



## **GINNIENET ON THE WEB GINNIENET CUSTODIAN GUIDE**

**Government National Mortgage Association**

*05/08/13*

# GINNIE<sup>NET</sup> CUSTODIAN GUIDE

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## **1.0 GENERAL INFORMATION—SECURITY**

## 1.0 GENERAL INFORMATION—SECURITY

### 1.1 GINNIE*NET* SECURITY



Ginnie*NET* On the Web replaced Ginnie*NET* 2020 and pen electronic signature technology with a new biometric fingerprinting. Fingerprint biometrics is based on the distinctive characteristics of the human fingerprint. It is estimated that the chance of two people, including twins, having the exact same fingerprint is less than one in a billion. For decades, fingerprinting has been utilized in booking procedures or conducting criminal investigations. Fingerprints have become the de facto standard for eAuthentication.

Fingerprints are identified by characteristics known as minutiae points and the relationship between the points. A fingerprint will be scanned three times during enrollment and a generalized collection of the minutiae will be saved on the Ginnie*NET* network. An image of the individual's fingerprint *will not* be stored on the database.

Fingerprint enrollment requires public and private keys. RSA Public and Private key generation software is used to create one Public key diskette and one Private key diskette per user. The information contained on these RSA diskettes enables users to work with functions requiring security access in the Communications and Signature Enrollment menus on Ginnie*NET* On the Web. An individual's RSA password is contained on the RSA Public key diskette.

There are three (3) types of Users with Ginnie*NET* On the Web. **The Enrollment Administrator** (Security Officer in the Ginnie*NET* On the Web site) is an employee of the Issuer/Custodian who adds users, assigns roles, verifies credentials for fingerprint enrollment and resets passwords. **The Data Entry user** does data entry, data imports and generates reports. **The Authorized Signer** has network access and initiates communication with the network by sending and/or receiving pools, inquiries, etc. The Data Entry user may also be granted access as an authorized signer.

All users will need to provide credentials prior to gaining access to the Ginnie*NET* On the Web. The Enrollment Administrator's credentials must be validated (in-person enrollment) who in turn will be responsible for validating the credentials of other users and for capturing the initial biometric reading for authorized signers as they are added to the system. A government photo ID will be required (i.e., driver's license, passport, etc.) along with the Ginnie*NET* public and private key disk.

**Ginnie Mae strongly recommends that each Issuer and Custodian location maintain separate enrollment administrators and that each location have a back-up enrollment administrator.**

There is no installation required for Ginnie*NET* On The Web. To access Ginnie*NET* On-the-Web from your internet browser, type **www.ginnienet.net**. This URL will take you to Ginnie*NET* On The Web.

Issuers will, need to install the fingerprint scanner and RSA Public and Private Key generation software which are available on **www.ginnienet.net**.

## 1.2 HARDWARE AND SOFTWARE REQUIREMENTS

Equipment must meet the following minimum configuration requirements for acceptable Ginnie<sup>NET</sup> performance:

TABLE 1 HARDWARE AND SOFTWARE REQUIREMENTS

EQUIPMENT	USER
<b>Operating Systems</b>	Windows XP, Windows Vista, Windows 7
<b>Memory</b>	256 MB
<b>Hard Drive</b>	45 MB
<b>Miscellaneous Requirements</b>	High Speed Internet Connection Internet Explorer (32-bit versions only) 6 through 11 Mouse Available USB Port CD-ROM Drive and Floppy Disk drive Adobe Acrobat Reader (free download)
<b>Recommended Screen Resolution</b>	Minimum: 1152x864

Ginnie<sup>NET</sup> Customer Service is available from 8:30 AM to 7:00 PM EST. Our Customer Service department will answer question pertinent to hardware and software problems, including the fingerprint enrollment, installation and communications.

The toll free number is 1-800-234-4662, option #1 and the e-mail address is: [Ginniemae1@bnymellon.com](mailto:Ginniemae1@bnymellon.com)

We are located at the following address: Bank of New York Mellon  
101 Barclay Street (8 East)  
New York, NY 10286

Ginnie<sup>NET</sup> Customer Service is closed on all federal and bank holidays.

## **2.0    DOWNLOAD AND INSTALLATION**

## 2.0 RSA PUBLIC AND PRIVATE KEY GENERATION SOFTWARE OVERVIEW

### 2.1 DISCUSSION OBJECTIVE

The objective of this chapter is to train Issuers and Custodians on the installation of the RSA Public and Private Key Generation systems. Private and Public Keys are generated to store the identity of the authorized signatory. At this point, an authentication password for each authorized signer will also be assigned for subsequent use in shipping and certifying the pools.

This chapter will provide details on how to:

- Install the RSA Public and Private Key generation;
- Create a Public and Private Key certificate; and
- Use the Public and Private Key certificate for fingerprint enrollment.

### 2.2 DOWNLOADING AND INSTALLING RSA PUBLIC AND PRIVATE KEY GENERATION SOFTWARE

To begin the download process, begin by logging into the Ginnie<sup>NET</sup> website at [www.ginnienet.net](http://www.ginnienet.net).

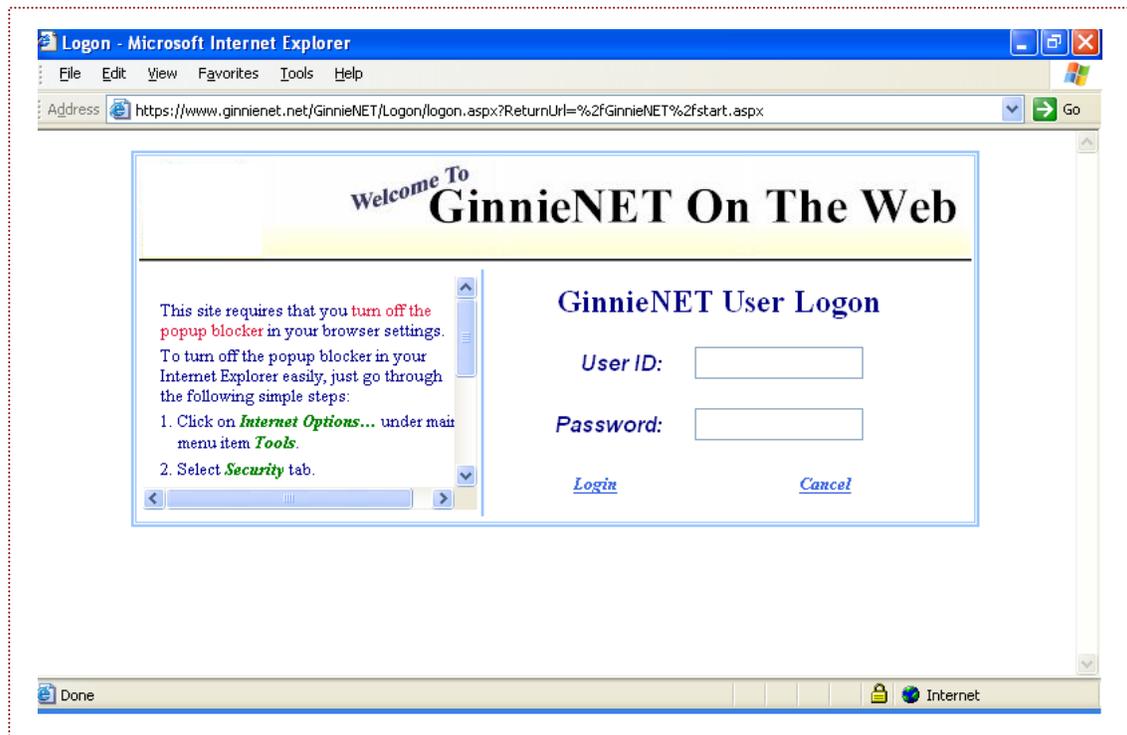


FIGURE 1 GINNIE<sup>NET</sup> ON THE WEB USER LOGIN SCREEN

## 2.2.1 Site Requirements

### 2.2.1.1 Disabling the Pop-Up Blocker

Access to this site requires that any pop-up blocker be turned *off* within the user's browser settings. To turn off the pop-up blocker, step through the following procedural flow:

- [Step 1] Select on Pop-up Blocker Options under main menu item Tools.
- [Step 2] Click on Pop-up Blocker Settings... item.
- [Step 3] Enter our web address in the box for Address of Web site to allow, and click on the <Add> button.
- [Step 4] Click on the <Close> button to close the current dialog box.
- [Step 5] Select Maintenance and Download Key Generation Software.
- [Step 6] Click on the screen's <Open> button to unzip the software.

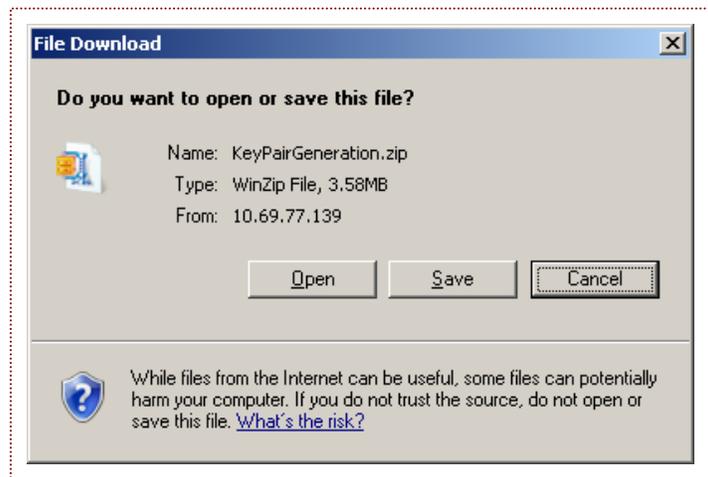


FIGURE 2 WINZIP FILE DOWNLOAD SCREEN

- [Step 7] Click on the <Next> button to continue.



FIGURE 3 WINZIP WELCOME SCREEN (⬆)



FIGURE 4 WINZIP SELECT ACTIVITY SCREEN (⬆)

[Step 8] Click on the <Unzip Now> button (FIGURE 5), to complete the current file download task.

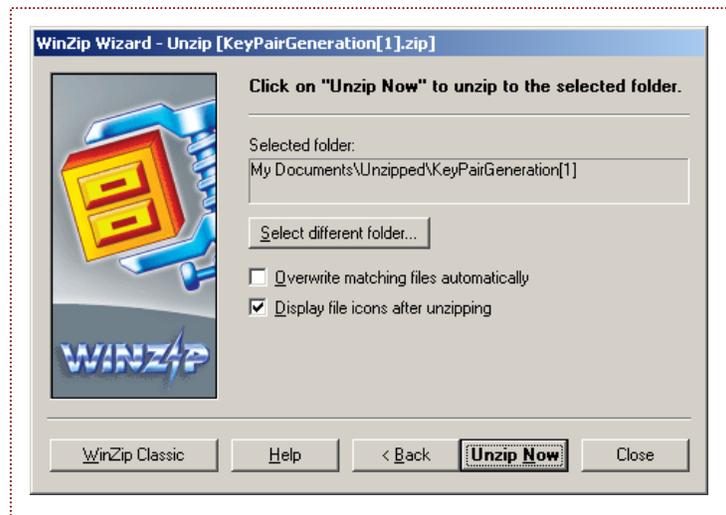


FIGURE 5 WINZIP UNZIP SCREEN (w/<UNZIP NOW> BUTTON)

### 2.2.2 Installing RSA Key Generation Software

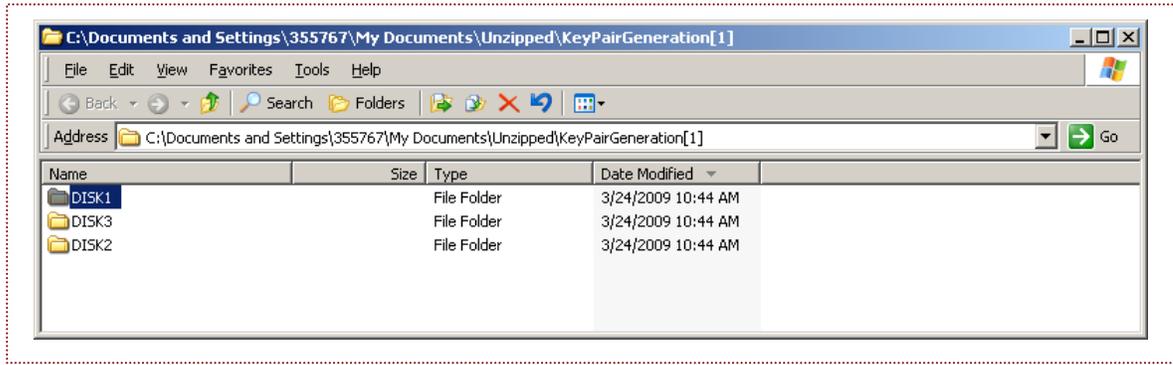
RSA Public and Private Key generation software is used to create one Public Key diskette and one Private Key diskette per user. The information contained on these RSA diskettes enables a user to work with functions requiring security access in the Communications and Signature Enrollment menus on Ginnie<sup>NET</sup>. An individual's password is contained on the RSA Public Key diskette.

Each Issuer should have a designated security officer who is responsible for creating the RSA diskettes. The RSA Public and Private Key generation software is to be installed *only* on the PC utilized by the security officer. **This software must be loaded on a local drive on a resident PC. It should not be installed in a LAN environment.**



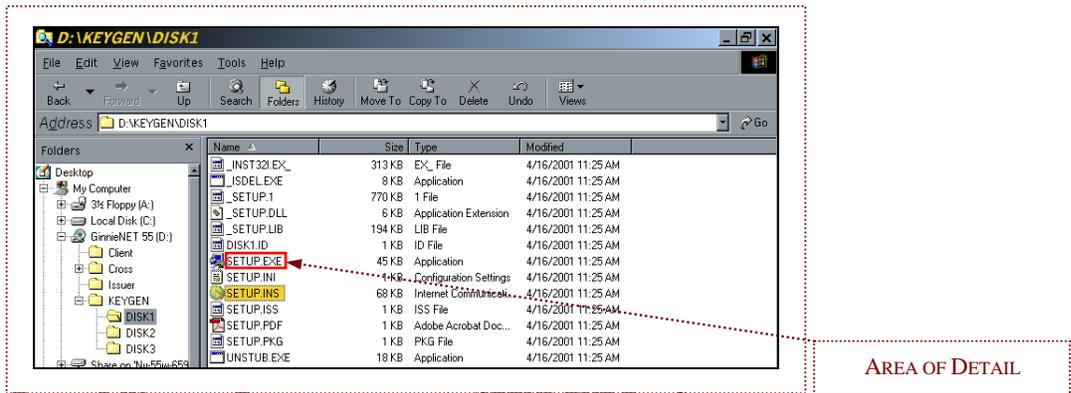
**NOTE:** If there is only one (1) user working with Ginnie<sup>NET</sup> at a particular site, and *no* Security Officer has been designated, the individual user will function as the Security Officer.

[Step 1] Click on the **DISK1** line item selection, as shown below in **FIGURE 6**.



**FIGURE 6 DOCUMENTS AND SETTINGS LINE ITEM LISTINGS SCREEN**

[Step 2] On the new Windows Explorer screen, select the **SETUP.EXE** file, as shown on the right side of the screen (**FIGURE 7 AREA OF DETAIL**).



**FIGURE 7 WINDOWS EXPLORER SCREEN (W/SETUP.EXE FILE SELECTION)**

[Step 3] Double-click on  **SETUP.EXE** file to begin the installation process.



**NOTE:** The **SETUP.EXE** file step the user through the full installation process, and provide systematic instructions until the full installation is complete.

[Step 4] Make sure that you read the instructions on the Setup screens. If there is a discrepancy between this Training Guide and the instructions on the Setup screen, always be sure to follow all instructions as set forth on that Setup screen.



FIGURE 8 KEY GEN SETUP WELCOME SCREEN (W/<NEXT> BUTTON)

- [Step 5] On the new Welcome screen (FIGURE 8), click on the <Next> button.
- [Step 6] Enter the required information in both the Name and Company fields on the User Information screen.
- [Step 7] Click on the screen's <Next> button to proceed to the Choose Destination Location screen, as shown below in FIGURE 9.

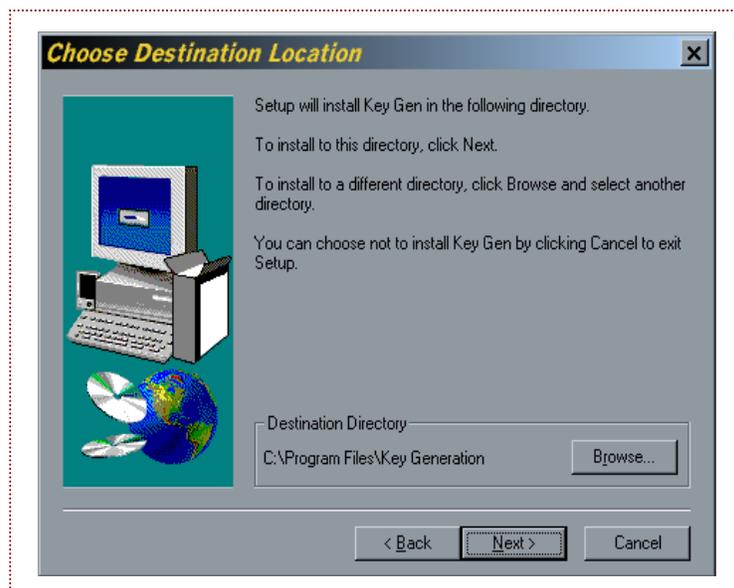


FIGURE 9 KEY GEN SETUP CHOOSE DESTINATION LOCATION SCREEN (W/<NEXT> BUTTON)

[Step 8] The default destination directory for your RSA Public and Private Key generation software will be a directory on your local hard drive as shown above in the **C:\Program Files\Key Generation** example. You may choose a different drive or directory by clicking on the screen's <Browse...> button. Accepting the setup default is simple and safe. The user may change the directory if desired, then click on the <Next> button to proceed.

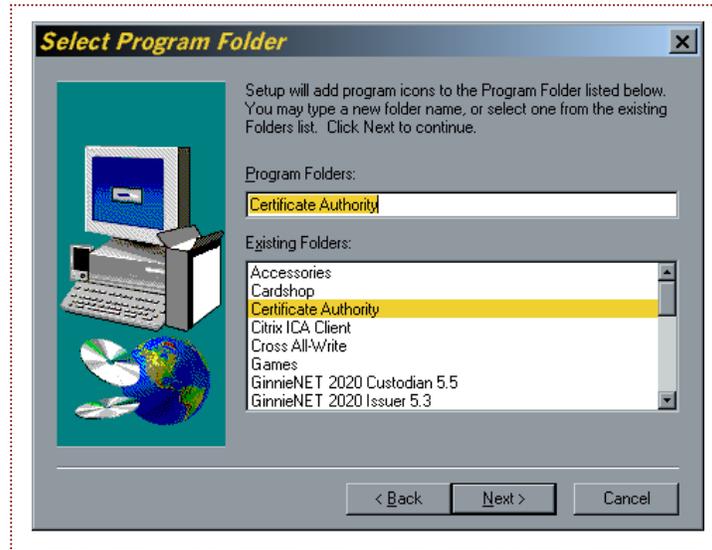


FIGURE 10 KEY GEN SETUP **SELECT PROGRAM FOLDER** SCREEN (W/<NEXT> BUTTON)

[Step 9] The Program Folder (or group) is the window in which the RSA program icons will be located. The program folder name, which appears in the **Program Folders** field above, is the default. This name will be used on the Windows Programs Menu. The user may change the directory if desired, then click on the <Next> button to proceed to the next screen to review the selected entries.

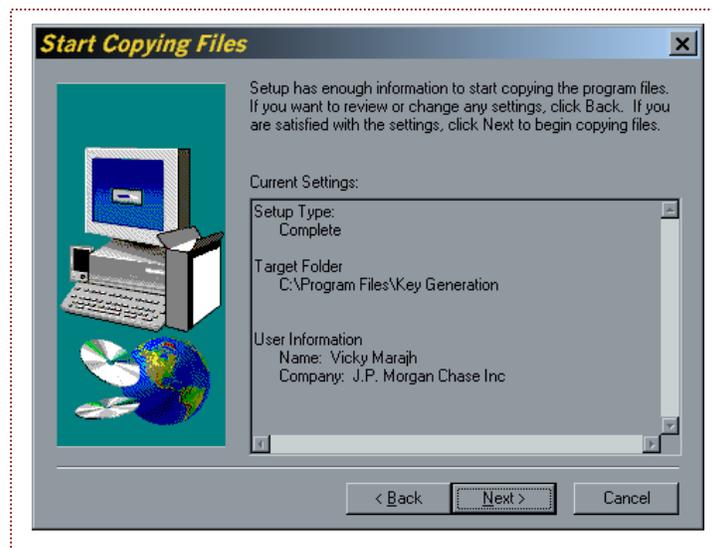


FIGURE 11 KEY GEN SETUP **START COPYING FILES** SCREEN (W/<NEXT> BUTTON)

[Step 10] After confirming all selections, the user may click on the <Next> button once again to begin the full file copying process. A download status bar will then display, like that shown here in FIGURE 12.

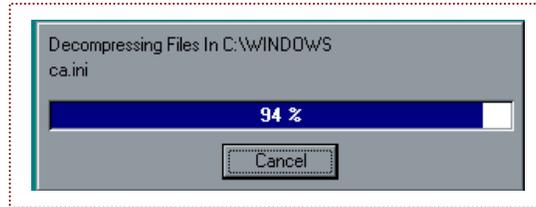


FIGURE 12 KEY GEN SETUP FILE DOWNLOAD PROGRESS BAR

When the download process is completed, a new program group will be placed on the Program Files menu area of the user's Desktop.

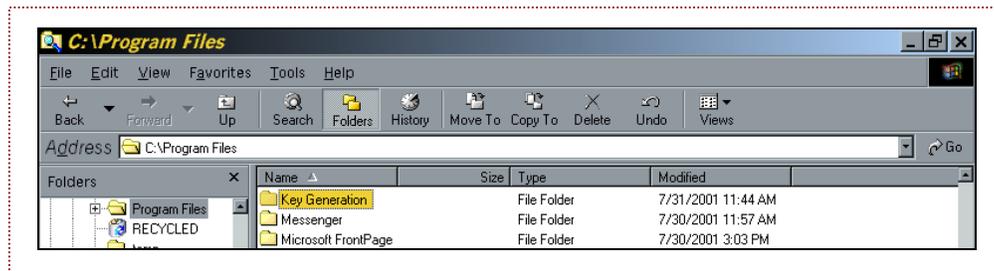


FIGURE 13 WINDOWS EXPLORER SCREEN (W/PROGRAM FILES SELECTION)

[Step 11] Finally, the user will be prompted to "Launch the program file". The user may then either run the program immediately (now), or execute the program file at a later date. Ensure that you allow the program to run NOW. This launch process will take only a very few minutes to complete.



**NOTE:** Two (2) IBM-formatted, 3½" floppy diskettes, or CDs will be required.

## 2.3 RSA PUBLIC AND PRIVATE KEY CERTIFICATES

### 2.3.1 Creating Private and Public Keys Using Floppy Diskettes

**NOTE:** To create the Private and Public keys on removable media *without* using floppy diskettes, please refer to **Section 2.3.2**, beginning on page **12**.

#### 2.3.1.1 Requirements

You will need two (2) blank, IBM-formatted, 3½ " floppy diskettes to proceed. Ensure that you label them "**Disk 1: Private Key Disk**", and "**Disk 2: Public Key Disk**".

RSA Private and Public Key certificates are created by the Security Officer to establish Ginnie<sup>NET</sup> security. These certificates are required for the **FINGERPRINT ENROLLMENT** process. This fingerprint enrollment process will require the following:

- (a) That the user has a Private Key certificate stored on **Disk 1**; and
- (b) That the Public Key certificate stored on **Disk 2** has been properly certified and authenticated by Ginnie<sup>NET</sup> Customer Service.

After the Security Officer creates the Public and Private Key certificates, the Public Key Disk (Disk 2) must be sent to Ginnie<sup>NET</sup> Customer Service for authentication. Public Keys that have *not* been authenticated will not allow a user to complete the Fingerprint Enrollment process.

Mail each user's Public Key Disk to the following address:

**Ginnie<sup>NET</sup> Customer Service**  
**BNY Mellon**  
**101 Barclay Street, 8E**  
**New York, New York 10286**

Turnaround time for Public Keys authentication, once Ginnie<sup>NET</sup> Customer Service receives the Public Keys, is (48) hours.

### 2.3.1.2 Installation Procedures

[Step 1] The user may begin by double-clicking on the **RSA Key Generation** icon in their Certificate Registration program group to start the process. Alternatively, the user may also run the program from the Windows Taskbar by stepping through the following menu flow:



- (a) Follow the simple **<Start>—Certificate Authority—Key Generation** navigational flow to access the Key Generation screen.

[Step 2] On the new Key Generation screen, click on the **Create New Key Pair** icon in the center of the screen (FIGURE 14) to create both the Public and Private Key disks.



FIGURE 14 (RSA PUBLIC/PRIVATE) KEY GENERATION SCREEN (W/ICON SELECTION)

The Key Generation Information screen will then display, like that shown below in FIGURE 15.

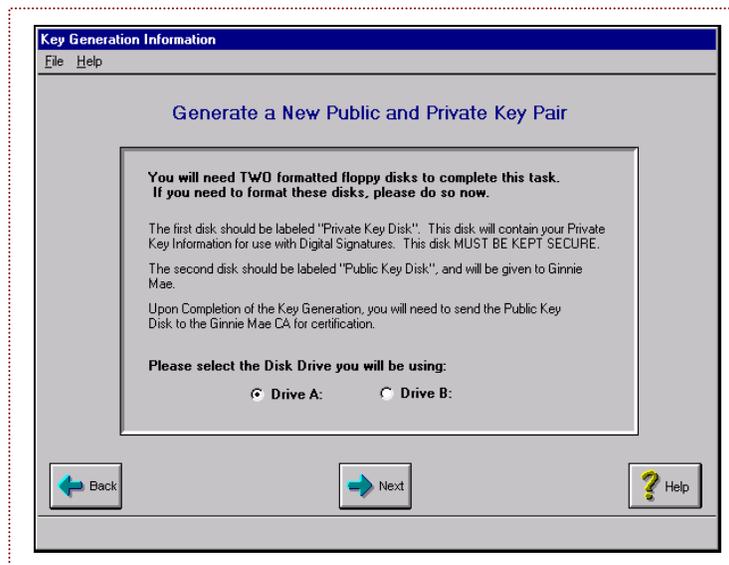


FIGURE 15 KEY GENERATION INFORMATION SCREEN

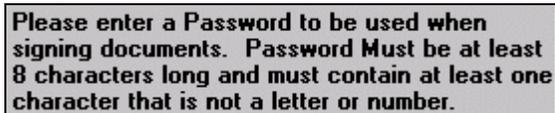
[Step 3] Select the appropriate disk drive and enable the radial checkbox (☉) to indicate your choice. The User Information screen will then display.

[Step 4] On the new User Information screen, follow all instructions carefully, ensuring that you enter the full name of the authorized signing representative.

**NOTE:** The user may use either the <Tab> key, or <Shift>-<Tab> keys, to move the cursor between the screen fields. The user may also at any time click on the screen's **Help** icon for further assistance.



[Step 5] Follow the directions to create a valid RSA password (FIGURE 16). Be certain to select a password that can be easily remembered without writing it down.

A rectangular message box with a dotted border. The text inside reads: "Please enter a Password to be used when signing documents. Password Must be at least 8 characters long and must contain at least one character that is not a letter or number."/>

Please enter a Password to be used when signing documents. Password Must be at least 8 characters long and must contain at least one character that is not a letter or number.

FIGURE 16 PASSWORD ENTRY/DEFINITIONS MESSAGE

[Step 6] Click on the **Create New Key Pair** icon.  The **Password Confirmation** screen shown below in FIGURE 17, will then display.



FIGURE 17 PASSWORD CONFIRMATION MESSAGE

[Step 7] The system will now prompt the user to confirm their new RSA password. Re-enter the password a second time, then click on the <OK> button to proceed. The **Disk Change** screen will then display.



FIGURE 18 DISK CHANGE (PRIVATE KEY) SCREEN

[Step 8] You will be instructed to insert the Private Key (**Disk 1**) disk insert one of the blank, formatted floppy diskettes in the floppy drive and click on the <OK> button.

[Step 9] The system will then ask the user for the Public Key diskette (FIGURE 19). Remove the Private Key (**Disk 1**) diskette from the floppy drive and insert the *second* **Disk 2** diskette, then click on the <OK> button once again.



FIGURE 19 **DISK CHANGE (PUBLIC KEY) SCREEN**



**NOTE:** Once you have removed the Disk 1 diskette, with the second diskette already in the drive, take a moment to carefully label your Disk 1 as such *immediately*, to avoid possible confusion between the two diskettes.

The Key Generation **Success** screen will then display, like that here in FIGURE 20, and the key generation process will be complete.



FIGURE 20 **KEY GENERATION SUCCESS SCREEN**

[Step 10] Review and adhere to all of the instructions for the disposition of the Public Key disk and submission of supporting documentation, to include: (a) the screen instructions above; (b) instructions at the beginning of this section, and those in Program Enrollment and Set-Up. The user will be responsible for submitting the required materials and supporting documentation.



**NOTE:** If you have questions, call Ginnie<sup>NET</sup> Customer Service at 1-800-234-4662, **Option 1**.

[Step 11] Click on the <OK> button to complete the key generation action, and to exit the program.

### 2.3.2 Generating KeyPairs on a Workstation Without a Floppy

[Step 1] Create a directory named **KeyPairs** (note spelling and character spacing) on your local hard disk, or on a network drive to which you have full access rights.

[Step 2] Ensure that you leave the window open (deployed).

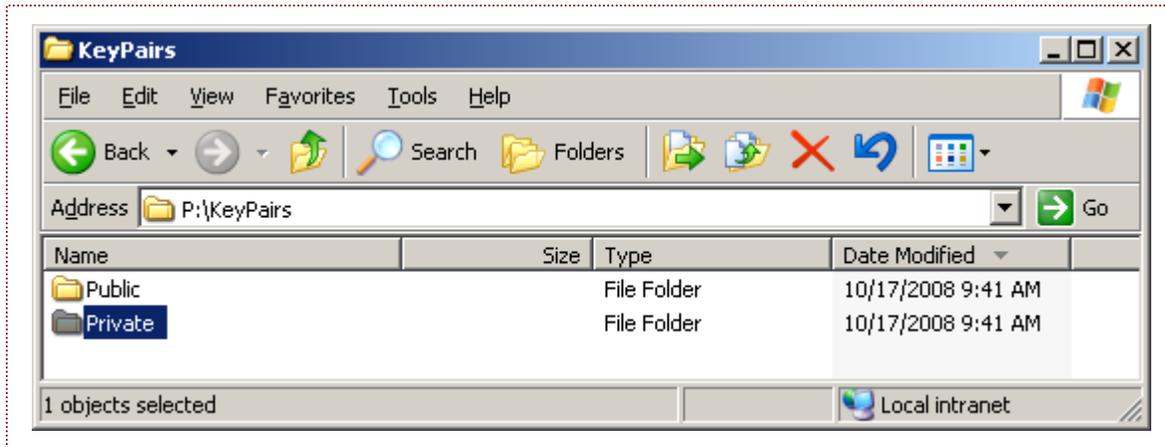


FIGURE 21 WINDOWS EXPLORER SCREEN (W/**KEYPAIRS** SUBDIRECTORY SELECTION)

[Step 3] Now, open a Command window and type the command: **subst b: P:\keypairs**, then press the <Enter> key.

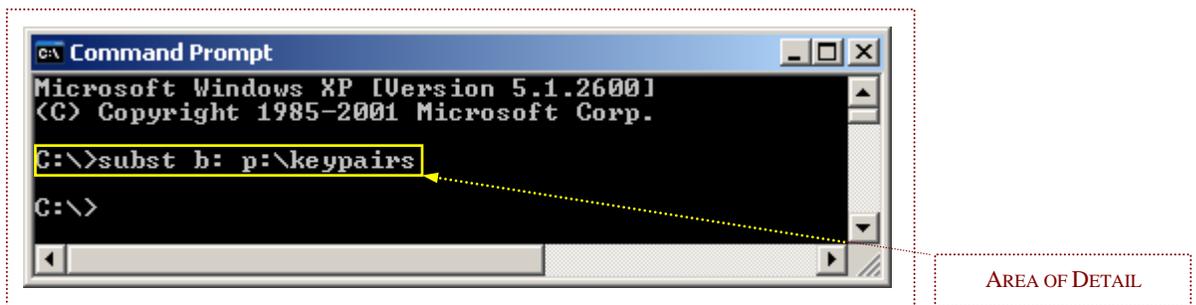


FIGURE 22 COMMAND PROMPT SCREEN

[Step 4] Now, run the Key Generation application. Ensure that you have optioned the **Drive B:** radial button; then click on the screen's <Next> button to proceed to the next level. The **Key Generation Information** screen will then display (FIGURE 23).

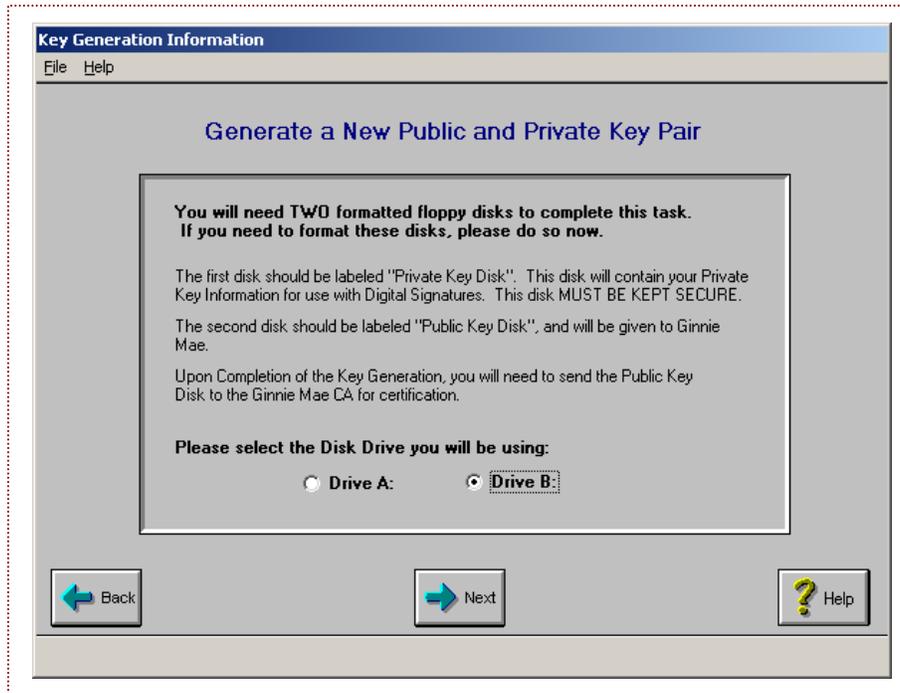


FIGURE 23 KEY GENERATION INFORMATION SCREEN (w/DRIVE B: SELECTION)

[Step 5] Once the user receives the message ‘Please insert your PRIVATE Key disk’ (FIGURE 24), simply click on the screen’s <OK> button.



FIGURE 24 DISK CHANGE (PRIVATE) SCREEN

[Step 6] Once the user receives the message ‘Please insert your PUBLIC Key disk’ (FIGURE 25), simply click on the screen’s <OK> button.

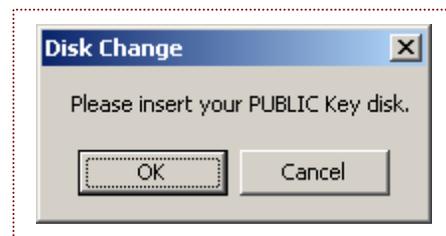


FIGURE 25 DISK CHANGE (PUBLIC) SCREEN

[Step 7] Now, move the files shown on the B:\ drive as **PRIVKEY.DER**, **PRIVKEY.DSK** and **USER.DN** to the Private subdirectory, as shown below in [FIGURE 26](#).

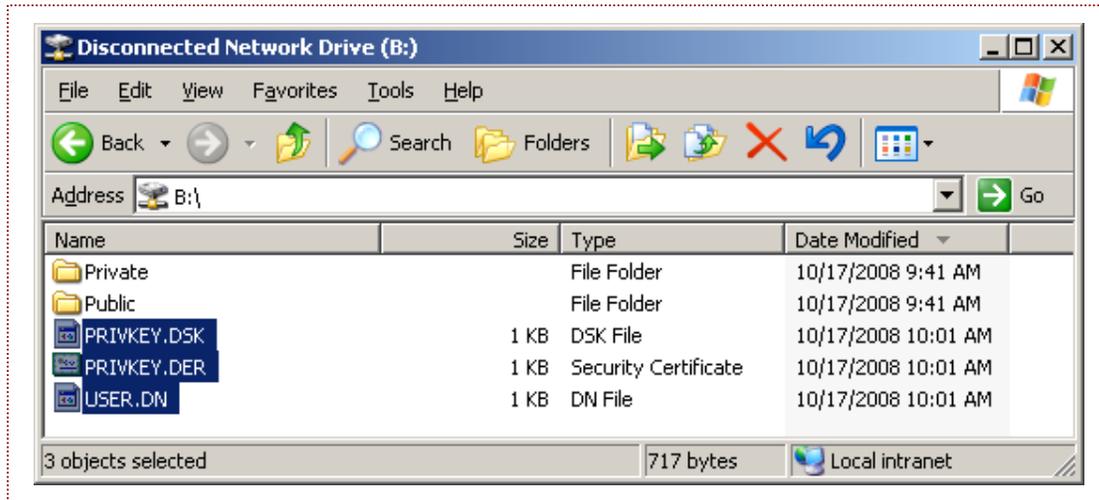


FIGURE 26 B:\ DRIVE FILE MOVES (I)

[Step 8] Once the user receives the message 'Please Insert your Public Key Disk', click on the <OK> button.

[Step 9] When the Key Generation application completes, move the files shown on the B:\ drive as **USERCERT.DER** and **PUBKEY.DSK**, to the Public subdirectory.

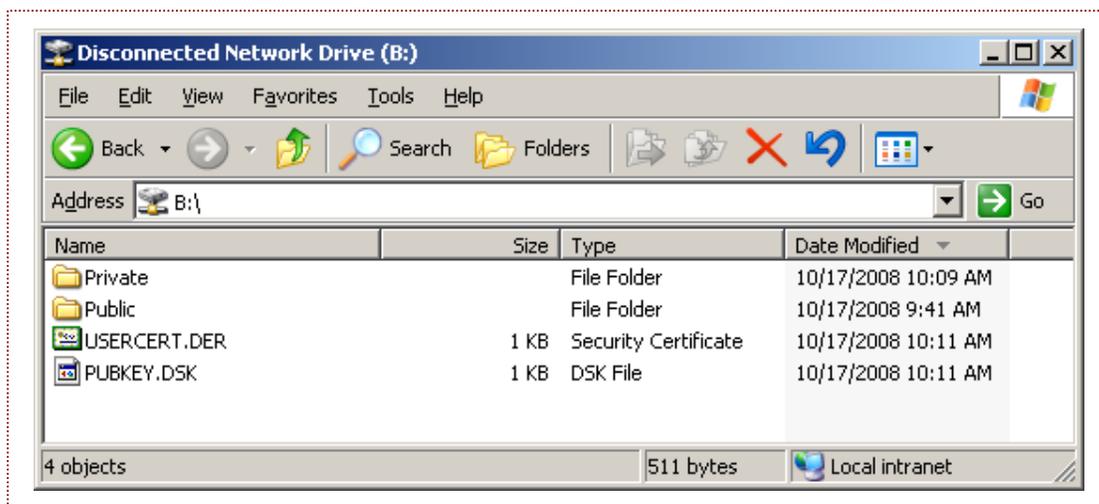


FIGURE 27 B:\ DRIVE FILE MOVES (II)

[Step 10] Now, send the files in the Public directory to the Ginnie<sup>NET</sup> Certificate Authority. This can be done by copying the files to a removable media such as a CD or a flash drive. When the files are returned, replace the files in the Public directory.

[Step 11] Eliminate the drive substitution by typing, **subst b: /d** in the Command box, then press the <Enter> key.

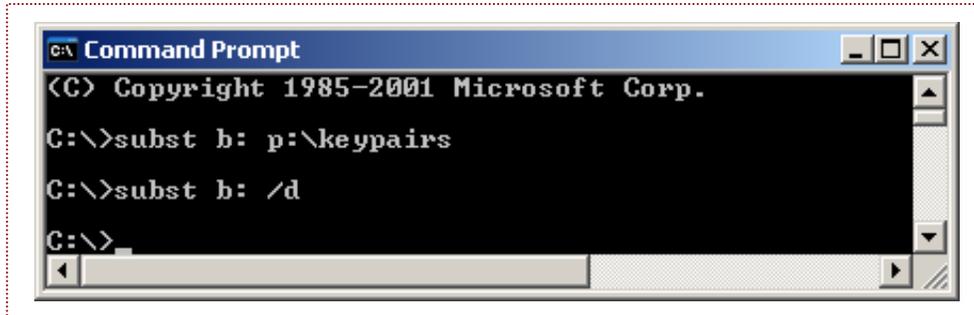
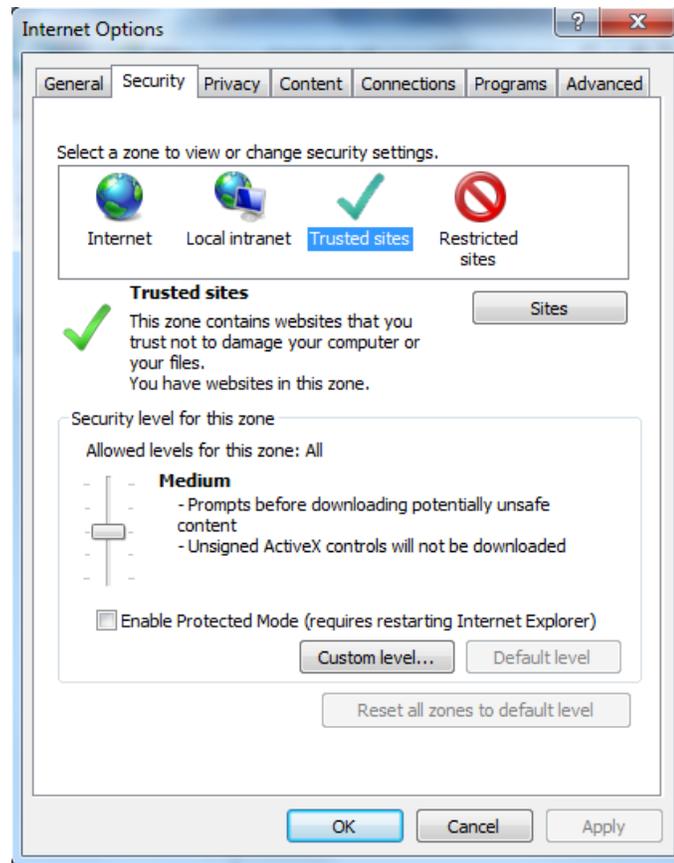


FIGURE 28 B:\ TO D:\ DRIVE SUBSTITUTION (COMMAND LINE ENTRY)

## 2.4. INSTALLING M2SYS BIOPLUGIN CLIENT 7.0.3 ON WINDOWS 7

### 24.1 Prerequisites

1. The person installing the client must have administrative privileges to install software on the machine and must be logged in locally and not remotely into the machine. The Protected Mode should not be enabled for Trusted Zone as shown in the screen below.



2. The website <https://www.ginnienet.net> should be in the Trusted sites zone. The setup automatically adds the website to Trusted sites zone if it completes successfully. If browser settings are controlled using group policies then the website should be added to trusted sites zone using group policy. A good indication of browser settings are controlled by group policy is when a user cannot modify the browser settings.
3. The user needs to use the 32-bit version of the Internet Explorer. This version of the client does not work with the 64-bit version of Internet Explorer.
4. The fingerprint reader is a desktop device. The web application triggers an ActiveX control.

## 2.4.2 Installation Procedures



**IMPORTANT:** Do not attach the fingerprint scanner until the full installation process is complete and your system has been restarted.

[Step 1] To begin the download process log onto the GinnieNET website, at [www.ginnienet.net](http://www.ginnienet.net), to download the software.

[Step 2] Enter your assigned User ID and password in their respective fields, then click on the screen's <Login> button (**ERROR! REFERENCE SOURCE NOT FOUND.**).

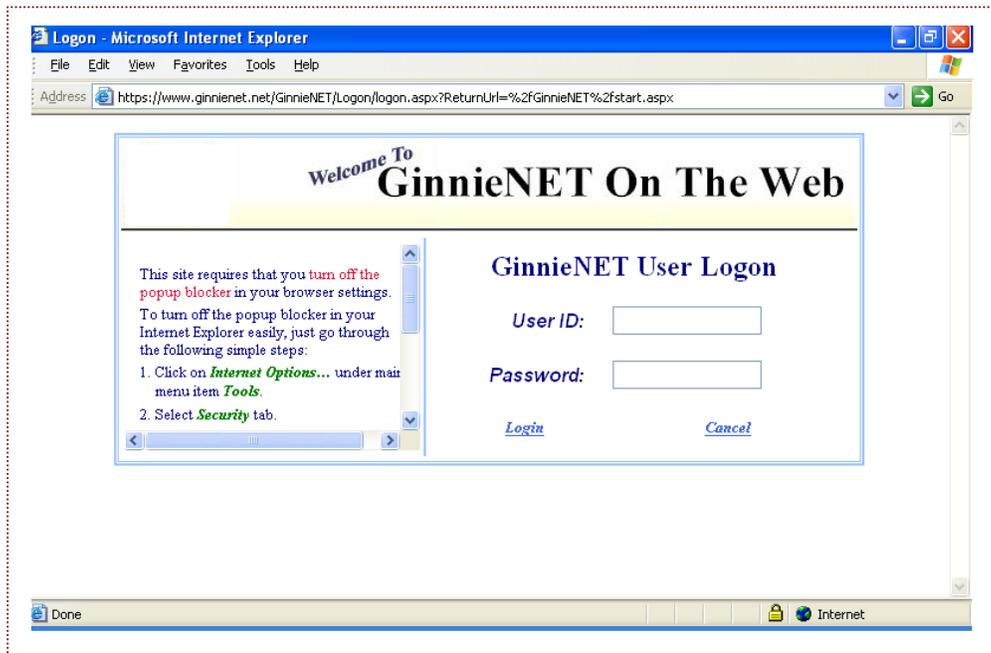


FIGURE 29 GINNIENET LOGIN SCREEN



**NOTE:** This site will require that the user disable (turn off) the pop-up blocker in their browser settings. To do so, step through the following quick flow, then resume the Installation procedure.

- a) With the browser window open, click on the **Tools** option from the standard toolbar, then select the **Pop-up Blocker** option.
- b) Click on the **Pop-up Blocker** menu option.
- c) Click on the **Pop-up Blocker Settings** sub-menu option
- d) Enter our web address in the screen's **Address of website to allow** field, then click on the <Add> button.
- e) Click on the <Close> button to close out the current website allowance action.

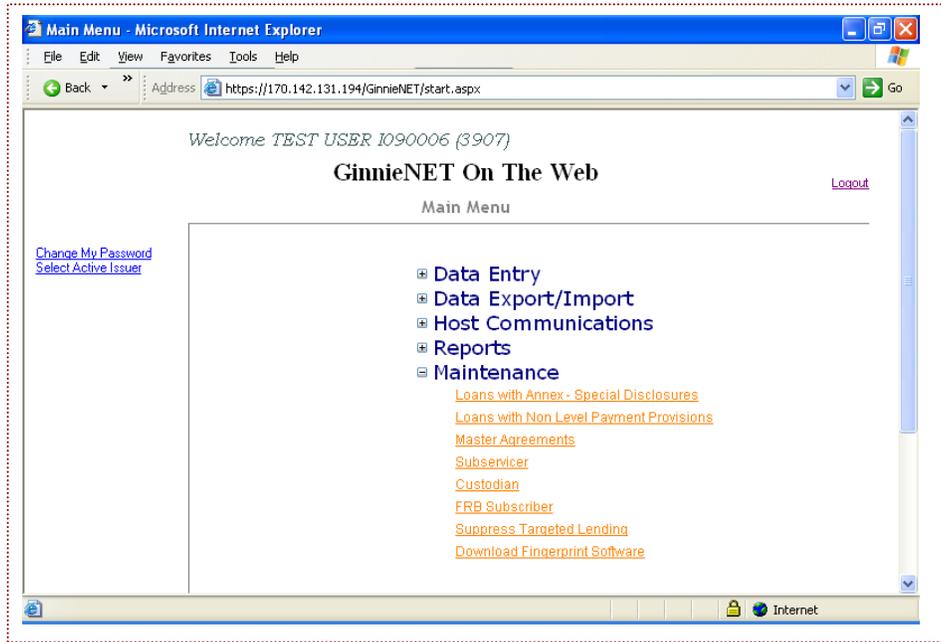


FIGURE 30 GINNIE<sup>NET</sup> MAIN MENU SCREEN (w/MAINTENANCE LINK)

[Step 1] Returning to the GinnieNET Main Menu screen, click on the screen's **Maintenance** link.

[Step 2] Click on the **Download Fingerprint Software** link. A Security Warning message screen will then display, like that shown here in **ERROR! REFERENCE SOURCE NOT FOUND.**

- a. Select **Download New Fingerprint Software**
- b. Select **Download New Fingerprint Software for 32bit Operating System** if the Operating System is Windows 7 32bit.
- c. Select **Download New Fingerprint Software for 64bit Operating System** if the Operating System is Windows 7 64bit.



FIGURE 31 GINNIE<sup>NET</sup> MAIN MENU SCREEN (w/MAINTENANCE LINK)

1. Remove the fingerprint scanner from the USB port.
2. Run the setup and follow the prompts. Click the **Next** button in the screen given below.



3. Click the **Next** button in the screen given below:

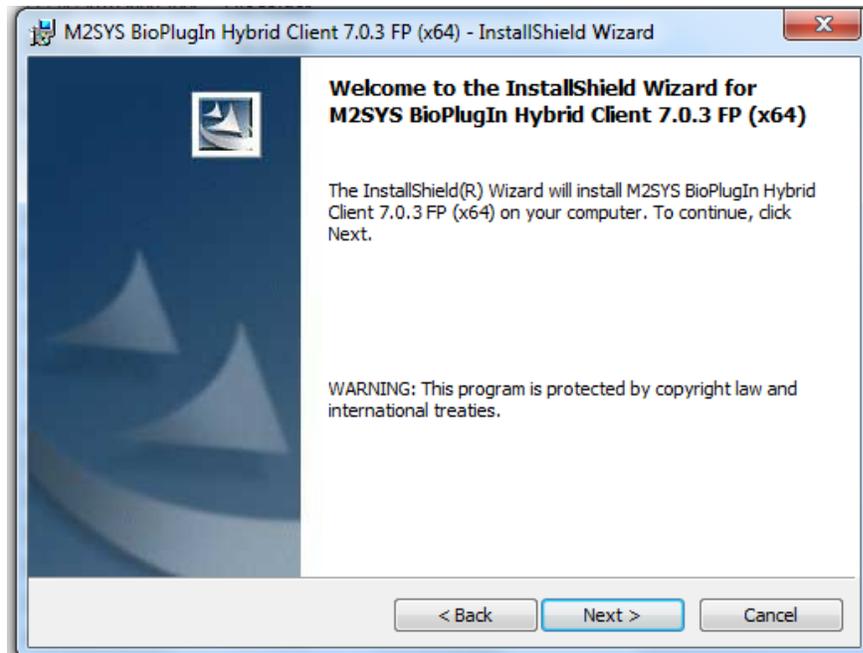


FIGURE 32 INSTALLSHIELD WIZARD WELCOME SCREEN

On the new M2SYS BioPlugIn Client InstallShield Wizard Welcome screen, click on the <Next> button once again to proceed to the next screen level. A **License Agreement** screen will then display, like that shown here in **ERROR! REFERENCE SOURCE NOT FOUND.**

4. Select “I accept the terms in the license agreement” and click the **Next** button as shown in the screen below.

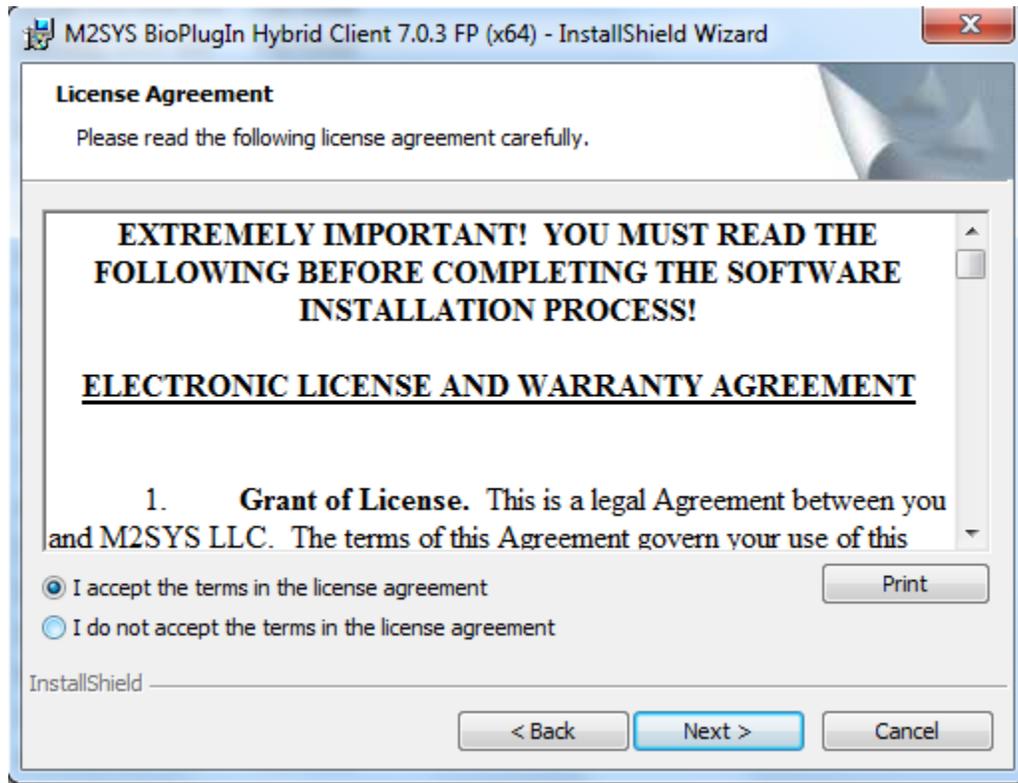


FIGURE 33 INSTALLSHIELD WIZARD LICENSE AGREEMENT SCREEN

Carefully read the License Agreement’s **ELECTRONIC LICENSE AND WARRANTY AGREEMENT** section. The user may also click on the screen’s <Print> button to route the License Agreement to print should you wish to obtain a printed copy of that License Agreement.

Enable the **I accept the terms in the license agreement** radial button (☉), to signify your review and agreement with all terms specified therein.

Click on the <Next> button once again to proceed to the next screen level. The **Customer Information** screen will then display, like that shown below in **ERROR! REFERENCE SOURCE NOT FOUND.**

5. Enter the User Name and Organization and click the **Next** button as shown in the screen below:

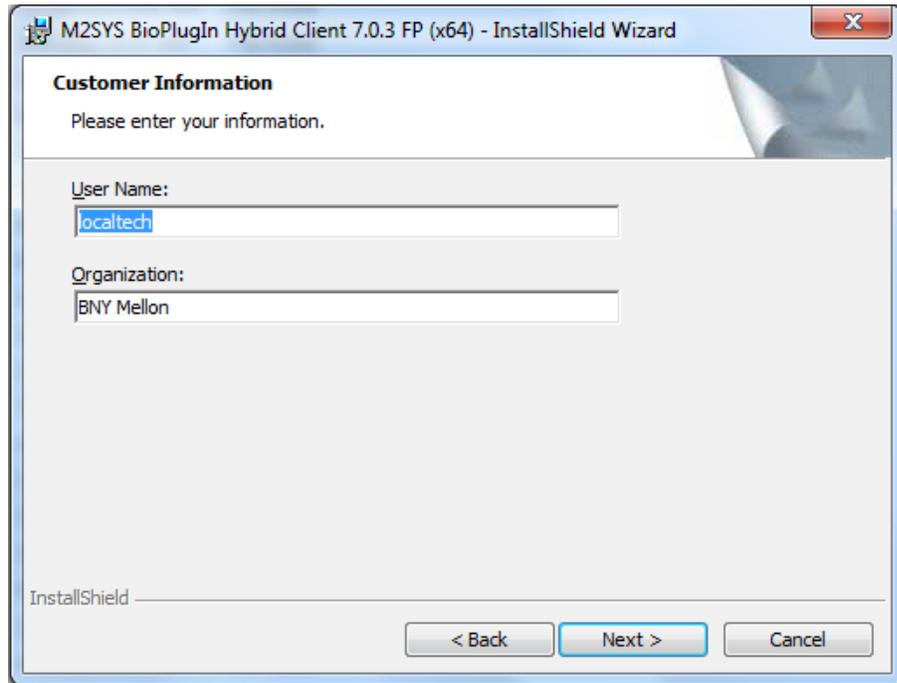


FIGURE 34 INSTALLSHIELD WIZARD CUSTOMER INFORMATION SCREEN

Enter a specific user name in the **User Name:** field, and organization name in the screen's **Organization:** field, then click on the <Next> button. The **Destination Folder** screen will then display, like that shown on the following page in **ERROR! REFERENCE SOURCE NOT FOUND.**

6. Click the **Next** button as shown in the screen below:

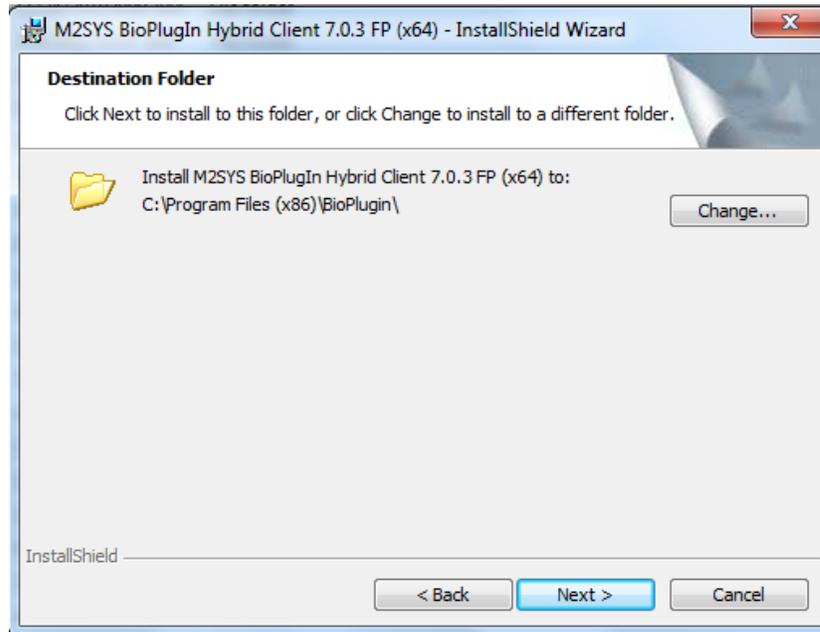


FIGURE 35 INSTALLSHIELD WIZARD **DESTINATION FOLDER** SCREEN

[Step 1] The Installation setup will recommend a *default* installation. If you need to change to a *different* folder, or to create a *new* folder, click on the <Change> button. Click on the <Next> button if the current destination folder location is acceptable, and to move on to the next screen level. The **Ready to Install the Program** screen will then display, like that shown below in **ERROR! REFERENCE SOURCE NOT FOUND.**

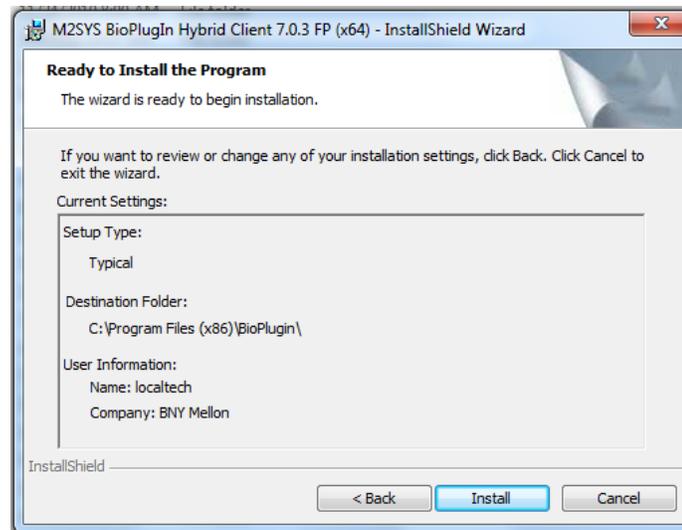


FIGURE 36 INSTALLSHIELD WIZARD **READY TO INSTALL THE PROGRAM** SCREEN

On the new **Ready to Install the Program** screen, the program folder will display the location in which the Bio-Plugin program can be found. The program folder name, which appears in the Program Folders field above, will be set as the default. To change any of the current settings, simply click on the <Back> button to return to any of the previous screen series to effect that setting change, *or* click on the <Install> button to ACCEPT all settings, and to begin the file downloading process.

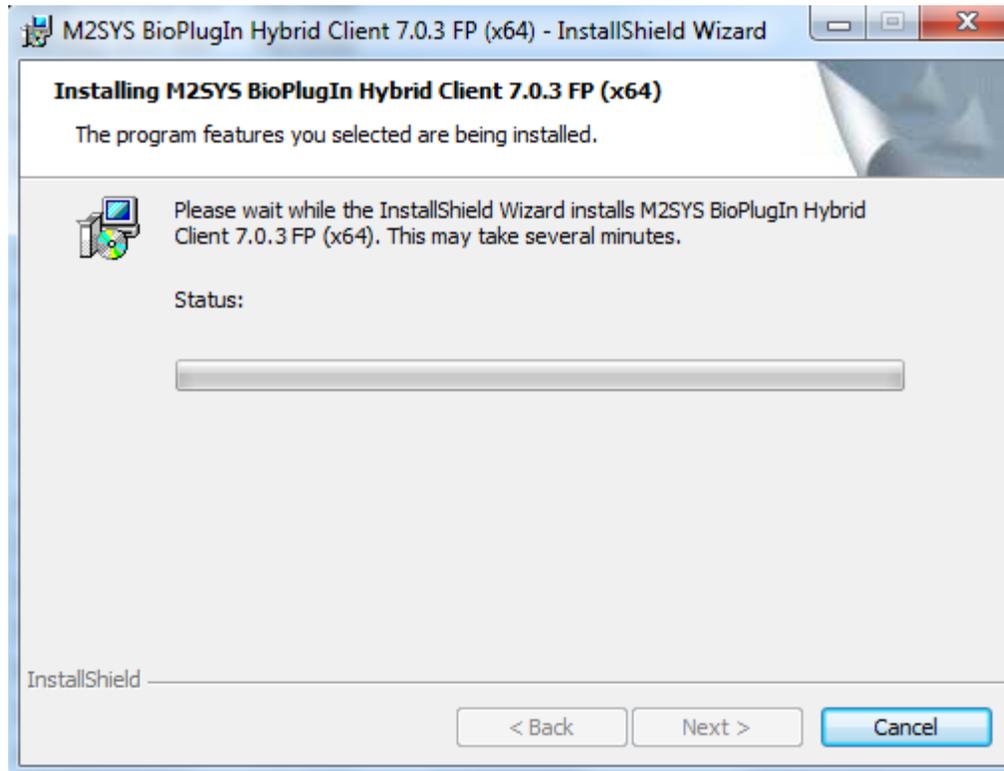


FIGURE 37 INSTALLSHIELD WIZARD STATUS BAR SCREEN

The system will again display an installation “progress bar” (**ERROR! REFERENCE SOURCE NOT FOUND.**) to indicate the status of the current software installation. Be advised that the system may take several minutes to copy all program files.

7. Once the setup of Bioplugin client is finished, the setup will automatically start the installation DigitalPersona One Touch for Windows as shown in the screen below.

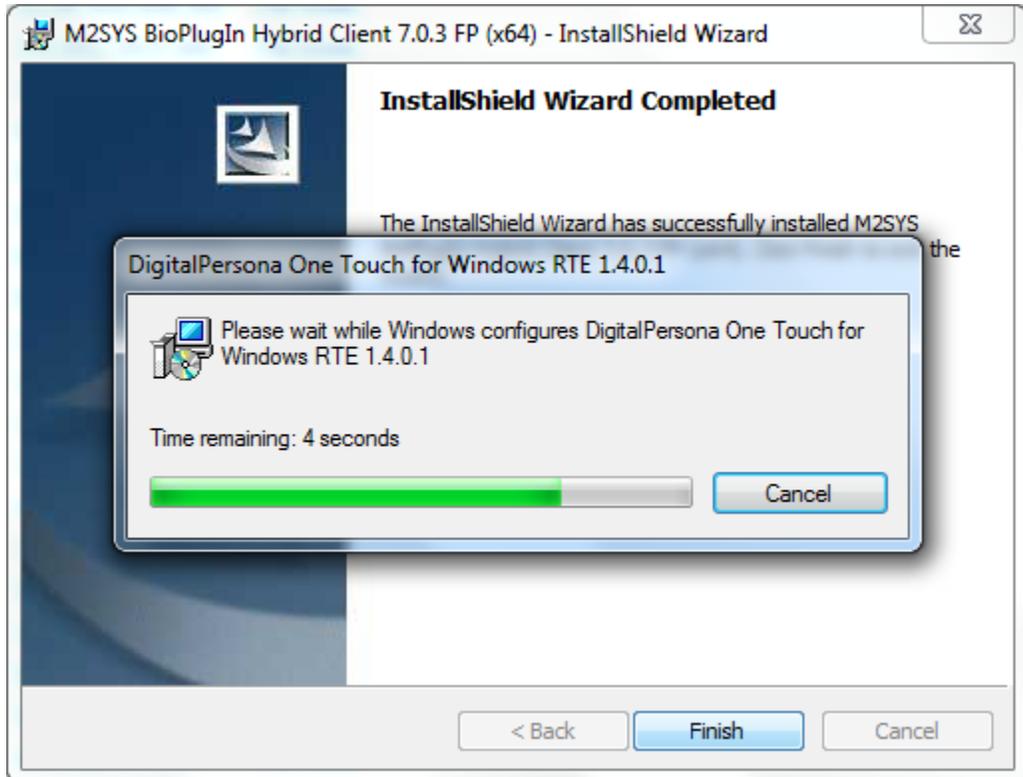


FIGURE 38 DIGITALPERSONA GOLD FINGERPRINT RECOGNITION SOFTWARE 3.0.0 CONFIGURATION SCREEN

8. The setup will prompt for connecting the biometric scanner to the USB port after the installation of DigitalPersona One Touch is complete as shown in the screen below.

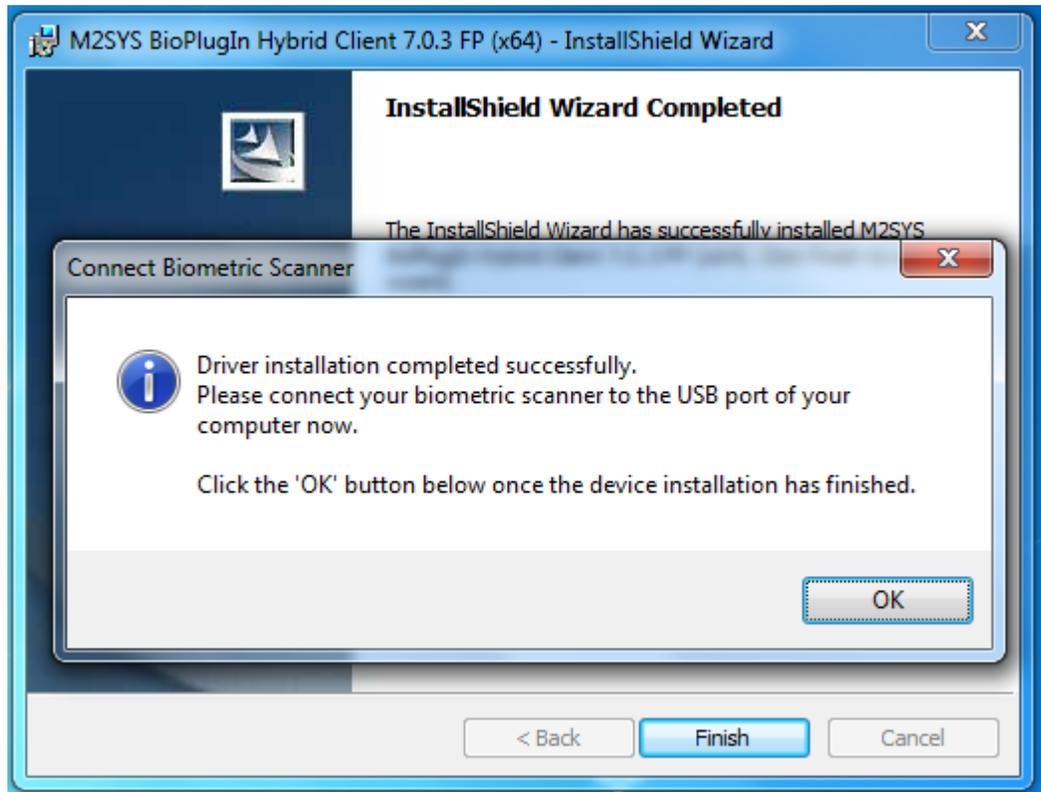
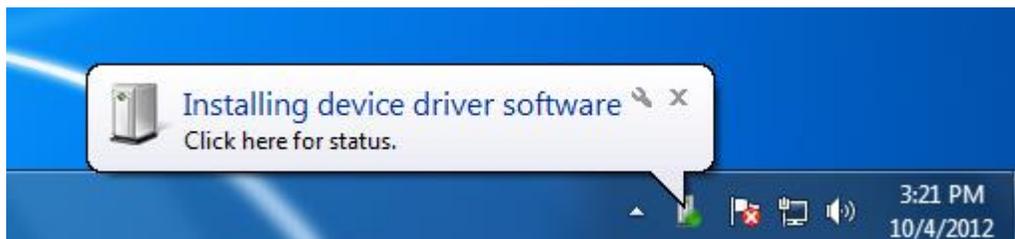


FIGURE 39 CONNECT FINGERPRINT SCANNER SCREEN

Once the user has received the “Driver installation completed successfully” message screen (**ERROR! REFERENCE SOURCE NOT FOUND.**), they should simply click on the <OK> button to complete the full program installation.

 **NOTE:** Be advised that by clicking on the <OK> button above will also serve to *restart* the user’s computer.

9. Once the user logs back into the system, they may now physically attach the Fingerprint Scanner hardware to any of their PC-based USB port connection point.



### 2.4.3 Troubleshooting

#### Server connection failed. Make sure server is running

This message is displayed if <https://www.ginnienet.net> is not added to trusted zone or the Protected Mode is enabled for Trusted Zone. Please ensure that the prerequisites 2 and 3 have been fulfilled.

#### The selected component not found. Please try again or install the component correctly.

This message is displayed if the software has not been installed correctly **or installed the software using non Local Admin privileged account.**

Please follow the below steps to solve the problem.

- Uninstall M2SYS Bioplugin Client 7.0.3
- Uninstall DigitalPersona One Touch for Windows.
- Remove the biometric scanner from USB port.
- Restart the machine
- Reinstall the software by following the steps under heading **Installing M2SYS Bioplugin Client 7.0.3 on Windows 7** in this document.

#### Error trying to scan the fingerprint. Please ensure that the scanner is attached and try again.

This message is displayed if one of the below conditions are true:

#### The Biometric scanner is not attached to the USB port.

The software has not been installed correctly and the biometric engine is not able to start.

#### The software prompts for License ID (LID) number

If the software prompts for License ID as shown in the screen below, please contact the Ginnie<sup>NET</sup> helpdesk and request a new LID number. Please enter the new LID number in the License ID field and click the **OK** button.

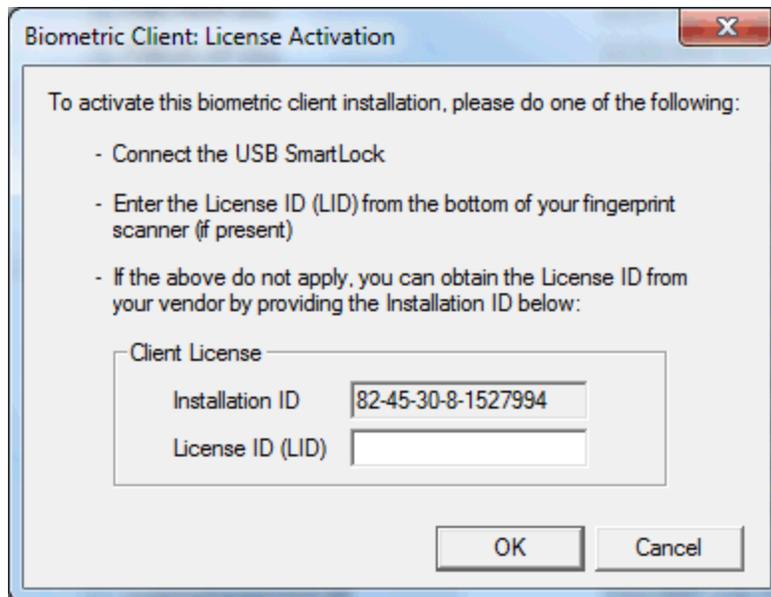


FIGURE 43: LICENSE ACTIVATION SCREEN



### **3.0 SECURITY ADMINISTRATION**

### 3.0 SECURITY ADMINISTRATION

The Enrollment Administrator (Officer) in each Issuer/Custodian office will be responsible for assigning new IDs. GinnieNET will assign an unique ID to each user with a standard password. The password *must be changed the first time* a new user logs onto the system.

It is recommended that at least two (2) Security Officers (*primary* and *backup*) be identified from each Issuer/Custodian location.

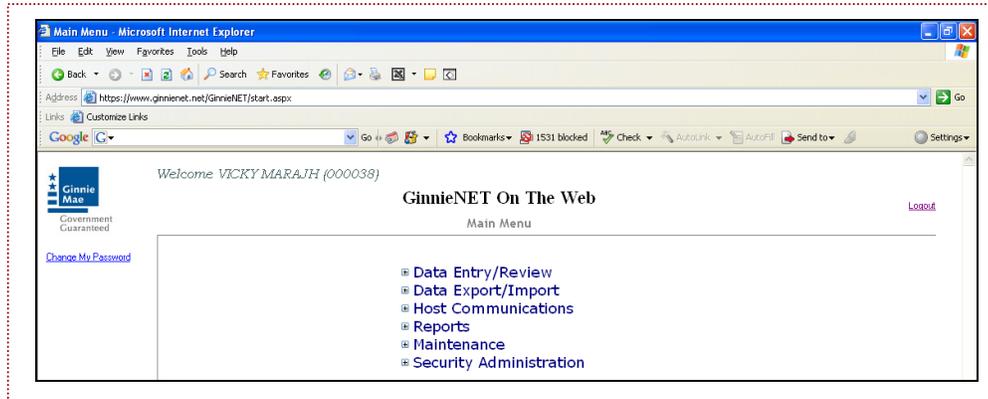


FIGURE 40 GINNIENET ON THE WEB MAIN MENU SCREEN

**ADVISORY<sup>1</sup>:** The user may at any time click on the [Change My Password](#) link, shown on the left of the screen, to change their password, if desired.

**ADVISORY<sup>2</sup>:** Also, be advised that clicking on the [Logout](#) link, in the upper right-hand corner of the page, will close the current session and log the user completely out of GinnieNET.

### 3.1 ADD NEW USER ACCOUNT

[Step 1] To begin the enrollment process, the Enrollment Administrator will log onto [www.ginnienet.net](http://www.ginnienet.net) and enter their GinnieNET ID and password. The GinnieNET On The Web **Main Menu** screen will then display.

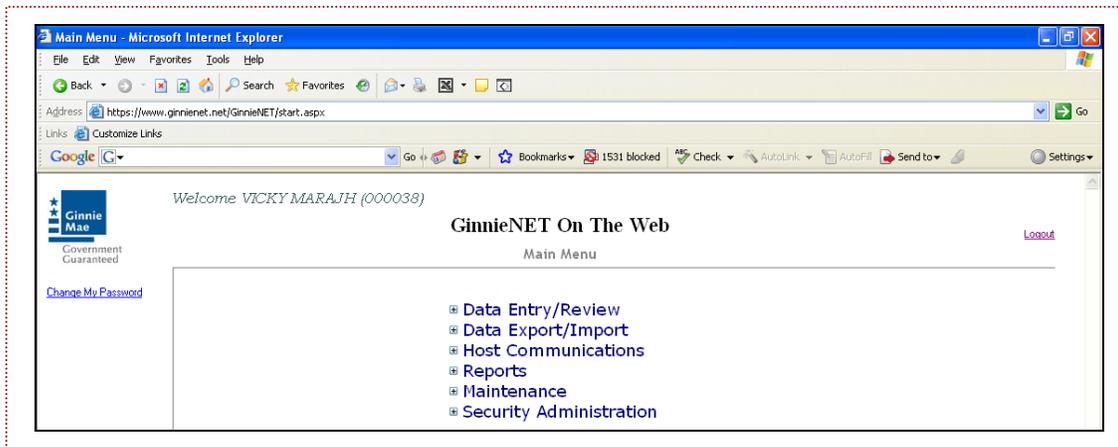


FIGURE 41 GINNIENET ON THE WEB MAIN MENU SCREEN (w/OPTIONS LISTING)

[Step 2] On the new The Ginnie<sup>NET</sup> On The Web **Main Menu** screen , click on the **Security Administration** link, then click on the **Add New Local User Account** link. The **Add New Local User Account** screen will then display (FIGURE 43).



FIGURE 42 GINNIE<sup>NET</sup> ON THE WEB SCREEN **SECURITY ADMINISTRATION** OPTION

**NOTE:** No one should know your Password. The user must ensure that they create a password that can easily be remembered. The security and integrity of the password could be compromised should you write it down in a unsecure location. The user may modify their password at any time by simply clicking on the [Change My Password](#) link located on the left hand side of the page.

[Step 3] On the new Add New Local User Account screen, enter the user name in the corresponding **User's Screen Name** : field.

[Step 4] In the **User's Title** : field, enter the current user's title.

[Step 5] In the next **Initial Password** : field, enter the initial password for the current user.

[Step 6] In the next **Initial Role** : field, you must now select a role for the current user from the values presented in the field's drop-down menu. Click on the down-arrow [▼] adjacent to the field to select a valid role for the current user. The option Not Selected will always be the default for this field.

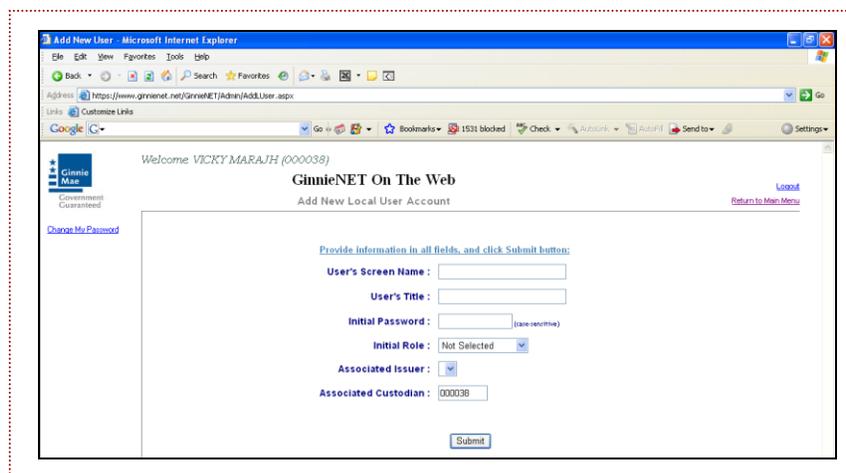


FIGURE 43 **ADD NEW LOCAL USER ACCOUNT** SCREEN

[Step 7] The user may bypass the Issuer ID field.

[Step 8] The system will automatically generate the assigned Custodian ID.

[Step 9] Once all data has been entered in the fields, simply click on the screen's <Submit> button to generate the new User ID. The screen will refresh, and a confirmation message will be displayed at the bottom of the screen, like that shown below in [FIGURE 44](#).

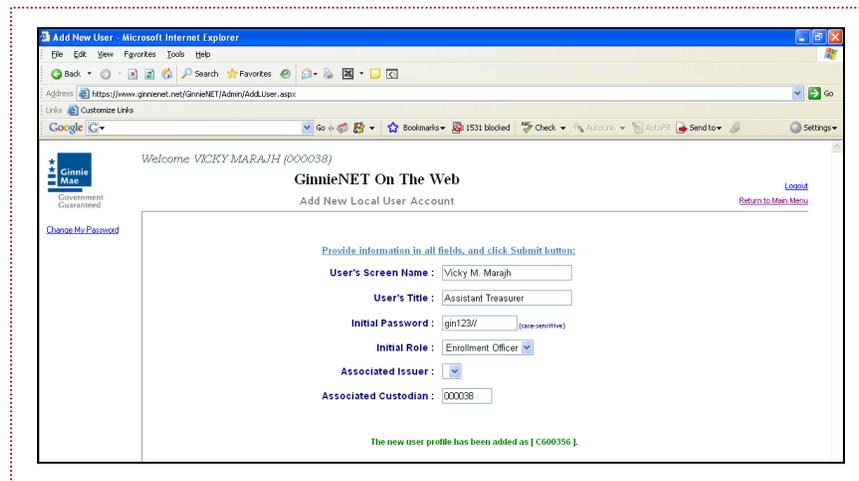


FIGURE 44 ADD NEW LOCAL USER ACCOUNT CONFIRMATION SCREEN

The new user profile will have been added as new [C600356]. The system will generate a different User ID to access Ginnie<sup>NET</sup> for *each* new user added to the system.

**NOTE:** Clicking on the screen's [Return to Main Menu](#) link, shown in the right-hand corner of the page, will return the user to the previous Main Menu screen, while clicking on the [Logout](#) link will exit the user completely from the Ginnie<sup>NET</sup> environment.

### 3.2 MANAGE USER ACCOUNT

[Step 1] From the GinnieNET On The Web Main Menu screen, select **Manage User Account**.

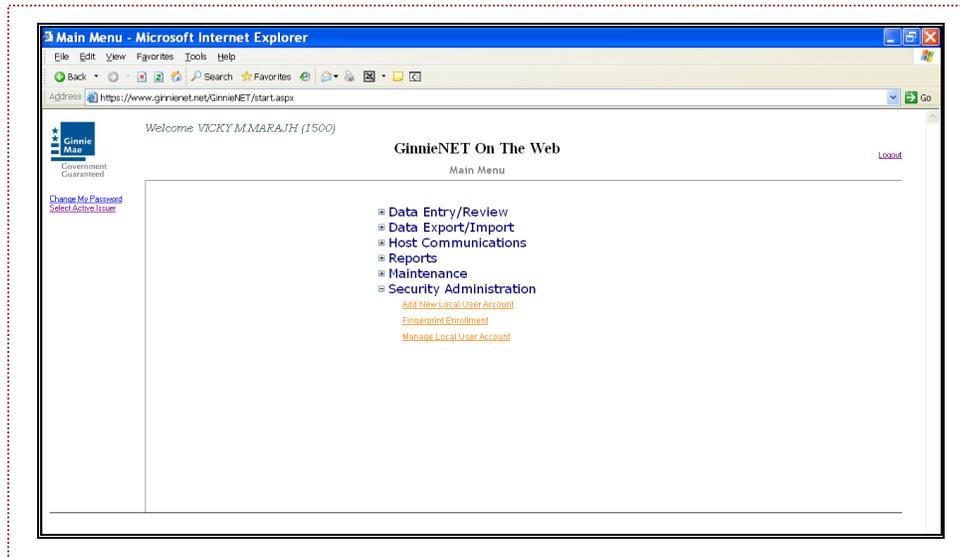


FIGURE 45 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN

Using this Manage User Account option will fully allow the Enrollment Administrator to assist other users with all of the following tasks:

- Assign Role;
- Update Profile;
- Reset Password; and
- Activate/Deactivate User.

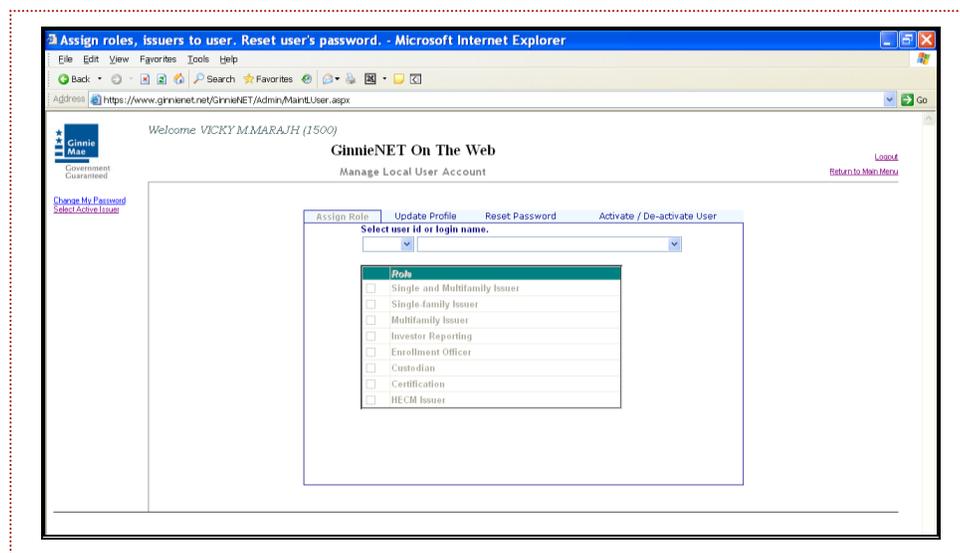


FIGURE 46 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN (w/MANAGE USER ACCOUNT OPTION)

### 3.3 ASSIGN USER ROLE

The **Assign Role** option allows the Enrollment Administrator to grant access to different functions within the Ginnie<sup>NET</sup> system.

[Step 1] Click on the down-arrow [▼] adjacent to the **Select user Id or login name** field to select a user by their User ID or username.

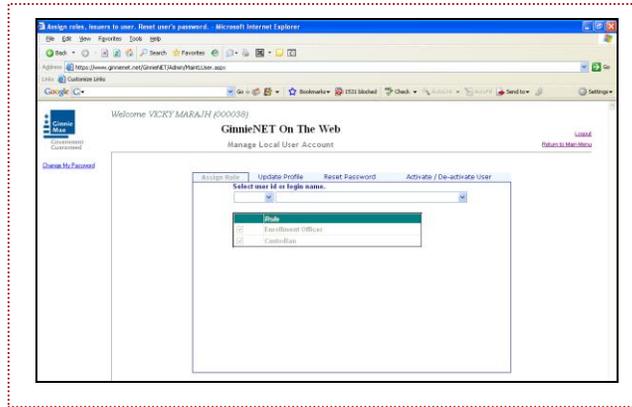


FIGURE 47 GINNIE<sup>NET</sup> ON THE WEB MANAGE LOCAL USER ACCOUNT SCREEN

[Step 2] If there is *more than one* (1) Custodian assigned to the system, click on the down-arrow [▼] adjacent to the field, and select the desired Custodian ID.

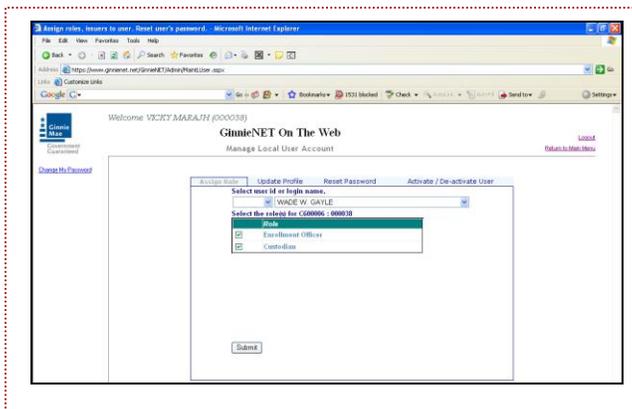


FIGURE 48 MANAGE LOCAL USER ACCOUNT SCREEN (w/CUSTODIAN ID FIELD)

[Step 3] On the new (refreshed) screen, enable the desired (and related) function(s) for the current user, then click on the screen's <Submit> button to complete the current role-defining action.

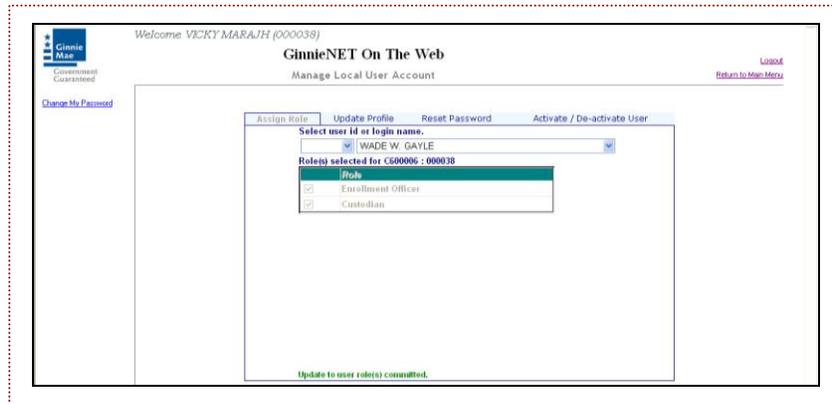


FIGURE 49 MANAGE LOCAL USER ACCOUNT SCREEN (w/ROLE(S) SELECTED FIELD)

To change the role(s) for another user using this same screen, simply search for the user(s) you wish to assign one or more role(s) to, by clicking on the down-arrow [▼] adjacent to the field, and selecting another User ID or login name.

**NOTE:** Clicking on the screen's [Return to Main Menu](#) link, shown in the right-hand corner of the page, will return the user to the previous Main Menu screen, while clicking on the [Logout](#) link will exit the user completely from the Ginnie<sup>NET</sup> environment.

### 3.4 UPDATE PROFILE

#### 3.4.1 Update Screen Name or Update Screen Title

[Step 1] By selecting User ID or login name, a User can update or assign roles by the following the steps provided below:

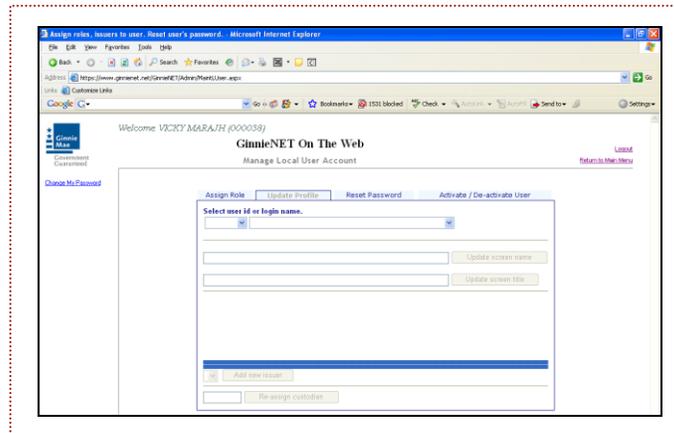


FIGURE 50 MANAGE LOCAL USER ACCOUNT SCREEN (UPDATE PROFILE TAB—UNPOPULATED)

[Step 2] Change a screen name by entering a new screen name and clicking on the **<Update screen name>** button.

[Step 3] Change the screen title by entering a new screen name and clicking on the **<Update screen title>** button.

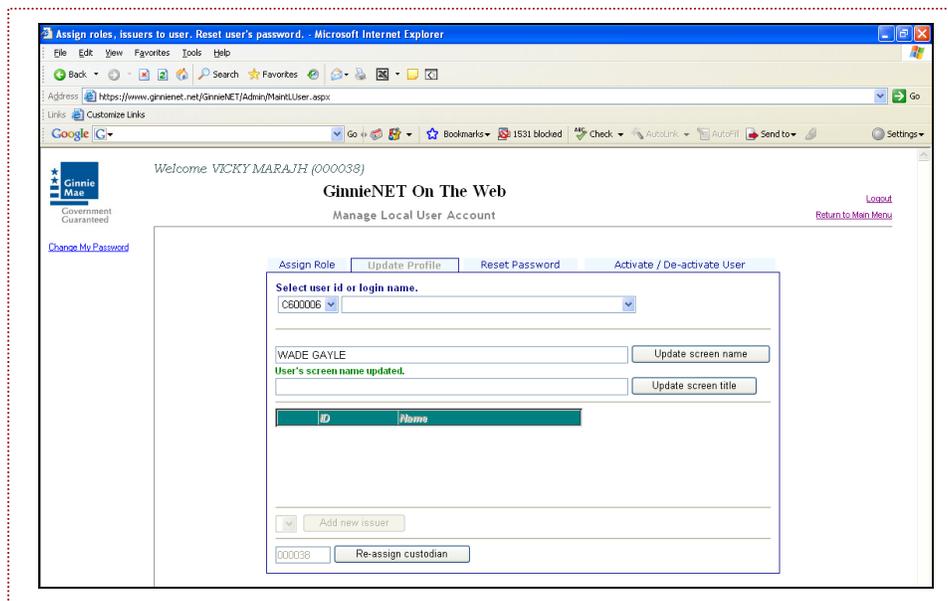


FIGURE 51 MANAGE LOCAL USER ACCOUNT SCREEN (UPDATE PROFILE TAB—POPULATED)

### 3.5 RESET PASSWORD

[Step 1] Click on the down arrow [▼] adjacent to the **Select user id or login name.** field, then select the target User ID (or login name) for the password to now be reset.

**NOTE:** No one should know your password. Be sure to create a password that you can easily remember. If you write the password down in an unsecure location, its value as a security device could be compromised and diminished.

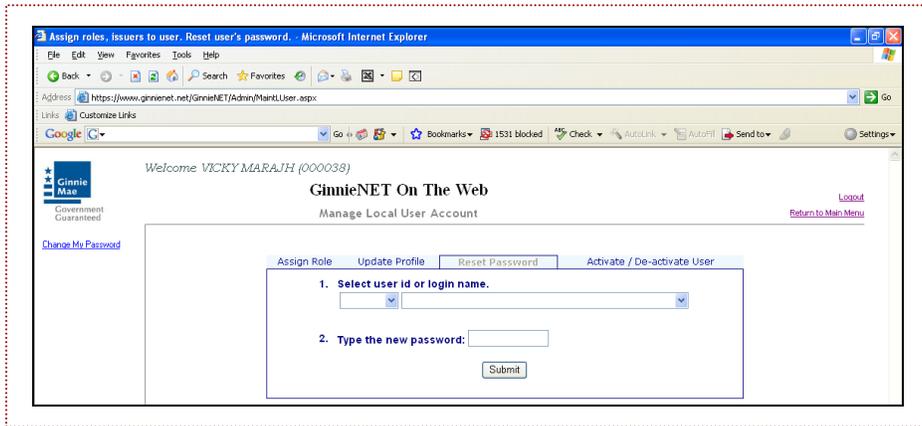


FIGURE 52 MANAGE LOCAL USER ACCOUNT SCREEN (**RESET PASSWORD** TAB—SELECT USER ID)

[Step 2] Enter the new password in the screen's **Type the new password:** field, then click on the <Submit> button.

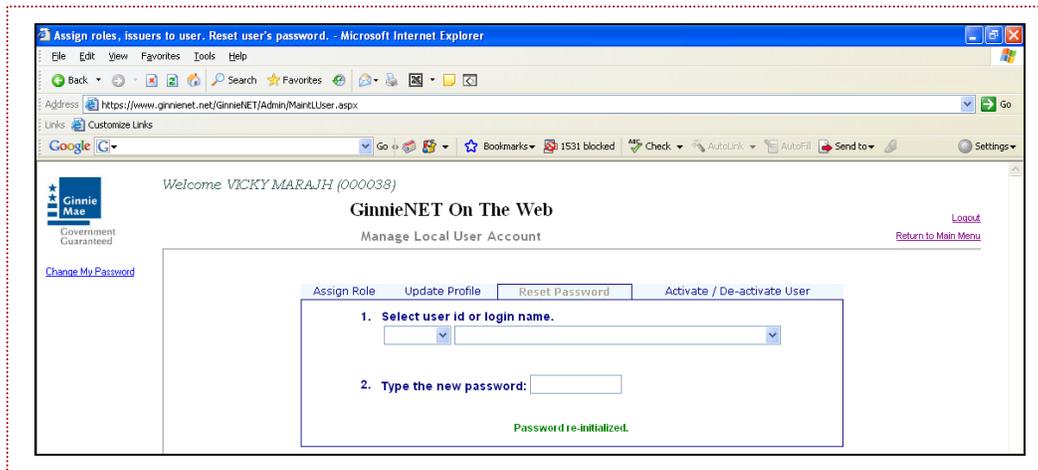


FIGURE 53 MANAGE LOCAL USER ACCOUNT SCREEN (**RESET PASSWORD** TAB—RESET PASSWORD)

[Step 3] The screen will refresh and display the message **Password re-initialized.** on the screen.

**NOTE:** Clicking on the Return to Main Menu link in the right hand corner of the page will return the user to the previous Main Menu screen. Clicking on the Logout link will exit Ginnie<sup>NET</sup> altogether.

### 3.6 ACTIVATE/DEACTIVATE USER

This option will allow users to Activate/Deactivate users on the Ginnie<sup>NET</sup> system.

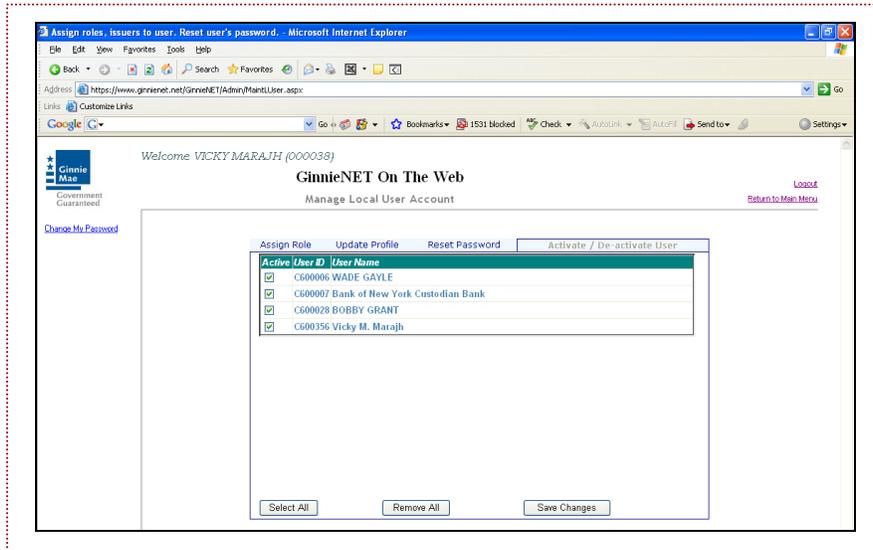


FIGURE 54 ACTIVATE/DEACTIVATE USER SCREEN

[Step 1] Click on a desired checkbox () under the **Active/User ID/User Name** screen area to select the user (or users) you wish to activate/deactivate, then click on the screen's <Save Changes> button. A confirmation screen will then display like that shown below in FIGURE 55.

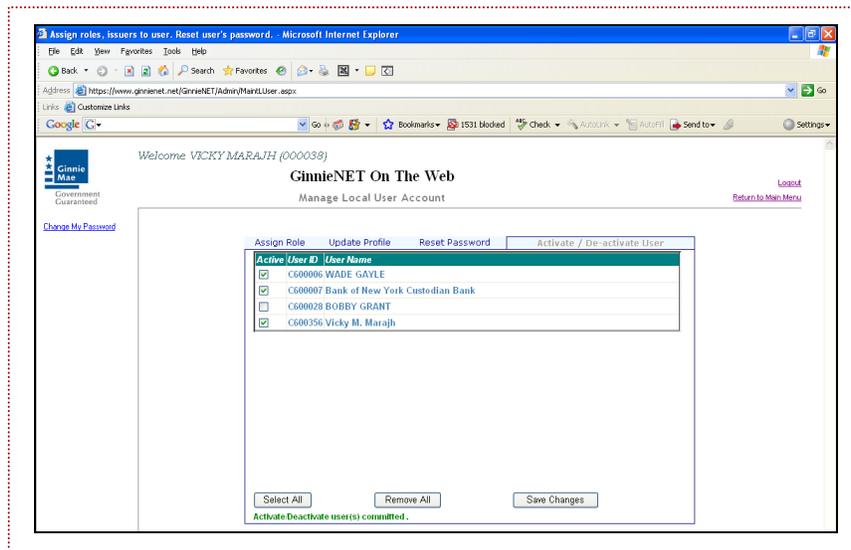


FIGURE 55 ACTIVATE/DEACTIVATE USER SCREEN (ACTION CONFIRMATION)

**NOTE:** Clicking on the Return to Main Menu link in the right hand corner of the page will return the user to the previous Main Menu screen. Clicking on the Logout link will exit Ginnie<sup>NET</sup> altogether.

### 3.7 FINGERPRINT ENROLLMENT OVERVIEW

Ginnie<sup>NET</sup> Authorized Signatories are required to appear on the Ginnie<sup>NET</sup> Enrollment Form.

- Must have their Private Key and signed Public Key;
- Must have a government picture ID:
  - Enrollment Administrator will open the Fingerprint Enrollment page.
  - Enrollment Administrator will insert the enrollee’s public key.
  - The application will check the key to ensure that it contains ‘Ginnie<sup>NET</sup> Certificate Authority.
  - The application will extract and display the user name from the public key.
  - Enrollment Administrator will request the enrollee’s government picture ID.
  - Enrollment Administrator will confirm that the enrollee is the individual in the picture.
  - Enrollment Administrator will confirm that the enrollee’s government picture ID name matches the name on the public key.
  - Enrollment Administrator will enter the type of government picture ID and the ID Number.
  - The enrollee will insert the private key.
  - The enrollee will enter the private key password.
  - The application will verify the password (three attempts).
  - The application will scan the enrollee’s fingerprint and save the following:
    - Enrollment Administrator’s identifier;
    - User name extracted from the key;
    - Type of government picture ID;
    - Government picture ID number;
    - Public Key;
    - Private Key;
    - Fingerprint characteristics; and
    - Date of enrollment.

Prior to initiating the fingerprint enrollment, it is the responsibility of the Enrollment Administrator to ensure he/she knows the person being enrolled and that the person has the appropriate credentials with them (driver’s license, passport, etc.).

### 3.7.1 Pre-Fingerprint Enrollment

[Step 1] To begin the enrollment process, the Enrollment Administrator must first log into the [www.ginnienet.net](http://www.ginnienet.net) website, and enter their Ginnie<sup>NET</sup> User ID and password. The Ginnie<sup>NET</sup> On The Web **Main Menu** screen will then appear, like that shown below in **FIGURE 56**.

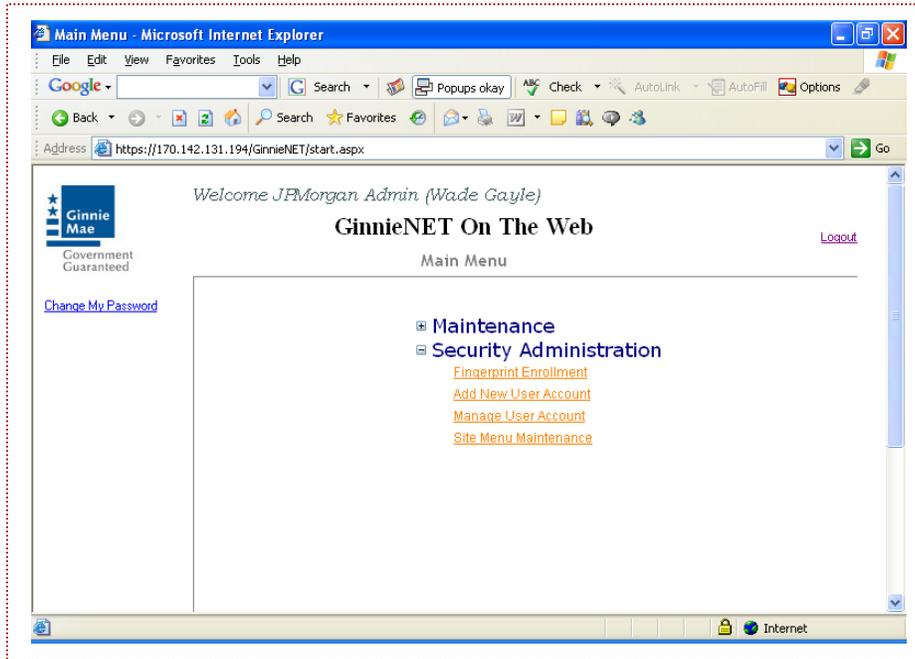


FIGURE 56 GINNIE<sup>NET</sup> MAIN MENU SCREEN (W/OPTIONS)

[Step 2] Note that *before* you can enroll a user you must first set up an account for that user. Click on the **Main Menu** link to the return to that Main Menu screen to perform that minor task.

### 3.7.2 Fingerprint Enrollment

- [Step 1] From the GinnieNET Main Menu screen, click on the **Fingerprint Enrollment** screen link to begin the enrollment process.
- [Step 2] Click on the down arrow adjacent to the **1. Select User ID** field, then scroll through the menu options to locate the User ID targeted for enrollment.



FIGURE 57 FINGERPRINT ENROLLMENT SCREEN (w/FINGERPRINT ENROLLMENT LINK)

- [Step 3] Select desired user, then click on the screen's <Continue> button to proceed to the next level screen.
- [Step 4] Now, insert the Public Key disk and enter in the Public Certificate file name **usercert.der**. The Public Key disk is normally a floppy disk. Use the <Browse...> button to locate the desired key disk.



FIGURE 58 FINGERPRINT ENROLLMENT SCREEN (w/SELECT USER ID FIELD)

- [Step 5] Once the Public Key file USERCERT.DER has been entered, click on the <Verify the Public Certificate> button. If the Public Key Certificate is verified, the user will be prompted to remove the Public Key (FIGURE 59). Click on the <OK> button to exit the screen.



FIGURE 59 REMOVE **PUBLIC KEY** ADVISORY SCREEN

- [Step 6] Once the Public Key file USERCERT.DER has been entered, click on the **<Verify the Public Certificate File>** button to complete the action. If the Public Key Certificate is verified, the user will be prompted to remove the Public Key (FIGURE 59).
- [Step 7] Click on the down arrow [▼] adjacent to the **Select user id or login name.** field, then select a User ID or login name.
- [Step 8] Now, enter the password assigned to the Public Key diskette.
- [Step 9] Enter the full path to the Private Certificate file (**A:\privkey.der**), or click on the screen's **<Browse...>** button to locate that file (FIGURE 60).

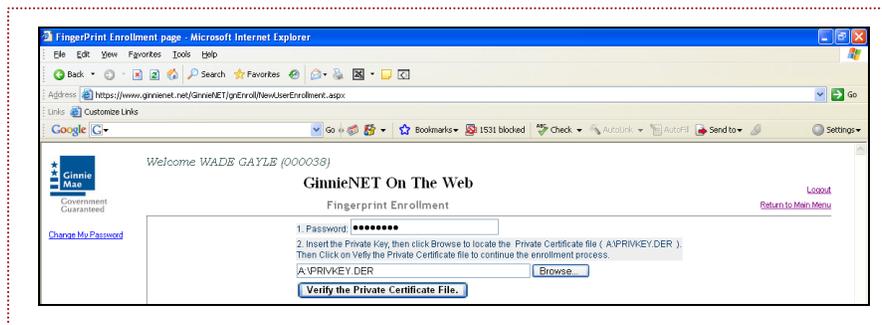


FIGURE 60 FINGERPRINT ENROLLMENT SCREEN (w/**VERIFY THE PRIVATE CERTIFICATE FILE** BUTTON)

- [Step 10] The Private Certificate file is normally a floppy disk and is entered into the A:\ drive. You may click on the screen's **<Browse...>** button to locate that key disk.
- [Step 11] Click on the **<Verify the Private Certificate File>** button at the bottom of the screen. If the Private Key certificate is verified, the user will be prompted to remove the private key (FIGURE 61). Click on the **<OK>** button to exit the screen.



FIGURE 61 REMOVE **PRIVATE KEY** ADVISORY SCREEN

[Step 12] Select an option from the **2. Enroll Government Picture ID Type:** field by clicking on the down-arrow [▼] adjacent to the field, and selecting that option. This item would generally be addressed as either a valid Driver’s License or a Passport.

[Step 13] Enter the enroll Picture ID number, then tab to, our place the cursor in, the **4.Note** field to apply any additional comments. Once completed, simply click on the screen’s <Continue> button. The Security Officer Fingerprint Verification screen will then appear.

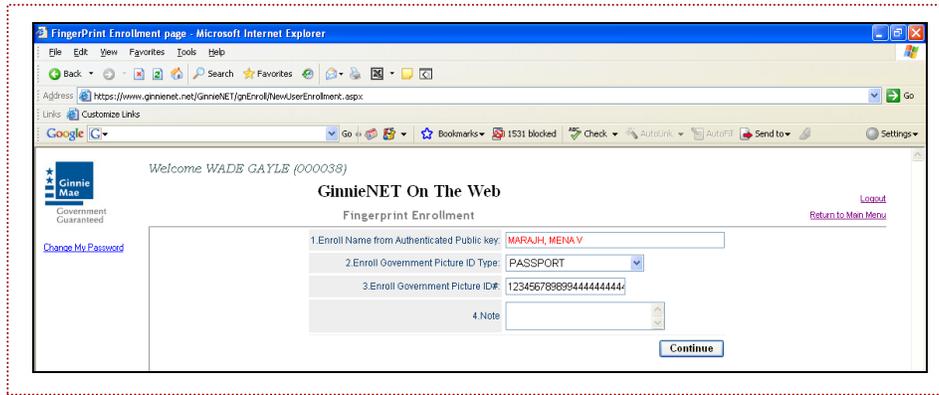


FIGURE 62 FINGERPRINT ENROLLMENT SCREEN (w/ENROLL GOVERNMENT PICTURE ID OPTION)

[Step 14] On the new Security Officer Fingerprint Verification click on the <Verify> button to begin the fingerprint verification process.

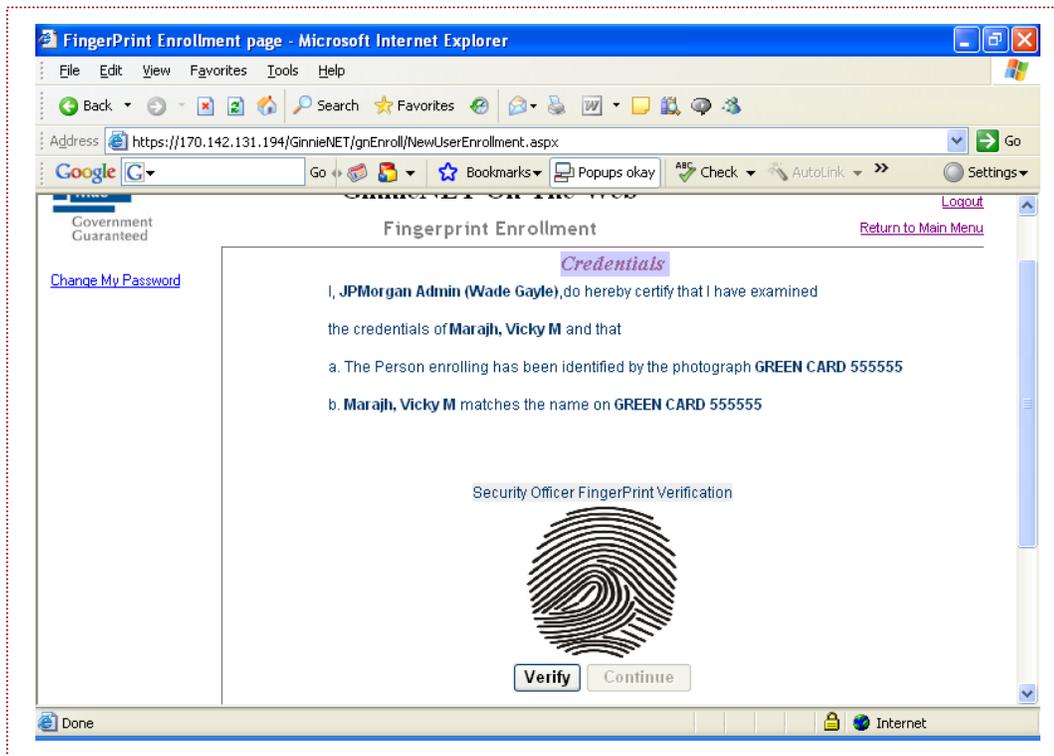


FIGURE 63 SECURITY OFFICER FINGERPRINT VERIFICATION SCREEN

[Step 15] The system will now ask for the Enrollment Officer's is fingerprint (FIGURE 64).

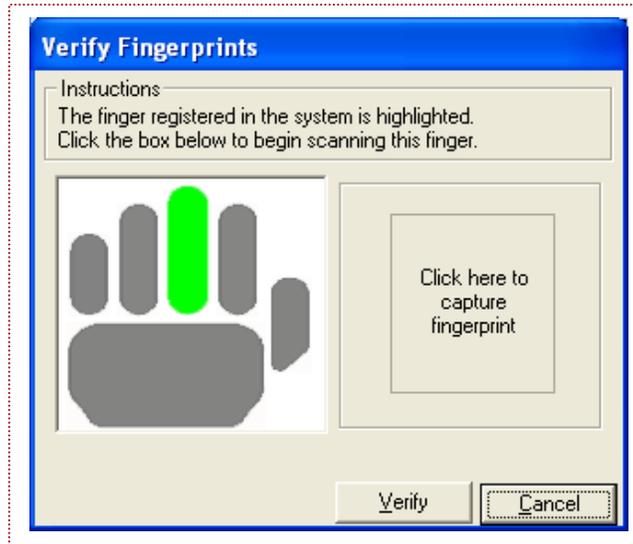


FIGURE 64 VERIFY FINGERPRINTS SCREEN

[Step 16] Now, click on the area labeled **Click here to capture fingerprint** to now capture the user's fingerprint image. The fingerprint enrollment screen will then display.

[Step 17] The Enrollment Administrator must place the finger previously used to enroll in Ginnie<sup>NET</sup> on the scanner pad, on the area shown below the screen's Instructions field.

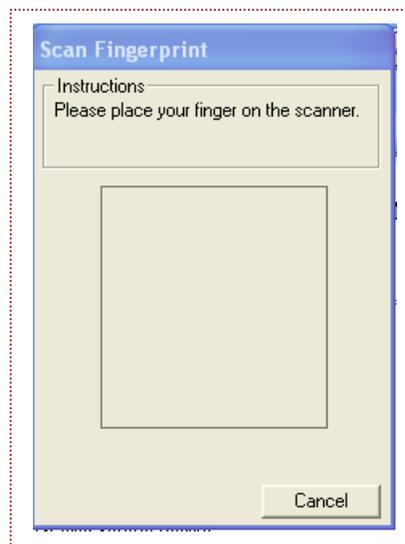


FIGURE 65 SCAN FINGERPRINT SCREEN (W/INSTRUCTIONS AREA)



FIGURE 66 FINGER PLACEMENT PICTORIAL

[Step 18] Scan the fingerprint and verify its capture, then click on the screen's <Verify> button (FIGURE 67) to complete the fingerprint scanning action.

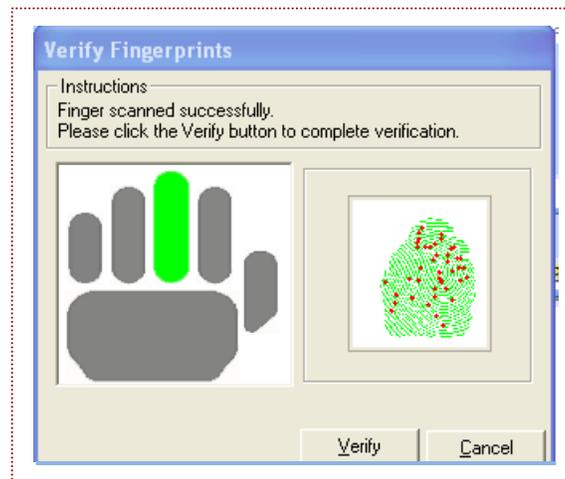


FIGURE 67 VERIFY FINGERPRINTS SCREEN (W/CAPTURE)

The fingerprint image will now be captured, and placed on the Fingerprint Enrollment Credentials screen, as shown on the following page in [FIGURE 68](#).

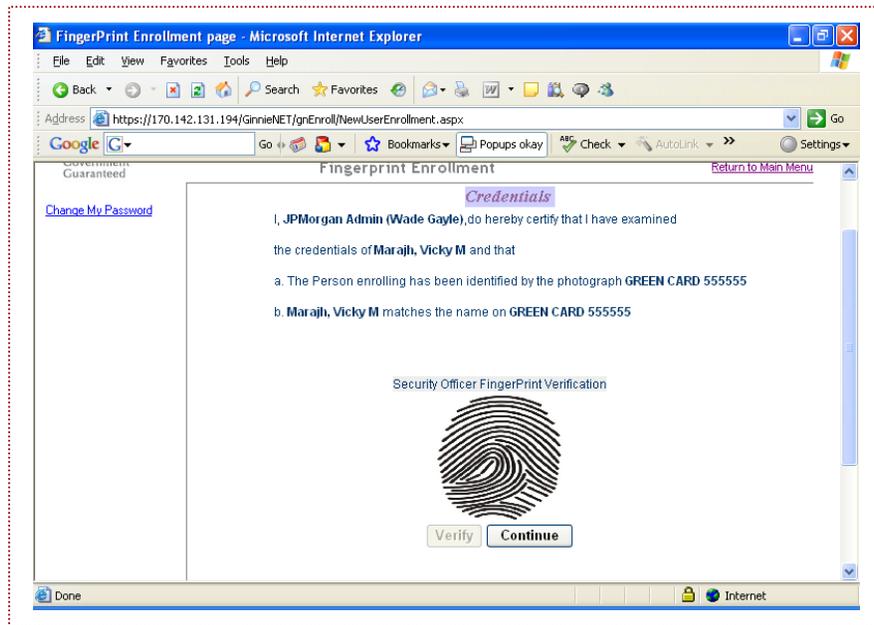


FIGURE 68 FINGERPRINT ENROLLMENT CREDENTIALS SCREEN (W/CAPTURED FINGERPRINT PLACEMENT)

[Step 19] If the fingerprint capture is verified, click on the <Continue> key. The user will then be returned to the Fingerprint Enrollment **Credentials** screen.

[Step 20] On the Fingerprint Enrollment **Credentials** screen, the Security Officer must enter the security password then click on the <Continue> button.

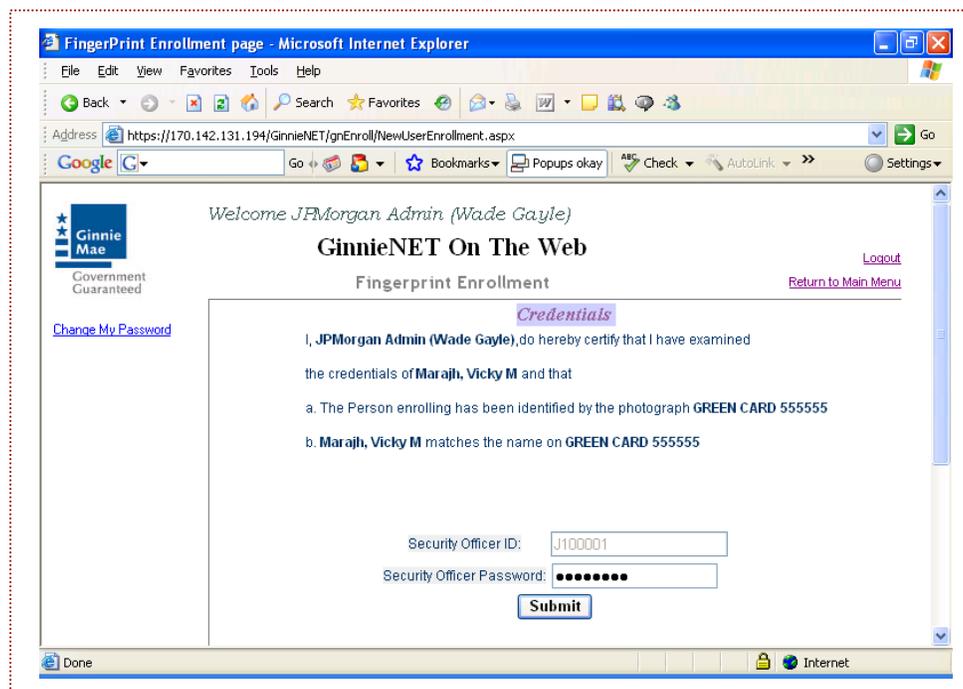


FIGURE 69 FINGERPRINT ENROLLMENT CREDENTIALS SCREEN (SECURITY OFFICER ID ENTRY)

[Step 21] if the fingerprint is verified, the system will display a refreshed Fingerprint Enrollment screen displaying that fingerprint for the user to be enrolled.

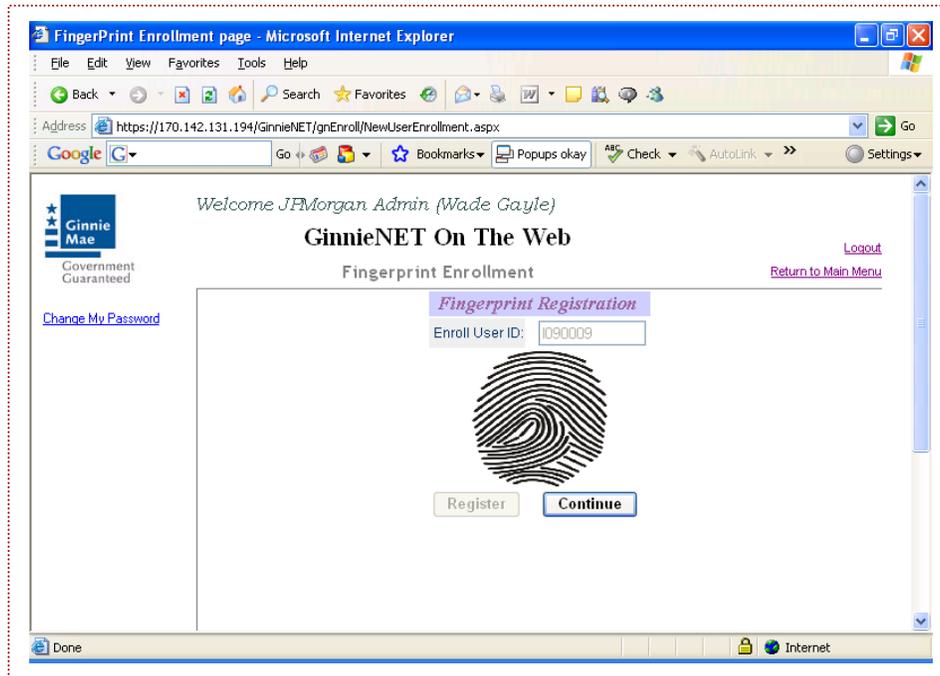


FIGURE 70 FINGERPRINT ENROLLMENT CREDENTIALS SCREEN (w/FINGERPRINT CAPTURE)

[Step 22] Scan the fingerprint three (3) times, then click on the screen's <Register> button. The system will register the fingerprint scan, and display a scan progress bar (AREA OF DETAIL) that will indicate the *quality* of that fingerprint capture (FIGURE 71).

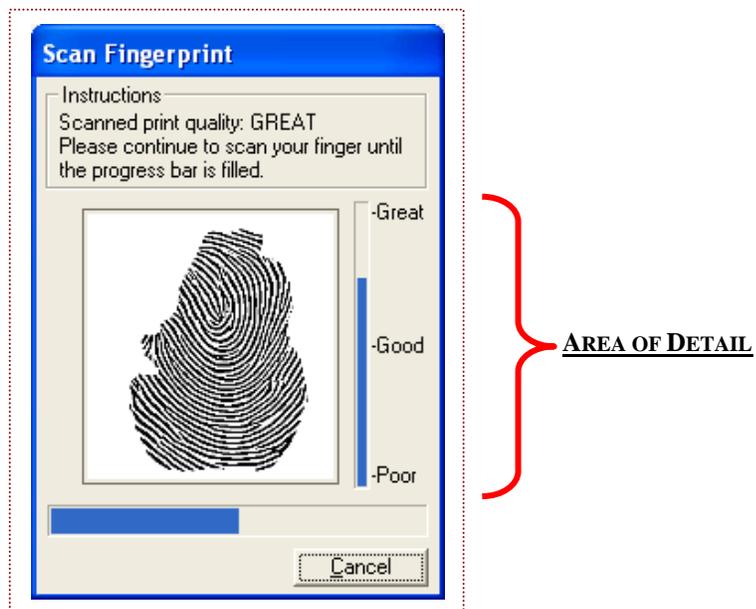


FIGURE 71 SCAN FINGERPRINT SCREEN (w/CAPTURE PROGRESS BAR)

[Step 23] Scan *each* of the fingers *in sequence*, to correspond to the finger indicated on the Fingerprint Enrollment screen (highlighted in green). Then, click on the screen's <Register> button complete the current action.

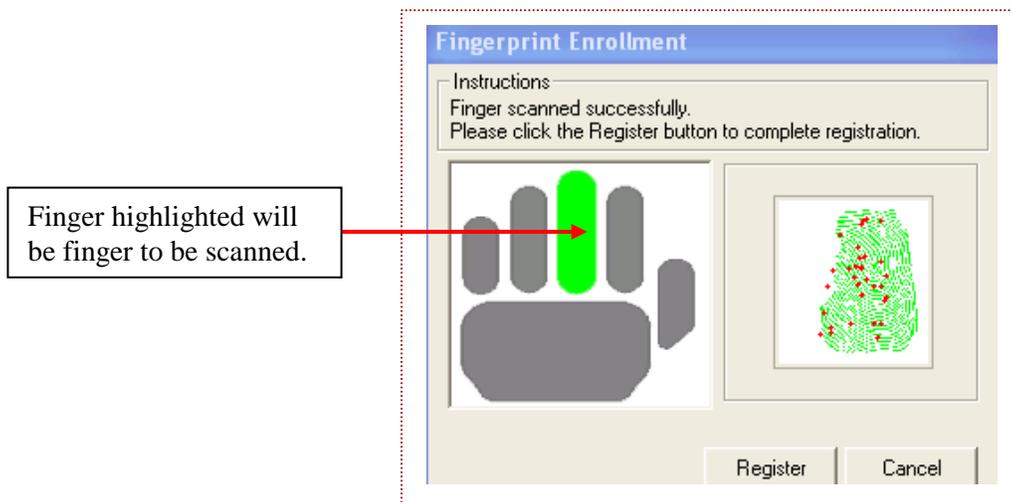


FIGURE 72 FINGERPRINT ENROLLMENT SCAN SUCCESS MESSAGE SCREEN



FIGURE 73 MATCH NOT COMPLETE: START FROM BEGINNING ERROR MESSAGE

[Step 24] If the three fingerprints in the capture series *match*, the screen will display a "Finger scanned successfully." screen message, as shown on the previous page in [FIGURE 72](#).

If the fingerprints do *not* match, the user will click on the <OK> button (above) and return to [Step 22], beginning on page [20](#).

**NOTE:** Please note that the fingerprint capture shown in [FIGURE 71](#) on the previous page, is in fact a deliberate depiction of only a *partially*-captured fingerprint image, which could be problematic and require a second capture attempt.

[Step 25] if the fingerprint is verified, the system will display a refreshed Fingerprint Enrollment screen displaying that fingerprint image for the user to be enrolled. If the fingerprint is correct, simply click on the <Continue> button. A process completion message screen will then display.

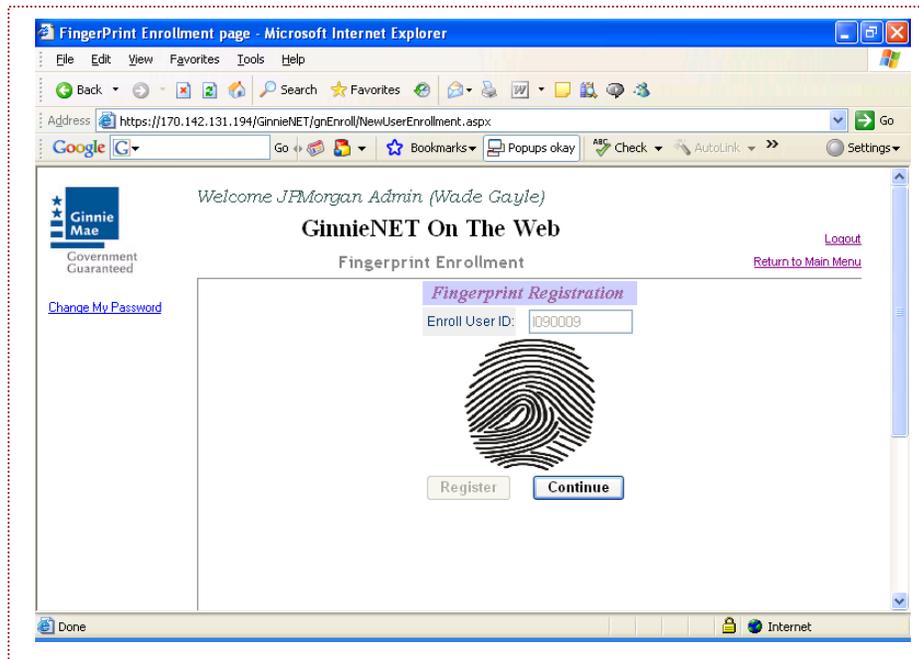


FIGURE 74 FINGERPRINT REGISTRATION SCREEN

[Step 26] a system message with and display indicating that the fingerprint enrollment process has successfully been completed. Click on the screen's <OK> button to exit the screen, and to complete the fingerprint enrollment process.



FIGURE 75 FINGERPRINT ENROLLMENT PROCESS COMPLETED SCREEN

## **4.0 MAINTENANCE**

## **4.0 MAINTENANCE**

### **4.1 DOWNLOAD FINGERPRINT SOFTWARE**

#### **4.1.1 Other: Download Fingerprint Software**

To utilize the fingerprint technology, users must have Windows XP, Windows Vista, Windows 7, Tablet PC, or Media Center Edition with a Pentium 233 MHz or higher processor and 256 MB of RAM, 45 MB of available hard disk space, access to Internet Explorer and an available USB Port.

#### **4.1.2 M2SYS Accelerated Biometrics**

The fingerprint technology uses a biometric system which does not store a copy of the fingerprint image. The software extracts the unique fingerprint pattern data from the image for the purpose of identification within a closed environment. It is impossible to recreate a fingerprint image from this data; therefore, there are no associated privacy risks.

M2SYS software is employed in application designed and/or utilized by the U.S. Army, U.S. Air Force, Dearman Systems, (in compliance with Homeland Security requirements surrounding the tracking and transportation of hazardous materials), Corrections Corporation of America, Kodak, Siemens, BAE Systems, and others.

Note: For full downloading instruction, please refer to [Section 2.0](#).

## **5.0 NEW POOL PROCESSING—SINGLE FAMILY**

## 5.0 NEW POOL PROCESSING—SINGLE FAMILY

The fingerprint enrollment process must be completed in order to use Communication functions for New Pool Processing in Ginnie<sup>NET</sup> (see Maintenance).

### 5.1 POOL DETAIL INFORMATION

Ginnie<sup>NET</sup> provides two(2) review options for reviewing Pool information. The user can browse through both summary and detail records individually, using functions within the **Pool Details** series on the Main Menu; *or* print copies of the Schedule of Pooled Mortgages Report (Form HUD 11706), and the Pool Status Report using functions located on the **Reports** menu.

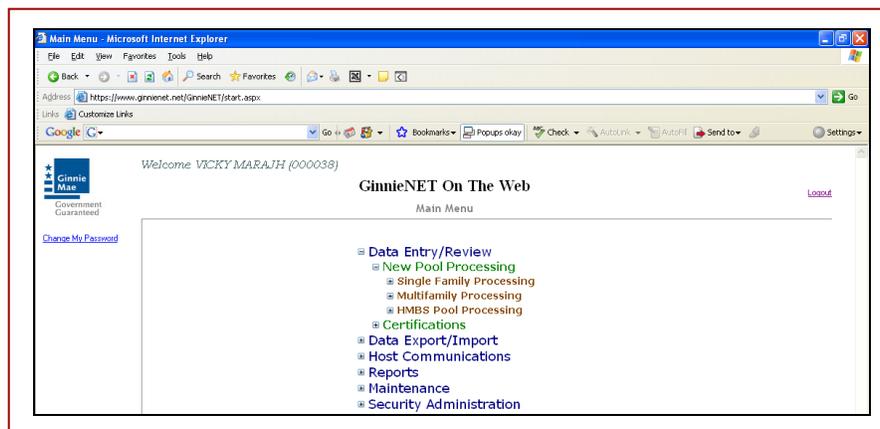


FIGURE 76 POOL DETAIL INFORMATION SCREEN

[Step 1] To begin the process, the user will first log into the [www.ginnienet.net](http://www.ginnienet.net) website and enter their Ginnie<sup>NET</sup> ID and password. The Ginnie<sup>NET</sup> On The Web **Main Menu** screen will then display. This menu provides access to pool, mortgage, subscriber and summary information.

To access Pool Detail functions, step through the procedural flow described below. Select one of the options displayed within the **New Pool Processing** menu grouping.

- **Single-Family Pool Processing**, Multi-Family Pool Processing or HMBS Pool Processing.
- **Pool Detail:** Used for reviewing pool details.
- **Mortgage Detail:** Used for reviewing individual mortgage records.
- **Subscriber (FRB):** Used for reviewing participant and position information.
- **Totals (Mortgage Summary):** Selected to review a summary of mortgages included in a pool.

[Step 2] The pool number is the key identifier for locating records. The pool number is part of the File Transmission Number (FTN), digits **11** through **19** *counting in from the left*.

[Step 3] Use the following set of instructions to locate records in the Pool Detail, Mortgage Detail, FRB Subscriber and Totals (Mortgage Summary) screens.

The Pool Record provides a summary of information on the pool including FTN (File Transmission Number), FCN (File Certification Number), or FRN (File Rejection Number). It also displays Original Aggregate Amount (OAA), Rates, Dates, Term, and Total Number of Loans.

### 5.1.1 Search Form Elements

TABLE 2 PDI SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool #	The Pool Number is entered by the user.
Issue Type	User selects an Issue Type from the list of Available Issue Type.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Issuer Number	Available Active Issuer IDs are retrieved from the system that is associated with the logged-in user (Custodian). The user has to select an Issuer ID to work with. Required.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.
Issue Date	By Default, the Issue Date is the first of the current month. If Pool Number is not entered, then Issue Date has to be selected to narrow the search and to limit the number of records retrieved. If Pool Number is entered then Issue date will be ignored. Required*.

*\*Required field only on some conditions; see Description for Issue Date.*

### 5.1.2 How to Search Pool Records

[Step 1] On the Search page, enter enough information to isolate the record(s) you wish to locate. The user may enter Pool Number, select Issue Type, Pool Type, select Issuer Number, Transfer Status and Issue Date. Also, note the advisory that and **Issuer Number must be selected to work with, and an Issue Date selected when a Pool Number is not entered.** The more information the user can enter, the more likely the resulting query will focus on the record item(s) you wish to view.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

### 5.1.3 Pool Detail View

**NOTE:** The following restriction will apply: Custodians can only view Pool Detail records. This page is Read-Only.

[Step 1] Locate a pool record as described in the module on Search Form Elements. The Pool Detail screen, shown below in FIGURE 77, will then display.

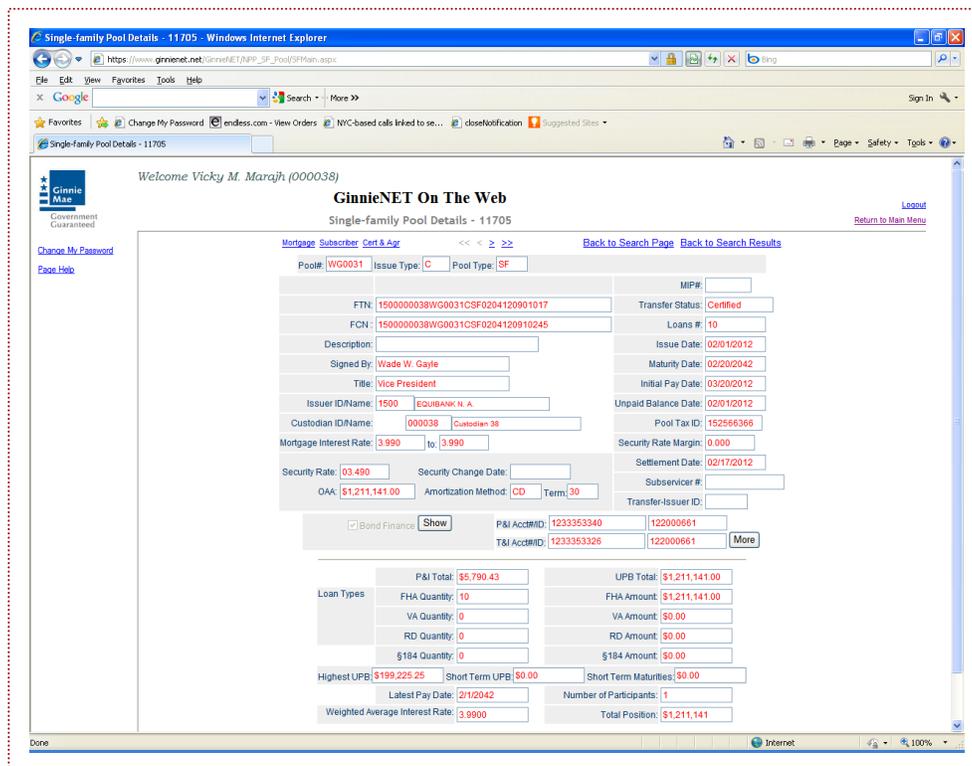


FIGURE 77 POOL DETAIL VIEW SCREEN

From this screen the user may access all of the following:

- The Mortgage Detail screen;
- The Subscriber screen;
- The Certification & Agreement – 11711B screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View TABLE 3, shown on the following page, for a quick view of each of these directional (navigational) keys.

TABLE 3 POOL DETAIL VIEW SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance the BEGINNING of the pool file
⏴	Click on this to the pool record IMMEDIATELY PRECEDING the current pool
⏵	Click on this to the NEXT pool record
⏩	Click on this to the LAST pool record

**NOTE:** Clicking on the Return to Main Menu link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the Logout will take you out of Ginnie<sup>NET</sup>.

## 5.2 MORTGAGE DETAIL INFORMATION

Individual mortgage records include detailed loan and payment date information.

### 5.2.1 Search Form Elements

TABLE 4 MDI SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool #	The Pool Number is entered by the user.
Issue Type	Issue Type is always "X,M,C" for Single Family Pools and it is <b>Default</b> . Issue Type is always "X" for Multifamily Pools and it is <b>Default</b> . Issue Type is always "H" for HMBS Pools and it is <b>Default</b> .
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Mortgage #	Mortgage Number is entered by the user.
Mortgage Type	User selects the Mortgage Type from the list of available Mortgage Type, i.e. FHA,RHS,VA,PIH
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status. By Default, the Transfer Status is Not Selected, Posted, Certified or Rejected.

*\*Required field only on some conditions; see Description for Issue Date.*

### 5.2.2 How to Search Mortgage Records

[Step 1] On the Search page, enter enough information to isolate the record(s) you wish to locate. The user may enter Pool Number, select Issue Type, Pool Type, select Issuer Number, Transfer Status and Issue Date. Also, note the advisory that and **Issuer Number must be selected to work with, and an Issue Date selected when a Pool Number is not entered**. The more information the user can enter, the more likely the resulting query will focus on the record item(s) you wish to view.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

### 5.2.3 Mortgage Detail View Screen

**NOTE:** The following restriction will apply: Custodians can only view Mortgage Detail records. This page is Read-Only.

[Step 1] Locate a mortgage record as described in the module on Search Form Elements. The Mortgage Detail screen will then display.

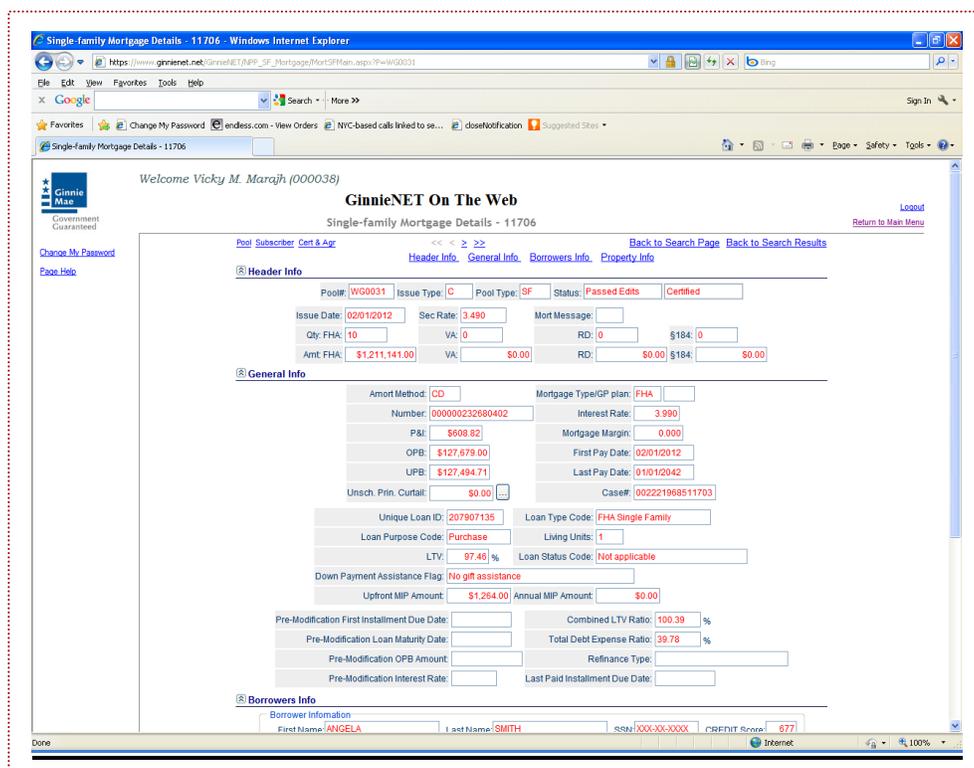


FIGURE 78 MORTGAGE DETAIL VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Subscriber screen;
- The Certification & Agreement – 11711B screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 5](#), shown below, for a quick view of each of these directional (navigational) keys.

TABLE 5 SERIAL NOTE VIEW SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the serial note details for the pool
⏴	Click on this to advance to the serial note record IMMEDIATELY PRECEDING the current pool
⏵	Click on this to advance to the NEXT serial note record
⏩	Click on this to advance to the LAST serial note record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

### 5.3 SINGLE-FAMILY SERIAL NOTES SCHEDULE A

#### 5.3.1 Serial Notes-Schedule A

Schedule A is created on Ginnie<sup>NET</sup>. The system generates the following fields:

- (a) Serial unit number;
- (b) Face amount of units; and
- (c) Months from issue date.

The months from serial units are normally in units of **1** through **100** (beginning with **1**). The system generates the number of units based on the pool principal amount.

#### 5.3.2 Search Form Elements

TABLE 6 SERIAL NOTES SCHEDULE A: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool #	The Pool Number is entered by the user.

[Step 1] On the Search page, enter enough information to isolate the record(s) you wish to locate. The user can select by Pool Number.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

### 5.3.3 Serial Note View Screen

**NOTE:** The following restriction will apply: Custodians can only view capitalism Serial Note Detail records. This page is Read-Only.

[Step 1] Locate a serial note record as described in the module on Search Form Elements. The Serial Note Detail screen will then display.

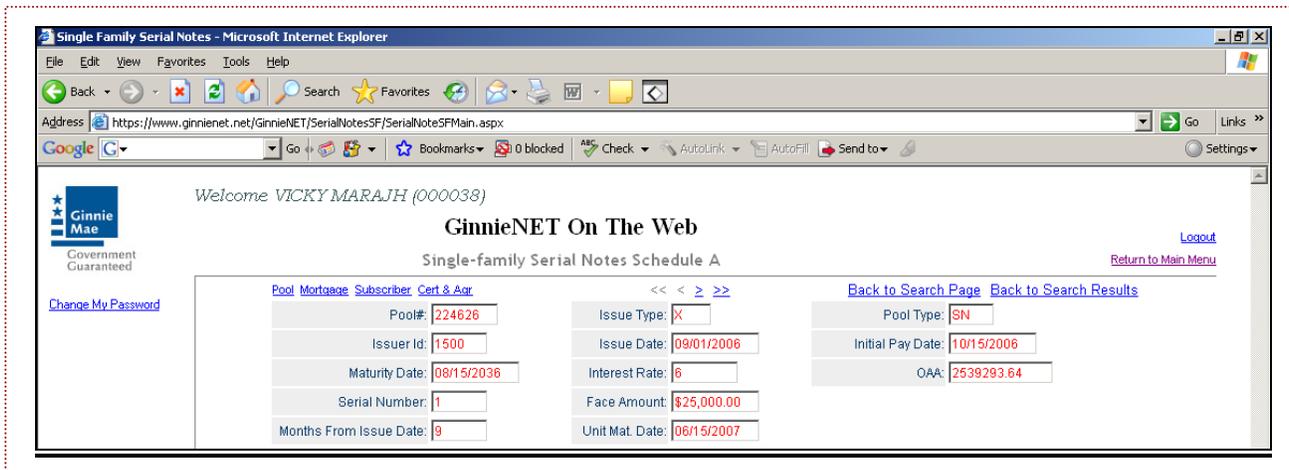


FIGURE 79 SERIAL NOTE DETAIL VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Mortgage Detail screen;
- The Subscriber screen;
- The Certification & Agreement – 11711B screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 7](#), shown on the following page, for a quick view of each of these directional (navigational) keys.

TABLE 7 SERIAL NOTE VIEW SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the serial note details for the pool
⏴	Click on this to advance to the serial note record IMMEDIATELY PRECEDING the current pool
⏵	Click on this to advance to the NEXT serial note record
⏩	Click on this to advance to the LAST serial note record

**NOTE:** Clicking on the Return to Main Menu link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the Logout will take you out of Ginnie<sup>NET</sup>.

## 5.4 CONSTRUCTION LOAN DRAWS DETAIL

The Construction Loan Draws screen is used to only *view* information on individual construction loan draws assigned to a **CL** or **CS** Pool Type.

### 5.4.1 Search Form Elements

TABLE 8 CLD SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool Number	The Pool Number is entered by the user.
Issue Type	Issue Type is always "X" for Multifamily Pools. This value is system generated.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Draw #	User enters the Draw Number.
Project #	User enters the Project Number.
Issuer ID	Available Active Issuer IDs are retrieved from the system that is associated with the logged-in user (Custodian). The user has to select an Issuer ID to work with. This is a required field.

*\*Required field only on some conditions; see Description for Issue Date.*

### 5.4.2 How to Search Draw Records

[Step 3] On the Search Page, enter enough information to isolate the Draw record(s) you want to locate. You can enter Pool Number, select Pool Type, enter Draw Number and/or Project Number, select Issuer ID, Issue Date, Transfer Status. **Issuer ID has to be selected to work with. Issue Date has to be selected when Pool Number is not entered.** The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the **Issue Type for Multifamily Pools is always "X"**.

[Step 4] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

### 5.4.3 Construction Loan Draw View Screen

**NOTE:** The following restriction will apply: Custodians can only view Construction Loan Draw records. This page is Read-Only.

[Step 1] Locate a construction loan draw record as described in the module on Search Form Elements. The Construction Loan Draw Detail screen will then display.

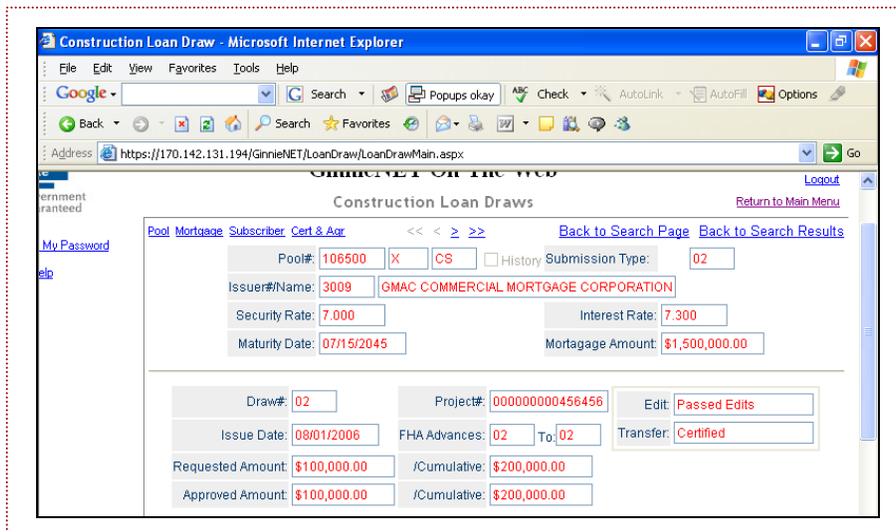


FIGURE 80 CONSTRUCTION LOAN DRAW VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Mortgage Detail screen;
- The Subscriber screen;
- The Certification & Agreement – 11711B screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 9](#), shown below, for a quick view of each of these directional (navigational) keys.

TABLE 9 **CLD VIEW** SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
<u>&lt;&lt;</u>	Click on this to advance to the BEGINNING of the construction loan draws for the pool
<u>&lt;</u>	Click on this to advance to the construction loan draw IMMEDIATELY PRECEDING the current pool
<u>&gt;&gt;</u>	Click on this to advance to the NEXT construction loan draw record
<u>&gt;</u>	Click on this to advance to the LAST construction loan draw record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

## 5.5 FEDERAL RESERVE BANK ON GINNIE<sup>NET</sup>

There is an FRB Subscriber record for each subscriber in the pool. This information will include Pool Status, ABA#, Deliver to, Description and Position.

### 5.5.1 Search Form Elements

TABLE 10 **FRB SUBSCRIBER SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX**

FIELD NAME	DESCRIPTION
Pool Number	The Pool Number is entered by the user.
Issue Type	Issue Type is always "X" for Multifamily Pools, and is the system default.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Issuer Number	Available Active Issuer IDs are retrieved from the system that is associated with the logged-in user (Custodian). The user <i>must</i> select <b>an</b> Issuer ID to work with. This is a <i>required</i> field.
Edit Status	User selects the Edit Status from the List of Available Edit Status.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status. By system default, the Transfer Status will be <b>New Pool</b> .
Issue Date	By system default, the Issue Date is the first day of the current month. If a Pool Number is not entered, then an Issue Date must be selected to narrow the search and to limit the number of records retrieved. This is a required field.

*\*Required field only on some conditions; see Description for Issue Date.*

### 5.5.2 How to Search FRB Subscriber Records

[Step 1] On the Search Page, enter enough information to isolate the FRB Subscriber record(s) you want to locate. You can enter Pool Number, select Pool Type, enter Draw Number and/or Project Number, select Issuer ID, Issue Date, Transfer Status. **Issuer ID has to be selected to work with. Issue Date has to be selected when Pool Number is not entered.** The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the **Issue Type for Multifamily Pools is always "X"**.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

### 5.5.3 FRB Subscriber View Screen

**NOTE:** The following restriction will apply: Custodians can only view FRB Subscriber records. This page is Read-Only.

The FRB Subscriber screen for the various pool types will thus default to FRBNY as the investor for each pool. The FRB Subscriber screen must also show the FRB clearing bank account information for each member of the Federal Reserve Banks accepting delivery of either the complete pool or any portion of the pool. If more than one investor has purchased a beneficial ownership share in a pool, which results in a number of different clearing banks designated to take delivery, the FRB Subscriber screen, must be completed for all such clearing banks with the complete and accurate account information for each one

[Step 1] Locate an FRB Subscriber record as described in the module on Search Form Elements. The FRB Subscriber Detail screen will then display.

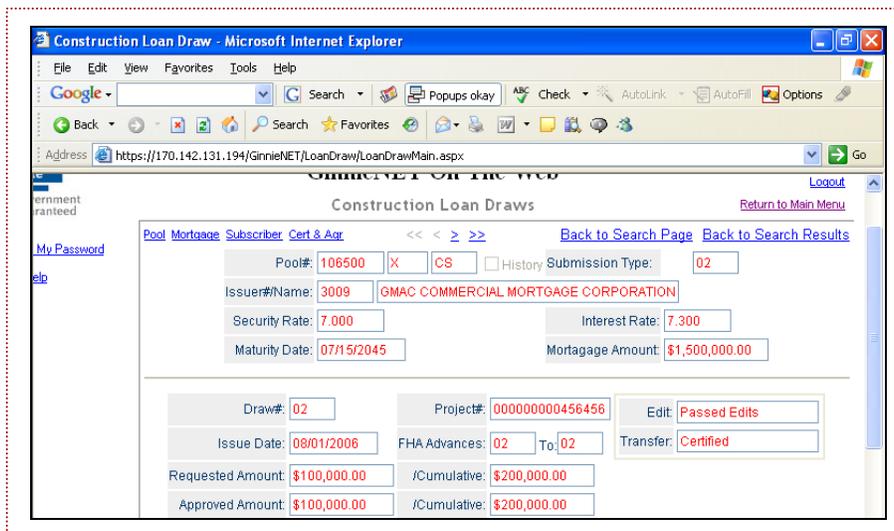


FIGURE 81 FRB SUBSCRIBER VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Mortgage Detail screen;
- The Subscriber screen;
- The Certification & Agreement – 11711B screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 11](#), shown below, for a quick view of each of these directional (navigational) keys.

TABLE 11 FRB SUBSCRIBER VIEW SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the FRB Subscriber record for the pool
⏴	Click on this to advance to the FRB Subscriber record IMMEDIATELY PRECEDING the current pool
⏵	Click on this to advance to the NEXT FRB Subscriber record
⏩	Click on this to advance to the LAST FRB Subscriber record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

## 5.6 FORM HUD 11711B – CERTIFICATION AND AGREEMENT

The **Form HUD 11711B — Certification and Agreement** is required to be submitted by the Issuer as part of the required pool or loan package submission documents. The New Pool Processing application module allows Issuers the opportunity to electronic submit this form to the Document Custodian.

### 5.6.1 Search Form Elements

TABLE 12 FORM HUD 11711B SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool #	The Pool Number is entered by the user.
Issue Type	User selects Issue Type.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Custodian #	User selects a Custodian ID from the list of Available Custodian IDs.
Issue Date	By system default, the Issue Date is the first day of the current month. If a Pool Number is not entered, then the Issue Date must be selected to narrow the search, and to limit the number of records retrieved. This is a required field.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.

*\*Required field only on some conditions; see Description for Issue Date.*

### 5.6.2 How to Search Form HUD 11711B — Certification and Agreement Records

[Step 1] On the Search Page, enter enough information to isolate the Form HUD 11711B — Certification and Agreement record(s) you want to locate. You can enter Pool Number, select Pool Type, enter Draw Number and/or Project Number, select Issuer ID, Issue Date, Transfer Status. **Issuer ID has to be selected to work with. Issue Date has to be selected when Pool Number is not entered.** The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the **Issue Type for Multifamily Pools is always "X"**.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

### 5.6.3 Certification And Agreement View Screen

**NOTE:** The following restriction will apply: Custodians can only view FRB Subscriber records. This page is Read-Only.

The FRB Subscriber screen for the various pool types will thus default to FRBNY as the investor for each pool. The FRB Subscriber screen must also show the FRB clearing bank account information for each member of the Federal Reserve Banks accepting delivery of either the complete pool or any portion of the pool. If more than one investor has purchased a beneficial ownership share in a pool, which results in a number of different clearing banks designated to take delivery, the FRB Subscriber screen, must be completed for all such clearing banks with the complete and accurate account information for each one

[Step 2] Locate an FRB Subscriber record as described in the module on Search Form Elements. The FRB Subscriber Detail screen will then display.

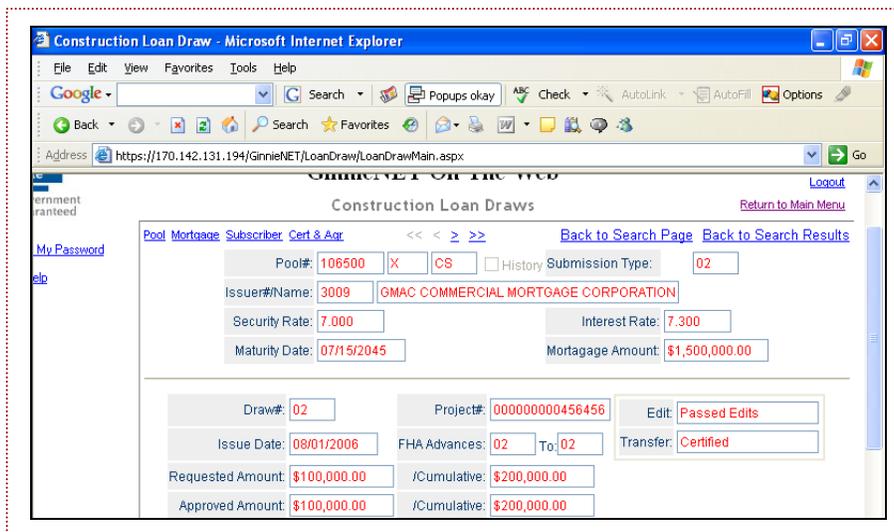


FIGURE 82 FORM HUD 11711B VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Mortgage Detail screen;
- The Subscriber screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 13](#), shown below, for a quick view of each of these directional (navigational) keys.

TABLE 13 **FORM HUD 11711B VIEW SCREEN NAVIGATIONAL AIDS**

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the 11711B record for the pool
⏴	Click on this to advance to the 11711B record IMMEDIATELY PRECEDING the current 11711B record
⏵	Click on this to advance to the NEXT 11711B record
⏩	Click on this to advance to the LAST 11711B record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

## **6.0 MORTGAGE DETAIL INFORMATION**

## 6.0 MORTGAGE DETAIL INFORMATION

### 6.1 MORTGAGE DETAILS SCREEN

Individual mortgage records include detailed loan and payment date information.

#### 6.1.1 Search Form Element

TABLE 14 MORTGAGE DETAIL INFORMATION SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool #	The Pool Number is entered by the user.
Issue Type	User selects Issue Type.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Custodian #	User selects a Custodian ID from the list of Available Custodian IDs.
Issue Date	By system default, the Issue Date is the first day of the current month. If a Pool Number is not entered, then the Issue Date must be selected to narrow the search, and to limit the number of records retrieved. This is a required field.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.

*\*Required field only on some conditions; see Description for Issue Date.*

#### 6.1.2 How to Search Mortgage Records

[Step 3] On the Search Page, enter enough information to isolate the Form you want to locate. You can enter Pool Number, select Issue Type, Pool Type, enter Mortgage Number, select Issuer Number, Edit Status, Transfer Status and Issue Date. **Issuer Number has to be selected to work with. Issue Date has to be selected when Pool Number is not entered.** The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view.

[Step 4] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

## 6.2 MORTGAGE DETAILS VIEW SCREEN

**NOTE:** The following restriction will apply: Custodians can only view Mortgage Detail records. This page is Read-Only.

[Step 1] Locate a Mortgage Detail record as described in the module on Search Form Elements. The **Mortgage Detail View** screen will then display.

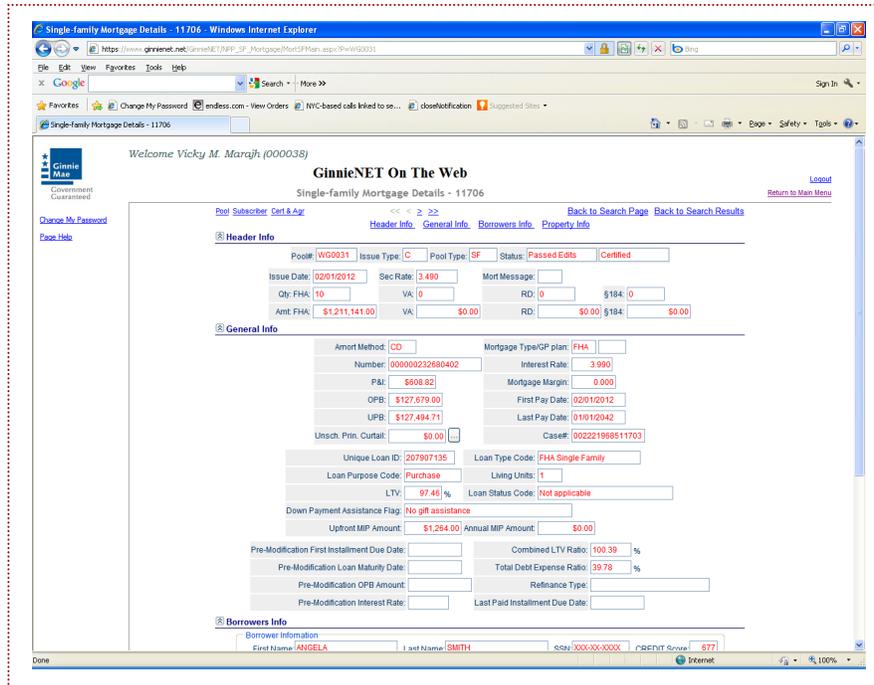


FIGURE 83 MORTGAGE DETAIL VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Subscriber Detail screen;
- The Certification & Agreement screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 15](#), shown below, for a quick view of each of these directional (navigational) keys.

TABLE 15 MORTGAGE DETAIL SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the Mortgage Detail record for the pool
⏴	Click on this to advance to the Mortgage Detail record IMMEDIATELY PRECEDING the current Mortgage Detail record
⏵	Click on this to advance to the NEXT Mortgage Detail record
⏩	Click on this to advance to the LAST Mortgage Detail record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

### 6.3 SINGLE FAMILY SERIAL NOTES—SCHEDULE A

#### 6.3.1 Serial Notes—Schedule A

Schedule A is created on Ginnie<sup>NET</sup>. The system will generate the following fields:

- a) Serial unit number;
- b) Face amount of units; and
- c) Months from issue date.

The months from serial units are normally in units of **1** through **100** (beginning with **1**). The system generates the number of units based on the pool principal amount.

#### 6.3.2 Search Form Element

TABLE 16 SERIAL NOTES SCHEDULE A SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool #	Select Pool Number from the options shown in the drop-down menu.

#### 6.3.3 How to Search Serial Notes—Schedule A Records

[Step 1] On the Search Page, enter enough information to isolate the Form you want to locate. You can enter Pool Number.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

## 6.4 SERIAL NOTES VIEW SCREEN

**NOTE:** The following restriction will apply: Custodians can only view Serial Note Detail records. This page is Read-Only.

[Step 1] Locate a Serial Note record as described in the module on Search Form Elements. The **Serial Note Detail View** screen will then display.

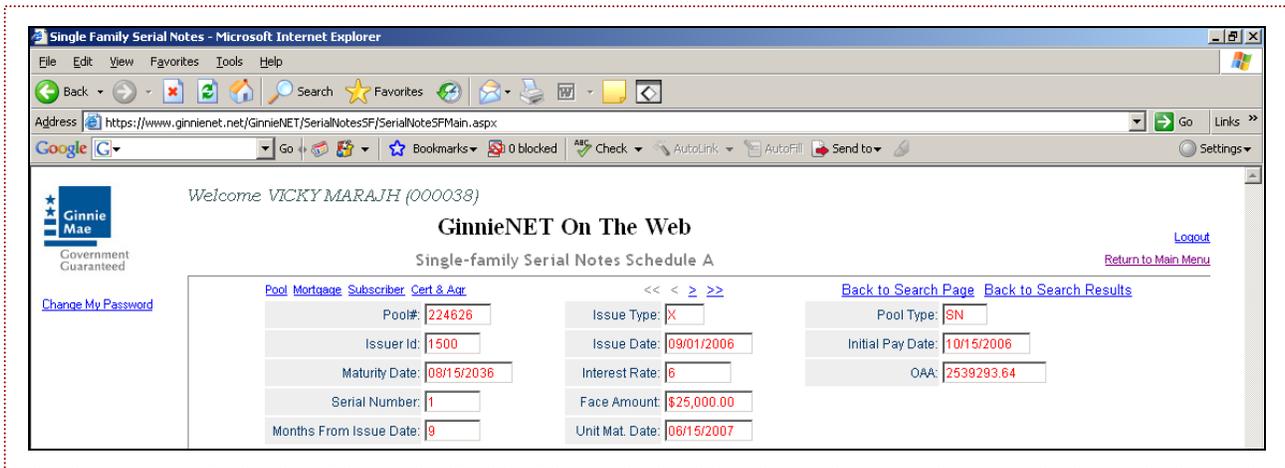


FIGURE 84 SERIAL NOTES DETAIL VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Mortgage Detail screen;
- The Subscriber Detail screen;
- The Certification & Agreement screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View TABLE 17, shown below, for a quick view of each of these directional (navigational) keys.

TABLE 17 SERIAL NOTE DETAIL SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
<<	Click on this to advance to the BEGINNING of the Serial Note Detail record for the pool
<	Click on this to advance to the Serial Note Detail record IMMEDIATELY PRECEDING the current Mortgage Detail record
>>	Click on this to advance to the NEXT Serial Note Detail record
>	Click on this to advance to the LAST Serial Note Detail record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

## 6.5 CONSTRUCTION LOAN DRAWS DETAIL SCREEN

The Construction Loan Draws form is used to only *view* information on individual construction loan draws assigned to a **CL** or **CS** Pool Type.

### 6.5.1 Search Form Element

TABLE 18 SERIAL NOTE DETAIL INFORMATION SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool Number	The Pool Number is entered by the user.
Issue Type	Issue Type is always "X" for Multifamily Pools. System generated.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Draw #	User enters the Draw Number.
Project #	User enters the Project Number.
Issuer ID	Available Active Issuer IDs are retrieved from the system that is associated with the logged-in user (Custodian). The user has to select an Issuer ID to work with. Required.
Issue Date	By Default, the Issue Date is the first of the current month. If Pool Number is not entered, then Issue Date has to be selected to narrow the search and to limit the number of records retrieved. Required*.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status. By default, the Transfer Status is New Pool.

*\*Required field only on some conditions; see Description for Issue Date.*

### 6.5.2 How to Search Form Draw Records

[Step 1] On the Search Page, enter enough information to isolate the Form you want to locate. You can enter Pool Number, select Pool Type, enter Draw Number and/or Project Number, select Issuer ID, Issue Date, Transfer Status. Issuer ID has to be selected to work with. Issue Date has to be selected when Pool Number is not entered. The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the Issue Type for Multifamily Pools is always "X".

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

## 6.6 CONSTRUCTION LOAN DRAWS VIEW SCREEN

**NOTE:** The following restriction will apply: Custodians can only view Construction Loan Draw records. This page is Read-Only.

Construction Loan Draws are submitted during the life of the CL/CS that draws down on the mortgage amount of the project. Once the full mortgage amount is drawn, the project will convert from a Construction Loan security to a Project Loan security.

[Step 1] Locate a Construction Loan Draw record as described in the module on Search Form Elements. The **Construction Loan Draw Detail** screen will then display.

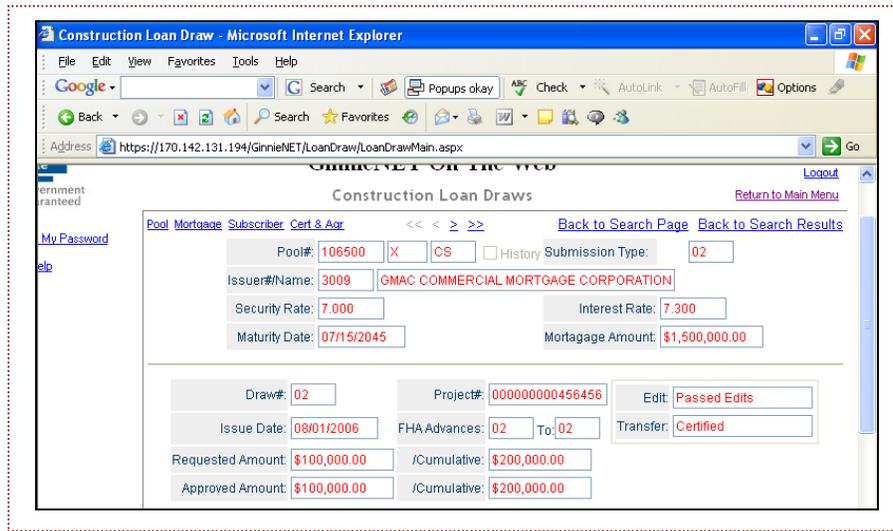


FIGURE 85 CONSTRUCTION LOAN DRAW DETAIL VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Mortgage Detail screen;
- The Subscriber Detail screen;
- The Certification & Agreement - 11711B screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 19](#), shown below, for a quick view of each of these directional (navigational) keys.

TABLE 19 CONSTRUCTION LOAN DRAW DETAIL VIEW SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the Serial Note Detail record for the pool
⏴	Click on this to advance to the Serial Note Detail record IMMEDIATELY PRECEDING the current Mortgage Detail record
⏵	Click on this to advance to the NEXT Serial Note Detail record
⏩	Click on this to advance to the LAST Serial Note Detail record

**NOTE:** Clicking on the Return to Main Menu link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the Logout will take you out of Ginnie<sup>NET</sup>.

## 6.7 FEDERAL RESERVE BANK ON GINNIE<sup>NET</sup>

There is an FRB Subscriber record for each subscriber in the pool. Information includes Pool Status, ABA#, Deliver to, Description and Position.

### 6.7.1 Search Form Element

TABLE 20 FRB SUBSCRIBER SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool Number	The Pool Number is entered by the user.
Issue Type	Issue Type is always "X" for Multifamily Pools and it is Default.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Issuer number	Available Active Issuer IDs are retrieved from the system that is associated with the logged-in user (Custodian). The user has to select an Issuer ID to work with. Required.
Edit status	User selects the Edit Status from the List of Available Edit Status.
Transfer status	User selects the Transfer Status from the List of Available Transfer Status. By Default, the Transfer Status is New Pool.
Issue Date	By Default, the Issue Date is the first of the current month. If Pool Number is not entered, then Issue Date has to be selected to narrow the search and to limit the number of records retrieved. Required*.

*\*Required field only on some conditions; see Description for Issue Date.*

### 6.7.2 How to Search Form Draw Records

[Step 1] On the Search Page, enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, select Issuer Number, Edit Status, Transfer Status and Issue Date. Issuer Number has to be selected to work with. Issue Date has to be selected when Pool Number is not entered. The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the Issue Type for Multifamily Pools is always "X".

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will switch the view to the Search Results page only when the search returns multiple records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

### 6.8 FRB SUBSCRIBER VIEW SCREEN

**NOTE:** The following restriction will apply: Custodians can only view FRB Subscriber records. This page is Read-Only.

The FRB Subscriber screen for the various pool types will thus default to FRBNY as the investor for each pool. The FRB Subscriber screen must also show the FRB clearing bank account information for each member of the Federal Reserve Banks accepting delivery of either the complete pool or any portion of the pool. If more than one investor has purchased a beneficial ownership share in a pool, which results in a number of different clearing banks designated to take delivery, the FRB Subscriber screen, must be completed for all such clearing banks with the complete and accurate account information for each one.

[Step 1] Locate an FRB Subscriber record as described in the module on Search Form Elements. The **FRB Subscriber** screen will then display.

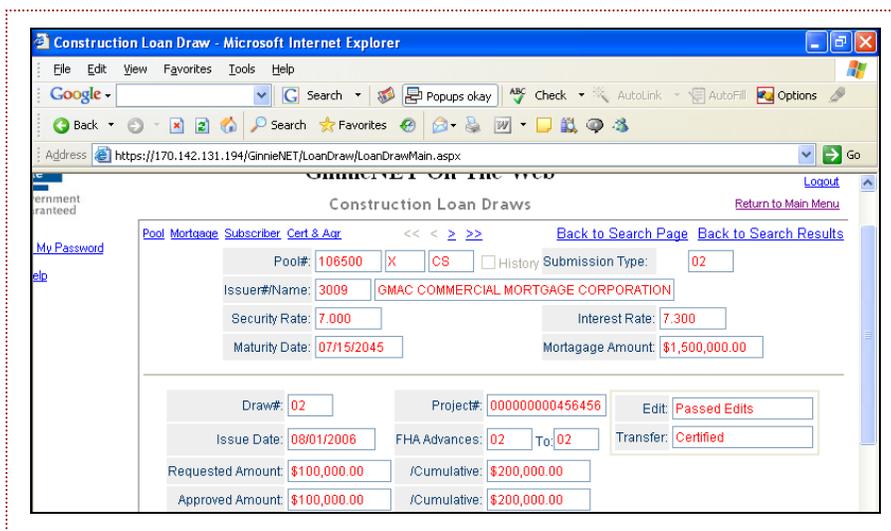


FIGURE 86 FRB SUBSCRIBER VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Mortgage Detail screen;
- The Subscriber Detail screen;
- The Certification & Agreement - 11711B screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 21](#), shown below, for a quick view of each of these directional (navigational) keys.

TABLE 21 **FRB SUBSCRIBER VIEW SCREEN NAVIGATIONAL AIDS**

NAVIGATION SYMBOL	DESCRIPTION
<u>&lt;&lt;</u>	Click on this to advance to the BEGINNING of the Serial Note Detail record for the pool
<u>&lt;</u>	Click on this to advance to the Serial Note Detail record IMMEDIATELY PRECEDING the current Mortgage Detail record
<u>&gt;&gt;</u>	Click on this to advance to the NEXT Serial Note Detail record
<u>&gt;</u>	Click on this to advance to the LAST Serial Note Detail record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

## 6.9 FORM HUD 11711B—CERTIFICATION AND AGREEMENT

The form HUD 11711B—Certification and Agreement is required to be submitted by the Issuer as part of the required pool or loan package submission documents. The New Pool Processing application module allows Issuers the opportunity to electronic submit this form to the Document Custodian.

### 6.9.1 Search Form Element

TABLE 22 FRB SUBSCRIBER SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool #	The Pool Number is entered by the user.
Issue Type	User selects Issue Type.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Custodian #	User selects a Custodian ID from the list of Available Custodian IDs.
Issue Date	By Default, the Issue Date is the first of the current month. If Pool Number is not entered, then Issue Date has to be selected to narrow the search and to limit the number of records retrieved. Required*.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.

*\*Required field only on some conditions; see Description for Issue Date.*

### 6.9.2 How to Search Form Draw Records

[Step 1] On the Search Page, enter enough information to isolate the record(s) you want to locate. enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, select Issue Date, Transfer Status. Issue Date has to be selected when Pool Number is not entered. The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the Issue Type for Multifamily Pools is always "X".

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

## 6.10 CERTIFICATION AND AGREEMENT VIEW SCREEN

**NOTE:** The following restriction will apply: Custodians can only view Certification and Agreement records. This page is Read-Only.

The HUD 11711B—Certification and Agreement form is required to be submitted by the Custodian as part of the required pool or loan package submission documents.

[Step 1] Locate a Certification and Agreement record as described in the module on Search Form Elements. The **Certification and Agreement** Detail screen will then display.

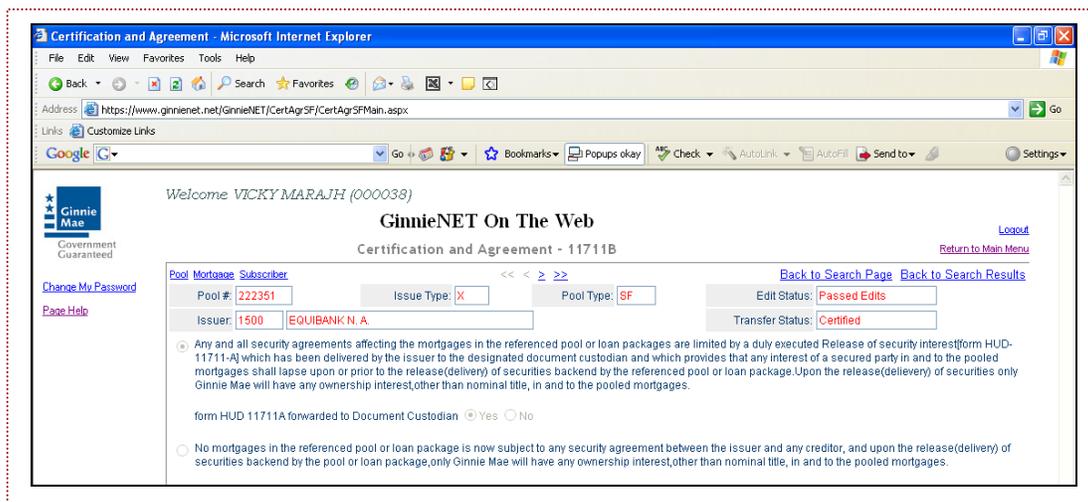


FIGURE 87 CERTIFICATION AND AGREEMENT DETAIL VIEW SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Mortgage Detail screen;
- The Subscriber Detail screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View TABLE 23, shown below, for a quick view of each of these directional (navigational) keys.

TABLE 23 **FRB SUBSCRIBER VIEW** SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the 11711B record for the pool
⏴	Click on this to advance to the 11711B record IMMEDIATELY PRECEDING the current 11711B record
⏵	Click on this to advance to the NEXT 11711B record
⏩	Click on this to advance to the LAST 11711B record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

## **7.0 CERTIFICATION**

## 7.0 CERTIFICATION

The fingerprint enrollment process must be completed in order to use Communication functions for New Pool Processing in Ginnie<sup>NET</sup> (see section on **Maintenance**).

### 7.1 FINAL CERTIFICATION

In order to electronically Final Certify a pool through Ginnie<sup>NET</sup> On the Web, the pool must have been initially certified through Ginnie<sup>NET</sup> and issued on or after May 1, 1998.

The pool must not have been transferred prior to Final Certification; except for an immediate issuance transfer transaction, where the pool is transferred immediately after the pool is issued.

The Issuer must retrieve the schedule of Pooled Mortgages from the Ginnie<sup>NET</sup> On the Web network, complete the Final Certification and electronically resubmit the pool back to the network. Issuers and document Custodians will be required to maintain a copy of the Schedule of Pooled Mortgages with the completed Final Certification.

To Final Certify a pool, the original pool record must be retrieved from the Network by the Issuer with a status of Certified before Mortgage Details data can be viewed or edited. Once the Issuer views or edit the pool(s) it can be transmitted to the Custodian for Final Certification.

### 7.2 POOL DETAILS

The Pool Details menu provides access to pool, mortgage, subscriber and summary information. To access the Pool Detail functions, step through the following procedural flow:

**NOTE:** The following restriction will apply: Custodians can only view records. This page is Read-Only.

[Step 1] To begin the process, the user will first log into the [www.ginnienet.net](http://www.ginnienet.net) website and enter their Ginnie<sup>NET</sup> ID and password. The Ginnie<sup>NET</sup> On The Web **Main Menu** screen will then display. This menu provides access to pool, mortgage, subscriber and summary information.

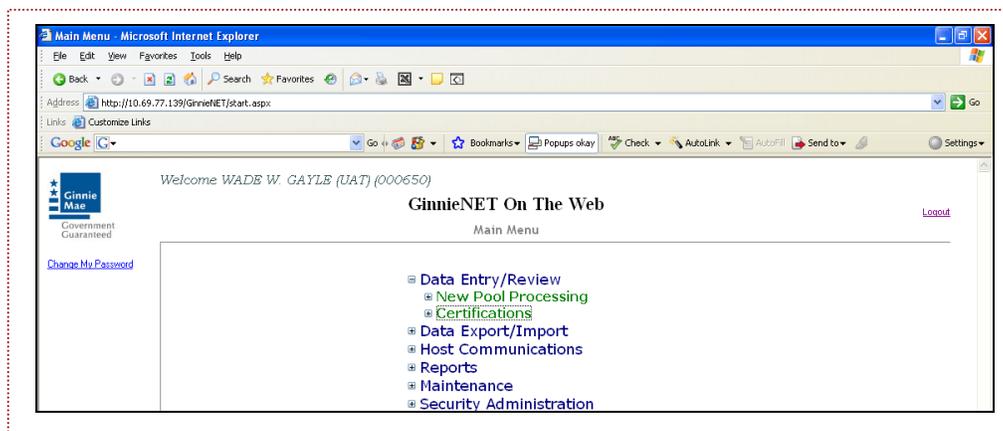


FIGURE 88 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN

[Step 2] Click on the screen’s **Data Entry/Review** link.

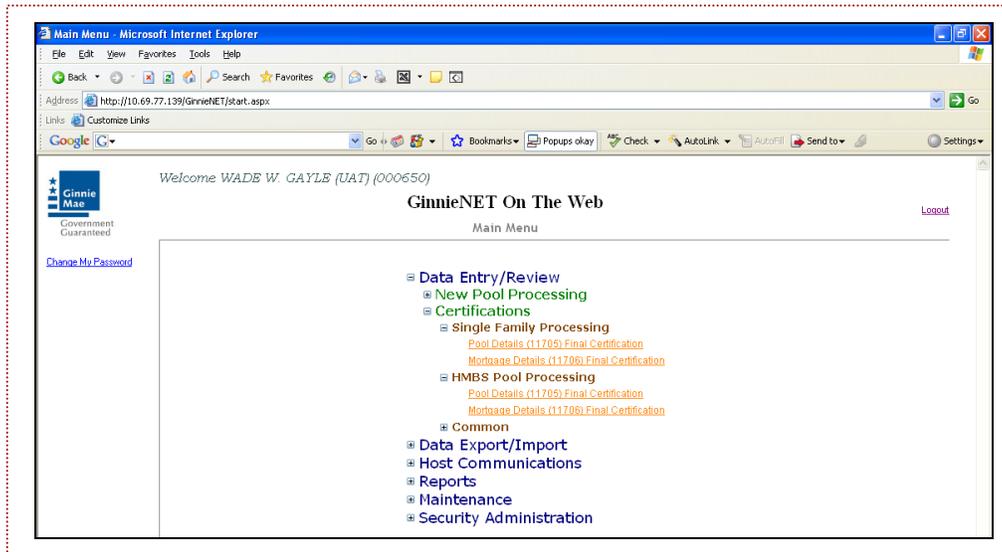


FIGURE 89 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN (w/CERTIFICATIONS OPTION)

[Step 3] Now, select one of the two (2) options shown under that certifications link. This could either be the **Pool Detail** or **Mortgage Detail** options.

From this screen the user may access all of the following:

- The Pool Detail screen: Used for reviewing Pool details.
- The Mortgage Detail screen: Used for reviewing individual mortgage records.
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View TABLE 24, shown below, for a quick view of each of these directional (navigational) keys.

TABLE 24 **POOL DETAILS VIEW** SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the Pool Details record for the pool
⏴	Click on this to advance to the Pool Details record IMMEDIATELY PRECEDING the current Pool Details record
⏵	Click on this to advance to the NEXT Pool Details record
⏩	Click on this to advance to the LAST Pool Details record

**NOTE:** Clicking on the Return to Main Menu link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the Logout will take you out of Ginnie<sup>NET</sup>.

### 7.3 POOL DETAILS (11705)

In order to electronically Final Certify a pool through Ginnie<sup>NET</sup>, the pool must have been initially certified through Ginnie<sup>NET</sup> and issued on or after May 1, 1998. The pool must not have been transferred prior to Final Certification; except for an immediate issuance transfer transaction where the pool is transferred immediately after the pool is issued. The Issuer must retrieve the schedule of Pooled Mortgages from the Ginnie<sup>NET</sup> network, complete the Final Certification and electronically resubmit the pool back to the network. Issuers and document Custodians will be required to maintain a copy of the Schedule of Pooled Mortgages with the completed Final Certification. To Final Certify a pool, the original pool record must be retrieved from the Network by the Issuer with a status of Certified before Mortgage Details data can be viewed or edited. Once the Issuer views or edit the pool(s) it can be transmitted to the Custodian for Final Certification.

#### 7.3.1 Search Form Element

The pool number is the key identifier for locating records. The pool number is part of the Final Certification File Transmission Number (FC-FTN) digits 11 through 19 counting in from the left and Issuer/Custodian Transfer Recertification (RCI/RCC FTN), digits 11 through 19 counting in from the left

**NOTE:** The following restriction will apply: Custodians can only view records. This page is Read-Only.

TABLE 25 POOL DETAILS (11705) SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool#	Pool Number is entered by user.
Issue Type	User selects Issue Type from drop-down menu.
Pool Type	User selects Pool Type from drop-down menu.
Issuer #	User selects Issuer # from drop-down menu.
Issuer Date	User selects Issuer Date from drop-down menu.
Transfer Status	User selects Transfer Status from drop-down menu. O

*\*Required field only on some conditions; see Description for Issue Date.*

#### 7.3.2 How to Search Form Draw Records

[Step 1] On the Search Page, enter enough information to isolate the record(s) you want to locate. enter enough information to isolate the record(s) you want to locate. The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the Issue Type for Multifamily Pools is always "X".

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

## 7.4 POOL DETAILS INFORMATION SCREEN

Final Certification: FC-FTN (Final Certification File Transmission Number), FC-FRN (Final Certification File Rejection Number). It also displays Outstanding Aggregate Amount (OAA), Rates, Dates, Term, and Total Number of Loans.

[Step 1] Locate a Pool Details Information record as described in the module on Search Form Elements. The **Pool Details Information** screen will then display.

The screenshot shows the 'Pool Details (11705) Final Certification' screen in a web browser. The page title is 'GinnieNET On The Web' and the user is logged in as 'Vicky M. Marajh (000038)'. The screen displays a form with the following fields and values:

- Pool#: RA9774
- Issue Type: M
- Pool Type: AR
- Index Type: CMT
- Type of Arm Notes: 1 Year
- Cap Structure: 1/15
- FC FTN: 150000038RA9774MAR1210111225278
- FC FRN: 150000038RA9774MAR1210111232091
- Description: [Empty]
- Signed By: vicky marajh
- Title: [Empty]
- Issuer ID Name: 1500 EQUISBANK N.A.
- Custodian ID Name: 000038 Custodian 38
- Mortgage Interest Rate: 4.750 to 4.750
- Security Rate: 4.500
- Security Change Date: 01/01/2013
- OAA: \$580,000.00
- Amortization Method: CD
- Term: 30
- MIP#: [Empty]
- Transfer Status: Pending
- Loans #: 1
- Issue Date: 12/01/2011
- Maturity Date: 12/20/2041
- Initial Pay Date: 01/20/2012
- Unpaid Balance Date: 12/01/2011
- Pool Tax ID: [Empty]
- Security Rate Margin: 1.000
- Settlement Date: 12/12/2011
- Subservicer #: [Empty]
- Transfer-Issuer ID: [Empty]
- P&I Acct#ID: 200570406 322271724
- T&I Acct#ID: 200570463 322271724
- P&I Total: \$3,025.55
- UPB Total: \$580,000.00
- FHA Quantity: 1
- FHA Amount: \$580,000.00
- VA Quantity: 0
- VA Amount: \$0.00
- RD Quantity: 0
- RD Amount: \$0.00
- \$184 Quantity: 0
- \$184 Amount: \$0.00
- Highest UPB: \$580,000.00
- Short Term UPB: \$0.00
- Short Term Maturities: \$0.00
- Latest Pay Date: 12/1/2041
- Number of Participants: 1
- Weighted Average Interest Rate: 4.750
- Total Position: \$580,000

FIGURE 90 POOL DETAIL INFORMATION SCREEN

From this screen the user may access all of the following:

- The Mortgage Detail screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View [TABLE 26](#), shown below, for a quick view of each of these directional (navigational) keys.

TABLE 26 POOL DETAIL INFORMATION SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the Pool Detail record for the pool
⏴	Click on this to advance to the Pool Detail record IMMEDIATELY PRECEDING the current Pool Detail record
⏵	Click on this to advance to the NEXT Pool Detail record
⏩	Click on this to advance to the LAST Pool Detail record

**NOTE:** Clicking on the [Return to Main Menu](#) link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the [Logout](#) will take you out of Ginnie<sup>NET</sup>.

## 7.5 MORTGAGE DETAILS (11706)

### 7.5.1 Search Form Element

The pool number is the key identifier for locating records. The pool number is part of the Final Certification File Transmission Number (FC-FTN) digits 11 through 19 counting in from the left and Issuer/Custodian Transfer Recertification (RCI/RCC FTN), digits 11 through 19 counting in from the left

**NOTE:** The following restriction will apply: Custodians can only view records. This page is Read-Only.

TABLE 27 POOL DETAILS (11706) SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool#	Pool Number is entered by user.
Issue Type	User selects Issue Type from drop-down menu.
Pool Type	User selects Pool Type from drop-down menu.
Issuer #	User selects Issuer # from drop-down menu.
Issuer Date	User selects Issuer Date from drop-down menu.
Transfer Status	User selects Transfer Status from drop-down menu. O

*\*Required field only on some conditions; see Description for Issue Date.*

### ***7.5.2 How to Search Mortgage Detail Records***

*[Step 1]* On the Search Page, enter enough information to isolate the record(s) you want to locate. enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, Mortgage Type, Mortgage Number, Transfer Status and Issue Date. Issue Date has to be selected when Pool Number is not entered. The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the Issue Type for Multifamily Pools is always "X".

*[Step 2]* Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

## 7.6 MORTGAGE DETAILS INFORMATION SCREEN

**NOTE:** The following restriction will apply: Custodians can only view Mortgage Detail records. This page is Read-Only.

Individual mortgage records include detailed loan and payment date information. On the Mortgage Detail screen a loan(s) can be viewed.

[Step 1] Locate an Mortgage Detail record as described in the module on Search Form Elements. The Mortgage Detail Information screen will then display.

FIGURE 91 MORTGAGE DETAIL INFORMATION SCREEN

From this screen the user may access all of the following:

- The Pool Detail screen;
- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View Table 28, shown on the following page, for a quick view of each of these directional (navigational) keys.

TABLE 28 MORTGAGE DETAIL INFORMATION SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the Mortgage Detail record for the pool
⏴	Click on this to advance to the Mortgage Detail record IMMEDIATELY PRECEDING the current pool
⏵	Click on this to advance to the NEXT Mortgage Detail record
⏩	Click on this to advance to the LAST Mortgage Detail record

**NOTE:** Clicking on the Return to Main Menu link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the Logout will take you out of Ginnie<sup>NET</sup>.

### 7.7 ISSUER/CUSTODIAN (TRANSFER) RECERTIFICATION

Recertifications submitted using **Ginnie<sup>NET</sup>** would be submitted at a pool level. Ginnie Mae will no longer require the submission of the Schedule of Pooled Mortgages to Ginnie Mae’s Pool Processing Agent for pools recertified through **Ginnie<sup>NET</sup> On The Web**. However, Issuers and document Custodians will continue to be required to maintain a copy of the Recertification, including the Schedule of Pooled Mortgages with the completed certification.

**Recertification:** RCI-FCN (Recertification Issuer Final Certification File Transmission Number), RCC-FCN (Recertification Custodian Final Certification File Certification Number), RCI-FRN (Recertification Issuer Final Rejection File Transmission Number) or RCC-FRN (Recertification Custodian Final Rejection File Certification Number). It also displays Outstanding Aggregate Amount (OAA), Rates, Dates, Term, and Total Number of Loans.

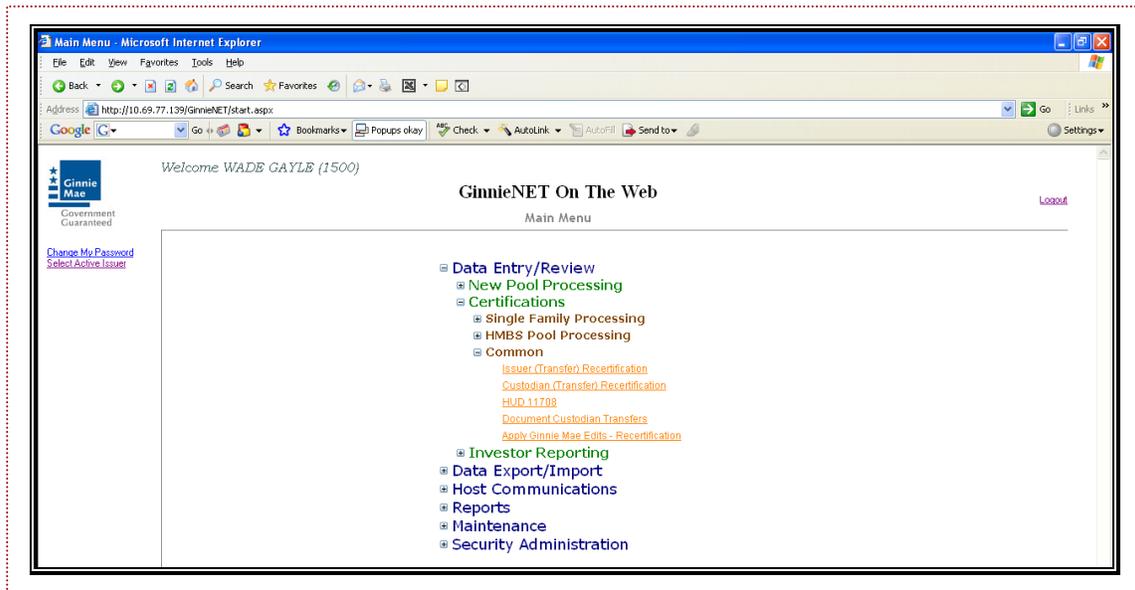


FIGURE 92 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN

### 7.7.1 Search Form Element

TABLE 29 (TRANSFER) RECERTIFICATION SCREEN SERIES: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool#	Pool Number is entered by user.
Issue Type	User selects Issue Type from drop-down menu.
Pool Type	User selects Pool Type from drop-down menu.
Issuer Number	The Issuer Number (ID) is automatically retrieved that is associated with the logged-in user (Issuer). System generated.
Custodian #	User selects a Custodian # from the list of Available Custodians.
Recertification Date	If Pool Number is entered, then the Recertification Date will not be included in the search criteria.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.

### 7.7.2 How to Search (Transfer) Recertification Records

[Step 1] On the Search Page, enter enough information to isolate the record(s) you want to locate. enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, Custodian#, enter Recertification Date and Transfer Status. The more information you enter, the more likely that the resulting query will focus on the Draw record(s) you want to view. Remember that the Issue Type for Multifamily Pools is always "X".

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

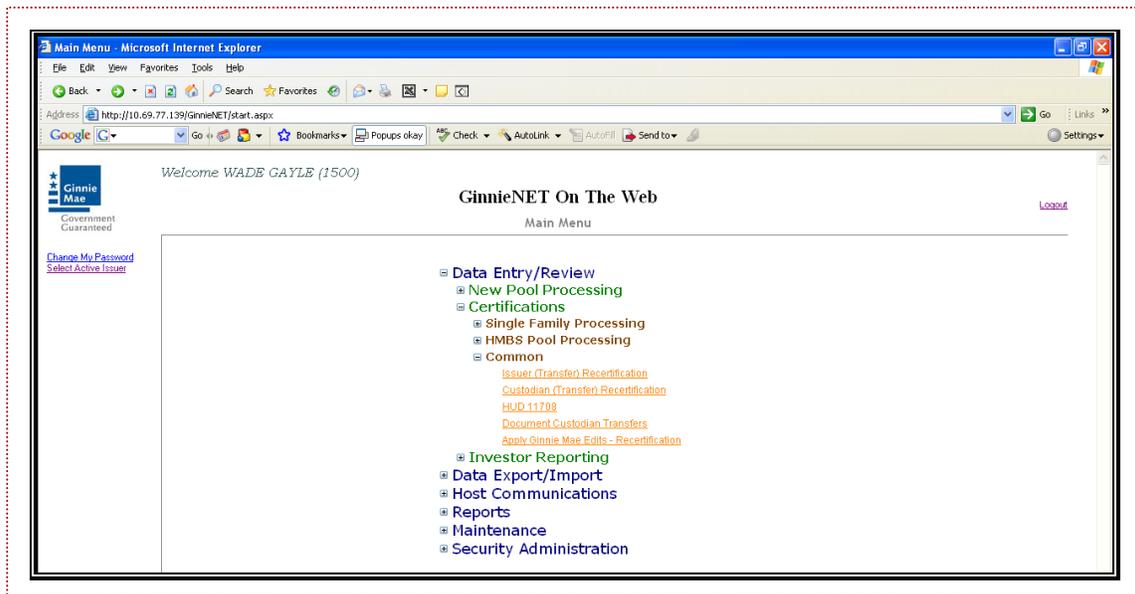


FIGURE 93 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN (W/CERTIFICATIONS—COMMON LINKS)

**NOTE:** The following restriction will apply: Custodians can only view (Transfer) Recertification records. This page is Read-Only.

- [Step 1] To begin the process, the user will first log into the [www.ginnienet.net](http://www.ginnienet.net) website and enter their Ginnie<sup>NET</sup> ID and password. The Ginnie<sup>NET</sup> On The Web **Main Menu** screen will then display. This menu provides access to pool, mortgage, subscriber and summary information.
- [Step 2] Click on the screen’s **Certifications** link.
- [Step 3] Now, click on the **Common** link.
- [Step 4] Finally, click on the **Issuer (Transfer) Recertification** link to access this menu item.

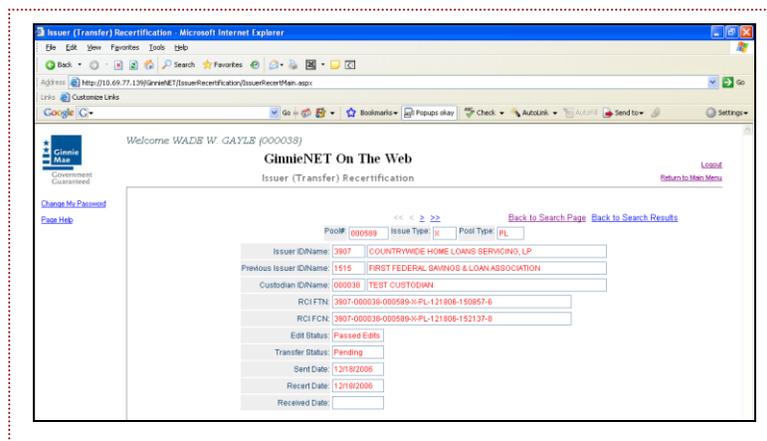


FIGURE 94 ISSUER (TRANSFER) RECERTIFICATION SCREEN

[Step 5] **OR**, click on the **Custodian (Transfer) Recertification** link to access the below screen.

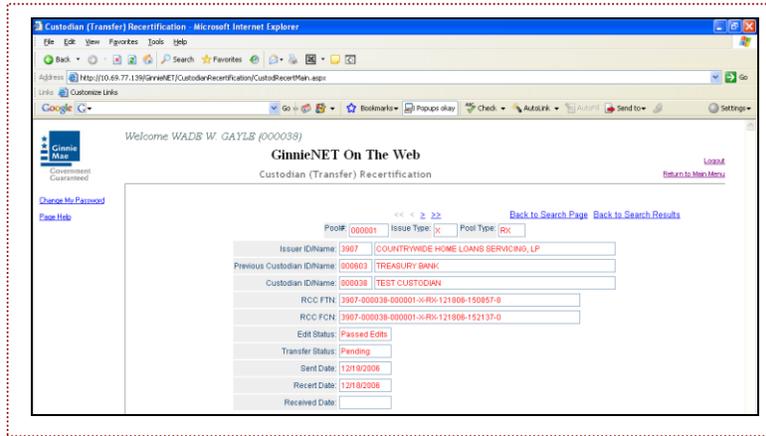


FIGURE 95 CUSTODIAN (TRANSFER) RECERTIFICATION SCREEN

From this screen the user may access all of the following:

- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View TABLE 30, shown below, for a quick view of each of these directional (navigational) keys.

TABLE 30 (TRANSFER) RECERTIFICATION VIEW SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
<<	Click on this to advance to the BEGINNING of the Pool Details record for the pool
<	Click on this to advance to the Pool Details record IMMEDIATELY PRECEDING the current Pool Details record
>>	Click on this to advance to the NEXT Pool Details record
>	Click on this to advance to the LAST Pool Details record

**NOTE:** Clicking on the Return to Main Menu link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the Logout will take you out of Ginnie<sup>NET</sup>.

## 7.8 HUD 11708 REQUEST FOR RELEASE OF DOCUMENTS

The Fingerprint Enrollment process must be completed in order to use Communication functions for New Pool Processing in Ginnie<sup>NET</sup> (see Maintenance). Ginnie<sup>NET</sup> gives users the ability to receive and view the following Investor report:

- HUD 11708.

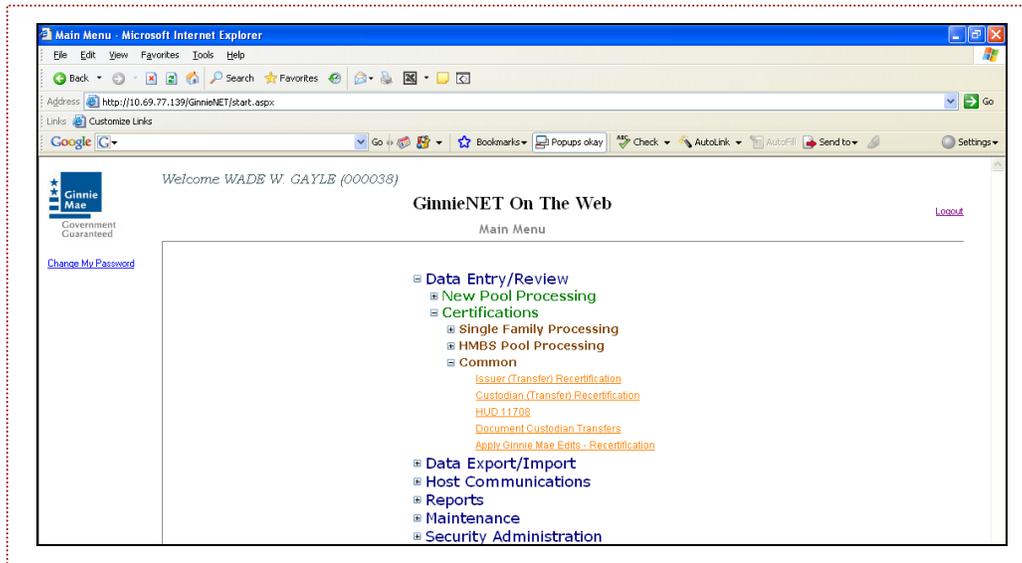


FIGURE 96 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN (FOR HUD 11708)

An executed Form HUD 11708 can be transmitted through Ginnie<sup>NET</sup> to the Document Custodian.

### 7.8.1 Search Form Element

TABLE 31 (TRANSFER) RECERTIFICATION SCREEN SERIES: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool#	Pool Number is entered by user.
Loan#	Loan# is entered by the user.
Custodian#	Custodian# is selected by the user.
Request Date From	Request Date From is selected by the user.
Request Date To	Request Date To is selected by the user.

### 7.8.2 How to Search HUD 11708 Records

[Step 1] On the Search Page, enter enough information to isolate the record(s) you want to locate. You will need to enter a Report month or year, and for Report Type, ensure that the **Both** option is selected.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, GinnieNET will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, GinnieNET will switch the view directly to the Pool Details screen.

**NOTE:** The following restriction will apply: Custodians can only view Mortgage Detail records. This page is Read-Only.

The Form HUD 11708—Request for Release of Documents, lists the following reasons an Issuer might be requesting a release of loan documents by release reason codes:

- (1) Mortgage paid in full;
- (2) Repurchase of Delinquent Loan;
- (3) Foreclosure – With Claim Payment;
- (4) Loss Mitigation;
- (5) Substitution; and
- (6) Other.

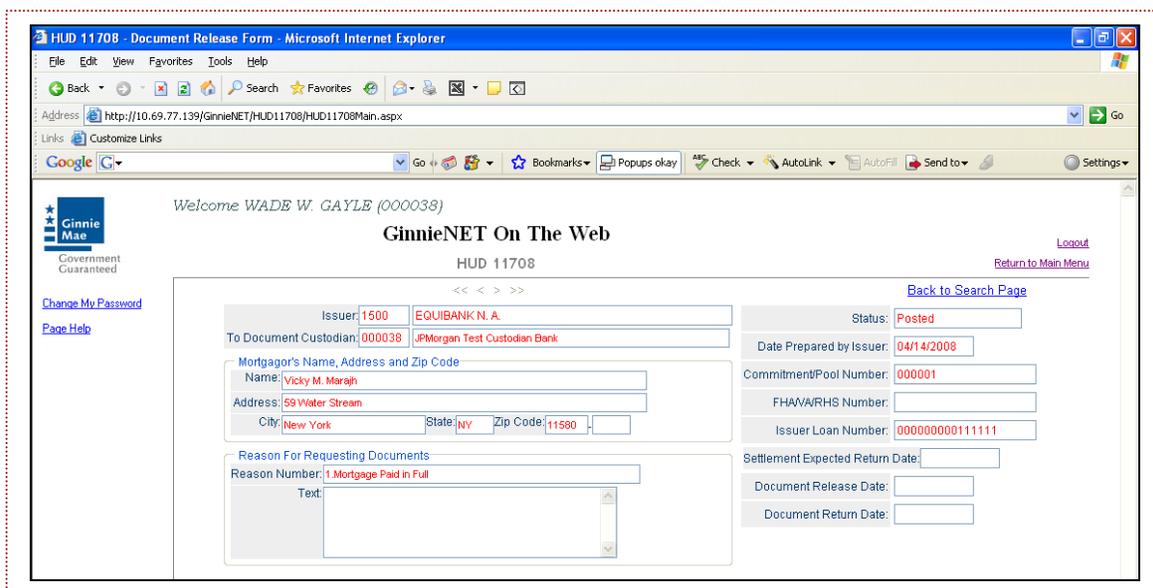


FIGURE 97 HUD 11708 INFORMATION SCREEN

From this screen the user may access all of the following:

- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View Table 32, shown on the following page, for a quick view of each of these directional (navigational) keys.

TABLE 32 HUD 11708 SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
⏪	Click on this to advance to the BEGINNING of the Mortgage Detail record for the pool
⏴	Click on this to advance to the Mortgage Detail record IMMEDIATELY PRECEDING the current pool
⏵	Click on this to advance to the NEXT Mortgage Detail record
⏩	Click on this to advance to the LAST Mortgage Detail record

**NOTE:** Clicking on the Return to Main Menu link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the Logout will take you out of Ginnie<sup>NET</sup>.

## 7.9 DOCUMENT CUSTODIAN TRANSFERS

Effective October 1, 2002, Ginnie Mae mandated that all Document Custodian Transfer Requests be submitted via Ginnie<sup>NET</sup> on the Web.

The revised options for a Document Custodian Transfer Request are as follows:

### *Complete Document Custodian Transfer Request*

An Issuer will select this option to execute a Complete Transfer of its Ginnie Mae portfolio from one document Custodian to another document Custodian. The Issuer is required to submit a pool list. All existing pools/loan packages on Ginnie Mae’s system (file) for that Issuer number will be transferred to the new document Custodian identification number. Recertifications for all transferred pools are due twelve (12) months from the effective date of transfer.

### *Partial Document Custodian Transfer Request*

An Issuer will select this option to execute a Partial Transfer of pools/loan packages for its Ginnie Mae portfolio from an old document Custodian to the new document Custodian. A pool list must be attached with this request and only the pools identified will be transferred to the new document Custodian identified. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian. Recertifications for all transferred pools are due twelve (12) months from the effective date of transfer.

**Complete Document Custodian Merger Request**

An Issuer will select this option to execute a Complete Merger Related Transfer of its Ginnie Mae portfolio when a transfer is within the same Document Custodian Corporate Institution (the Document Custodian Identification Number will change). The Issuer is required to submit a pool list. All existing pools/loan packages on Ginnie Mae’s system (file) for that Issuer number will be transferred to the new document Custodian identification number. Ginnie Mae does not require the Recertification of the reassigned (transferred) pools for a merger.

**Partial Document Custodian Merger Request**

An Issuer will select this option to execute a Partial Merger Related Transfer of pools/loan packages of its Ginnie Portfolio when a transfer if within the same Document Custodian Corporate Institution (the Document Custodian Identification Number will change). A pool list must be attached with this request and only the pools identified (on the pool list) will be transferred to the new document Custodian. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian. Ginnie Mae does not require the Recertification of the reassigned (transferred) pools for a merger.

**7.9.1 Search Form Element**

TABLE 33 DOCUMENT CUSTODIAN TRANSFERS SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Issuer	User selects the Issuer from the List of Available Issuers.
Transfer Type	User selects the Transfer Type from the List of Available Transfer Types.
Transfer Date Month/Year	By <b>Default</b> , the Transfer’s Date Month and Year are <b>the current month and the current year</b> . User selects a Month from the list of Available Months and a Year from the list of Available Years.
Regulating Authority	User selects the Regulating Authority from the List of Available Regulating Authorities.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Statuses.

**7.9.2 How to Search Document Custodian Transfers Records**

[Step 1] On the Search Page, enter enough information to isolate the record(s) you want to locate. enter enough information to isolate the record(s) you want to locate. You can select Issuer, Transfer Type, Transfer Date Month/Year, Regulating Authority and Transfer Status. The more information you enter, the more likely that the resulting query will focus on the record(s) you wish to view.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, GinnieNET will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found by the search query, GinnieNET will switch the view directly to the Pool Details screen.

**NOTE:** The following restriction will apply: Custodians can only view records. This page is Read-Only.

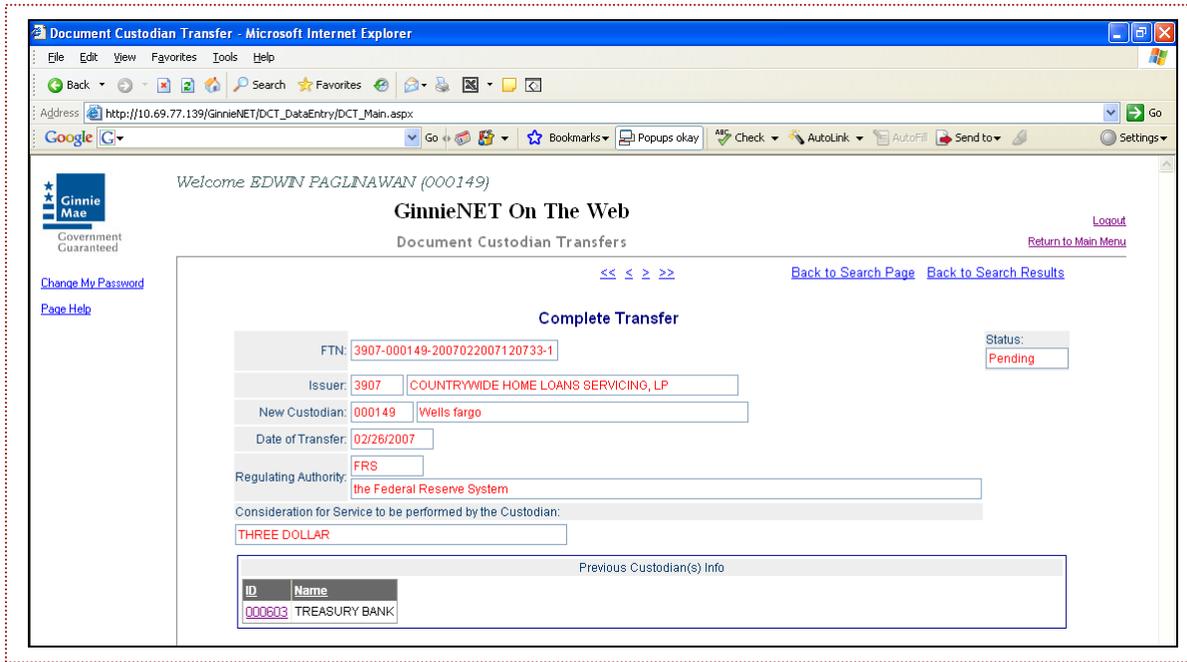


FIGURE 98 DOCUMENT CUSTODIAN TRANSFERS INFORMATION SCREEN

From this screen the user may access all of the following:

- The Back to Search screen; and
- The Back to Search Results screen.

In addition, all of the following navigational keys will be available to the user as well. View TABLE 34, shown on the following page, for a quick view of each of these directional (navigational) keys.

TABLE 34 DOCUMENT CUSTODIAN TRANSFER SCREEN NAVIGATIONAL AIDS

NAVIGATION SYMBOL	DESCRIPTION
<<	Click on this to advance to the BEGINNING of the Transfer record for the pool
<	Click on this to advance to the Transfer record IMMEDIATELY PRECEDING the current pool
>>	Click on this to advance to the NEXT Transfer record
>	Click on this to advance to the LAST Transfer record

**NOTE:** Clicking on the Return to Main Menu link in the right-hand corner of the screen will return the user to the previous Main Menu page, while clicking on the Logout will take you out of Ginnie<sup>NET</sup>.

## **8.0 COMMUNICATIONS**

## 8.0 HOST COMMUNICATIONS MENU OPTION

For access to the functions listed in the Host Communications window, it is mandatory to successfully complete the Fingerprint Verification process. The process is the same for each function and is outlined below.

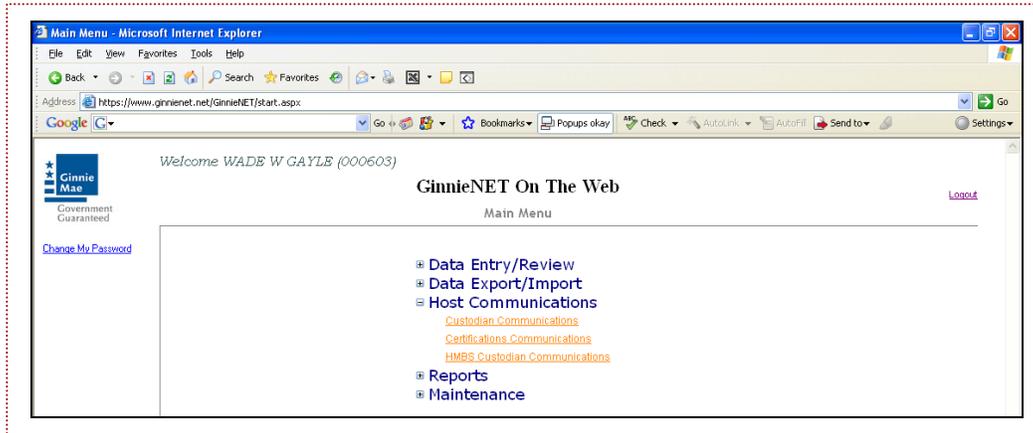


FIGURE 99 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN (w/COMMUNICATIONS MENU OPTIONS)

### 8.1 HOST COMMUNICATIONS

(1) **Custodian Communications:**

- Certify Pool;
- Reject Pool.

(2) **Certifications Communications:**

- Certify Final Certification;
- Reject Final Certification;
- Certify Recertification;
- Reject Recertification;
- Certify Document Custodian Transfer/Merger;
- Reject Document Custodian Transfer/Merger;
- Acknowledge HUD 11708 (Document Release Form);
- Return HUD 11708 (Document Release Form);
- Certify HMBS Final Certification; and
- Reject HMBS Final Certification.

## 8.2 FINGERPRINT VERIFICATION

Upon initialization of a pool communications function, the system displays the following messages in preparation for verifying a user's signature.

[Step 1] On the Fingerprint Verification screen, click on the down-arrow [▼] adjacent to the Select User ID: field and select a desired User ID, then click on the <Continue> button.

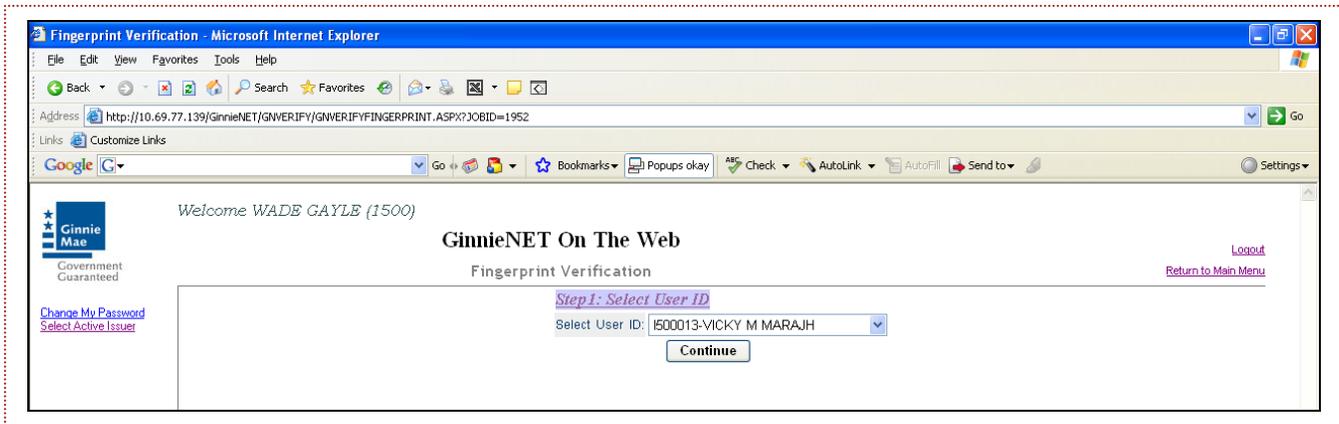


FIGURE 100 FINGERPRINT VERIFICATION SCREEN (SELECT USER ID)

[Step 2] On the refreshed Fingerprint Verification screen, click on the <Verify Fingerprint> button.



FIGURE 101 FINGERPRINT VERIFICATION SCREEN (VERIFY FINGERPRINT)

[Step 3] Now, click on the screen's <Click here to capture fingerprint> icon button to capture your fingerprint.

[Step 4] Scan your fingerprint using the M2SYS scanner.

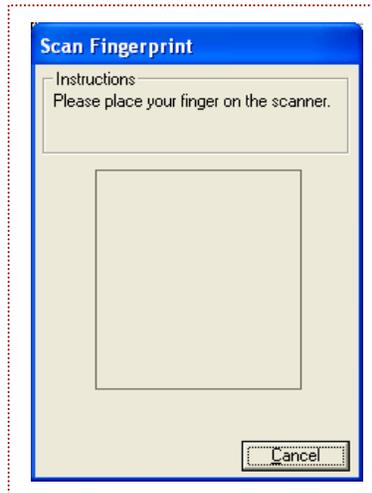


FIGURE 102 SCAN FINGERPRINT SCREEN

[Step 5] Scan your fingerprint and click on the <Verify Fingerprint> button.

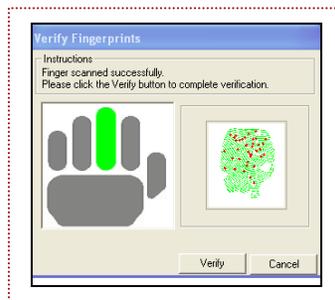


FIGURE 103 VERIFY FINGERPRINT SCREEN

[Step 6] If the fingerprint is verified by the system, simply click on the <Continue> button.

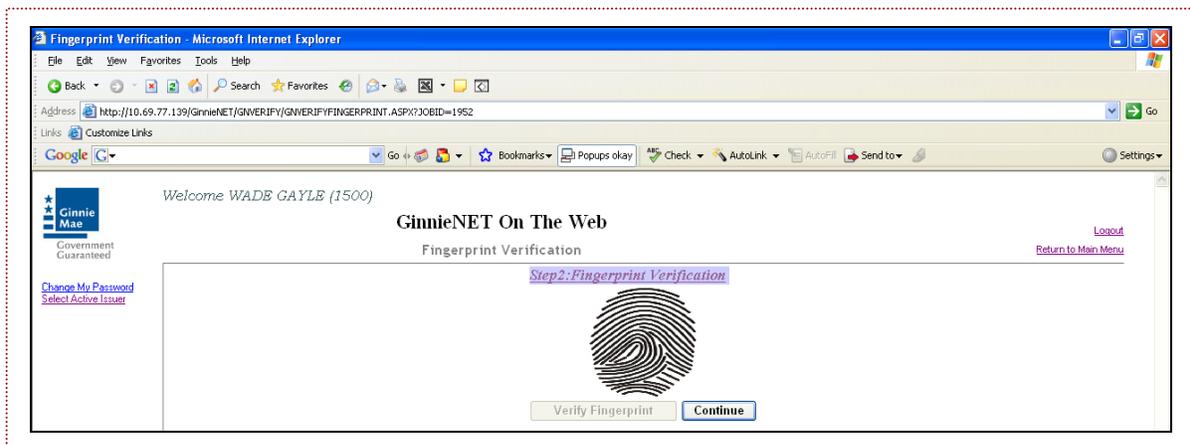


FIGURE 104 FINGERPRINT VERIFICATION SCREEN (w/FINGERPRINT CAPTURE)

[Step 7] On the refreshed Fingerprint Verification screen, the User ID: field will be pre-populated. Simply enter your assigned RSA password and click on the screen's <Submit> button.

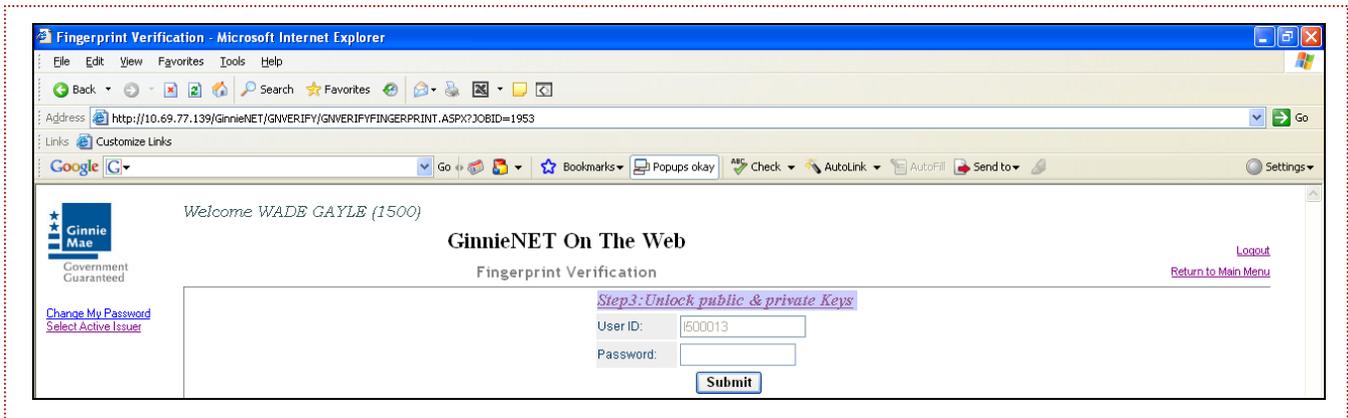


FIGURE 105 FINGERPRINT VERIFICATION SCREEN (w/PASSWORD REENTRY)

[Step 8] Once the verification process is completed, the system will refresh and display this Transmission Review screen. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.



FIGURE 106 HOST COMMUNICATIONS RESULTS SCREEN: TRANSMISSION REVIEW RESULTS

[Step 9] Click on the screen's <Print> button to print the current page, or click on the Return to Main Menu link in the right-hand corner of the screen to return to the Main Menu. The user may also click on the Logout link will to exit out of GinnieNET completely.

**NOTE:** After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on eNotification to the corresponding users.

## 8.3 CUSTODIAN COMMUNICATIONS

To gain access to the functions in the Host Communications window it is necessary to complete the Fingerprint Verification process. The process is the same for each function and is outlined below.

### 8.3.1 Host Communications Menu Option

#### (1) Custodian Communications:

- Certify Pool;
- Reject Pool.

### 8.3.2 File Transmission Number

- FTN (Final Certification File Transmission Number);
- FCN (Final Certification File Certification Number);
- FRN (Final Certification File Rejection Number).

A File Transmission Number (FTN), assigned by the system at the time a pool is transmitted and used to identify pools on the Network. After pool data is verified, a FTN is added to the pool record. The FTN becomes the tracking number for the pool and is displayed on the pool detail record and forms 11705 and 11706.

The FTN is a combination of 32 digits and characters, and is shown as a single unit (string). The FTN is broken down as follows:

**1977 000123 152020 XSF 050599 095732 9**

- The first four (4) digits (**1977**) represent the Issuer Number and are always the same.
- The next six (6) digits (**000123**) represent the Custodian Number.
- The next six (6) digits (**152020**) represent the Pool Number.
- The next three (3) characters (**XSF**) indicate the Issue and Pool Types.
- The next six (6) digits (**050599**) indicate the date that the pool was sent to the Network.
- The next (6) six digits (**095732**) indicate the time the pool was sent to the Network.
- The last digit “**9**” is a "check" digit for the communications session.

## 8.4 POOL CERTIFY/REJECT

### 8.4.1 Custodian Communications Pool Certify/Reject

[Step 1] Click on the **Custodian Communications** link from the Host Communications menu. The **Custodian Communications** screen will then displayed, like that shown in [FIGURE 108](#).

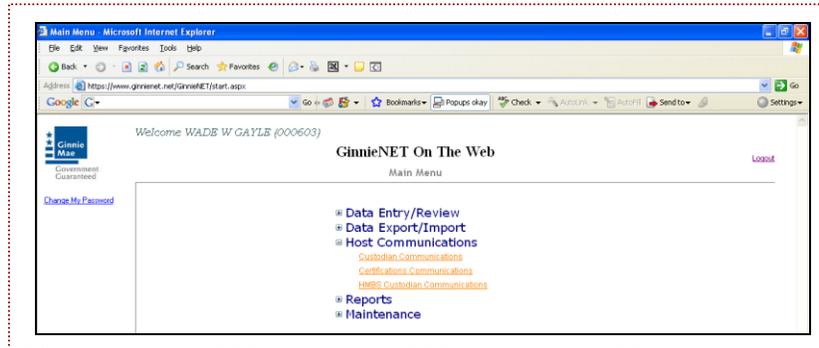


FIGURE 107 HOST COMMUNICATIONS SCREEN: CUSTODIAN COMMUNICATIONS OPTION

[Step 2] Now, click on the [Select Pools to Certify](#) or [Select Pools to Reject](#) link to begin the pool transmission process.



FIGURE 108 HOST COMMUNICATIONS SELECTIONS SCREEN (I)

The Select Pool for Initial Certification screen ([FIGURE 109](#)) will then display, and will contain information for pools that have been sent by the Issuer and that are now available for Certification *or* Rejection.

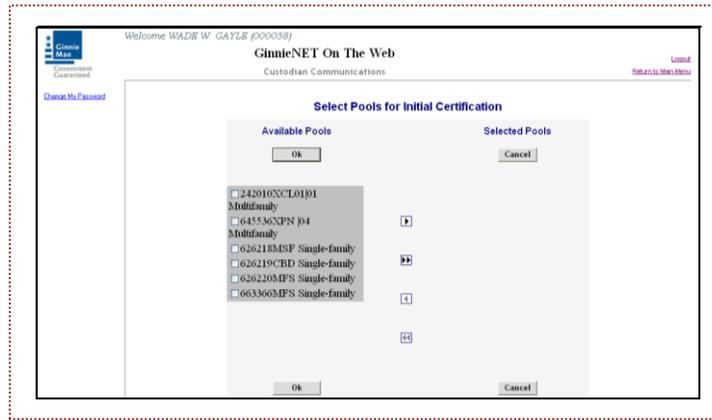


FIGURE 109 SELECT POOL FOR INITIAL CERTIFICATION SCREEN

[Step 3] Click on the right-facing double-arrow icon [ >> ] to select any of the pools shown.

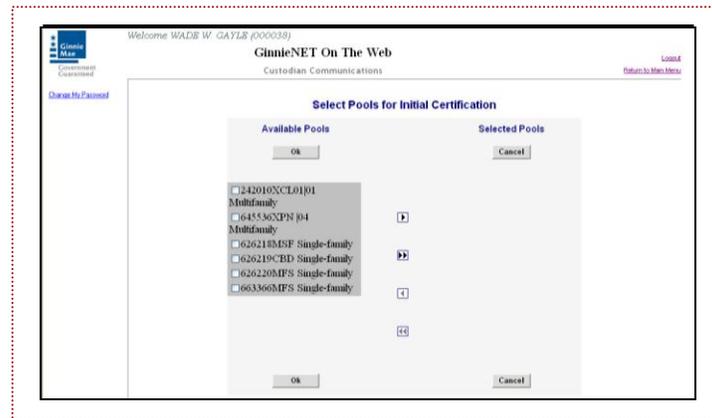


FIGURE 110 SELECT POOL FOR INITIAL CERTIFICATION SCREEN (AVAILABLE POOLS COLUMN)

[Step 4] To select a single pool, identifying the line item by clicking on the checkbox [  ] to the left of the selection, and clicking on the single-arrow icon [ > ] to move the pool to the selected pool column.

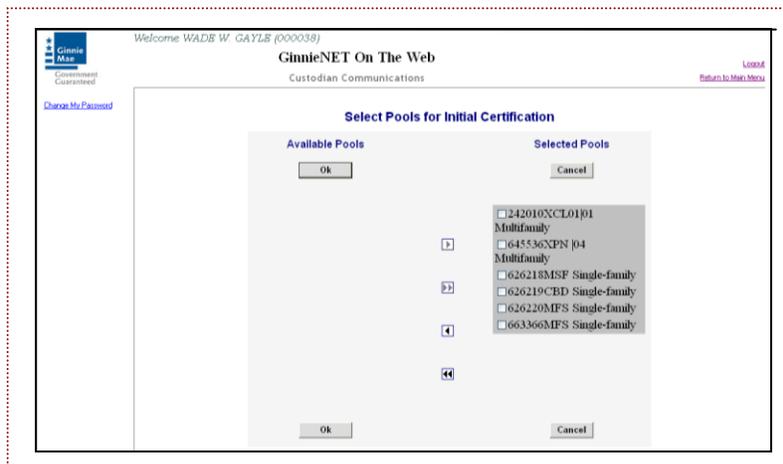


FIGURE 111 SELECT POOL FOR INITIAL CERTIFICATION SCREEN (SELECTED POOLS COLUMN)

Once the pools have been selected by the user, the pools should now appear in the screen's **Selected Pools** column.

[Step 5] Click on the <OK> button to continue to the next screen.

[Step 6] Now, click on the <Submit> button to initialize the Fingerprint Verification process.



FIGURE 112 HOST COMMUNICATIONS SELECTIONS (POOLS TO BE CERTIFIED ENTRIES)

[Step 7] Complete the Fingerprint Verification process as described in the earlier section on Fingerprint Verification (see Section 3.7).

[Step 8] Once the verification process is complete, the system will then display the following the Transmission Review screen.



FIGURE 113 GINNIE<sup>NET</sup> HOST COMMUNICATIONS RESULT REPORT (FOR JOB NUMBER 2025)

[Step 9] This record indicates whether or not your request was executed successfully and will provide the date and time of submission and FCN/FRN number generated upon successful transmission to the network.

[Step 10] To either print the screen, or to return to the Main Menu, simply click on either link in the top right-hand corner of the screen.

**NOTE:** After each successful transmission to the network, a notification indicating activity on the Ginnie<sup>NET</sup> Server/Network is generated and sent by fax and posted on eNotification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FCN/FRN number generated upon successful transmission to the network.

## 8.5 CERTIFICATIONS

To gain access to the functions in the Host Communications window it is necessary to complete the Fingerprint Verification process. The process is the same for each function and is outlined below.

### 8.5.1 Host Communications Menu Option

- Certify Final Certification
- Reject Final Certification
- Certify Recertification
- Reject Recertification
- Certify Document Custodian Transfer/Merger
- Reject Document Custodian Transfer/Merger
- Acknowledge HUD 11708 (Document Release Form)
- Return HUD 11708 (Document Release Form)
- Certify Final Certification (HMBS)
- Reject Final Certification (HMBS)

### 8.5.2 File Certification or Rejection Number (FCN/FRN)

- A File Transmission Number (FC-FTN, RCI-FTN or RCC-FTN), is assigned by the system at the time a pool is transmitted, is used to identify pools on the Network.
- After pool data is certified a FC-FCN, RCI-FCN or RCC-FCN is added to the pool record or after pool data is rejected a FC-FRN, RCI-FRN or RCC-FRN is added.
- The file Certification or Rejection tracking number for the pool is displayed on the pool detail record and form HUD 11706.

### FINAL CERTIFICATION

- FC-FTN (Final Certification File Transmission Number);
- FC-FCN (Final Certification File Certification Number);
- FC -FRN (Final Certification File Rejection Number).

### RECERTIFICATION

- RCI-FTN (Recertification Issuer Final Certification File Transmission Number);
- RCC-FCN (Recertification Custodian Final Certification File Certification Number);
- RCI-FRN (Recertification Issuer Final Rejection File Transmission Number);
- RCC-FRN (Recertification Custodian Final Rejection File Certification Number).

The FC-FTN/FC-FCN is a combination of thirty-two (32) digits and characters, and is usually shown as a single unit (string). The FC-FTN/FC-FCN is broken down as follows:

**1977 000123 152020 XSF 050599 095732 9**

- First four (4) digits (**1977**) represent the Issuer Number and are always the same.
- Next six (6) digits (**000123**) represent the Custodian Number.
- Next six (6) digits (**152020**) represent the Pool Number.
- Next three (3) characters (**XSF**) indicate the Issue and Pool Types.
- Next six (6) digits (**050599**) indicate the date pool was sent to the Network.
- Next six (6) digits (**095732**) indicate the time the pool was sent to the Network.
- The last digit “**9**” is a "check" digit for the communications session.

## 8.6 FINAL CERTIFICATION

The Issuer must retrieve the schedule of Pooled Mortgages from the **GinnieNET** network, complete the Final Certification and electronically resubmit the pool back to the network. Issuers and document Custodians will be required to maintain a copy of the Schedule of Pooled Mortgages with the completed Final Certification.

To Final Certify a pool, the original pool record must be retrieved from the Network by the Issuer with a status of Certified before Mortgage Details data can be viewed or edited. Once the Issuer views or edit the pool(s) it can be transmitted to the Custodian for Final Certification.

### 8.6.1 Host Communications Menu Option

[Step 1] Click on the **Certifications Communications** link from the Host Communications menu. The **Certifications Communications** screen will then displayed, like that shown below in [FIGURE 114](#).

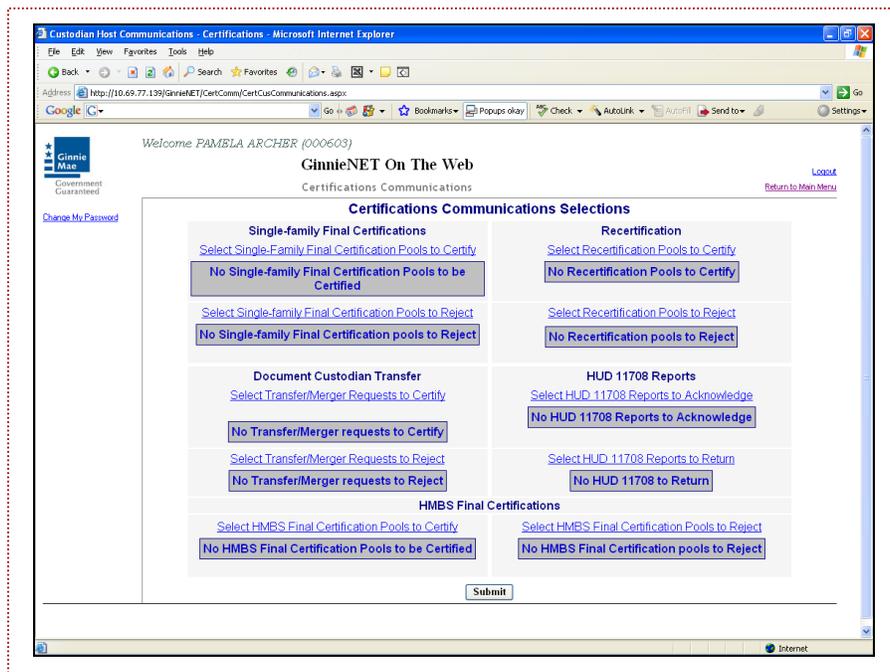


FIGURE 114 CERTIFICATIONS COMMUNICATIONS SCREEN

[Step 2] Click on the Select Pools to Certify or Select Pools to Reject link to begin the pool transmission process.

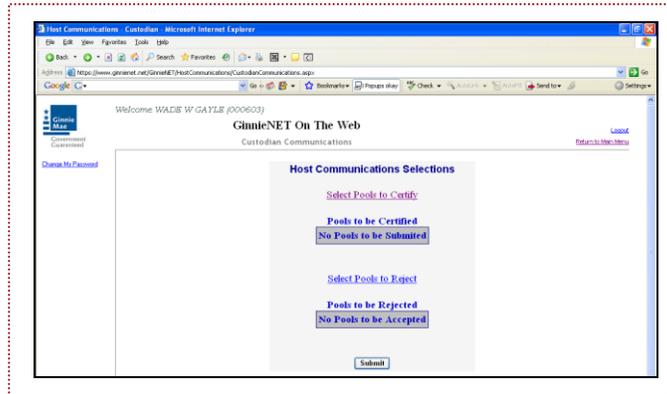


FIGURE 115 HOST COMMUNICATIONS SELECTIONS SCREEN (II)

The Pool Selected from the Final Certification screen is displayed, and that contains information for pools that have been sent by the Issuer and that are now available for Certification or Rejection.

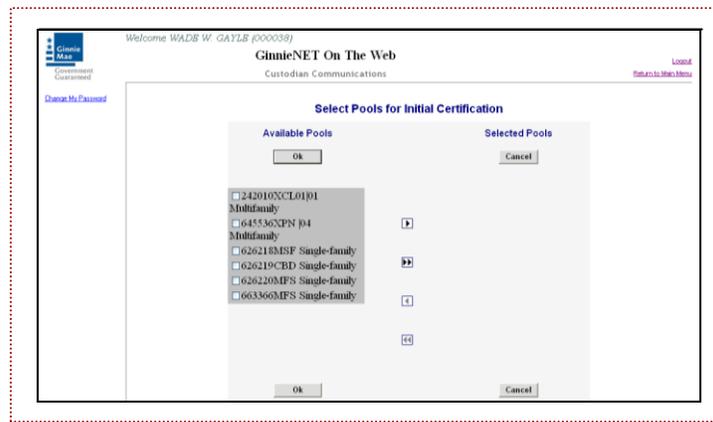


FIGURE 116 SELECT POOL FOR INITIAL CERTIFICATION SCREEN

[Step 3] Click on the right-facing double-arrow icon [ >> ] to select any of the pools shown.

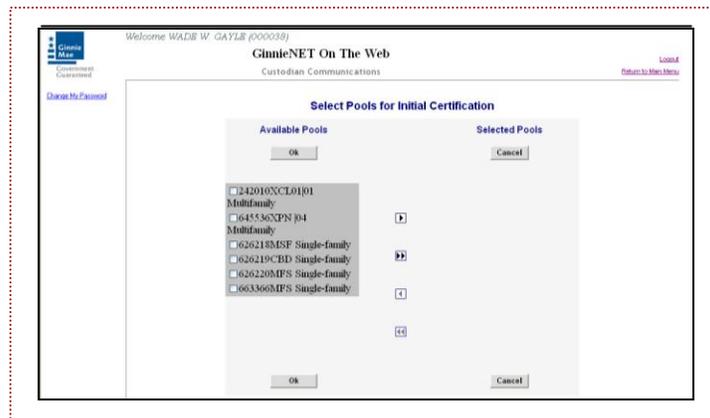


FIGURE 117 SELECT POOL FOR INITIAL CERTIFICATION SCREEN (AVAILABLE POOLS COLUMN)

[Step 4] To select a single pool, identifying the line item by clicking on the checkbox[☑] to the left of the selection, and clicking on the single-arrow icon[➤] to move the pool to the selected pool column.

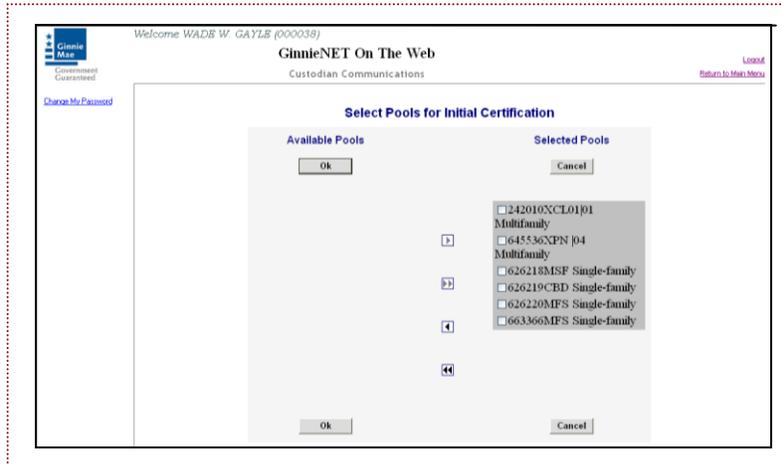


FIGURE 118 SELECT POOL FOR INITIAL CERTIFICATION SCREEN (**SELECTED POOLS** COLUMN)

Once the pools have been selected by the user, the pools should now appear in the screen's **Selected Pools** column.

[Step 5] Click on the <OK> button to continue to the next screen.

[Step 6] Now, click on the <Submit> button to initialize the Fingerprint Verification process.



FIGURE 119 HOST COMMUNICATIONS SELECTIONS (**POOLS TO BE CERTIFIED** ENTRIES)

[Step 7] Complete the Fingerprint Verification process as described in the earlier section on Fingerprint Verification (see Section 3.7).

[Step 8] Once the verification process is complete, the system will then display the following the Transmission Review screen.



FIGURE 120 GINNIE<sup>NET</sup> HOST COMMUNICATIONS RESULT REPORT (FOR JOB NUMBER 2025)

[Step 9] This record indicates whether or not your request was executed successfully and will provide the date and time of submission and FCN/FRN number generated upon successful transmission to the network.

[Step 10] To either print the screen, or to return to the Main Menu, simply click on either link in the top right-hand corner of the screen.

**NOTE:** After each successful transmission to the network, a notification indicating activity on the Ginnie<sup>NET</sup> Server/Network is generated and sent by fax and posted on eNotification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FCN/FRN number generated upon successful transmission to the network.

## 8.7 DOCUMENT CUSTODIAN TRANSFER/MERGER

- Document Custodian Transfers, could be a Complete Transfer, Partial Transfer, Complete Merger or a Partial Merger.
- For Complete Document Custodian Transfers or Merger, the Issuer is required to submit a completed pool list.
- For Partial Document Custodian Transfer or Merger, the Issuer is required to submit a completed pool list. For the new Document Custodian, previous Custodian(s) and/or existing Custodian(s).
- The Issuer can enter an Effective Date of Transfer any day of the month. The Issuer is required to enter this date.
- For Partial document Custodian Transfers and Mergers, the pool list will be validated by the Pool Processing Agent. Pools will be transferred based on this list. If there are any discrepancies with pool numbers (pool number not found, pool number does not belong to the Issuer, inactive pool), the pool in question would be rejected in oppose to the entire request being rejected. The rejected pools would be identified on the Ginnie<sup>NET</sup> confirmation, which is currently faxed to Issuer.

For example: (400) pools are requested to be transferred for a Partial Document Custodian Transfer, (2) pools do not belong to the Issuer, the (398) pools are processed and the (2) pools are rejected and identified as rejects on the confirmation.

**NOTE:** The Issuer is responsible to resubmit the two (2) rejected pools (if necessary) as a separate transfer request.

### 8.7.1 Host Communications Menu Option

[Step 1] Click on the **Certifications Communications** link from the Host Communications menu. The **Certifications Communications** screen will then displayed, like that shown below in **FIGURE 121**.

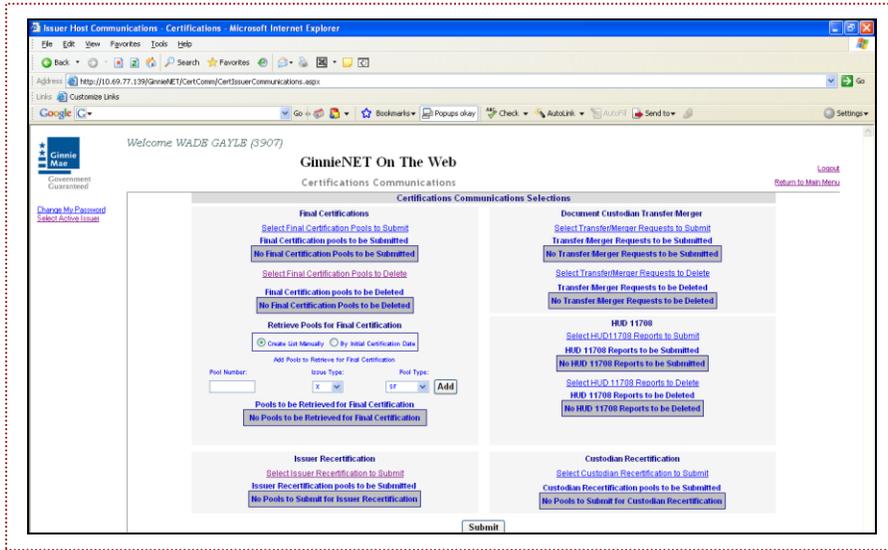


FIGURE 121 CERTIFICATIONS COMMUNICATIONS SCREEN

[Step 2] Click on the **Select Transfer/Merger Requests to Submit** or **Select Transfer/Merger Requests to Delete** link—shown to the right of the screen—to begin the pool transmission process. The **Select Transfer/Merger Requests to Submitted (Pool Send)** screen will then display, and will contain information for pools that have passed Ginnie Mae Edits, and which are now available for transmission.

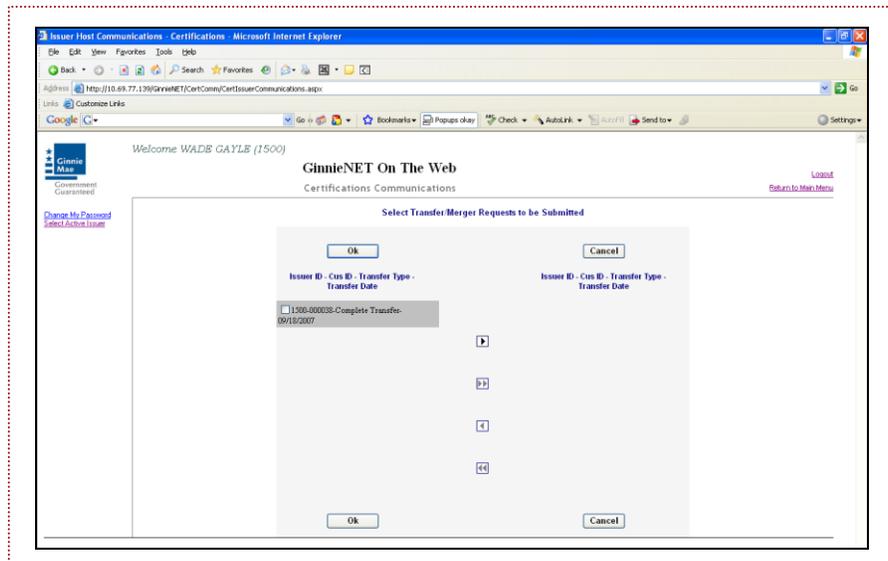


FIGURE 122 SELECT TRANSFER/MERGER REQUESTS TO SUBMITTED SCREEN

[Step 3] Click on the right-facing double-arrow icon [➤] to select any of the pools shown.

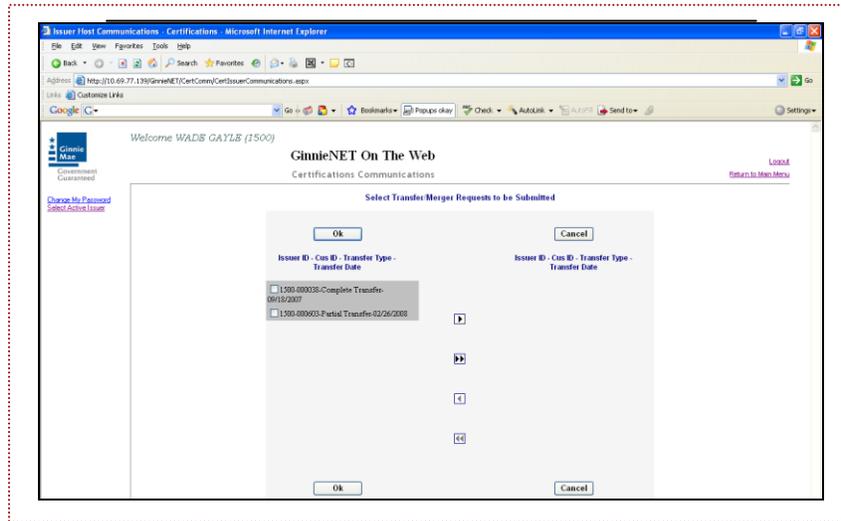


FIGURE 123 SELECT POOL FOR INITIAL CERTIFICATION SCREEN (AVAILABLE POOLS COLUMN)

[Step 4] To select a single pool, identifying the line item by clicking on the checkbox [☑] to the left of the selection, and clicking on the single-arrow icon [➤] to move the pool to the selected pool column.

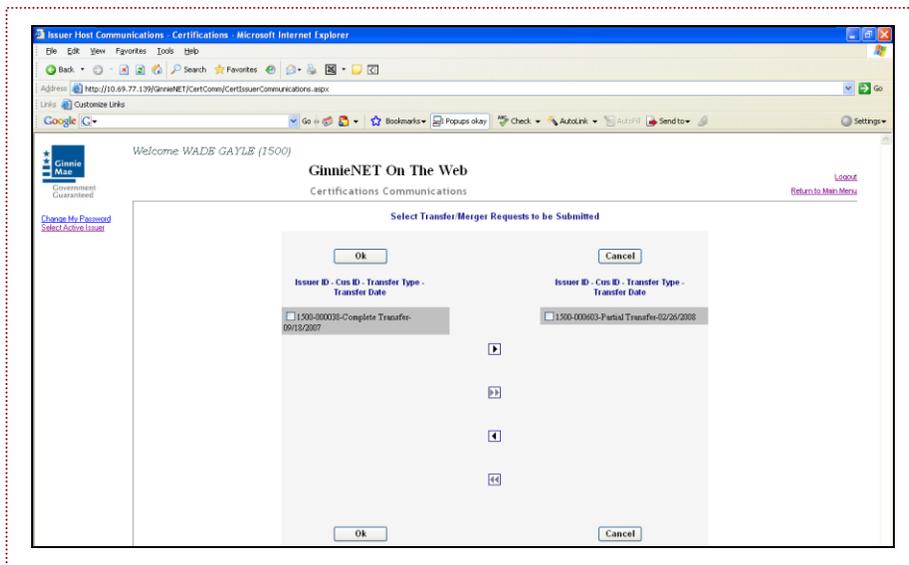


FIGURE 124 SELECT POOL FOR INITIAL CERTIFICATION SCREEN (SELECTED POOLS COLUMN)

Once the pools have been selected by the user, the pools should now appear in the screen's **Selected Pool Key** column.

[Step 5] Click on the <OK> button to continue to the next screen.

[Step 6] Now, click on the <Submit> button to initialize the Fingerprint Verification process.



FIGURE 125 HOST COMMUNICATIONS SELECTIONS (POOLS TO BE CERTIFIED ENTRIES)

[Step 7] Complete the Fingerprint Verification process as described in the earlier section on Fingerprint Verification (see Section 3.7).

[Step 8] Once the verification process is complete, the system will then display the following the Transmission Review screen.



FIGURE 126 GINNIE<sup>NET</sup> HOST COMMUNICATIONS RESULT REPORT (FOR JOB NUMBER 2025)

[Step 9] This record indicates whether or not your request was executed successfully and will provide the date and time of submission and FCN/FRN number generated upon successful transmission to the network.

[Step 10] To either print the screen, or to return to the Main Menu, simply click on either link in the top right-hand corner of the screen.

**NOTE:** After each successful transmission to the network, a notification indicating activity on the Ginnie<sup>NET</sup> Server/Network is generated and sent by fax and posted on eNotification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FCN/FRN number generated upon successful transmission to the network.

To access the Document Custodian Transfer/Merger function:

[Step 1] Click on the **Certifications Communications** link from the Host Communications menu.

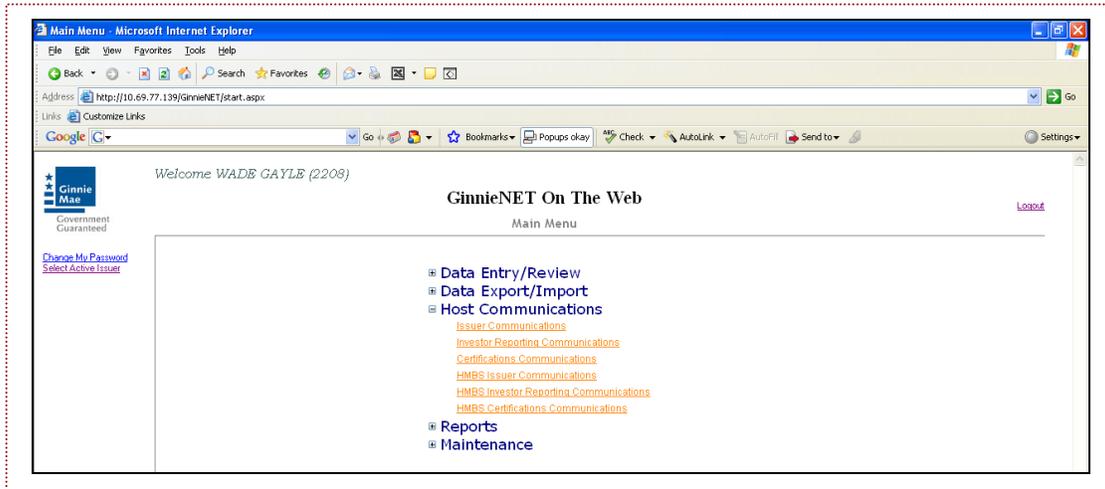


FIGURE 127 GINNIE<sup>NET</sup> ON THE WEB:: INVESTOR REPORTING COMMUNICATIONS OPTION SCREEN

The **Investor Reporting Communications** screen will then displayed, like that shown below in FIGURE 128.

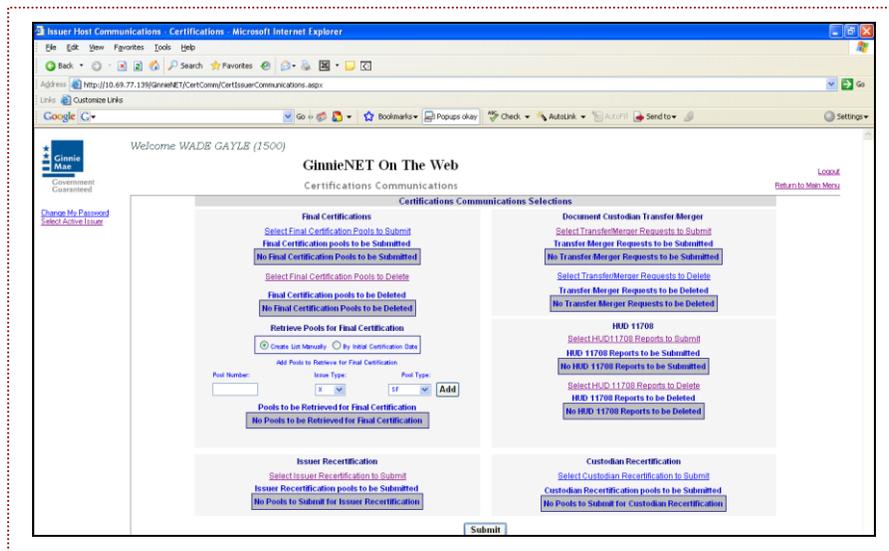


FIGURE 128 INVESTOR REPORTING COMMUNICATIONS SCREEN

[Step 2] Click on the Document Custodian\_Transfer/Merger to begin the report transmission process.

[Step 3] Click on the right-facing double-arrow icon [>>] to select any of the pools shown.

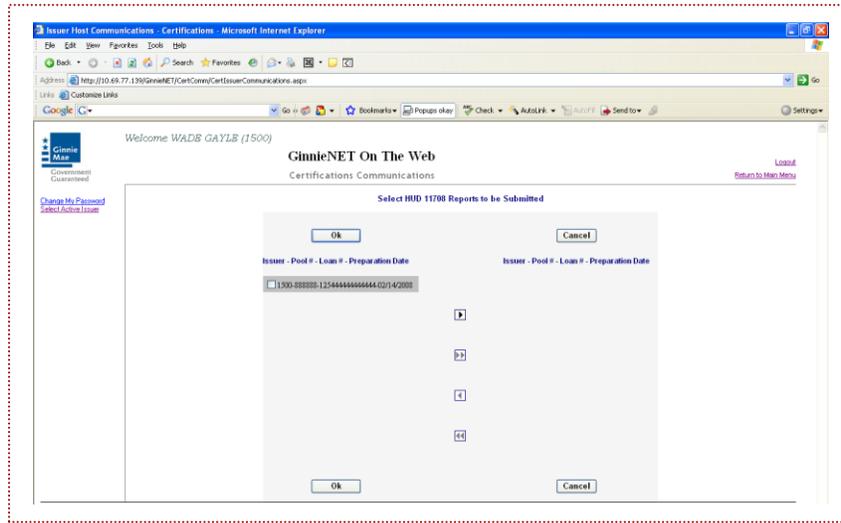


FIGURE 129 SELECT POOL FOR INITIAL CERTIFICATION SCREEN (AVAILABLE POOLS COLUMN)

[Step 4] To select a single pool, identifying the line item by clicking on the checkbox [☑] to the left of the selection, and clicking on the single-arrow icon [>] to move the pool to the selected pool column.

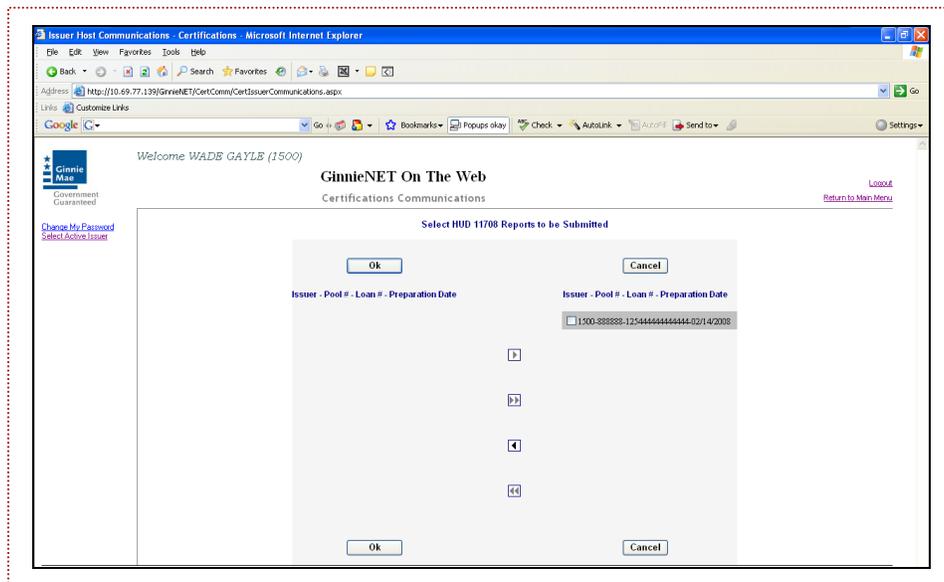


FIGURE 130 SELECT POOL FOR INITIAL CERTIFICATION SCREEN (SELECTED POOLS COLUMN)

Once the pools have been selected by the user, the pools should now appear in the screen's **Selected Account** column.

[Step 5] Click on the <OK> button to return to the Host Communication menu.

[Step 6] Now, click on the <Submit> button to initialize the Fingerprint Verification process.

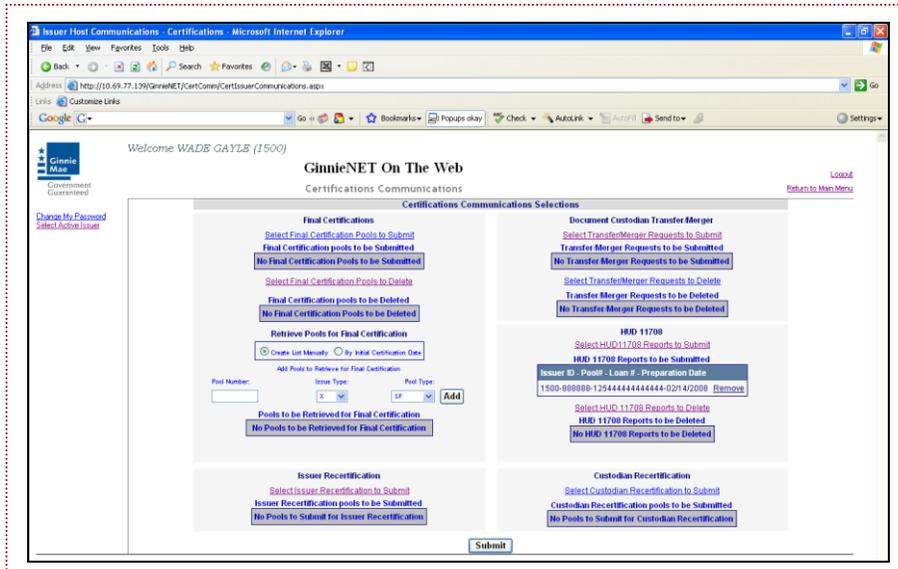


FIGURE 131 HOST COMMUNICATIONS SELECTIONS (POOLS TO BE CERTIFIED ENTRIES)

[Step 7] Complete the Fingerprint Verification process as described in the earlier section on Fingerprint Verification (see Section 3.7).

[Step 8] Once the verification process is complete, the system will then display the following the Transmission Review screen.



FIGURE 132 GINNIE/NET HOST COMMUNICATIONS RESULT REPORT (FOR JOB NUMBER 2025)

[Step 9] This record indicates whether or not your request was executed successfully and will provide the date and time of submission and FCN/FRN number generated upon successful transmission to the network.

[Step 10] To either print the screen, or to return to the Main Menu, simply click on either link in the top right-hand corner of the screen.

**NOTE:** After each successful transmission to the network, a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on eNotification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

## **9.0 REPORTS**

## 9.0 REPORTS

All reports can be viewed on the screen or printed using Abode Reader. Reports can also be saved as a PDF (Portable Document Format) document.

All reporting functions are the same. Use the following reporting instructions for generation of all reports in the Reports menu.

The Reports menu options enable you to print the following:

- New Pool Processing;
- Certifications.

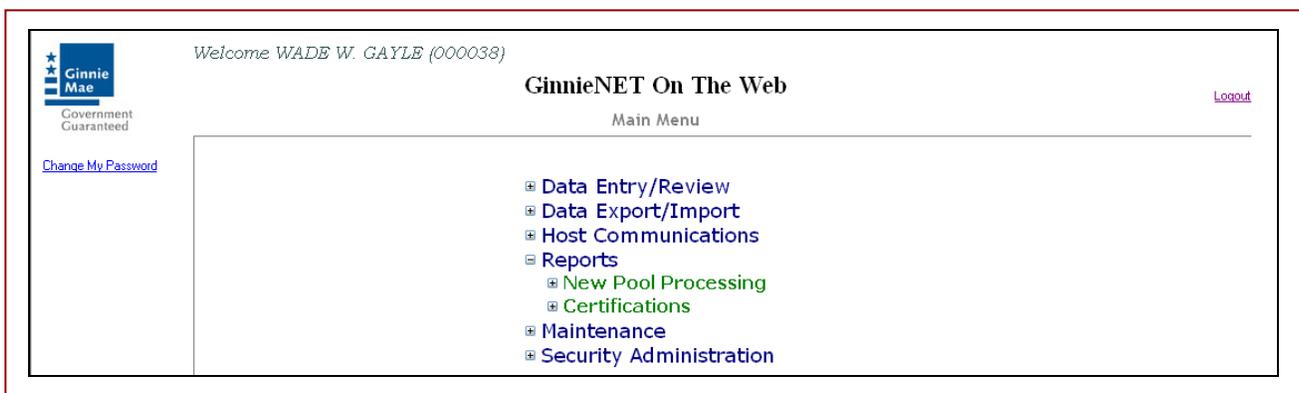


FIGURE 133 GINNIE<sup>NET</sup> ON THE WEB:: **REPORTS** OPTION SCREEN

All reports can be viewed on the screen or printed using the Screen, Print and Save options in each Report options window. Those reports are discussed below in individual modules:

### 9.1 NEW POOL PROCESSING

- Schedule of Pooled Mortgages (11706) and Schedule of Pooled Mortgages (11706—HMBS);
- Schedule of Pooled Mortgages with data—11706 and Schedule of Pooled Mortgages with data—11706 (HMBS);
- Schedule A of Serial Note Pools;
- Certification and Agreement—11711B;
- Prospectus Ginnie Mae I Project Loan Securities—1724;
- Prospectus Ginnie Mae I Construction and Permanent Loan Securities—1731;
- Certification for Construction Loans—1732;
- Bond Finance Pool Certification;
- Bond Finance Pool Consolidation Certification;

- Master Agreement Certification;
- Targeted Pool Report;
- Targeted Loans Report—All loans in selected pools;
- Targeted Loans Report—Specified loans;
- Modified Loan Payment History;
- Loans with Annex—Special Disclosures;
- Loans with Non Level Payment Provisions;
- Non Level Payment Schedule;
- Certification for Mature Loans;
- Certification and Agreement—11711B (HMBS).

## 9.2 CERTIFICATIONS

- 11706—Recertification;
- Recertification Status Report;
- Document Release Form (11708);
- Status Report (11708);
- Bond Finance Pool Certification;
- Final Certification Status Report;
- Final Certification Status Report (HMBS);
- Schedule [A] of Serial Note Pools;
- Bond Finance Pool Consolidation Certification;
- Builder Bond Consolidation Certification
- Master Custodial Agreement—11715;
- Schedule of Pooled Mortgages—11706;
- Schedule of Pooled Mortgages—11706 (HMBS);
- Schedule of Pooled Mortgages with data—11706;
- Schedule of Pooled Mortgages with data—11706 (HMBS).

## **10.0 EXPORT FUNCTION**

## 10.0 EXPORT FUNCTION

The following pages show Export file functions:

- (1) New Pool Processing;
  - (2) Recertification;
  - (3) Document Custodian Transfer Export;
  - (4) Final Certification Export; and
  - (5) Final Certification Export (HMBS).
- Record key data for all record types occupies positions 81-122, and is always filled in.
  - Pool data for record type **P** occupies positions 123-242. Positions 243-485 are blank.
  - Mortgage data for record type **M** occupies Positions 123-346. Positions 347-485 are blank.
  - Totals data for record type **T** occupies positions 123-287. Positions 288-485 are blank.
  - Custodian data for record type **C** occupies positions 123-280. Positions 281-485 are blank.
  - Subscriber data for record type **S** occupies positions 123-230. Positions 231-485 are blank. Positions 486-500 are blank.
  - Dates are **YYYYMMDD** format.
  - Fillers are spaces.
  - Include decimal points as data.

## 10.1 EXPORTING DATA

[Step 1] Click on the desired **Data Export/Import** option from the GinnieNET On The Web Main Menu screen.



FIGURE 134 GINNIE<sup>NET</sup> ON THE WEB MAIN MENU SCREEN (DATA EXPORT/IMPORT OPTIONS)

[Step 2] Select your desired Export Option.

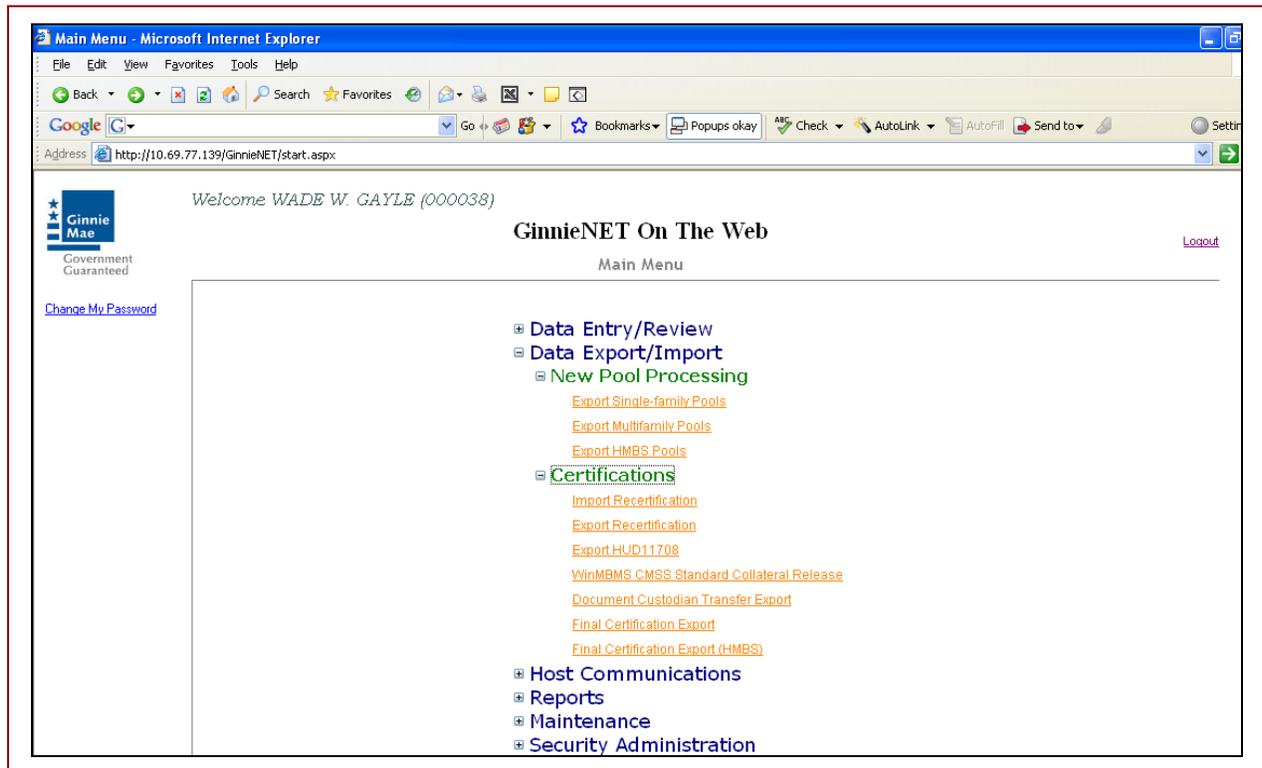


FIGURE 135 GINNIE<sup>NET</sup> ON THE WEB (EXPORT OPTION)

### 10.1.1 Search Form Elements

TABLE 35 DATA EXPORT/IMPORT SCREEN: SEARCH FORM ELEMENTS TABLE MATRIX

FIELD NAME	DESCRIPTION
Pool #	The Pool Number is entered by the user.
Issue Type	User selects an Issue Type from the list of Available Issue Type.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Issuer Number	Available Active Issuer IDs are retrieved from the system that is associated with the logged-in user (Custodian). The user has to select <b>an</b> Issuer ID to work with. Required.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.
Issue Date	By Default, the Issue Date is the first of the current month. If Pool Number is not entered, then Issue Date has to be selected to narrow the search and to limit the number of records retrieved. If Pool Number is entered then Issue date will be ignored. Required*.

*\*Required field only on some conditions; see Description for Issue Date.*

### 10.1.2 How to Search Pool Records

[Step 1] On or around the Search page, enter enough information to isolate the record(s) you wish to locate. The user may enter Pool Number, Issue Type, Pool Type, Issuer Number, Transfer Status and Issue Date. Issuer Number has to be selected to work with. Issue Date has to be selected when Pool Number is not entered. The more information the user can enter, the more likely the resulting query will focus on the record item(s) you wish to view.

[Step 2] Click on the <Search> button to retrieve the record(s) you have identified. When the records have been compiled in the result set, Ginnie<sup>NET</sup> will *switch* the view to the Search Results page only when the search returns *multiple* records. If only one (1) record is found, Ginnie<sup>NET</sup> will switch the view directly to the Pool Details screen.

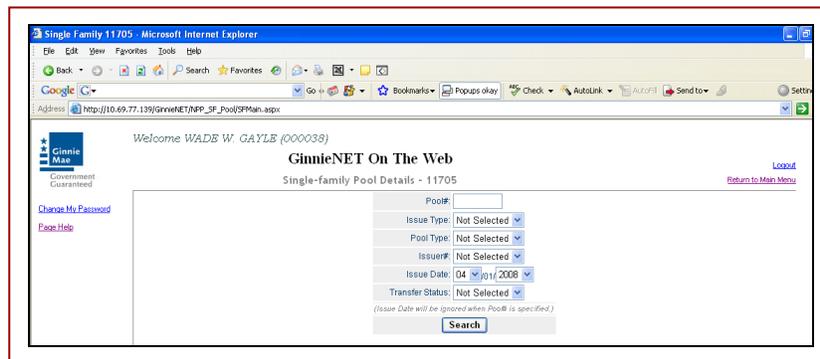


FIGURE 136 SINGLE FAMILY POOL DETAILS-11705 SCREEN SEARCH FIELD PARAMETERS

### 10.1.3 Search for a Single Record

[Step 1] Enter a valid report query and click on the screen's <Search> button.

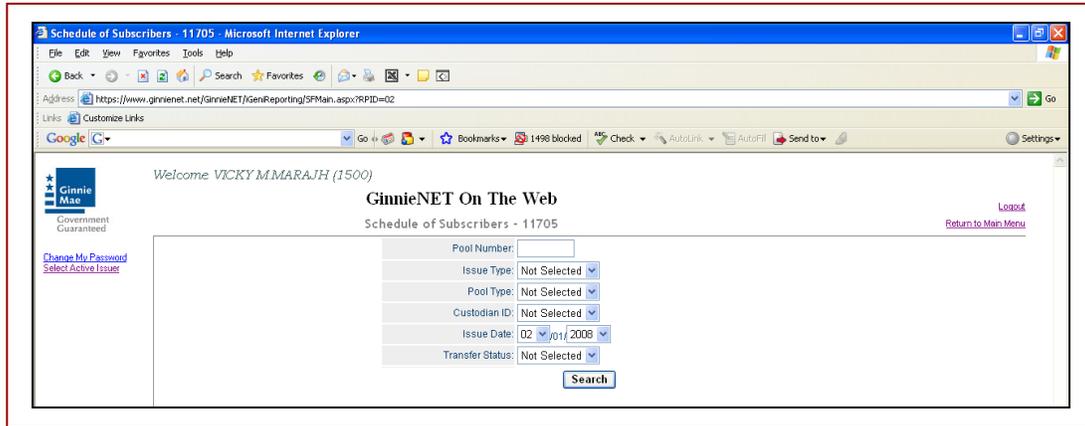


FIGURE 137 SCHEDULE OF SUBSCRIBERS SCREEN **SEARCH FIELD** PARAMETERS

[Step 2] Once the report is found, the user may either ❶ click on the <Open> button (**ERROR! REFERENCE SOURCE NOT FOUND.**) to view the report; ❷ click on the <Save> button to save the report as a .pdf (Portable Data File) document; or ❸ click on the <Cancel> button to cancel the current action altogether, and to exit Adobe Reader program.

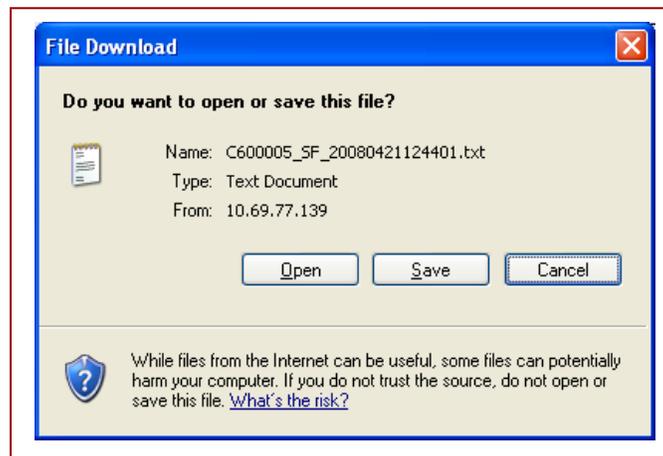


FIGURE 138 **FILE DOWNLOAD** SCREEN (SINGLE RECORD III)

### 10.1.4 Search Multiple Records

[Step 1] By leaving the Pool Number empty and entering any *other* search query, Ginnie<sup>NET</sup> will switch the view to the Search Results page with multiple records, when multiple pool are entered on the system.

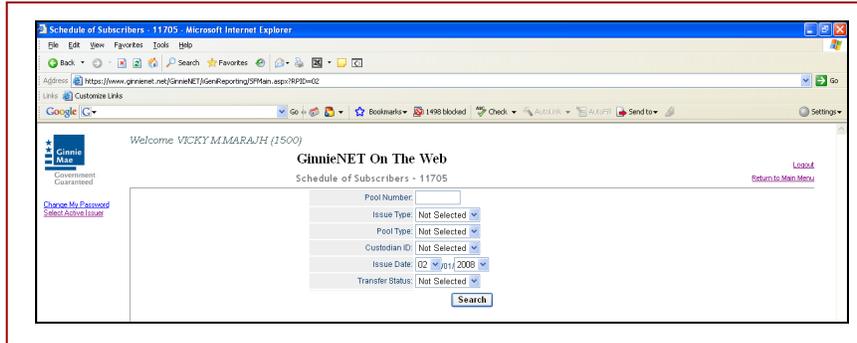


FIGURE 139 SCHEDULE OF SUBSCRIBERS - 11705 SCREEN SEARCH FIELD PARAMETERS

[Step 2] Select a pool record(s) by click on the down-arrow [▼] adjacent to the search option field , and clicking on the Export tab. Alternatively, to generate a report of *all* pool records on the system, simply click on the Select All tab. The search results screen of figure will then display.

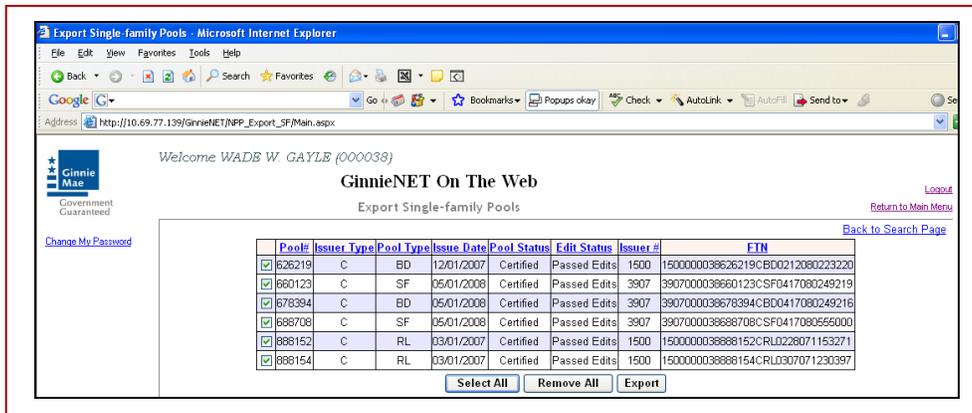


FIGURE 140 SCHEDULE OF SUBSCRIBERS - 11705 SCREEN SEARCH RESULTS SCREEN

[Step 3] Once the desired report is found, either ❶ click on the <Open> button to *view* the report; ❷ click on the <Save> button to *save* the report as a .pdf (Portable Data File) document; or ❸ click on the <Cancel> button to *cancel* the current action altogether, and to exit Adobe Reader program.

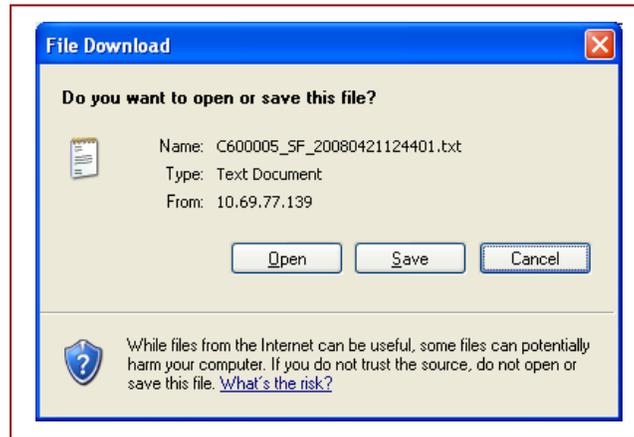


FIGURE 141 FILE DOWNLOAD SCREEN (SINGLE RECORD II)

## **A.0 APPENDICES**

## **A.0 APPENDICES: TABLE ENTITIES**

### **A.1 APPENDIX **A**: TABLE OF TERMS, DEFINITIONS AND ACRONYMS**

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