMEP

1. Log in to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select the **Tools** dropdown at the top of the Dashboard.
3. Select **CAVS** under Applications.



The Ginnie Mae Enterprise Portal will open.

4. Select **RFS** in the top left of the screen.
5. Select **Pool Accounting-Single Family Home** screen or the **Pool Accounting-Multifamily Home** screen.
6. Click on **Quarterly Verification**.



NOTE: The Quarterly Verification screen provides brief instruction for reporting Verification Records.

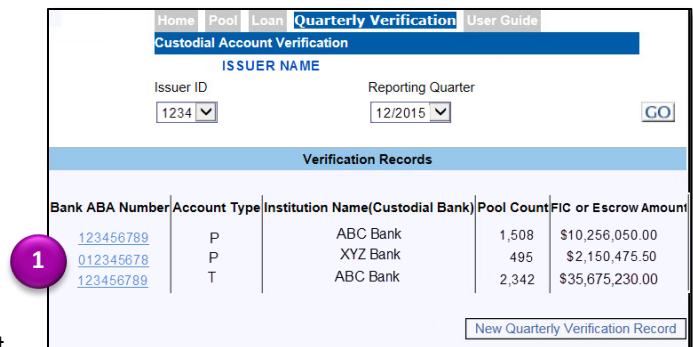
7. Select your **Issuer ID** number from the drop down.
8. Select the **Reporting Quarter** from the drop down.
9. Select **GO**.

The Account Verification screen will display.

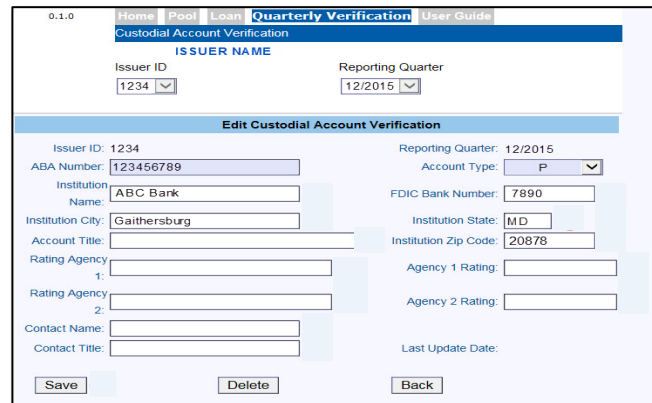
NOTE: Issuers can edit an existing Custodial Account Verification Record for the current quarter; or may enter a new Quarterly Verification Record. Issuers can view (Read Only) the prior Custodial Account Verification Records.

EDITING AN EXISTING CAVS RECORD FOR THE CURRENT QUARTER

1. Click on the **Bank ABA Number** to access the Edit Custodial Verification screen for the selected record.



2. Edit or enter the required custodial verification data.
3. Select **Save** to save the changes, **Delete** to delete the changes or **Back** to return to the Custodial Account Verification screen.



ADDING A NEW QUARTERLY CAVS RECORD

1. Select the **New Quarterly Verification Record** button to access the Add Custodial Verification screen to add a new record.
2. Enter the required custodial verification data.
3. Select **Save** to save the changes, **Delete** to delete the changes or **Back** to return to the Custodial Account Verification screen.

