

## 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 File Upload under Applications.

The Ginnie Mae Enterprise Portal will open.



## **REPORTING POOL ACTIVITY**

4. Select RFS/Pool Accounting – Single Family.

The Home screen is displayed.

**NOTE:** The Home screen includes tabs for **Pool**, **Loan**, **Quarterly Verification**, **Remittance Advice** and **User Guide**.

Ginnie	Mae Guaranty Matters	Enterprise	Portal
Home My Pose Welcome	RFS File Upload Exception Feedback	¢	
Welcome Mrs. Nan	Pool Accounting - S Pool Accounting - M	ingle Family Iultifamily	
Organization:	Matching and Suspe	ense (MAS)	Relationship
Ginnie Mae Issuer T	e-Notification (eN)		al Security A
Issuer(s):	Widely Held Fixed In (WHFIT)	nvestment Trust	llon
		101 Barcla	ay Street - 8 Ea

5. Select the Pool Tab.

The Pool Activity screen is displayed

- 6. Enter Pool ID.
- 7. Select the **Reporting Period** (Reporting Period defaults to current month) from the drop down.
- 8. Select GO or press the Enter Key.

<i>:</i> /0	Sinnie	Mae Guaranty Matters	Enterprise P	ortal		Help   Logout   C	Contact Us
Home N	ly Profile	RFS File Upload					
Pool		Single Family					
	5	e Pool Loan	Quarterly Verification	Remittance Advice User Guide			
	-	col List Pool Activit	y .				
	CORRECTOR OF CONTRACT		ABC Mortga	ge - Training			<u> </u>
		9273	r ID	Pool ID 725157	6 7	Report Period	8
				Exception	and a second		anteringer.
Severity	Alert ID	Field Name	Field Value	Alert Text			Expected Value
E	RF\$111	Pool Id	725157	no activity reported this	period or the record was rejected.		
	issuer ID	: 9273 Pool Opening FIC: 4	ID: 725157 57.08	Report Period: 12/2016	Type:SF CD M	View 11710	M
	Liqu	idations-In-Full FIC: 0	.00		Opening Security RPB: 85394.	58	
		Adjustment to FIC:	.00				
		Closing FIC: 4	57.08		Scheduled Principal: 127.98		



- 9. Enter data as applicable in the following editable fields. Editable fields have a black border.
  - a. Adjustment to FIC
  - b. Closing FIC
  - c. Pool Mortgage Rate
  - d. Service Fee
  - e. RPB Adjustment
  - f. Closing RPB
  - g. T&I Balance
  - h. P&I Balance
  - i. Other Balance
- 10. Select the **Save and Summarize Pool** button when you have completed all entries.
- 11. A "Pool saved and summarized successfully" message will be displayed.
- 12. Review the **Pool Activity Screen** for exceptions at the top of the screen.
- 13. Update fields that contain exceptions.
- 14. Repeat steps 10 through 13 until exceptions are clear.

**NOTE:** Pool Record Fields and a list of exceptions are included in Appendix VI-19 Issuer Monthly Report of Pool and Loan Data.

iome My	/ Profile RFS File ounting - Single I Home Poo Pool List Poo	Family C Loan Quarterty Veri OI Activity ABC Mor Issuer ID 9273 V	fication Remittance Advice User G Itgage - Training Pool ID	uide	
0.1.0	ounting - Single I Home Poo Pool List Poo	Family Loan Quarterly Veri D Activity ABC Mor Issuer ID 9273	fication Remittance Advice User G Itgage - Training Pool ID Training	uide	
0.1.0	Home Pool	Loan Quarterly Veri DI Activity ABC Mod Issuer ID 9273 V	rtgage - Training Pool ID	uide	
	Pool List Po	ABC Mor Issuer ID 9273 V	rtgage - Training Pool ID		
		9273 V	Pool ID		
		9273 🗸	205452	14	teport Period
			/2515/	12/2	2016 V GO
			Exceptions		
everity A	Vert ID Field Name	Field	Alert Text	and an line second was existed	Expected Value
	(FSTTT POOLIG	7251	no activity reported this p	ando or the record was rejected.	
Is	suer ID: 9273	Pool ID: 725157	Report Period: 12/2016	Type: SF CD M	View 11710A
	Opening FIC:	457.08			
Lie	uidations-In-Full FIC:	0.00	Openi	ng Security RPB: 85394.58	
	Adjustment to FIC:	0.00			
	Closing FIC:	457.08	Sch	eduled Principal: 127.96	
	Security Int. Rate:	4.0000		Curtailments: 0.00	
	Install Interest:	0.00		Liquidations: 0.00	
	Pool Mortgage Rate:	4.6250		RPB Adjustment: 0.00	
	Service Fee:	0.00		Total Principal: 127.96	
Int.	Due Security Holder:	284.65			
Cash	Due Security Holder:	412.61		Reported	Calculated
			Closi	ng Security RPB: 0.00	85266.62
	T & I Balance:	1357.19	Release	ed Security RPB: 85266.62	
	P & I Balance:	0.00			
	Other Balance:	0.00		Guaranty Fee: 0.00	
Last Up	odate Date:		Last Update By:	Last Pool Summarize	Date:
٠			Custodial Bank Info	rmation	
÷			Pool Transfer His	itory	
			10		
			Save and Summarize	Pool	
0000000		0000000000000000000			
	Save a	nd Summar	ize Pool Pool sav	ed and summarize	d successfully.