

# ***Modernization Outreach Call:***

*December 12, 2013*



## ***Agenda***

- Go Live – December 16, 2013
- RSA Tokens
- GMEP User Role Form
- Frequently Asked Questions
- Available Resources
- Save the Date: Future Outreach Call Schedule

## Go Live

- Effective **Monday, December 16, 2013**, the new functionality in GMEP will be available and includes:
  - Request New Pool Numbers
  - Commitment Authority Requests
  - Master Agreements
- Readiness Checklist:
  - User Access for required staff verified
  - Security Officer updates for User Roles complete
  - RSA Tokens received, activated, and validated
  - Review of Quick Reference Cards and User Manuals

***In preparation, GMEP will be unavailable this weekend, beginning Friday, December 13, 2013 at 2pm***

## **RSA SecurID Tokens**

- Security Officer(s) must request Token for each User
- Not all Users will require a Token
  - Only submission of Master Agreements, Commitment Authority Requests will require Token
  - Data entry of Master Agreements, Pool Number Requests will NOT require Token
- Once received, User must call RSA SecurID Token Activation Line to activate and receive PIN.
- After PIN is received, User must log into GMEP, and “Validate” Token. This step confirms Token and database are synchronized.
  - Validation return “0” – synched; Any other response – error.

**RSA SecurID Token Activation Line**  
**1-800-332-4550 (Option 8)**



## GMEP User Role Form

The Form has been updated to reflect the new User roles

Form is located at:

[http://www.ginniemae.gov/doing\\_business\\_with\\_ginniemae/modernization/Documents/User\\_Registration\\_Issuer.pdf](http://www.ginniemae.gov/doing_business_with_ginniemae/modernization/Documents/User_Registration_Issuer.pdf)

### IPMS

<input type="checkbox"/> <b>RPN Issuer</b>	<input type="checkbox"/> <b>CM Issuer</b>	<input type="checkbox"/> <b>PTS Issuer</b>	<input type="checkbox"/> <b>RSA Token Holder</b>
Enter pool number request	View requests and reports	<i>Selling Issuer:</i> Submit request for Transfer	Provide means for users to test their token access.
Request maximum pool number calculation override	Request commitment and accept commitment fee	<i>Buying Issuer:</i> Accept and authorize Transfer	
View reports			
<input type="checkbox"/> <b>MAMS Issuer</b>	<input type="checkbox"/> <b>MAMS Subservicer</b>	<input type="checkbox"/> <b>MAMS Participation Agent</b>	<input type="checkbox"/> <b>RSA Temporary Bypass</b>
Search and view agreements and reports	View HUD-11707 agreements where Issuer is Subservicer	View HUD-11703-II agreements where Issuer is Subservicer	Provide means for token holder to authenticate if they have forgotten or lost their token.
Create and submit agreements	Search HUD-11707 agreements where Issuer is Subservicer	Search HUD-11703-II agreements where Issuer is Subservicer	
Upload documents	Submit HUD-11707 agreements where Issuer is Subservicer	Submit HUD-11703-II agreements where Issuer is Subservicer	

***Q. Can I use GinnieNET to recertify the Master Agreements I currently have on file with Ginnie Mae?***

A. No. For this year, Issuers will be required to submit active master agreements electronically via GMEP. In future years, recertification will be completed via GMEP.

***Q. Is Ginnie Mae requiring us to submit all of our master agreements, instead of recertifying?***

A. Yes. Instead of the annual recertification in GinnieNET, this year Ginnie Mae is requiring all Issuers, Document Custodians, Participation Agents, and Subservicers to submit all agreements via the GMEP. The old agreements will not carry over. Issuers may begin inputting new agreements when the application becomes effective and will have until March 31, 2014 to input all master agreements.

***Q. Why is Ginnie Mae requiring all agreements to be newly submitted?***

**A.** With the introduction of the new Master Agreement Application Ginnie Mae is taking this opportunity to ensure that all master agreements on file are complete and accurate.



***Q. I have authorized users at multiple locations. Can I submit more than one 11702 form?***

A. Yes. Issuers may submit more than one fully executed form. For example, one form may list 10 authorized users at a primary location; the second form may include 5 authorized users from a different location. For each name listed, a signature must be included.

## ***Q. Do I still have to mail “original” forms to PPA?***

**A.** Yes, if there are changes to any agreements between December 16, 2013 and March 31, 2014, Users must complete both the electronic submission and mail originals to Ginnie Mae.

After March 31, 2014, only the original 11702, 11709 and 11720 must be mailed to the PPA:

Ginnie Mae Relationship Services  
C/O The Bank of New York  
101 Barclay Street – 8 East  
New York, NY 10286-0001

***Q. Who will receive email notifications from GMEP?***

- A. Email notifications are based upon User Role. For example, all Users will receive updates for Master Agreement submissions or commitment authority. For Pool Number requests, only the requesting User will receive status updates via email notification.

## ***Mailing of Original Master Agreements***

HUD Form	Submission Path	Original to be mailed to PPA
11702 – Resolution of Board of Directors and Certificate of Authorized Signors	Electronic Data Entry Scanned Image of Form	Yes
11703-II – Master Agreement for Participation Accounting	Electronic Data Entry	
11707 – Master Servicing Agreement	Electronic Data Entry	
11709 - Master Agreement for Servicer’s P&I Custodial Account(s)	Electronic Data Entry; Scanned Image of Form	Yes
11709-A – ACH Debit Authorization	Electronic Data Entry	
11715 – Master Custodial Agreement	Electronic Data Entry	
11720 – Master Agreement for Servicer’s Escrow Custodial Account	Electronic Data Entry; Scanned Image of Form	Yes

## ***Transfer of Issuer Responsibility (Pool Transfers)***

- New functionality is contingent upon full submission/acceptance of Master Agreements within GMEP.
- New Process will automate submission by Seller, acceptance by Buyer, and completion of Agreements (No physical document submissions.)
- Targeted training to Issuers frequently completing Pool Transfers will also be offered and those ready prior to April 2014.
- Full training is tentatively scheduled for early March 2014.

## ***Available Resources***

- Modernization Resource Page
  - MBS Guide Updates
  - Online Training Courses
  - Presentation Materials
  - Quick Reference Cards
- User Manuals available in GMEP
- Help Desk:
  - RSA Activation Line
  - Ginnie Mae Relationship Services

## **Save the Date**

### *Schedule for Future Modernization Outreach Calls:*

- *Thursday, January 9, 2014 at 2 pm EST*
- *Thursday, February 13, 2014 at 2 pm EST*
- *Thursday, March 13, 2014 at 2 pm EST*

# Q & A

\*Please complete the survey responses  
while we answer questions\*