

# Single Family Issuer Training

Pooling Processes and Systems:  
Session III

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Presented by  
**Bank of New York**

September 20, 2024

# Agenda

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1. Introduction
2. Document Custodian Transfer Requests
3. Pool Transfer Systems (PTS)
4. Resources
5. Questions

# Introduction

# Presenters

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# Document Custodian Transfer Requests

# Overview

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**Types of Document Custodian Transfer Requests (GinnieNET)**

**Overview of Document Custodian Transfer Requests Process**

**System Demonstration**

**Quick Tips**

# Overview

- **All Document Custodian Transfer Requests are submitted via GinnieNET.**
- **Four types of Document Custodian Transfer Requests:**
  - Complete Document Custodian Transfer
  - Partial Document Custodian Transfer
  - Complete Document Custodian Merger
  - Partial Document Custodian Merger
- **Complete and Partial Transfer Requests**
  - Recertification of transferred pools are due **12 months** of the effective date of transfer.
- **Complete and Partial Merger Requests** do not require a new recertification of the affected transferred pools, the status of the pool pre-merger will remain the same.
- **Important:** Once Issuer submits the Transfer Request the New Document Custodian must certify the pending Transfer request prior to the specified Effective Transfer Date.

**GinnieNET On The Web**  
Certifications Communications

Select Transfer/Merger requests to Certify

Ok Cancel

FTN FTN

<input type="checkbox"/>	204500046620110519111413377	▶
<input type="checkbox"/>	213500046620110831111235142	▶▶
<input type="checkbox"/>	395700046620090928091647187	◀

Ok Cancel

# GinnieNET Document Transfer Menu/Host Communications

### GinnieNET On The Web

Certifications Communications

#### Certifications Communications Selections

<b>Single-family Final Certifications</b> <a href="#">Select Single-Family Final Certification Pools to Certify</a> <b>No Single-family Final Certification Pools to be Certified</b>	<b>Recertification</b> <input checked="" type="radio"/> Select from the List <input type="radio"/> Create List Manually <a href="#">Select Recertification Pools to Certify</a> <b>No Recertification Pools to Certify</b>
<a href="#">Select Single-family Final Certification Pools to Reject</a> <b>No Single-family Final Certification pools to Reject</b>	<input checked="" type="radio"/> Select from the List <input type="radio"/> Create List Manually <a href="#">Select Recertification Pools to Reject</a> <b>No Recertification pools to Reject</b>
<b>Document Custodian Transfer</b> <a href="#">Select Transfer/Merger Requests to Certify</a> <b>FTN</b> 204500046620110519111413377 <a href="#">Remove</a>	<b>HUD 11708 Reports</b> <a href="#">Select HUD 11708 Reports to Acknowledge</a> <b>No HUD 11708 Reports to Acknowledge</b>
<a href="#">Select Transfer/Merger Requests to Reject</a> <b>No Transfer/Merger requests to Reject</b>	<a href="#">Select HUD 11708 Reports to Return</a> <b>No HUD 11708 to Return</b>
<b>HMBS Final Certifications</b>	
<a href="#">Select HMBS Final Certification Pools to Certify</a> <b>No HMBS Final Certification Pools to be Certified</b>	<a href="#">Select HMBS Final Certification Pools to Reject</a> <b>No HMBS Final Certification pools to Reject</b>



# GinnieNET on the Web System Demonstration

## Quick Tips

- ✓ For Complete Document Custodian Transfer or Merger, the Issuer is required to submit a completed pool list.
- ✓ For Partial Document Custodian Transfer or Merger, the Issuer is required to submit a completed list of the pools being transferred; as well as the pool listing(s) for Existing Document Custodian(s).
- ✓ The Issuer should enter an Effective Date of Transfer as a business day of the month at least three (3) days past the current date and not more that six months past the current date.
- ✓ If a pool is transferred with a Final Certification pending when the new Issuer completes, the pending Final Certification that certification will close out both open Final Certification and pending Recertification from the recent transfer.
- ✓ An e-Notification of approval or rejection is sent to Issuer and new Document Custodian.



Pool listing may be imported or key entered directly into GinnieNET



[GinnieNET On The Web Issuer Single Family Training Guide](#)

Section 6.8 Documents Custodian Transfer, Page 89

# Pool Transfer System (PTS)

# Overview

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Types of Pool Transfers

Overview of Issuer Transfer Process on PTS

# Types of Pool Transfers

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## Standard Pool

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The Selling Issuer transfers pools to another Issuer by mutual agreement.

## Related Pool Party

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The Selling Issuer transfers pools to another Issuer by mutual agreement. Issuers are related.

## Merger

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The Selling Issuer transfers all pools to a related Issuer due to internal reasons in a business merger. The Merging Issuer initiates the process.



## Resources

[Pool Transfer System for Issuers](#)  
Pool Transfer Overview, Page 2

# Overview – Issuer Pool Transfer Process on PTS

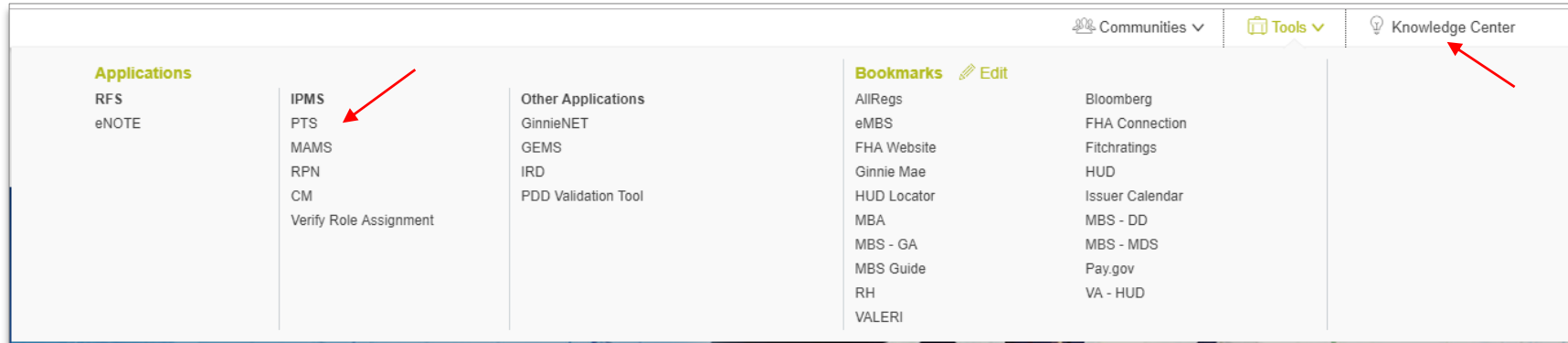
PTS provides an automated means for the Issuer to do the following:

- Initiate and update pool transfer request information
- Import and update pool numbers being transferred
- View and receive the associated approval documentation
- Approve or reject pool transfer requests from the Selling Issuer
- Access and view reports
- Confirm associated transfer fees

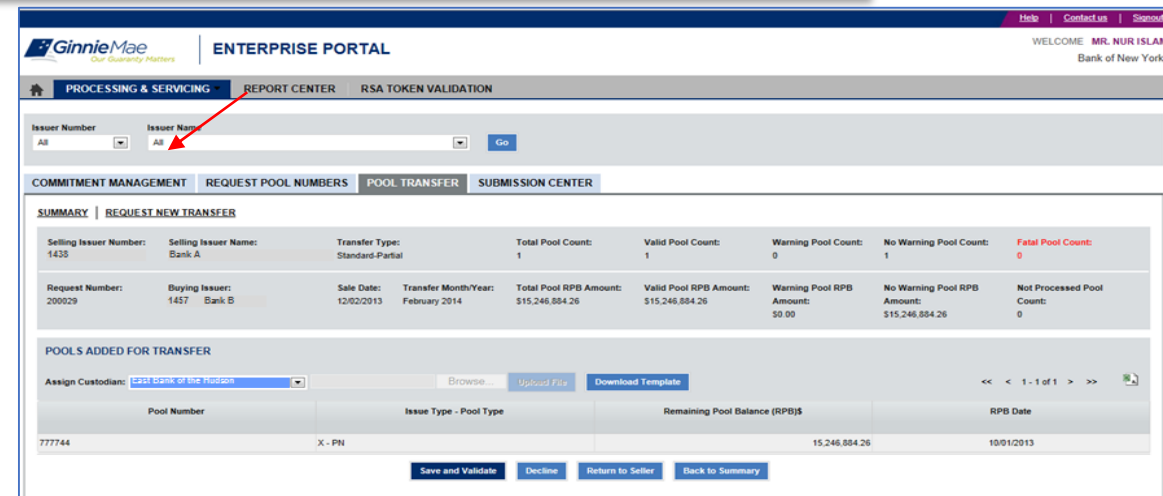


# Accessing PTS Via MGM

1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.



2. Then look for **PTS** under **Applications**.
3. Select **POOL TRANSFER**.



# PTS Quick Reference Card

The [Pool Transfer System Quick Reference Card](#) provides procedures and necessary information to:

- Request Pool Transfer Screen
- Request New Transfer
- Access Submission Center
- View Status / Accept Pool Transfers
- Run Reports

**LOG IN TO POOL TRANSFER SYSTEM (PTS)**

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

**REQUEST POOL TRANSFER SCREEN**

**Request New Transfer**

Functions Available on Pool Transfer System by Role:

- A Selling Issuer can submit a request for Pool(s) Transfer.
- A Buying Issuer can accept, decline, or return Pool(s) Transfer.
- Ginnie Mae can approve or decline Pool(s) Transfer.

1. From the **GMEP Home screen**, click **IPMS** and select **Pool Transfer (PTS)**. The **PTS Summary** screen is displayed. This is the primary navigation screen.

2. Click **"Request New Transfer"** from the **Pool Transfer Summary** screen. The **Request** screen is displayed.



# Resources

# Supporting Resources – Manuals, QRCs, FAQs

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## **Pool Transfer System Quick Reference Card**

[https://www.ginniemae.gov/issuers/issuer\\_training/Documents/PTS\\_QRC.pdf](https://www.ginniemae.gov/issuers/issuer_training/Documents/PTS_QRC.pdf)

## **GinnieNET Single Family File Layout**

[https://www.ginniemae.gov/issuers/GinnieNETFileLayoutsLib/GinnieNET\\_Single-Family\\_File\\_Layout.pdf](https://www.ginniemae.gov/issuers/GinnieNETFileLayoutsLib/GinnieNET_Single-Family_File_Layout.pdf)

## **GinnieNET On The Web Issuer Single Family Training Guide**

[https://www.ginniemae.gov/issuers/GinnieNETTrainingGuides/ginnienet\\_sf\\_training\\_guide\\_10\\_28\\_2016.pdf](https://www.ginniemae.gov/issuers/GinnieNETTrainingGuides/ginnienet_sf_training_guide_10_28_2016.pdf)

## **Pool Transfer System for Issuers**

[https://ginniemae.gov/issuers/issuer\\_training/Documents/pts\\_issuer\\_storyboard.pdf](https://ginniemae.gov/issuers/issuer_training/Documents/pts_issuer_storyboard.pdf)



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**Thank you!**

