

DRAFT FOR ISSUER TESTING

PORTAL ADMINISTRATION

SECURITY OFFICER REGISTRATION

In order to register for access to the Ginnie Mae Enterprise Portal, all organizations will be required to designate at least two (2) security officers, one for registering users into the new Portal, and a second to approve those users. This will provide the required separation of duties. Each Security Officer must complete the Security Officer portal registration form, which will be posted on Ginnie Mae's website.

Each organization will be required to submit two Security Officer portal registration forms, advising who the two Security Officers are. Each Security Officer will fill out the form, sign it, and then give it to their Supervisor to review and sign. The Supervisor will pass the form to the organization's Authorized Officer, who must also be named on the Resolution of Board of Directors and Certificate of Authorized Signatures ("form HUD 11702"). After the Authorized Officer reviews and signs the form, they will send the completed form to the Ginnie Mae Security Administration office.

Once received, Ginnie Mae's Security Administrator will validate the signature on the registration form against the signatures on the form HUD 11702. After verification, Ginnie Mae's Security Administrators will register the Security Officer in the Ginnie Mae portal registration system. One Ginnie Mae Security Administrator will add the Security Officer to the portal and another Security Administrator will approve the new Security Officer user. The Ginnie Mae Security Administrator will call the new Security Officer using the verified contact information, confirm the identity of the SO, and notify them of the ID and password by phone.

When the ID and password is received, the SO will be required to login with their new ID and system generated password. Once the login is successful, the SO will be prompted to enter a new password and answer 3 security questions. If the password is confirmed, the Portal will send a message back to the Ginnie Mae Security Administrator that the password has been changed.

Note that **ONLY** Ginnie Mae Security Administration can create the initial SO in an organization. Additionally, the Ginnie Mae Security Administrators must have the fully completed paperwork as described previously before they can create the Security Officer. The Security Officer will be associated with a group type i.e. custodian, issuer, Ginnie Mae etc. This group type will be used to restrict types of roles that can be assigned by that Security Officer.

A backup SO should also be designated in case one of the two primary Security Officers are out of the office

Note:

For Issuer Testing ONLY. When creating a user, the Security Officer should assign ONLY the 'Pool Accounting User' role to each user's account. This will allow the user to access all of the testable RFS modules. All other available roles should be ignored.