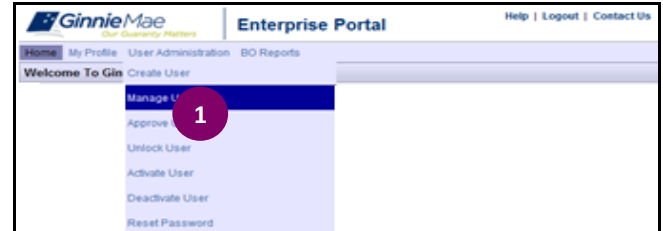


USER ADMINISTRATION FOR AUTHORIZED SIGNER ACCESS

Log in to GMEP at www.eginniemae.net.

- From the Home screen, click User Administration and select Manage Users. The Search For Users screen is displayed.



USER SEARCH

- Enter a User ID, First Name or Last Name and click Search. Note that you can initiate a more generic search by entering just the first few letters of the name. The fewer letters entered, the broader the search.
- Click the appropriate User ID to continue.



Enter information in one of the entry boxes below, then click on Search button

User Id: Or
 First Name:
 Last Name:

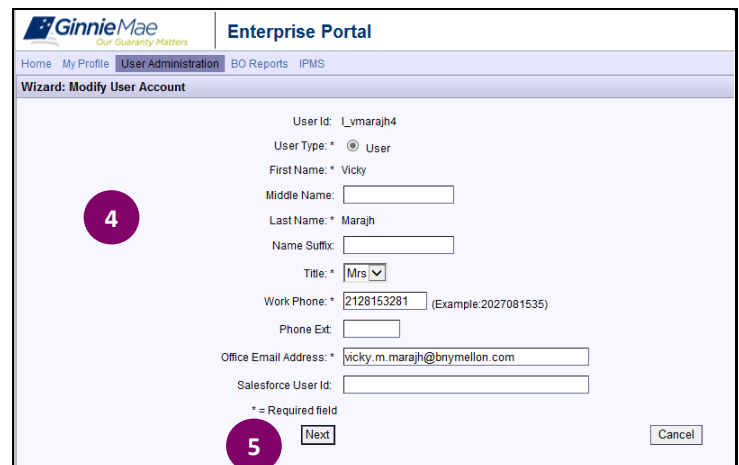
Please click on the intended user

User Id	Name	Email Id	Phone	User Type	Status
I_vmarajh4	Vicky Marajh	vicky.m.marajh@bnymellon.com	2128153281	User	Normal

MODIFY USER ACCOUNT

The user's details display on the screen.

- Edit any fields that require updates.
- Click Next to continue.



User Id: I_vmarajh4

User Type: User

First Name: * Vicky
 Middle Name:
 Last Name: * Marajh
 Name Suffix:

Title: *
 Work Phone: * (Example:2027081535)
 Phone Ext:

Office Email Address: *
 Salesforce User Id:

* = Required field

USER ROLE ASSIGNMENT

The available user roles are displayed on the screen.

6. Select the Authorized GinnieNET Signer checkbox.
7. Click Next to continue.

Enterprise Portal

Administration | BO Reports | IPMS

Unit : User Role Assignment

Assigned to Role:

- eNotification User
- RPN Issuer Access
- SecurID Token Holder
- CM Issuer Access
- HMBS User
- GPADS User
- MAMS Issuer Access
- IOPP Issuer Access
- Authorized GinnieNET Signer

Previous **6** **7** Next

USER ISSUER ASSIGNMENT

8. Select the Issuers that the user will have access to and click Next to continue.

Note: Users will inherit all GMEP role assignments for the Issuer ID selected. Only the ID selected in this step will be available for Authorized GinnieNET signer role assignments.

Enterprise Portal

BO Reports | IPMS

Issuer Assignment

Assigned to Issuer:

- 1442 THE BANKERS GUARANTEE TITLE AND TRUST COMPANY
- 1535 FOREST CITY CAPITAL CORP.
- 1555 GUILD MORTGAGE COMPANY
- 1770 MID-ISLAND MORTGAGE CORP.

Previous **8** Next

ASSIGN AUTHORIZED GINNINET SIGNER ROLE FOR ISSUERS

9. Select the Issuers that the user has been granted GinnieNET Authorized Signer permission and click Next to continue.

Enterprise Portal

BO Reports | IPMS

Assignment

Assigned to Issuer for Authorized GinnieNET Signer role:

- 1442 THE BANKERS GUARANTEE TITLE AND TRUST COMPANY
- 1535 FOREST CITY CAPITAL CORP.
- 1555 GUILD MORTGAGE COMPANY
- 1770 MID-ISLAND MORTGAGE CORP.

Previous **9** Next

CONFIRM USER DETAILS

10. Review and confirm the user's changes for accuracy.
11. For a new user, Click Submit Registration to continue. For updating an existing user, click Update User to continue.

Note: If the user is new to GinnieNET, ensure that the appropriate roles are also assigned to the user in GinnieNET.

Enterprise Portal

BO Reports | IPMS

Confirm User Details

User ID: lumaraj4

First Name: Vicky
Middle Name:
Last Name: Maraj
Name Suffix:
Title:
Office Phone Number:
Phone Ext:
Office Email Address: vicky.m.maraj@nymellon.com

Salesforce User ID:

Assigned to Roles:

- eNotification User
- RPN Issuer Access
- SecurID Token Holder
- CM Issuer Access
- HMBS User
- MAMS Issuer Access
- IOPP Issuer Access

Assigned to Issuers:

- 1442 THE BANKERS GUARANTEE TITLE AND TRUST COMPANY
- 1535 FOREST CITY CAPITAL CORP.
- 1555 GUILD MORTGAGE COMPANY
- 1770 MID-ISLAND MORTGAGE CORP.

Assigned to Roles:

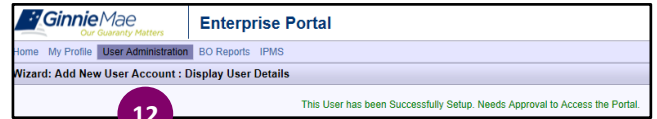
- Authorized GinnieNET Signer

Assigned to Issuers:

- 1442 THE BANKERS GUARANTEE TITLE AND TRUST COMPANY
- 1555 GUILD MORTGAGE COMPANY

Previous **10** Update User **11** Cancel

12. A confirmation message is displayed on the screen. **Note:** Any change made to a user requires a second Security Officer's approval before the changes take effect.



VERIFY ROLE ASSIGNMENT IN GMEP

Log in to GMEP at www.eginniemae.net.

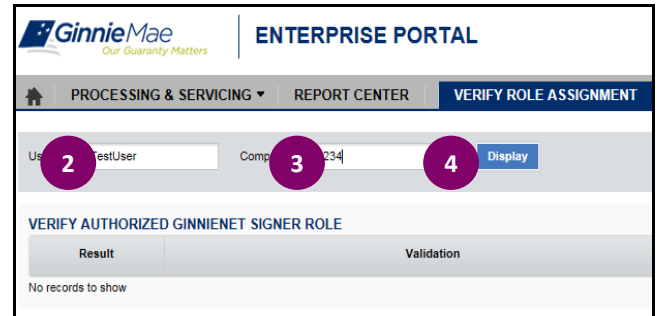
1. From the Home screen, click IPMS and select Verify Role Assignment. The Verify Authorized GinnieNET Signer Role screen is displayed.



VERIFY AUTHORIZED GINNINET SIGNER ROLE

The Verify Role Assignment screen provides a means for verifying authorized GinnieNET signer permission for a User ID and associated Company ID.

2. Enter a User ID.
3. Enter a Company ID.
4. Click Display.



Validation results are displayed on the screen.

5. The validation flag indicates the overall status of the validation. Red indicates at least one validation resulted in a failure and green indicates that the user has successfully passed all validations.
6. Details for each validation and the associated result can be found in the grid displayed on the screen.

