



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-9000

GOVERNMENT NATIONAL
MORTGAGE ASSOCIATION

May 12, 2008

APM 08-08

MEMORANDUM FOR: All Participants in Ginnie Mae Programs
FROM: Michael J. Frenz, Executive Vice President
SUBJECT: Ginnie Mae Portal Registration

As previously announced in All Participants Memorandum (APM) 08-02, "*Reporting and Feedback System and GinnieNET System Updates*," dated January 18, 2008, Ginnie Mae indicated that the Ginnie Mae portal registration process would be announced through a separate APM. This APM outlines the portal registration process for Issuer security officers.

In order to register for access to the Ginnie Mae Enterprise Portal, all Issuers will be required to designate at least two (2) security officers, one for adding and deleting users into the new Portal, and a second to verify the users and their roles. This will provide the required separation of duties. A security officer portal registration form will be posted on Ginnie Mae's website by the end of May.

Issuers will be required to submit this portal registration form to identify 2 security officers. The form must be signed by an individual named on the Resolution of Board of Directors and Certificate of Authorized Signatures ("HUD Form 11702"), and by each Security Officer. Ginnie Mae's security administrator will validate the signatures on the registration form against their signatures on the HUD Form 11702.

After verification, Ginnie Mae's security administrator will register the security officer in the Ginnie Mae portal registration system. Portal IDs and passwords will be provided to the security officers.

In July, Issuer security officers will be able to register other users in their office electronically by logging onto the portal. Detailed user portal registration procedures will be announced at a later date. All issuers must be registered in the portal to participate in the RFS connectivity test in July and/or the RFS issuer data validation test scheduled for August and September.

If you have any questions regarding this announcement, please submit questions online by visiting the [RFS Help Desk](#).