



Ginnie Mae

e-Notification

**Issuer and Document
Custodian**

User Guide

Government National Mortgage Association

September 2006

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e-Notification Overview

Welcome to e-Notification

The e-Notification application provides a method for Ginnie Mae to communicate with issuers and/or document custodians. Ginnie Mae and its agents use e-Notification to provide electronic notices to issuers and/or document custodians. These notices appear in a mailbox within the e-Notification application. (Notices are not sent. They must be accessed in the e-Notification mailbox.)

Issuers and document custodians may register for e-Notification by filling out the e-Access User Registration Request (see the Ginnie Mae e-Access Introduction). Registered users can access e-Notification through the e-Access menu. e-Notification provides one mailbox for each issuer number and one mailbox for each document custodian number.

Using e-Notification, issuers and document custodians can:

- Read notices in their inbox
- Access content related to notices
- Read news and updates
- Sign up for “passive e-mails” to receive alerts by e-mail that a notice has been sent to their inbox. (An email alert is sent each time a new notice is sent.)

e-Notification is implemented in accordance with Ginnie Mae APM 06-03

This overview provides a brief introduction to all e-Notification features and functions.

Important Note: Some functions in e-Notification use pop-ups. If you use pop-up blocker software, modify it to allow pop-ups from the e-Access application.

e-Notification Log-In

To access e-Notification, first login to e-Access (www.ginniemae.gov/e-access) and then select e-Notification from the main menu.

e-Notification Navigation

Upon successful login, e-Notification displays the mailbox information. All navigation is done from this mailbox screen. Each e-Notification screen has three navigation areas:

- Issuer number navigation (left side of the screen, under the heading Issuer #)
- General functions (top right side of the screen, Guide and Logout)
- Major functions (top right side of the screen, News and Updates, Passive e-Mail and Inbox)

Issuer Number Navigation - Changing Issuer Numbers

User's access to issuer numbers is restricted to the issuer number or numbers entered on the approved User Registration Form. For issuers with only one Ginnie Mae issuer number there is no additional navigation. Issuers may only view notifications for their specific issuer number or numbers. If the user is approved to see multiple issuer numbers (i.e. the Ginnie Mae issuer has multiple issuer numbers) there will appear, on the left side of the screen, a list of issuer numbers that the issuer may access. The currently selected issuer number and its name are displayed, in bold blue, near the top middle of the screen. Click a different issuer number to change to that issuer number. The issuer number and name, now displayed, will be the issuer number you selected.

Currently selected issuer

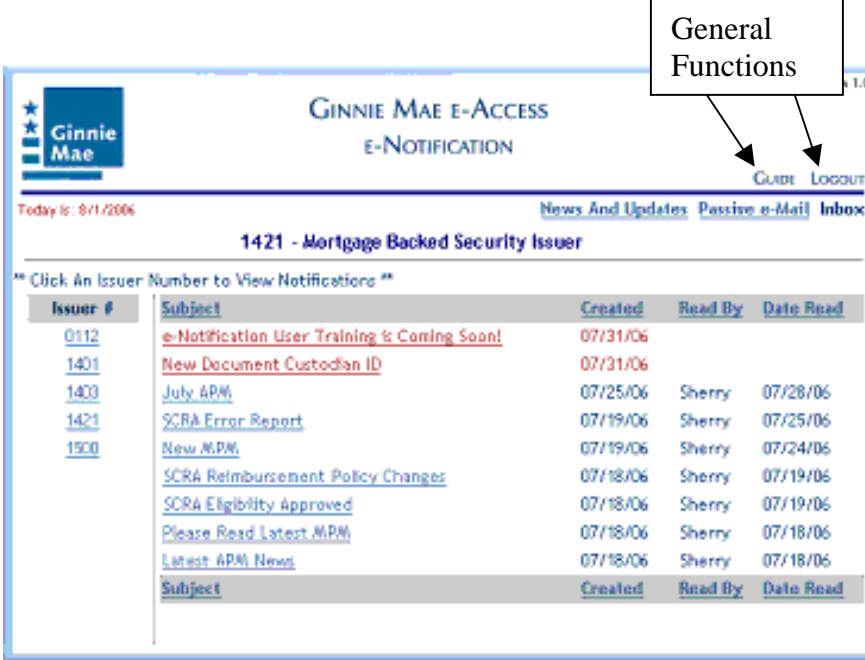
Click another issuer number to switch to a different issuer.

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July ARM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1900	New ARM	07/19/06	Sherry	07/24/06
	SCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest ARM	07/18/06	Sherry	07/18/06
	Latest ARM News	07/18/06	Sherry	07/18/06
Subject	Created	Read By	Date Read	

General Functions

The general function navigation area is at the top right side of the screen. General functions available are:

- **Guide** – Click on this button to open the User Guide (this document).
- **Logout** – Click on this button to logout of e-Notification and return to the Ginnie Mae Web Site home page.
-



The screenshot shows the Ginnie Mae E-Access E-Notification interface. At the top left is the Ginnie Mae logo. The main header reads "GINNIE MAE E-ACCESS E-NOTIFICATION". In the top right corner, there are links for "GUIDE" and "LOGOUT". Below the header, the date "Today is: 8/1/2006" is displayed on the left, and navigation links "News And Updates", "Passive e-Mail", and "Inbox" are on the right. The main content area is titled "1421 - Mortgage Backed Security Issuer". Below this title, there is a table of notifications. A box labeled "General Functions" with two arrows points to the "GUIDE" and "LOGOUT" links.

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1400	July APRN	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1900	New MPM	07/19/06	Sherry	07/24/06
	SCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APRN News	07/18/06	Sherry	07/18/06
	Subject	Created	Read By	Date Read

Major Functions

The major function navigation area is at the upper right side of the screen, directly under the general function area. Major functions available are:

- **News and updates** – Read news and updates applicable to e-Notification users
- **Passive e-Mail** – Sign up to receive an alert each time a new notice arrives in your designated e-Notification mailbox.
- **Inbox** – View notifications sent to you by Ginnie Mae. (By default e-Notification initially opens to the inbox screen at login. The Inbox function is used to return to the inbox from other functions.)

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July APRM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1900	New APRM	07/19/06	Sherry	07/24/06
	SCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest APRM	07/18/06	Sherry	07/18/06
	Latest APRM News	07/18/06	Sherry	07/18/06
	Subject	Created	Read By	Date Read

The following sections describe the major functions of e-Notification.

Inbox

The Inbox is the first page that is displayed after login to e-Notification. The main view of this page contains links to every notice received in the last 30 days.

- New notices appear in **red**.
- Notices already read (accessed) are **blue**, and show the name of the person who read (accessed) the notice (based on their e-Access login ID) and the date it was read.

On this screen each notice is one line. Each notice has a Read By and a Date Read. For a new notice these two fields are blank. However, the system stores the user information related to the first time the notice is read. Even if the notice is read later by other users it will always display the name of the first user that read the notice and the date they first read it. Ginnie Mae considers this to be the official “read or not read” information about the notice. Notices not read in 5 days are automatically reported to the applicable Ginnie Mae account executive.

Red indicates the notice has not been read.

Blue indicates the notice has been read.

Name of the user who first read (accessed) the notice and the date the notice was read (accessed).

Subject	Created	Read By	Date Read
e-Notification User Training is Coming Soon!	07/31/06		
New Document Custodian ID	07/31/06		
July APRM	07/25/06	Sherry	07/28/06
SCRA Error Report	07/19/06	Sherry	07/25/06
New MPW	07/19/06	Sherry	07/24/06
SCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
SCRA Eligibility Approved			
Please Read Latest MPW			
Latest APRM News			

By default, the notices are sorted by their creation date, with the most recent date on top. Notices may be sorted on these column headers, Subject, Read By, or Date Read, by clicking that header. Clicking the same header reverses the sort order.

Click here to sort the list by subject.

By default, the list is sorted by Created date with the most recent on top. Click here to reverse the order.

Click here to sort the list by the names of who read the notices.

Click here to sort the list by the date read.

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July APRM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1900	New MPM	07/19/06	Sherry	07/24/06
	SCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APRM News	07/18/06	Sherry	07/18/06
	Subject	Created	Read By	Date Read

If you need to view a notice that is more than 30 days old, please contact the Ginnie Mae Help Line at 1-888-446-6434, option 3.

To read a notice, click on the notice's link.

Click here to read this notice.

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July APRM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1900	New MPM	07/19/06	Sherry	07/24/06
	SCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APRM News	07/18/06	Sherry	07/18/06
	Subject	Created	Read By	Date Read

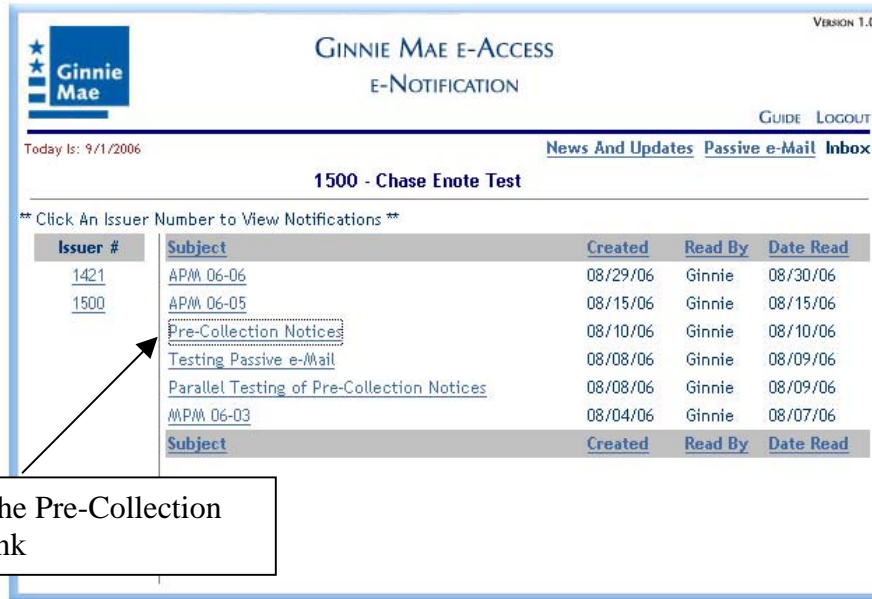
The screenshot shows the Ginnie Mae E-Access E-Notification interface. At the top left is the Ginnie Mae logo. The page title is "GINNIE MAE E-ACCESS E-NOTIFICATION". In the top right corner, it says "VERSION 1.0" and "HELP LOGOUT". Below the title bar, there are navigation links: "News And Updates", "Passive e-Mail", and "Inbox". The date "Today Is: 8/1/2006" is displayed on the left. The main heading is "1421 - Mortgage Backed Security Issuer". Below this, there is a table with two columns: "Issuer #" and "View Notification". The table contains one row with the following details: Issuer #: 1421, Date: 7/19/2006 11:30:29 AM, Reference #: 3886, Type: New MPM Notification, Subject: New MPM, and Message: "A new MPM has been added to the Ginnie Mae Web site and can be viewed here .". Below the table, there is a "Read By:" field with the name "Sherry Chen" and a "Date Read:" field with the date "7/24/2006 8:54:03 AM". At the bottom of the notification area is a "Back" button. Two callout boxes are present: one pointing to the "View Notification" column header with the text "Click here to view the referenced information in a new window.", and another pointing to the "Back" button with the text "Click here to return to the inbox."

The notice may contain a link to a page on the Ginnie Mae web site, or to another document. Clicking on the link opens a new window containing the referenced information. Close or minimize the new window to view e-Notification again. Click on the Back button to return to the notices inbox.

To print or save screens, use the browser's Print or Save As functions.

Certification, Transfer Advice and Pre-Collection Notices plus File Data Layouts

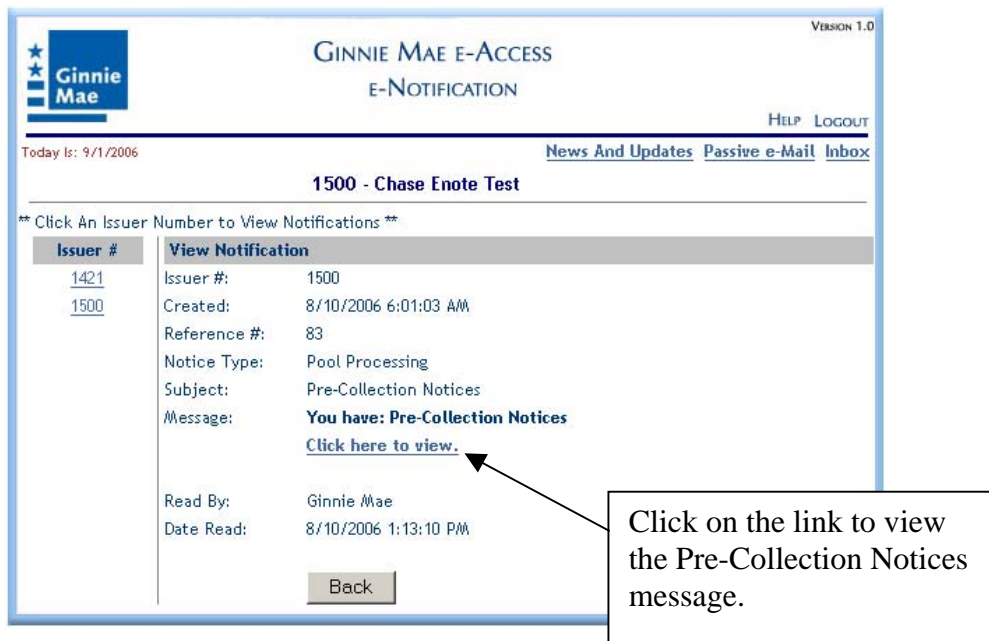
The Notifications screen for the issuer displays links for Pre-Collection Notices. Click on the link to proceed to the View Issuer Notification screen.



The screenshot shows the Ginnie Mae E-Access E-NOTIFICATION interface. At the top, it displays the Ginnie Mae logo, the title "GINNIE MAE E-ACCESS E-NOTIFICATION", and the version "VERSION 1.0". Below the title, there are links for "GUIDE" and "LOGOUT". The date "Today Is: 9/1/2006" is shown on the left, and navigation links "News And Updates", "Passive e-Mail", and "Inbox" are on the right. The main heading is "1500 - Chase Enote Test". Below this, a prompt says "** Click An Issuer Number to View Notifications **". A table lists notifications with columns for Issuer #, Subject, Created, Read By, and Date Read. The "Pre-Collection Notices" link is highlighted with a callout box that says "Click on the Pre-Collection Notices link".

Issuer #	Subject	Created	Read By	Date Read
1421	APM 06-06	08/29/06	Ginnie	08/30/06
1500	APM 06-05	08/15/06	Ginnie	08/15/06
	Pre-Collection Notices	08/10/06	Ginnie	08/10/06
	Testing Passive e-Mail	08/08/06	Ginnie	08/09/06
	Parallel Testing of Pre-Collection Notices	08/08/06	Ginnie	08/09/06
	MPM 06-03	08/04/06	Ginnie	08/07/06

In addition to information about the notice, the screen contains a link to the Pre-Collection Notices. To view the message, click on the link.



The screenshot shows the Ginnie Mae E-Access E-NOTIFICATION interface with the details of a notification. At the top, it displays the Ginnie Mae logo, the title "GINNIE MAE E-ACCESS E-NOTIFICATION", and the version "VERSION 1.0". Below the title, there are links for "HELP" and "LOGOUT". The date "Today Is: 9/1/2006" is shown on the left, and navigation links "News And Updates", "Passive e-Mail", and "Inbox" are on the right. The main heading is "1500 - Chase Enote Test". Below this, a prompt says "** Click An Issuer Number to View Notifications **". A table lists notifications with columns for Issuer # and View Notification. The "View Notification" column contains details for issuer 1500, including the subject "Pre-Collection Notices" and a message "You have: Pre-Collection Notices". A callout box points to the "Click here to view." link in the message.

Issuer #	View Notification
1421	Issuer #: 1500
1500	Created: 8/10/2006 6:01:03 AM
	Reference #: 83
	Notice Type: Pool Processing
	Subject: Pre-Collection Notices
	Message: You have: Pre-Collection Notices Click here to view.
	Read By: Ginnie Mae
	Date Read: 8/10/2006 1:13:10 PM

In the left hand column are links to the Data Layouts. Also on the screen are messages. To view the Data Layouts or a message, click on a link.

The screenshot displays the Ginnie Mae E-Access E-Notification interface. At the top left is the Ginnie Mae logo. The title is "GINNIE MAE E-ACCESS E-NOTIFICATION". Below the title, it shows "Today is: 09/01/2006" and "1401 - WASHINGTON MUTUAL BANK, FA".

Data Layouts

- Final Certifications
- Monthly Transfer Advices
- Pre-Collection Notices Ginnie Mae I
- Pre-Collection Notices Ginnie Mae II
- ReCertifications

Subject	Created	Read By	Read Date
Commitment Authority Availability	09/01/2006		
Final Certification Letters Raw	08/03/2006		
Final Certification Letters Raw	08/04/2006		
Final Certification Letters Raw	08/05/2006		
Final Certification Letters Raw	08/10/2006		
Final Certification Letters Raw	08/16/2006		
Final Certification Letters Raw	08/17/2006		
Final Certification Letters Raw	08/19/2006		
Final Certification Letters Raw	08/22/2006		
Final Certification Letters Raw	08/25/2006		

Click on these links to view the Data Layouts. See Appendix A

Click on these links to view messages.

Clicking on a Data Layout link opens another window with the data layout for the link selected. See Appendix A to view the layouts.

News and Updates

Click News And Updates to view announcements concerning e-Notification.

The screenshot shows the Ginnie Mae E-Access E-Notification interface. At the top left is the Ginnie Mae logo. The main header reads "GINNIE MAE E-ACCESS E-NOTIFICATION". On the right, there are links for "GUIDE" and "LOGOUT". Below the header, the date "Today is: 8/1/2006" is displayed. A navigation bar contains links for "News And Updates", "Passive e-Mail", and "Inbox". The "News And Updates" link is highlighted. Below this, the page title is "1421 - Mortgage Backed Security Issuer". A sub-header reads "** Click An Issuer Number to View Notifications **". A table lists various notifications with columns for Issuer #, Subject, Created, Read By, and Date Read. The "News And Updates" link is highlighted in the navigation bar.

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July ARM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1900	New MPM	07/19/06	Sherry	07/24/06
	SCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest ARM News	07/18/06	Sherry	07/18/06
Subject	Created	Read By	Date Read	

The screenshot shows the Ginnie Mae E-Access E-Notification interface. At the top right, it says "VERSION 1.0". The main header reads "GINNIE MAE E-ACCESS E-NOTIFICATION". On the right, there are links for "GUIDE" and "LOGOUT". Below the header, the date "Today is: 8/1/2006" is displayed. A navigation bar contains links for "News And Updates", "Passive e-Mail", and "Inbox". The "News And Updates" link is highlighted. Below this, the page title is "1421 - Mortgage Backed Security Issuer". A sub-header reads "** Click An Issuer Number to View Notifications **". A table lists various notifications with columns for Issuer #, Subject, Created, Read By, and Date Read. The "News And Updates" link is highlighted in the navigation bar.

Issuer #	Subject	Created	Read By	Date Read
0131	News And Updates			

Important e-Notification Dates:

- June 1, 2006 - e-Notification registration begins.
- July 15, 2006 - All issuers and document custodians must have at least one user registered for e-Notification.
- August, 2006 - Ginnie Mae operates both the current method of notification and e-Notification, in parallel.
- September 1, 2006 - e-Notification goes live. Ginnie Mae discontinues current methods of notification.

Click the Inbox link to go back to the Inbox.

Passive e-Mail

Per APM 06-03 issuers and document custodians are responsible for checking their e-Notification mailbox. Passive e-Mail is an option that can be used to automatically receive an e-mail alert, at a designated e-mail address, whenever a new notice arrives in your e-Notification Inbox. The e-mail will not contain the notice itself, however, it will contain a link to e-Access where the notification can be viewed within e-Notification. Issuers may change the e-mail address receiving the alerts or cancel the passive e-mail service at any time.

This function allows one e-mail address to be associated with the issuer number or the document custodian number.

The screenshot shows the Ginnie Mae E-Access E-Notification interface. The header includes the Ginnie Mae logo and the text "GINNIE MAE E-ACCESS E-NOTIFICATION". Below the header, there are navigation links: "GUIDE", "LOGOUT", "News And Updates", "Passive e-Mail", and "Inbox". The date "Today is: 8/1/2006" is displayed. The main content area is titled "1421 - Mortgage Backed Security Issuer" and contains a table of notifications. A callout box with the text "Click on the link..." points to the "Passive e-Mail" link in the navigation bar. Another callout box with the text "...and the Passive e-Mail form displays." points to the "Passive e-Mail" link in the footer of the notification list.

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1400	July APM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1500	New APM	07/19/06	Sherry	07/24/06
	SCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest APM	07/18/06	Sherry	07/18/06
	APM News	07/18/06	Sherry	07/18/06

The screenshot shows the Ginnie Mae E-Access E-Notification interface. At the top left is the Ginnie Mae logo. The page title is "GINNIE MAE E-ACCESS E-NOTIFICATION". In the top right corner, it says "VERSION 1.0" and has links for "GUIDE" and "LOGOUT". Below the header, the date "Today Is: 7/18/2006" is displayed on the left, and navigation links "News And Updates", "Passive e-Mail", and "Inbox" are on the right. The main heading is "1421 - Mortgage Backed Security Issuer". Below this, a note reads "** Click An Issuer Number to View Notifications **". A table lists two issuer numbers: "1421" and "1500". The "1421" row is highlighted and contains the text "Sign Up To Receive A Passive e-Mail". Below the table, a text box explains: "How it works: Enter an email address. Each time a notice is posted to this mailbox an e-mail will be sent informing you that there is a notice in the e-Notification mailbox. The user must go to the e-Notification mailbox to view the actual notification." The form includes an "Issuer Id:" dropdown menu with "1421" selected, an "Email Address:" text input field, and "Submit" and "Remove" buttons.

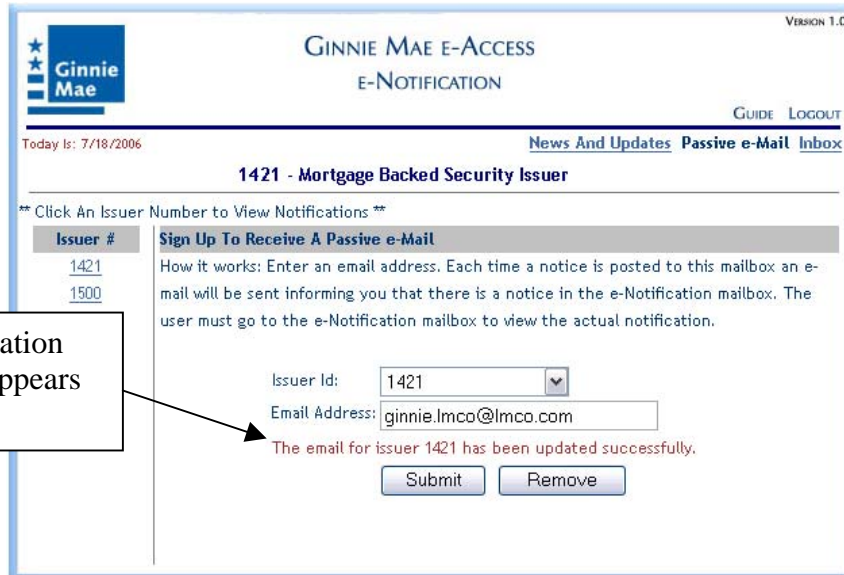
The Passive e-Mail form can be used to:

- Sign up for Passive e-Mail
- Change the e-mail address
- Cancel Passive e-Mail

Click the Inbox link to go back to the Inbox.

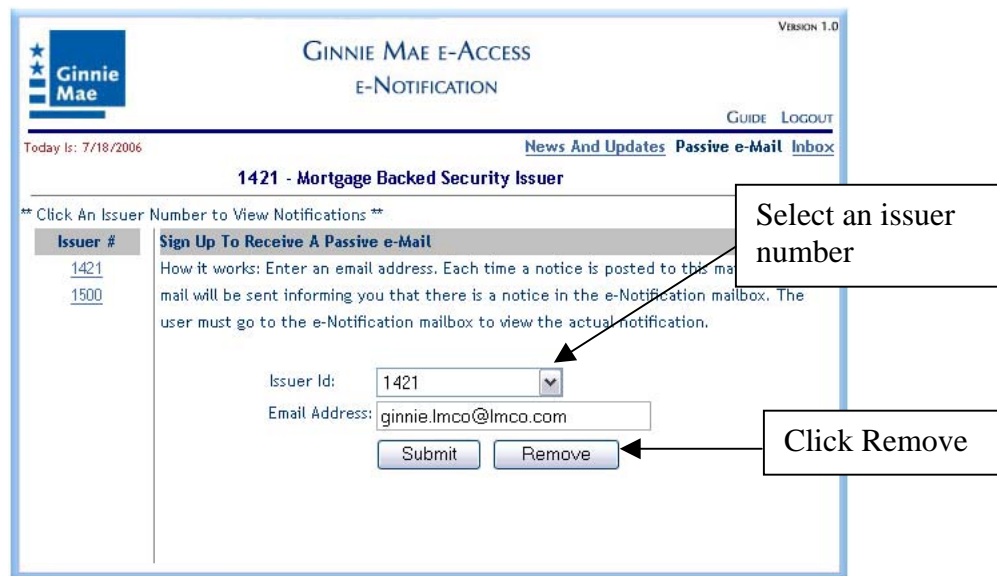
To **sign-up** for Passive e-Mail, select the issuer that is requesting to receive e-mail alerts, enter the e-mail address to receive the alerts, and then click Submit.

This screenshot is identical to the one above but includes three callout boxes with arrows pointing to specific parts of the form. The first callout box, labeled "First, select an issuer number", points to the "Issuer Id:" dropdown menu. The second callout box, labeled "second, enter an e-mail address", points to the "Email Address:" text input field, which contains the text "ginnie.lmco@lmco.com". The third callout box, labeled "then click Submit", points to the "Submit" button.



To **change** the email address where the alerts are to be sent, repeat the sign-up process.

To **cancel** the Passive e-Mail service, select the appropriate issuer number and click Remove.



GINNIE MAE E-ACCESS
E-NOTIFICATION

VERSION 1.0

GUIDE LOGOUT

Today Is: 7/18/2006 [News And Updates](#) [Passive e-Mail](#) [Inbox](#)

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

Issuer #	Sign Up To Receive A Passive e-Mail
1421	How it works: Enter an email address. Each time a notice is posted to this mailbox an e-mail will be sent informing you that there is a notice in the e-Notification mailbox. The user must go to the e-Notification mailbox to view the actual notification.
1500	

Issuer Id:

Email Address:

The email for issuer 1421 has been removed.

A confirmation message appears here.

Appendix A: e-Notification Data Layouts

Final Certifications

```
01  COMPL-RECORD.
    05  COMP-ISSUER          PIC X(4) .
    05  COMP-POOLNUM        PIC X(7) .
    05  COMP-GINNET-FLAG    PIC X(1) .
    05  FILLER              PIC X(1) .
    05  COMP-DATE .
        10  COMP-YY          PIC X(2) .
        10  COMP-MM          PIC X(2) .
        10  COMP-DD          PIC X(2) .
    05  COMP-TYPE .
        10  FILER            PIC X(2) .
        10  COMP-DESCRIPTION PIC X .
```

Monthly Transfer Advices

Monthly Debit

Monthly Debit

```

01 WS-SORT-DB.
   02 WS-DB-REC-CODE          PIC X    VALUE 'D'.
   02 WS-DB-ISSUER           PIC 9(4).
   02 FIL                     PIC X(5) VALUE SPACES.
   02 WS-DB-TRANS-DT.
     05 WS-DB-TRANS-MM       PIC 99.
     05 WS-DB-TRANS-DD       PIC 99.
     05 WS-DB-TRANS-YY       PIC 99.
   02 WS-DB-CERT-NO          PIC 9(7).
   02 WS-DB-POOL-TYPE        PIC XX.
   02 WS-DB-NAME             PIC X(40).
   02 WS-DB-AMOUNT           PIC 9(10)V99.
   02 WS-DB-INTER-CODE       PIC X.
   02 FIL                     PIC X(210) VALUE SPACES.
   02 WS-DB-POOL-NO          PIC X(6).
   02 WS-DB-KEY-SYSTEM        PIC 9999.
   02 WS-DB-KEY-ISSUER        PIC 9999.
   02 WS-DB-KEY-COUNTER       PIC 9(9).
   02 WS-DB-POOL-INDI        PIC X.
  
```

Layout:

		FIELD					
-----	FIELD LEVEL/NAME	-----	-PICTURE-	-NUMBER	START	END	LENGTH
	WS-SORT-DB				1	312	312
2	WS-DB-REC-CODE		X	1	1	1	1
2	WS-DB-ISSUER		9(4)	2	2	5	4
2	FIL		X(5)	3	6	10	5
2	WS-DB-TRANS-DT		GROUP	4	11	16	6
5	WS-DB-TRANS-MM		99	5	11	12	2
5	WS-DB-TRANS-DD		99	6	13	14	2
5	WS-DB-TRANS-YY		99	7	15	16	2
2	WS-DB-CERT-NO		9(7)	8	17	23	7
2	WS-DB-POOL-TYPE		XX	9	24	25	2
2	WS-DB-NAME		X(40)	10	26	65	40
2	WS-DB-AMOUNT		9(10)V99	11	66	77	12
2	WS-DB-INTER-CODE		X	12	78	78	1
2	FIL		X(210)	13	79	288	210
2	WS-DB-POOL-NO		X(6)	14	289	294	6
2	WS-DB-KEY-SYSTEM		9(4)	15	295	298	4
2	WS-DB-KEY-ISSUER		9(4)	16	299	302	4
2	WS-DB-KEY-COUNTER		9(9)	17	303	311	9
2	WS-DB-POOL-INDI		X	18	312	312	1

Monthly Credit

Monthly Credit

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01 WS-SORT-CR.
   02 WS-S-REC-CODE          PIC X VALUE 'C'.
   02 WS-S-ISSUER           PIC 9(4).
   02 FIL                   PIC X(5) VALUE SPACES.
   02 WS-S-TRANS-DT.
       05 WS-S-TRANS-MM     PIC 99.
       05 WS-S-TRANS-DD     PIC 99.
       05 WS-S-TRANS-YY     PIC 99.
   02 WS-S-CERT-NO         PIC 9(7).
   02 WS-S-POOL-TYPE       PIC XX.
   02 WS-S-NAME            PIC X(40).
   02 WS-S-NAME-ADDR-1     PIC X(40).
   02 WS-S-NAME-ADDR-2     PIC X(40).
   02 WS-S-ADDR-1         PIC X(40).
   02 WS-S-ADDR-2         PIC X(40).
   02 WS-S-CITY           PIC X(21).
   02 WS-S-STATE          PIC X(2).
   02 FIL                 PIC X(6) VALUE SPACES.
   02 WS-S-ZIP            PIC X(5).
   02 FIL                 PIC X(6) VALUE SPACES.
   02 WS-S-CR-AMOUNT       PIC 9(10)V99.
   02 WS-S-INTER-CODE     PIC X.
   02 WS-S-ACCN-NO        PIC 9(10).
   02 WS-S-POOL-NO        PIC X(6).
   02 WS-S-KEY-SYSTEM     PIC 9999.
   02 WS-S-KEY-ISSUER     PIC 9999.
   02 WS-S-KEY-COUNTER    PIC 9(9).
   02 WS-S-POOL-INDI      PIC X.
  
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FIELD LEVEL/NAME	PICTURE	FIELD NUMBER	START	END	LENGTH
WS-SORT-CR		1	1	312	312
2 WS-S-REC-CODE	X	1	1	1	1
2 WS-S-ISSUER	9(4)	2	2	5	4
2 FIL	X(5)	3	6	10	5
2 WS-S-TRANS-DT	GROUP	4	11	16	6
5 WS-S-TRANS-MM	99	5	11	12	2
5 WS-S-TRANS-DD	99	6	13	14	2
5 WS-S-TRANS-YY	99	7	15	16	2
2 WS-S-CERT-NO	9(7)	8	17	23	7
2 WS-S-POOL-TYPE	XX	9	24	25	2
2 WS-S-NAME	X(40)	10	26	65	40
2 WS-S-NAME-ADDR-1	X(40)	11	66	105	40
2 WS-S-NAME-ADDR-2	X(40)	12	106	145	40
2 WS-S-ADDR-1	X(40)	13	146	185	40
2 WS-S-ADDR-2	X(40)	14	186	225	40
2 WS-S-CITY	X(21)	15	226	246	21
2 WS-S-STATE	XX	16	247	248	2
2 FIL	X(6)	17	249	254	6
2 WS-S-ZIP	X(5)	18	255	259	5
2 FIL	X(6)	19	260	265	6
2 WS-S-CR-AMOUNT	9(10)V99	20	266	277	12
2 WS-S-INTER-CODE	X	21	278	278	1
2 WS-S-ACCN-NO	9(10)	22	279	288	10
2 WS-S-POOL-NO	X(6)	23	289	294	6
2 WS-S-KEY-SYSTEM	9(4)	24	295	298	4
2 WS-S-KEY-ISSUER	9(4)	25	299	302	4
2 WS-S-KEY-COUNTER	9(9)	26	303	311	9
2 WS-S-POOL-INDI	X	27	312	312	1

Pre-Collection Notices Ginnie Mae I

Header Record

FIELD NAME	DESCRIPTION	START	ENDS	FORMAT	LENGTH
Record Type	The single digit of '1' to indicate the record is a header record.	1	1	numeric	1
Issuer Number	The 4 digit issuer number.	2	5	numeric	4
Creation date	The date the data was created	6	11	mmddy	6
Issuer Name	The name of the issuer.	12	71	alpha numeric	60
Central P & I Account Number	The account number of Central P&I from which principal, interest and guarantee fees will be collected.	72	88	numeric	17
Bank's ACH Routing Code	The Central P&I bank's ACH routing code.	89	96	numeric	8
Check Digit	The 1 byte check digit.	97	97	numeric	1
Filler		98	100		3
Issuer Number	The 4 digit issuer number.	101	104	numeric	4

Detail Record

FIELD NAME	DESCRIPTION	STARTS	ENDS	FORMAT	LENGTH
Record Type	The single digit of '2' to indicate the record is a detail record.	1	1	numeric	1
Pool Number	The 6 digit GNMA pool number.	2	7	numeric	6
Pool Indicator	The one character program type code: X = GNMA I	8	8	alpha numeric X	1
Pool Type	The type of Mortgage Loans underlying the GNMA Pool (Certificate), e.g., SF for Single Family, etc.	9	10	alpha	2
Loan Package	The issuer's 6 digit loan package number which is associated to the multiple issuer pool number.	11	16	numeric	6
Current (RPB) Remaining Principal Balance	The current remaining principal balance reported for the pool.	17	31	numeric	15
Principal Payment	The principal amount to be collected.	32	44	signed numeric.	13
Interest Payment	The interest amount to be collected.	45	53	numeric	9
Total Payment	The total amount to be collected for the pool (Principal Payment + Interest Payment).	54	65	numeric	12
Pass Thru Rate	The security rate used to calculate the interest payment.	66	70	numeric (XX.XXX)	5
Guaranty Fee	The Guaranty Fee	71	82	numeric	12
Pre-payment Penalty	The pre-payment penalty	83	91	numeric	9
Filler		92	100		9
Issuer Number	The 4 digit issuer number.	101	104	numeric	4

Trailer Record

FIELD NAME	DESCRIPTION	STARTS	ENDS	FORMAT	LENGTH
Record Type	The single digit of '3' to indicate the record is a trailer record.	1	1	numeric	1
Total Principal Payment	The sum of the Principal amounts to be collected.	2	14	signed numeric	13
Total Interest Payment	The sum of the Interest amounts to be collected.	15	24	numeric	10
P&I Total	The total of the Principal and Interest amounts to be collected.	25	36	numeric	12
Total Guaranty Fee	The total guaranty Fee to be collected	37	48	numeric	12
Guaranty Fee	The total guaranty fee for all book-entry pools	49	60	numeric	12
Guaranty Fee Other	The total guaranty fee for all non-book entry pools	61	72	numeric	12
Pre-payment Penalty	The Pre-payment Amount to be collected for GNMA I.	73	82	numeric	10
Total Issuer Collection	The Grand Total amount to be collected.	83	95	numeric	13
Filler		96	100		5
Issuer Number	The 4 digit issuer number.	101	104	numeric	4

Pre-Collection Notices Ginnie Mae II

Header Record

FIELD NAME	DESCRIPTION	START	ENDS	FORMAT	LENGTH
Record Type	The single digit of '1' to indicate the record is a header record.	1	1	numeric	1
Issuer Number	The 4 digit issuer number.	2	5	numeric	4
Creation date	The date the data was created	6	11	mmddy	6
Issuer Name	The name of the issuer.	12	71	alpha numeric	60
Central P & I Account Number	The account number of Central P&I from which principal, interest and guarantee fees will be collected.	72	88	alpha numeric	17
Bank's ACH Routing Code	The Central P&I bank's ACH routing code.	89	96	numeric	8
Check Digit	The 1 byte check digit.	97	97	numeric	1
Filler		98	100		3
Issuer Number	The 4 digit issuer number.	101	104	numeric	4

Detail Record

FIELD NAME	DESCRIPTION	STARTS	ENDS	FORMAT	LENGTH
Record Type	The single digit of '2' to indicate the record is a detail record.	1	1	numeric	1
Pool Number	The 6 digit GNMA pool number.	2	7	numeric	6
Pool Indicator	The one character program type code: C = GNMA II Custom M = GNMA II Multiple Issuer	8	8	alpha numeric (C or M)	1
Pool Type	The type of Mortgage Loans underlying the GNMA Pool (Certificate), e.g., SF for Single Family, etc.	9	10	alpha numeric	2
Loan Package	The issuer's 6 digit loan package number which is associated to the multiple issuer pool number.	11	16	numeric	6
Current (RPB) Remaining Principal Balance	The current remaining principal balance reported for the pool.	17	31	numeric	15
Principal Payment	The principal amount to be collected.	32	44	signed numeric	13
Interest Payment	The interest amount to be collected.	45	53	numeric	9
Total Payment	The total amount to be collected for the pool (Principal Payment + Interest Payment).	54	65	numeric	12
Pass Thru Rate	The security rate used to calculate the interest payment.	66	70	numeric (XX.XXX)	5
Guaranty Fee	Guaranty Fee	71	82	numeric	12
Filler		83	100	numeric	18
Issuer Number	The 4 digit issuer number.	101	104	numeric	4

Trailer Record

FIELD NAME	DESCRIPTION	STARTS	ENDS	FORMAT	LENGTH
Record Type	The single digit of '3' to indicate the record is a trailer record.	1	1	numeric	1
Total Principal Payment	The sum of the Principal amounts to be collected.	2	14	signed numeric	13
Total Interest Payment	The sum of the Interest amounts to be collected.	15	24	numeric	10
P&I Total	The total of the Principal and Interest amounts to be collected.	25	36	numeric	12
Guarantee Fee Amount	The Guarantee Fee Amount to be collected for GNMA II.	37	48	numeric	12
Filler		49	82		34
Total Issuer Collection	The Grand Total amount to be collected.	83	95	numeric	13
Filler		96	100		5
Issuer Number	The 4 digit issuer number.	101	104	numeric	4

Re-Certification

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01  COMPL-RECORD.
    05  COMP-ISSUER          PIC X(4) .
    05  COMP-POOLNUM        PIC X(7) .
    05  COMP-GINNET-FLAG    PIC X(1) .
    05  FILLER              PIC X(1) .
    05  COMP-DATE .
        10  COMP-YY          PIC X(2) .
        10  COMP-MM          PIC X(2) .
        10  COMP-DD          PIC X(2) .
    05  COMP-TYPE .
        10  FILER            PIC X(2) .
        10  COMP-DESCRIPTION PIC X .
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Appendix B: File Retention Information

All e-Notification notices in the mailbox remain accessible for 30 days. After 30 days the notices are moved, and cannot be accessed by the user.

However, the content/data files/linked information associated with the notice is moved (and is no longer available) on a regular basis, in accordance with the retention information in the following table:

The user should note that because of the document/file retention schedule below, it is possible to have an older notice in the mailbox, for which the related content/file has been retired.

Document/File Name	How Data can be displayed	Retention Period
Commitment Authority Availability	Formatted	The Commitment Authority Availability document will remain on the system until the next Commitment Authority Availability document is posted. The previous Commitment Authority Availability document will be replaced by the most recent Commitment Authority Availability document.
Daily Transfer Sheet	Formatted	The Daily Transfer Sheet will remain on the system until the next Monthly Transfer Advices are posted. At that time the Daily Transfer Sheets are retired and no longer available to the user. Otherwise they expire at month end and are no longer available.
Failed Edits Report	Formatted and raw	The Failed Edits Report will remain on the system until the next Failed Edits Report is posted. The previous Failed Edits Report will no longer be available to the user. Otherwise they expire at month end and are no longer available.

Final Certification Letters	Formatted and raw	Final Certification Letters will remain on the system for one month after this the letters are retired and will no longer be available to the user.
Monthly Transfer Advices	Formatted and raw	The Monthly Transfer Advices will remain on the system until the next Monthly Transfer Advices are posted. The previous Monthly Transfer Advices are replaced by the current Monthly Transfer Advices. Otherwise they expire at month end and are no longer available.
"Pools Are Ready" Letter	Formatted	The "Pools Are Ready" letters will remain on the system for 7 business days. After this they will be retired and will no longer be available to the user.
Pre-Collection Notices	Formatted	The Pre-Collection Notices will remain on the system until the next Pre-Collection Notices is posted. The previous Pre-Collection Notices are replaced by the most recent Pre-Collection Notices. Otherwise they expire at month end and are no longer available.
Recertification Confirmation Letters	Formatted and raw	The Recertification Confirmation Letters will remain on the system for one month. After this the previous letters are retired and they will no longer be available to the user.

If you need information regarding documents/files that are no longer available call the Help Desk at 1-888-Ginnie4 (1-888-446-6434).