

## **Ginnie Mae RFS Training Class**

You are invited to attend the live RFS Training for Ginnie Mae Reporting and Feedback System (RFS). This session is being offered as refresher training to help both new Issuers and new individuals within existing Issuer organizations to perform monthly investor reporting activities via RFS. This training is similar to the June 2009 training with only minor updates being made. Issuers only need to attend one of the two sessions offered below.

The class will take place on the following dates and times:

- **September 28, 2010 at 12:30 PM Eastern Daylight Time**
- **September 29, 2010 at 12:30 PM Eastern Daylight Time**

The purpose of this training is to instruct participants on:

- Changes to the current reporting processes
- Accessing the Ginnie Mae Enterprise Portal (GMEP) and RFS
- How issuers will complete monthly reporting in RFS

The format for this class will be the following:

- Live instructor-led web conference
- Five lessons (about 20 minutes each)
- Participants will have opportunities to ask questions after each lesson

In order to participate in this class, you will need:

- A computer with access to the internet
- Microsoft Live Meeting installed on a computer (see details below)
- A telephone

### **Microsoft Live Meeting Installation Instructions:**

Web conference information is listed below. Please note that you will need Microsoft Live Meeting 2007 installed on your computer in order to be able to access the web conference. If you do not have this program installed, the free client version can be downloaded from Microsoft's website. You can download the program by clicking the following link <http://office.microsoft.com/en-us/help/HA101733831033.aspx> and clicking "Download Live Meeting 2007" at the bottom of the page.

To access the class, follow these instructions on the day and time listed above:

1. Navigate to the following URL using the Internet Explorer web browser and follow the instructions below to access the web meeting:

<https://www.livemeeting.com/cc/dt/join?id=GNMA+RFS+Training>

**Web Conference Instructions:**

Please follow these steps.

Copy and paste the required information.

Meeting ID: Ginnie Mae RFS Training

Entry Code: GinnieMae

2. **Audio Instructions:**

Dial the following conference telephone number and enter the access code:

Conference Number: +1 (888) 566-6193

Participant Access Code: Say "Ginnie Mae" to the operator

**Troubleshooting**

If you have any questions, please contact the RFS Help Desk at:

[http://www.ginniema.gov/issuers/rfs\\_ques.asp?Section=Issuers](http://www.ginniema.gov/issuers/rfs_ques.asp?Section=Issuers)