

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

ACCESS GMEP

- 1. Log in to MyGinnieMae via <u>https://my.ginniemae.gov</u>.
- 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 cab view (Read Only) the prior Monthly Reporting Certifications.



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Hol	RFS File Up	load IPMS							
Excep	tinack								
			wnload User Guid	e					
	r Summary A	Jert List Monthly Ge	ntification						
		Issuer ID:		Report Period:	ACME BANK				
	6	1234 V	(7		GO				
				1					
	-		-		Sum	mary for Issuer ID 1	234 - ACME BAN	к	
	Last File Submission Date	05/03/2016		ast Pool Summarization	Date 05/04/2	2016 16:49			
	Pool Exceptions		7 Exception List						
	Loan Exceptions		316 Exception List						
	Reported Loans	Expected Loans	Liquidated Loans	Delinquent Loans	Delinquent Loans Percentage	1 Month Delinquent	2 Months Delinquent	3+ Months Delinquer	¢
1	107,590	107,590	1,588	2,841	2.6801%	2,277	560		4
н. –	82,447	82,446	1,432	9,544	11.7805%	6,821	2,709	1	4
Total	190,037	190,036	3,020	12,385	6.6224%	9,098	3,269	1	в
	R	eported Pools	Expected Pools	T & I Funds	Other Funds	Guaranty Fee		Unpaid Pool Principal	Sec
							Constant	Balance	Pr
1		33,187	33,187	\$132,670,281.21	\$99,707,903.01	\$265,882.59	\$58,708,384.40	\$5,412,581,350.77	\$5,3
		10,258	10,258	\$104,939,864.21	\$131,593,386.40	\$326,274.38	\$45,782,618.08	\$6,553,089,099.26	\$6,5
Total		43,445	43,445	\$237,610,145.42	\$231,301,289.41	\$592,156.97	\$104,491,002.48	\$11,965,670,450.03	\$11,9
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Submitting Reporting Certifications in GMEP

ISSUER QUICK REFERENCE CARD

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.







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.
- 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.

Ginnie Mae	Enterprise Portal			
Home My Profile RFS File Uplo	ad IPMS			
Exception Feedback				
	Exceptions Download User Guid	1		
issuer summary wen			GNMA-FOUNDATION FUN	DING-3811
	Issuer ID: 9221 *		Report Period: 08/2015 *	
				Monthly Reporting Certification
and belief. I understand that if be subject to civil and criminal §§3729 and 3802. First Name	I knowingly have made any false, fic penalties, including fines and/or imp Last Name	titious, or fraudulent statement, e	onthly Report of Pool and Loan Data is true a epresentation, or certification on this form or or seral law, including but not limited to 18 U.S.C. Organization ID User	on any accompanying documents, I may , §§ 1001, 1010, and 1012, and 31 U.S.C. Id Date and Timestamp
Khan Grant	GTR		00006112 BWENKER2	2 06/20/2016 13:19

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some My Protie RPS Fi	e Upicad IPMS	
xception Feedback		
1.0 Home Summ	ary Exceptions Download User Guide	
	y Alert List Monthly Certification	
		GNMA-FOUNDATION FUNDING-3811
	Issuer ID:	Report Period:
	9221 *	08/2015 *
		No. 20 August Provide
I hereby certify that all o		Monthly Reporting Certification
I hereby certify that all o ans belief. I understand	If the information contained herein and submitted electronically fi that if I knowingly have made any faise, fictitious, or fraudulent s	
I hereby certify that all o anotherited. I understand be subject to civil and c 533729 and 3802. First Name	f the information contained herein and submitted electronically fit that if i knowingly have made any take, fictious, or traudulent s riminal penalties, including fines and/or imprisonment, under app	r Issuer Monthly Report of Pool and Loan Data is true and accurate to the best of my knowledge batement, representation, or centralization on this timm or on any accompanying accurates, inmay licable Holeral Tak, including but not limited to 18 U.S.C. 561001, 1010, and 6
I hereby certify that all o anotherited. I understand be subject to civil and c 533729 and 3802. First Name	(the information contained herein and submitted electronically fit that if I knowing) have made any bise, fictious, or haudulents riminal penalties, including fines and/or imprisonment, under ap Last Name Title	r Issuer Monthly Report of Pool and Loan Data is true and accurate to the best of my knowledge attement, representation, or certification on this form or on any accompanying documents, it may elicable federal Tax, including but not limited to 19 U.S.C. §§1001, 1010, p