



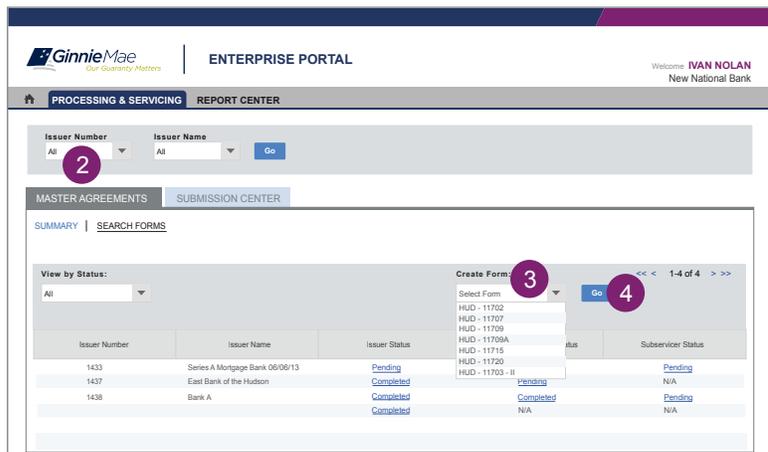
LOG IN TO MASTER AGREEMENTS (MAMS)

Log in to GMEP at www.eginniemae.net.



1. From the Home screen, click **IPMS** and select **Master Agreements**. The **Master Agreements Summary** screen is displayed. This is the primary navigation screen providing the following functions:

CREATE A FORM



2. Select the Issuer Number and the related information is displayed.
3. Click **Create Form** from the **Master Agreements Summary** screen.
4. Select HUD-11702 from the drop-down menu and click **Go**. **This is the first form to be created and must be approved before other forms can be submitted.** Following approval, select forms from the drop-down menu.

PRINT AGREEMENTS

5. Click **HUD PDF** to generate the form. A file download box is displayed.
6. Select **Save** or **Open**.
7. Print the form and obtain the requisite signatures. The Issuer must obtain the requisite signatures for Forms HUD-11702, HUD-11709, HUD-11720 before submission.
8. Scan the form to PDF.
9. Save the form to the designated folder/file directory.

UPLOAD/IMPORT COMPLETED FORMS

10. Click **Browse**, MAMS displays the user's folder/file directory.
11. Select the file name.
12. Click **Upload Document**. Users are required to upload scanned signed forms HUD-11702, HUD-11709, and HUD-11720 in PDF to the application before the form can be submitted via the **Submission Center**. Users can also request **PPAs** to upload the forms.

SEARCH/VIEW FORMS

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Form Number/ Name	Details	Certification year	Description	Status	View
HUD-11702 - Resolution of Board of directors and Certificate of Authorized Signatures	4 - Authorized Signers	2013	Initial Certification	Pending	View
	2 - Authorized Signers	2013	Initial Certification	Pending	View
	3 - Authorized Signers	2013	Initial Certification	Pending	View
HUD-11707 - Master Servicing Agreement	BANK A	2013	Initial Certification	Pending	View
HUD-11709 - Master Agreement Servicer's Principal and Interest Custodial Account	BANK B	2013	Renewal	Pending	View
HUD-11708A - ACH Dept Authorization					
HUD-11707 - Master Custodial Agreement					
HUD-11707 - Master Agreement for Servicer's Escrow Custodial Account					
HUD-11707 - Master Agreement for Participation Accounting					

- Click **Master Agreements**, then **Search Forms** to display the **Summary** screen, to monitor the status of each Master Agreement.
- Select **Issuer Number** or **All** if the user supports multiple Issuer numbers.
- Click **Go** to proceed. A summary is displayed for the selected Issuer(s). If the Issuer is also a Participation Agent and/or Subservicer for another Counterparty, the status for those roles is also displayed.
- Click **View** to see the status of a specific form. The **Status Detail** screen contains a complete list of the forms for an Issuer.

SUBMISSION CENTER

View By ALL << < 1-20 of 100 > >>

Issuer Number/ Name	Description	Actions
<input type="checkbox"/> 1433 Series A Mortgage Bank	Initial Certification (HUD - 11702)	View <input type="checkbox"/>
<input type="checkbox"/> 1437 East Bank of the Hudson	Annual Renewal (HUD - 11702)	View <input type="checkbox"/>
<input type="checkbox"/> 1438 Bank A	Approved as subservicer Role for JP Morgan (HUD-11707)	View <input type="checkbox"/>
<input type="checkbox"/> 1457 Bank B	Accepted complete Pool Transfer from Bank of Oklahoma	View <input type="checkbox"/>

The **Submission Center** tab can be used to display all the forms that have been previously entered as part of initial certification or renewal and are ready to be submitted.

- Click **Submit**. A legal confirmation text is displayed.
- Click **Accept** to accept the terms and conditions.

The RSA SecurID Token must be used. The form's status/relationships are updated in EWODS, Mainframe, and GinnieNET, generating all necessary notifications.