

ACCESS GMEP

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



The Ginnie Mae Enterprise Portal will open.

REQUEST NEW TRANSFER

Functions Available on Pool Transfer by Role:

- A Selling Issuer can submit a request for Pool(s) Transfer.
- A Buying Issuer can accept, decline, or return Pool(s) Transfer.
- Ginnie Mae can approve or decline Pool(s) Transfer.

4. Select Request New Transfer.

The Request screen is displayed.

- 5. Enter **Pool Transfer information** in the required fields.
- 6. Select Validate to run validations.
- 7. Select **Back to Summary** to review any validation errors. If there are no fatal errors to correct, proceed with Transfer.

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| | 6 | Validate | Reset Back to Summary | | | | |





- 8. Select the request number link.
- 9. Provide the payment information ACH bank account details.
- 10. Read and Accept the terms and conditions.
- 11. Select **Add to Submission Center** to return to the PTS Summary screen.

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| y subr I Boar fortgaj ingle t ebits o | mission of this request. I agr d of Directors and Cenifica ge Association (Ginnie Ma ransaction for the sole purp or oredits to your account. F the request be delivered by most National Morga | ee that I am an authorized signor for the Issu te of Authorized Signatures) and authorize b), to utilize ACH debit processes for the acc ose of commitment authority lifes payment, further, I understand that payment of this fer (Timine Mae in whole of part the adequate ge Association (Gimnie Mae), to utilize ACH os listed above | er making this request as lated on the form HUD 11702 (Resolution the Bank of these York Maloc, on behalf of the Governmen National and other not particle above this is germation for any additional unrealited and other not particle approach of the committee transmitter the does not particle approach of the committee transmitter the does not particle approach of the committee transmitter approach of the second indicated for the ancount indicated above. | * |
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SUBMITTING POOL TRANSFERS

The Submission Center tab can be used to display pending Pool Transfers that are ready to be submitted.

- 12. Select the Submission Center tab.
- 13. Check the box(s) for Pool Transfers you wish to accept.
- 14. Select Submit.
- A legal confirmation text is displayed.
- 15. Select **Accept** to accept the terms and conditions.

NOTE: The RSA Token must be used. The Buyer will then be informed of the Pool Transfer request.

STEPS FOR THE BUYING ISSUER

- 16. Access the PTS Summary screen.
- 17. Use the options to select Issuer Number and other filter fields as needed.

The requested Transfers for the selections are displayed.

18. Select the **Request Number** link for the appropriate request.

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- 19. Assign Custodian to Pool(s) using the drop down.
- 20. Select the Save & Validate button.
- 21. Select **Back to Summary** to return to the Summary screen.
- 22. Select the **Add to Submission Center** button to confirm or the **Decline** button to refuse the Pool(s) added for Transfer.

Ginnie Mae ENTERPRISE PORTAL ome IVAN NOLAI ROCESSING & SERVI ING REPORT CENTER * Go POOL NUMBERS POOL TRANSFER SUMMARY | RECUEST NEW TRANSP Upload File 1.2 d 2 777752 X - PN 10/01/2013 000458 22

RUN REPORTS

- 23. Select the Report Center tab.
- 24. Select the report name from the available reports listed.
 - Pool Transfer Transaction Summary Summary or Detail
 - Pool Transfer Exception Report Summary or Detail
 - Pool Transfer Fees Report Summary or Detail
- 25. Enter the fields (ex. Date Range) as needed.
- 26. Select **Run Query** to generate the report.

The Report is displayed. You can save the report in Excel or PDF.

27. Select the **Report Center** tab to return to report selection.

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