



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

THE GOVERNMENT NATIONAL  
MORTGAGE ASSOCIATION

November 21, 2002

02-26

MEMORANDUM FOR: All Participants in Ginnie Mae Programs

FROM: George S. Anderson, Executive Vice President

SUBJECT: (1) Introduction to Ginnie Mae's New Web-based Issuer Information System; and  
(2) File Layouts for Electronic Submission of Loan Eligibility and Claims for  
Interest Reimbursement Under the Soldiers' and Sailors' Civil Relief Act

This announcement is to inform issuers about Ginnie Mae's new Web-based Issuer Information System ("Web IIS"). In addition, it also communicates new file layouts for issuers to create data files to transmit loan eligibility information and claims for interest reimbursement to Ginnie Mae under the Soldiers' and Sailors' Civil Relief Act ("SSCRA"). Updates to Chapter 34 and Appendix XI-9 of the Ginnie Mae Mortgage-Backed Securities Guide 5500.3 reflecting these changes are attached.

**Effective January 1, 2003, SSCRA loan eligibility information and requests for interest reimbursement must be submitted through the Ginnie Mae Web IIS, or by using the new file upload feature on the [Ginnie Mae e-Access](#) menu. See details below.**

### **1. Introduction to Ginnie Mae's Web-based Issuer Information System**

The Web IIS will replace Ginnie Mae's existing Issuer Information System ("IIS") that is currently used by many issuers to submit monthly accounting reports, and loan eligibility information and claims for interest reimbursements under SSCRA. **Beginning January 1, 2003, the IIS will no longer be supported, and Ginnie Mae will only accept data prepared using the Web IIS system.**

The Web IIS is an Internet business application that replicates the functions currently performed by IIS. Web IIS will provide issuers the ability to create, edit, print, and submit the following reports to Ginnie Mae in a more efficient manner with one exception as noted below:

- Issuer's Monthly Accounting Reports (HUD 11710-A)
- Liquidation Schedules (HUD 11710-E)
- Adjustable Payment Mortgage Addendums (HUD 11748-C)
- Issuer's Monthly Summary Report (HUD 11710-D) - Printing only\*
- SSCRA Loan Eligibility Information and Claims for Interest Reimbursement

\*Please note that issuers will continue to be required to submit their 11710-D reports via Ginnie Mae's GinnieNET system.

Issuers who plan to use the Web IIS to perform the above functions must obtain a valid user ID and password for each user of the system. To obtain a user ID and password, go to the Ginnie Mae homepage, [www.ginniemae.gov](http://www.ginniemae.gov). From the Ginnie Mae homepage, click on the link titled [Ginnie Mae e-Access](#) and follow the instructions to obtain a user ID and password.

### **Web IIS System Requirements and Testing Schedule**

To access the Web IIS, issuers must have Internet access. Furthermore, issuers must ensure that each workstation meets the following minimum requirements:

Computer Workstation	Pentium 400mhz
Operating System	Windows 98
Browser Security	128 bit encryption
Browser Software	Internet Explorer 5.5 or Netscape 6.2
Internet ISP Connection	56kbs

For testing purposes, issuers will have the ability to log onto a test version of the Web IIS between December 3, 2002, and December 10, 2002. For additional information on the Web IIS and testing schedule, please go to [www.ginniemae.gov](http://www.ginniemae.gov) and click on the [Ginnie Mae e-Access](#) link.

### **2. File Layouts for Electronic Submission of Loan Eligibility and Claims for Interest Reimbursement Under SSCRA**

As an option to generating and transmitting SSCRA information via the Web IIS, issuers can choose to generate the information using alternative systems. If an alternative system is used to generate the information, the electronic file must be prepared in the prescribed data formats included in the attached Appendix XI-9. Furthermore, the data must be transmitted to Ginnie Mae via the Ginnie Mae Bulletin Board System ("BBS"), using HyperTerminal or the Web IIS file upload function. Issuers will continue to be required to maintain copies of their requests and other appropriate records for review by Ginnie Mae or its agent.

If you have any questions regarding this memorandum, please contact your Ginnie Mae Single Family/Manufactured Housing Account Executive at (202) 708-1535, or Multifamily Housing Account Executive at (202) 708-2043.

Attachment

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
GOVERNMENT NATIONAL MORTGAGE ASSOCIATION  
MORTGAGE-BACKED SECURITIES GUIDE 5500.3

Change 20

CHAPTERS

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Chapter 34

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New Appendix XI-9

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