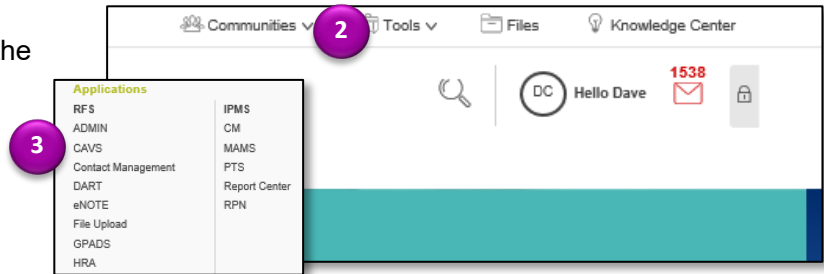


Reporting Certifications must be submitted in the Ginnie Mae Enterprise Portal (GMEP) each month.

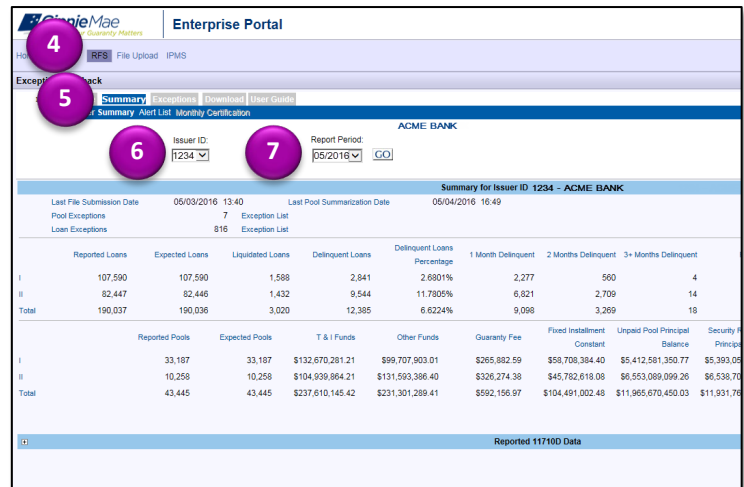
ACCESS GMEP

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



The Ginnie Mae Enterprise Portal will open.

4. Select **RFS/Exception Feedback**.
5. Select the **Summary** menu tab.
6. Select your **Issuer ID** number from the drop down.
7. Select the **Reporting Period** from the drop down.
8. Select **GO**.



The Issuer Summary screen will display. This is the primary navigation screen to access the Monthly Reporting Certification function.

NOTE: For the current reporting period, a user who is an authorized signer for the Issuer can make a new Monthly Reporting Certification or remove a previous Certification and replace it with a new Monthly Reporting Certification.

NOTE: For prior reporting periods, the Issuer can view (Read Only) the prior Monthly Reporting Certifications.

MAKE A NEW MONTHLY REPORTING CERTIFICATION

1. Review the information displayed on the Issuer Summary screen.

NOTE: The summary allows the user to view the status of the Issuer's reporting to RFS. The Issuer's reporting, including corrections, should be completed prior to certification.

2. Select the **Monthly Certification** link to add a new Certification.

A pop-up box will be displayed instructing the user to complete the form and click Save.

3. Select **OK**.

4. Verify the information displayed in the Name, Title and Organization ID fields is accurate.
5. Check the **check box** located to the left of the Certification statement to indicate your agreement.
6. Enter your **PIN** and **SecurID Token** value.
7. Select **Save** to save your Monthly Reporting Certification.

After clicking Save, the PIN and SecurID Token value that was entered is validated and if successful, a "Monthly Reporting Certification Saved" pop-up box will be displayed.

8. Select **OK**.

The Monthly Certification information will be displayed. If needed for local record keeping, the user can use the RFS Screen print function to print the screen.

Loans Percentage	1 Month Delinquent	2 Months Delinquent	3+ Months Delinquent	Foreclosure	DD%
0.0000%	0	0	0	0	0.0000%
0.0000%	0	0	0	0	0.0000%
0.0000%	0	0	0	0	0.0000%

Other Funds	Guaranty Fee	Fixed Investment Constant	Unpaid Pool Principal Balance	Security Remaining Principal Balance	Principal Due Holders
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enterprise Portal

Home My Profile RFS File Upload IPMS

Exception Feedback

1.0 Home Summary Exceptions Download User Guide

Issuer Summary Alert List Monthly Certification

Issuer ID: 9221 Reporting Period: 08/2015

GNMA-FOUNDATION FUNDING-3811

Report Period: 08/2015

Monthly Reporting Certification

I hereby certify that all of the information contained herein and submitted electronically for Issuer Monthly Report of Pool and Loan Data is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement, representation, or certification on this form or on any accompanying documents, I may be subject to civil and criminal penalties, including fines and/or imprisonment, under applicable federal law, including but not limited to 18 U.S.C. §§1001, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031 U.S.C. §§9729 and 3802.

First Name: Grant Last Name: GTR Title: Organization ID: 0006112 Pin and SecurID Token: [Field]

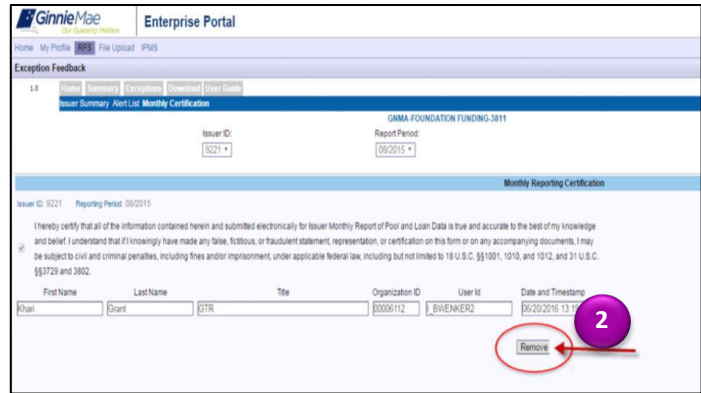
Save

REPLACING AN EXISTING CERTIFICATION FOR THE CURRENT REPORTING PERIOD

1. Review the information displayed on the Issuer Summary screen and verify that it is accurate.
2. Select the **Monthly Certification** link.

The existing Monthly Reporting Certification for the current reporting period is displayed.

3. Select the **Remove** button.



The existing Certification screen is replaced by the Save screen.

4. Verify the information displayed in the Name, Title and Organization fields is accurate.
5. Check the **checkbox** located to the left of the Certification statement to indicate your agreement.
6. Enter your PIN and SecurID Token value.
7. Select **Save** to save the replacement Monthly Reporting Certification.

After clicking Save, the PIN and SecurID Token value that was entered is validated and if successful, a "Monthly Reporting Certification Saved" pop-up box will be displayed.

8. Select **OK**.

The new/replacement Monthly Reporting Certification information is displayed.

