Ginnie Mae
Reporting and Feedback System (RFS)

Pool Accounting/Exception Feedback Monthly Reporting Training

September 29, 2010

The agenda for this training course can be found here:
http://ginniemae.gov/issuers/RFS_Agenda.pdf

Agenda

Lesson 1 – Course Introduction

- Welcome and Introductions
- Common Terminology
- Course Objectives
- RFS Changes Since the Last Training Class (June 2009)

Lesson 2 – Changes to Current Processes

- Systems
- Reporting Methods
- Which System to Use
- RFS Implementation: Reporting Timeline
- Q&A Period

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Agenda

Lesson 3 – How to Access GMEP and RFS

- How Issuers May Register for GMEP
- Management of GMEP User Accounts
- Obtaining Support for User Accounts
- Logging on to the GMEP
- Q&A Period

Lesson 4 – Overview of Reporting Workflow

- The Big Picture
- Enter or Upload Your Data
- View or Download Your Exceptions
- Analyze Your Exceptions
- Enter or Upload Your Corrected Data
- Q&A Period

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Agenda

Lesson 5 – Reporting Examples

- *Example 1: Reporting a Single Family Pool*
  - Submit Data via Manual Data Entry
  - View Exceptions via GMEP
  - Submit Corrected Data via Manual Data Entry
  - Q&A Period
- *Example 2: Reporting a Multifamily Pool*
  - Submit Data via Manual Data Entry
  - View Exceptions via GMEP
  - Submit Corrected Data via Manual Data Entry
  - Q&A Period

Agenda

- *Example 3: Reporting a Single Family Pool Using File Upload*
  - Submit Data via File Upload
  - View Exceptions via GMEP
  - Submit Corrected Data via any of the three methods
  - Q&A Period
- *Example 4: Reporting a Single Family Pool Using File Upload*
  - Submit Data via SFTP File Upload
  - Download Exceptions File via GMEP Download
  - Submit Corrected Data via any of the three methods
- User Guide
- Final Q&A Period/Wrap Up

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Course Introduction

LESSON 1

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Common Terminology

- BPI – Business Process Improvement
- CSV – Comma Separated Values
- EDI – Electronic Data Interchange
- GMEP- Ginnie Mae Enterprise Portal
- PA/EF – Pool Accounting/Exception Feedback
- RFS – Reporting and Feedback System
- RPB – Remaining Principal Balance
- SFTP – Secure File Transfer Protocol
- Unique Loan ID – A number assigned by Ginnie Mae which uniquely identifies a loan

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Course Overview

Course Description

- This training course will provide hands-on instruction on how to complete the monthly reporting process using the new Reporting and Feedback System (RFS) which replaced the previous method of monthly reporting.

Why is Ginnie Mae implementing RFS?

- Ginnie Mae implemented RFS as part of the overall Business Process Improvement (BPI) initiative to improve the efficiency and accuracy of reporting by streamlining and consolidating the reporting of monthly security RPB, monthly pool reporting, and loan level reporting into a single reporting process.

Audience

- All Ginnie Mae Issuers.

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Course Objectives

- After completing this course, you will be able to:
  - Explain the changes to the current reporting processes
  - Access the GMEP and RFS
  - Complete monthly reporting via RFS.

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Course Format

- The course format is interactive:
  - Participants will be in listen-only mode
  - Course will be taught in five lessons (about 20 minutes each)
  - Participants will have opportunities to ask questions after each lesson
  - Operator will provide instructions regarding asking questions.

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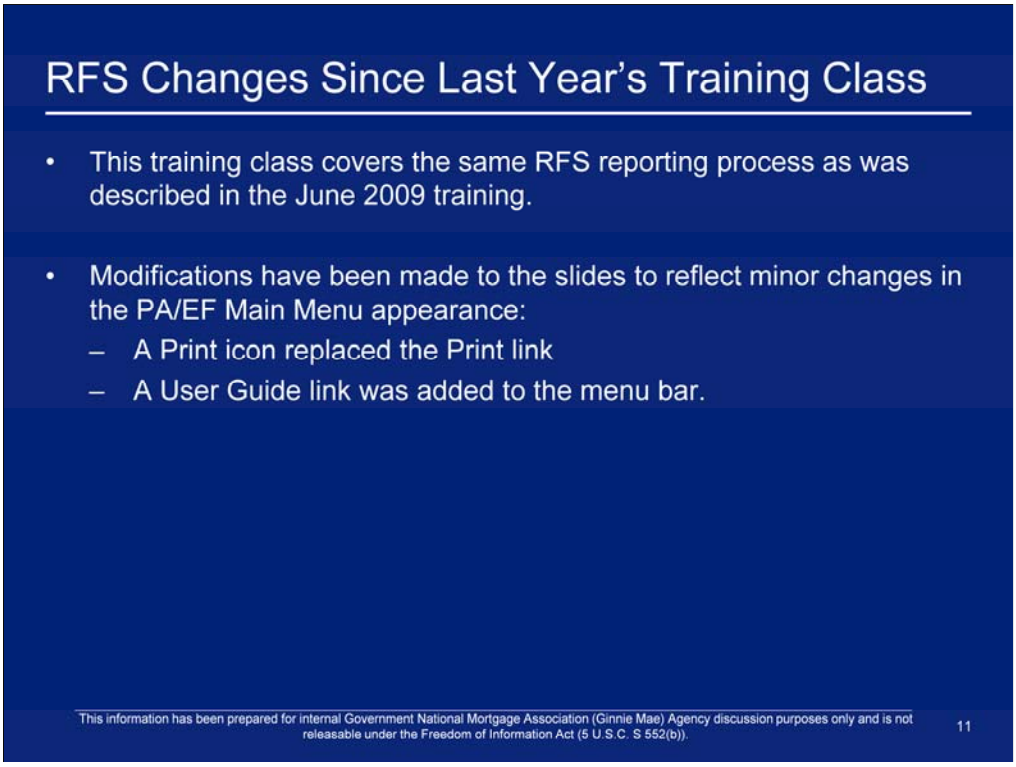
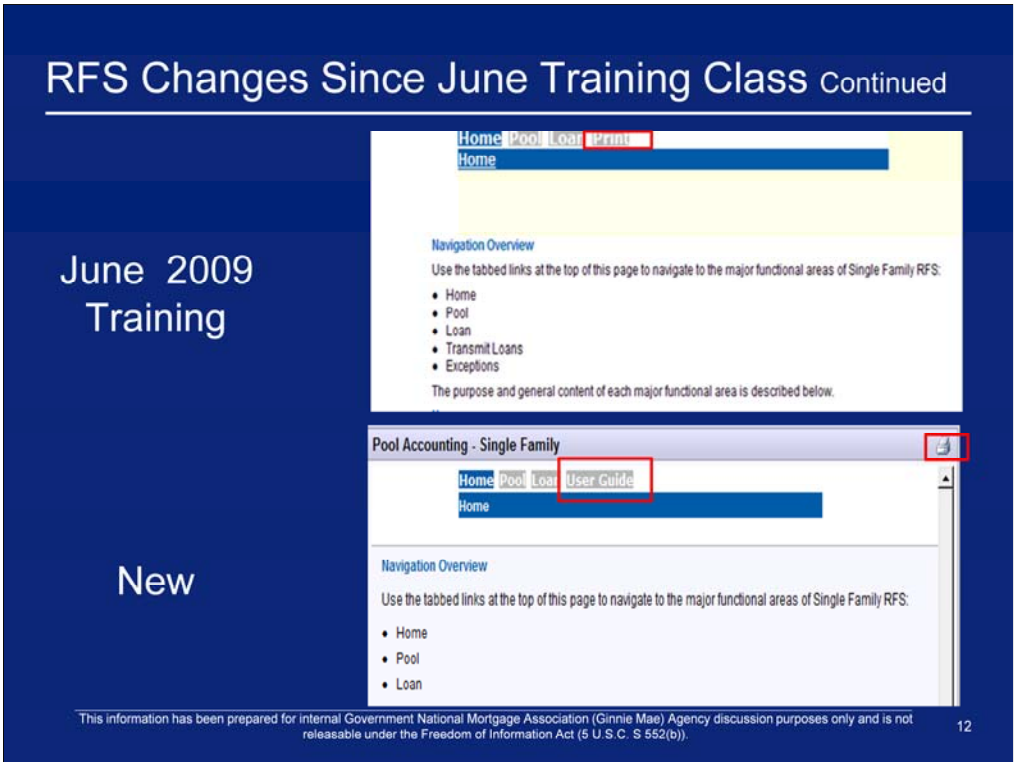


We will discuss these changes in more detail later in the presentation



1. The modified links and icons are shown in red boxes, and the overall appearance is changed.
2. The Print link is removed and a Print icon is added.

Changes to Current Processes

LESSON 2

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Changes to Systems

What is the Ginnie Mae Enterprise Portal (GMEP)?

- Single access point for Ginnie Mae's online business applications.
- Secure method for Issuers to submit files to RFS for processing via an upload feature (files should not exceed 5MB).

How is data reported via GMEP?

- Ginnie Mae Issuers will access the RFS Application via GMEP to submit pool, loan, and RPB data.

Note: GMEP supports ONLY the Internet Explorer web browser.

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Changes to Reporting Methods

- RFS replaces the following e-Access applications:
  - Web EDI
  - Web IEDS
  - Web IIS.

- Monthly data reporting is done via GMEP or SFTP:
  - Users utilize the GMEP or SFTP to submit pool, loan, and RPB data
  - Users no longer have two separate reporting data streams (pool and loan), but rather a single reporting stream that combines pool and loan data.

- Issuers access exceptions via GMEP:
  - Receive notification of exceptions for pool and loan data in a consolidated format
  - Access the exception notification via the GMEP.

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Which System to Use?

- Per APM 09-17, Several applications are now accessible through the portal (https://www.eginniemae.net) including:
  - RFS File Upload
  - Exception Feedback
  - Monthly Report of Pool and Loan Data – Single Family
  - Monthly Report of Pool and Loan Data – Multifamily
  - Issuer Feedback
  - Servicemembers Civil Relief Act (SCRA)
- Ginnie*NET* will continue to be accessed through the Ginnie*NET* website (https://www.ginnienet.net).

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Which System to Use? (continued)

- Issuers should be aware that e-Access (https://www.ginniemae.gov/e-access) will continue to be used in support of the following function:
  - WHFIT Tax Reporting

- All Issuers must register for access to the portal; additional instructions on how to register for the GMEP are forthcoming.
- Issuers that obtained GMEP user accounts during RFS Issuer Testing are not required to obtain new GMEP user accounts, as their accounts are valid on the GMEP website.

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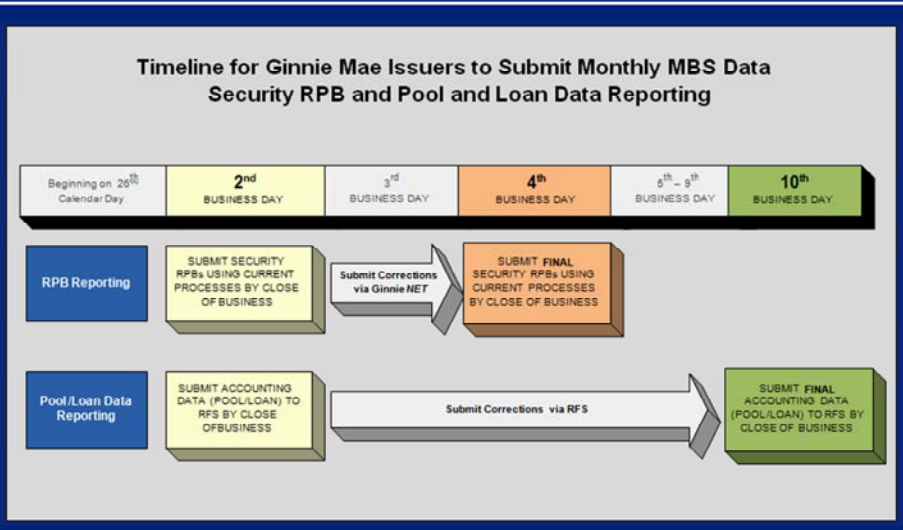
RFS: Reporting Timeline



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Q & A Session

15 Minute Limit

How to Access GMEP and RFS

LESSON 3

GMEP User Account Management

- All Ginnie Mae Issuers must register two employees to serve as the GMEP Security Officers (SOs)
  - Security Officer registration is a requirement for an organization to participate in the RFS Issuer testing
  - The Authorized Officer on the 11702 form is allowed to serve as the Security Officer.

- Issuer GMEP Security Officers are responsible for:
  - Creating and managing GMEP user accounts for company employees who require access to the GMEP
  - Updating accounts, resetting passwords, and unlocking accounts
  - Creating other Security Officer user accounts.

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Management of GMEP User Accounts

To obtain Security Officer user accounts:

- User mails completed GMEP registration form to the following address:

  Ginnie Mae Security Administrator
  Ginnie Mae Relationship Services C/O The Bank of New York
  101 Barclay Street - 8 East
  New York, NY 10286-0001

- Ginnie Mae delivers user login information by telephone to SO.

Registration forms can be found here:
http://www.ginniemae.gov/Issuers/Portal_Registration_Issuer.pdf

Questions? More information can be found here:
http://www.ginniemae.gov/Issuers/gmep_faq.asp?subTitle=Issuers

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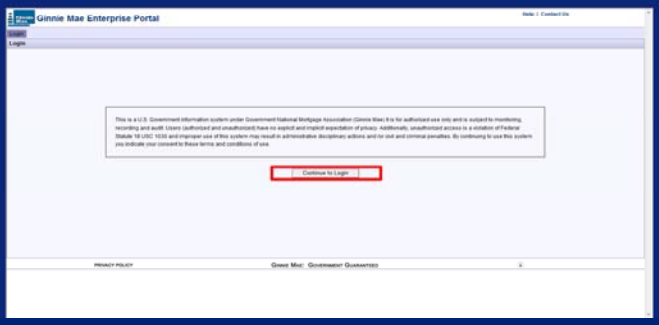
Logging On GMEP

Steps for Logging onto GMEP and Accessing RFS:

- Launch Internet Explorer
- Navigate to: https://www.eginniemae.net
- Click **'Continue to Login'**



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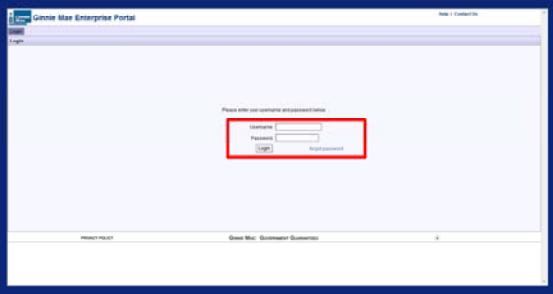
Logging On GMEP

Enter in your **Username** and **Password** and click the **Login** button



- Ginnie Mae will assign usernames to the first two Security Officers.
- The assigned Security Officers will create all other usernames for your company.
- Upon your first successful log in, you will answer various security questions.
- Once you complete your security questions, you must change your password.

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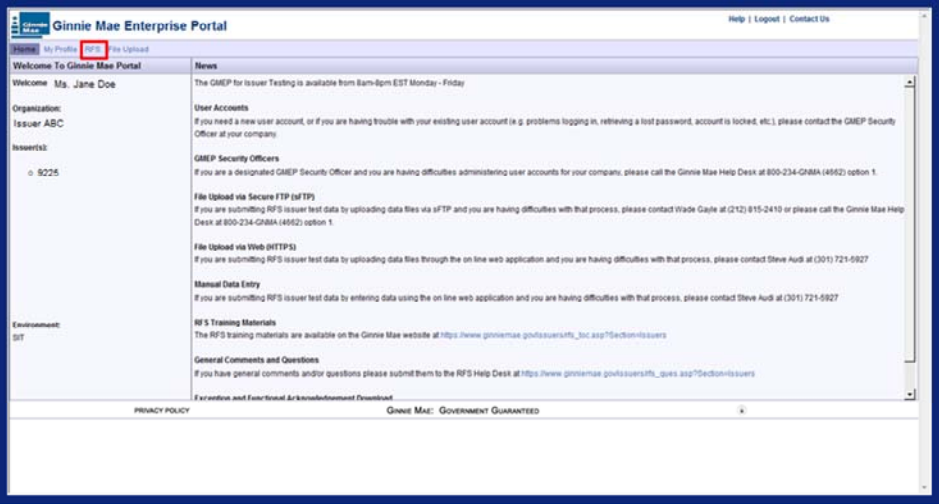
Accessing RFS

Click on **RFS.**



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Obtaining Support for GMEP User Accounts

Locked out? Need a password reset?

Step 1: Contact GMEP Security Officer at your organization.

Step 2: If you don't know who that person is or if the security officer is locked out of the system:

- Contact the Ginnie Mae Help Desk by calling (800) 234-4662, Option 1

  OR

- Send an email to ginniemae@bankofny.com with the subject line "Portal Registration".

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Additional Registration Requirements for SFTP

To obtain access to the SFTP Server:

- Contact the GinnieNET Help Desk/Ginnie Security Administrator (800-234-4662) to request Registration Form/Instructions
- Follow the instructions located on the SFTP Registration Form/Instructions to connect to the SFTP server; the returned form will include:
  - IP Addresses
  - Username
  - Password.

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Q & A Session

15 Minute Limit

Overview of Reporting Workflow

LESSON 4

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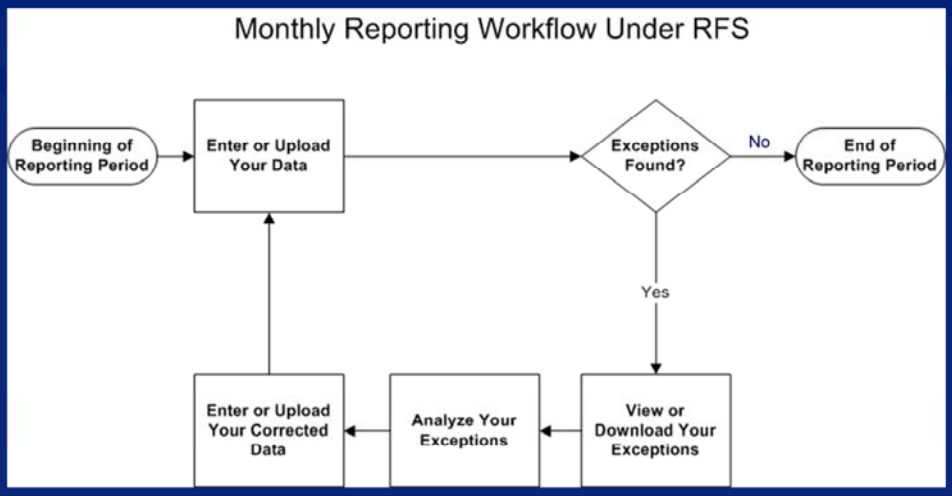
The Big Picture



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Submit Pool and Loan Level Data

- Via GMEP:
  - Manual Data Entry - will occur through the RFS web application screens
  - HTTPS - Issuers may upload data files less than 5 MB in size through the web application screens
- Via SFTP:
  - Issuers will upload files larger than 5 MB in size

	Manual Entry	HTTPS Upload	SFTP Upload
Requires Issuer to create a data file	No	Yes	Yes
File Size Limit	N/A	5 MB	No Limit
Required Software	Internet Explorer 6.0+	Internet Explorer 6.0+	WS_FTP Pro

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Retrieve Exceptions

- RPB Exceptions
  - Exceptions related to Security RPB will continue to be communicated via e-Notification on the “Failed Edits” Report
- Pool and Loan Level Data Exceptions
  - Online - Issuers can view exceptions through the RFS Exception Feedback online screens
  - HTTPS - Issuers may download a file containing exceptions from the RFS online screens

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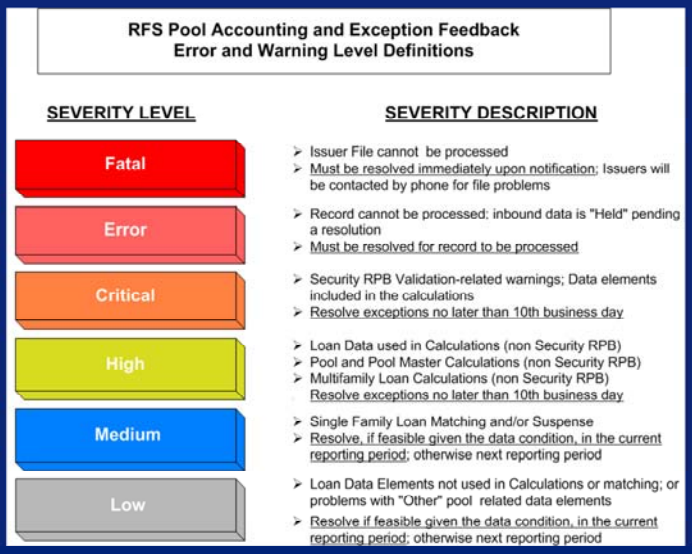
Analyze Exceptions



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Submitting Corrections

- Submitting RPB Corrections
  - There are no changes to the RPB reporting process
  - Issuers will continue to use existing systems to report and make corrections to RPB reporting

- Submitting Pool and Loan level Data Corrections
  - Via GMEP
    - Manual Data Entry - Occurs through RFS web application screens (corrections may be made to existing data displayed in editable fields)
    - HTTPS – Allows Issuers may upload data files less than 5 MB in size through the web application screens
  - Via SFTP
    - Issuers can upload files larger than 5 MB in size

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Q & A Session

15 Minute Limit

Reporting Examples

LESSON 5

Reporting Examples

This lesson contains four detailed reporting examples:

- Example 1: Single Family Pool Work Flow Manual Entry
- Example 2: Multifamily Pool Work Flow Manual Entry
- Example 3: Single Family Pool Work Flow via HTTPS (with reference to Multifamily)
- Example 4: Single Family Pool Work Flow via SFTP (with reference to Multifamily)

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Example 1: Single Family Pool Work Flow Manual Entry

Scenario: The Issuer has successfully logged into the GMEP and will report data for a Single Family Pool using the online data entry screen. The system will generate various exceptions. The Issuer will report corrected information by entering data into the online data entry screen.

Steps involved in this example:

1. Report Pool Level Data Manually
2. View Pool Level Exceptions
3. Submit Pool Level Corrections
4. Report Loan Level Data Manually
5. View Loan Level Exceptions
6. Submit Loan Level Corrections
7. Report Liquidated Loan (as needed)
8. Repeat steps 4-7 for all loans
9. Summarize Data and Correct Exceptions

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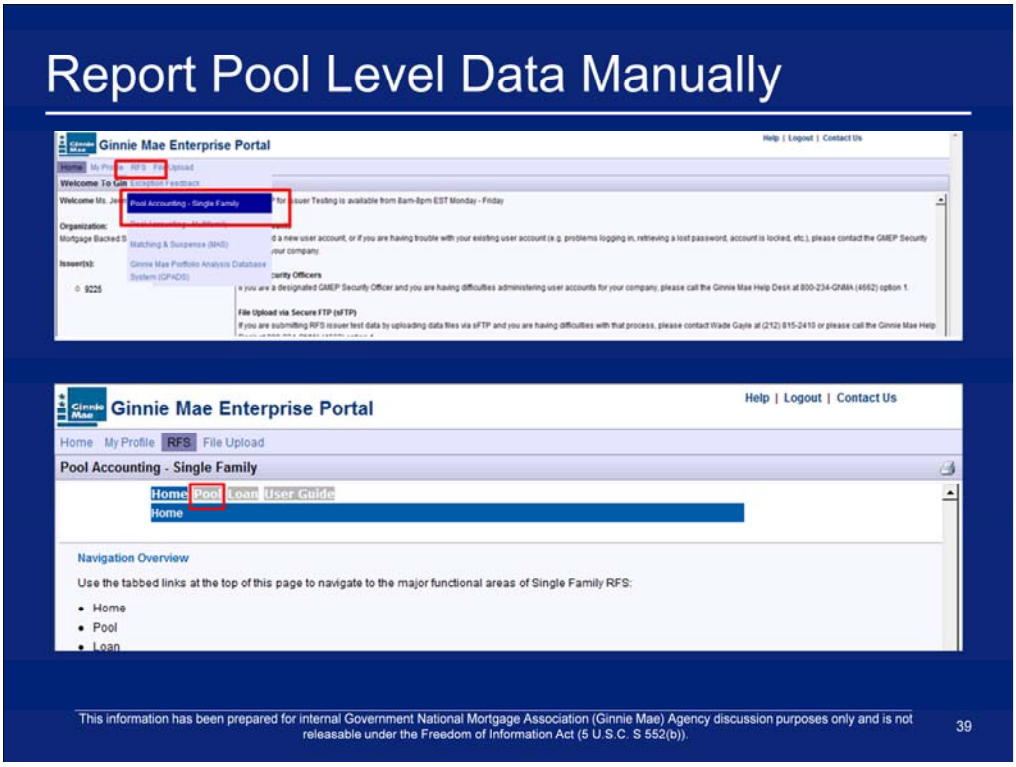
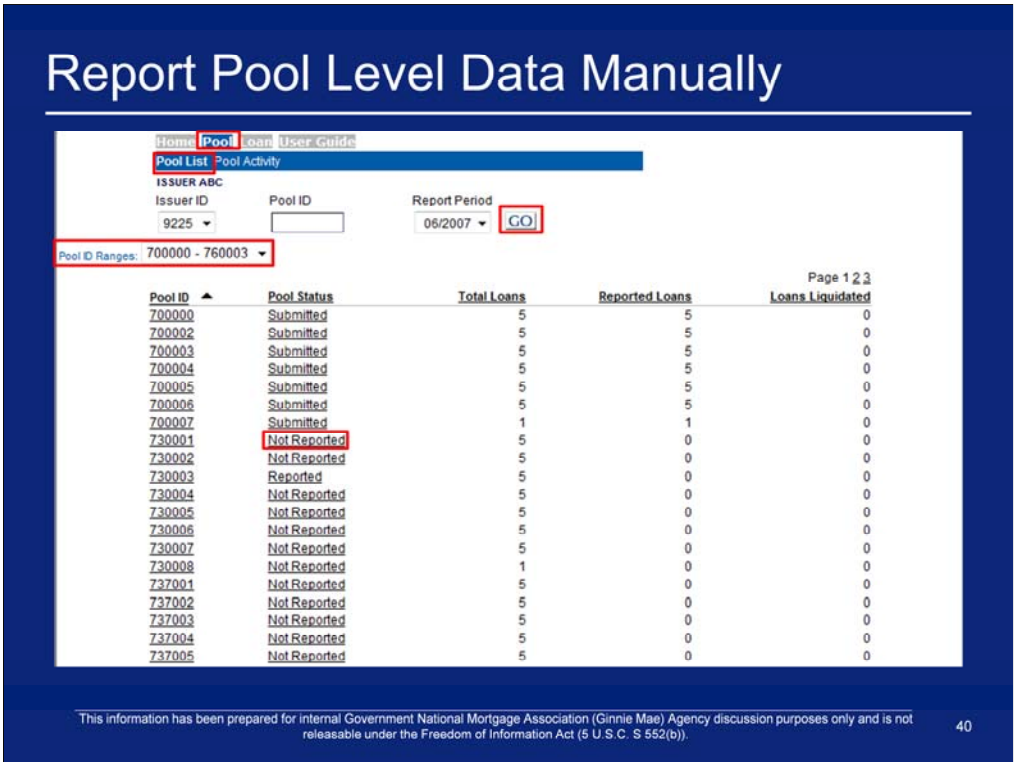
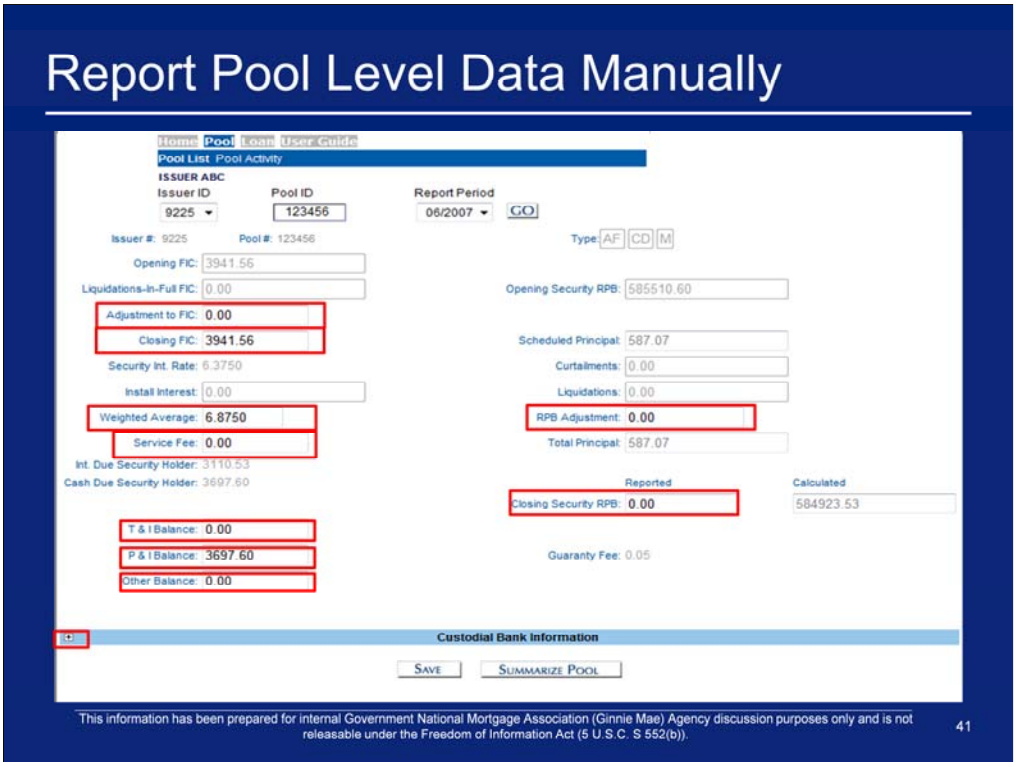


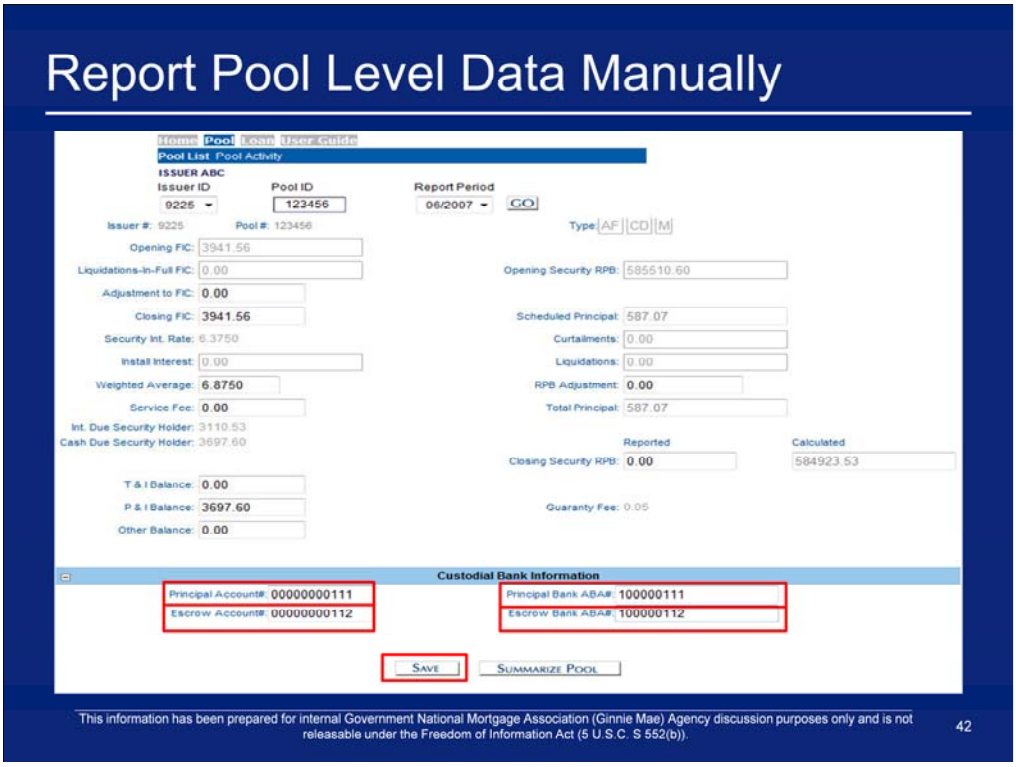
1. After logging in, click on the **Pool Accounting – Single Family** link in the RFS drop down menu.
2. Click **Pool** on the Single Family Pool Accounting menu bar.



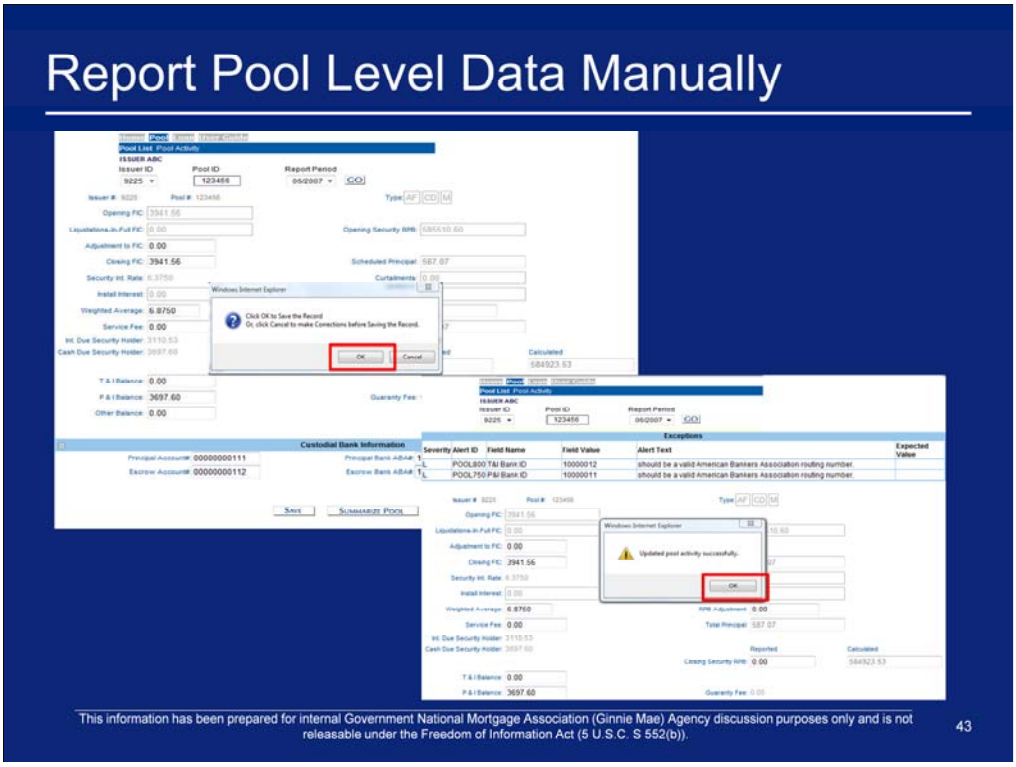
3. Click **Pool > Pool List** on the Single Family Pool Accounting menu bar.
4. Select an **Issuer ID**.
5. Select a **Reporting Period**.
6. Click **'GO'**.
7. Select a **Pool ID Range**. (optional)
8. Click on a **'Not Reported' Pool Status** for the pool.



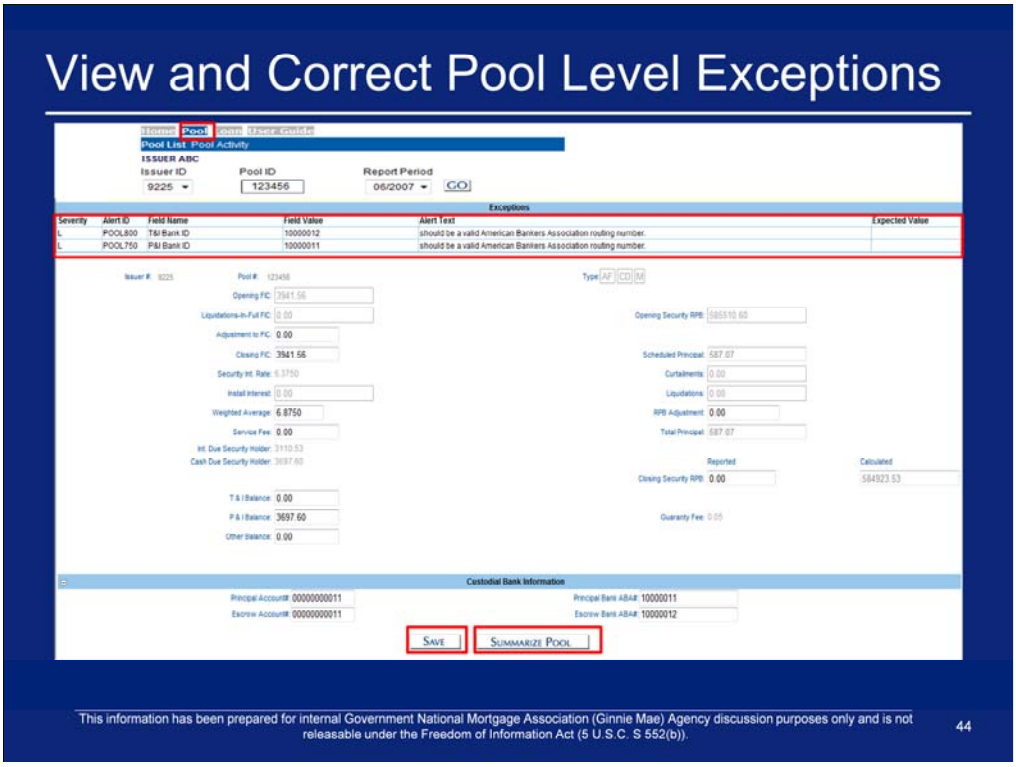
9. Enter an Adjustment to FIC.
10. Enter a Closing FIC.
11. Enter a Weighed Average.
12. Enter a Service Fee.
13. Enter a T & I Balance.
14. Enter a P & I Balance.
15. Enter an Other Balance.
16. Enter an RPB Adjustment.
17. Enter a Reported Closing Security RPB.
18. Click on the expand icon for Custodial Bank Information.



19. Enter a Principal Account #.
20. Enter a Principal Bank ABA #.
21. Enter an Escrow Account #.
22. Enter an Escrow Bank ABA #.
23. Click **‘Save’**.

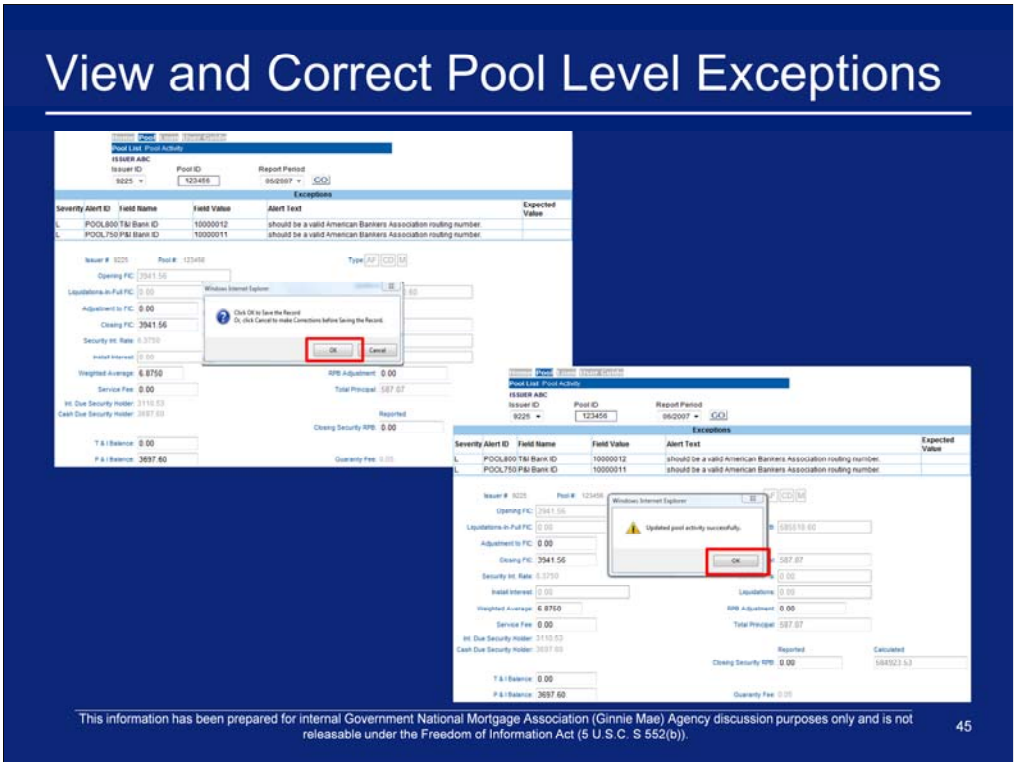


24. Click **'OK'**.
25. Click **'OK'**.



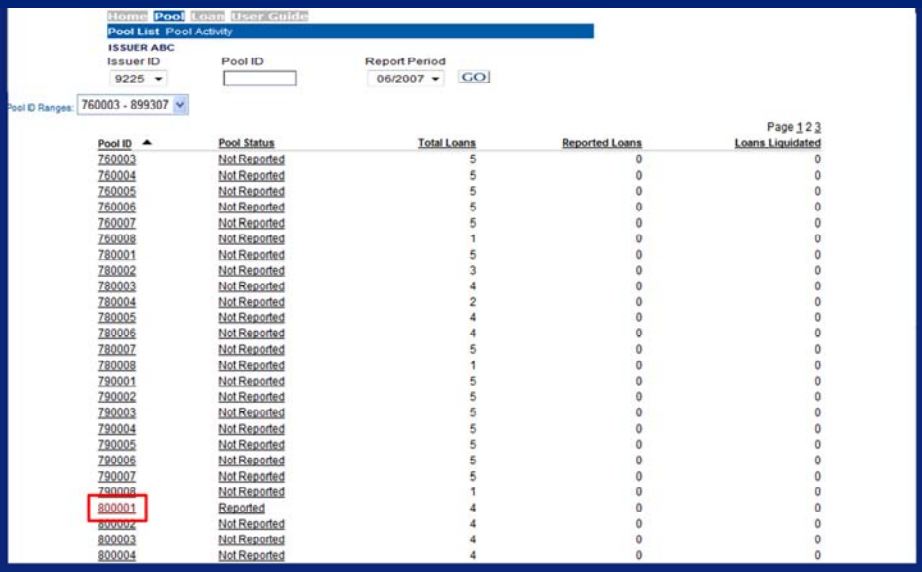
Exceptions may occur at the pool level and will be displayed on the screen after summarizing the pool activity information. The system will provide detailed information about the error and suggested resolutions.

1. Click "**Summarize Pool'.**
2. Update the fields which contain errors.
3. Click **'Save'**.



4. Click **‘OK’**.
5. Click **‘OK’**.
6. If necessary, repeat Steps 1 - 5 until all errors are resolved.

Report Loan Level Data Manually



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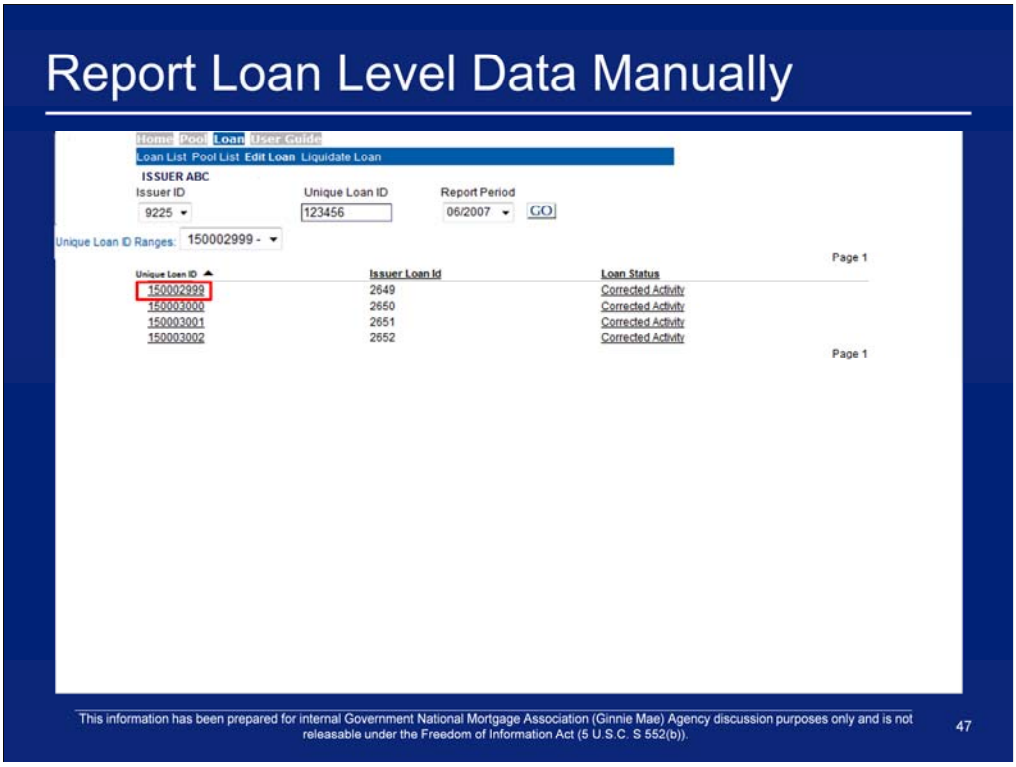
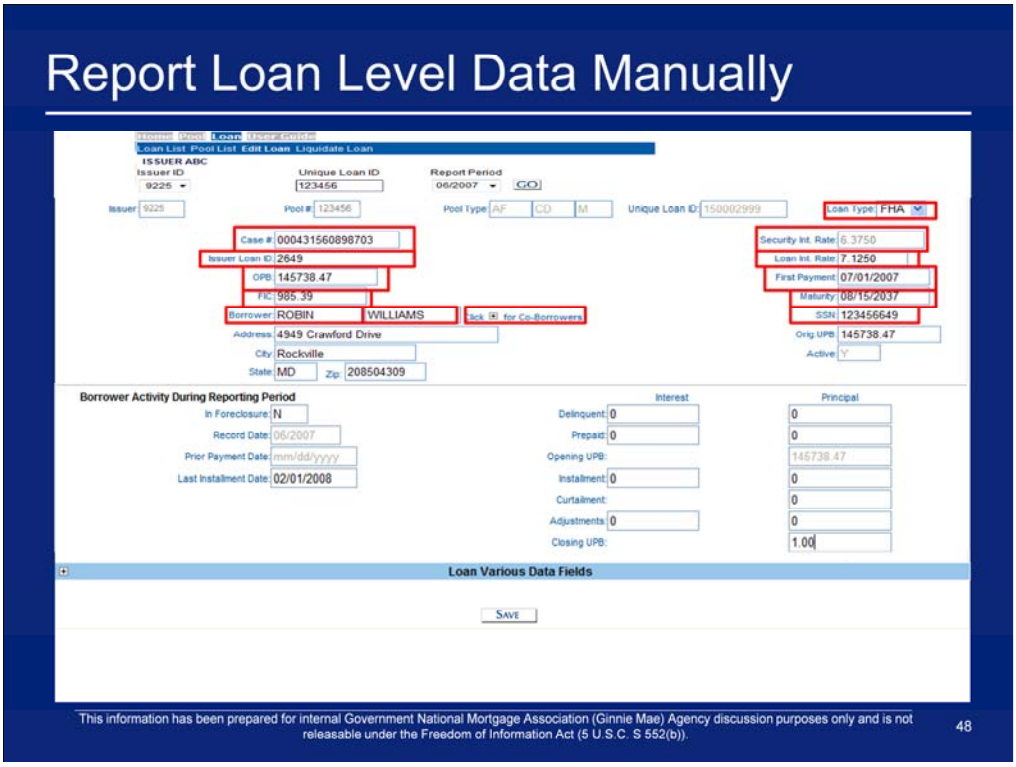
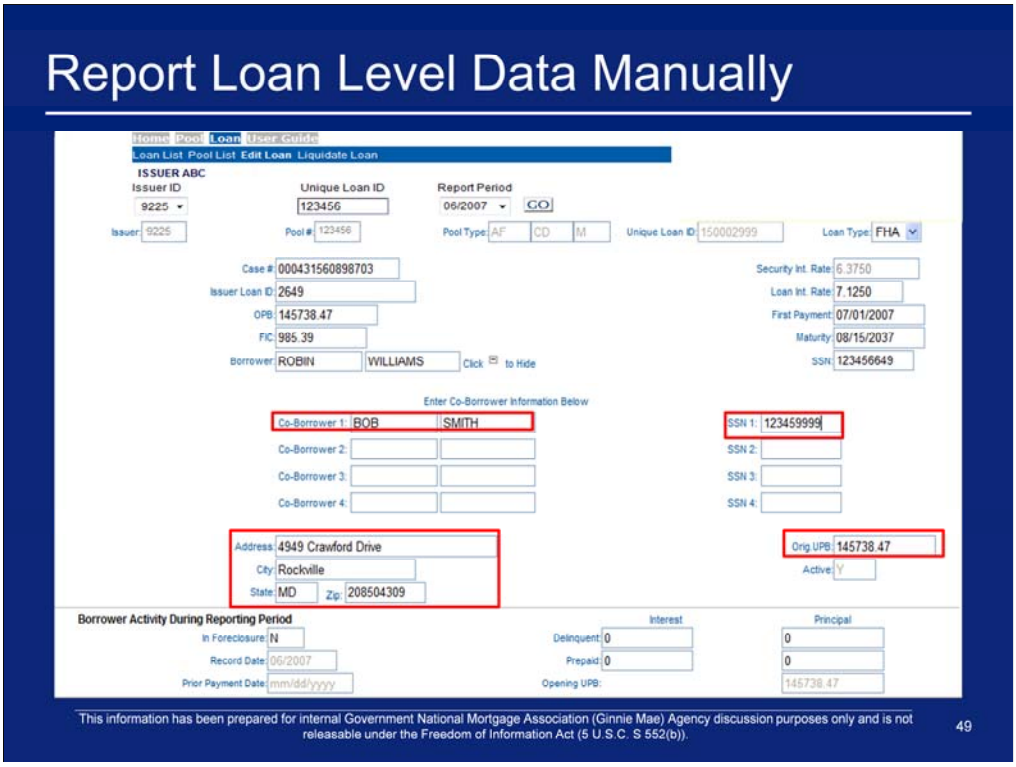
1. Click **Pool > Pool List** on the Single Family Pool Accounting menu bar.
2. Click the Pool ID reported in the section A (Report Pool Level Data for a Given Pool).



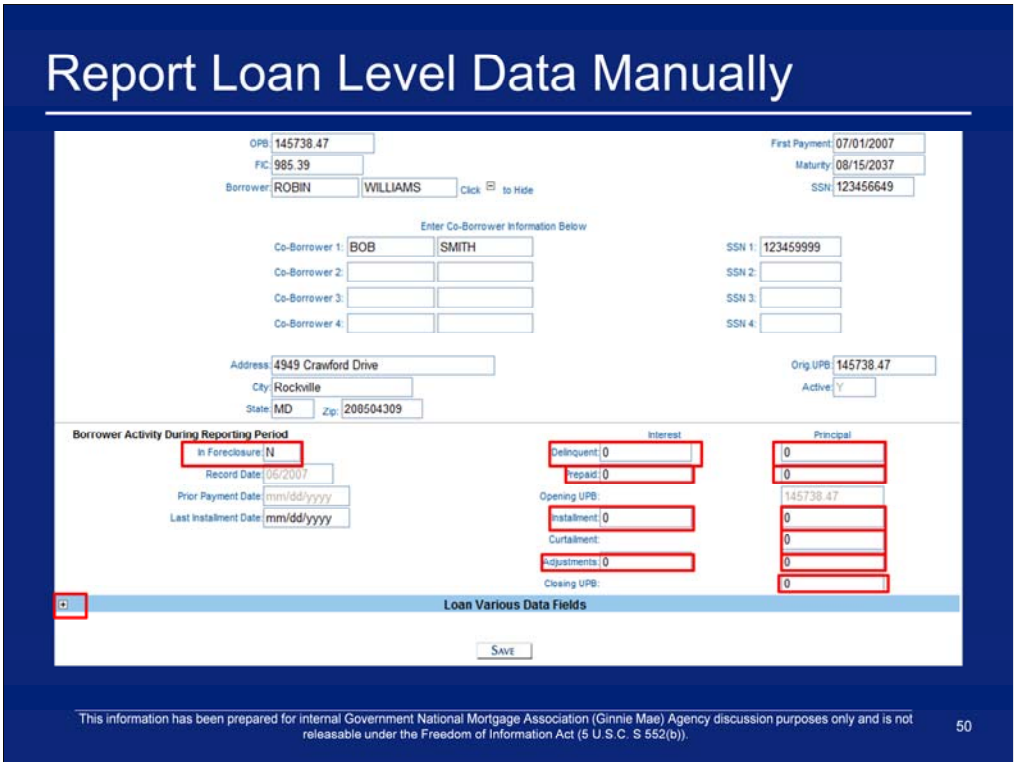
3. Click a **Unique Loan ID** number**.**



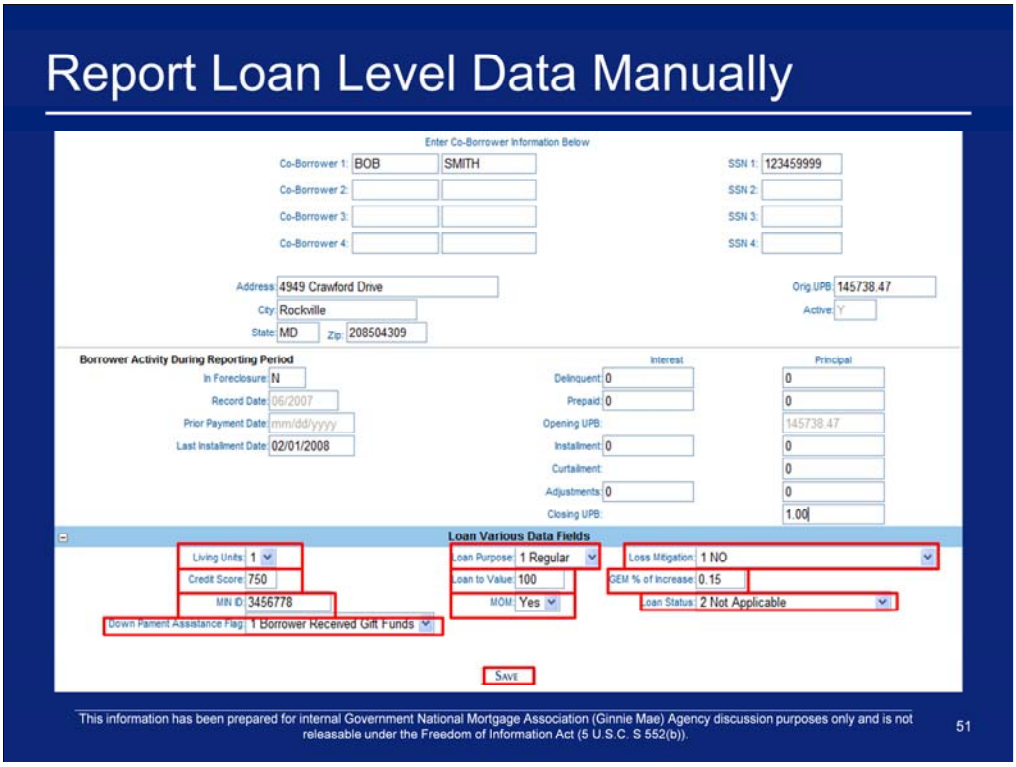
4. Select a **Loan Type**.
5. Enter a Case #.
6. Enter a Security Int. Rate.
7. Enter an Issuer Loan ID.
8. Enter a Loan Int. Rate.
9. Enter an OPB.
10. Enter a First Payment.
11. Enter an FIC.
12. Enter a Maturity.
13. Enter a Borrower’s First Name and Last Name.
14. Enter a Borrower’s SSN.
15. Click on the expand icon to enter Co-Borrower information.



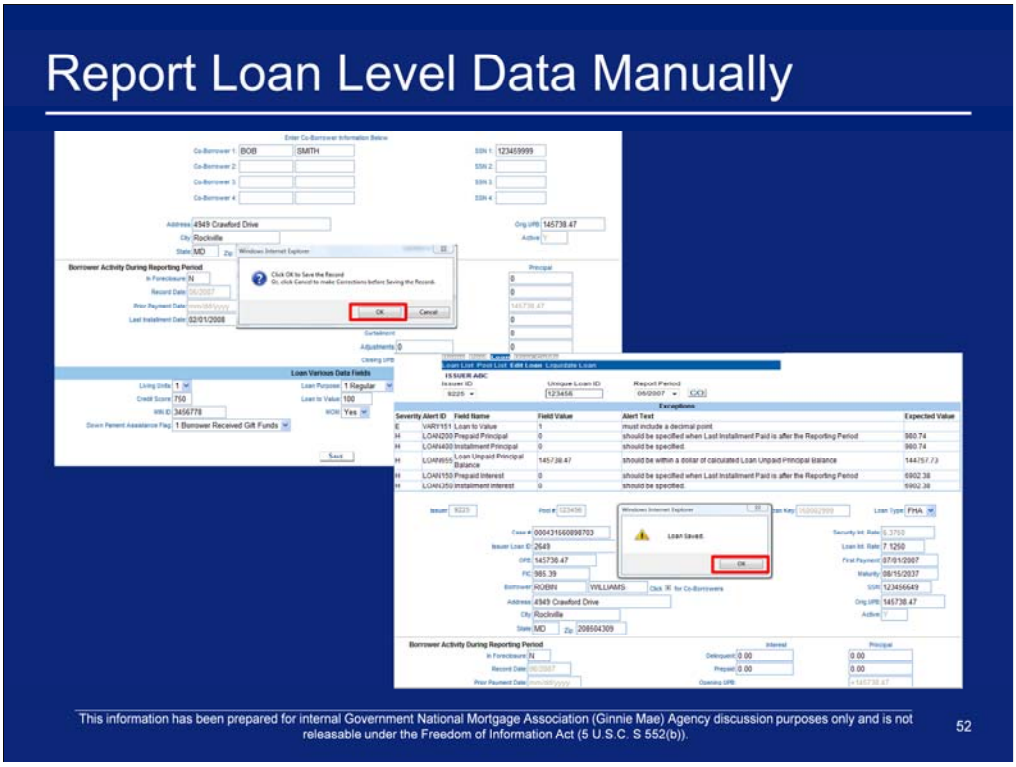
16. Enter a Co-Borrower's First Name and Last Name.
17. Enter a Co-Borrower's SSN.
18. Repeat Steps 16 and 17 to add multiple Co-Borrowers.
19. Enter a Borrower's Address.
    a. Street Address or PO Box information
    b. City
    c. State
    d. Zip.
20. Enter an Original UPB.



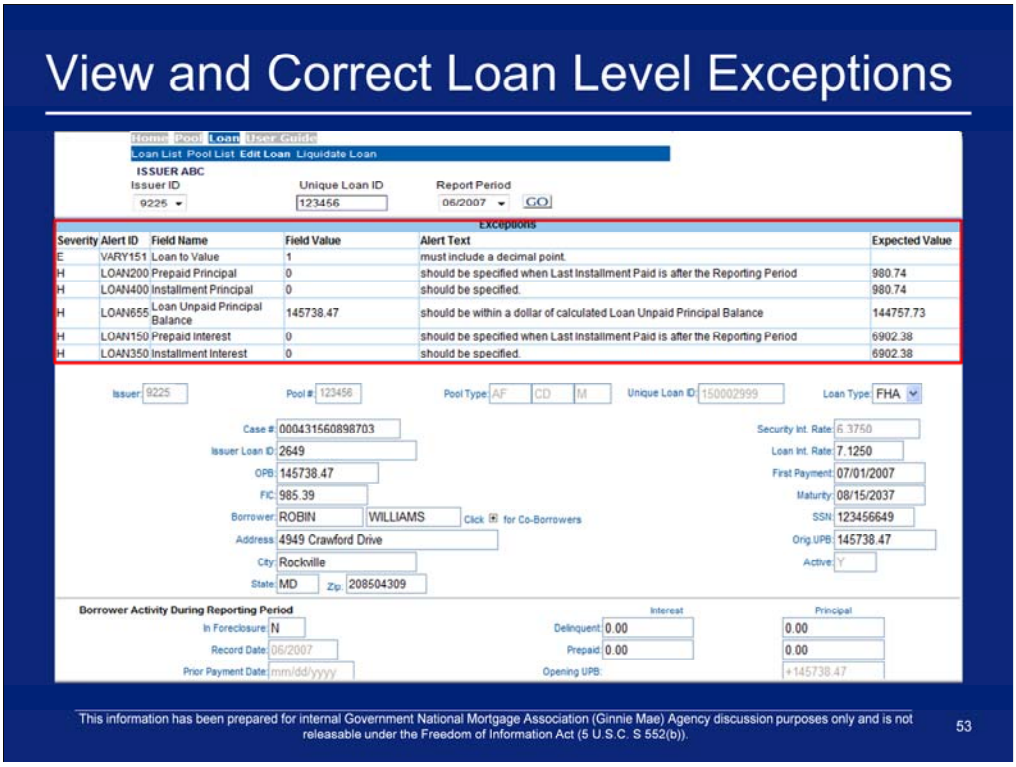
21. Enter an In Foreclosure Indicator.
22. Enter a Delinquent Interest.
23. Enter a Delinquent Principal.
24. Enter a Prepaid Interest.
25. Enter a Prepaid Principal.
26. Enter an Installment Interest.
27. Enter an Installment Principal.
28. Enter a Curtailment Principal.
29. Enter an Adjustments Interest.
30. Enter an Adjustments Principal
31. Enter a Closing UPB
32. Click on the expand icon to enter Loan Various Data Fields information.



32. Select number of **Living Units**.
33. Select a **Loan Purpose**.
34. Select a **Loss Mitigation**.
35. Enter a Credit Score.
36. Enter a Loan to Value.
37. Enter a GEM % of Increase.
38. Enter a MIN ID.
39. Select a **MOM.**
40. Select a **Loan Status**.
41. Select a **Down Payment Assistance Flag**.
42. Click **‘Save’**.

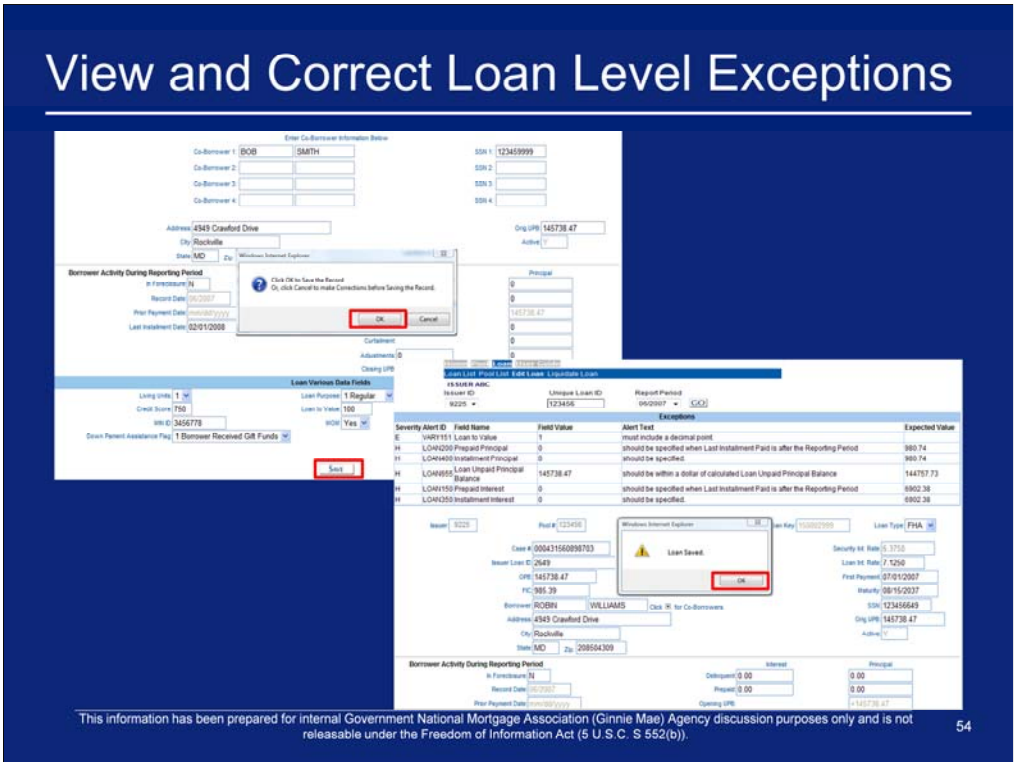


43. Click **‘OK’**.
44. Click **‘OK’**.

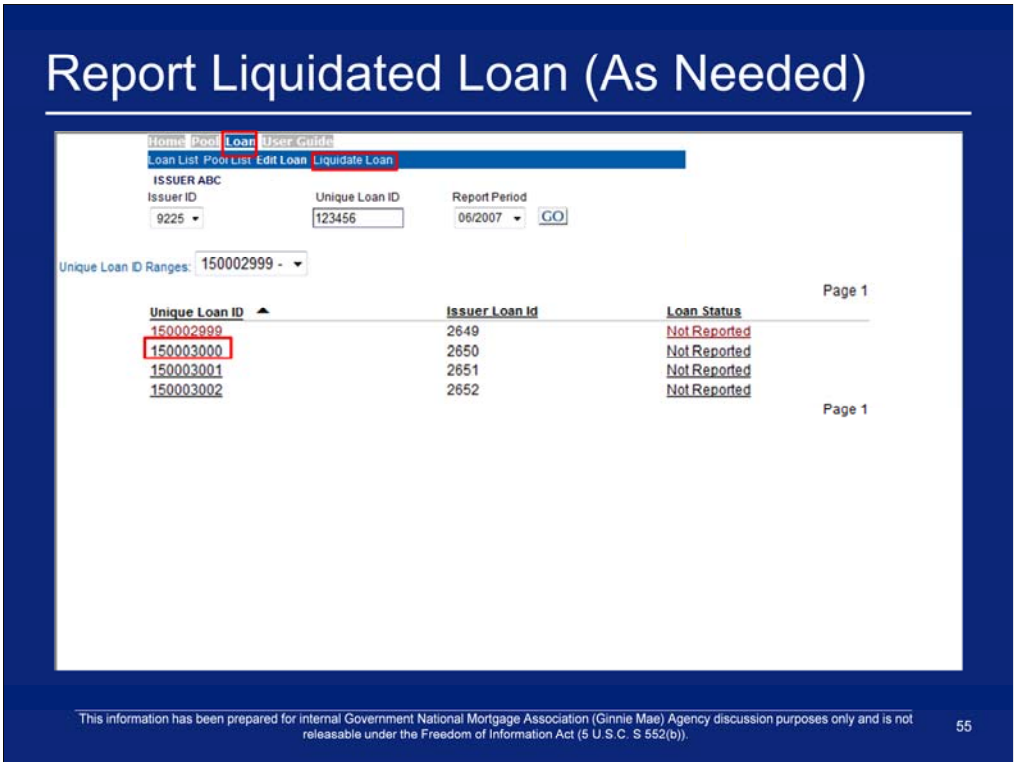


Exceptions may occur at the loan level and will be displayed on the screen after saving the loan information. The system will provide detailed information about the error and suggested resolutions.

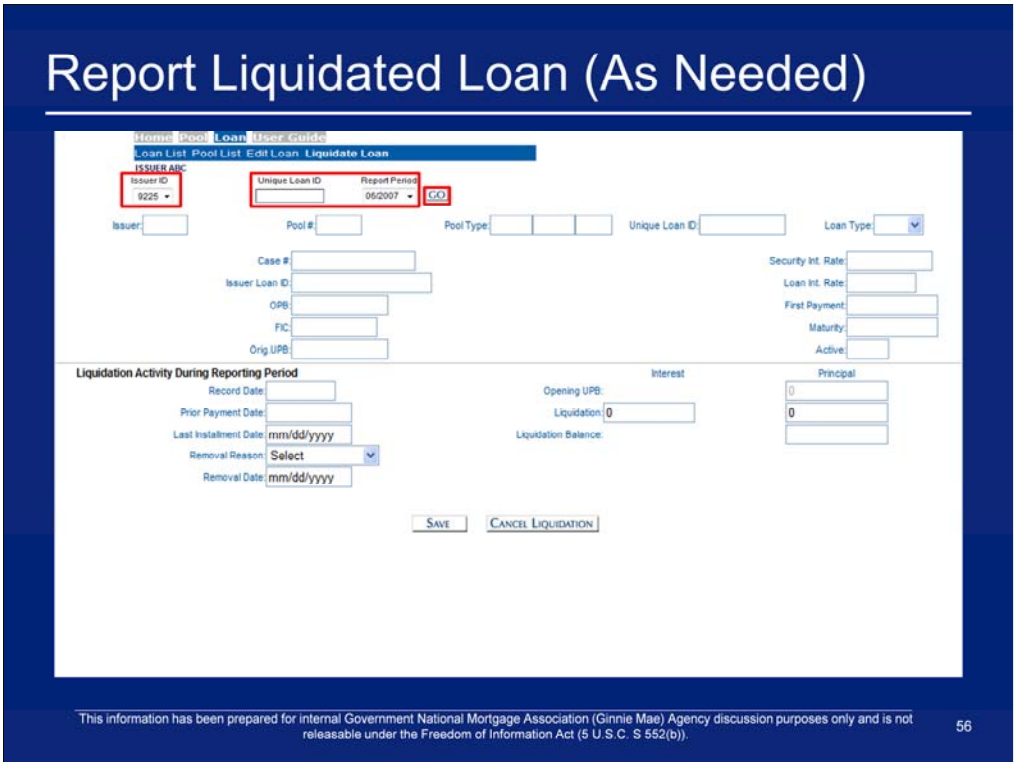
1. Update the fields which contain errors.



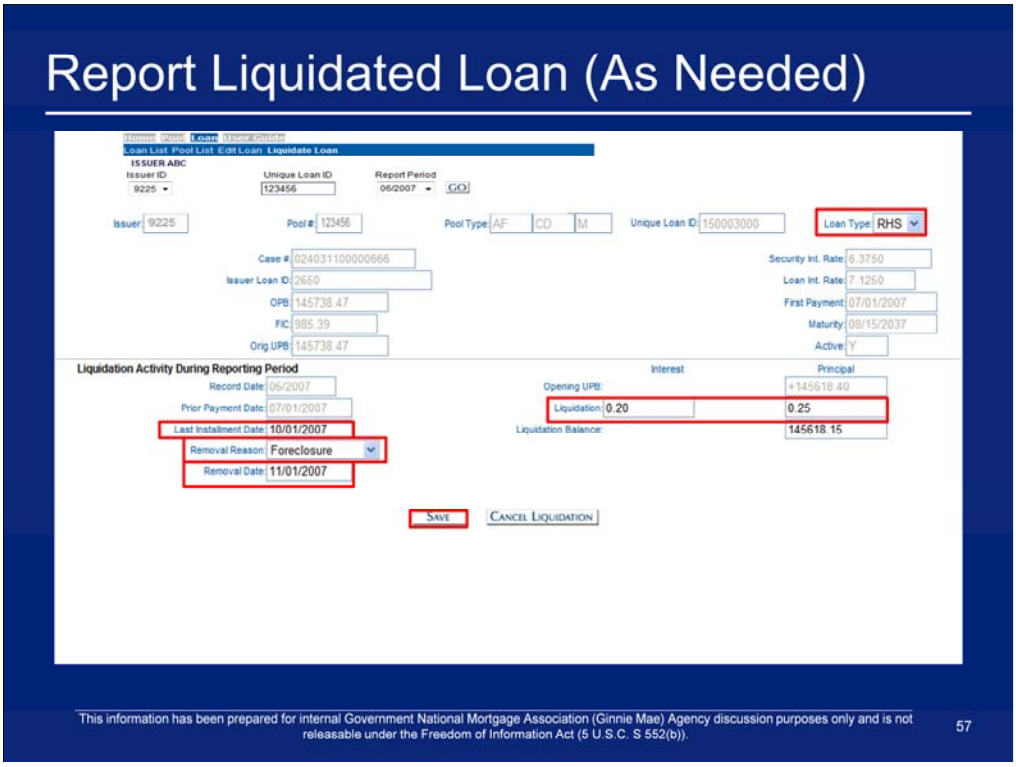
2. Click ‘Save’
3. Click ‘OK’.
4. Click ‘OK’.
5. If necessary, repeat Steps 1 - 4 until all errors are resolved.



1. Take note of the Unique Loan ID to liquidate a loan.
2. Click **Loan > Liquidate Loan** on the Single Family Pool Accounting menu bar.

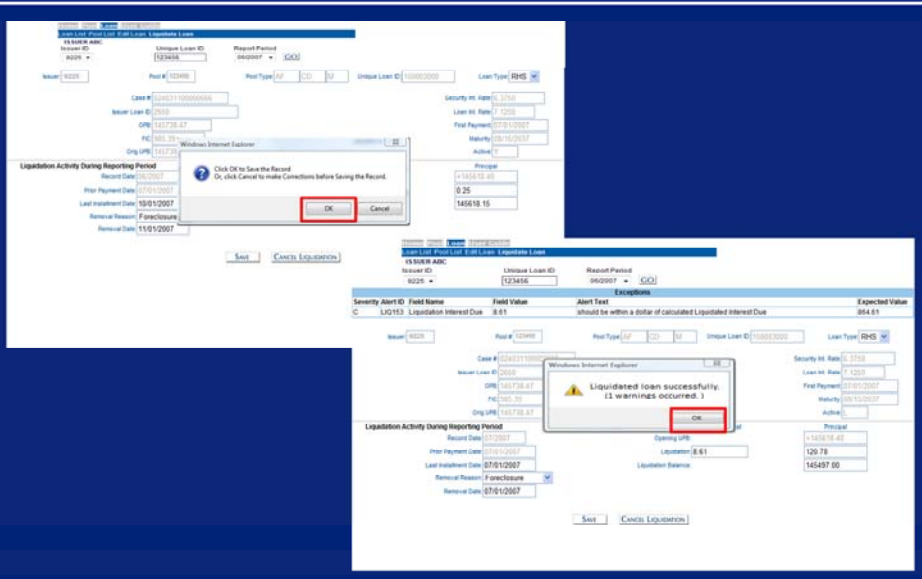


3. Select an **Issuer ID**.
4. Enter a Unique Loan ID that was noted in the previous step.
5. Select a **Report Period**.
6. Click **‘GO’**.



7. Select a **Loan Type**.
8. Enter a Liquidation Interest.
9. Enter a Liquidation Principal.
10. Enter a Last Installment Date.
11. Select a **Removal Reason**.
12. Enter a Removal Date.
13. Click **‘Save’**.

Report Liquidated Loan (As Needed)



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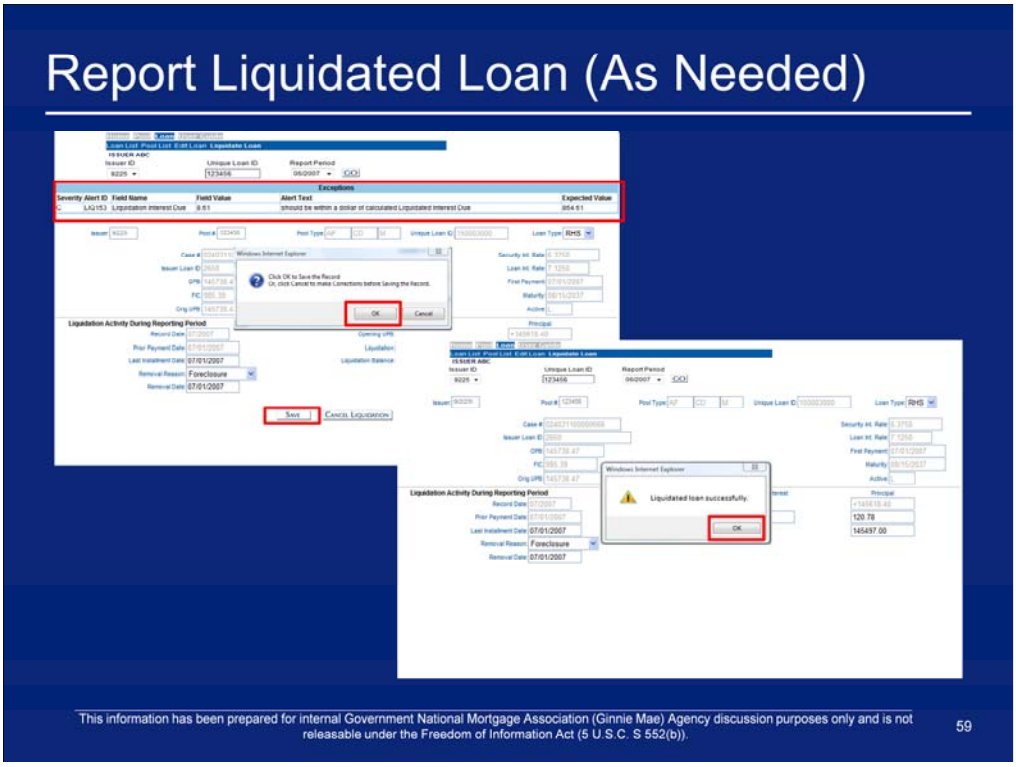
14. Click **‘OK’**.
15. Click ‘**OK’**.



16. Update the fields which contain errors.
17. Click **'Save'**.
18. Click **'OK'**.
19. Click **'OK'**.
20. If necessary, repeat Steps 16 - 19 until all errors are resolved.
21. Repeat Loan Level steps as necessary before moving onto Summarizing Pool Level Data.

Summarize Data and Correct Exceptions

- After entering all loan level and pool level data, the Issuer's data must be summarized, i.e., summary information is calculated for each of the pools in the Issuer's portfolio.
- There are two ways summarization can occur:
  - The Issuer can summarize each pool individually by navigating to the Pool Activity Screen and clicking the "Summarize Pool" button
  - On a nightly basis, the RFS Operations Team executes a process that summarizes all pools for all Issuers.
- Once the pool has been summarized, the Issuer should view the Issuer Summary screen by navigating to the RFS> Exception Feedback> Summary which:
  - Provides a snapshot of the monthly reporting activity for the current month including numbers of loans reported and total number of outstanding exceptions
  - Is similar to HUD Form 11710D.

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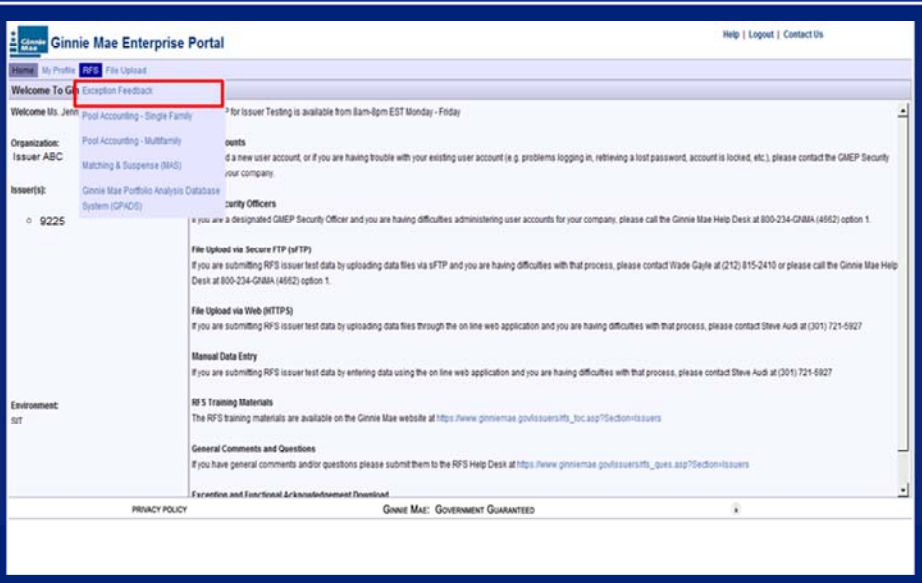
Summarize Data and Correct Exceptions



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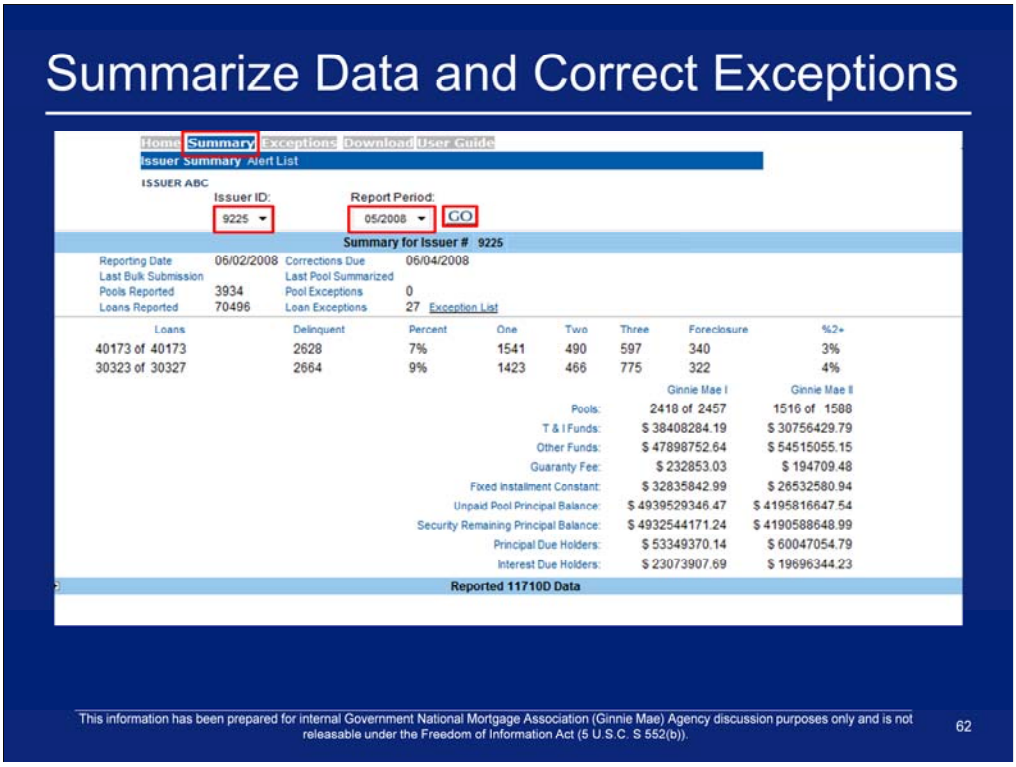
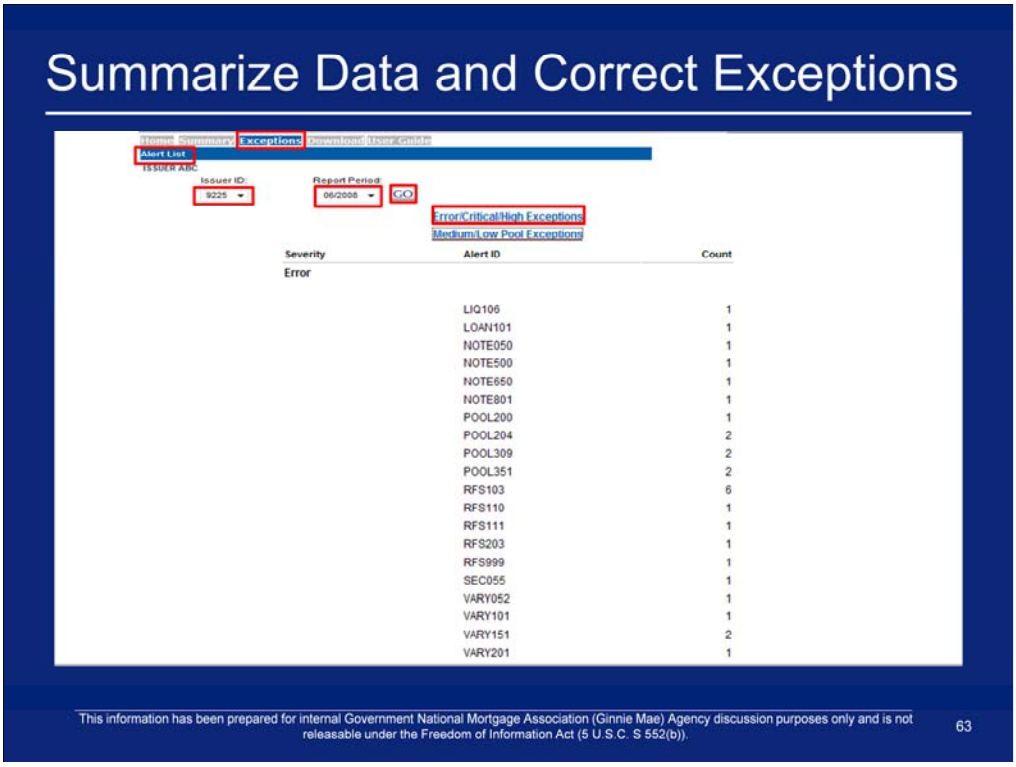
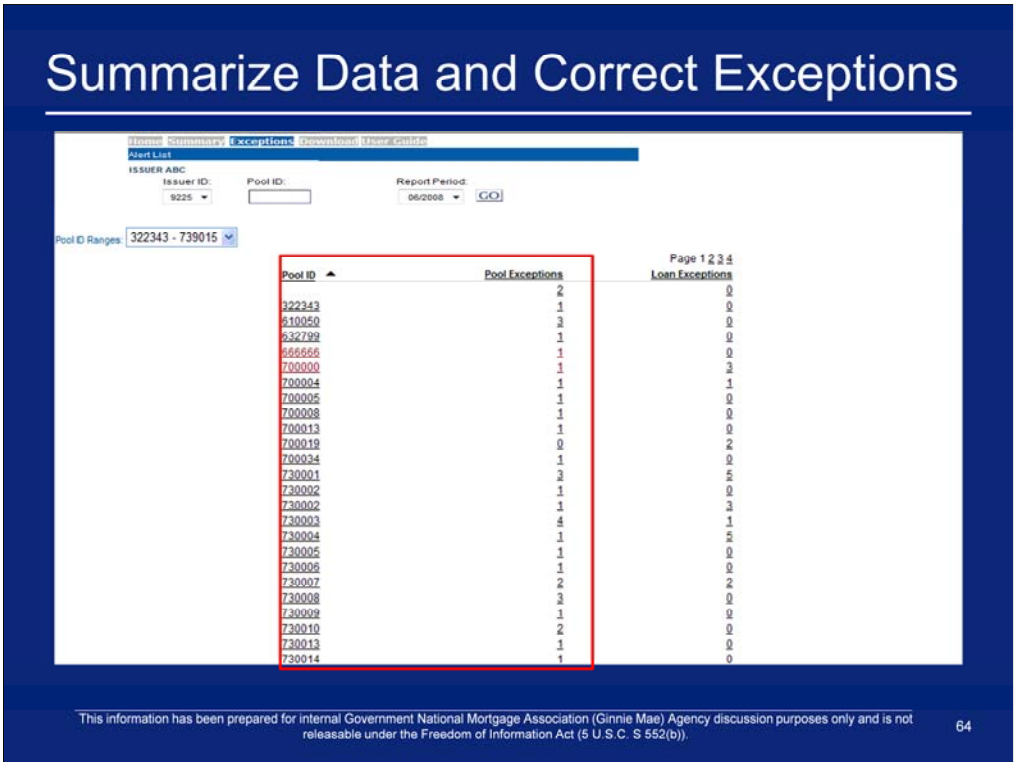


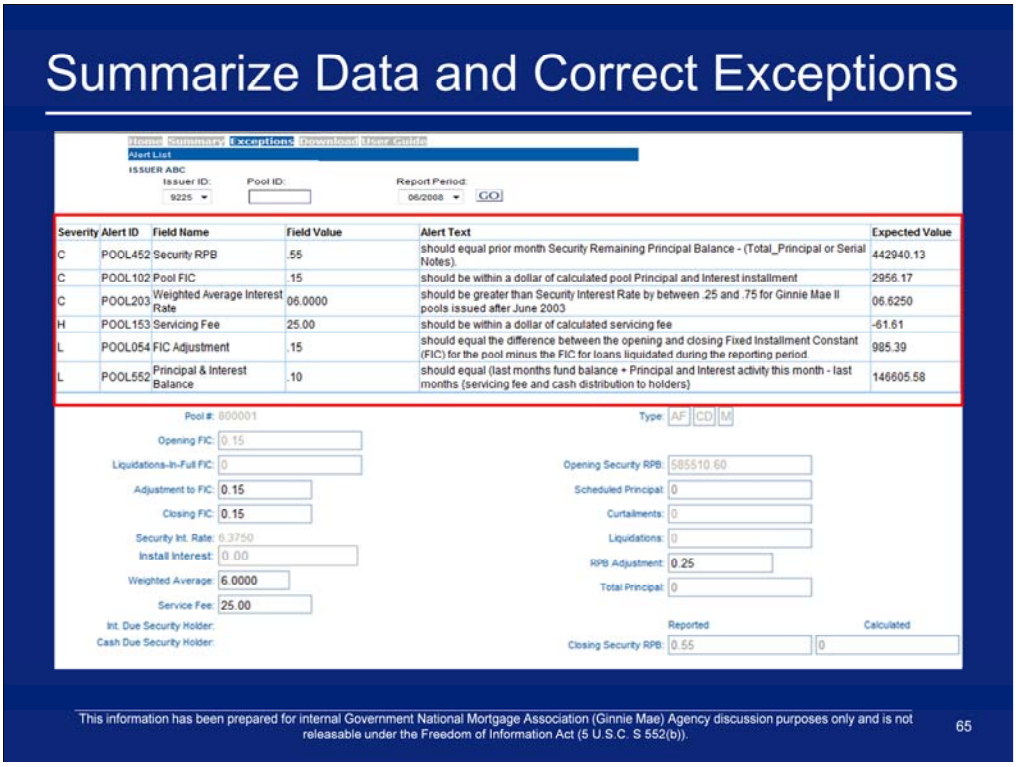
1. Once logged in click on the summary tab.
2. Select an Issuer ID.
3. Select a Report Period.
4. Click Go.



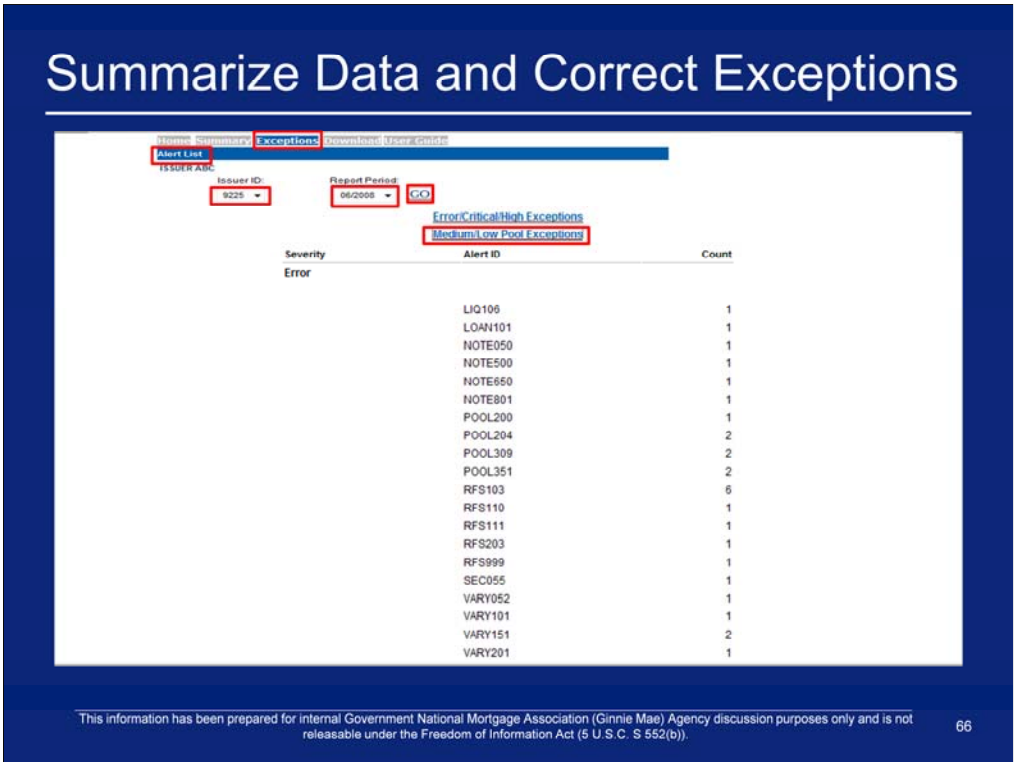
1. Click on **Exceptions > Alert List** on the Exception Feedback menu bar.
2. Select an **Issuer ID**.
3. Select a **Report Period**.
4. Click on the **Error/Critical/High Exceptions** link to view error, critical, and high exceptions.



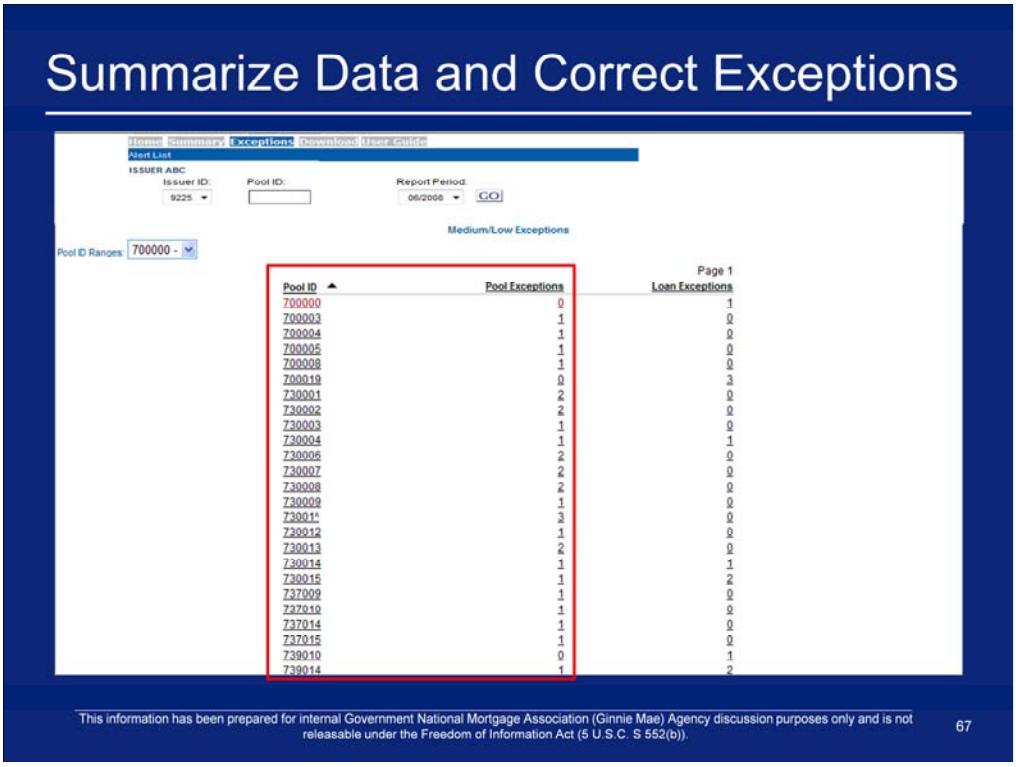
5. Click on a **Pool ID** or **Pool Exception** number.



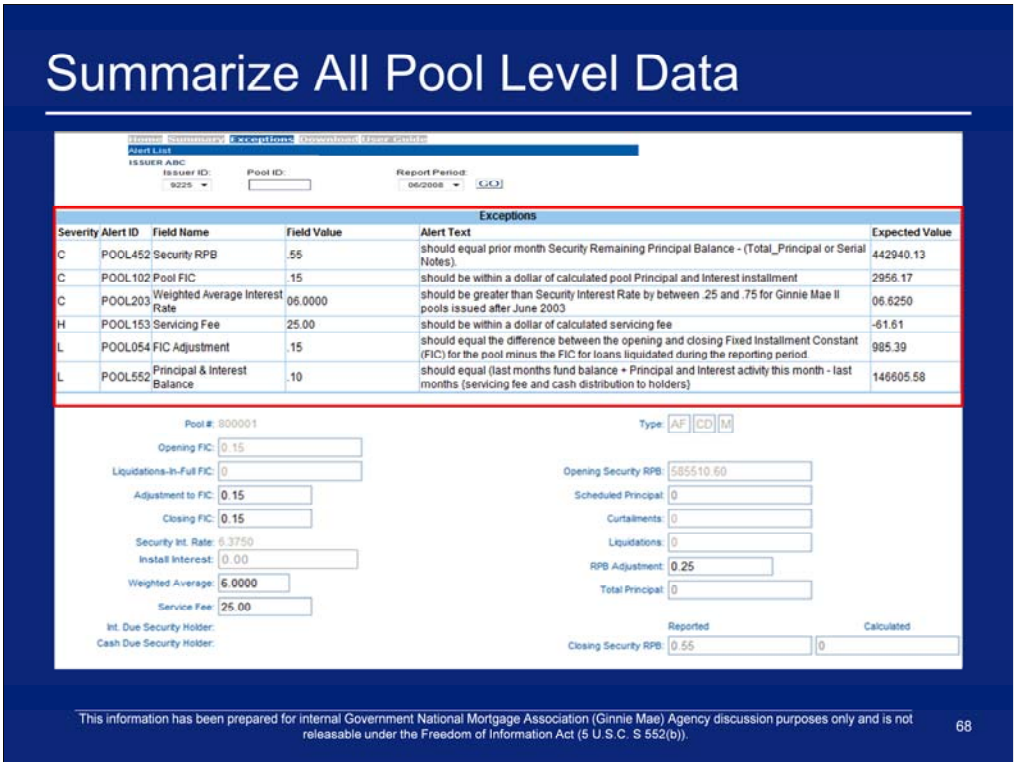
6. Repeat steps for Submit Pool Level Corrections.



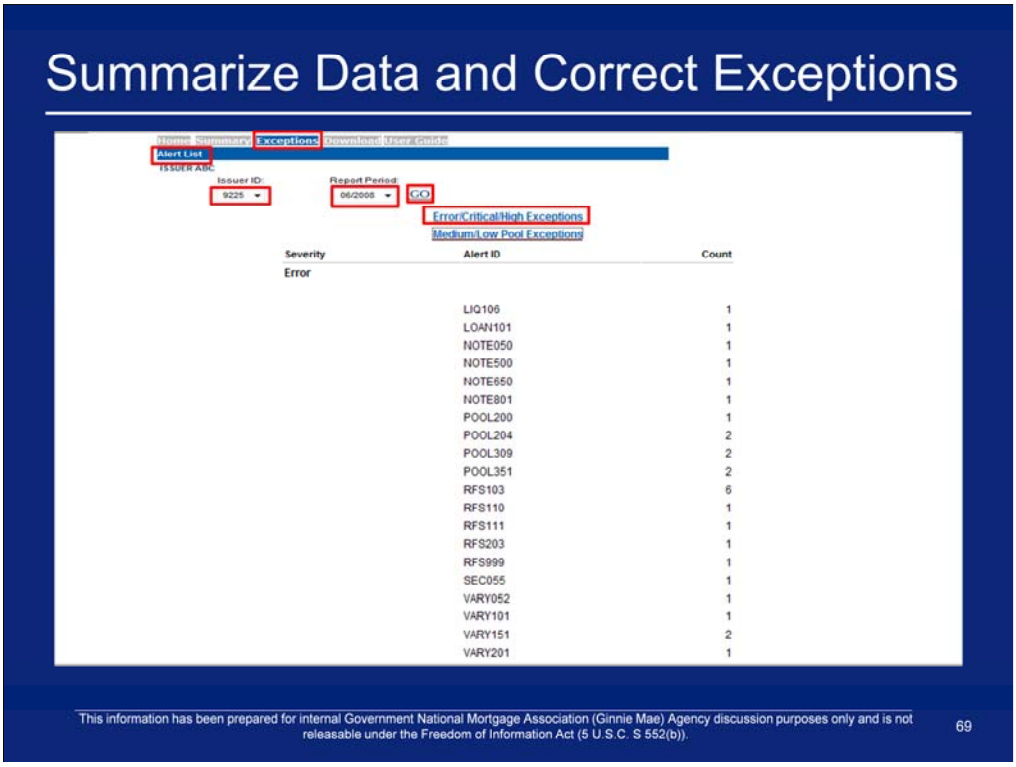
7. Click on **Exceptions > Alert List** on the Exception Feedback menu bar.
8. Select an **Issuer ID**.
9. Select a **Report Period**.
10. Click on the **Medium/Low Pool Exceptions** link to medium and low exceptions.



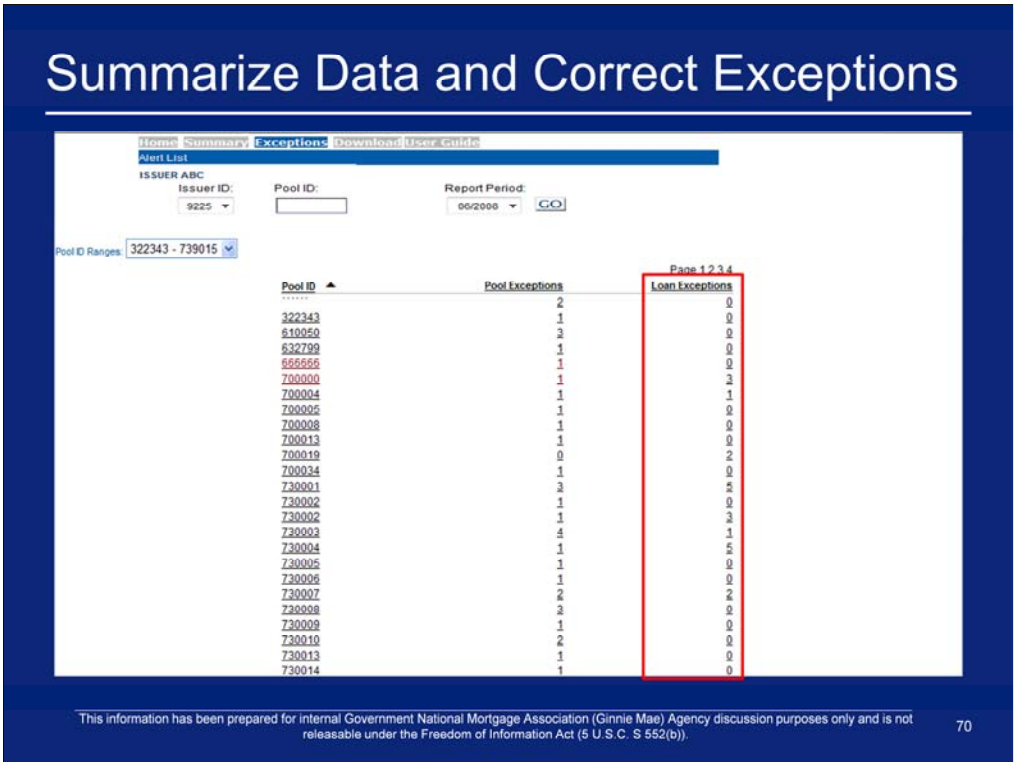
11. Click on a **Pool ID** or **Pool Exception** number.



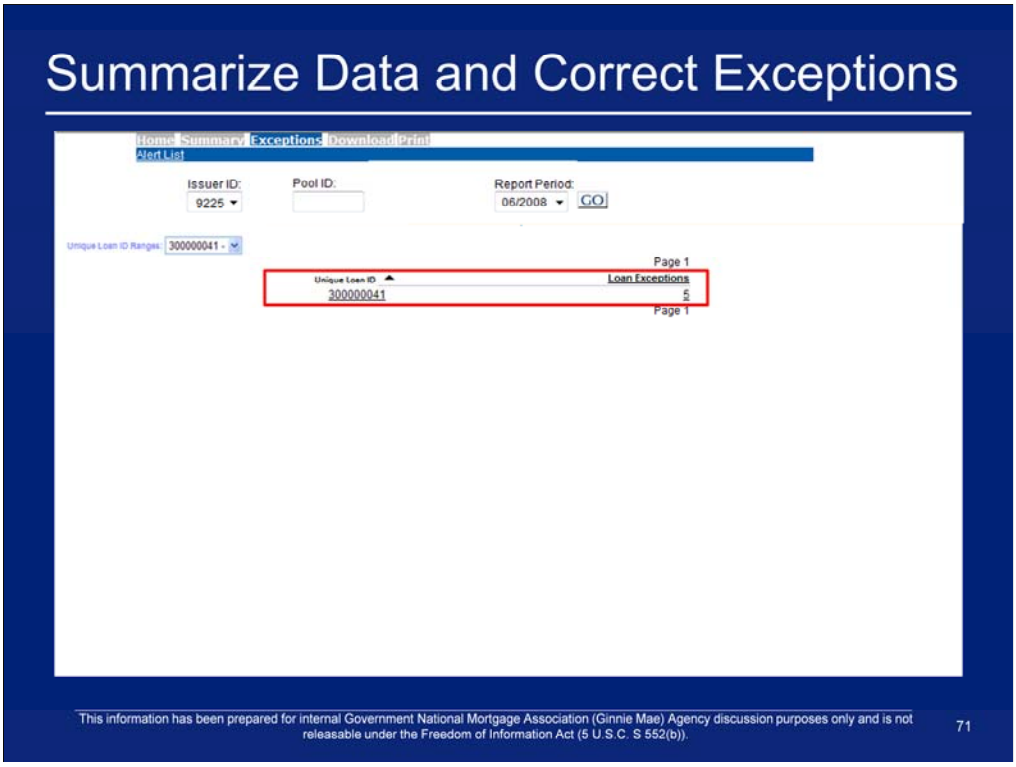
12. Repeat steps for Submit Pool Level Corrections.



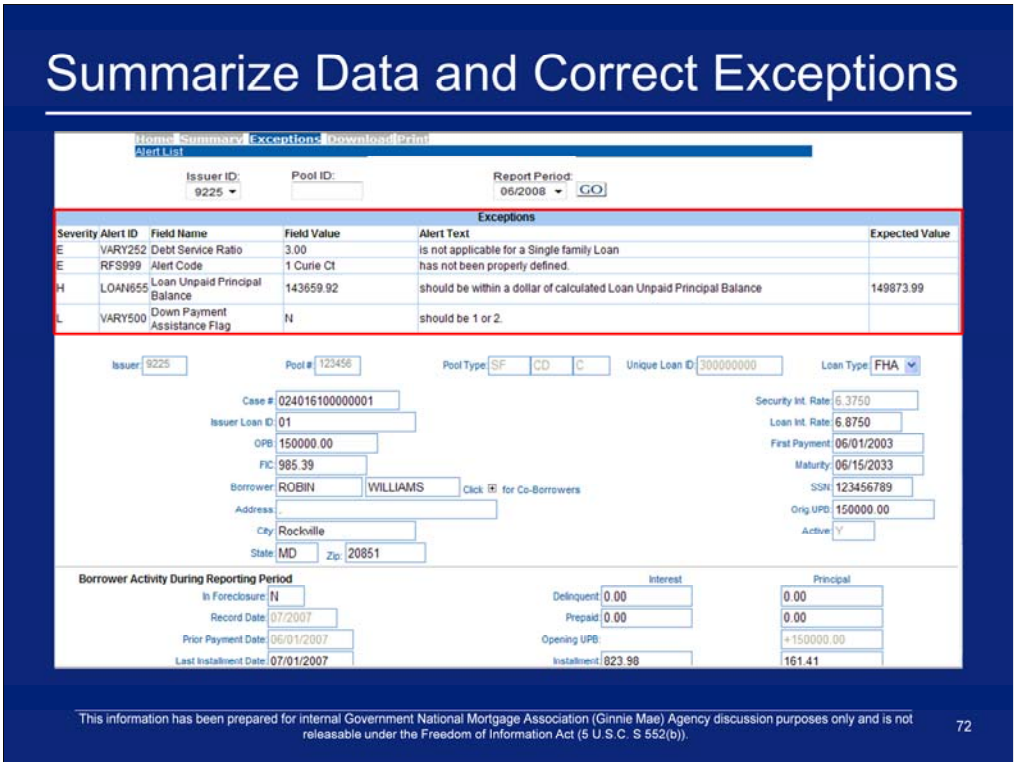
1. Click on **Exceptions > Alert List** on the Single Family Pool Accounting menu bar.
2. Select an **Issuer ID**.
3. Select a **Report Period**.
4. Click **Go**
5. Click on the **Error/Critical/High Exceptions** link to view error, critical, and high exceptions.



5. Click on a **Loan Exceptions** number.



6. Click on a **Unique Loan ID or Loan Exceptions** number.



7. Repeat steps for Submit Loan Level Corrections.

Q & A Session

15 Minute Limit

Example 2: Multifamily Pool Work Flow Manual Entry

Scenario: The Issuer has successfully logged into the GMEP and will report data for a Multifamily Pool using the online data entry screen. The system will generate various exceptions. The Issuer will report corrected information by entering data into the online data entry screen.

Steps involved in this example:

1. Report Pool Level Data Manually
2. View Pool Level Exceptions
3. Submit Pool Level Corrections
4. Report Loan Level Data Manually
5. View Loan Level Exceptions
6. Submit Loan Level Corrections
7. Report Liquidated Loan (as needed)
8. Repeat steps 4-7 for all loans
9. Summarize Data and Correct Exceptions

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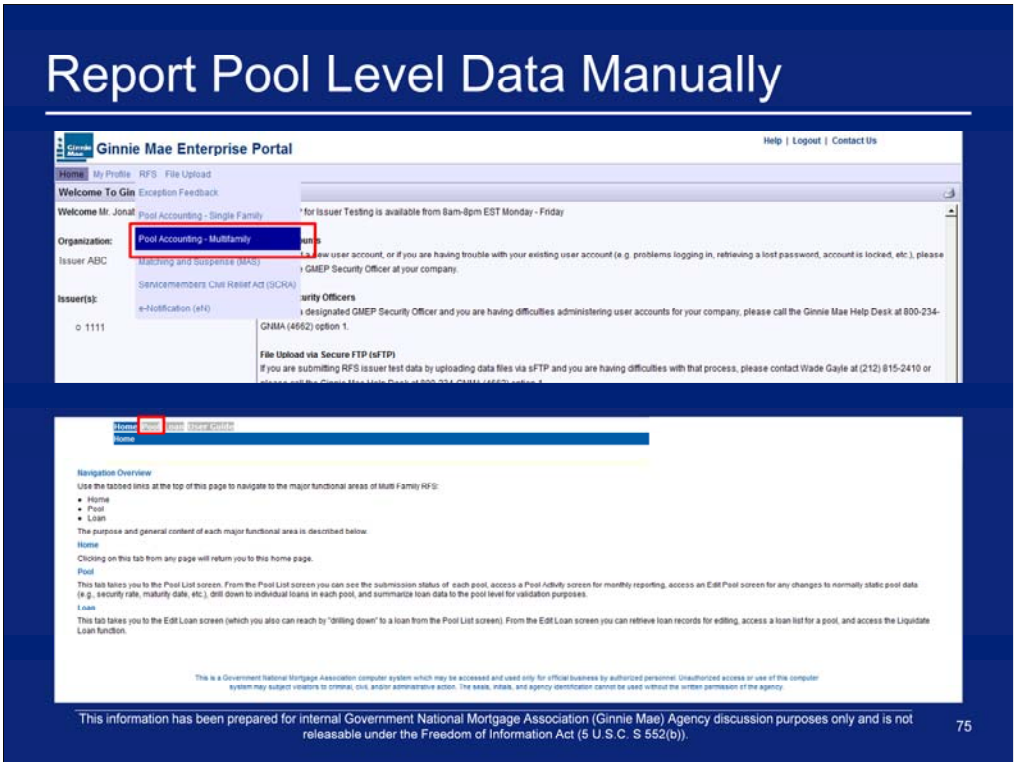
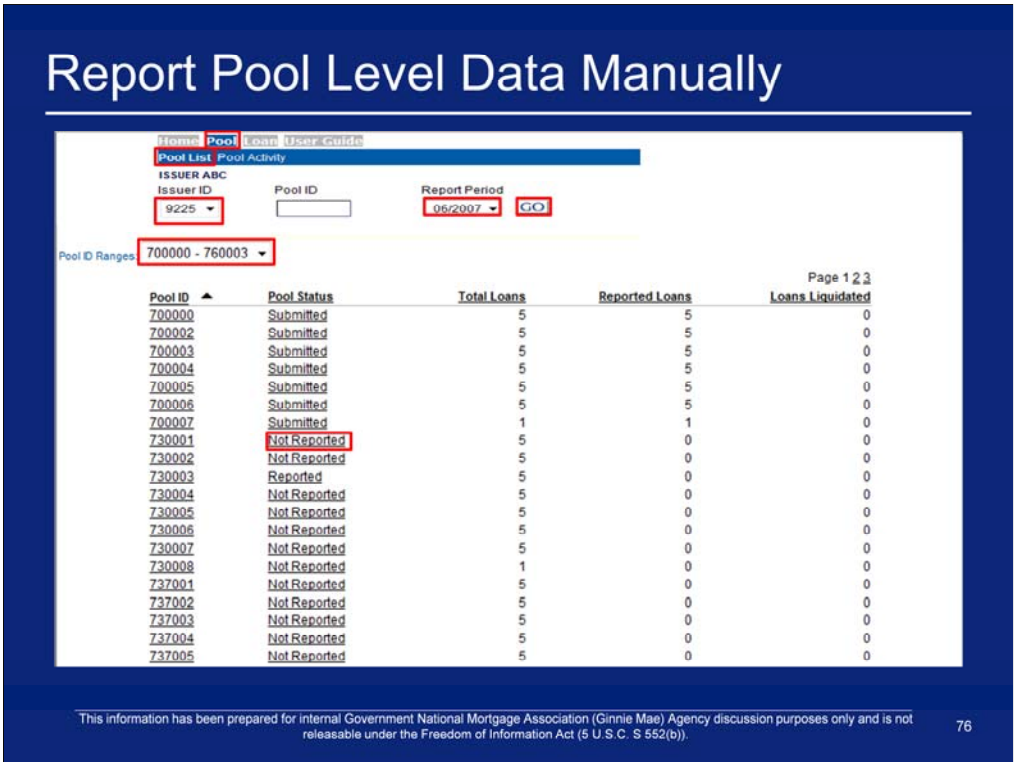
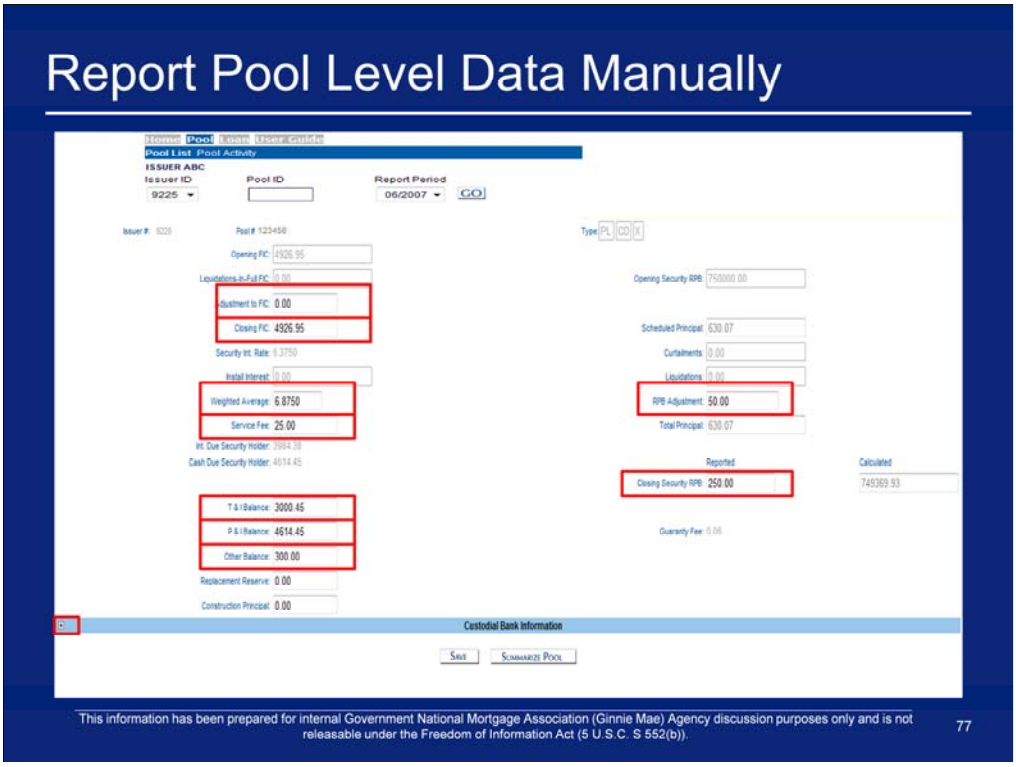


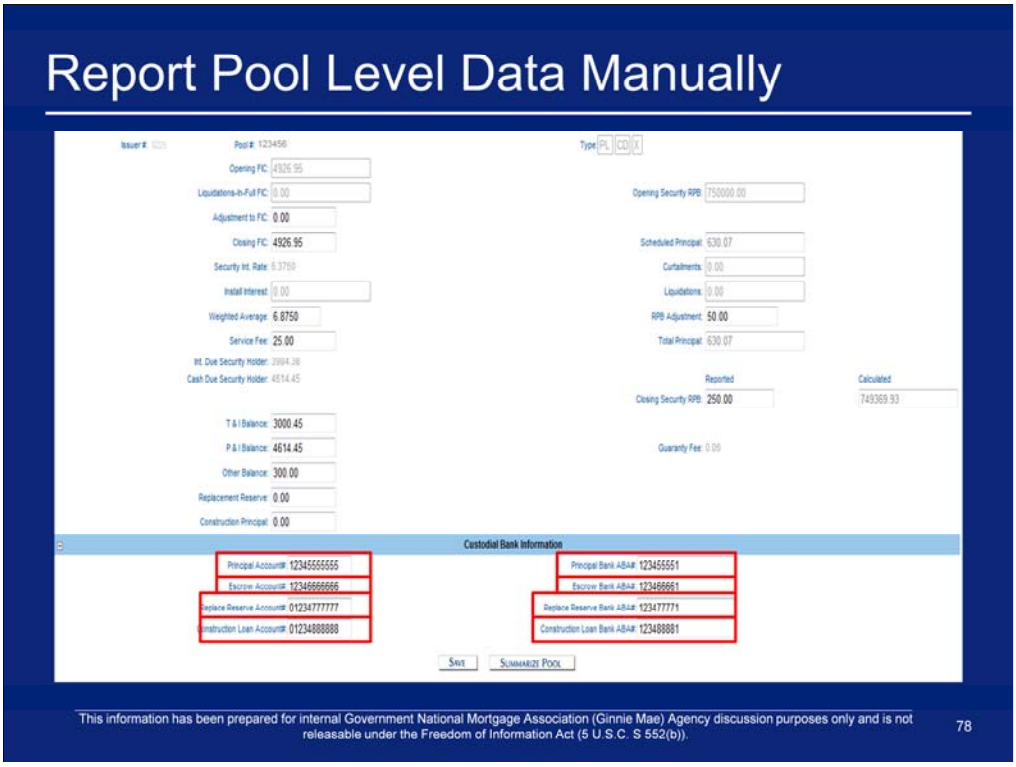
1. After logging in, click on the **Pool Accounting - Multifamily** link in the RFS drop down menu
2. Click **Pool** on the Multifamily Pool Accounting menu bar.



3. Click **Pool List** on the Multifamily Pool Accounting menu bar.
4. Select an **Issuer ID**.
5. Select a **Reporting Period**.
6. Click **'GO'**.
7. Select a **Pool ID Range**. (optional)
8. Take note of the Pool ID to report.
9. Click on a **'Not Reported' Pool Status** for the pool.

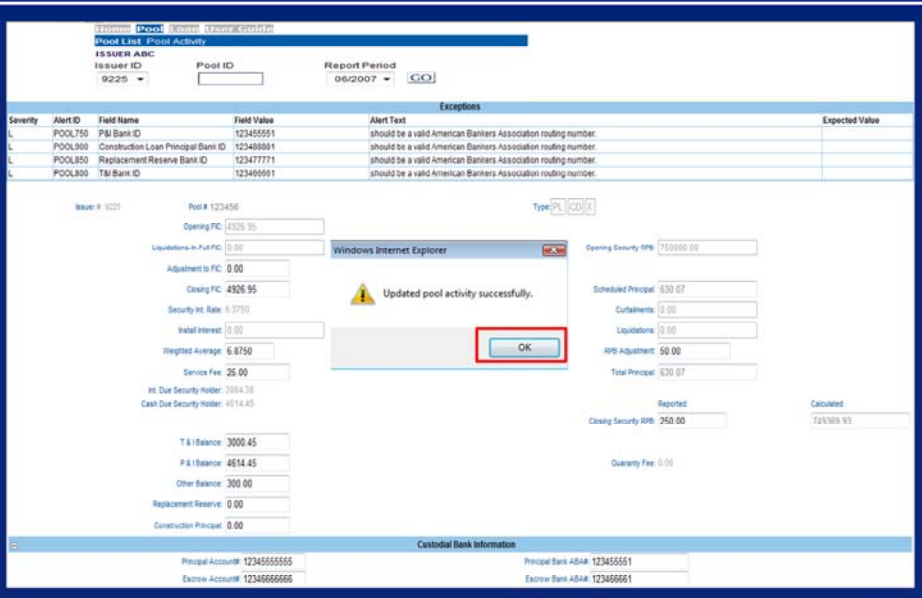


10. Enter an Adjustment to FIC.
11. Enter a Closing FIC.
12. Enter a Weighed Average.
13. Enter a Service Fee.
14. Enter a T & I Balance.
15. Enter a P & I Balance.
16. Enter an Other Balance.
17. Enter an RPB Adjustment.
18. Enter a Reported Closing Security RPB.
19. Click on the expand icon for Custodial Bank Information.



20. Enter a Principal Account #.
21. Enter a Principal Bank ABA #.
22. Enter an Escrow Account #.
23. Enter an Escrow Bank ABA #.
24. Enter a Replace Reserve Account #.
25. Enter a Replace Reserve Bank ABA #.
26. Enter a Construction Loan Account #.
27. Enter a Construction Loan Bank ABA #.
28. Click **‘Save’** and **‘OK’**.

Report Pool Level Data Manually



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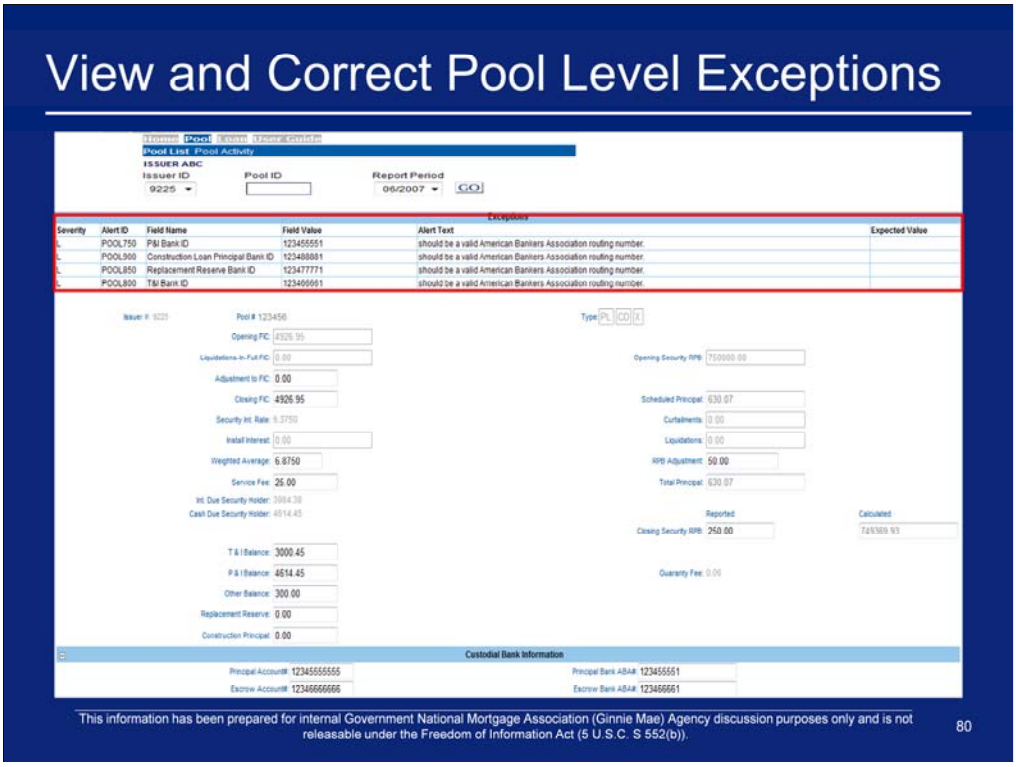
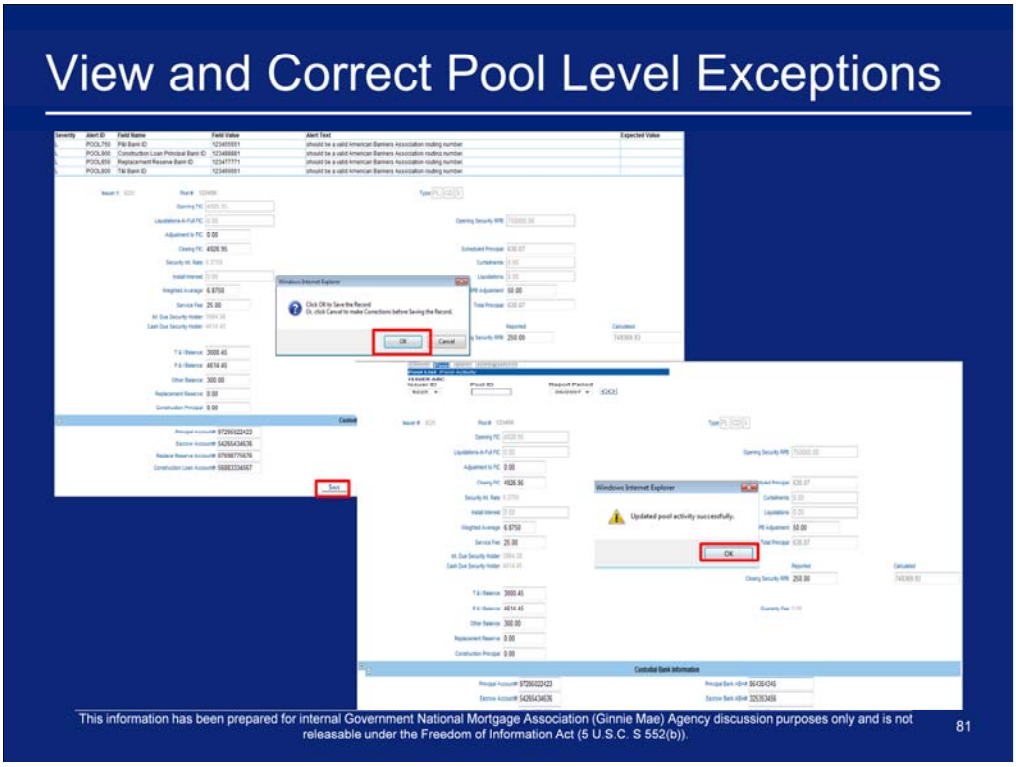
29. Click **'OK'**.



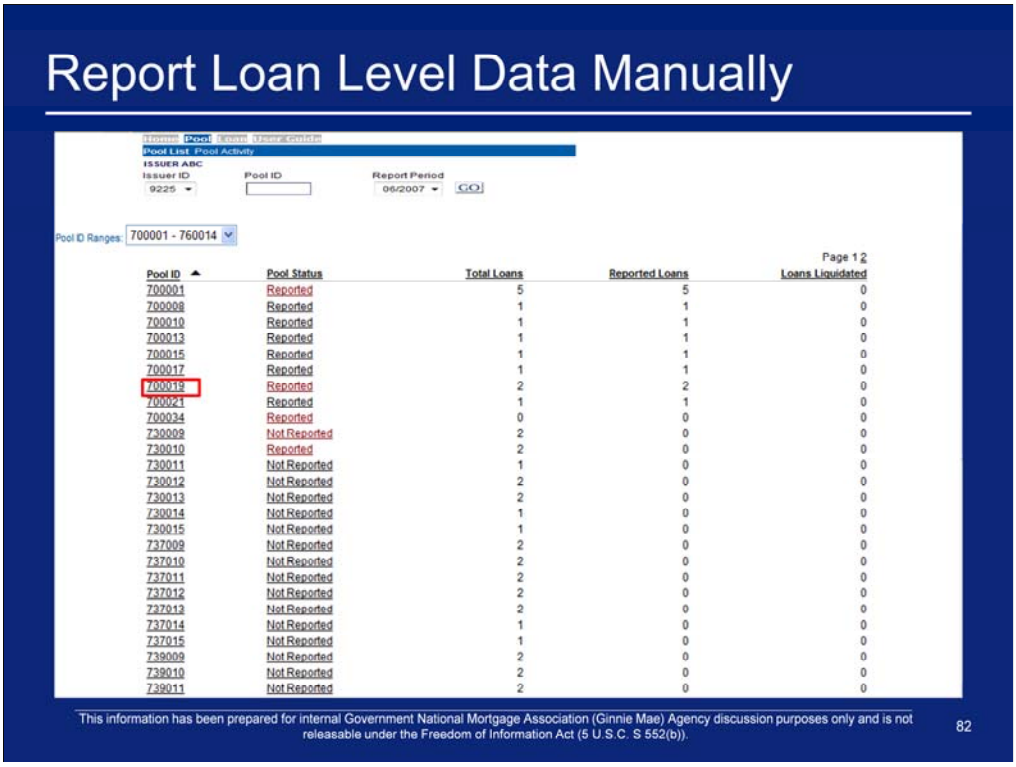
Exceptions may occur at the pool level and will be displayed on the screen after saving the pool activity information. The system will provide detailed information about the error and suggested resolutions.

1. Update the fields which contain errors.

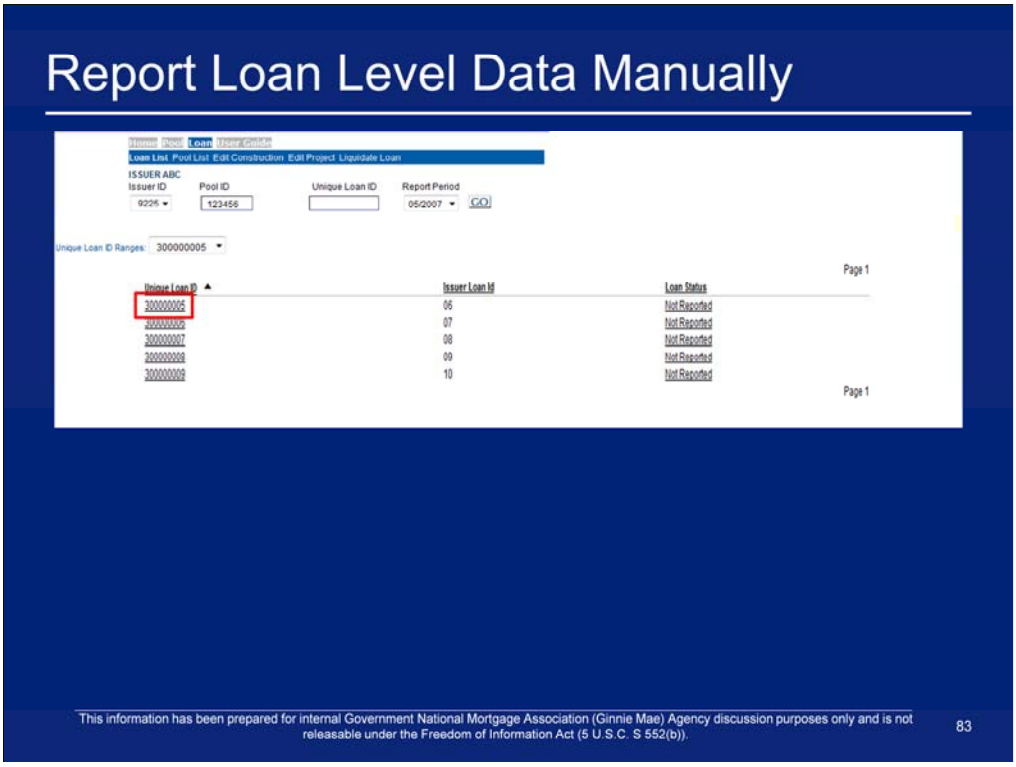
.



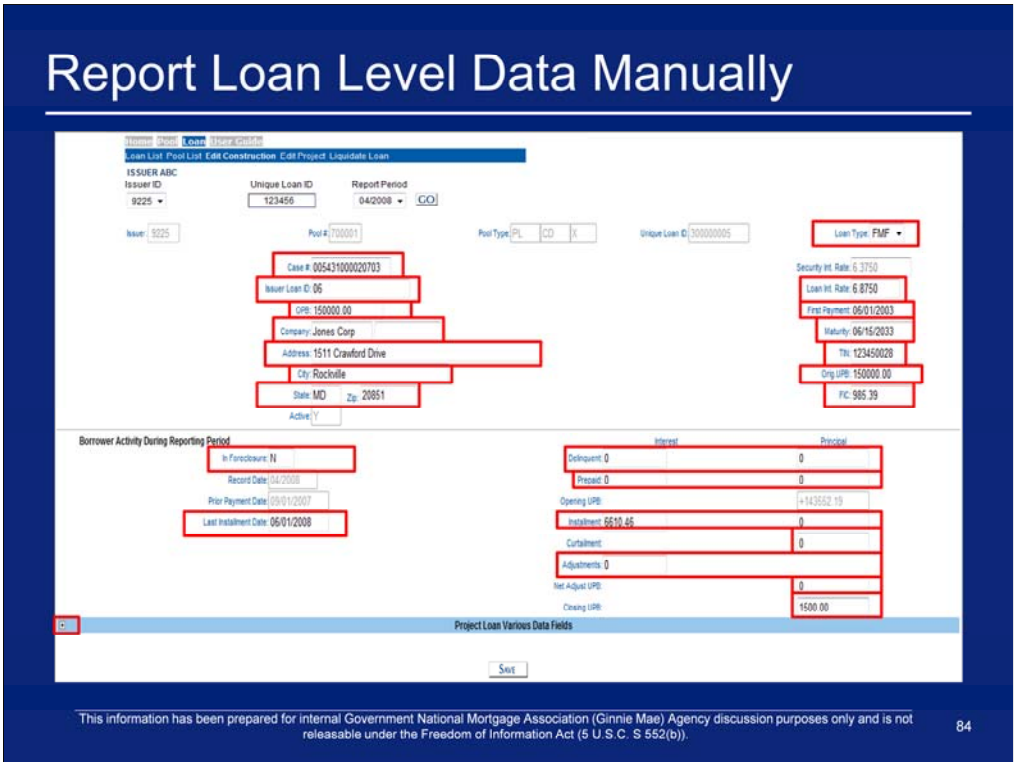
2. Click **‘Save’**.
3. Click **‘OK’**.
4. Click **‘OK’**.
5. If necessary, repeat Steps 1 - 4 until all errors are resolved.



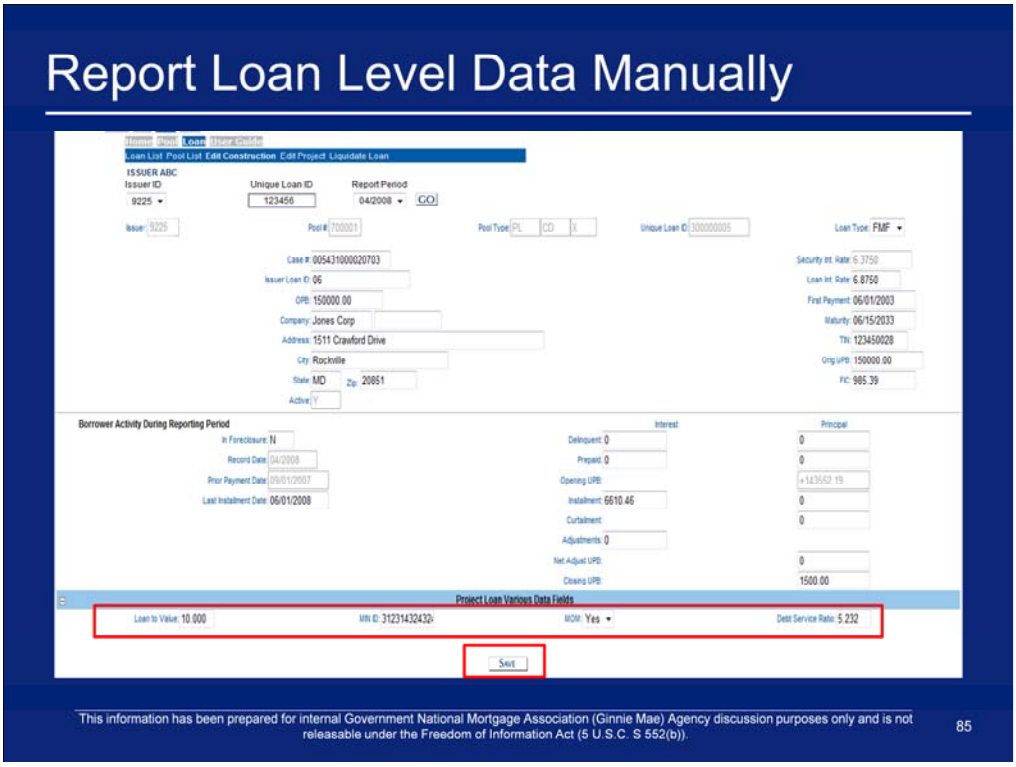
1. Click **Pool > Pool List** on the Multifamily Pool Accounting menu bar.
2. Click the Pool ID reported in the section A (Report Pool Level Data for a Given Pool).



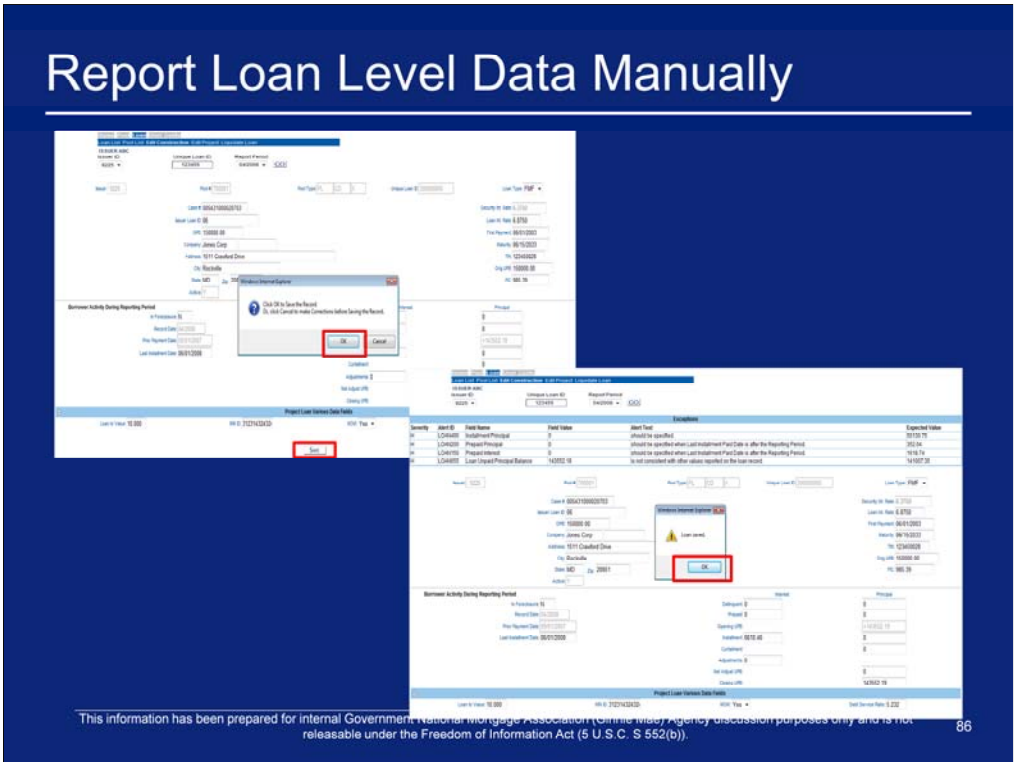
3. Click a **Unique Loan ID** number**.**



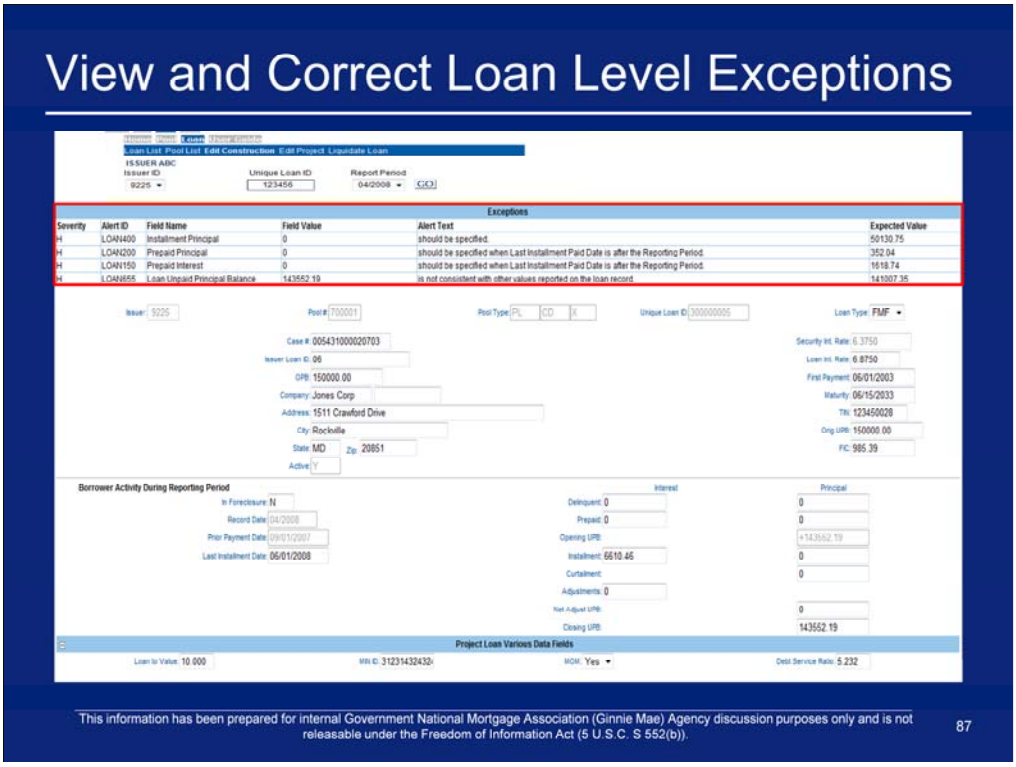
4. Select a **Loan Type**.
5. Enter a Case #.
6. Enter a Security Int. Rate.
7. Enter an Issuer Loan ID.
8. Enter a Loan Int. Rate.
9. Enter an OPB.
10. Enter a First Payment.
11. Enter a Company.
12. Enter a Maturity.
13. Enter an Address.
14. Enter a TIN.
15. Enter a City.
16. Enter an Orig. UPB.
17. Enter a State.
18. Enter a Zip.
19. Enter a FIC.
20. Enter an Active indicator.
21. Enter an In Foreclosure indicator.
22. Enter a Last Installment Date.
23. Enter a Delinquent Interest.
24. Enter a Delinquent Principal.
25. Enter a Prepaid Interest.
26. Enter a Prepaid Principal.
27. Enter an Installment Interest.
28. Enter an Installment Principal.
29. Enter a Curtail Principal.
30. Enter an Adjustments Interest.
31. Enter an Adjustments Principal.
32. Click on the expand icon to enter Project Loan Various Data Fields information.



33. Enter a Loan to Value.
34. Enter a MIN ID.
35. Select a **MOM**. (MOM is a flag that indicates whether the loan defines MERS as the original mortgagee)
36. Enter Debt Service Ratio.
37. Click **‘Save’**.

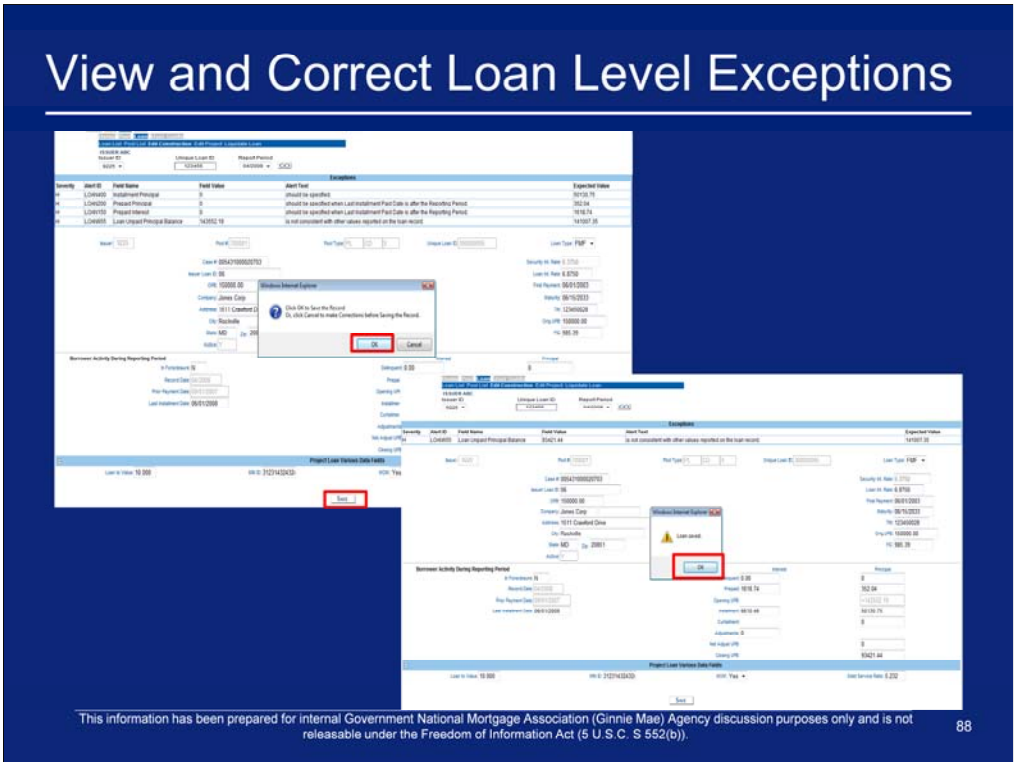


38. Click **‘OK’**.
39. Click **‘OK’**.

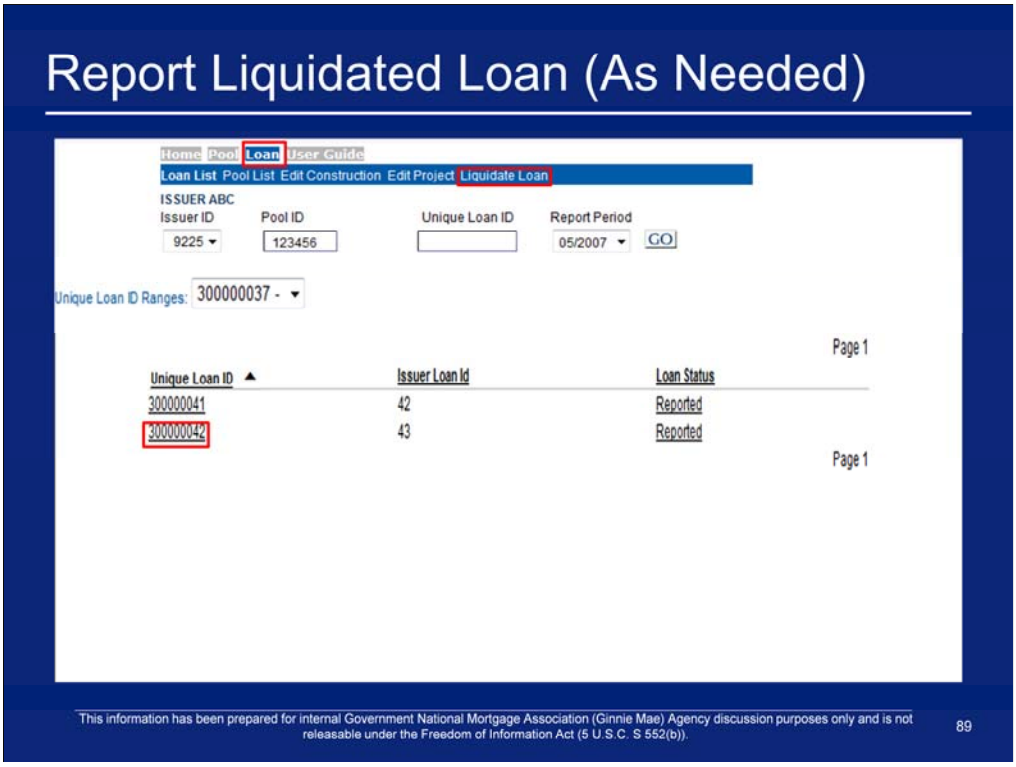


Exceptions may occur at the loan level and will be displayed on the screen after saving the loan information. The system will provide detailed information about the error and suggested resolutions.

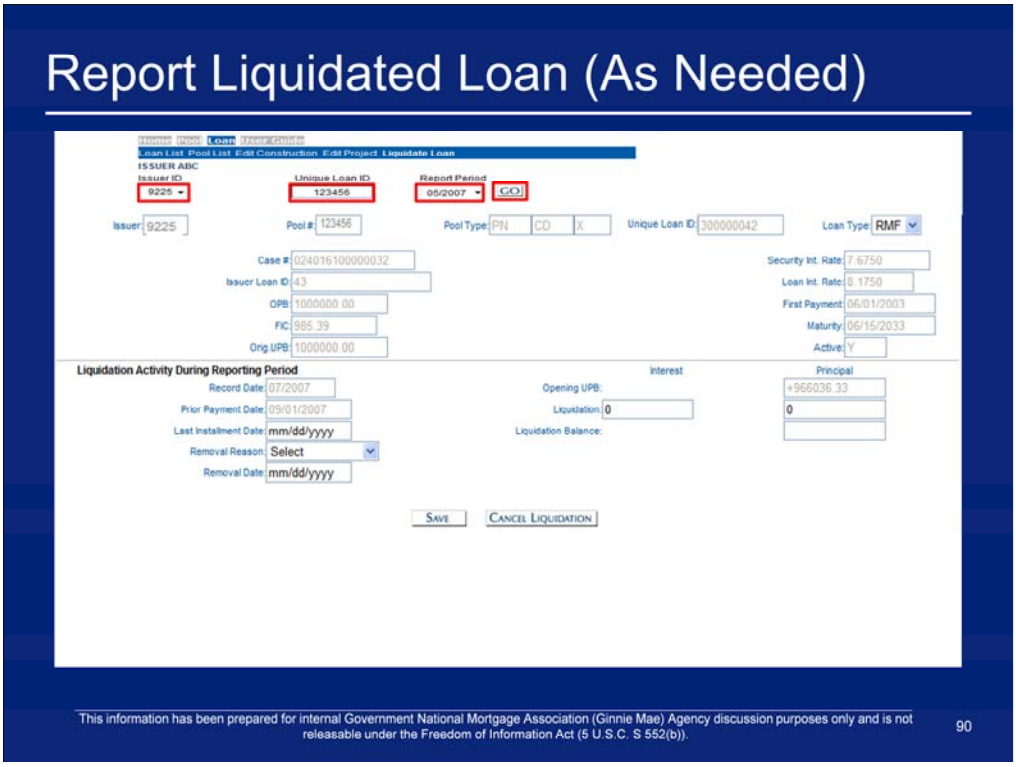
1. Update the fields which contain errors.



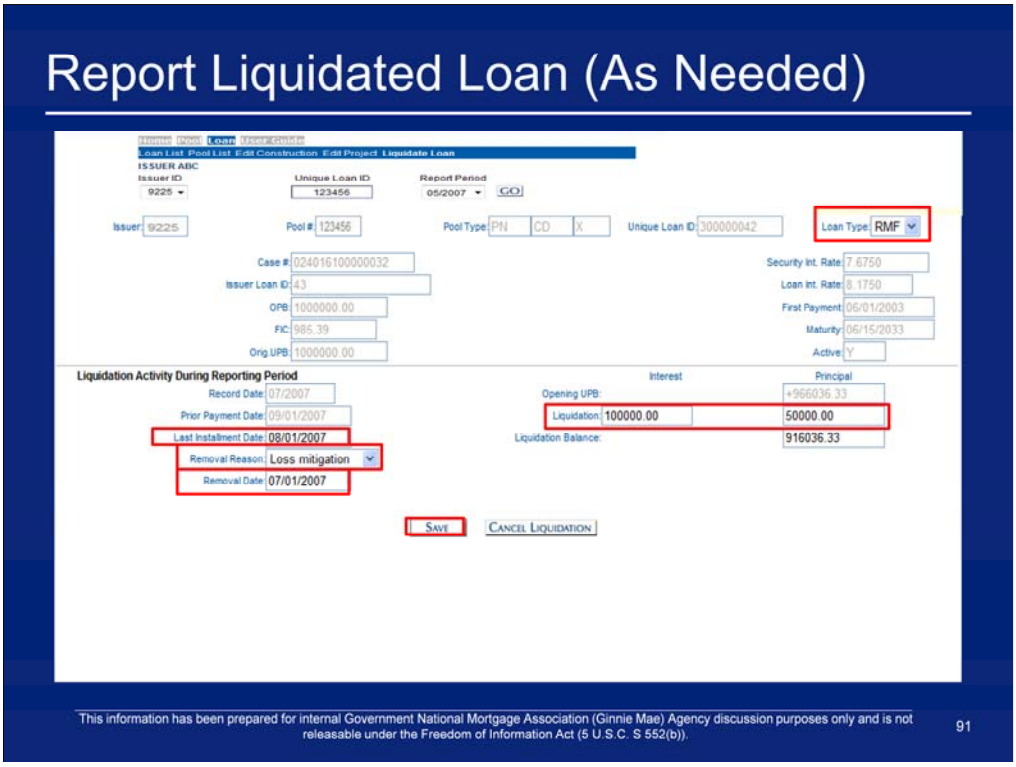
2. Click **‘Save’**
3. Click **‘OK’**.
4. Click **‘OK’**.
5. If necessary, repeat Steps 1 - 4 until all errors are resolved.



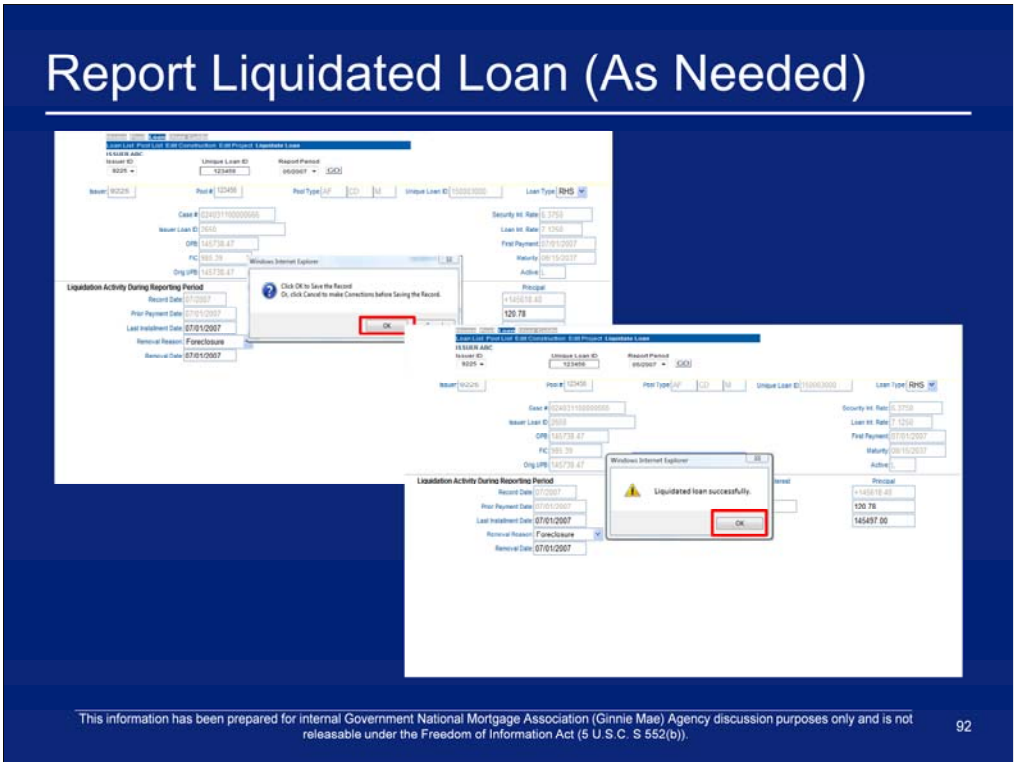
1. Take note of the Unique Loan ID to liquidate a loan.
2. Click **Loan > Liquidate Loan** on the Single Family Pool Accounting menu bar.



3. Select an **Issuer ID**.
4. Enter a Unique Loan ID that was noted in the previous step.
5. Select a **Report Period**.
6. Click **'GO'**.



7. Select a **Loan Type**.
8. Enter a Liquidation Interest.
9. Enter a Liquidation Principal.
10. Enter a Last Installment Date.
11. Select a **Removal Reason**.
12. Enter a Removal Date.
13. Click **‘Save’**.



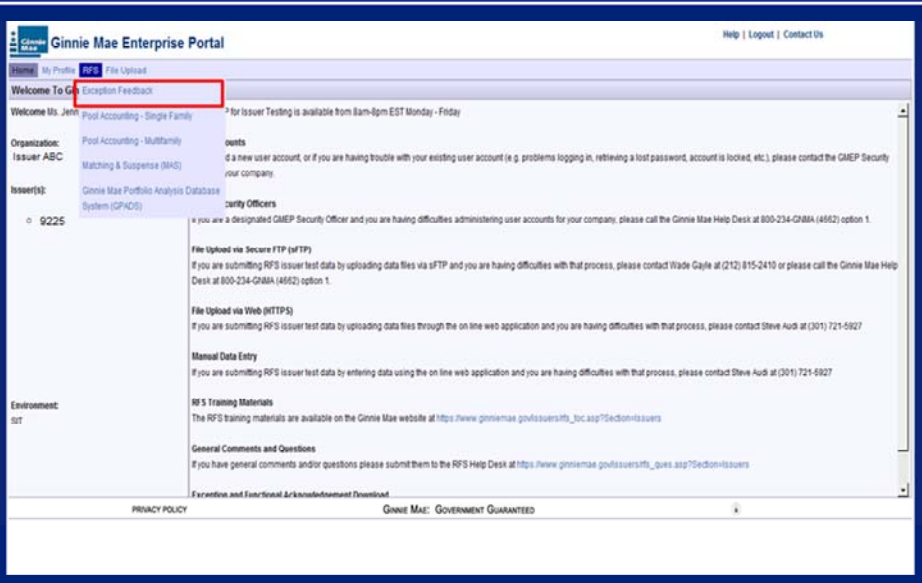
14. Click **‘OK’**.
15. Click ‘**OK’**.
16. If exceptions occur, correct them in the same manner as discussed earlier until all errors are resolved.
17. Repeat Loan Level steps as necessary before moving onto Summarizing Pool Level Data.

Summarize Data and Correct Exceptions

- After entering all loan level and pool level data, the Issuer's data must be summarized, i.e., summary information is calculated for each of the pools in the Issuer's portfolio.
- There are two ways summarization can occur:
  - The Issuer can summarize each pool individually by navigating to the Pool Activity Screen and clicking the "Summarize Pool" button
  - On a nightly basis, the RFS Operations Team executes a process that summarizes all pools for all Issuers.
- Once the pool has been summarized, the Issuer should view the Issuer Summary screen by navigating to the RFS> Exception Feedback> Summary which:
  - Provides a snapshot of the monthly reporting activity for the current month including numbers of loans reported and total number of outstanding exceptions
  - Is similar to HUD Form 11710D.

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

Summarize Data and Correct Exceptions



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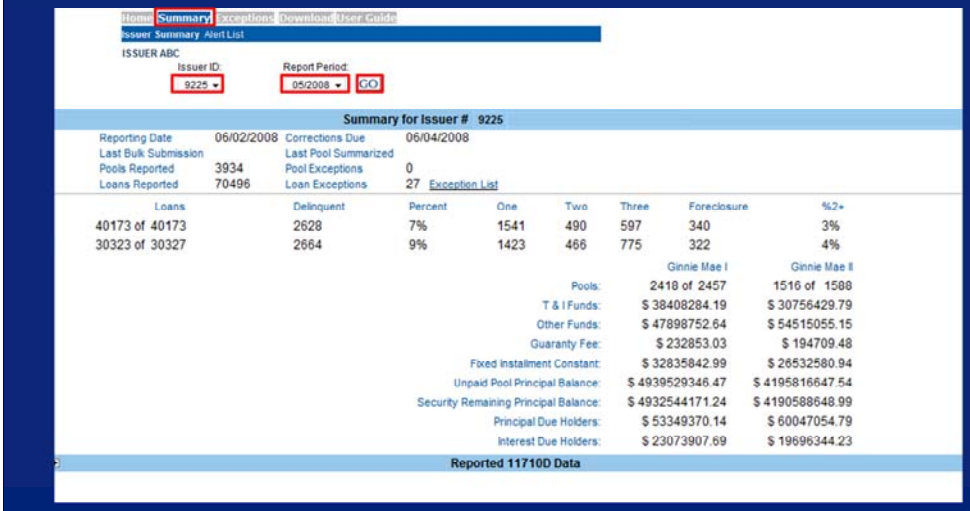
Summarize Data and Correct Exceptions



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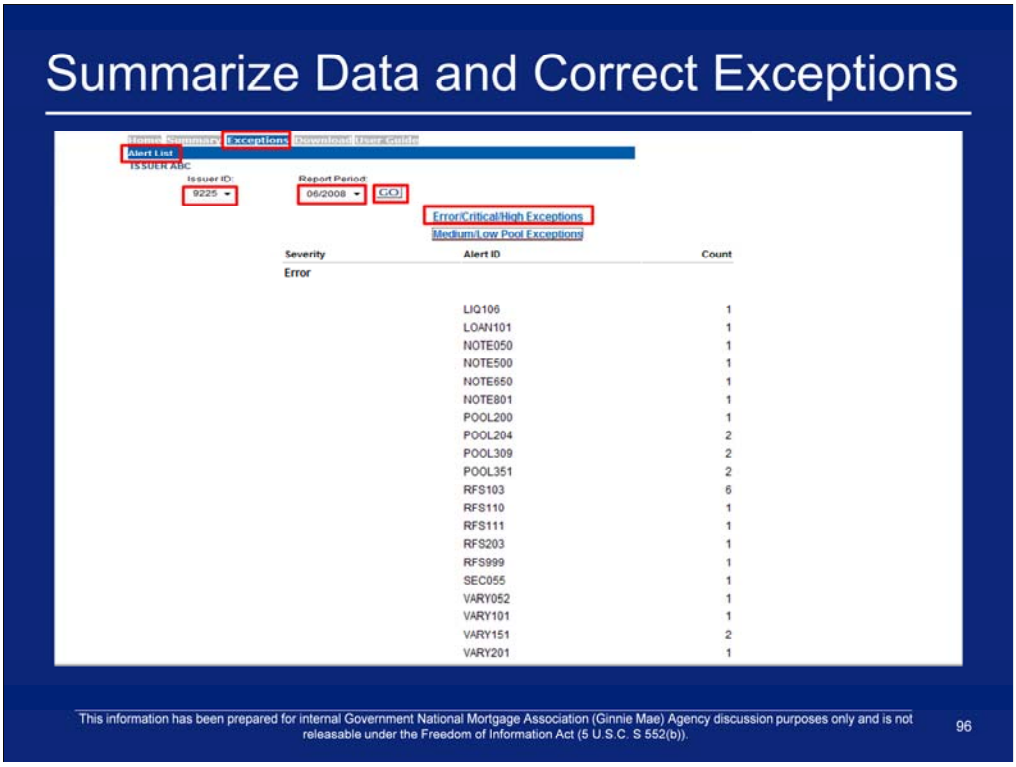
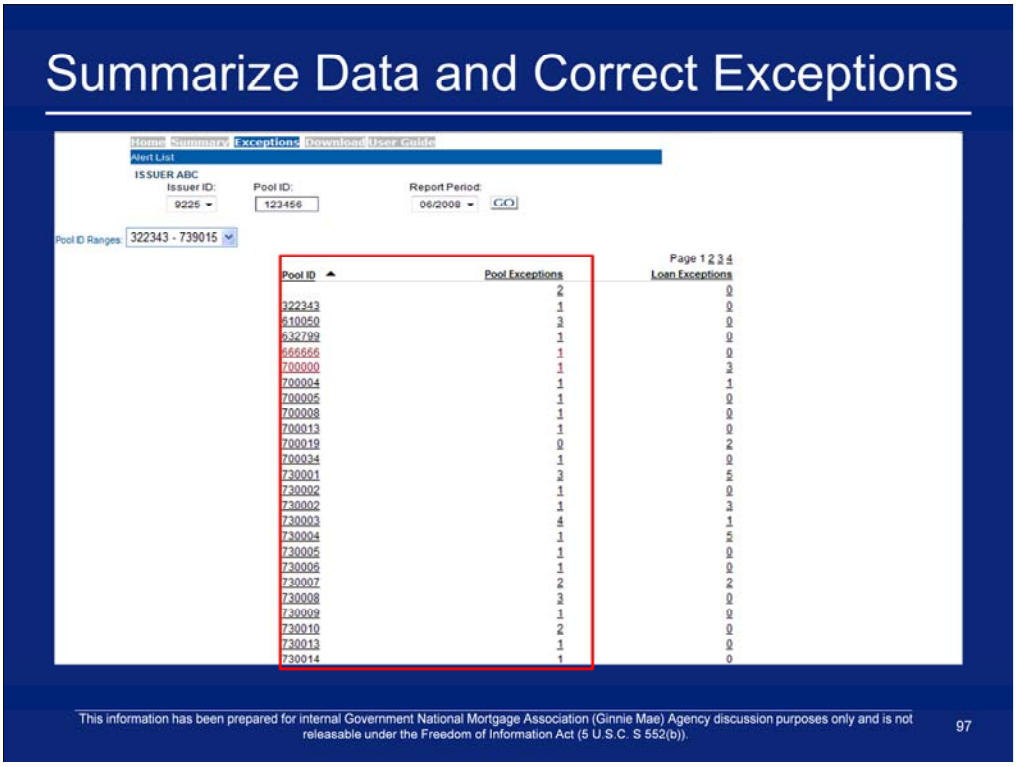
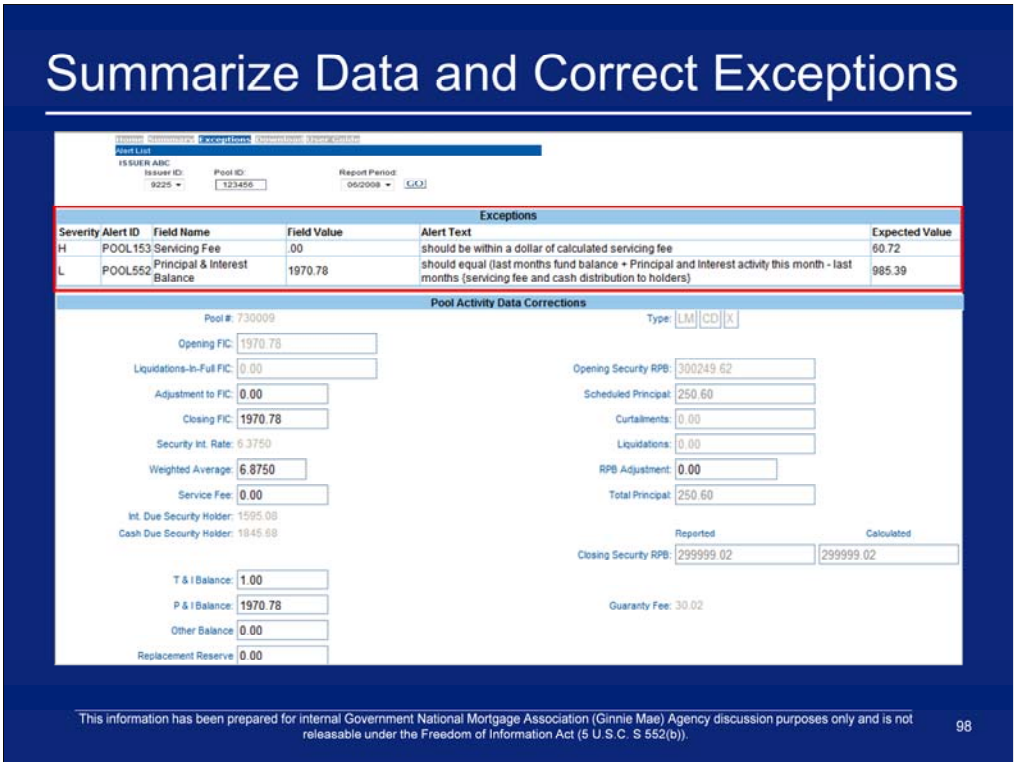
1. Once logged in click on the summary tab.
2. Select an Issuer ID.
3. Select a Report Period.
4. Click Go.



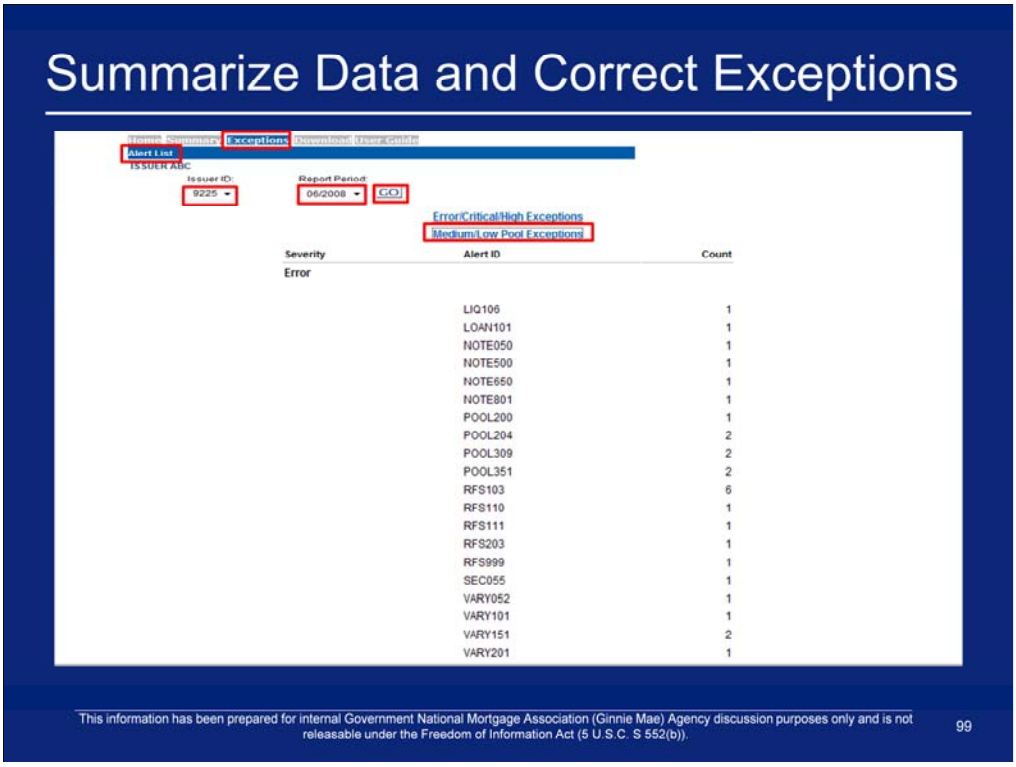
1. Click on **Exceptions > Alert List** on the Exception Feedback menu bar.
2. Select an **Issuer ID**.
3. Select a **Report Period**.
4. Click **Go.**
5. Click on the **Error/Critical/High Exceptions** link to view error, critical, and high exceptions.



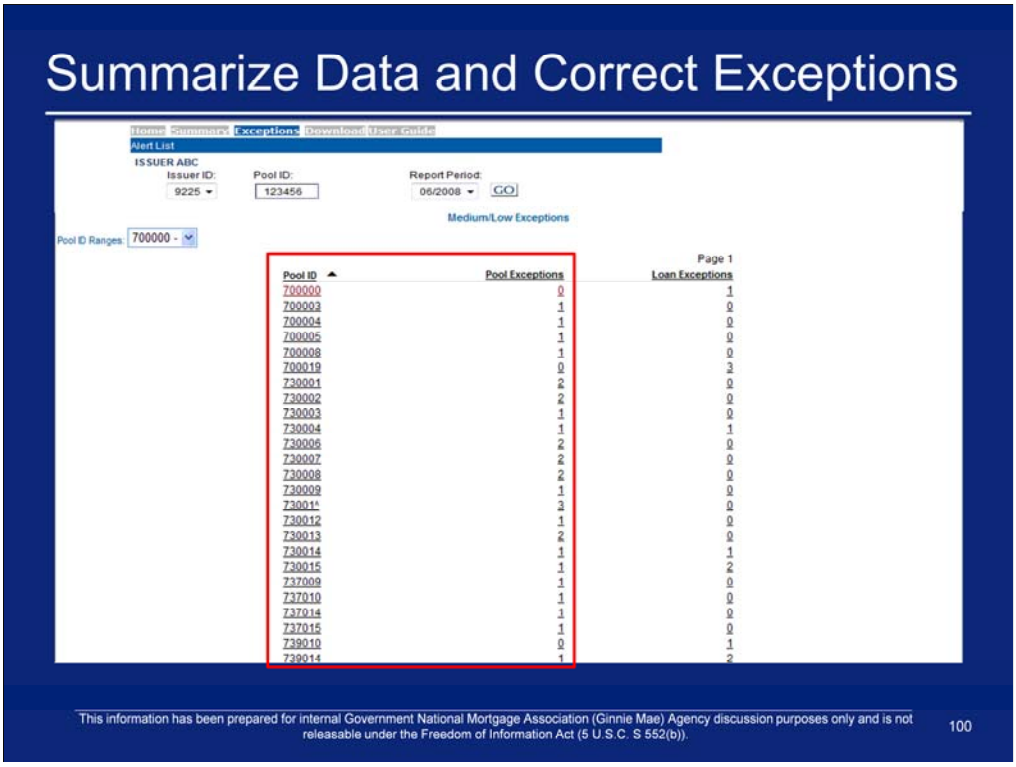
6. Click on a **Pool ID** or **Pool Exception** number.



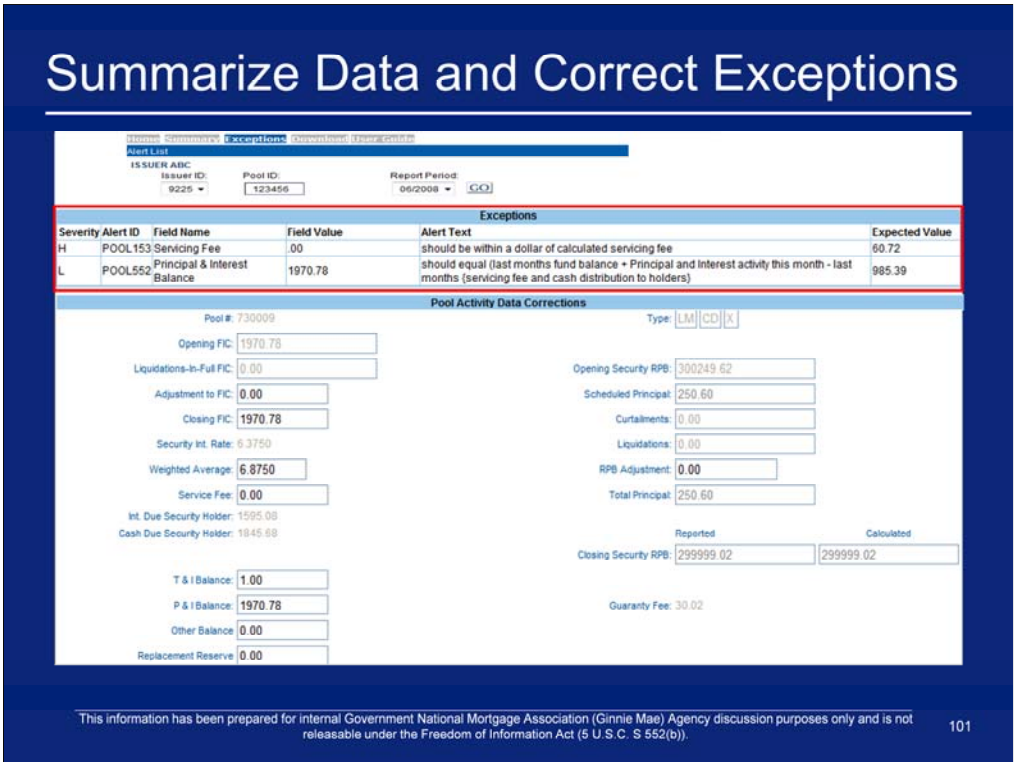
7. Repeat steps for Submit Pool Level Corrections.



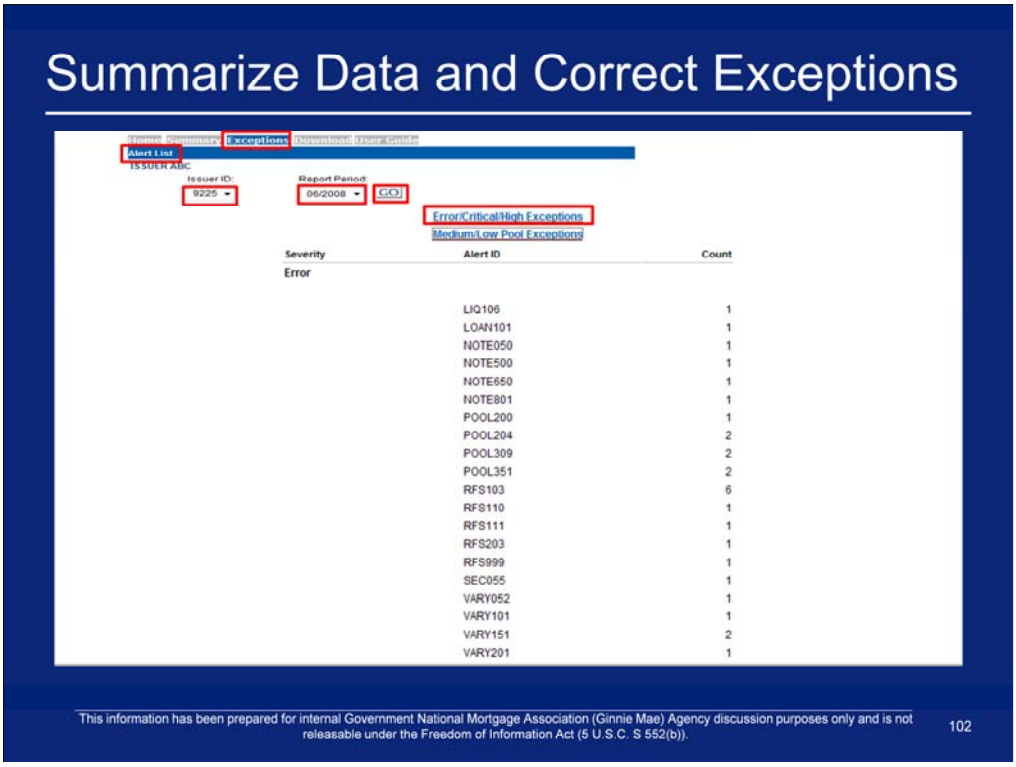
8. Click on **Exceptions > Alert List** on the Exception Feedback menu bar.
9. Select an **Issuer ID**.
10. Select a **Report Period**.
11. Click **Go**
12. Click on the **Medium/Low Pool Exceptions** link to medium and low exceptions.



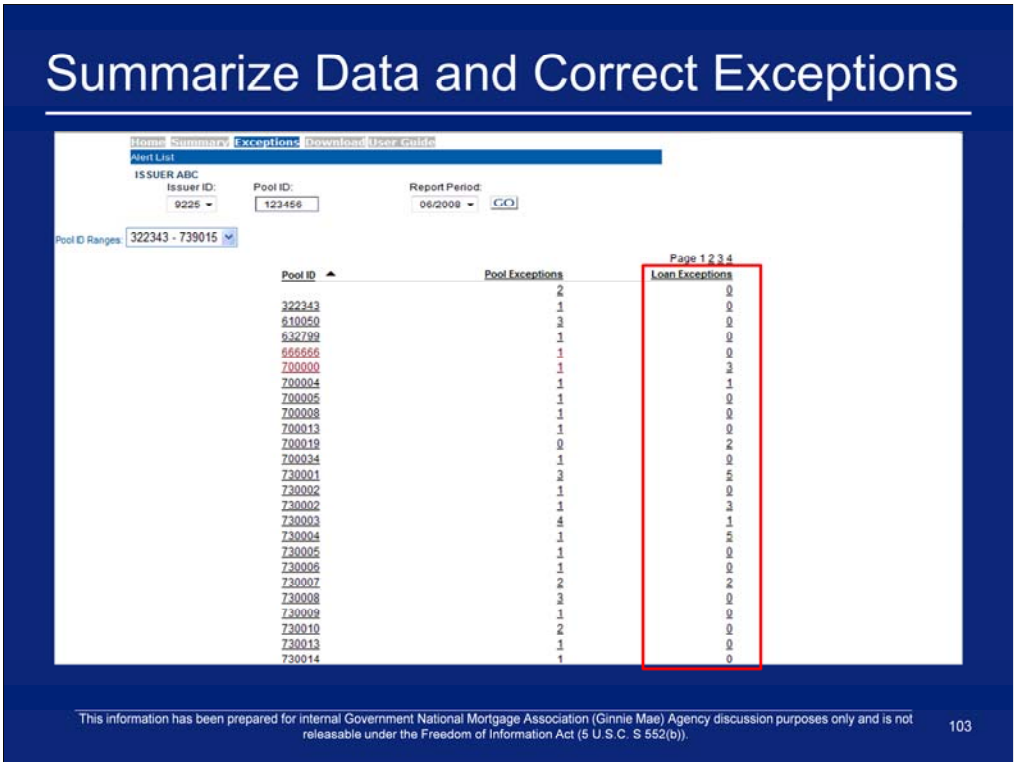
13. Click on a **Pool ID** or **Pool Exception** number.



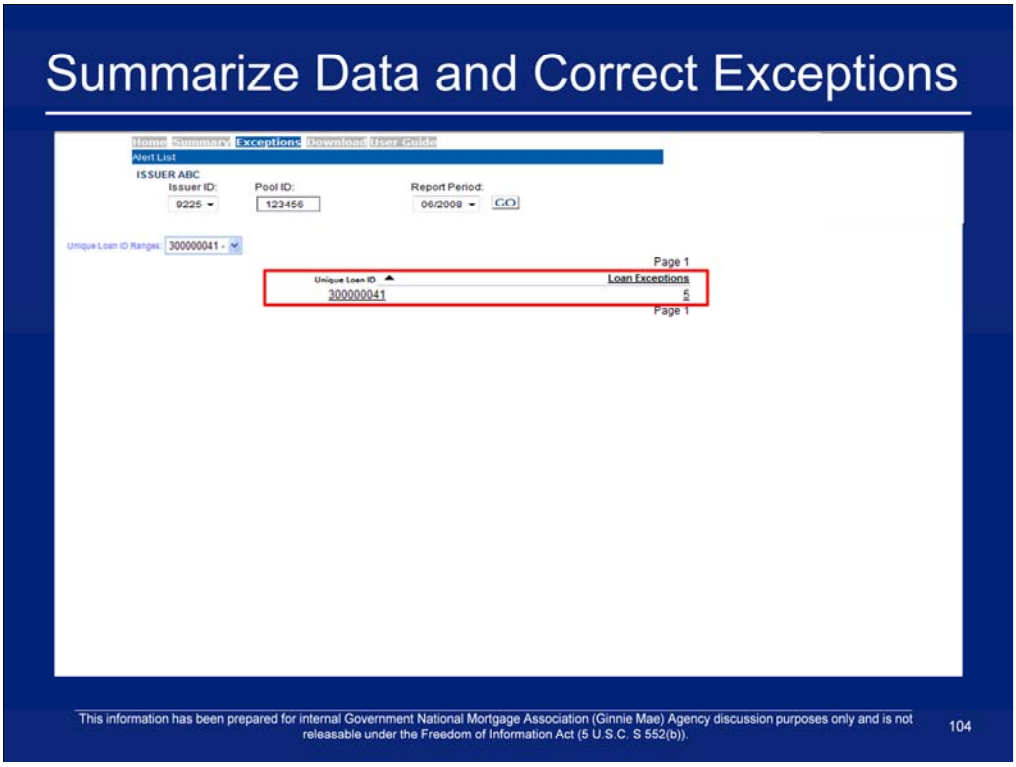
14. Repeat steps for Submit Pool Level Corrections.



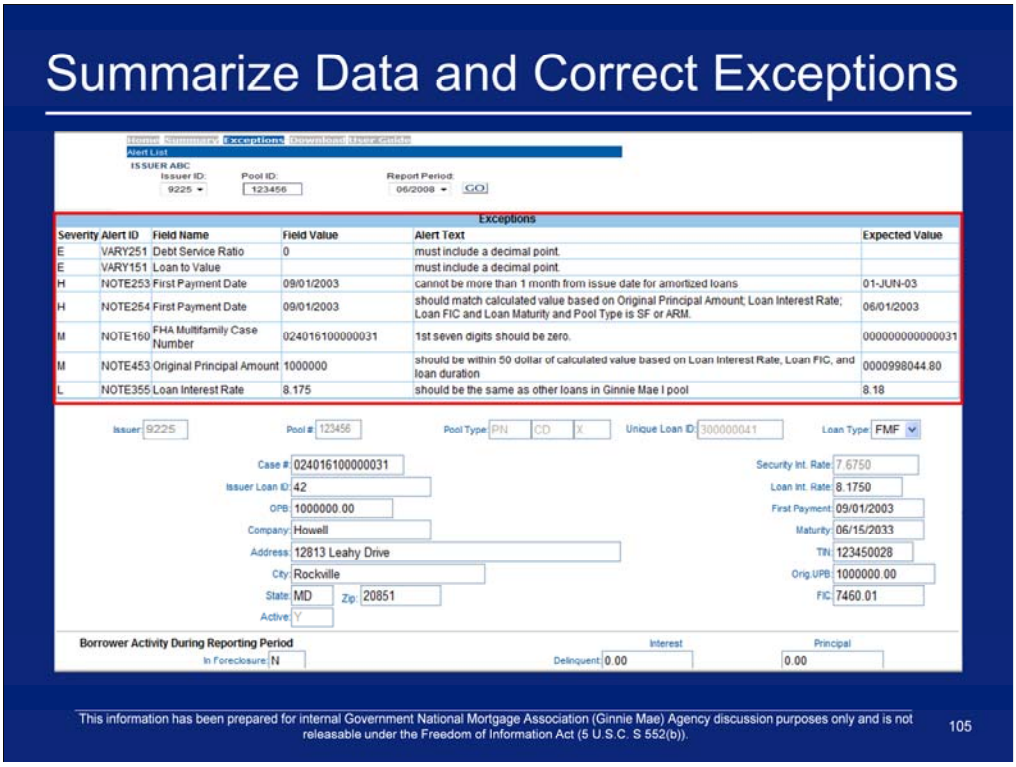
1. Click on **Exceptions > Alert List** on the Multifamily Pool Accounting menu bar.
2. Select an **Issuer ID**.
3. Select a **Report Period**.
4. Click on the **Error/Critical/High Exceptions** link to view error, critical, and high exceptions.



5. Click on a **Loan Exceptions** number.



6. Click on a **Unique Loan ID or Loan Exceptions** number.



7. Repeat steps for Submit Loan Level Corrections.

Q & A Session

15 Minute Limit

Example 3: Single Family Pool Work Flow via HTTPS

Scenario: The Issuer has created a file that will be used to report monthly Pool Accounting data. Additionally, an indicator in the file is set to summarize all the pool data. The Issuer has successfully logged into the GMEP and will report data for a Single Family Pool using the online file upload screen. The system will generate various exceptions. The Issuer will report corrected information by uploading a corrections file using the online file upload screen or entering data into the online data entry screen.

Steps involved in this example:

1. Upload Data File via GMEP (HTTPS)
2. Download Exceptions File via GMEP
3. Submit Corrections via GMEP (HTTPS or Manual)

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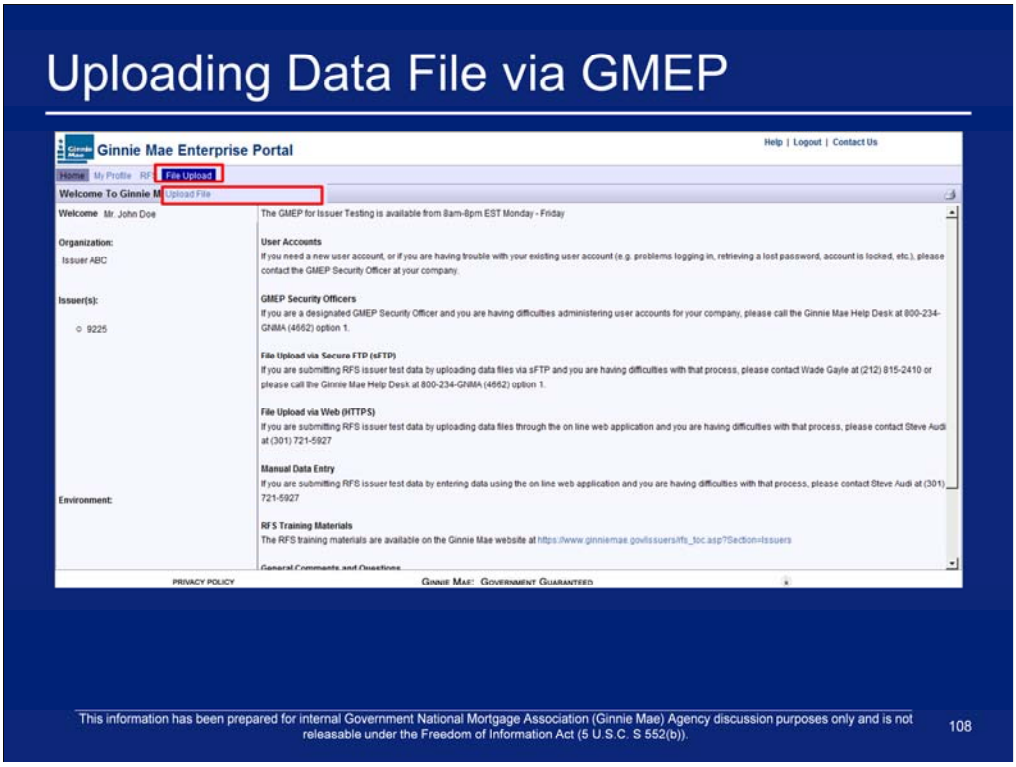
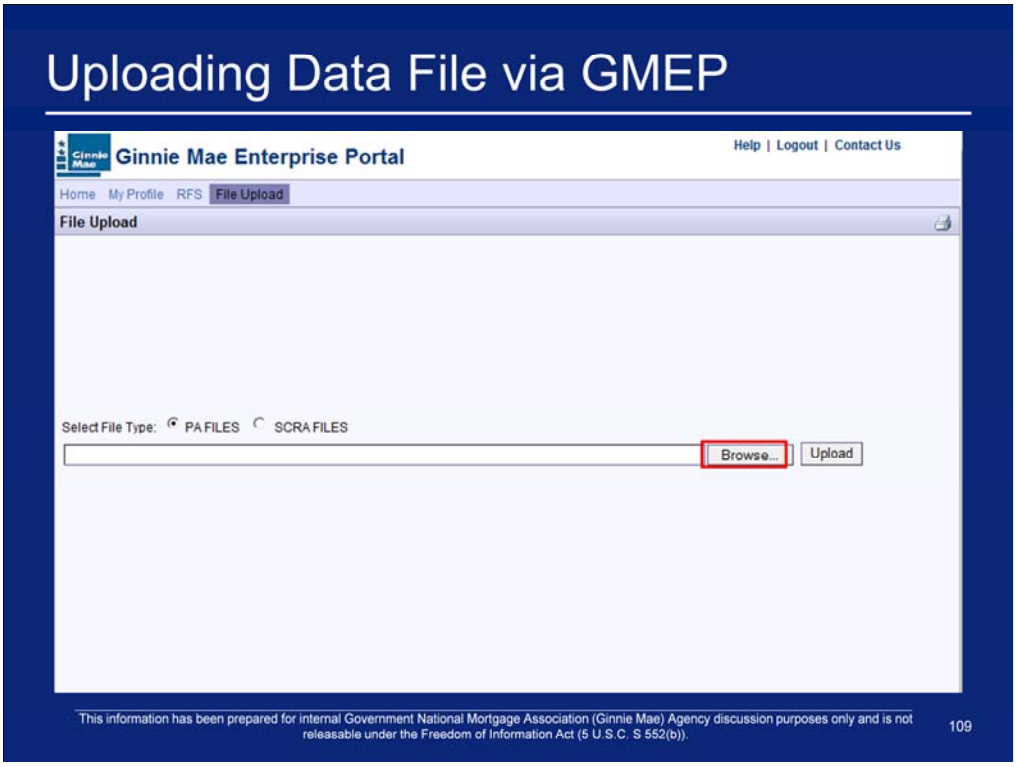
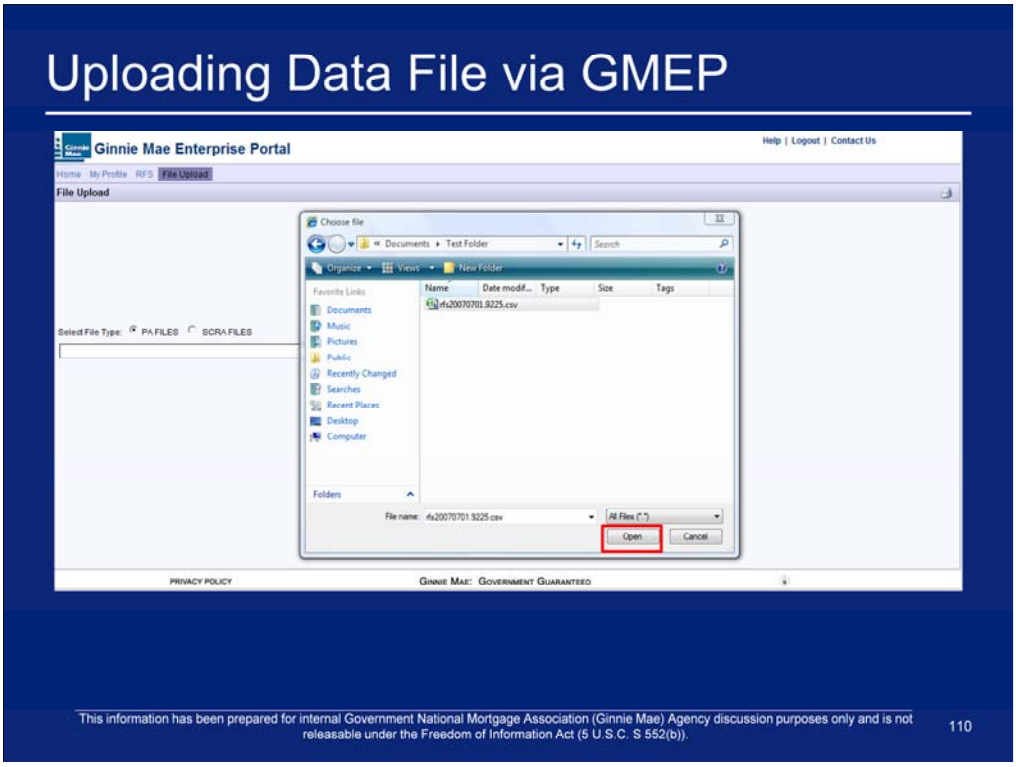


Report Pool and Loan Level Data Using HTTPS File Upload

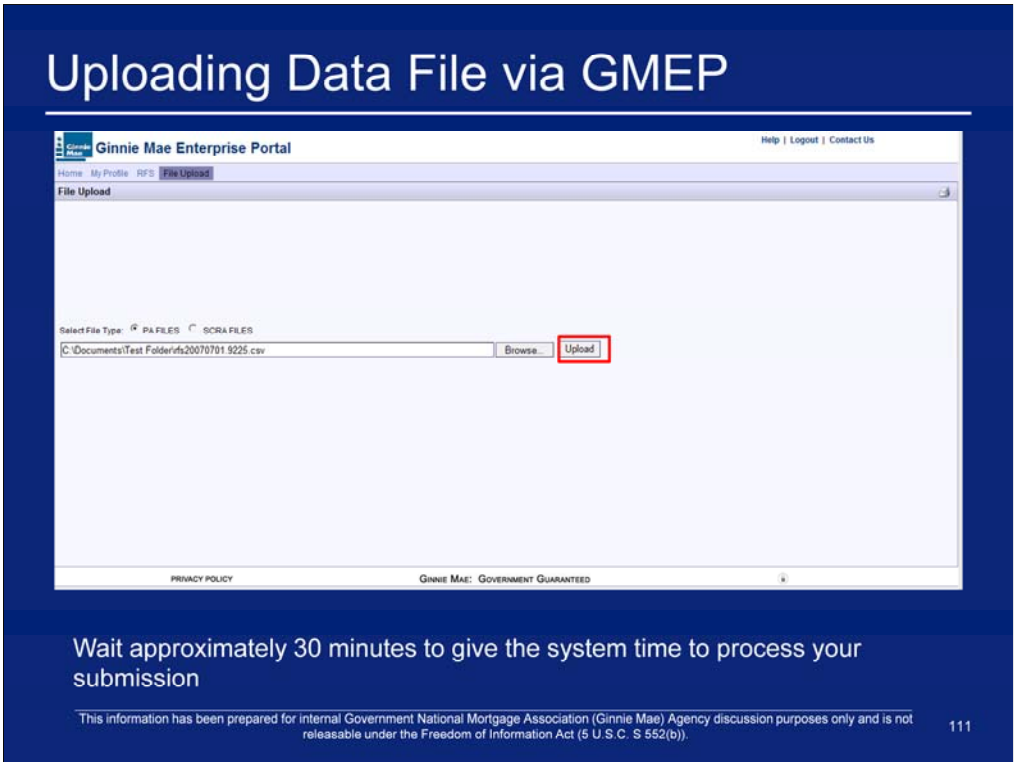
1. After logging in, point your mouse cursor on **'File Upload'**.
2. Click on the **Upload File** link in the drop down menu.



3. The “PA FILES” File Type will automatically be selected by default
4. Click ‘**Browse’**.

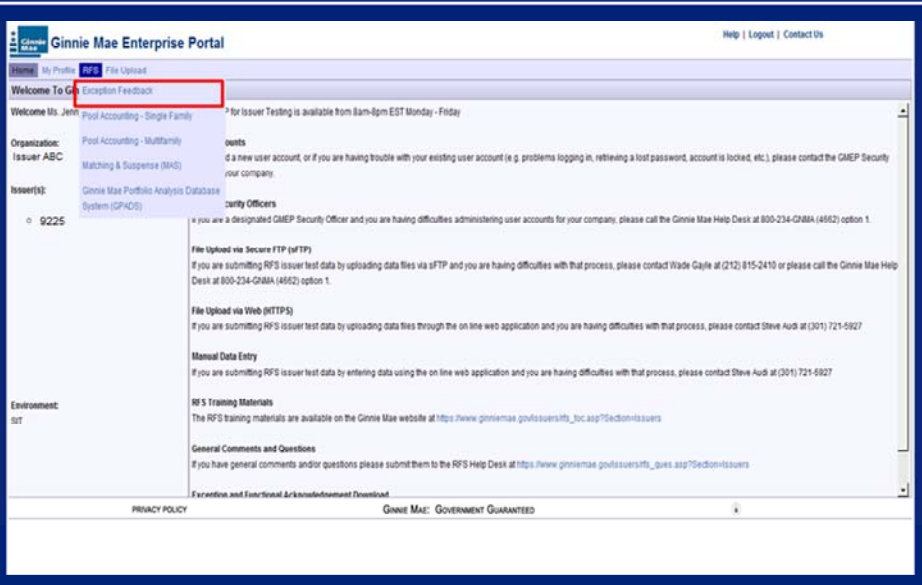


5. Navigate to the file to upload.
6. Click **‘Open’**.



7. Click **'Upload'**.
8. Click **'OK'**.

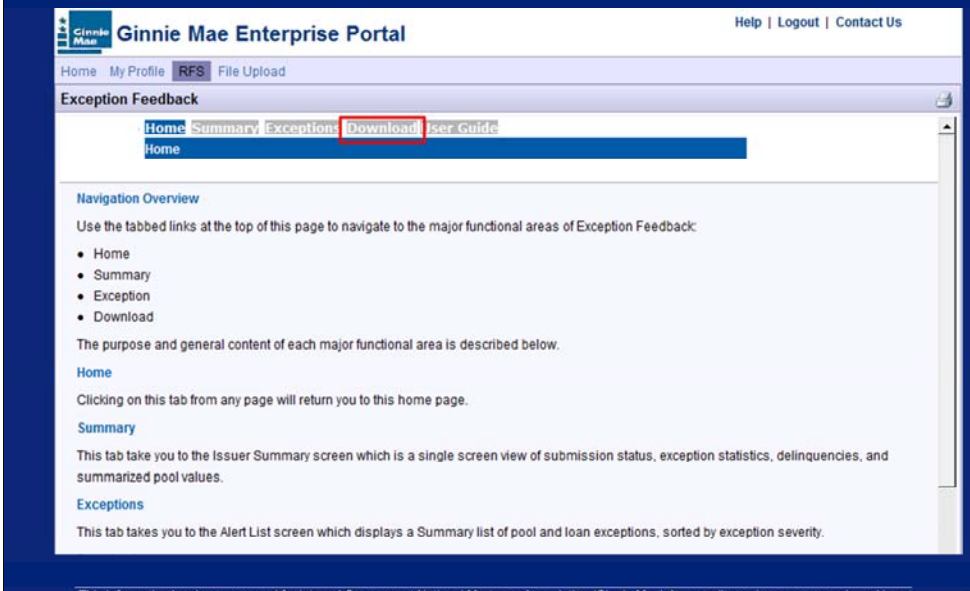
Download CSV Exception File via GMEP



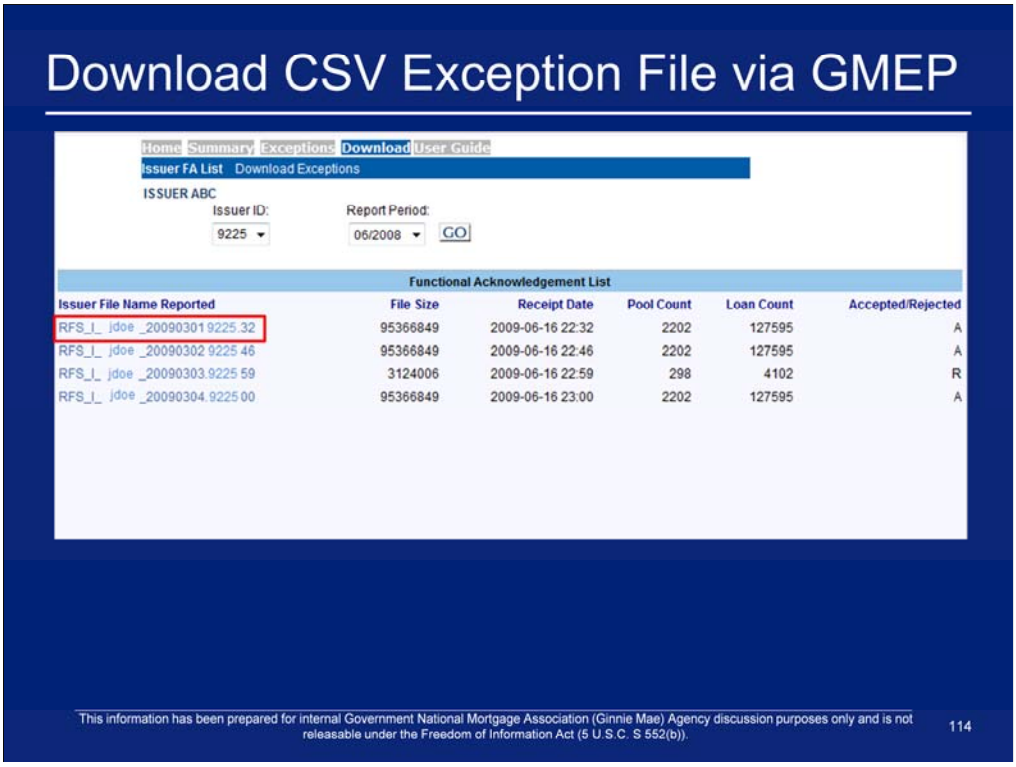
This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

1. While in the GMEP navigate to RFS>Exception Feedback.

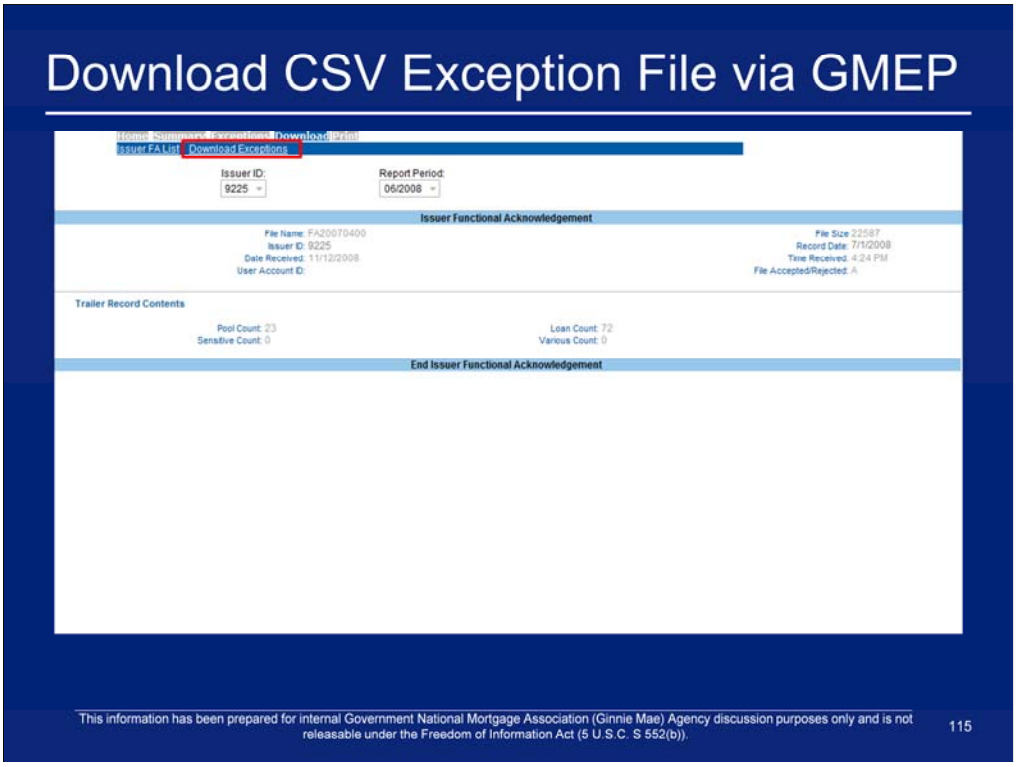
Download CSV Exception File via GMEP



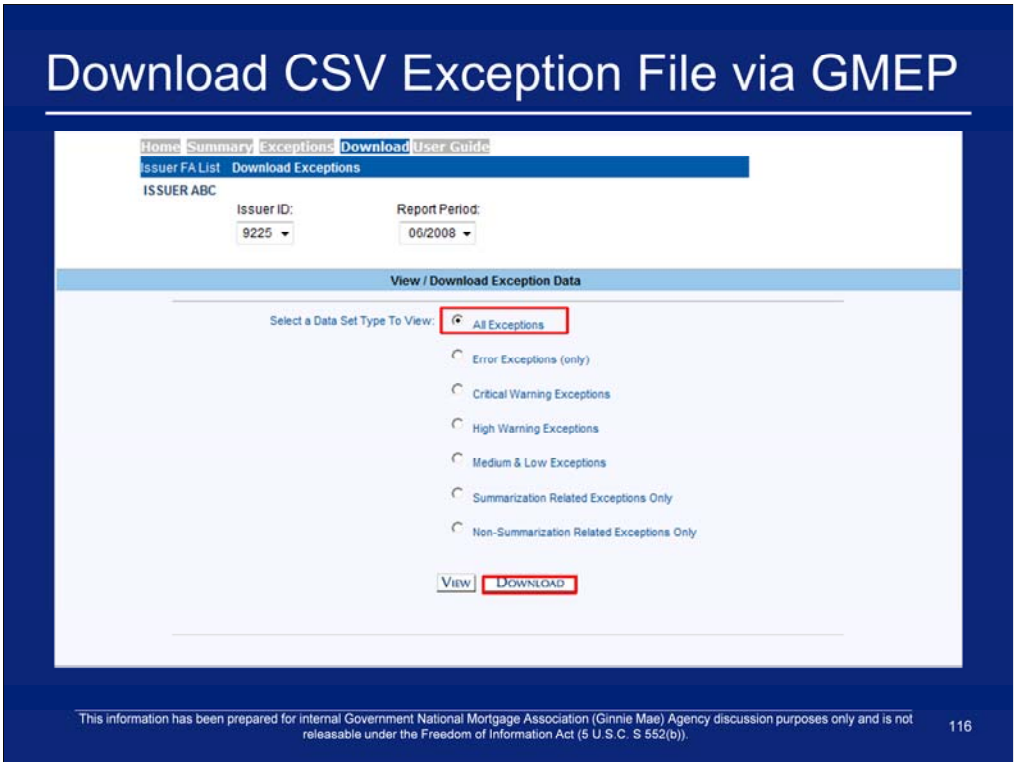
1. Click Download.



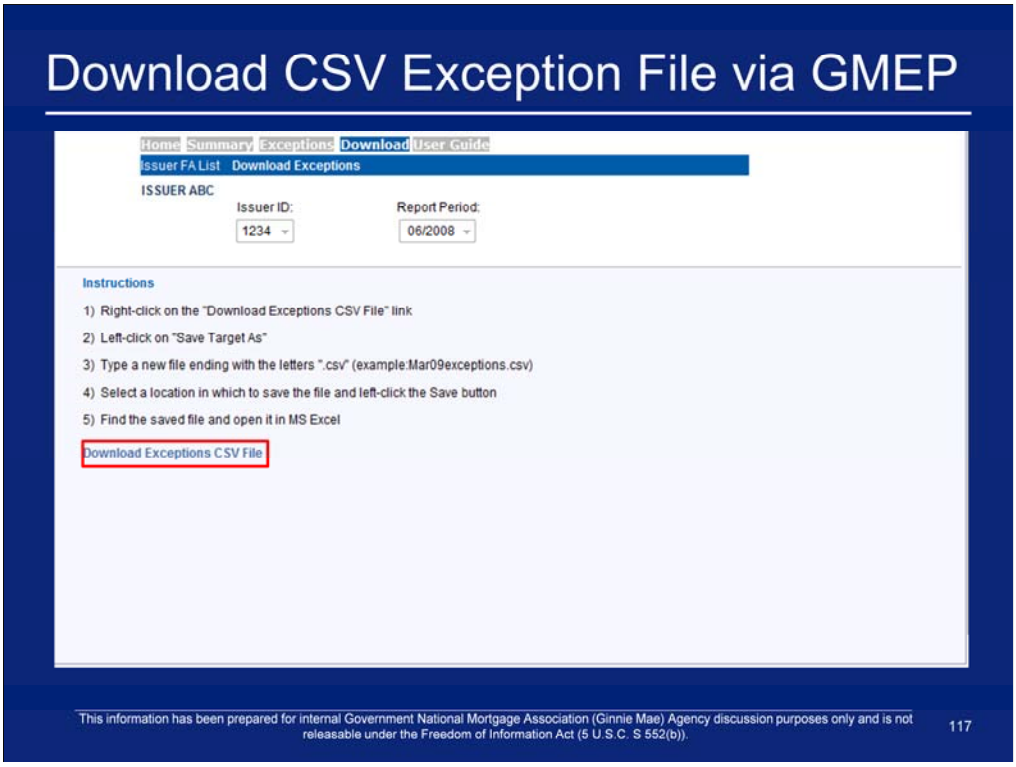
3. If applicable, click on the file(s) under the Functional Acknowledgement List.



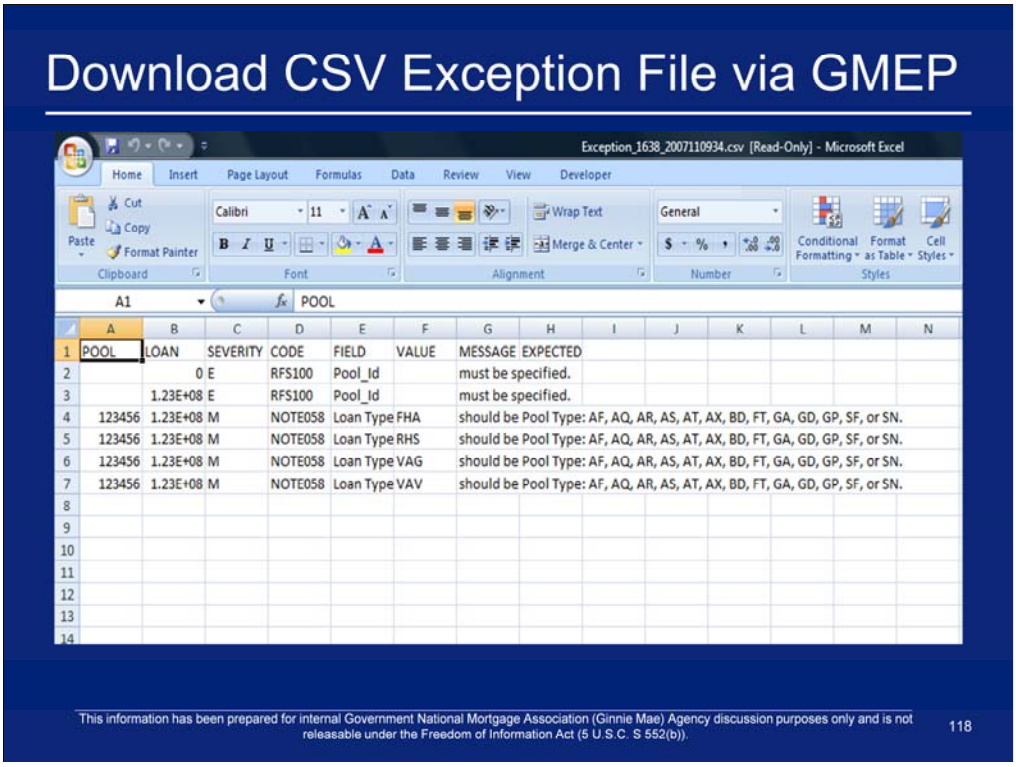
4. If your file was rejected, a ‘Reject Code” will appear under your User Account ID. The Reject Codes are listed within the PA/EF User Manual.
5. After you view your Issuer Functional Acknowledgement data, click Download Exceptions.



6. Select All Exceptions.
7. Click Download.



8. Right-click on the "Download Exceptions CSV File" link.
9. Left-click on "Save Target As" .
10. Type a new file ending with the letters ".csv" (example:Mar09exceptions.csv).
11. Select a location in which to save the file and left-click the Save button.
12. Find the saved file and open it in MS Excel.



13. Navigate to the external data storage location to download the file.
14. Click **‘OK’**.

Q & A Session

15 Minute Limit

Example 4: Single Family Pool Work Flow via SFTP

Scenario: The Issuer has created a file that will be used to report monthly Pool Accounting data. Also, an indicator in the file is set to summarize all of the pool data. The Issuer has successfully logged into the WS_FTP Pro and will report data for a Single Family Pool using SFTP file upload. The system will generate various exceptions. The Issuer will report corrected information by uploading a corrections file that is less than 5 MB using the HTTPS file upload or by entering data into the online data entry screen.

Prerequisites:

- The Issuer has completed the necessary request forms and Ginnie Mae has provided an access ID and password to run SFTP uploads at Ginnie Mae.
- The Issuer has acquired and installed SFTP client software.

Steps involved in this example:

1. Upload Data File via SFTP
2. Download Exceptions CSV File via GMEP
3. Submit Corrections via GMEP (HTTPS or Manual)

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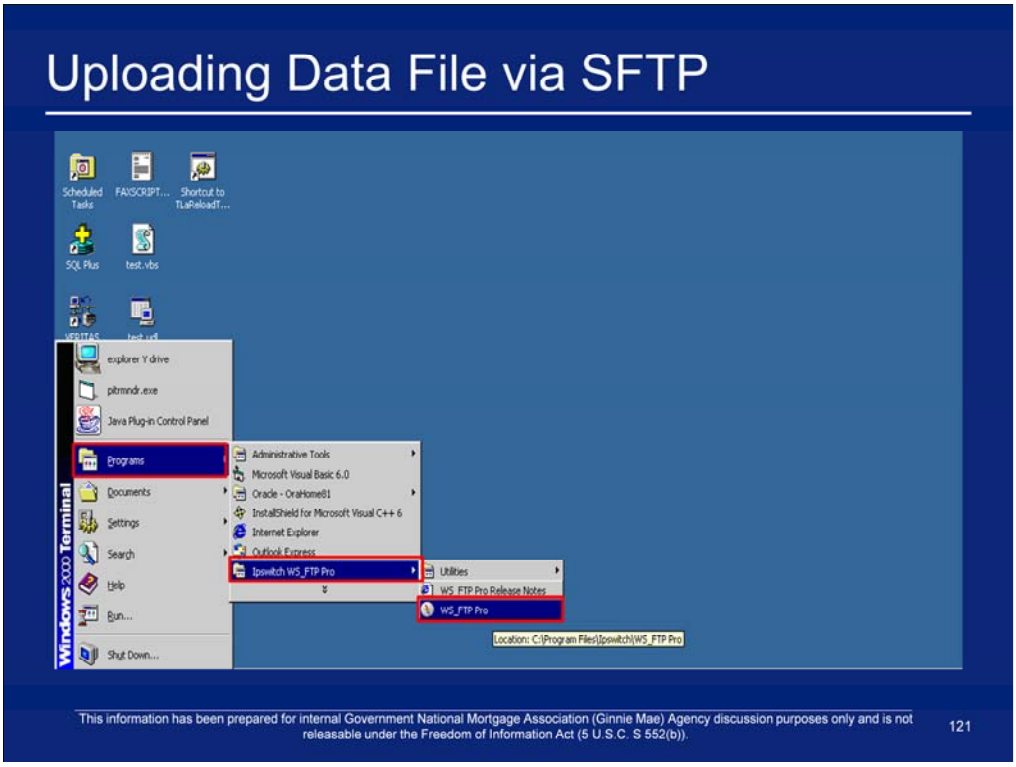
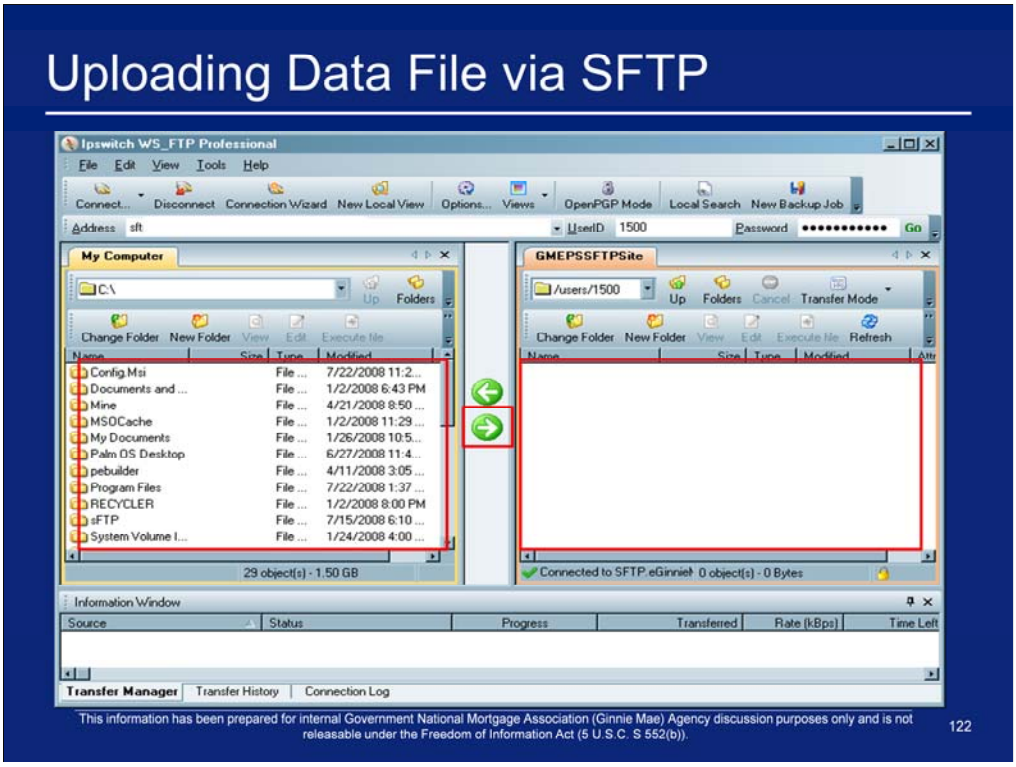
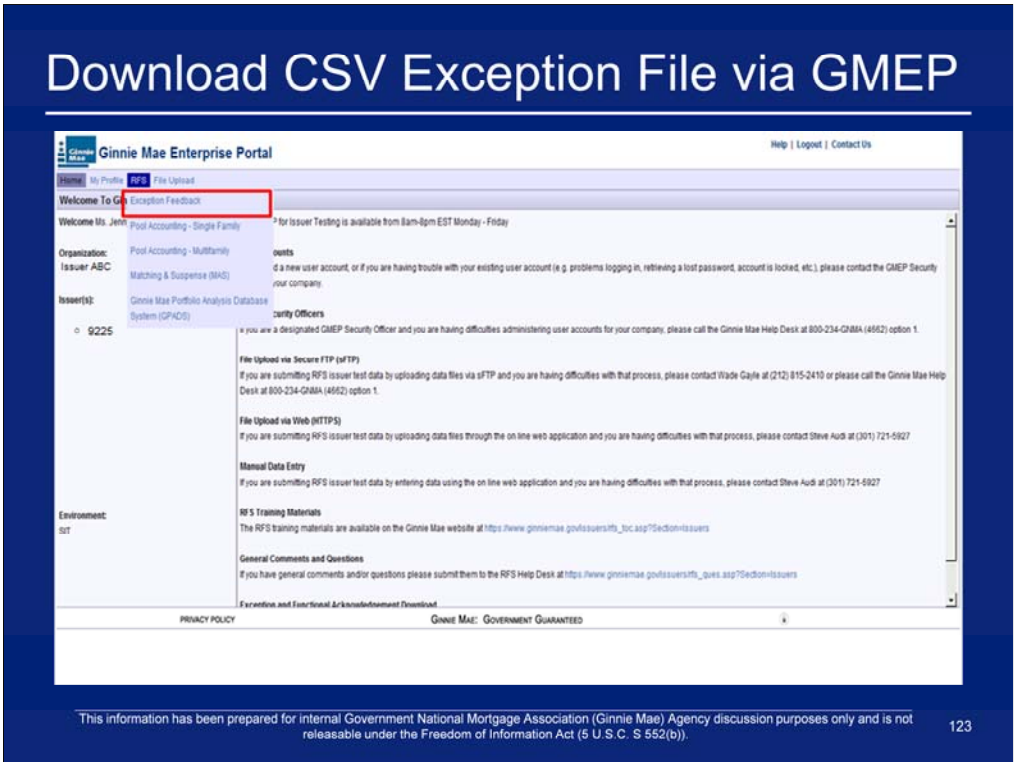


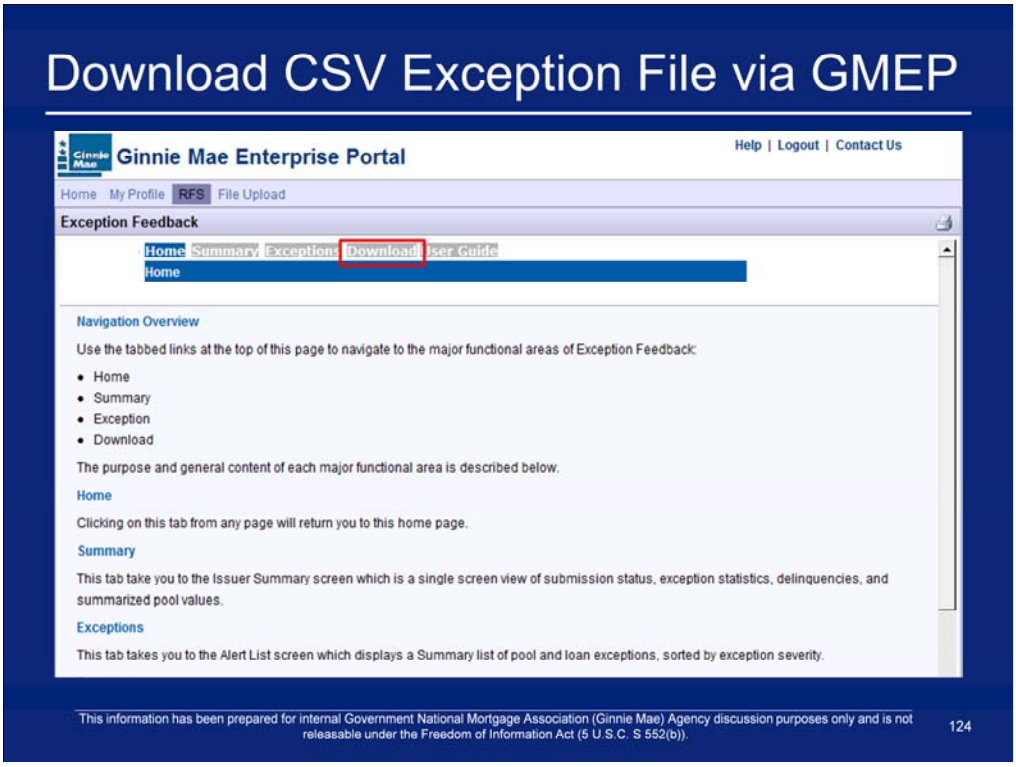
1. Navigate to WS_FTP Pro and connect to the Ginnie Mae Enterprise Portal (GMEP) SFTP Server.



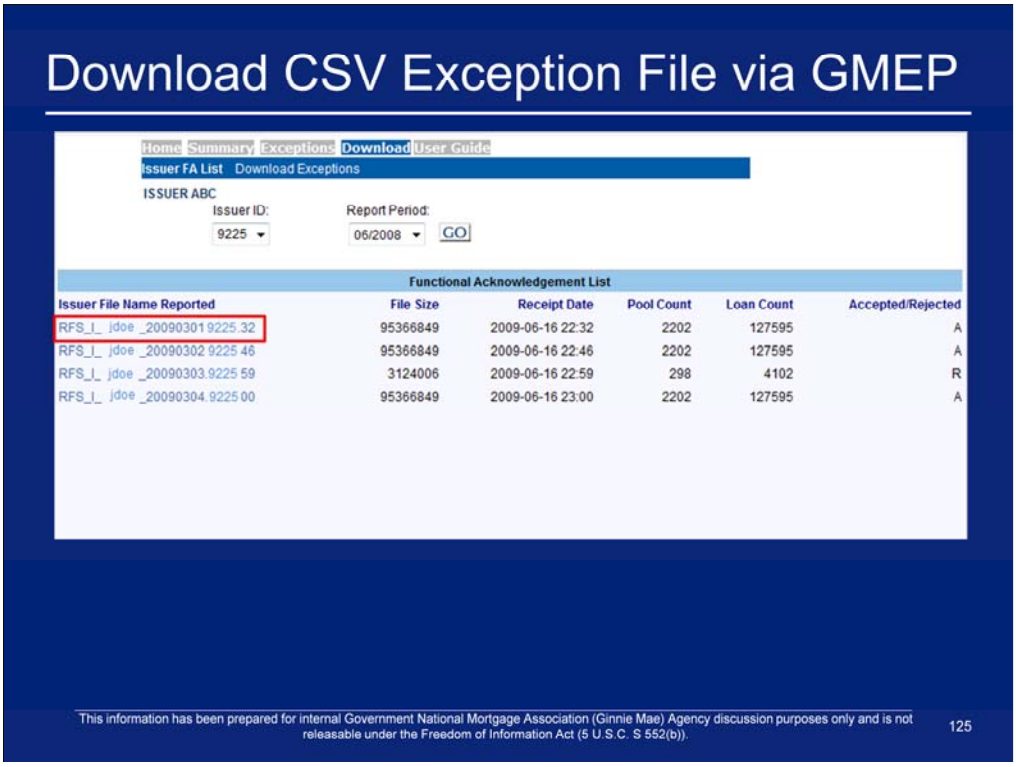
2. Under the Remote System List (GMEP SFTP Server), select the destination directory to which the file will be uploaded into the GMEP SFTP site.
3. Under the Local System List (My Computer), select the file to upload by clicking on the file name.
4. Click the Upload Transfer arrow.
5. Verify the file upload process has been completed. The file will then appear under the Remote System List when the file transfer has been completed.



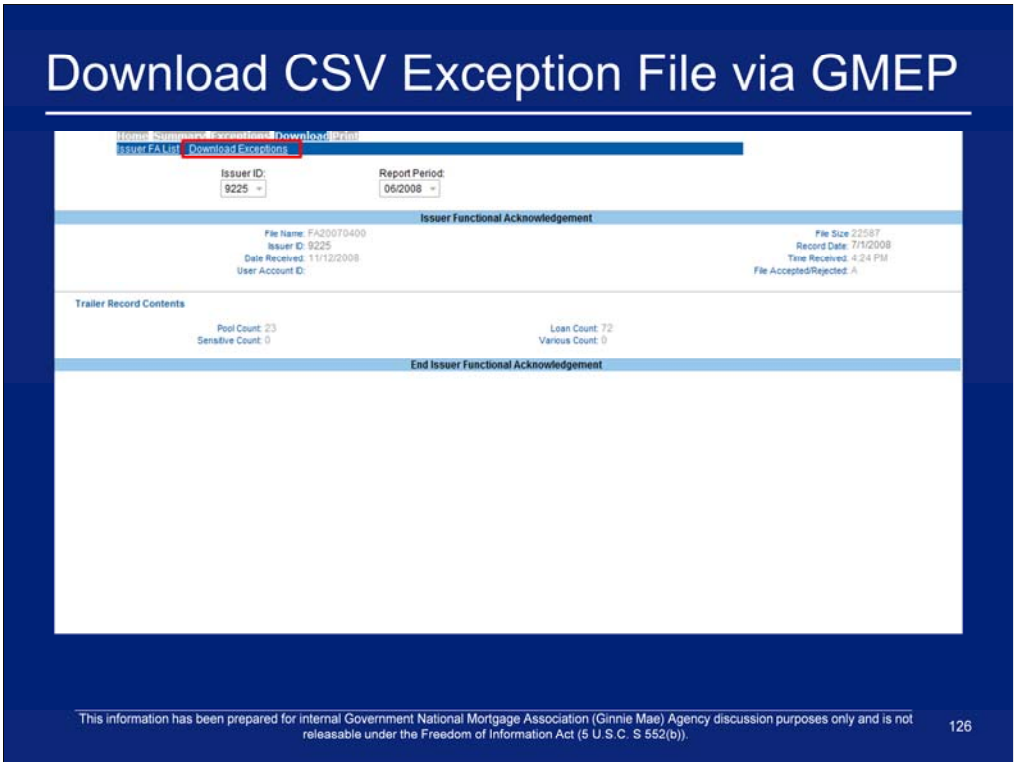
1. While in the GMEP, navigate to RFS>Exception Feedback.



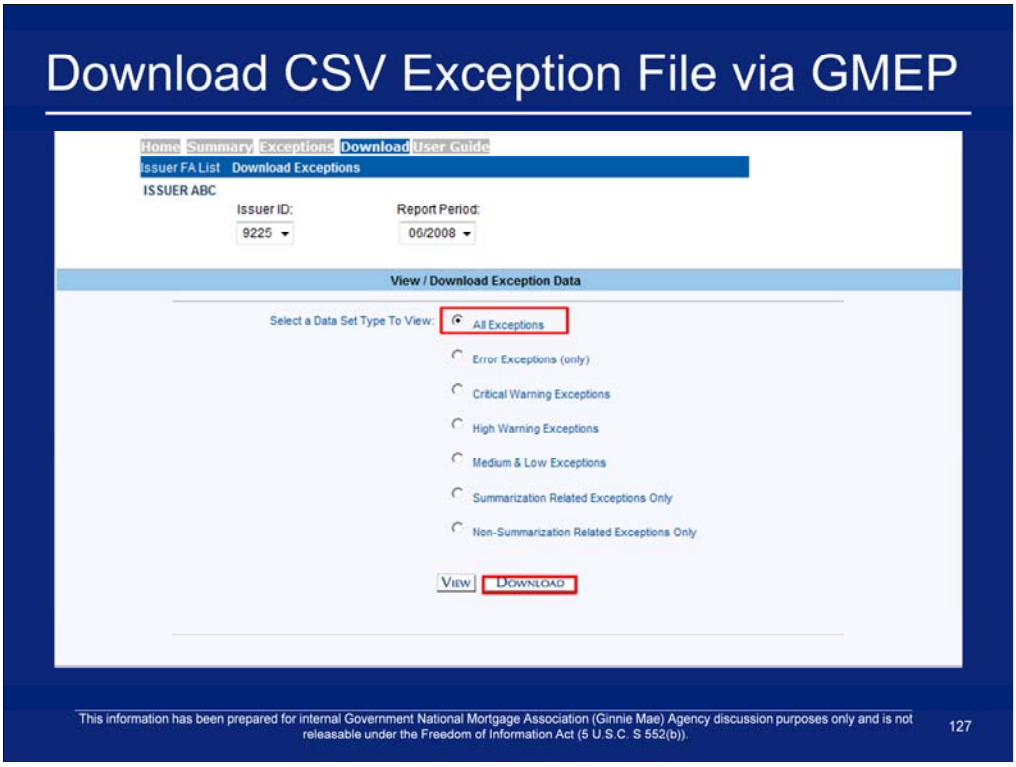
2. Click Download.



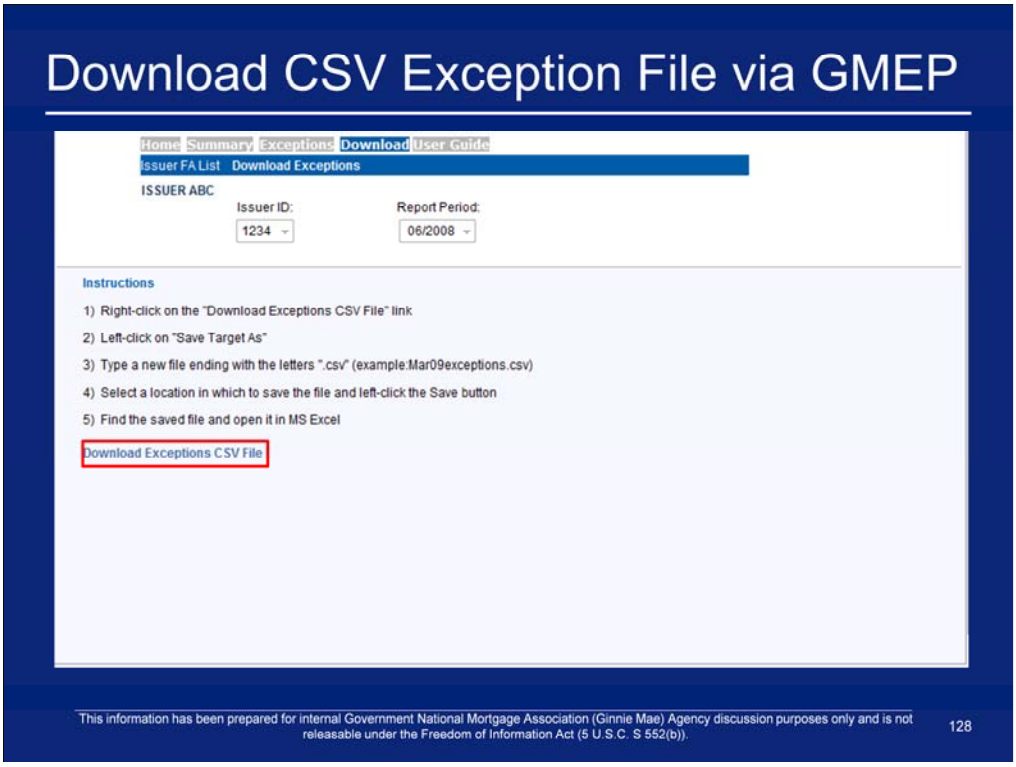
3. If applicable, click on the file(s) under the Functional Acknowledgement List.



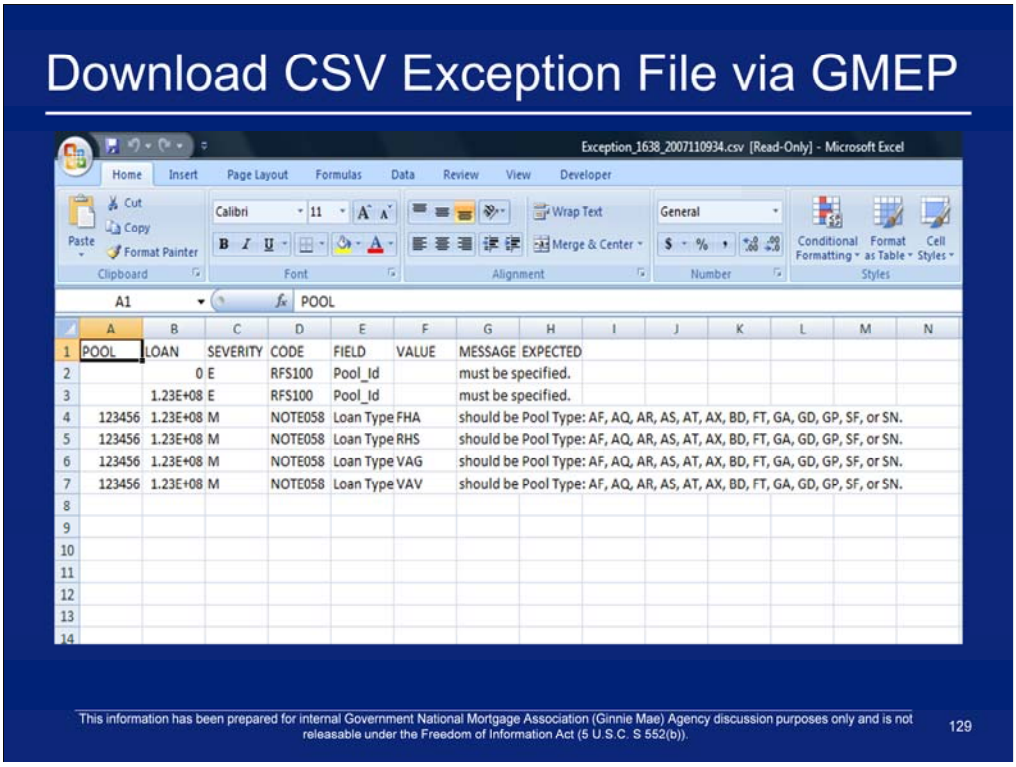
4. If your file was rejected, a ‘Reject Code” will appear under your User Account ID. The Reject Codes are listed within the PA/EF User Manual.
5. After you view your Issuer Functional Acknowledgement data, click Download Exceptions.



6. Select All Exceptions.
7. Click Download.



8. Right-click on the "Download Exceptions CSV File" link.
9. Left-click on "Save Target As" .
10. Type a new file ending with the letters ".csv" (example:Mar09exceptions.csv).
11. Select a location in which to save the file and left-click the Save button.
12. Find the saved file and open it in MS Excel.



13. Navigate to the external data storage location to download the file.
14. Click **‘OK’**.

Submit Corrections via GMEP

Method	Process
HTTPS	To upload a data file that contains corrections, use the same method described in Example 3 for uploading monthly Pool Accounting data
Manual	To make corrections via the RFS web application, use the same method described in Examples 1 or 2 for correcting pool and loan level exceptions
SFTP	Make corrections to your data file and upload it via SFTP using the instructions in the beginning of this example. The data in the file will overwrite the data you have previously submitted

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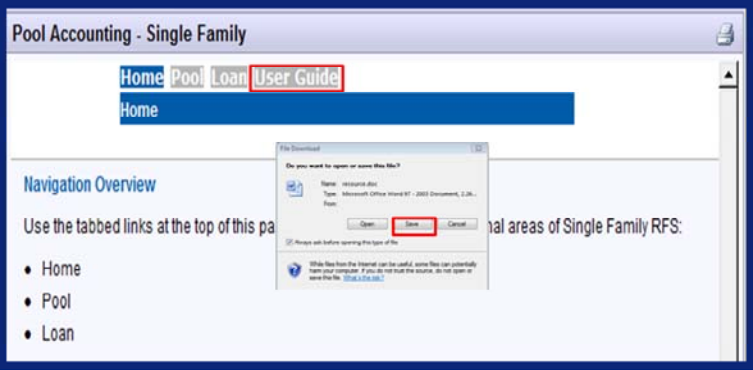
User Guide

- Clicking the User Guide menu option will display a Microsoft Word version of the PA/EF User Guide.
- This file can be saved to the User's computer.



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Obtaining Support for PA/EF

Need help answering questions about PA/EF?

Step 1: Refer to the PA/EF User Guide.

Step 2: If you can not find the answer to your question within the User Guide, please contact the Ginnie Mae Help Desk.

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Q & A Session

For more information see:
https://www.ginniemae.gov/Issuers/rfs_ques.asp?Section=Issuers