

DEACTIVATING USER ACCESS IN GMEP 1.0

Log in to GMEP 1.0 at www.eginniemae.net and click **Continue to Login** at the bottom of the screen.

1. Enter your GMEP 1.0 Username and Password and select **Login**.



The screenshot shows the login page with fields for Username and Password. A red circle highlights the 'Login' button, and a purple circle with the number '1' is placed next to the Username field.

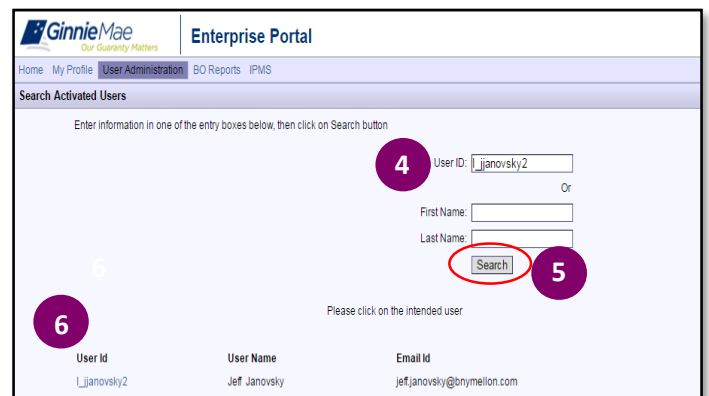
DEACTIVATE USER ACCESS

2. Select **User Administration** from the top menu. A dropdown list of User Administration activities should appear.
3. Select **Deactivate User** from the dropdown list. This will display the **Search Activated Users** screen.
4. Enter either:
 - **User ID** or
 - **First Name** and **Last Name** of the user.
5. Select **Search**. The search results are displayed.
6. Select the **User ID** to be deactivated.



The screenshot shows the 'User Administration' dropdown menu. The 'Deactivate User' option is highlighted in blue, and a purple circle with the number '3' is placed next to it. A purple circle with the number '2' is placed next to the 'User Administration' menu item.

7. Select **Deactivate User**. This will display a message that states "*UserID <SelectedUserID> has been Deactivated.*"



The screenshot shows the 'Search Activated Users' page. The 'Search' button is circled in red and labeled with a purple circle '5'. The 'User ID' field contains 'l_janovsky2' and is labeled with a purple circle '4'. A purple circle '6' is placed next to the search results table.

User Id	User Name	Email Id
l_janovsky2	Jeff Janovsky	jeff.janovsky@bnymellon.com



The screenshot shows the 'Deactivate User' page. The 'Deactivate User' button is circled in red and labeled with a purple circle '7'. The page displays user details for 'l_janovsky2'.

UserID: l_janovsky2
 Name: Jeff Janovsky
 Organization Name: Bank of New York
 Organization Number: 00006757
 What was the name of your first pet?: lucky
 What is your mother's maiden name?: [redacted]
 Who is your favorite author?: [redacted]