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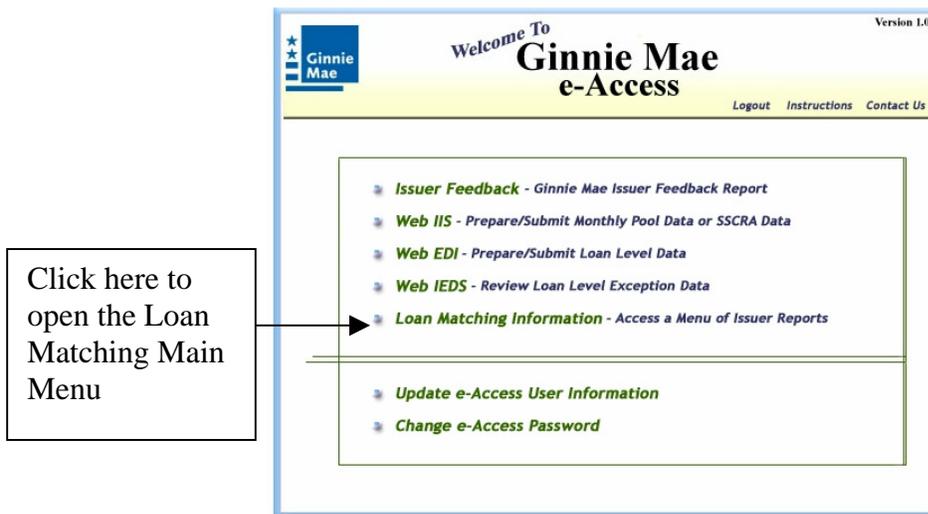
# Ginnie Mae Loan Matching Information User Guide

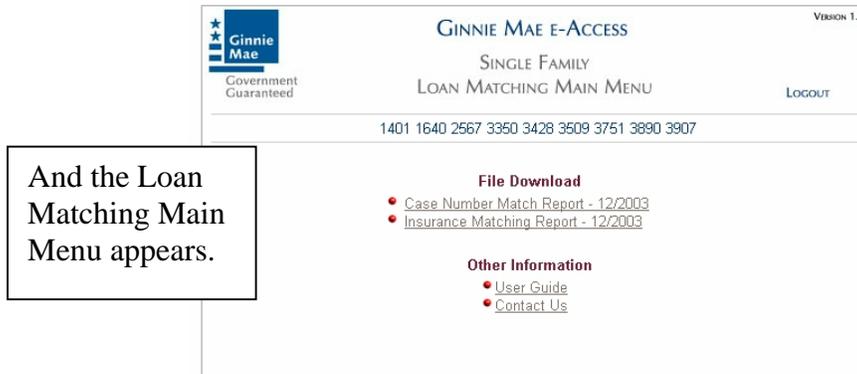
## Introduction

The Loan Matching Information section of Ginnie Mae e-Access provides issuers with a method to access loan matching results data. Currently Ginnie Mae performs two types of matching to loan level detail data:

- Case Number Matching – Compare case numbers of loan level records to FHA databases and record the results. Existing loans already were matched to FHA databases. Each month, new originations are matched to FHA databases and the non-matches are made available for issuer review via this application.
- Insurance Matching – Compare five data elements in the loan level record to the FHA database. All five data elements must be found in the FHA database for a “Match” to be recorded.

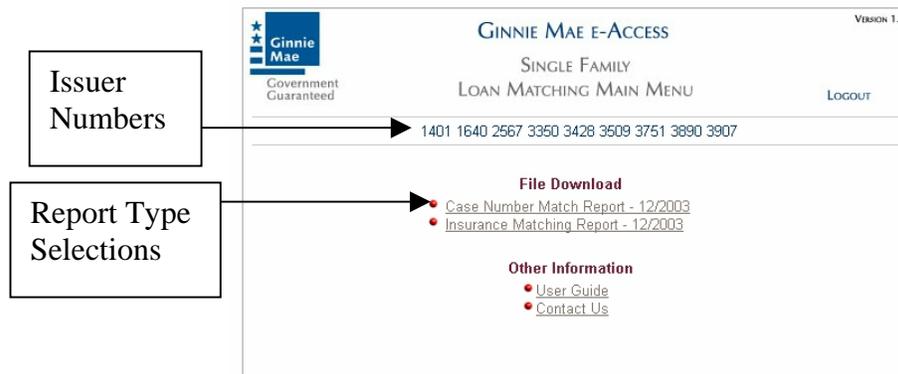
Ginnie Mae makes matching results (i.e., reports of non-matches) available to issuers through the “Loan Matching Information” link on the Ginnie Mae e-Access Selection Menu. All issuers who have access to Web IEDS automatically have access to Loan Matching Information.





### ***Loan Matching Main Menu***

You will see a list of all issuer numbers for which you have access to Loan Matching reports. You also will see the reporting period for which data is available. It is possible that the Case Number Match Report and Insurance Matching Report will be for different reporting periods, depending upon which day of the month you access the menu. Generally, the most recent reporting period data will be available for Case Number Matching at about the 20<sup>th</sup> of the month, and Insurance Matching data will be available at about the 25<sup>th</sup> of the month (these dates can vary somewhat).



The issuer numbers display to confirm the issuer numbers to which your User ID has access. Unlike Web IIS, the issuer numbers are **not** “clickable.” You can choose the issuer number for which you wish to download data after you select the Case Number Match Report or Insurance Matching Report link. See “File Download” below for more information.

**Always log out when you are finished.** Use the Logout button in the upper right area of the menu to log out of the application.

## File Download

There are two options available under File Download. Each is described in this section. The downloadable files contain loan information, to allow you to identify records that did not match. These loan records must be researched so that the data can be corrected for the next reporting cycle.

## Case Number Match Report

The screenshot shows the Ginnie Mae E-Access Single Family Loan Matching Main Menu. The page title is "GINNIE MAE E-ACCESS SINGLE FAMILY LOAN MATCHING MAIN MENU". The version is 1.0. The page includes a "LOGOUT" link and a list of issuer numbers: 1401 1640 2567 3350 3428 3509 3751 3890 3907. Under the "File Download" section, there are two links: "Case Number Match Report - 12/2003" and "Insurance Matching Report - 12/2003". Under the "Other Information" section, there are links for "User Guide" and "Contact Us".

Callouts:

- Click on "Case Number Match Report" . . .
- The date is the reporting period for the reports

The screenshot shows the Ginnie Mae E-Access Case Number Matching Report. The page title is "GINNIE MAE E-ACCESS SINGLE FAMILY LOAN MATCHING". The version is 1.0. The page includes a "MAIN MENU" and "LOGOUT" link. The report ID is LL-0870. The report title is "Case Number Matching Report". The reporting period is December 2003 New Pools. The page includes instructions for downloading a comma separated values file (.csv) containing exceptions for this reporting cycle. Under the "DOWNLOAD INSTRUCTIONS" section, there are four steps: 1. Download the file by Right Clicking on the report name below. 2. Select **Save Target As** from the pop up menu. 3. At the "Save As" window, Select a directory then Click on "Save" to save the file in the selected directory. 4. At the next window, Click on "Open" to open the file with your spreadsheet application. At the bottom, there are two links: "Case # Matching Report: 1401 1203" and "Case # Matching Report: 3907 1203".

Callouts:

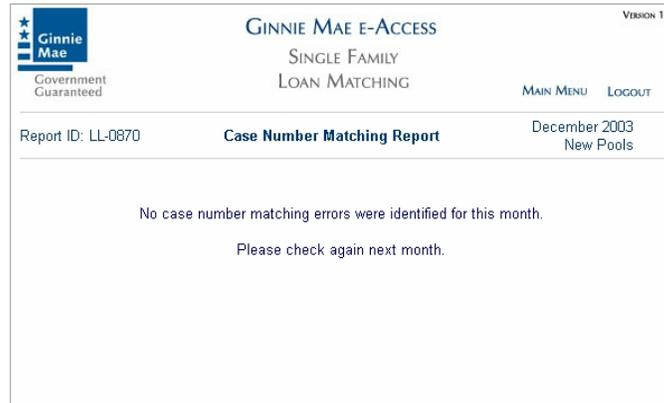
- . . . and this screen appears
- There is one report for each of your issuer numbers that had at least one non-match

The Case Number Matching Reports are available for download to your PC. The reports are data files, known as Comma Separated Values (CSV) files. CSV files are recognized by, and can be opened with, spreadsheet programs such as MS Excel.

Follow the Download Instructions to save one file at a time to your PC. After saving a file to your PC, you may view it with your spreadsheet program. For a detailed description of downloading, see "How to Download Reports" later in this guide.

The Case Number Matching CSV files contain loan records which could not be matched to FHA databases.

If there are no non-matched records (for all your issuer numbers) for a given period, the following message will appear instead of the download screen:



## Insurance Matching Report

Click on "Insurance Matching Report" . . .

GINNIE MAE E-ACCESS  
SINGLE FAMILY  
LOAN MATCHING MAIN MENU

1401 1640 2567 3350 3428 3509 3751 3890 3907

**File Download**

- [Case Number Match Report - 12/2003](#)
- [Insurance Matching Report - 12/2003](#)

**Other Information**

- [User Guide](#)
- [Contact Us](#)

GINNIE MAE E-ACCESS  
SINGLE FAMILY  
LOAN MATCHING

**Insurance Matching Report**  
(December 2003)

To download a comma separated values file (.csv) containing exceptions for this reporting cycle, follow the instructions below.

**DOWNLOAD INSTRUCTIONS**

1. Download the file by Right Clicking on the report name below.
2. Select **Save Target As** from the pop up menu.
3. At the "Save As" window, Select a directory then Click on "Save" to save the file in the selected directory.
4. At the next window, Click on "Open" to open the file with your spreadsheet application.

[Insurance Matching Report: 1401 1203](#)  
[Insurance Matching Report: 3907 1203](#)

There is one report for each of your issuer numbers that had at least one non-match

. . . and this screen appears

If there are no Insurance Matching Reports for a given month, you will see a message to that effect. The only reason that no Insurance Matching reports would appear is if there have been no insurance-related non-matches during comparison to FHA data.

GINNIE MAE E-ACCESS  
SINGLE FAMILY  
LOAN MATCHING

**Insurance Matching Report**  
(December 2003)

There is no insurance matching report for this month, because no insurance non-matches were found during this reporting period.

Please check again next month.

## How To Download Reports

Downloading reports, for both Case Number Matching and Insurance Matching, is a simple process. Instructions are provided on the download screens to remind you of the steps. The description in this section uses Case Number Matching as an example, but the steps are the same for both Case Number Matching reports and Insurance Matching reports. As described on the screen, downloading is a simple process.

The screenshot shows the Ginnie Mae E-Access interface for a Case Number Matching Report. The page includes the Ginnie Mae logo, the text "Government Guaranteed", and the report title "Case Number Matching Report" for Report ID LL-0870, dated December 2003. Below the title, there are instructions for downloading a CSV file. A callout box on the left contains the text: "Step 1: Right-click on the report name to be downloaded." An arrow points from this box to the report name "Case # Matching Report: 1401 1203" in the list of reports.

**Step 1:**  
Right-click on the report name to be downloaded.

Report ID: LL-0870      **Case Number Matching Report**      December 2003  
New Pools

To download a comma separated values file (.csv) containing exceptions for this reporting cycle, follow the instructions below.

**DOWNLOAD INSTRUCTIONS**

1. Download the file by Right Clicking on the report name below.
2. Select **Save Target As** from the pop up menu.
3. At the "Save As" window, Select a directory then Click on "Save" to save the file in the selected directory.
4. At the next window, Click on "Open" to open the file with your spreadsheet application.

Case # Matching Report: 1401 1203  
Case # Matching Report: 3907 1203

This screenshot is identical to the one above, showing the Ginnie Mae E-Access interface. A callout box on the left contains the text: "Step 2: Left-click on 'Save Target As'". An arrow points from this box to the "Save Target As..." option in the context menu that appears over the report name "Case # Matching Report: 1401 1203".

**Step 2:**  
Left-click on "Save Target As"

Report ID: LL-0870      **Case Number Matching Report**      December 2003  
New Pools

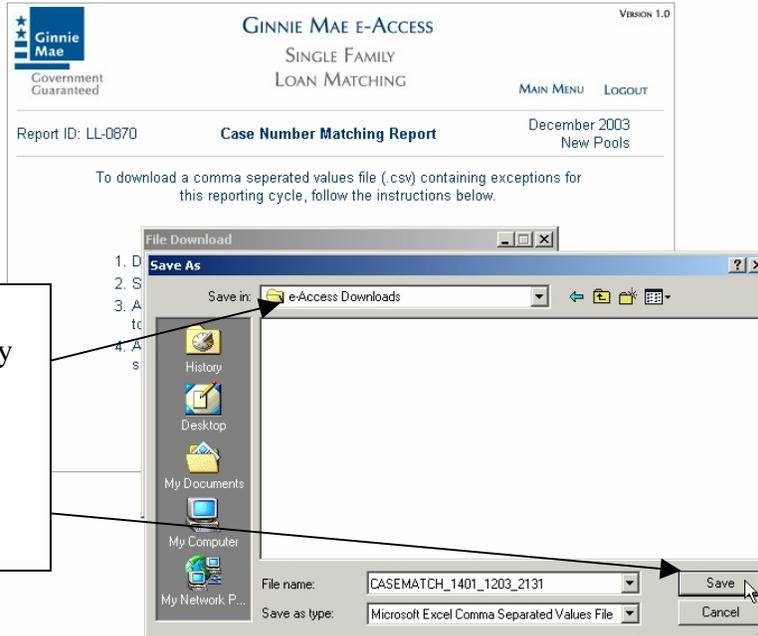
To download a comma separated values file (.csv) containing exceptions for this reporting cycle, follow the instructions below.

**DOWNLOAD INSTRUCTIONS**

1. Download the file by Right Clicking on the report name below.
2. Select **Save Target As** from the pop up menu.
3. At the "Save As" window, Select a directory then Click on "Save" to save the file in the selected directory.
4. At the next window, Click on "Open" to open the file with your spreadsheet application.

Case # Matching Report: 1401 1203  
Case # Matchin

- Open
- Open in New Window
- Save Target As...**
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Properties



Remember or make a note of the file name before you save it. This will make it easier to find the file in your PC's hard drive directory.