

# Single Family Issuer Training

Pooling Processes and Systems:  
Session I

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Presented by  
**Bank of New York**

February 18, 2025

# Course Agenda

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## Session 1:

- 1 | Introduction
- 2 | Path of a Pool
- 3 | Prerequisites for Pooling
- 4 | Ginnie Mae Website Information
- 5 | Resources

## Session 2:

- 1 | Introduction
- 2 | Single Family Pool Delivery Module (SFPDM)
- 3 | SFPDM: New Pool Processing
- 4 | SFPDM: Demo
- 5 | Resources

## Session 3:

- 1 | GinnieNET: Certification Module
- 2 | Introduction
- 3 | Document Custodian Transfer Requests
- 4 | Resources

# Introduction

# Presenters

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**Wade Gayle**, Bank of New York



**Touhid Ali**, Bank of New York



# Path of a Pool

# Overview

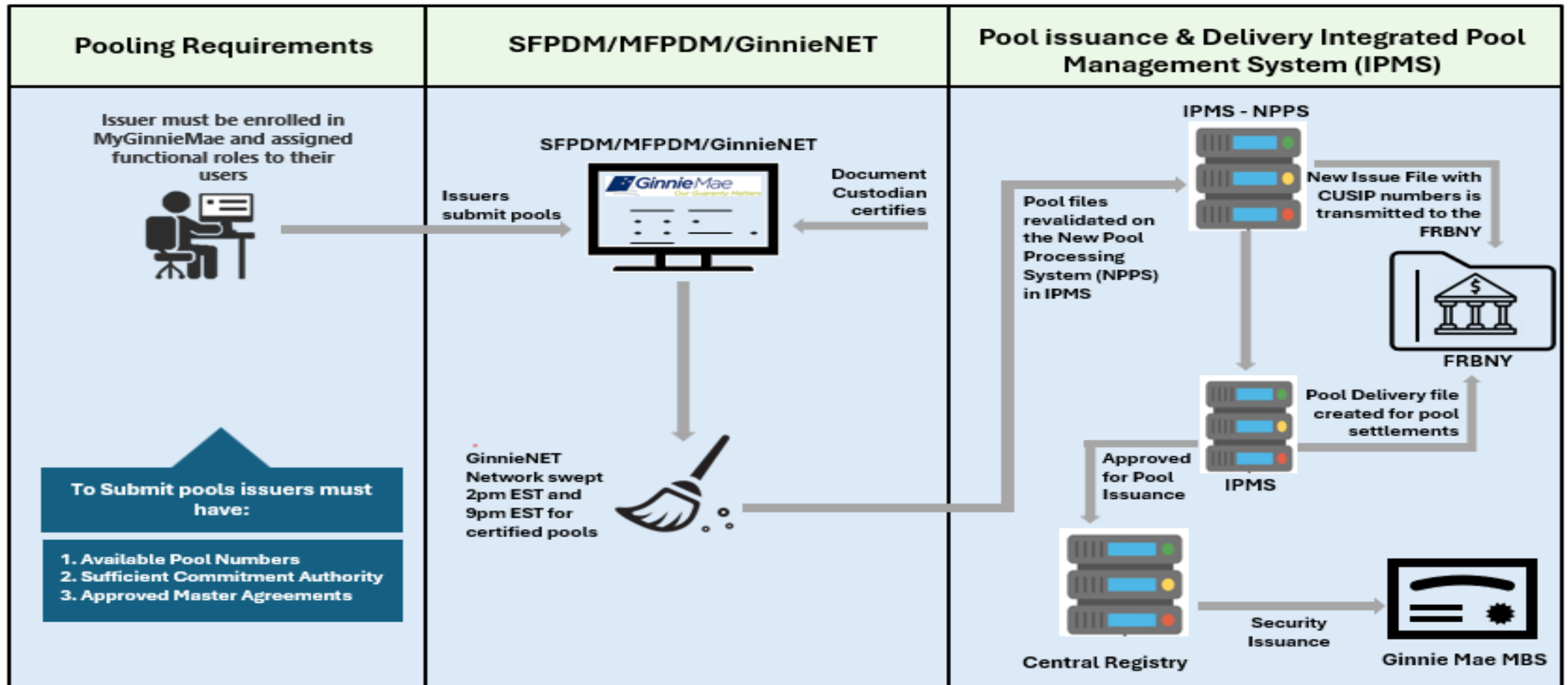
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**Pool Submission, Processing,  
Issuance & Delivery Diagram**

**Pooling Timeline**

**Knowledge Check**

# Pool Submission, Processing, Issuance & Delivery Diagram



# Initial Certification



**GinnieNET/SFPDM** network is swept twice each business day for processing and issuance of pools certified by the Document Custodian.

## 2:00 PM Sweep

Certified Pools/Loan Packages



Pools certified prior to 2:00 PM EST

Will be considered **1 Day Processing** and may be delivered for settlement the next business day.

## 9:00 PM Sweep

Certified Pools/Loan Packages



Pools certified after 2:00 PM EST  
But before 9:00 PM EST

Will be considered **2 Day Processing** and may be delivered for settlement in two business days.

### Deleting Pools After Certification

Contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435. Pool(s) can only be deleted between the hours of 2:00 PM - 4:00 PM EST by the PPA.

Issuers have until 12 Noon to perform an Auto-Recall on SFPDM. After 12 Noon but before 4:00 PM - EST, Issuers must contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435 for assistance with deleting pool(s).



# Knowledge Check #1

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## Polling Questions

# Prerequisites for Pooling

# Overview

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**Enroll on MGM**

**SecurID Token Assigned**

**Introduction to MyGinnieMae  
(MGM) Portal**


**Master Agreements**

**Commitment Management**

**Request Pool Numbers**

**Knowledge Check**

# Introduction to MyGinnieMae (MGM) Portal

-  **MyGinnieMae** is a single gateway to all Ginnie Mae's systems, applications, and resources, that boosts efficiency for our business partners
-  The portal provides enhanced security and a single entry-point to all approved applications for individual users, as well as a seamless user registration and access request process for both the user and the approving authority
-  **MyGinnieMae** serves as a primary platform for extending information technology (IT) capabilities to the Ginnie Mae community. MyGinnieMae delivers security features which Ginnie Mae established.

Access MyGinnieMae at <https://my.ginniemae.gov> using any of these web browsers:



**Firefox**  
Mozilla



**Chrome**  
Google



**Edge** new  
Microsoft

# MGM Roles & Responsibilities

**Organization Administrators** are privileged users who **control system access, assign functional roles, and perform other user management activities**. These individuals are responsible for ensuring that End Users at their respective organizations are provided the appropriate level of access for their business role with Ginnie Mae and for the maintenance of those user accounts. Formerly known as Security Officers and Enrollment Administrators.

## User Types



### Operations Administrator

Operations Administrators have general oversight of the Portal. They can only provide final acknowledgement of access requests and cannot make any changes to end user accounts.

This function is provided by BNYM Operations on behalf of Ginnie Mae, with Ginnie Mae information Security serving as the Super Administrator over the entire system.



### Organization Administrator

Organization Administrators have the privilege to invite end users to register for a Portal account, approve user registration, initiate access request via functional role assignment to user and approve the access request within a single organization.

**Note:** Separation of duties within the registration and access request workflows does not allow the Organization Administrator to initiate a registration and approve that same registration nor request access via functional role assignment and approve that same access request. A minimum of three Org Admins are required and it is recommended to have more than the minimum from an operational perspective.



### End User

End Users are the various types of Ginnie Mae employees, business partners, and contractors who require access to the business applications and information within the Portal, including various self-service functions.

# MGM Roles & Responsibilities

**End Users** are provided access based on their business activities which are organized into meaningful access profiles called Functional Roles. Use of **Functional Roles ensure users have an appropriate level of access in relation to their job functions/responsibilities**, enforces the least privilege principle, and makes the account provisioning/de-provisioning actions easier for Organization Administrators. These roles are grouped and vary by type (Single Family, Multifamily, HECM, etc.).

Role	Role Description
<b>SF-Loan Delivery and Pooling Basic User</b>	Upload/enter pool and loan information for delivery; verify availability of commitment authority; clear document deficiencies and pooling exceptions; access to prepare but not execute PIIT/TAI transactions.
<b>SF-Loan Delivery and Pooling Authorized Signer</b>	Only for HUD 11702 signatories. All rights of a Loan Delivery and Pooling Basic User, plus; authority to submit pools for issuance, request additional commitment authority and execute PIIT/TAI transactions
<b>MF-Investor Reporting Basic User</b>	Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors.
<b>MF-Investor Reporting Authorized Signer</b>	Only for HUD 11702 signatories. All rights of an Investor Reporting Basic User, plus; authority to certify the monthly pool and loan accounting report; submit edits needed to clear exception feedback and monthly reporting errors.
<b>HECM-Compliance and Oversight User</b>	Review portfolio servicing and investor reporting metrics and reports; oversee subservices performance when applicable.
<b>SS-Investor Reporting Basic User</b>	Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors

# Enroll on MGM & Request Soft Token

- ✓ Enroll as user on MGM with functional roles that allow the upload of Master Agreements, request of Commitment Authority and Pool Numbers.
- ✓ Request sufficient Commitment Authority to guarantee MBS issuance.
- ✓ SFPDM Access.
- ✓ Obtain pool numbers.



[RSA SecurID Quick Reference Card](#)

[Government National Mortgage Association Systems Access Forms](#)

Appendix III-29(E)-Ginnie Mae Systems Access/RSA SecurID Token Request, Page 28

# MGM Portal Login Screen

**GinnieMae**  
Our Guaranty Matters

**MyGinnieMae**

Login

My Ginnie Mae Digitally Connects Each Member of the Ginnie Mae Community

Document Custodians, Issuers, Investors, Ginnie Mae, Servicers, Subservicers

PAUSE

MyGinnieMae.gov maintenance, OTP delivered to a smart device, My Ginnie Mae Community, Modernization Effort

**Welcome to MyGinnieMae, the new Ginnie Mae Enterprise Portal!**

MyGinnieMae is a self-servicing portal that will provide a one-stop-shop for the Ginnie Mae business community. It offers advanced portal features that connects users, promotes collaboration, and shares organizational knowledge. This is the first release MyGinnieMae, which is being introduced with a controlled set of features and is made accessible to a selective set of users.

Doing Business with Ginnie Mae, Ginnie Mae's Role in Housing Finance, Media Center



# MGM Government Security Disclosure



MyGinnieMae

## Government Security Disclosure

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except HUD or Ginnie Mae's Chief Information Officer.

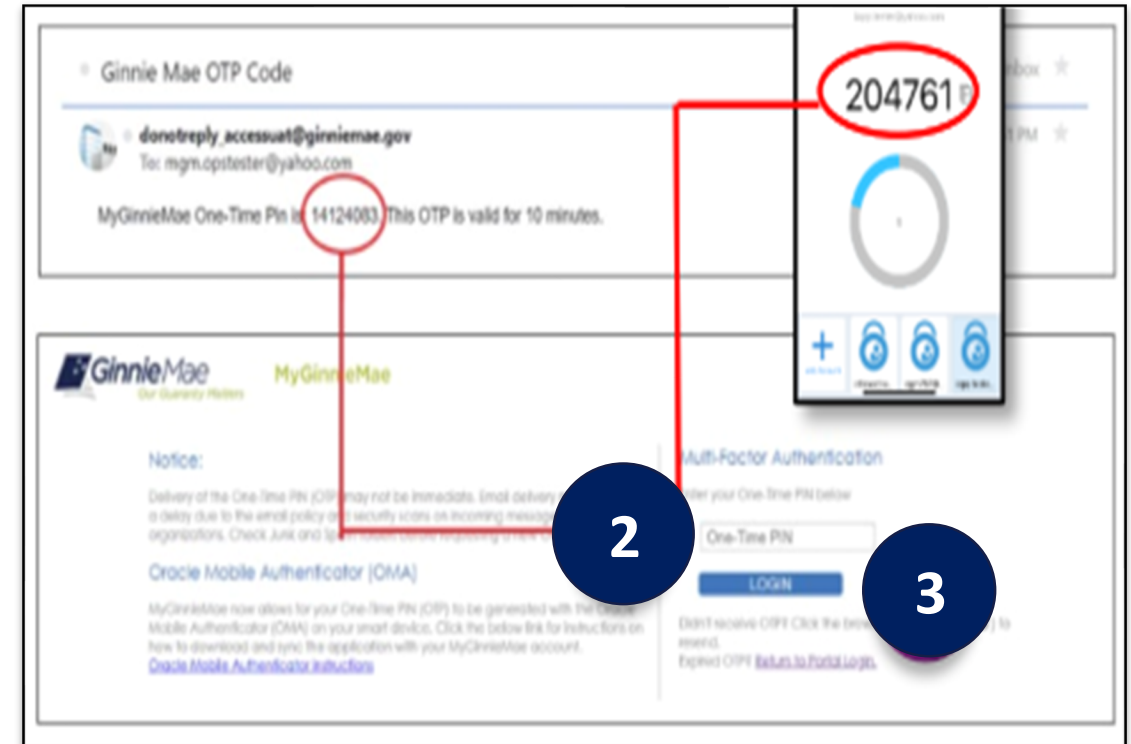
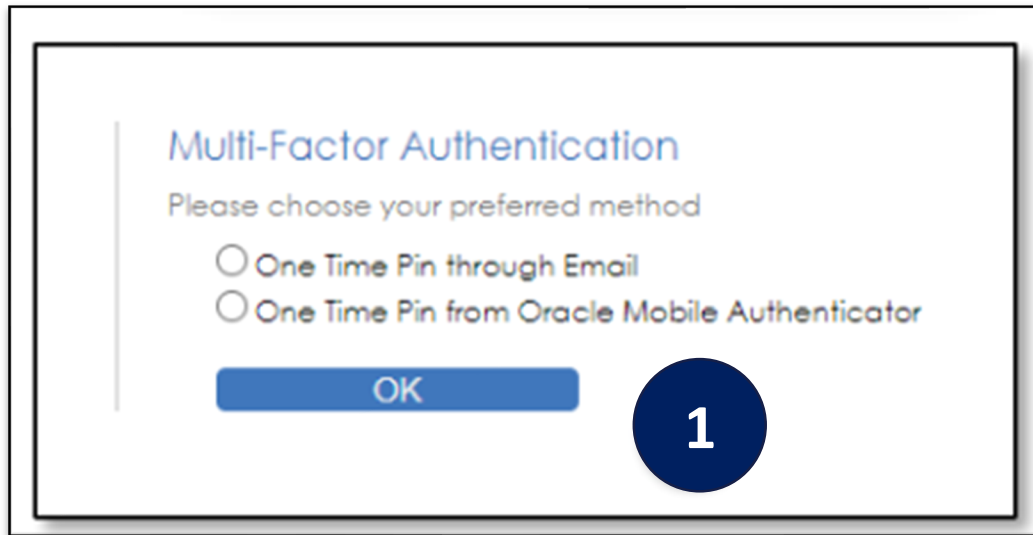
## Initial Authentication

Please provide your username and password.

[Forgot Password?](#)

## [“Logging into MyGinnieMae” Quick Reference Card](#)

# Multi-Factor Authentication – One Time Password (OTP)



# MGM 'My Dashboard' Landing Page

Inside MyGinnieMae, the **My Dashboard** screen displays. My Dashboard is a landing page that has been tailored for different user types to provide easier access to key information and applications.

The screenshot displays the MyGinnieMae 'My Dashboard' landing page. The page features a header with the GinnieMae logo and navigation links. A main banner announces the 'MFPDM Application' as 'Now Available'. Below the banner are several quick links for 'MyGinnieMae.gov maintenance', 'How to become a Ginnie Mae issuer', 'Personalization', 'My Ginnie Mae Community', and 'My Messages'. The dashboard is divided into two rows of metrics. The top row shows: 'All MF Pools' (89), 'Draft' (38) with a 'LAST UPDATED Pool BE3454' by Julian Tsui on 05/09/15, 'Submitted for Final Certification' (29) with a 'LAST UPDATED Pool BC5892' by Ravi Jaiswal on 05/09/15, 'Final Certified' (15) with a 'LAST UPDATED Pool BC5894' by Ravi Jaiswal on 04/13/15, 'Issued' (7) with a 'LAST UPDATED Pool BE3431' by Julian Tsui on 04/22/15, and 'TAI Pools' (0). The bottom row shows: 'Ready for Submission' (0), 'Errors' (18) with a 'LAST UPDATED Pool BE3452' by Julian Tsui on 05/09/15, 'Rejected' (0), 'Passed' (64) with a 'LAST UPDATED Pool BC5892' by Ravi Jaiswal on 04/13/15, and 'Favorites' (3) with a 'LAST UPDATED Pool BC5849' by Ravi Jaiswal on 04/13/15.

Break

# Accessing Master Agreements Management System (MAMS)

1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
2. Then look for **MAMS** under **Applications**

The screenshot displays the top navigation bar of the MGM portal. On the right side, there are three main navigation items: 'Communities' with a dropdown arrow, 'Tools' with a dropdown arrow and a checkmark, and 'Knowledge Center' with a lightbulb icon. The 'Tools' dropdown is highlighted with a red box. Below the navigation bar, the main content area is divided into several sections. On the left, under the heading 'Applications', there are three columns of links. The first column contains 'RFS' and 'eNOTE'. The second column contains 'IPMS', 'PTS', 'MAMS' (highlighted with a red box), 'RPN', 'CM', and 'Verify Role Assignment'. The third column, titled 'Other Applications', contains 'GinnieNET', 'GEMS', 'IRD', and 'PDD Validation Tool'. To the right of the 'Applications' section is a 'Bookmarks' section with an 'Edit' link. It contains two columns of links: the first column lists 'AllRegs', 'eMBS', 'FHA Website', 'Ginnie Mae', 'HUD Locator', 'MBA', 'MBS - GA', 'MBS Guide', 'RH', and 'VALERI'; the second column lists 'Bloomberg', 'FHA Connection', 'Fitchratings', 'HUD', 'Issuer Calendar', 'MBS - DD', 'MBS - MDS', 'Pay.gov', and 'VA - HUD'.

# Accessing Master Agreements Management System (MAMS)

## 3. Select Master Agreements

The screenshot displays the GinnieMae Enterprise Portal interface. At the top left is the GinnieMae logo with the tagline "Our Guaranty Matters". The main header reads "ENTERPRISE PORTAL". On the top right, a user is logged in as "VICKY USER MARAJH" from "CB FEDERAL CREDIT UNION".

The navigation menu includes "PROCESSING & SERVICING" (selected), "REPORT CENTER", "SECURID TOKEN VALIDATION", and "VERIFY ROLE ASSIGNMENT". Below this, there are search filters for "Issuer Number" and "Issuer Name", both set to "All", with a "Go" button.

The main content area has tabs for "COMMITMENT MANAGEMENT", "REQUEST POOL NUMBERS", "MASTER AGREEMENTS" (selected), and "SUBMISSION CENTER". Under "MASTER AGREEMENTS", there are sub-tabs for "SUMMARY" and "SEARCH FORMS".

Under "SUMMARY", there is a "View by Status:" dropdown set to "All" and a "Create Form:" section with a "Select Form" dropdown and a "Go" button. A pagination indicator shows "1 - 1 of 1".

Issuer Number	Issuer Name	Issuer Status	Participation Agent Status	Subservicer Status
1500	CB FEDERAL CREDIT UNION	Complete	N/A	N/A

# Master Agreements Requirements

Ginnie Mae Issuers must complete an **initial Master Agreement submission** to be eligible to issue Ginnie Mae pools. Issuers are required to **submit a complete set of Master Agreements** which consists of the forms listed in the table below.

Detailed information about each required Master Agreement is provided in the MAMS Guide:

[MAMS Guide](#)

Form Number	Form Name	Page #
<b>Form HUD 11702</b>	Resolution of Board of Directors and Certificate of Authorized Signatures	Page 11
<b>Form HUD 11703-II</b>	Master Agreement for Participation Accounting	Page 12
<b>Form HUD 11707</b>	Master Servicing Agreement	Page 13
<b>Form HUD 11709</b>	Master Agreement for Servicer's P&I Custodial Account	Page 14
<b>Form HUD 11709-A</b>	ACH Debit Authorization (Does not Require Renewal)	Page 15
<b>Form HUD 11715</b>	Master Custodial Agreement	Page 16
<b>Form HUD 11720</b>	Master Agreement for Servicer's Escrow Custodial Account	Page 17

The screenshot displays the MAMS interface for creating a form. At the top, there is a 'Create Form' section with a 'Select Form' dropdown and a 'GO' button. The main form is titled 'HUD-11703 II - MASTER AGREEMENT FOR PARTICIPATION ACCOUNTING'. It contains several input fields: 'Issuer Number/Name\*' (2001), 'Bank A' (dropdown), 'Document Date\*' (08/04/2013), 'Signed by:', 'Title:', and 'Consideration\*' (123). Below these fields, there is a 'Served By\*' section with radio buttons for 'Issuer' and 'Participation Agent'. The 'Participation Agent Details' section includes: 'Issuer Number/Name\*' (2002), 'Mortgage Bank' (dropdown), 'Entity Type:' (LLC), 'Address\*' (77 Wood Ave), 'City/State/Zip\*' (Edison, New Jersey, 08820), 'Signed by:', and 'Title:'. At the bottom left, there is a 'View as HUD PDF' button. At the bottom right, there are four buttons: 'Save as Draft', 'Save for Submission', 'Delete', and 'Cancel'.

# Master Agreements Requirements


Ginnie Mae Issuers are responsible for **initiating the documentation required to complete the Master Agreements Submission process**. Details about the forms and processes required to complete the submission process are provided in:

## [MAMS Guide](#)

In addition:

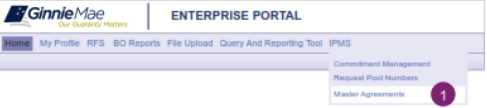
The [MAMS Quick Reference Card](#) provides procedures and information for the topics listed below:

- ❑ Create a Form
- ❑ Print Agreements
- ❑ Upload/Import Completed Forms
- ❑ Search/View Forms
- ❑ Submission Center



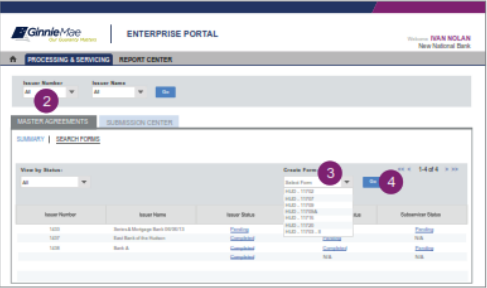
**GinnieMae**  
Our Guaranty Matters

**LOG IN TO MASTER AGREEMENTS (MAMS)**  
Log in to GMEP at [www.eginniemae.net](http://www.eginniemae.net).



- 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**



- Select the Issuer Number and the related information is displayed.
- Click **Create Form** from the **Master Agreements Summary** screen.
- 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.



# When & How to Update Master Agreements



On an **annual basis** Issuers must **recertify their eligibility** by completing the **renewal process**.

Ginnie Mae requires the **recertification of Master Agreements** annually between:

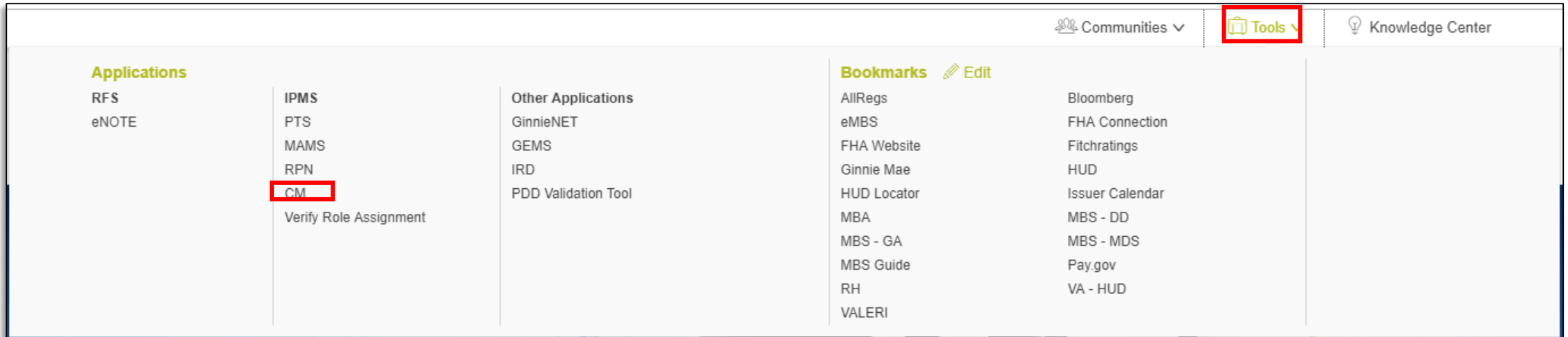
**Now October 1 – December 31**

Important to **start recertification process** as early as **October 1** to **reduce year-end spike** in volumes.

If an Issuer **does not complete their recertification** within the renewal period they will **not be eligible to issue Ginnie Mae pools** and will have to **repeat the initial submission process**.

# Accessing Commitment Management (CM) Via MGM

1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
2. Then look for **CM** under **Applications**



The screenshot displays the MGM portal interface. At the top right, there are navigation links for 'Communities', 'Tools', and 'Knowledge Center'. The 'Tools' dropdown menu is expanded, showing a list of applications. The 'Applications' section is highlighted, and the 'CM' option is selected and highlighted with a red box. The 'Bookmarks' section is also visible, with an 'Edit' link next to it.

Applications	Other Applications	Bookmarks	Knowledge Center
RFS	IPMS	AllRegs	Bloomberg
eNOTE	PTS	eMBS	FHA Connection
	MAMS	FHA Website	Fitchratings
	RPN	Ginnie Mae	HUD
	<b>CM</b>	HUD Locator	Issuer Calendar
	Verify Role Assignment	MBA	MBS - DD
		MBS - GA	MBS - MDS
		MBS Guide	Pay.gov
		RH	VA - HUD
		VALERI	

# Accessing Commitment Management (CM) Via MGM

## 3. Select COMMITMENT MANAGEMENT

COMMITMENT MANAGEMENT | REQUEST POOL NUMBERS | MASTER AGREEMENTS | POOL TRANSFER | SUBMISSION CENTER

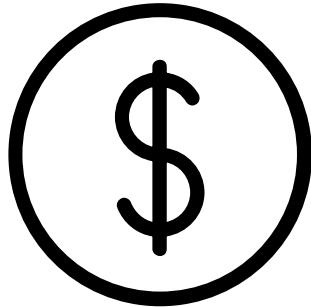
SUMMARY | REQUEST COMMITMENT

Status  
All

<< < 1 - 1 of 1 > >>

Issuer Number	Issuer Name	Program Type	Request Number	Available Amount	Amount Requested	Amount Approved	Requested by	Requested Date	Approval Date	Expiration Date	Status
1500	CB FEDERAL CREDIT UNION	SL-Single Family	40008611	\$200,000,000.00	\$200,000,000.00	\$200,000,000.00	Daniel Chan	06/10/2019	06/13/2019	06/30/2020	<a href="#">Approved</a>

# Commitment Authority Requests

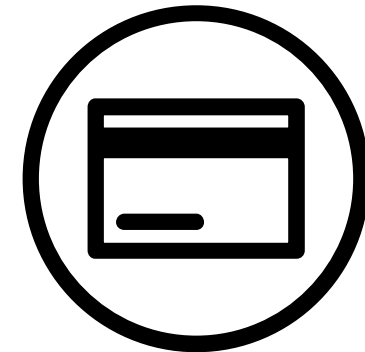


An Issuer must comply with Ginnie Mae's eligibility requirements and have **sufficient Commitment Authority available** to successfully issue Ginnie Mae securities.

Commitment Authority allows an Issuer to **issue up to an authorized dollar amount of securities** and constitutes a commitment line balance.

The **Commitment Management (CM) Application** replaces the manual submission of documents, submission of fees via [www.pay.gov](http://www.pay.gov) and provides an Issuer with an automated method to:

- **Submit requests** for Commitment Authority
- **Confirm** the associated commitment fee
- **Proactively monitor** their Commitment Authority balance and request status
- **Submit payment instructions** for ACH debit of commitment fees
- **Request** reports



# Commitment Management Application

- An Issuer must comply with Ginnie Mae's eligibility requirements and **have sufficient Commitment Authority available** to successfully issue Ginnie Mae securities
- Commitment Authority allows an Issuer to **issue up to an authorized dollar amount of securities** and constitutes a commitment line balance.

The Commitment Management (CM) Application replaces the manual submission of documents, submission of fees via [www.pay.gov](http://www.pay.gov), and provides an Issuer with automated methods for the following procedures.

## [Commitment Management Application Issuer Guide](#)


Procedure	Page #
<b>Submit requests</b> for Commitment Authority	Pages 6 – 10
<b>Confirm</b> the associated Commitment Fee	Page 12
<b>Proactively monitor</b> their Commitment Authority balance and request status	Pages 14, 27
<b>Submit payment instructions</b> for ACH debit of commitment fees	Page 10
<b>Request</b> reports	Pages 18 - 21



# Commitment Management Application Information

The [Commitment Management Quick Reference Card](#) provides procedures and necessary information for:

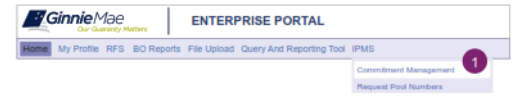
- Commitment Management (CM) Summary Screen
- View Submitted Requests
- Run Reports



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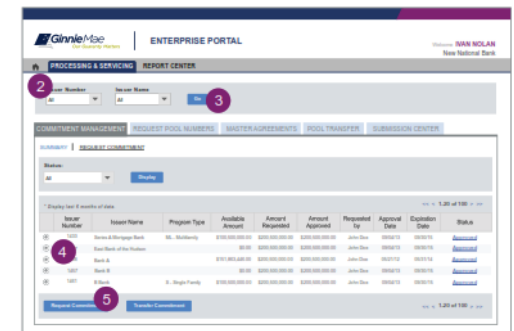
### LOG IN TO COMMITMENT MANAGEMENT

Log in to GMEP at [www.eginniemae.net](http://www.eginniemae.net).



1. From the Home screen, click **IPMS** and select **Commitment Management**.  
The **Commitment Management (CM) Summary** screen is displayed. This is the primary navigation screen.

### COMMITMENT MANAGEMENT (CM) SUMMARY SCREEN



From the CM Summary screen, you can:

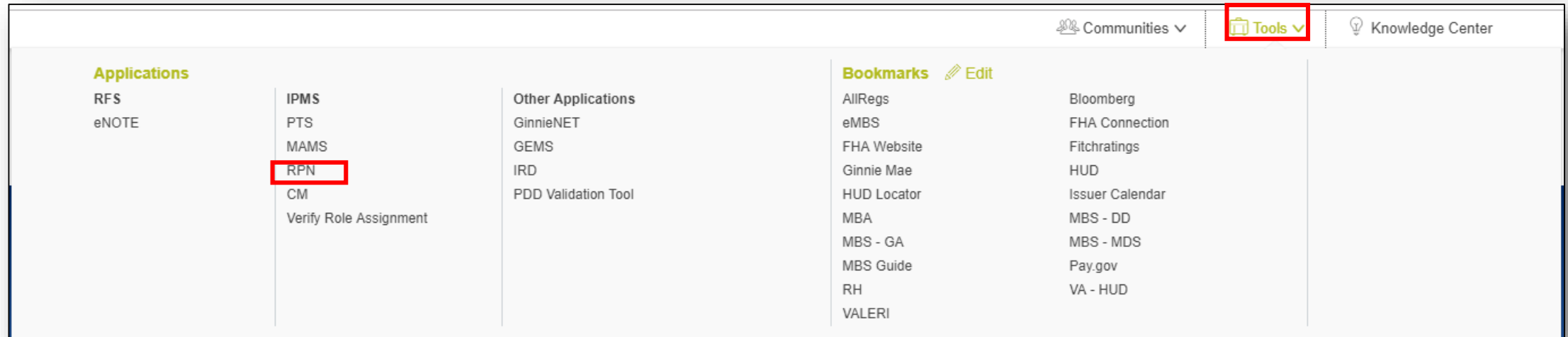
- Request Commitment Authority
- View approved Commitment Authority requests

**Request Commitment Authority**

2. Select Issuer Number or Name from the drop-down menu.
3. Click **Go** to proceed.
4. Select the button next to the Issuer.
5. Click **Request Commitment**.  
The **Request Commitment Authority** screen is displayed.

# Accessing Request Pool Numbers (RPN) Via MGM

1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
2. Then look for **RPN** under **Applications**



The screenshot displays the MGM portal navigation menu. At the top right, there are three main navigation items: 'Communities' (with a dropdown arrow), 'Tools' (with a dropdown arrow and highlighted by a red box), and 'Knowledge Center'. Below these, the 'Applications' section is visible, containing three columns of links. The 'RPN' link is highlighted with a red box. The 'Bookmarks' section is also visible, containing a list of links and an 'Edit' option.

Applications	Other Applications	Bookmarks
RFS	GinnieNET	AllRegs
eNOTE	GEMS	eMBS
IPMS	IRD	FHA Website
PTS	PDD Validation Tool	Ginnie Mae
MAMS		HUD Locator
<b>RPN</b>		MBA
CM		MBS - GA
Verify Role Assignment		MBS Guide
		RH
		VALERI
		Bloomberg
		FHA Connection
		Fitchratings
		HUD
		Issuer Calendar
		MBS - DD
		MBS - MDS
		Pay.gov
		VA - HUD

# Accessing Request Pool Numbers (RPN) Via MGM

## 3. Select REQUEST POOL NUMBERS

PROCESSING & SERVICING | REPORT CENTER | SECURID TOKEN VALIDATION | VERIFY ROLE ASSIGNMENT




Issuer Number: All | Issuer Name: All | Go

COMMITMENT MANAGEMENT | **REQUEST POOL NUMBERS** | MASTER AGREEMENTS | POOL TRANSFER | SUBMISSION CENTER

SUMMARY | REQUEST POOL NUMBERS

Requested Date: All | From: | To: | Status: All | Display

\* Displays all data. << < 1 - 1 of 1 > >>

Issuer Number	Issuer Name	Requested Date	Request Number	Pool Numbers Requested	Quarterly Average	Pool Numbers Unused (Alphanumeric)	Requested By	Request Status	View Pool Numbers
1500	CB FEDERAL CREDIT UNION				8	1481			  

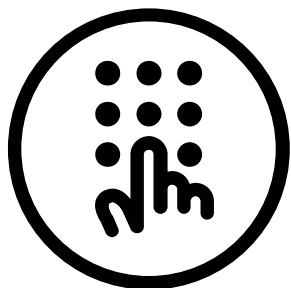
Request Pool Numbers



## Request Pool Numbers (RPN) Information

Request Pool Numbers (RPN) is an application that Ginnie Mae Issuers use to request pool numbers. It replaces the current paper form HUD 11700 Letter of Transmittal for Commitment Authority and/or Pool Numbers.

In the Request Pool Numbers (RPN) application, Issuers have the ability to perform the following procedures.



Procedure	Page #
Enter requests for pool numbers	9-10
View available pool numbers	31
Submit override requests to Ginnie Mae AEs for additional pool numbers	14
View status reports	33
Request and download reports	26
Receive real-time approval of requests	32

[Request Pool Numbers Application Issuer Guide](#)

# Request Pool Numbers (RPN) Information

The [Request Pool Numbers Quick Reference Card](#) provides procedures and necessary information for:

- RPN Summary Screen
- Request Pool Numbers
- Download Number Requests
- View Status of Pool Numbers
- Run Reports

**GinnieMae**  
Our Guaranty Matters

**Issuer's Approved Pool Numbers**

Refresh Date : 9/19/2019  
Refresh Time : 11:45:49 AM  
Refresh By : Tak Lee

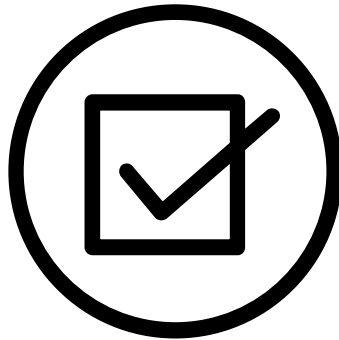
Year: 2019  
Month: July 2019

Issuer Number	Issuer Name	Pool Assignment Request Date	Pool Assignment Date	Pool Numbers
3153	PRUDENTIAL HUNTOON PAIGE ASSOCIATES, LLC.	07/19/2019 18:05:01 PM	07/19/2019 18:08:38 PM	BZ3833
				BZ3832
				BZ3831
				BZ3830
				BZ3829
				BZ3828
				BZ3827
				BZ3826
				BZ3825
				BZ3824
				BZ3823
				BZ3822
				BZ3821
				BZ3820
				BZ3819
				BZ3818
				BZ3817
				BZ3816
				BZ3815
				BZ3814
				BZ3813
				BZ3812
				BZ3811
				BZ3810
				BZ3809

Issuer's Approved Pool Numbers Page: 1 of 48

# Pre-Pool Submission Issuer Requirements

## Pooling Prerequisites



### Ensure there are **Assigned Pool Numbers**

- Check your Available Pool Numbers on Request Pool Numbers.

### Ensure there is **adequate Commitment Authority**

- Check Commitment Management

### Ensure there are **completed Master Agreements on File**

- Check Master Agreements Management System.
- Complete Form HUD 11709A – ACH Debit Authorization Form

# System Demonstration

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- Create a new Form/Entry for:
  - Master Agreements (11702)
  - Commitment Management
  - Request Pool Numbers

## Knowledge Check #2

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## Polling Questions

# Ginnie Mae Website Information

# Pool Dates Calendar

The [Pool Dates Calendar](#) contains reporting deadlines and events specific to issuers. Hovering over an event will provide more detail. Clicking the arrows next to the month and year will show deadlines and events in the past and future, by month.

February 2025							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	26	27	28 Latest Paper Submission date to PPA for GNMA I	29	30 Latest Electronic Transmission Date to PPA	31	1
	2	3	4 Deadline for Monthly RFS Pool/Loan & HMBS	5 Initial Pre-collection Notice	6 Deadline for Multifamily Prepayment Penalty Deadline for Corrections to critical RFS exceptions Factors Disseminated — A tape for GNMA I & II	7 Deadline for Monthly RFS SF	8
	9	10 Final Pre-collection Notice Factors Disseminated — B tape for GNMA I & II GNMA I Guaranty Fee ACH SCRA Request Due	11 Deadline for Corrections to Critical/High RFS SF	12 Deadline to Report 11714 data	13	14 Deadline for Corrections to Monthly Accounting	15 Payment and 11714 due to investor for
	16 Federal Holiday	17 GNMA I ACH	18 GNMA II Guaranty Fee ACH GNMA II Certificated ACH	19 GNMA II Book Entry ACH Latest Electronic Transmission date and Latest Electronic Transmission date to PPA	20 GNMA II Book Entry ACH Latest Electronic Transmission date and Latest Electronic Transmission date to PPA	21 Deadline to perform Monthly RFS reporting Deadline to perform Monthly RFS SF PDS	22
	23	24	25 Latest Paper Submission date to PPA for GNMA I	26	27 Latest Electronic Transmission Date to PPA	28	1

# Resources



# Supporting Resources – Manuals, QRCs, FAQs

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## **MyGinnieMae Organization Administrator Guide**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/mgm\\_orgadmin\\_userguide\\_102018.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/mgm_orgadmin_userguide_102018.pdf)

## **MyGinnieMae End User Guide**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/%E2%80%8Cmyginniemae\\_end\\_user\\_guide.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/%E2%80%8Cmyginniemae_end_user_guide.pdf)

## **Master Agreements Management System (MAMS) Guide**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/Master\\_Agreements\\_Management\\_System.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/Master_Agreements_Management_System.pdf)

## **Commitment Management Application Issuer Guide**

[https://ginniemae.gov/issuers/issuer\\_training/Documents/Commitment\\_Management\\_Application.pdf](https://ginniemae.gov/issuers/issuer_training/Documents/Commitment_Management_Application.pdf)

## **Request Pool Numbers Application Issuer Guide**

[https://ginniemae.gov/issuers/issuer\\_training/Documents/Request\\_Pool\\_Numbers\\_Application.pdf](https://ginniemae.gov/issuers/issuer_training/Documents/Request_Pool_Numbers_Application.pdf)

## **Government National Mortgage Association Systems Access Forms**

[https://ginniemae.gov/issuers/program\\_guidelines/MBSGuideAppendicesLib/Appendix\\_III-29.pdf](https://ginniemae.gov/issuers/program_guidelines/MBSGuideAppendicesLib/Appendix_III-29.pdf)

# Supporting Resources – Manuals, QRCs, FAQs

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## **MyGinnieMae Quick Reference Card**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/myginniemae\\_login\\_qrc.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/myginniemae_login_qrc.pdf)

## **Master Agreements Quick Reference Card.**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/Master\\_Agreements\\_QRC.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/Master_Agreements_QRC.pdf)

## **Commitment Management Quick Reference Card.**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/Commitment\\_Management\\_QRC.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/Commitment_Management_QRC.pdf)

## **Request Pool Numbers Quick Reference Card**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/Request\\_Pool\\_Numbers\\_QRC.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/Request_Pool_Numbers_QRC.pdf)

## **RSA SecurID Quick Reference Card**

[https://ginniemae.gov/issuers/issuer\\_training/Documents/RSA\\_QRC.pdf](https://ginniemae.gov/issuers/issuer_training/Documents/RSA_QRC.pdf)

# Survey



**Our Mission:** Ginnie Mae's guaranty links the United States housing market to the global capital markets, ensuring sustainability, affordability, and liquidity for government housing programs and creating a more equitable housing finance system for all.



# Upcoming Agenda

## Session 1:

- 1 | Introduction
- 2 | Path of a Pool
- 3 | Prerequisites for Pooling
- 4 | Ginnie Mae Website Information
- 5 | Resources

## Session 2:

- 1 | Introduction
- 2 | Single Family Pool Delivery Module (SFPDM)
- 3 | SFPDM: New Pool Processing
- 4 | SFPDM: Demo
- 6 | Resources

## Session 3:

- 1 | GinnieNET: Certification Module
- 2 | Introduction
- 3 | Document Custodian Transfer Requests
- 4 | Resources



**Thank you!**

