

Ginnie Mae e-Access

Instructions for Completing the User Registration Request

A User Registration Request must be completed and signed for every user. The User Registration Request must be authorized by a signer of HUD form 11702 - "Resolution of Board of Directors and Certificate of Authorized Signatures".

1. Complete all fields on the form. For issuers who process more than one issuer number, complete a separate form for each issuer number. Note: WebEDI access requires a Data Universal Numbering System (DUNS) number. It is a unique identification number assigned to organizations by Dun & Bradstreet. If you do not have a DUNS number or are not sure what your organization's DUNS number is, you may call Dun & Bradstreet at 1-800-234-3867. Obtaining a DUNS number is free.
2. Print the form, then sign and date where indicated.
3. Obtain an approval signature. For issuers the approval signature must be the **notarized** signature of an officer listed on HUD form 11702 for that issuer. For document custodians the approval signature must be the **notarized** signature of an officer authorized and empowered to act on behalf of the company.
4. Return the completed and signed form to:
Ginnie Mae Processing
C/O Lockheed Martin Information Technology
One Curie Court
Rockville, MD 20850
5. When the registration request is successfully processed, a User ID and temporary password will be emailed to the email address supplied on the form.
6. The first time a user logs on with a temporary password, the password must be changed. In addition, passwords must be changed every 6 months. If you do not change your password within the 6 months, it will expire, and your access will be "locked". If your password has expired, please contact the Ginnie Mae Help Line at 1-888-446-6434, option 3.

Rules for passwords are:

- 7 to 10 characters long
- 1st character must be a letter
- Letters and numbers only
- No common terms, such as "welcome"

Please contact the Ginnie Mae Help Line at 1-888-446-6434, option 3, if you have any questions.

Registration Change: If you have previously submitted a registration form and received a User ID & password, then find that you need to add or delete accesses:

- Complete a new registration form
- Add your existing User ID and check "Registration Change" instead of "New User ID"
- Check ALL accesses that are needed, i.e., the accesses you currently have and the additional accesses you need, **or** (in the case where an access needs to be deleted) the accesses you need to retain
- Obtain the required signatures and notarization
- Submit the form to the address above

Remove User: To remove a user from the e-Access database, add your existing User ID and check "Delete User" in the Access Requests section of the form. Proper signatures still are required.

Every user must have a valid user ID and password. Issuers and document custodians should be aware and should advise their staff that without authorization it is unlawful to intentionally (which includes using shared passwords) access a Federal Department computer or a Federal interest computer for certain purposes and that an officer or employee of an issuer or document custodian who knowingly misuses a User ID may be subject to a fine and/or imprisonment in accordance with 18 U.S.C. 1030.

Ginnie Mae e-Access
User Registration Request

Issuer or Document Custodian Information:

Issuer or Document Custodian Number: _____

Name: _____

Address: _____

User Registration Information:

Last Name: _____ First Name: _____ MI: _____

Telephone: _____ Fax: _____

User Contact E-mail Address: _____

(The user contact e-mail is the email address of the specific user identified on this form. This email is used to send back the user ID and initial password for e-Access.)

Note: The email above is not for e-Notification. An e-Notification e-mail address can only be added within the e-Notification application.

Access Requests:

New User ID or User ID: _____ Registration Change Delete User

(Check all that apply)

Web Issuer Information System (Web IIS):

- Monthly Pool Processing - Select **no more** than one Monthly Processing option
 - Original and Corrections
 - Corrections Only (permits user only to submit correction data)
- SCRA Processing
- File Upload

Web EDI DUNS # (Web EDI only) _____

Web IEDS (Loan Matching)

Issuer Feedback (Issuer Feedback is available only for Single Family Issuer numbers)

e-Notification

HECM HMBS (Only for HMBS issuers)

WHFIT

Required Signatures:

User Signature: _____ Date: _____

Approval (must be an officer named on form HUD 11702):

Print Name: _____

Signature: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public _____ My Commission Expires: _____