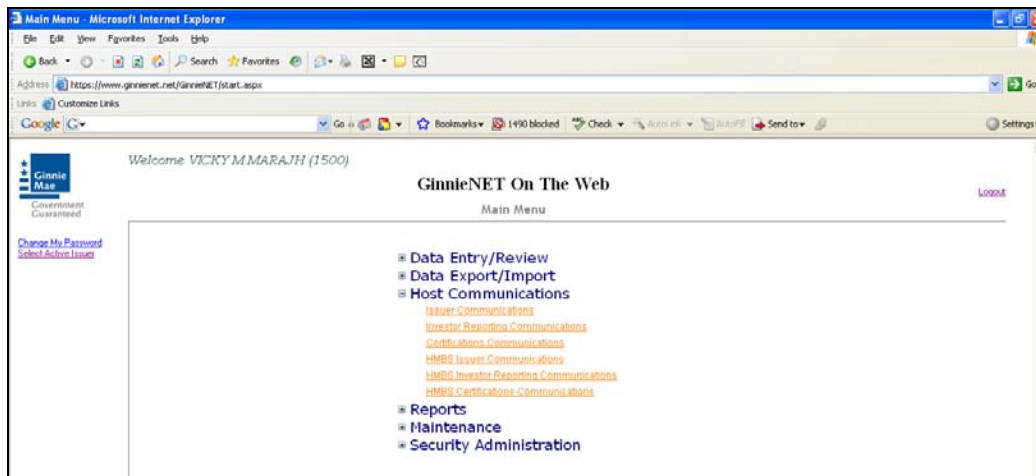# VIII. COMMUNICATIONS

For access to the functions listed in the Host Communications window, it is mandatory to successfully complete the Fingerprint Verification process. The process is the same for each function and is outlined below.

Host Communications Menu Option:

1. Issuer Communications
  ➤ *Submit Pool*
  ➤ *Delete Pool*
  ➤ *Accept Pool*
  ➤ *Send Master Agreement Certification*

2. Investor Reporting Communications
  ➤ *Submit RPB Report*
  ➤ *Submit Quarterly Certifications*
  ➤ *Delete Quarterly Certifications*
  ➤ *Submit ACH Debit Authorization (11709-A)*
  ➤ *Submit HUD 11710-D Issuer's Monthly Summary Report*
  ➤ *Delete HUD 11710-D Issuer's Monthly Summary Report*
  ➤ *Send Remittance Advices*
  ➤ *Send Prepayment Penalty*

3. Certifications Communications
  ➤ *Submit Final Certification*
  ➤ *Delete Final Certification*
  ➤ *Retrieve Pools for Final Certification*
  ➤ *Submit Issuer Recertification*

➢*Submit Document Custodian Recertification*
➢*Submit Document Custodian Transfer/Merger*
➢*Submit Document Custodian Transfer/Merger*
➢*Delete Document Custodian Transfer/Merger*
➢*Submit HUD 11708 (Document Release Form)*
➢*Delete HUD 11708 (Document Release Form)*

4. HMBS Issuer Communications
➢*Submit Pool*
➢*Delete Pool*

5. HMBS Investor Reporting Communications
➢*Submit RPB, WAC and Payment Reports*
➢*Submit Quarterly Certifications*
➢*Delete Quarterly Certifications*
➢*Submit ACH Debit Authorization (11709-A)*
➢*Submit HUD 11710-D Issuer's Monthly Summary Report*
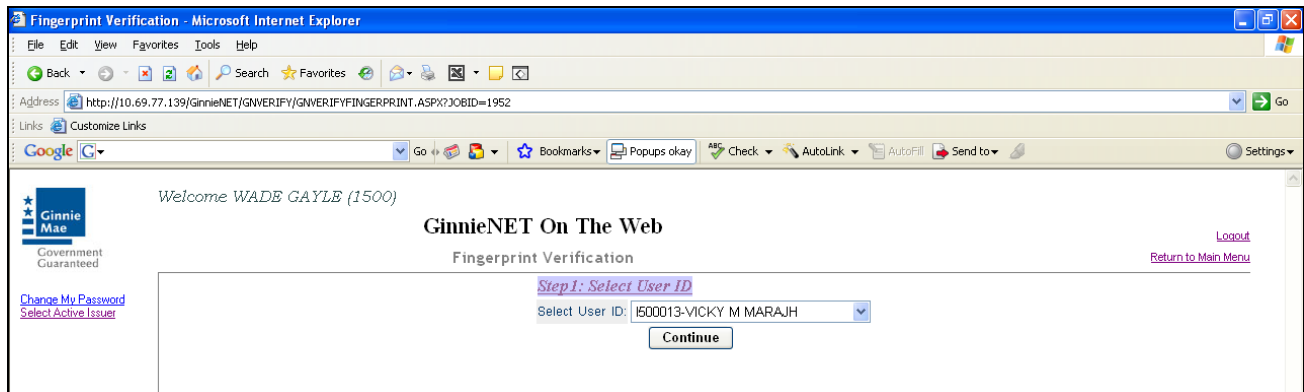➢*Delete HUD 11710-D Issuer's Monthly Summary Report*

6. HMBS Certifications Communications
➢*Submit Final Certification*
➢*Delete Final Certification*
➢*Retrieve Pools for Final Certification*
➢*Submit Issuer Recertification*
➢*Submit Document Custodian Recertification*
➢*Submit Document Custodian Transfer/Merger*
➢*Submit Document Custodian Transfer/Merger*
➢*Delete Document Custodian Transfer/Merger*
➢*Submit HUD 11708 (Document Release Form)*
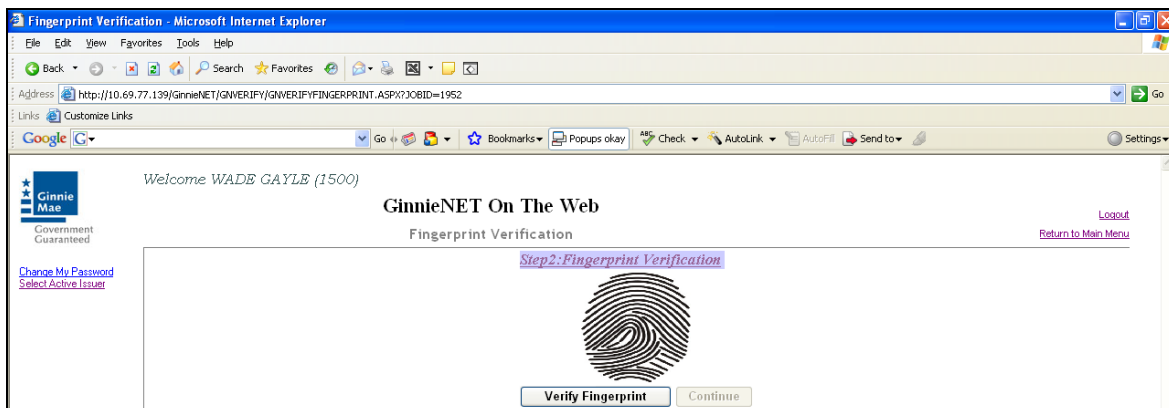➢*Delete HUD 11708 (Document Release Form)*

FINGERPRINT VERIFICATION

Upon initialization of a pool communications function, the system displays the following messages in preparation for verifying a user's fingerprint.

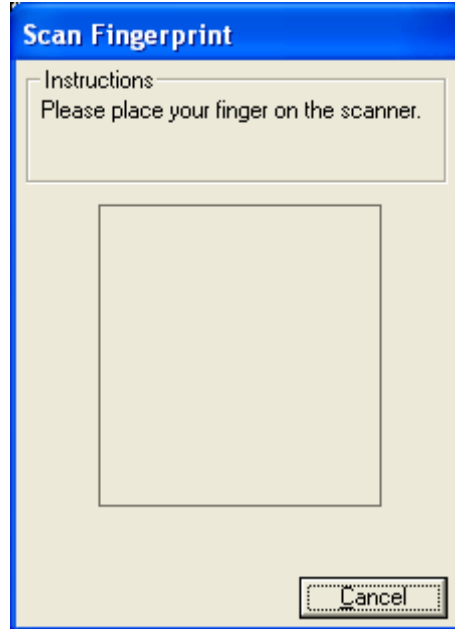1. Select on the down arrow to select the User ID and Select **Continue**.
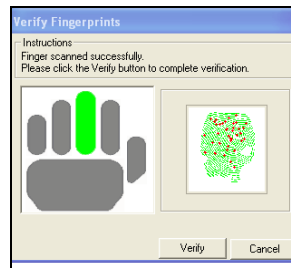

2. Select *Verify Fingerprint*.

3. Select to capture your fingerprint.
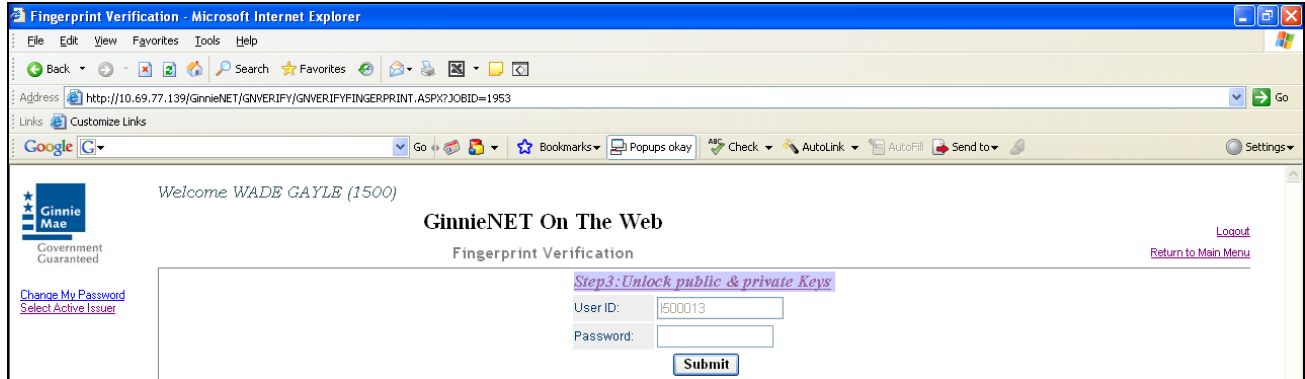
4. Scan your fingerprint using the M2SYS scanner.
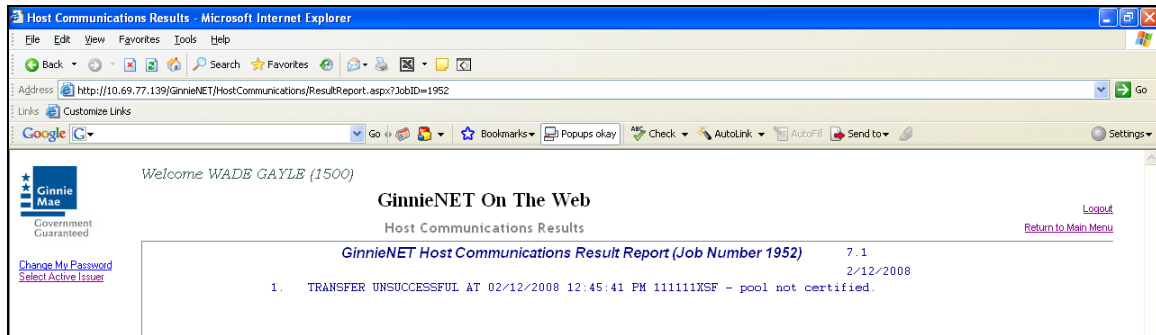

5. Scan your fingerprint and Select **_Verify._**

6. If the fingerprint is verified Select on **_Continue_**.

7. Enter your RSA password and Select on **<u>Submit</u>**.

8. Once the verification process is completed the system displays the Transmission Review window.

9. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

10. Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the Ginnie*NET* Server/Network is generated and sent by fax and posted on eNotification to the corresponding users.

ISSUER COMMUNICATIONS

To gain access to the functions in the Host Communications window it is necessary to complete the Fingerprint Verification process. The process is the same for each function and is outlined below.

Host Communications Menu Option:

> ➢*Submit Pool*
> ➢*Delete Pool*
> ➢*Accept Pool*
> ➢*Send Master Agreement Certification*

FILE TRANSMISSION NUMBER (FTN)

A File Transmission Number (FTN), assigned by the system at the time a pool is transmitted and used to identify pools on the Network. After pool data is verified, a FTN is added to the pool record. The FTN becomes the tracking number for the pool and is displayed on the pool detail record and forms 11705 and 11706.

The FTN is a combination of 32 digits and characters, and is shown as a single unit (string). The FTN is broken down as follows:

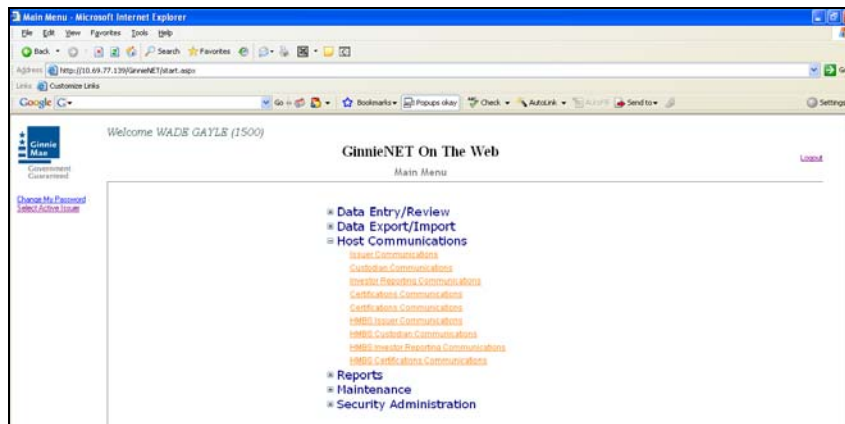   1977   000123   152020   XSF   050599   095732   9

- The first four digits (1977) represent the **Issuer Number** and are always the same.

- The next six digits (000123) represent the **Custodian Number**.

- The next six digits (152020) represent the **Pool Number**.

- The next three characters (XSF) indicate the **Issue** and **Pool Types**.

- The next six digits (050599) indicate the **date** that the pool was sent to the Network.

- The next six digits (095732) indicate the **time** the pool was sent to the Network.

- The last digit (9) is a **"check" digit** for the communications session.

POOL SUBMISSION

Issuer Communications – Pool Submit

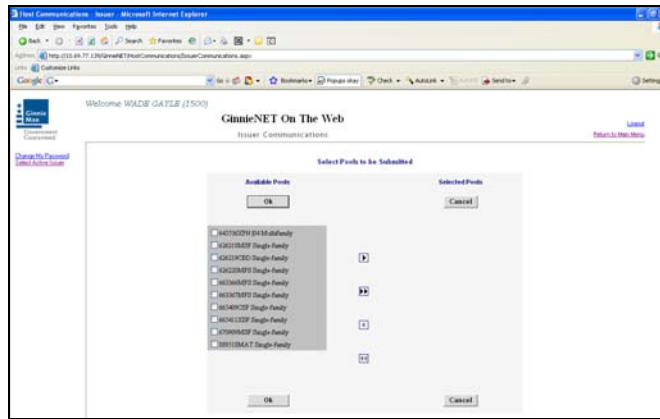1. Select **Issuer Communications** from the Host Communications menu.
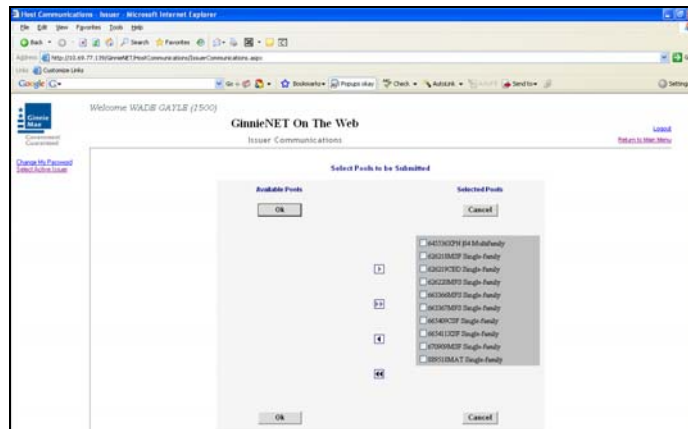
The following screen is displayed.

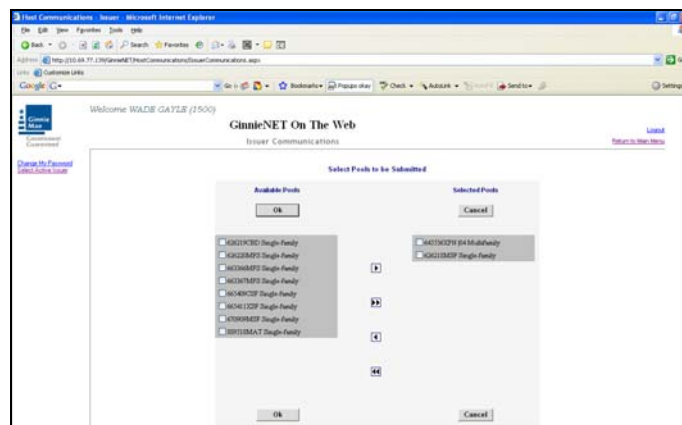2. Select **_Select Pools to Submit_** to begin the pool transmission process.

The Pool Send screen is displayed and contains information for pools that have passed Ginnie Mae Edits and which are now available for transmission.

3. *Select on the double arrow pointing to the right to select all pools shown.*

4. *To select a single pool Select in each box and use the single arrow option to move the pool to the selected pool column.*
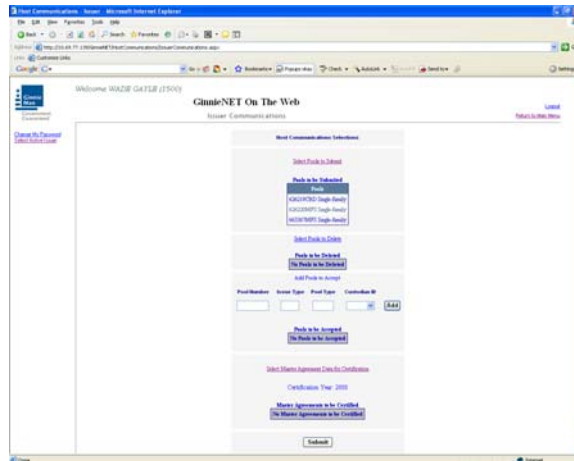

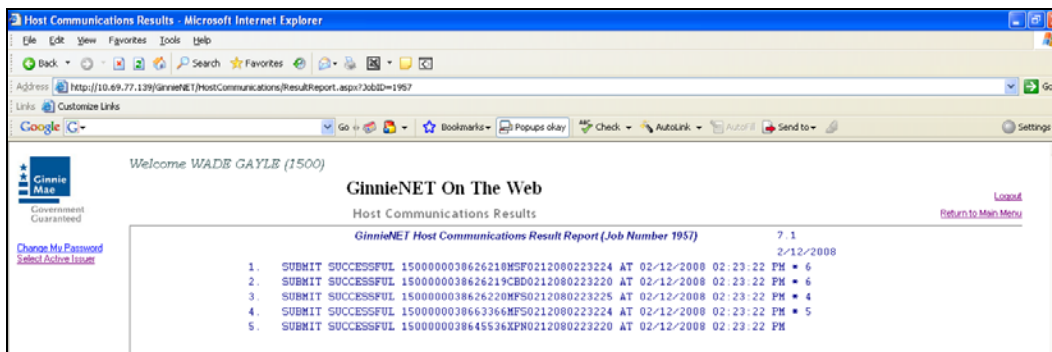➢ *After pools are selected they should appear in the Selected Pool Key column.*

5. Select **OK** to continue.

6. Select on **_Submit_** to initialize Fingerprint Verification process.

7. Complete the Fingerprint **Verification process** described in Fingerprint Verification on page 3.

8. Once the verification process is completed the system displays the Transmission Review window.

9. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

10. Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the Ginnie*NET* Server/Network is generated and sent by fax and posted on E-notification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

POOL DELETION

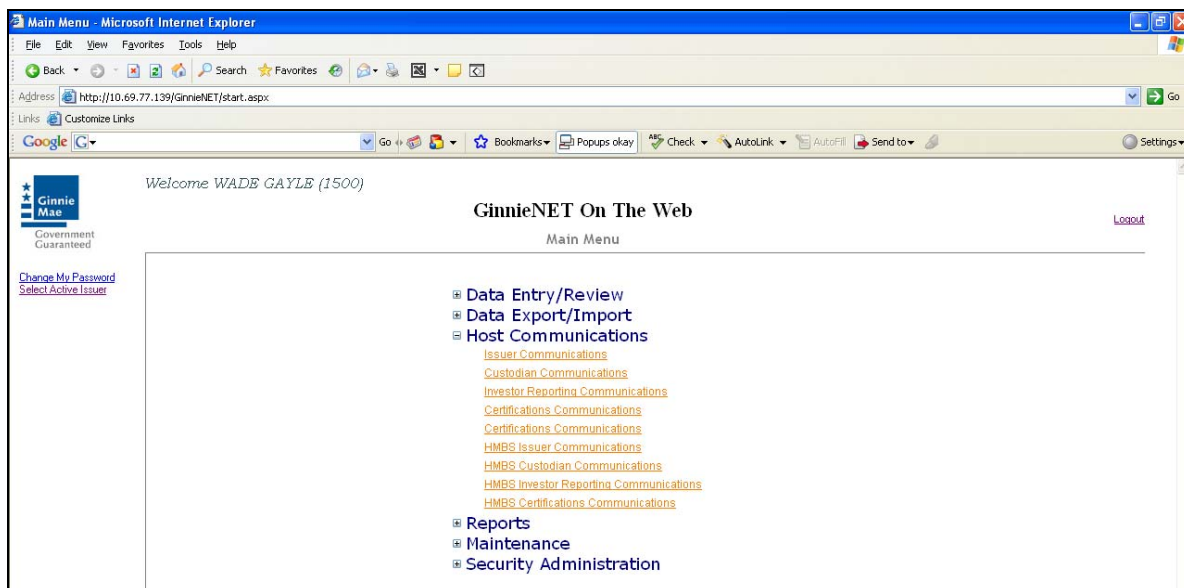### Issuer Communications – Pool Deletion

A pool can be deleted from the Network up to the point that the Custodian retrieves it from the Network. Once retrieved by the Custodian, the pool can no longer be accessed unless the Custodian rejects it. A pool inquiry is recommended for pool status by the Issuer should the Issuer need to delete a specific pool or a group of pools.

A pool can by deleted from the Network up to 12:00 PM EST the next day after certification. A delete from the Network *does not* delete the pool from your PC but you will also need to inform Ginnie*NET* Customer Service. The pool can be reassembled and transmitted to the network again. A new **File Transmission Number** is assigned when a pool is re-transmitted to the Network.
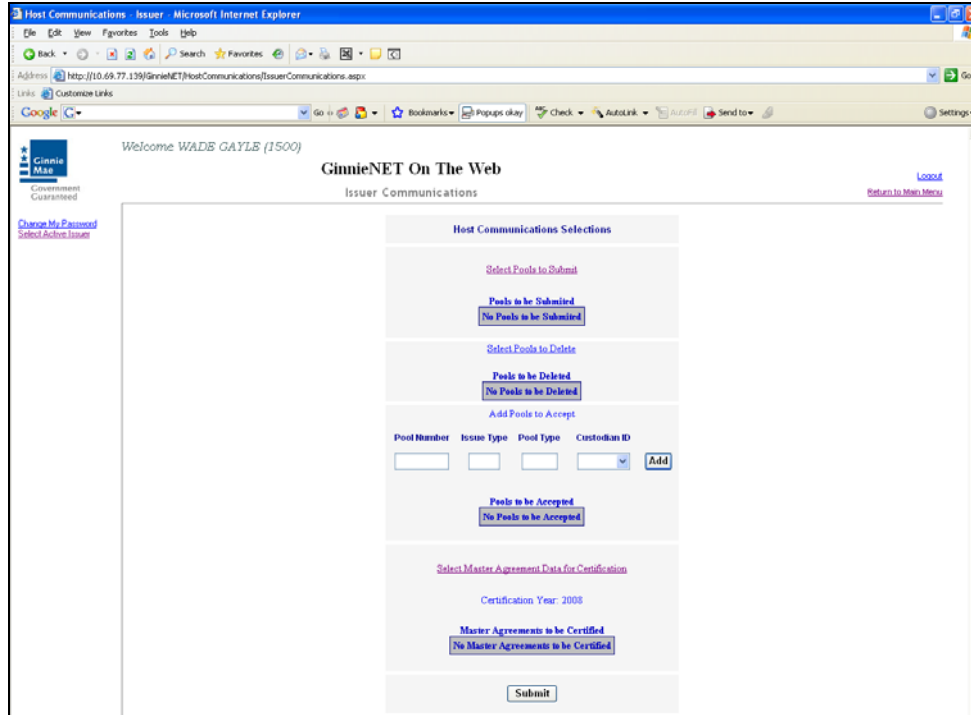
To access the Delete Pools function:

> 1. Select **Issuer Communications** from the Host Communications menu.
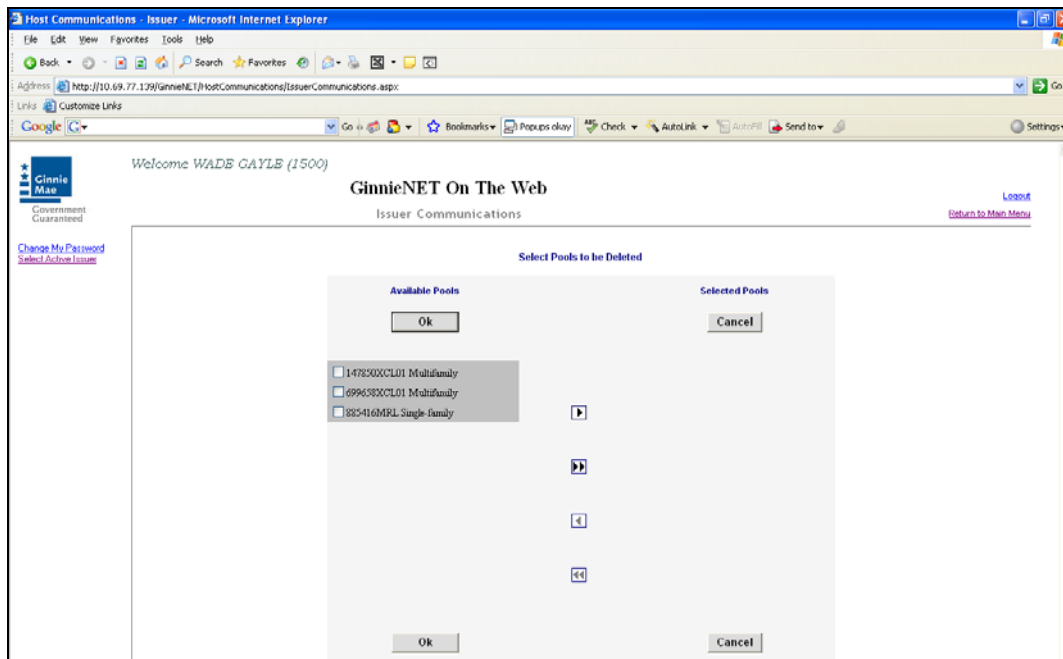
The following screen is displayed.
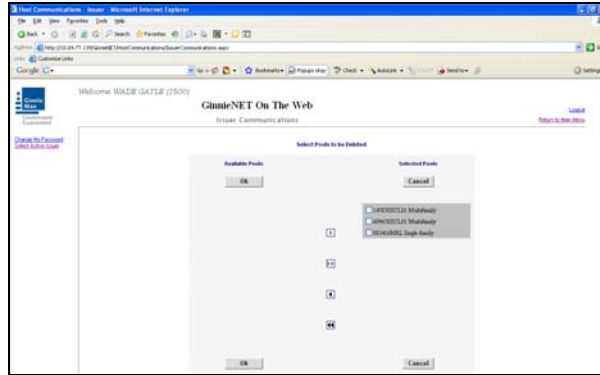
2. Select **Issuer Communications**.

3. Select ***Select Pools to be Deleted*** to begin the pool transmission process.

The Pool Delete screen is displayed and contains information for pools that have transmitted.

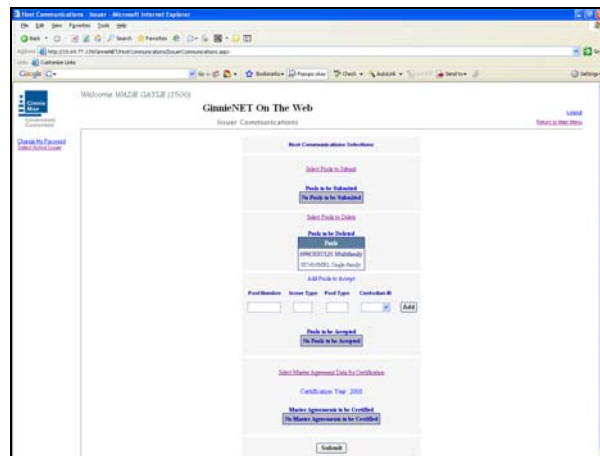4. ***Select on the double arrow pointing to the right to select all pools shown.***

5. ***To select a single pool Select in each box and use the single arrow option to move the pool to the selected pool column.***
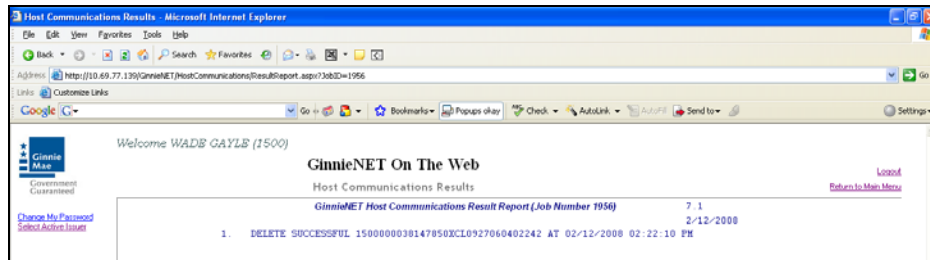

➢ *After pools are selected they should appear in the Selected Pool Key column.*

6. Select ***Ok*** to continue.

7. Select ***Submit*** to initialize Fingerprint Verification process.

9. Complete the Fingerprint **Verification process** described in Fingerprint Verification on page 3.

10. Once the verification process is completed the system displays the Transmission Review window.

11. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

12. Print or to return to the main menu Select on the link on the top right corner of the page.
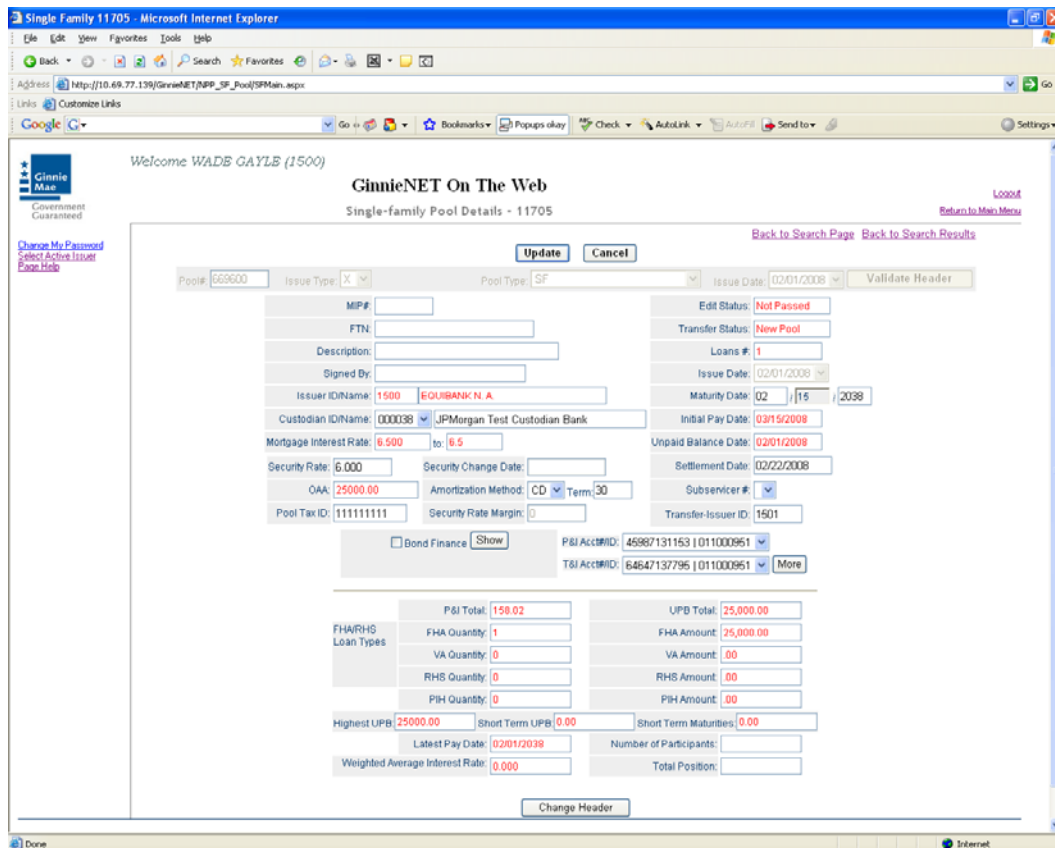
Note: After each successful transmission to the network, a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Note: An error message will be displayed if you try to delete a pool that has already been received or rejected by a Custodian or that has been deleted from the network or certified and processed by the Pool Processing Agent (PPA).

IMMEDIATE POOL ISSUANCE WITH TRANSFER

An Issuer may elect to Transfer Issuer responsibility for certain types of new pools to an eligible Ginnie Mae Issuer immediately upon issuance, subject to approval by Ginnie Mae. This is available for each pool type that can be submitted using Ginnie*NET*. If the Issuer decides to do this, the Transfer must reflect the Issuer number of the acquiring Issuer on the Pool Detail (11705) screen.

1. Enter the **Acquiring Issuers number** in the Transfer-Issuer ID field.

Note: The Acquiring Issuer must be a Ginnie*NET* user.

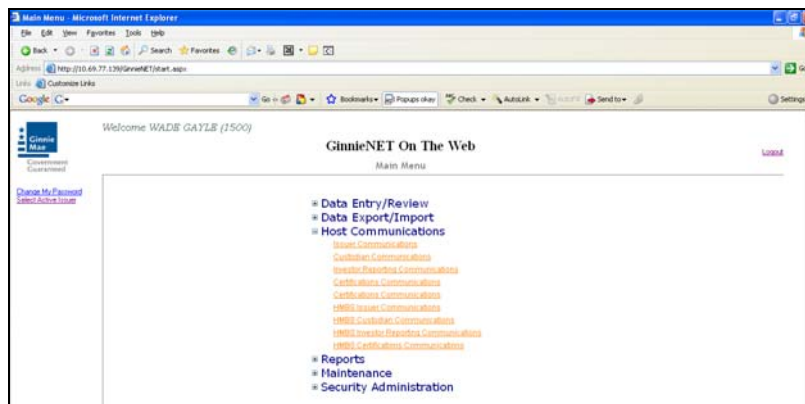2. Choose **Host Communication** and Issuer Communication.

THE ACQUIRING ISSUER – IMMEDIATE ISSUANCE WITH TRANSFER POOL

For any new pools processed as Immediate Issuance with Transfer Pools, the Transfer Issuer will now be required to identify and enter their Document Custodian's Identification Number. The Transfer Issuer will enter their Document Custodian Identification Number at time of acceptance of the Transfer Pool.
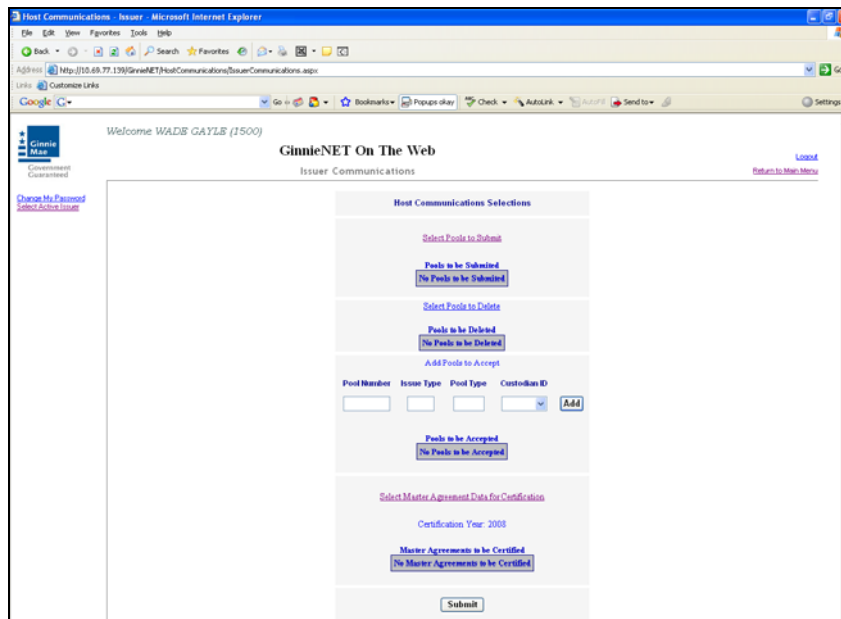
To access the Pools to be Accept function:

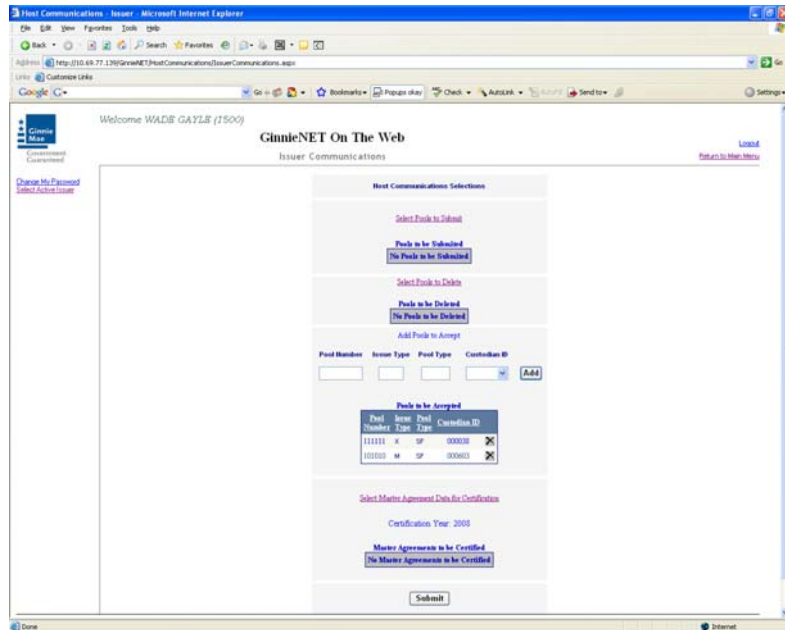1. Select **Issuer Communications** from the Host Communications menu.
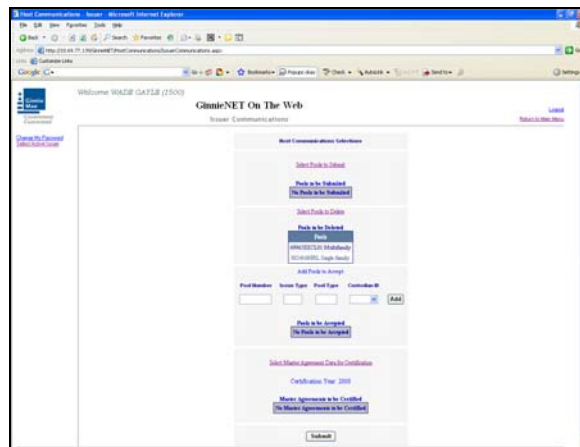
The following screen is displayed.

2. Select **Issuer Communications**.

3. Enter *Pool Number, Issuer, Pool Type and Custodian* for all pools to be accepted by the Acquiring Issuer and Select on the *Add* option.

4. Repeat the process for each pool.

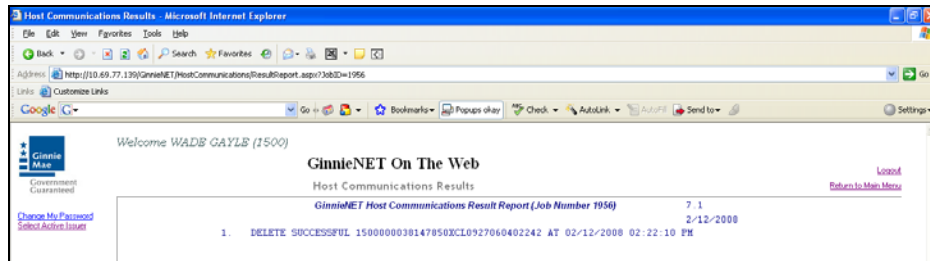
5. To delete a pool from the list Select ☒ option.

6. Select *Submit* to initialize Fingerprint Verification process.

7. Complete the Fingerprint **Verification process** described in Fingerprint Verification on page 3.

8. Once the verification process is completed the system displays the Transmission Review window.

9. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

10. Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Note: For Immediate Issuance and Transfer Pools that are not accepted by the Buying/Transfer Issuer in a timely manner (two business days after the Initial Certification is completed by the Selling (Originator) Issuer's Document Custodian), the pool will automatically be issued to the Seller (Originator) of the pool/loan package.
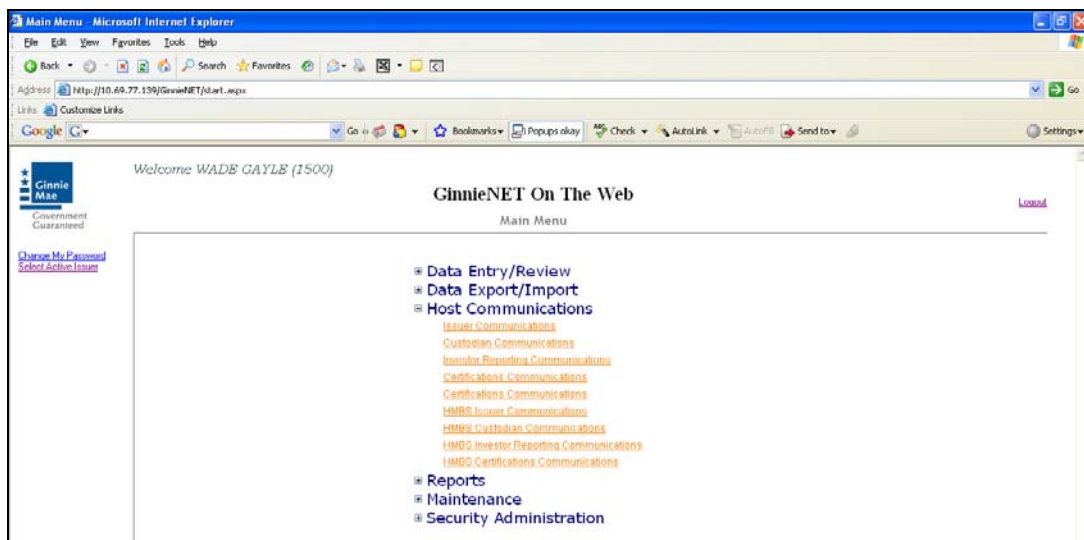
MASTER AGREEMENT CERTIFICATION

Annually each active Issuer is required to renew their Master Agreements with the Pool Processing Agent. In an effort to streamline this requirement, Ginnie*NET* now provides an electronic certification of Master Agreements. Shown below are the necessary screens built into the **New Pool Processing** module of Ginnie*NET*. Ginnie*NET* allows Issuers to submit their certification of Master Agreements in a few simple steps.
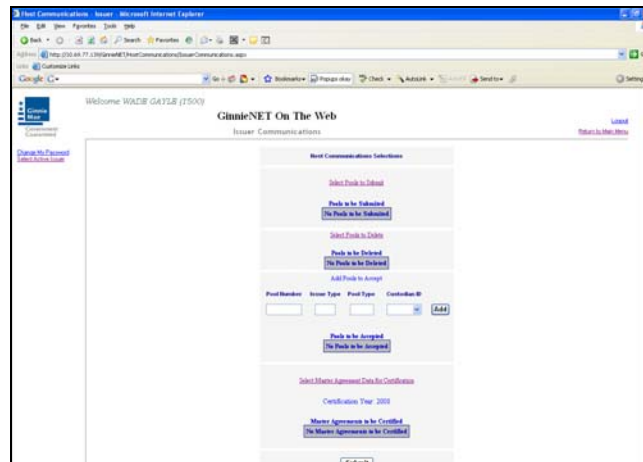
Master Agreements are a requirement for each new pool, pool immediate transfer and the transfer of servicing responsibility. Ginnie Mae hopes that this enhancement will provide a convenience in the processing and renewal of Master Agreements. Please remember that you can only certify the Master Agreements that have been used in the prior year. Any new Master Agreement will have to be submitted in a paper format to the Pool Processing Agent.

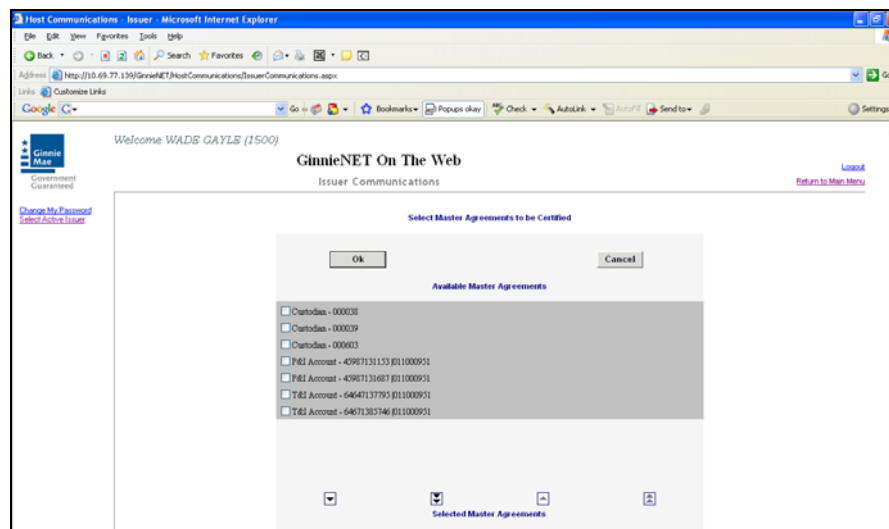To access the Pools to be Master Agreement Certification function:
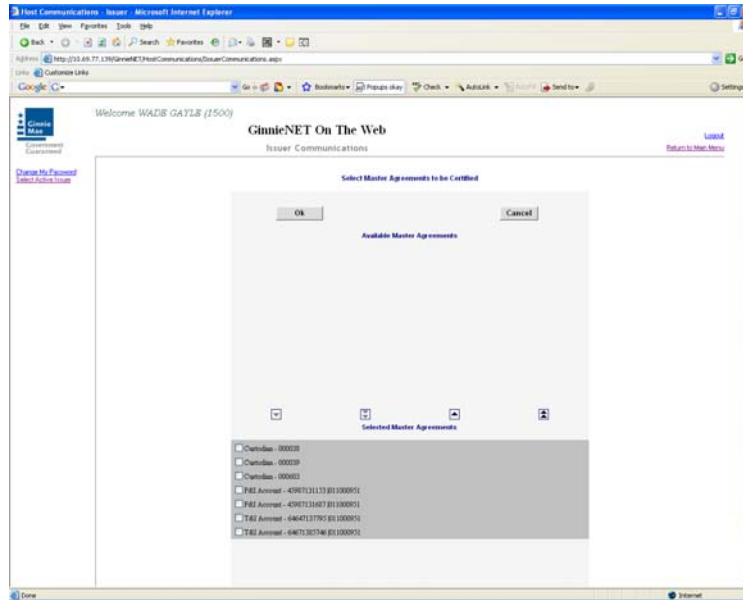
The following screen is displayed.

1. The next screen that will appear provides you with the selection to **Send Master Agreements Data for Certification**, shown on the following page.
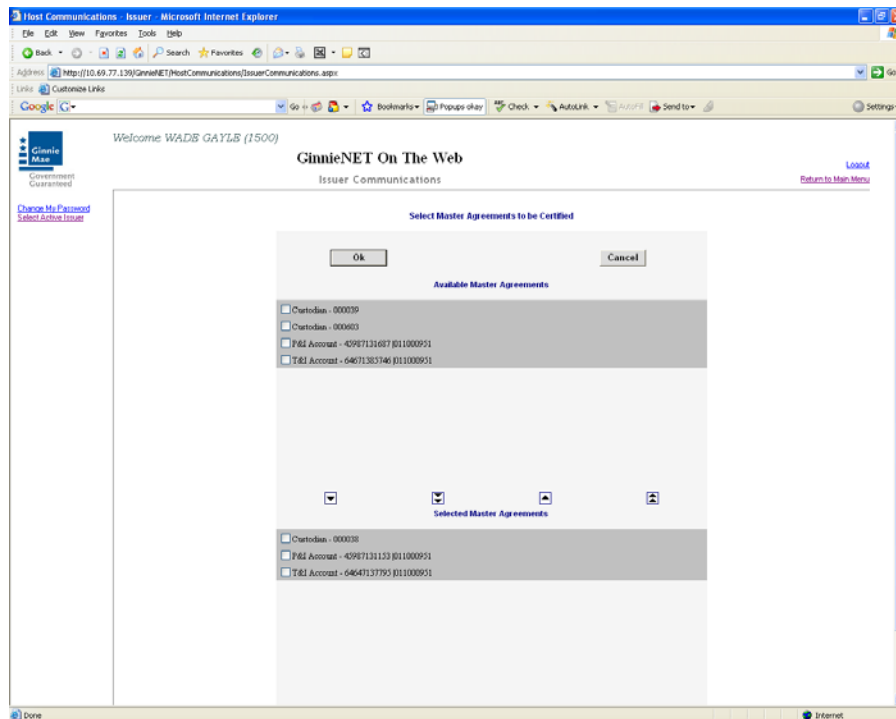

2. The communications screen allows you to select the accounts entered on the system. To add additional Master Agreement accounts see Chapter IV (Maintenance).

3. Select on the double arrow pointing to the right to select all account shown.
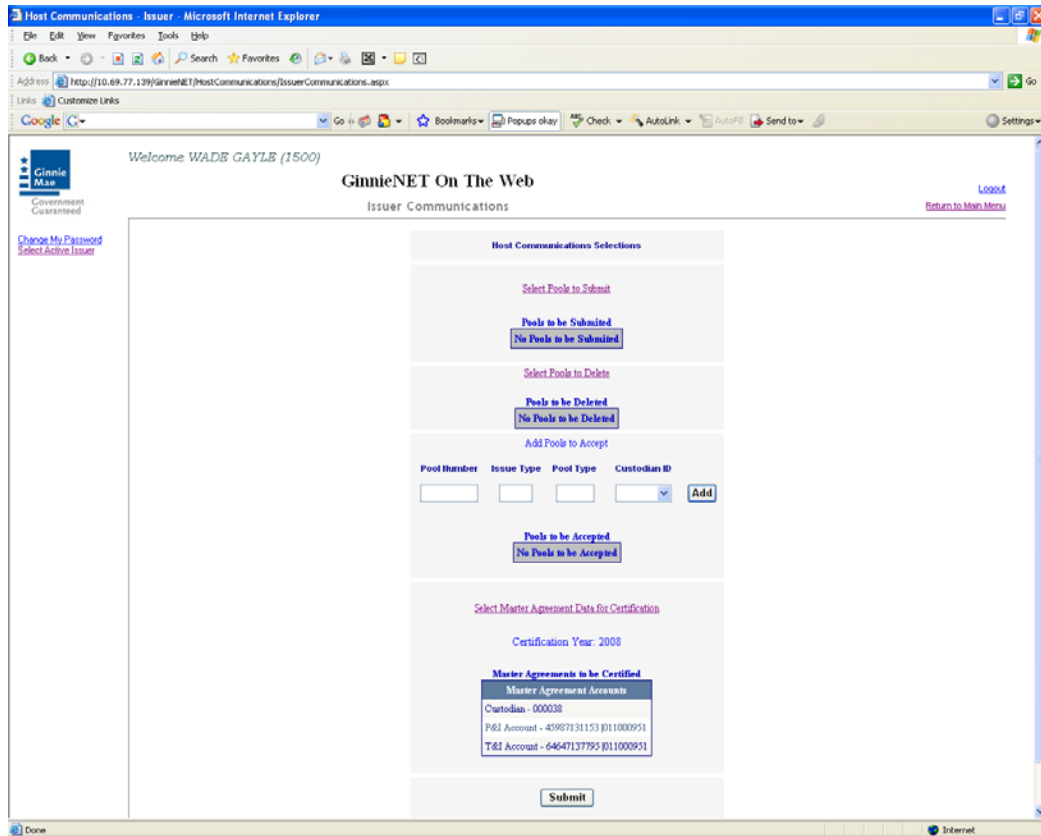
4. To select a single account Select in each box and use the single arrow option to move the account to the selected account column.

➢ *After accounts are selected they should appear in the Selected account column.*

5. Select on OK after selecting Master Agreement Accounts to return to the Host Communication menu.

6. Select on **_Submit_** to initialize Fingerprint Verification process.

7. Complete the Fingerprint **Verification process** described in Fingerprint Verification on page 3.

8. Once the verification process is completed the system displays the Transmission Review window.

9. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

INVESTOR REPORTING COMMUNICATIONS

To gain access to the functions in the Host Communications window it is necessary to complete the Fingerprint Verification process. The process is the same for each function and is outlined below.

Host Communications Menu Option:

Investor Reporting Communications

> ➢*Submit RPB Report*
> ➢*Submit Quarterly Certifications*
> ➢*Delete Quarterly Certifications*
> ➢*Submit ACH Debit Authorization (11709-A)*
> ➢*Submit HUD 11710-D Issuer's Monthly Summary Report*
> ➢*Delete HUD 11710-D Issuer's Monthly Summary Report*
> ➢*Send Remittance Advices*
> ➢*Send Prepayment Penalty*

The File Transmission Number (FTN)

- A File Transmission Number, assigned by the system at the time a report is transmitted, is used to identify report on the Network.

The FTN is a combination of digits and characters, and is usually shown as a single unit (string). The FTN is broken down as follows:

        1977   Report Type   200201   20020212   095732   9

- First four digits (1977) represent the Issuer Number.

- Next fields represent the Report Type.

- Next six digits (200201) represent the Reporting Month.

- Next eight digits represent the Date of Report.

- Next six digits (095732) indicate the time the time was sent to the Network.

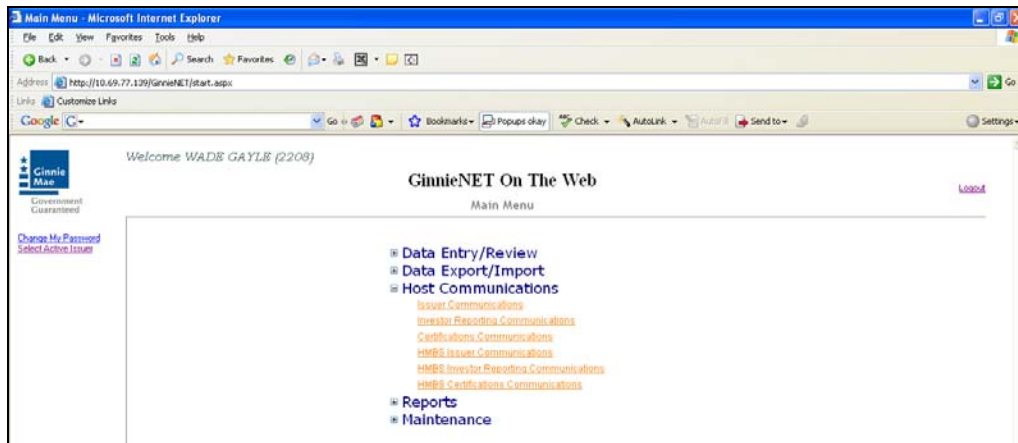- The last digit (9) is a "check" digit for the communications session.

RPB SUBMISSION – (REMAINING PRINCIPAL BALANCE)

➢ Initial Remaining Principal Balance Reporting can only be submitted on the 1st and 2nd business day.

➢ Corrections to the Remaining Principal Balance Report can only be submitted from the 1st to the 5th business day.
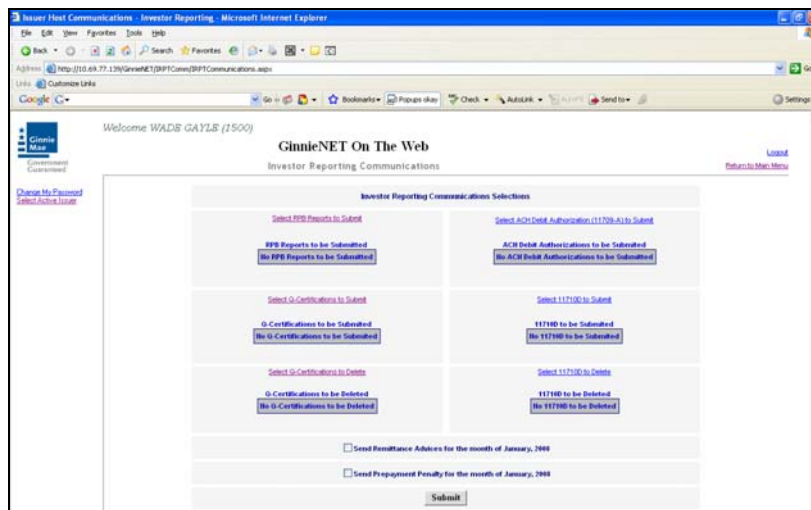
To access the RPB Submission function:

1. Select **Investor Reporting Communications** from the Host Communications menu.
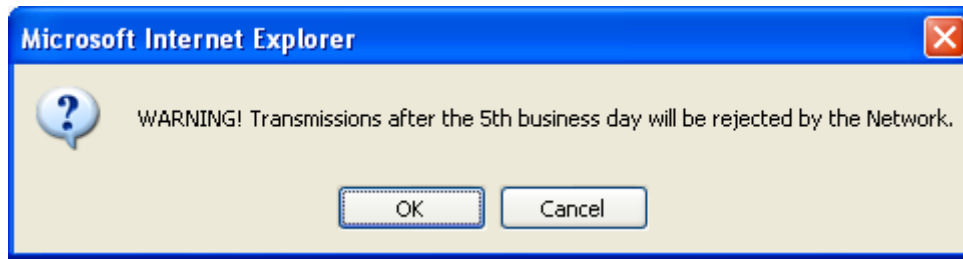
The following screen is displayed.

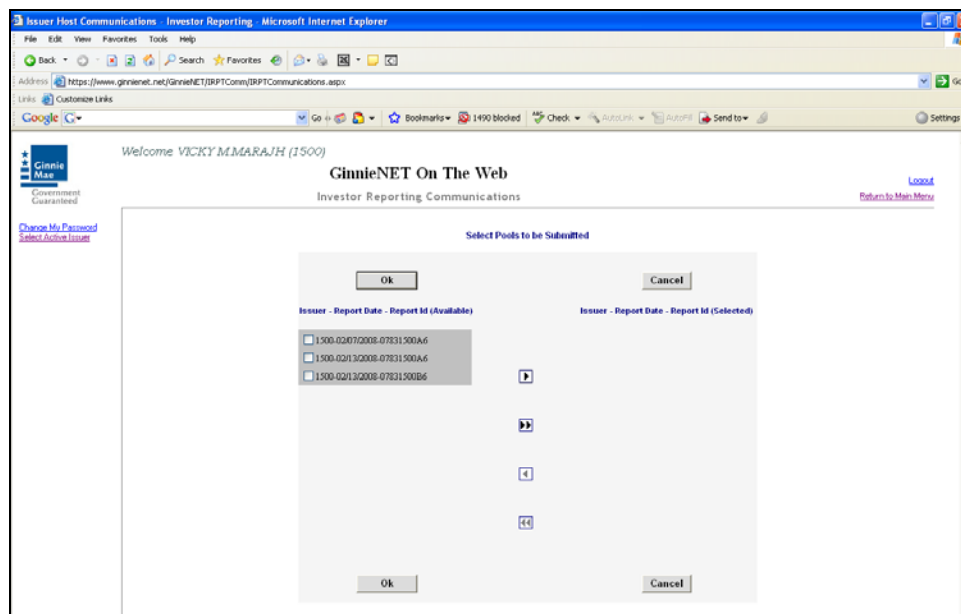2. Select ***Select RPB Reports to be Submitted*** to begin the report transmission process.
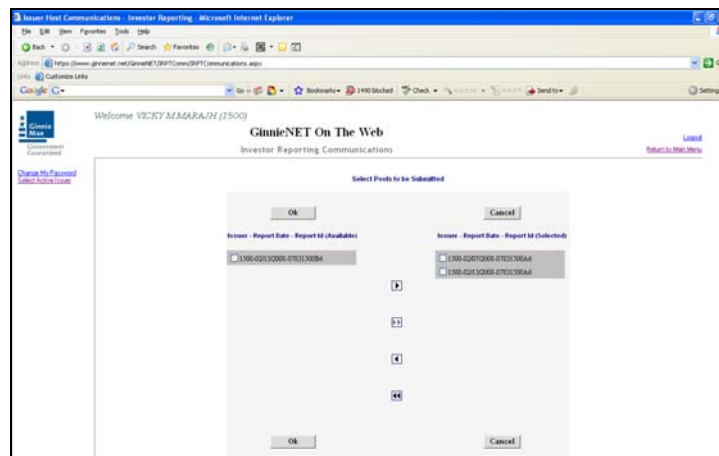
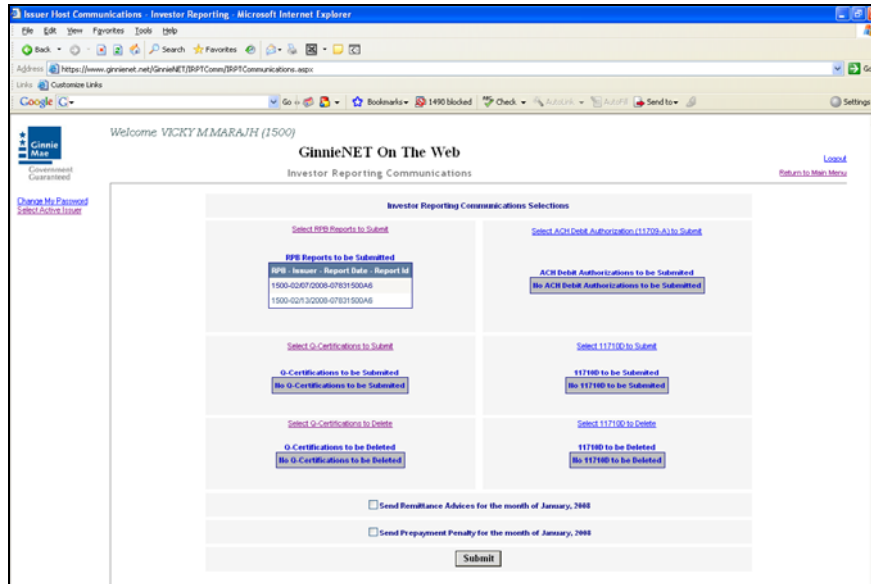3. System generates a warning message Select **_Ok_** to continue.

4. Select on the double arrow pointing to the right to select all records shown.

9. To select a single account Select in each box and use the single arrow option to move the account the selected account column.

➢ *After accounts are selected they should appear in the Selected Account Column.*
   3. Select OK after selecting report to return to the Host Communication menu.

   10. Select **Submit** to initialize Fingerprint Verification process.

   11. Complete the Fingerprint **Verification process** described in Fingerprint Verification.

   12. Once the verification process is completed the system displays the Transmission Review window.

   13. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

QUARTERLY CERTIFICATION SUBMISSION/DELETION

  ➢ Quarterly Certification can only be submitted from the 1st business day to last business day (Sept, Dec, Mar, June).

  ➢ Corrections to the Quarterly Certifications Report can be made from 1st business day to last business day.
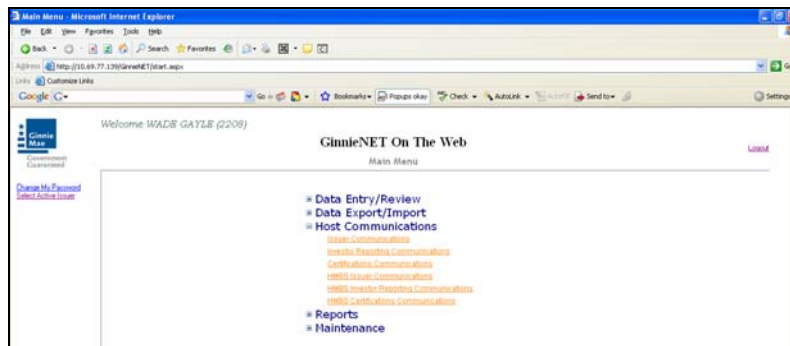
To access the Quarterly Certification function:

  2. Select the **Investor Reporting Communications** from the Host Communications menu.
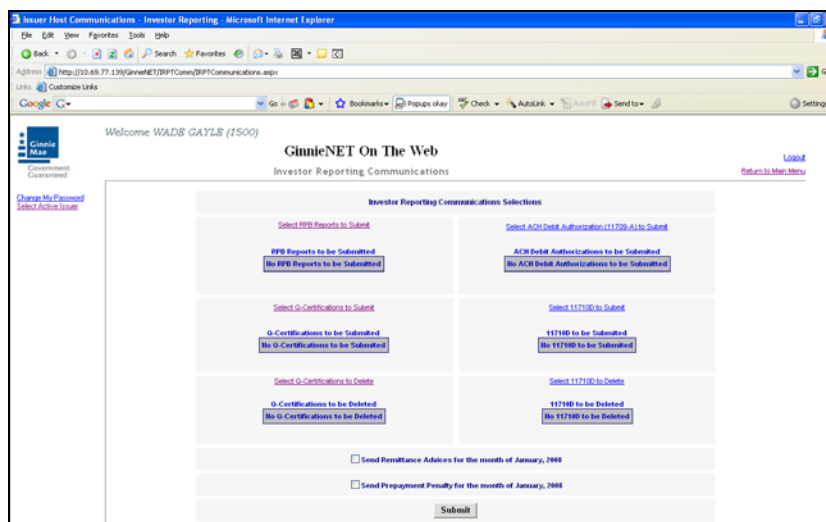
The following screen is displayed.

  3. Select **Quarterly Certification** from the Host Communications menu.
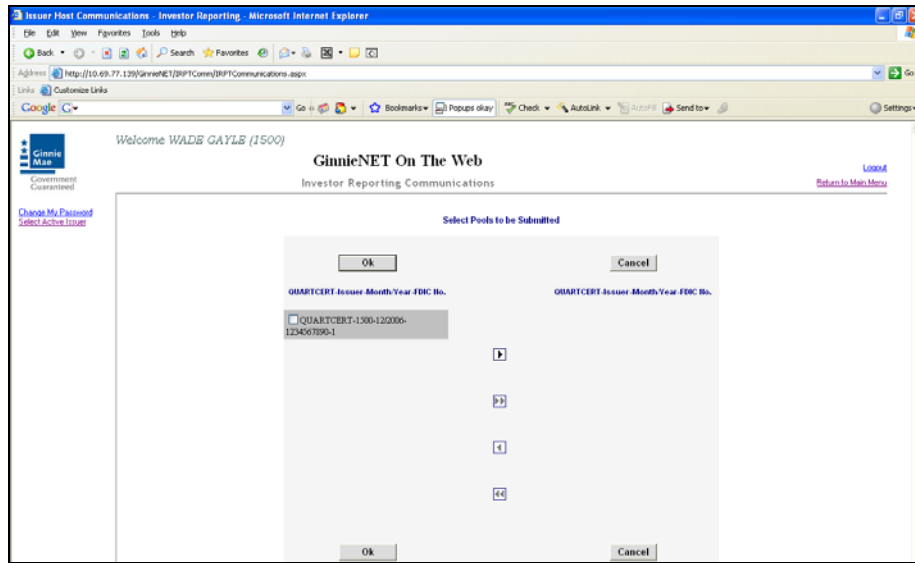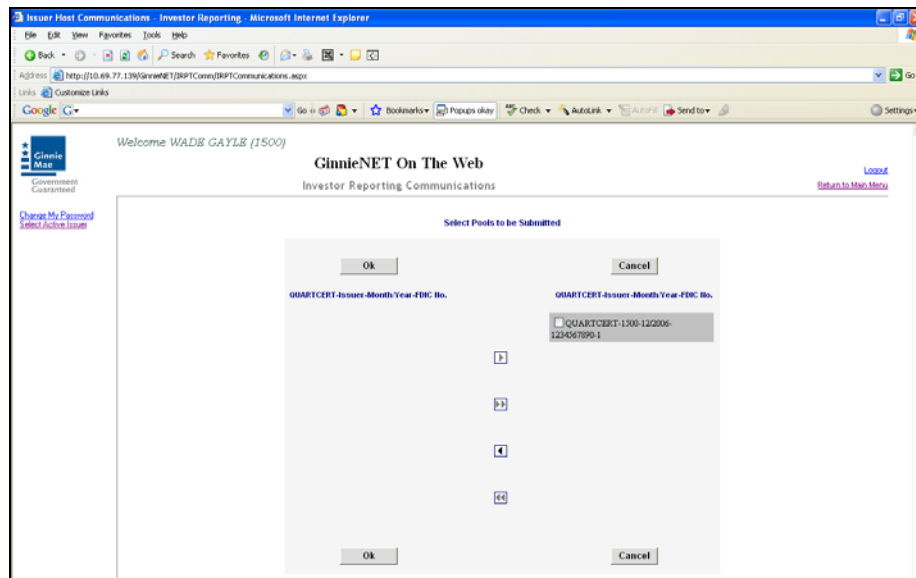
The following screen is displayed.

  4. *Select Q-Certification to be Submitted or Deletion* to begin the report transmission process.

2. Select the double arrow pointing to the right to select all records shown.
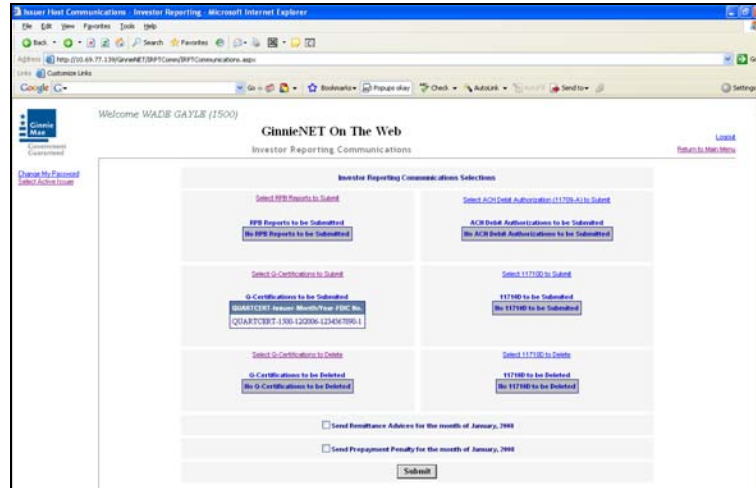

6. To select a single account Select in each box and use the single arrow option to move the account the selected account column.
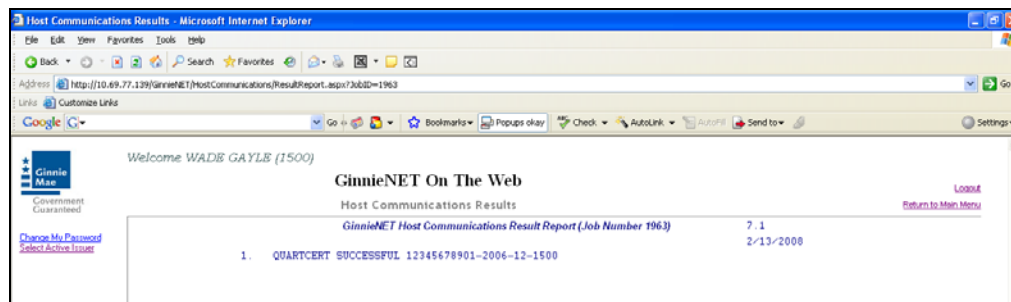

➢ *After accounts are selected they should appear in the Selected Account Column.*

7. Select on **_Ok_** after selecting report to return to the Host Communication menu.

8. Select on **_Submit_** to initialize Fingerprint Verification process.

9. Complete the Fingerprint **Verification process** described in Fingerprint Verification.

10. Once the verification process is completed the system displays the Transmission Review window.

11. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the Ginnie*NET* Server/Network is generated and sent by fax and posted on E-notification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

ACH DEBIT AUTHORIZATION

Form HUD 11709 may be submitted from the 1st business day to the next to last business day of the current month to be effective for the following month.

However, submission made prior to the 17th calendar day will not be processed until the evening of the 17th calendar day.

Submission made after the 17th calendar day through 7:00 pm of the next to last business day will be processed in the evening of the first available business day.
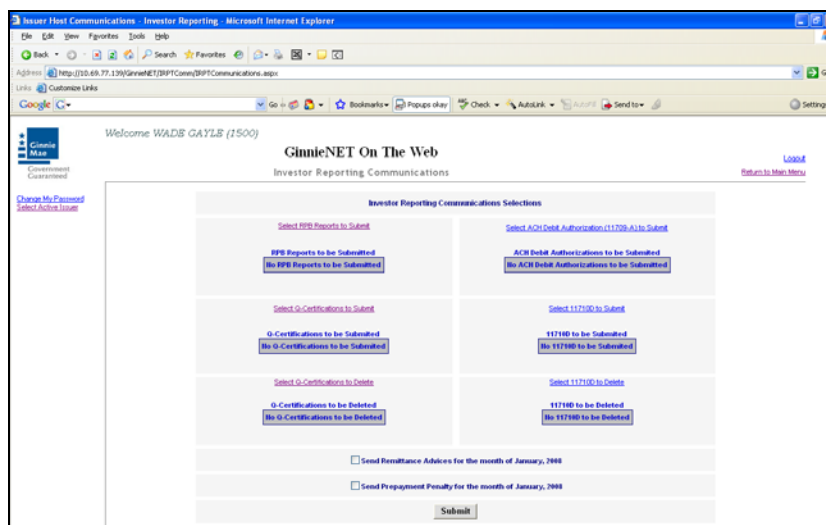
To access the ACH Debit Authorization (11709-A) function:

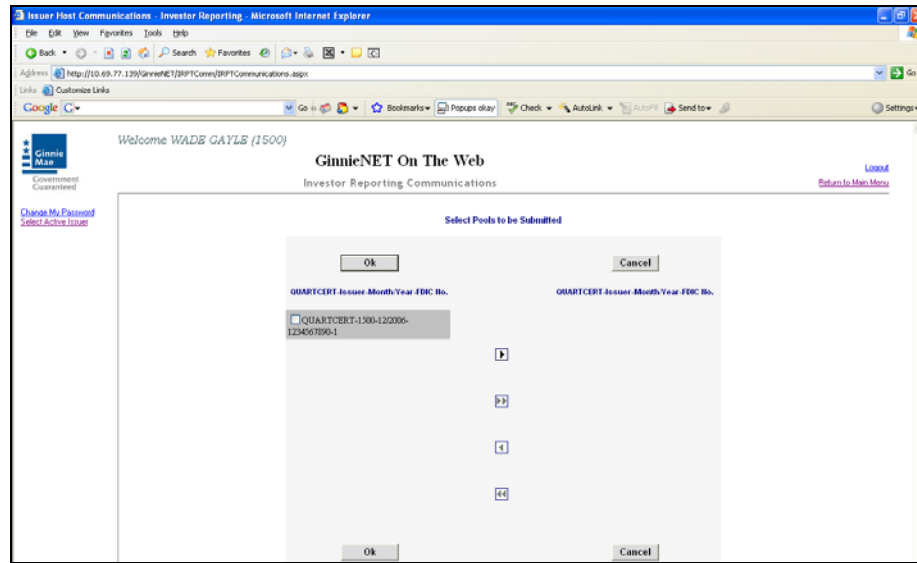2. Select **Investor Reporting Communications** from the Host Communications menu.
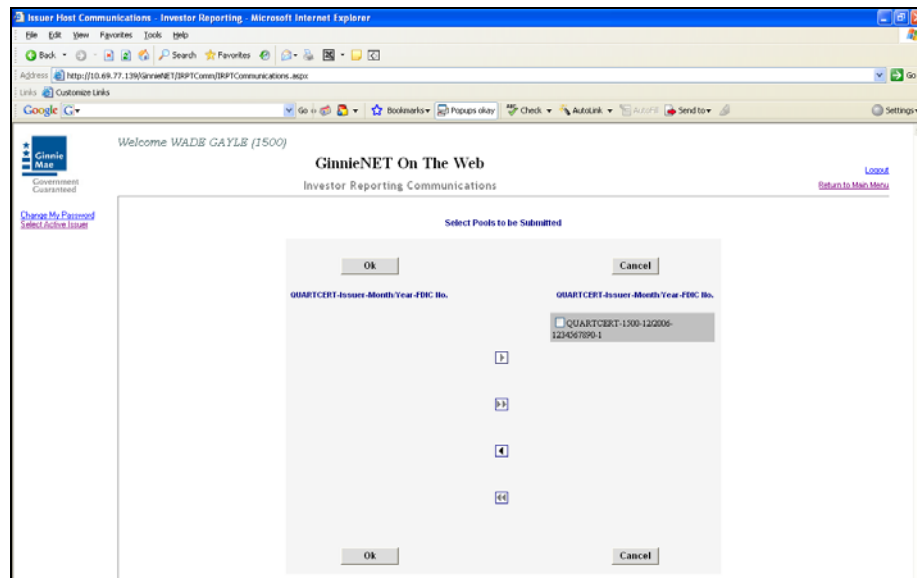
The following screen is displayed.

3. Select ***Select ACH Debit Authorization (11709-A)*** to begin the report transmission process.

3. Select on the double arrow pointing to the right to select all records shown.
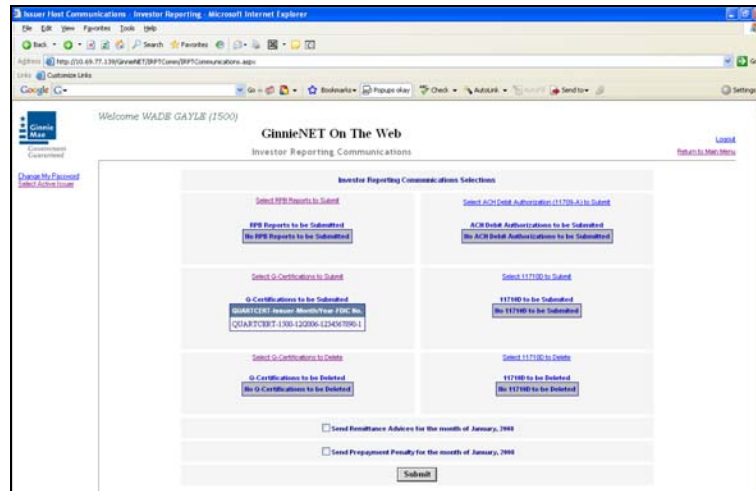

4. To select a single account Select in each box and use the single arrow option to move the account the selected account column.
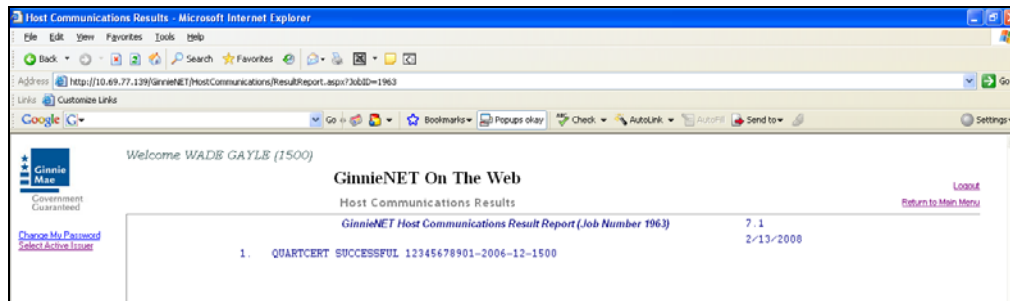

➢ *After accounts are selected they should appear in the Selected Account Column.*

5. Select on **<u>Ok</u>** after selecting report to return to the Host Communication menu.

6. Select on **<u>*Submit*</u>** to initialize Fingerprint Verification process.

7. Complete the Fingerprint **Verification process** described in Fingerprint Verification.

8. Once the verification process is completed the system displays the Transmission Review window.

9. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the Ginnie*NET* Server/Network is generated and sent by fax and posted on E-notification to corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.
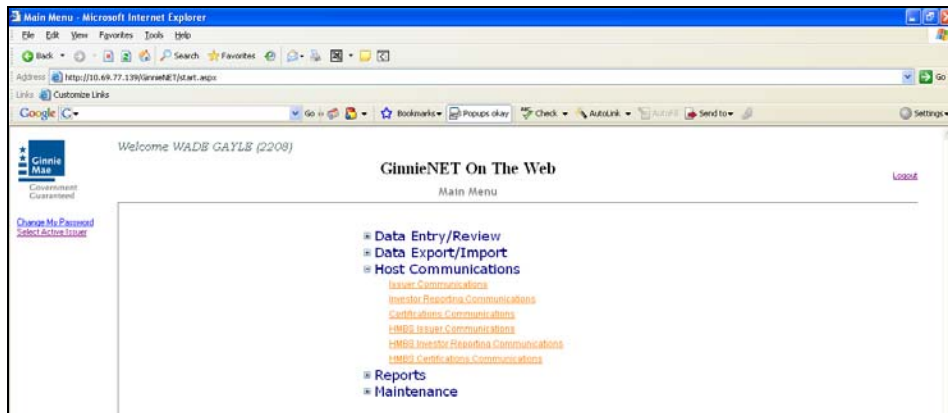
ISSUER'S MONTHLY REMITTANCE ADVICE – HUD 11714

➢ Issuer's Monthly Remittance Advice – HUD 11714 only be submitted from the 1st business day to the 15th calendar day.
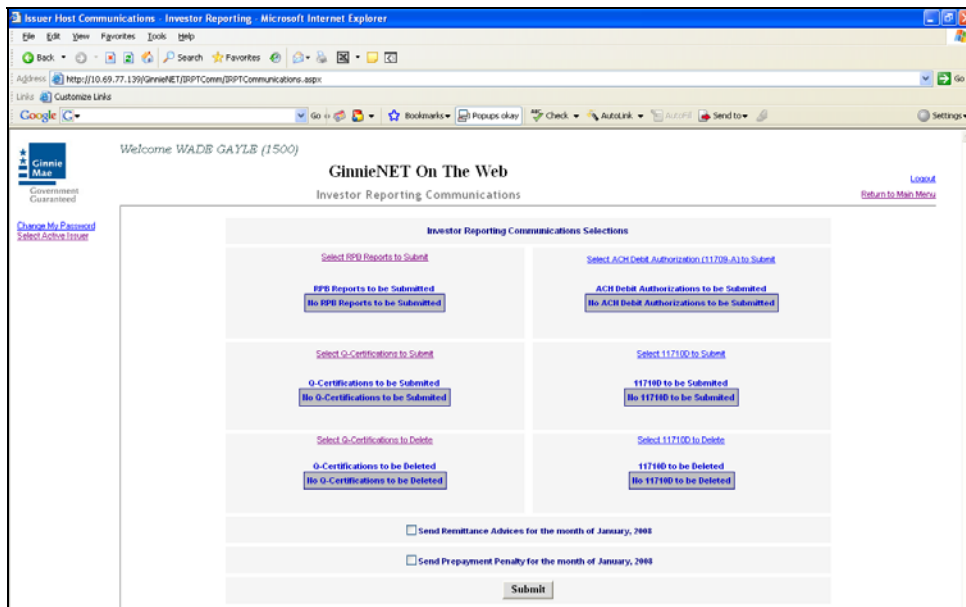
To access the Issuer's Monthly Remittance Advice – HUD 11714 Summary:

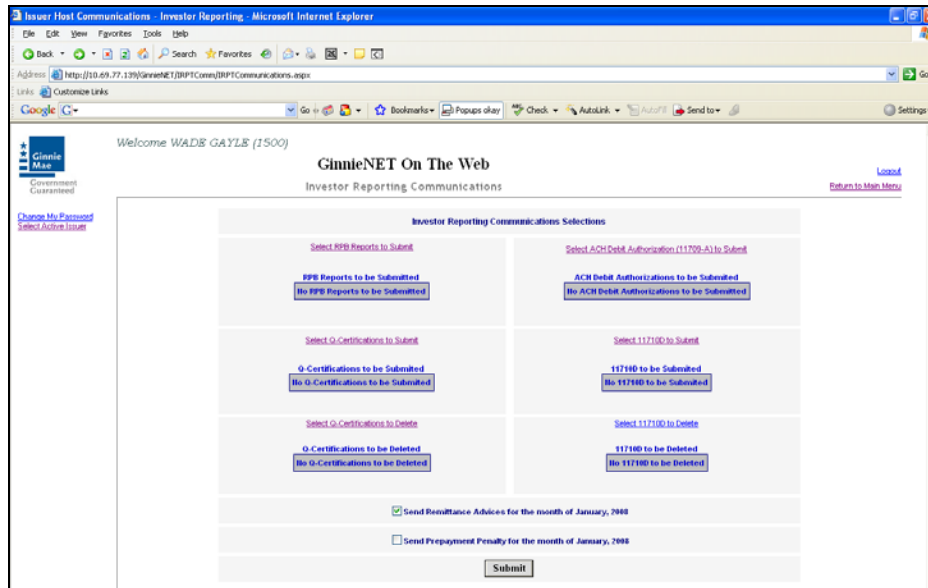4. Select **Investor Reporting Communications** from the Host Communications menu.

The following screen is displayed.

5. Select ***Select Send Remittance Advices*** to begin the report transmission process.

6. Select on **Submit** to initialize Fingerprint Verification process.

7. Complete the Fingerprint **Verification process** described in Fingerprint Verification.

8. Once the verification process is completed the system displays the Transmission Review window.

9. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the Ginnie*NET* Server/Network is generated and sent by fax and posted on E-notification to corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.
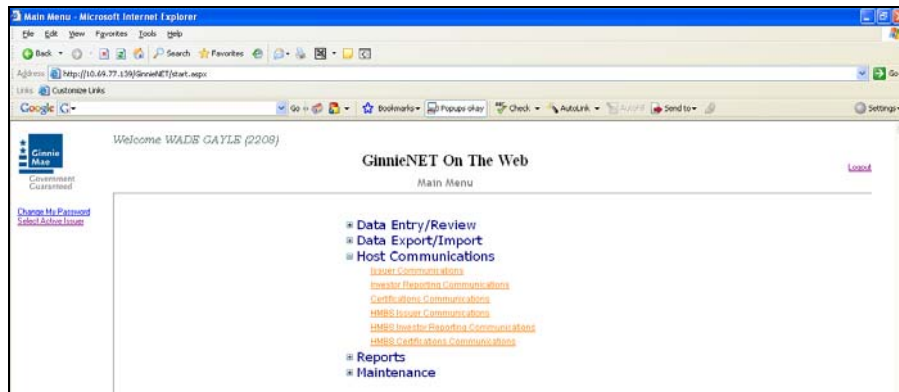
MULTIFAMILY PREPAYMENT PENALTY

> ➢ Multifamily Prepayment Penalty can only be submitted from the 1st business day to the 5th business day.
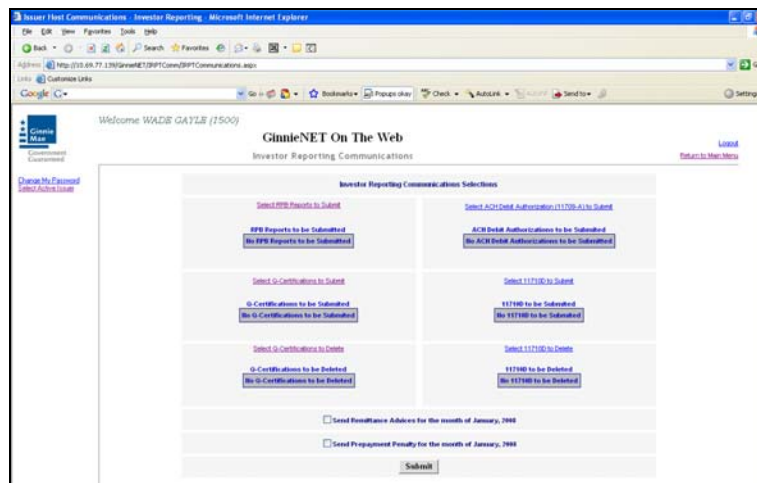
To access the Multifamily Prepayment Penalty:

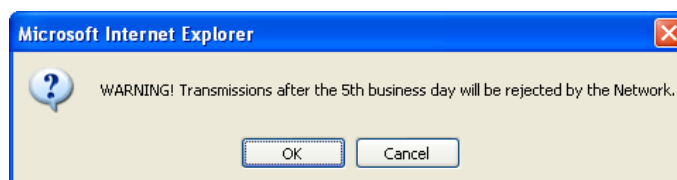1. Select **Investor Reporting Communications** from the Host Communications menu.

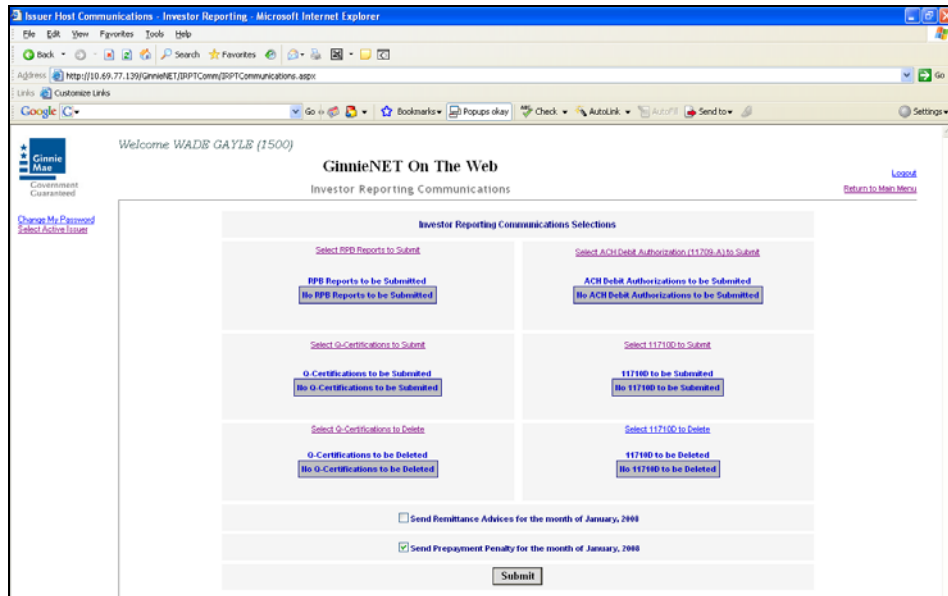The following screen is displayed.

2. ***Select Send Prepayment Penalty*** to begin the report transmission process.

3. System generates a warning message Select ***Ok*** to continue.

4. Select ***Submit*** to initialize Fingerprint Verification process.

5. Complete the Fingerprint **Verification process** described in Fingerprint Verification.

6. Once the verification process is completed the system displays the Transmission Review window.

7. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

CERTIFICATIONS COMMUNICATIONS

To gain access to the functions in the Host Communications window it is necessary to complete the Fingerprint Verification process. The process is the same for each function and is outlined below.

Host Communications Menu Option:

>*Submit Final Certification*
>*Delete Final Certification*
>*Retrieve Pools for Final Certification*
>*Submit Issuer Recertification*
>*Submit Document Custodian Recertification*
>*Submit Document Custodian Transfer/Merger*
>*Submit Document Custodian Transfer/Merger*
>*Delete Document Custodian Transfer/Merger*
>*Submit HUD 11708 (Document Release Form)*
>*Delete HUD 11708 (Document Release Form)*

THE FILE CERTIFICATION OR REJECTION NUMBER (FCN/FRN)

- A File Transmission Number (FC-FTN, RCI-FTN or RCC-FTN), is assigned by the system at the time a pool is transmitted, is used to identify pools on the Network.

- After pool data is certified a FC-FCN, RCI-FCN or RCC-FCN is added to the pool record or after pool data is rejected a FC-FRN, RCI-FRN or RCC-FRN is added.

- The file Certification or Rejection tracking number for the pool is displayed on the pool detail record and form HUD 11706.

FINAL CERTIFICATION

- FC-FTN (Final Certification File Transmission Number)

- FC-FCN (Final Certification File Certification Number)

- FC -FRN (Final Certification File Rejection Number).

RECERTIFICATION

- RCI-FTN (Recertification Issuer Final Certification File Transmission Number)

- RCC-FCN (Recertification Custodian Final Certification File Certification Number)

- RCI-FRN (Recertification Issuer Final Rejection File Transmission Number).

▪ RCC-FRN (Recertification Custodian Final Rejection File Certification Number

The FC-FTN/FC-FCN is a combination of 32 digits and characters, and is usually shown as a single unit (string). The FC-FTN/FC-FCN is broken down as follows:

<div align="center">

1977   000123   152020   XSF   050599   095732   9

</div>

♦ First four digits (1977) represent the Issuer Number and are always the same.
♦ Next six digits (000123) represent the Custodian Number.
♦ Next six digits (152020) represent the Pool Number.
♦ Next three characters (XSF) indicate the Issue and Pool Types.
♦ Next six digits (050599) indicate the date pool was sent to the Network.
♦ Next six digits (095732) indicate the time the pool was sent to the Network.
♦ The last digit (9) is a "check" digit for the communications session.

RETRIEVE POOLS FOR FINAL CERTIFICATION

The Issuer must retrieve the schedule of Pooled Mortgages from the **Ginnie*NET*** network, complete the Final Certification and electronically resubmit the pool back to the network. Issuers and document Custodians will be required to maintain a copy of the Schedule of Pooled Mortgages with the completed Final Certification.

To Final Certify a pool, the original pool record must be retrieved from the Network by the Issuer with a status of Certified before Mortgage Details data can be viewed or edited. Once the Issuer views or edit the pool(s) it can be transmitted to the Custodian for Final Certification.
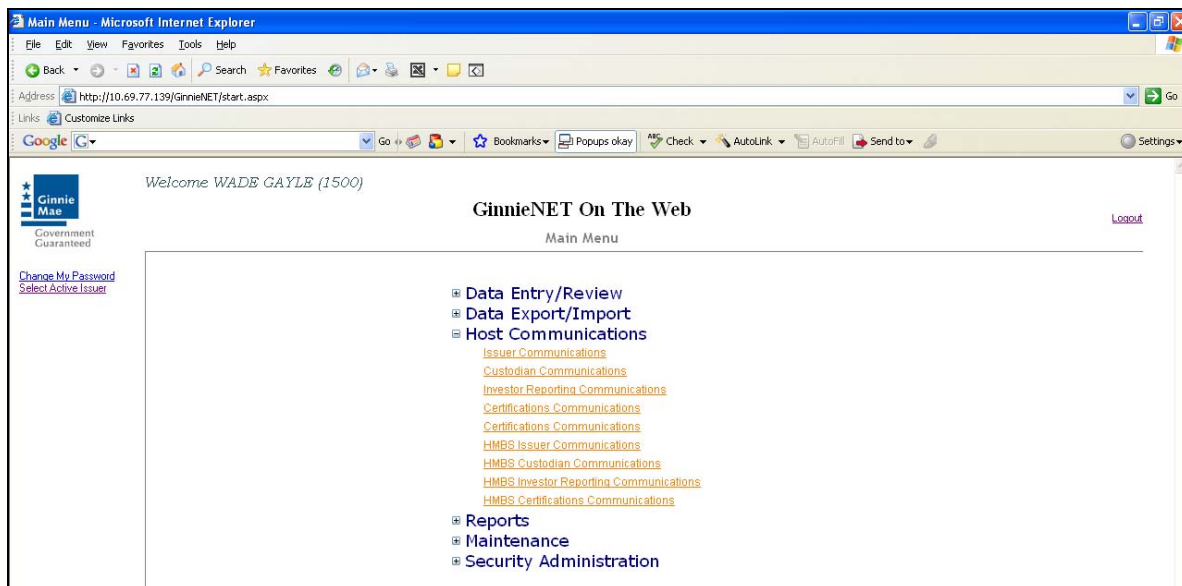
There are two retrieve options:

> ➢ Create list Manually – Create a list by enter the pool number.
> ➢ By Initial Certification Date - Select Range of Initial Certification Dates
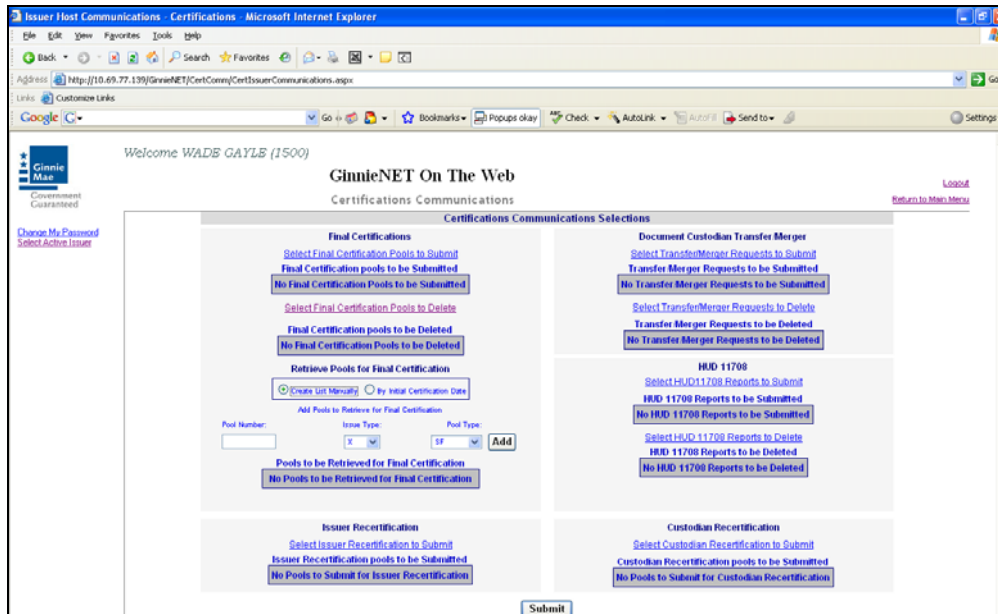
To access the Certifications Communications:

1. Select **_Certifications Communications_** from the Host Communications menu.
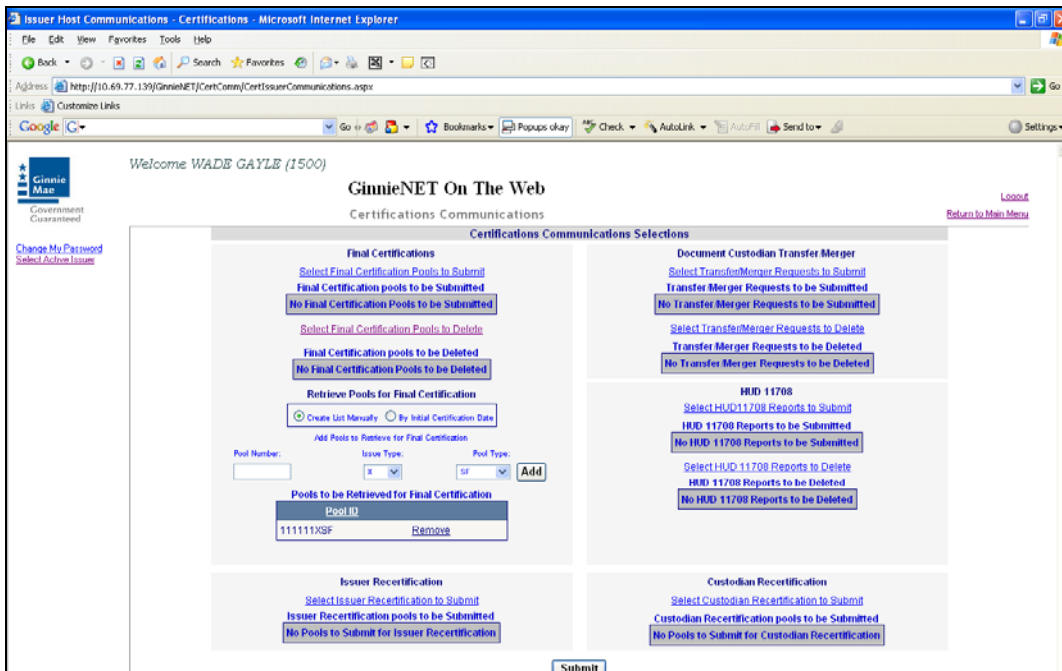
The following screen is displayed.

➢ **To Retrieve pools by Creating a manual list**

1. Select *Create List Manually*.

2. Enter the following and Select the **Add** option for each pool.

   ➢ Pool Number
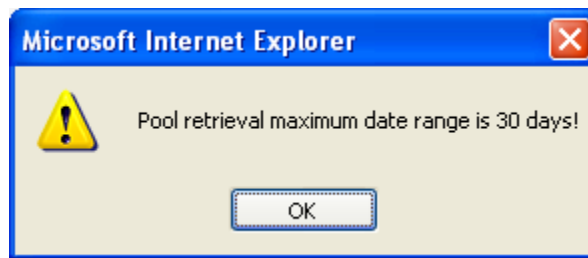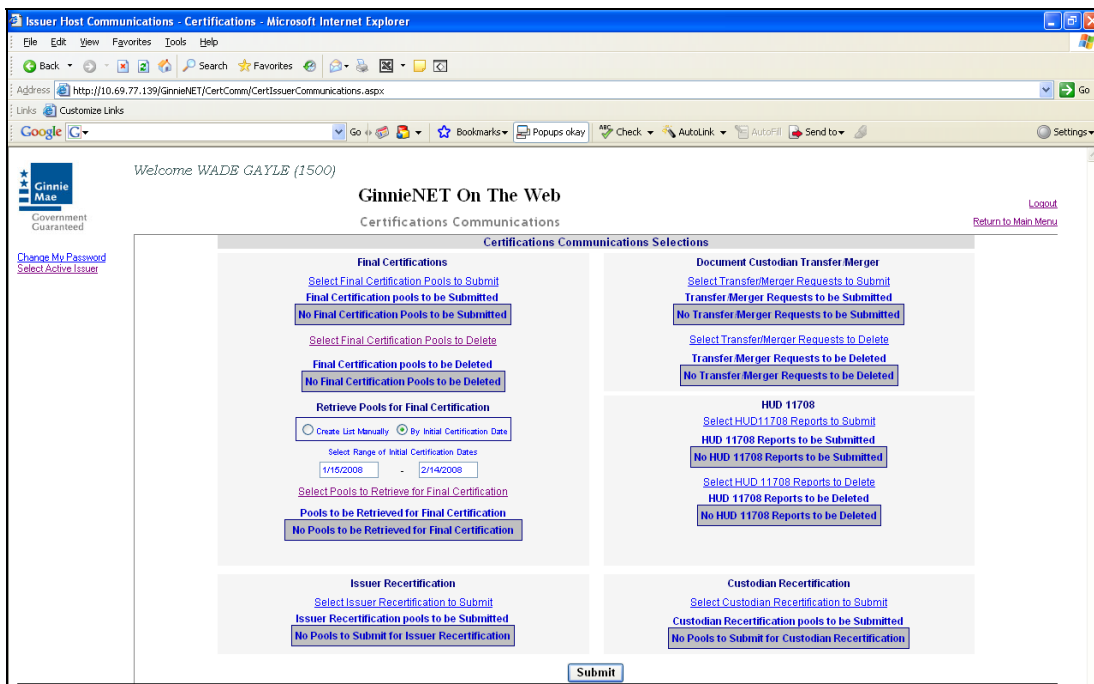   ➢ Select on down arrow to select Issuer Type and Pool Type.

3. To remove a pool from the list **_Select_** on the **_Remove_** option.

4. Select the **_Submit_** option to retrieve pool.

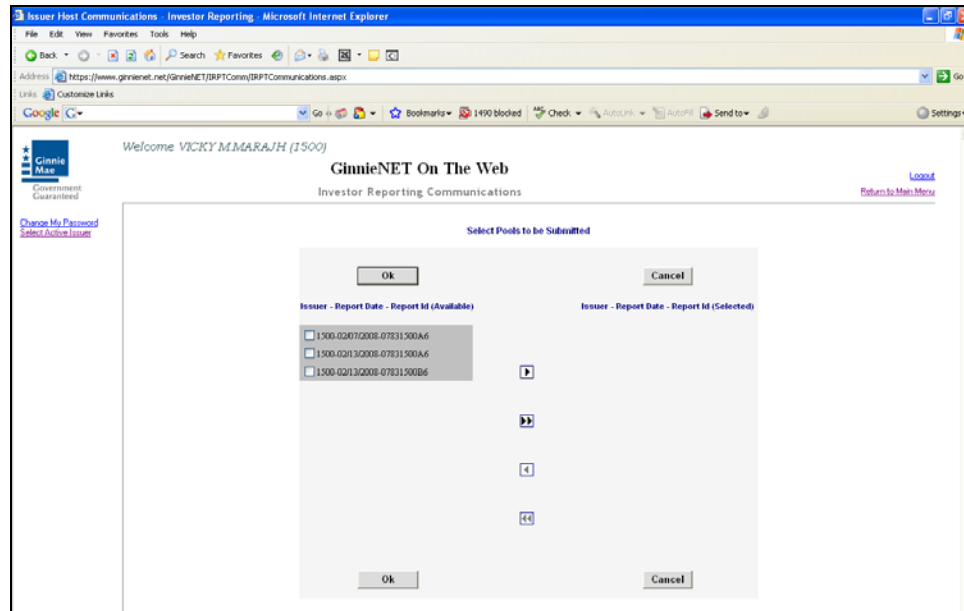➢ **_To Retrieve pools by Initial Certification Date_**

1. Select **_By Initial Certification Date._**

2. Enter the Initial Certification Date range.

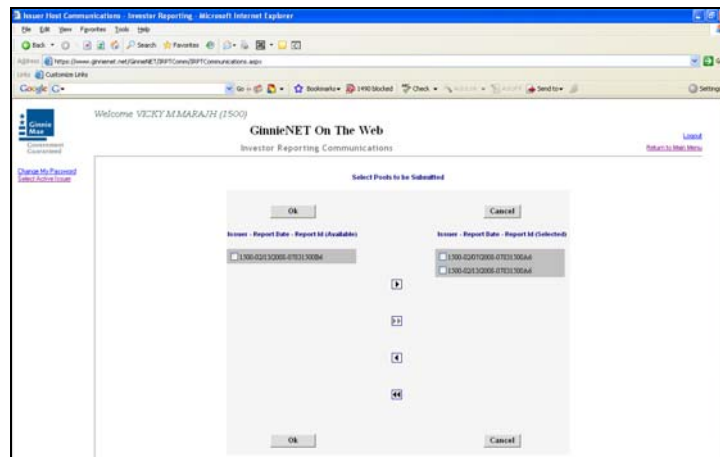3. The system warning is displayed if the pool retrieval maximum date range exceeds 30 days.

4. Select **_Select Pools to Retrieve for Final Certification_** to begin the report transmission process.

5. Select on the double arrow pointing to the right to select all records shown.
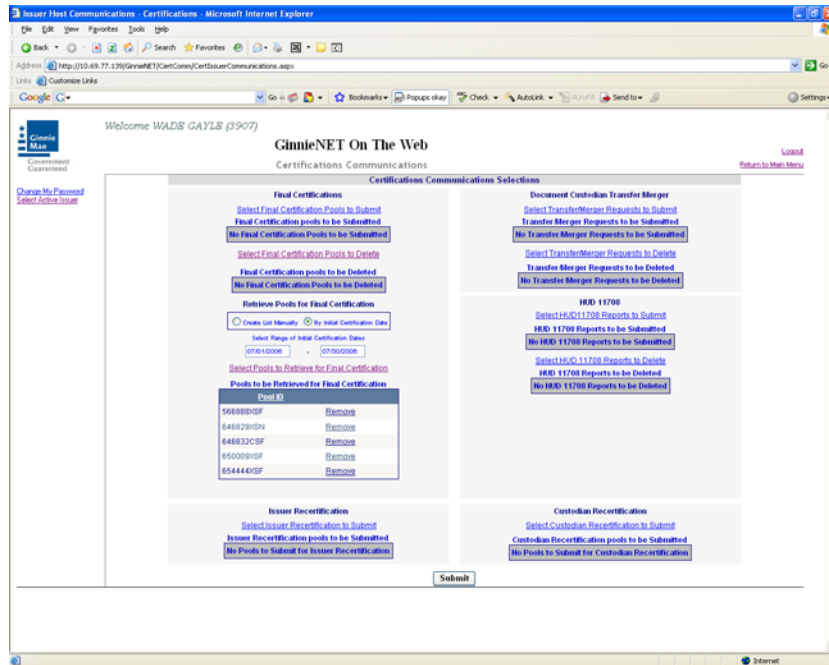

6. To select a single account Select in each box and use the single arrow option to move the account the selected account column.

➢ *After accounts are selected they should appear in the Selected Account Column.*

7. Select OK after selecting report to return to the Host Communication menu.

8. Select **_Submit_** to initialize Fingerprint Verification process.

➢ Complete the Fingerprint **Verification process** described in Fingerprint Verification.

➢ Once the verification process is completed the system displays the Transmission Review window.

➢ This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Print or to return to the main menu Select on the link on the top right corner of the page.
Note: After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

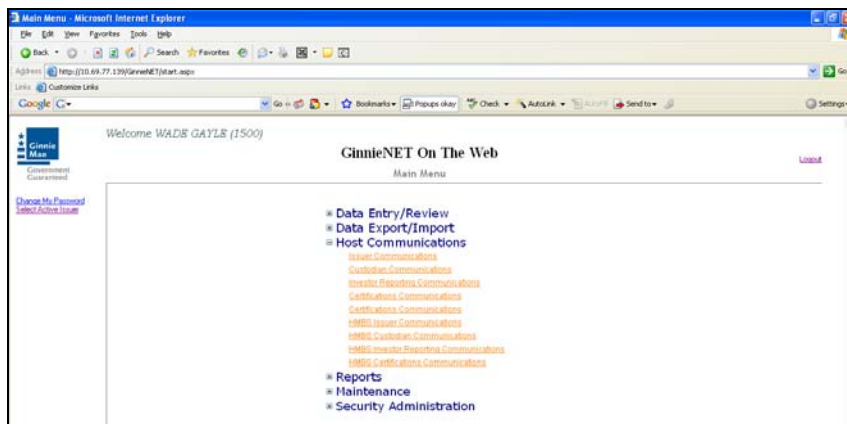|	
ISSUER/CUSTODIAN RECERTIFICATION	

Recertification

RCI-FCN (Recertification Issuer Final Certification File Transmission Number).

RCC-FCN (Recertification Custodian Final Certification File Certification Number).

RCI-FRN (Recertification Issuer Final Rejection File Transmission Number) or

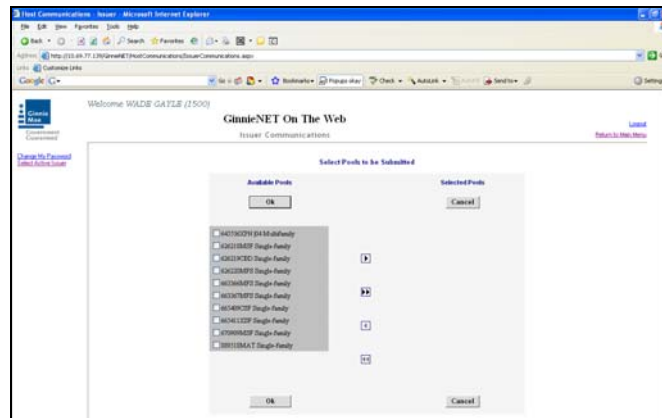RCC-FRN (Recertification Custodian Final Rejection File Certification Number).

1. Select **Certifications Communications** from the Host Communications menu.

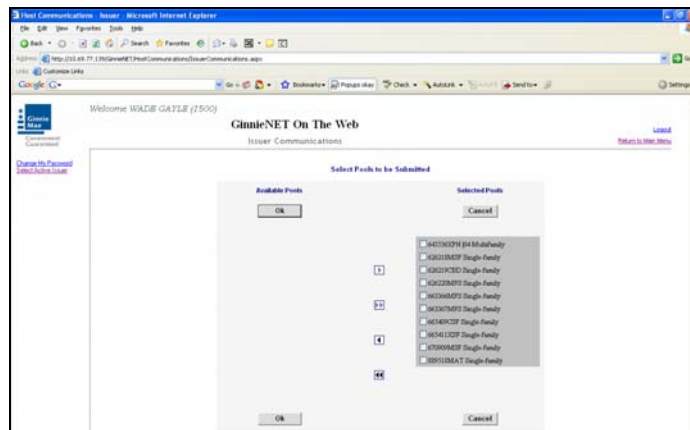The following screen is displayed.

2. Select <u>Select Issuer/Custodian Recertification to Submit</u> to begin the pool transmission process.
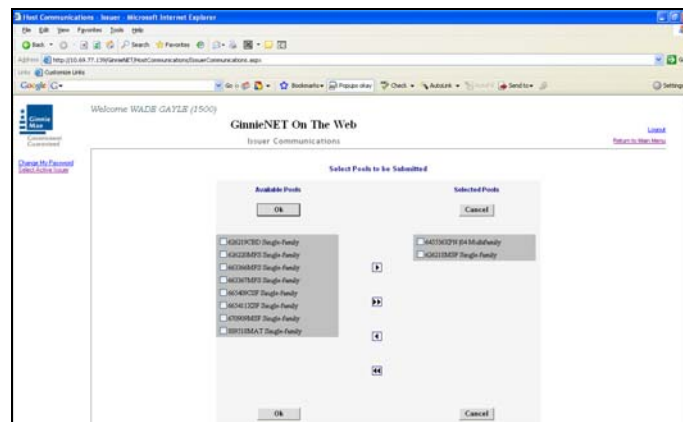
The Pool Send screen is displayed and contains information for pools that have passed Ginnie Mae Edits and which are now available for transmission.

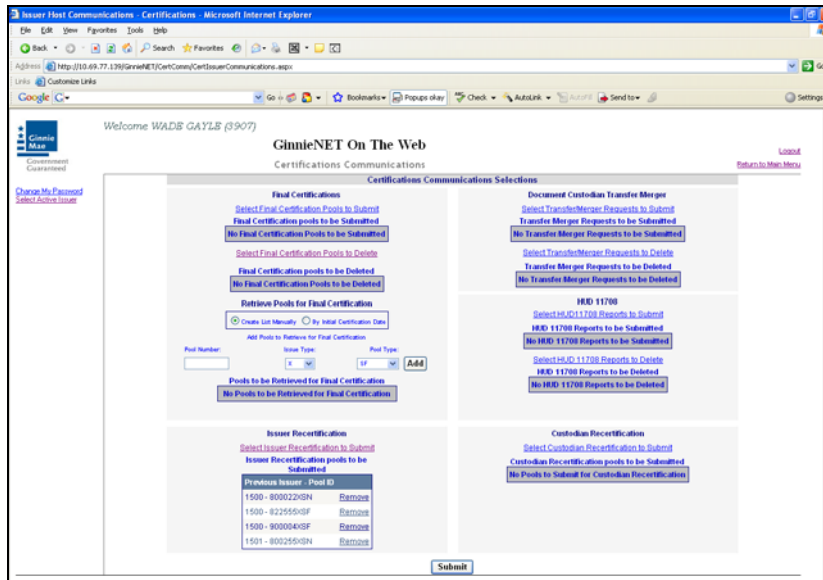3. Select on the double arrow pointing to the right to select all pools show.

4. To select a single pool Select in each box and use the single arrow option to move the pool the selected pool column.
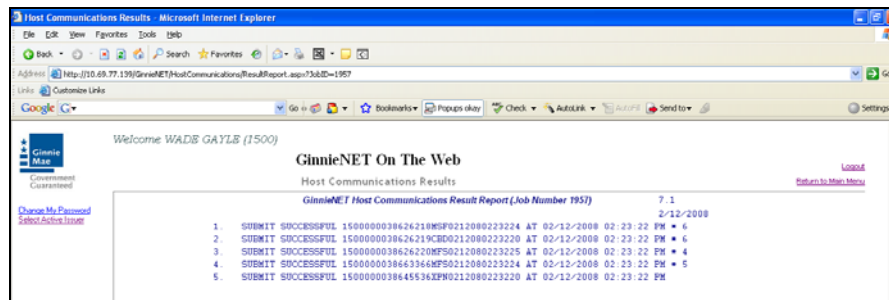

➢ After pools are selected they should appear in the Selected Pool Key column.

5. Select **Submit** to initialize Fingerprint Verification process.

6. Complete the Fingerprint **Verification process** described in Fingerprint Verification.

7. Once the verification process is completed the system displays the Transmission Review window.

8. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

9. Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to the corresponding users.
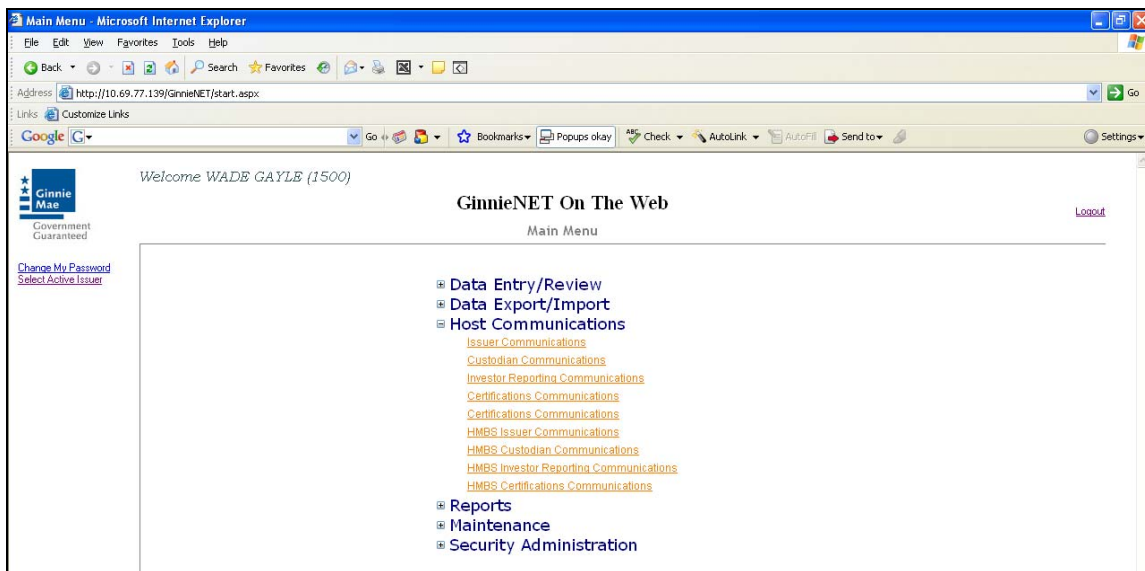
This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

DOCUMENT CUSTODIAN TRANSFER/MERGER

➢ Document Custodian Transfers, could be a Complete Transfer, Partial Transfer, Complete Merger or a Partial Merger.

➢ For Complete Document Custodian Transfers 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 pool list for the new Document Custodian, previous Custodian(s) and/or existing Custodian(s).

➢ The Issuer can enter an Effective Date of Transfer any day of the month. The Issuer is required to enter this date.

➢ For Partial document Custodian Transfers and Mergers, the pool list will be validated by the Pool Processing Agent. Pools will be transferred based on this list. If there are any discrepancies with pool numbers (pool number not found, pool number does not belong to the Issuer, inactive pool), that specific pool(s) will be rejected and the remaining pools would be transferred   The rejected pools would be identified on the GinnieNET confirmation, which is currently faxed to Issuer.
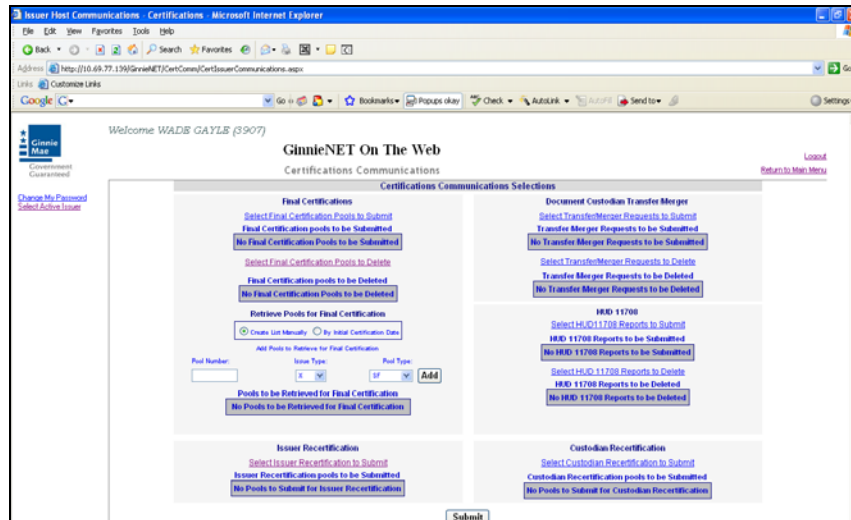
For example: 400 pools are requested to be transferred for a Partial Document Custodian Transfer, 2 pools do not belong to the Issuer, the 398 pools are processed and the 2 pools are rejected and identified as rejects on the confirmation.

Note: The Issuer is responsible to resubmit the 2 rejected pools (if necessary) as a separate transfer request.
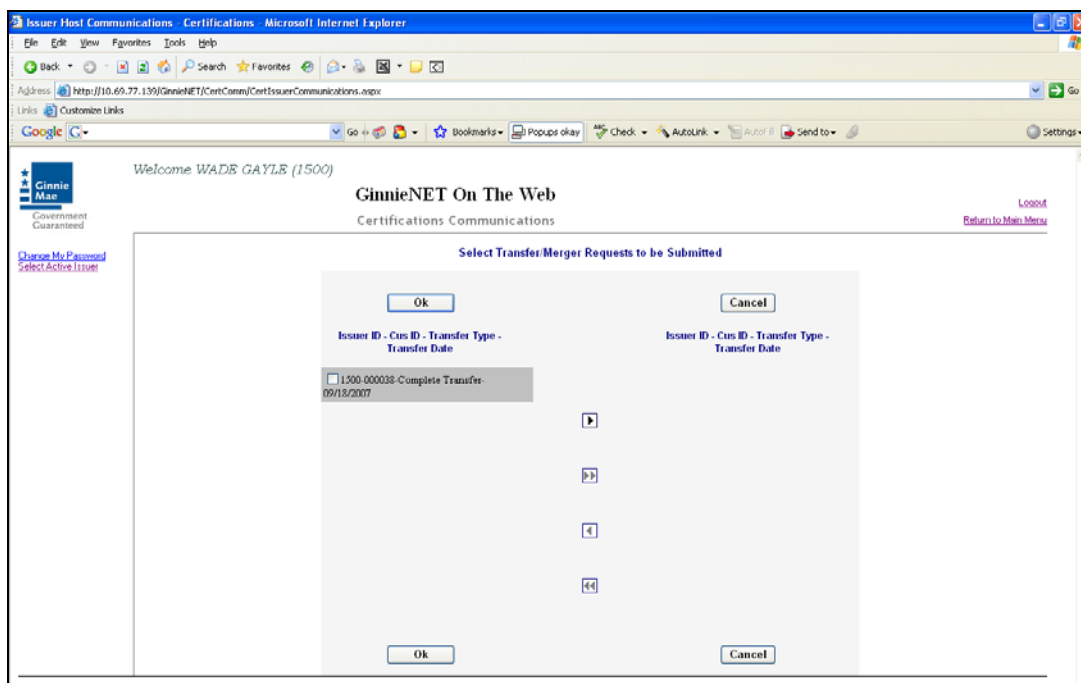
1. Select **_Certifications Communications_** from the Host Communications menu.
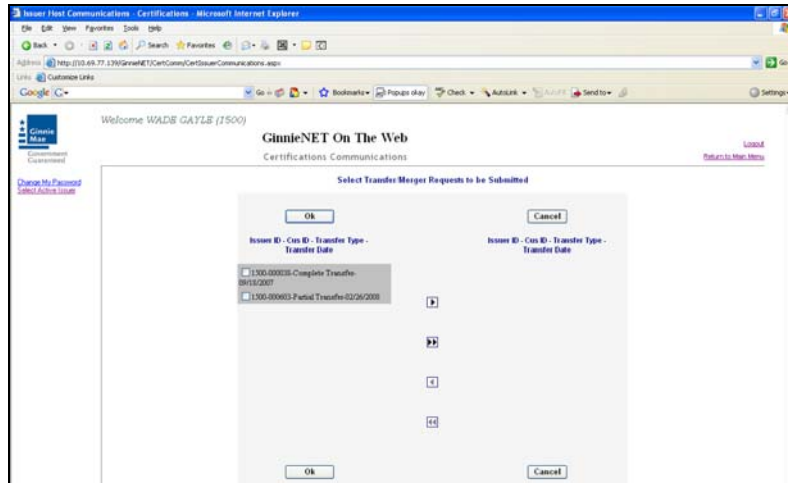
The following screen is displayed.

1. Select _Select Transfer/Merger Requests to Submit/Delete_ begin the pool transmission process.

The Pool Send screen is displayed and contains information for pools that have passed Ginnie Mae Edits and which are now available for transmission.
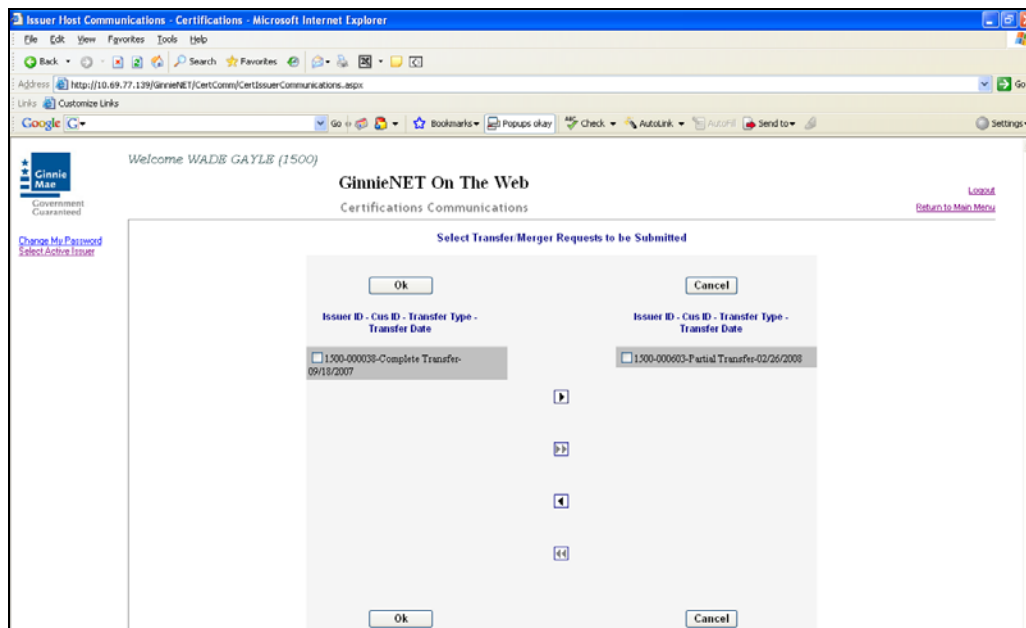
2. Select the double arrow pointing to the right to select all pools show.

3. To select a single pool Select in each box and use the single arrow option to move the pool the selected pool column.
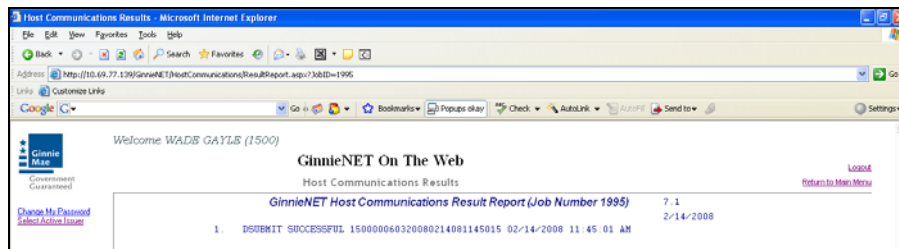

➢ *After pools are selected they should appear in the Selected Pool Key column.*

4. Select OK to continue.

.

5. Select **Submit** to initialize Fingerprint Verification process.

6. Complete the Fingerprint **Verification process** described in Fingerprint Verification.

7. Once the verification process is completed the system displays the Transmission Review window.

8. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

9. Print or to return to the main menu Select on the link on the top right corner of the page.
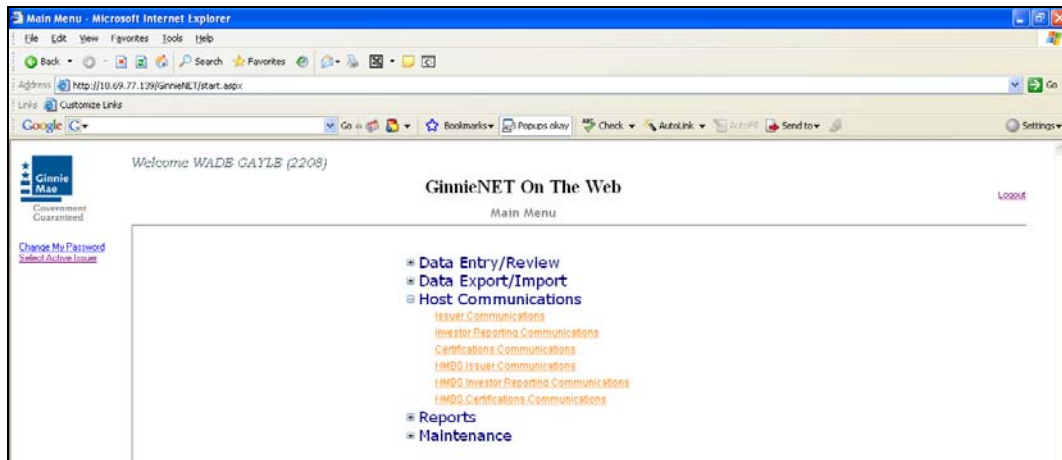
Note: After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to the corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.
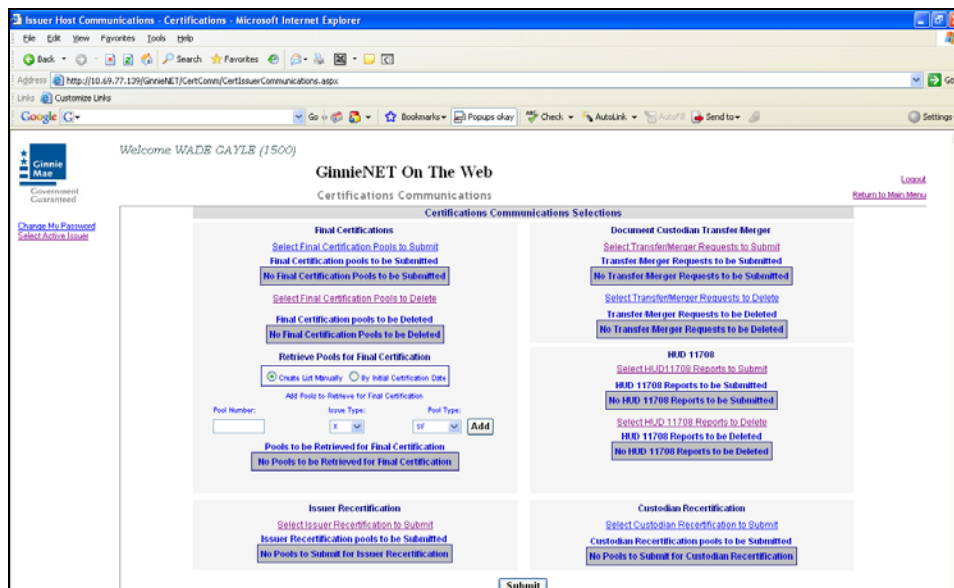
To access the Document Custodian Transfer/Merger function:

1. Select **Investor Reporting Communications** from the Host Communications menu.
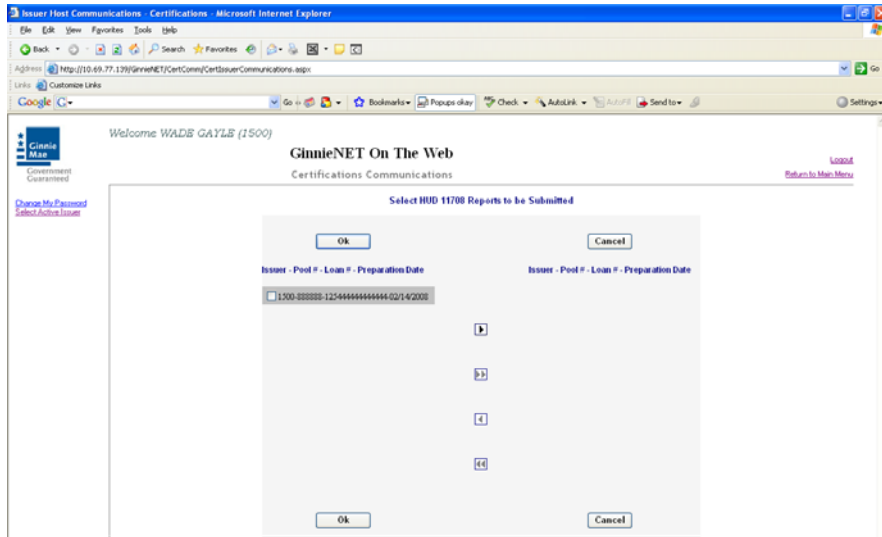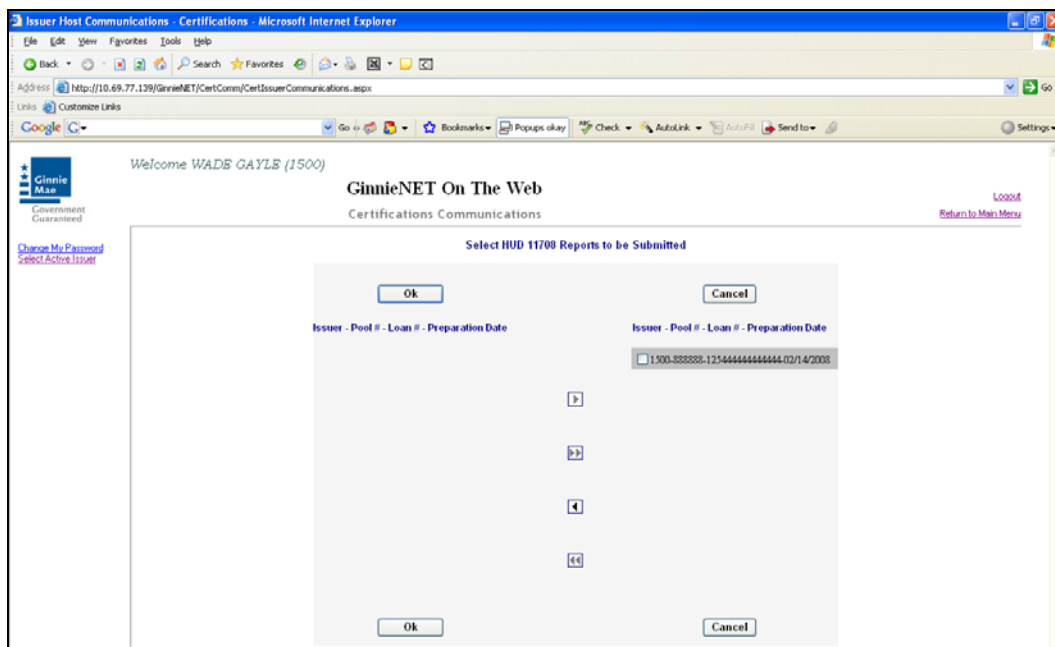
The following screen is displayed.

2. <u>***Select Document Custodian Transfer/Merger***</u> to begin the report transmission process.

3. Select the double arrow pointing to the right to select all records shown.
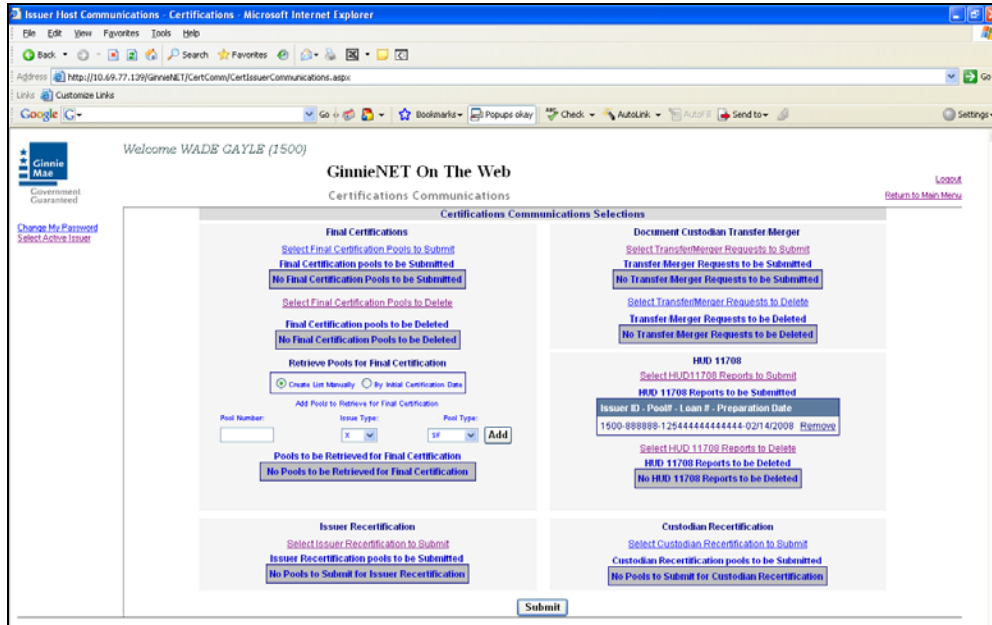
5. To select a single account Select in each box and use the single arrow option to move the account the selected account column.

➢ *After accounts are selected they should appear in the Selected Account Column.*

6. Select OK after selecting report to return to the Host Communication menu.

7. Select **_Submit_** to initialize Fingerprint Verification process.

8. Complete the Fingerprint **Verification process** described in Fingerprint Verification.

9. Once the verification process is completed the system displays the Transmission Review window.

10. This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.

Print or to return to the main menu Select on the link on the top right corner of the page.

Note: After each successful transmission to the network a notification indicating activity on the GinnieNET Server/Network is generated and sent by fax and posted on E-notification to corresponding users.

This record indicates whether or not your request was executed successfully and provides the date and time of submission and the FTN number generated upon successful transmission to the network.