

Once a Document Custodian has chosen the Organization ID in their Profile, when accessing GinnieNET, they can confirm the specific Organization ID they need to use by following the process below.

**CONFIRMING DOCUMENT CUSTODIAN ORG  
ID VIA GINNINET**


1. Select *GinnieNET* under the **Tools** menu, **Other Applications** option.

The user will be directed to the GinnieNET welcome page.

2. Select **Close** at the bottom of the page to proceed.

[illegible]

The GinnieNET home page will display the Document Custodian ID at the top.

 <p><b>GinnieMae</b> Our Surestart Matters</p>	<p>Welcome Chinta, Vimaladevi (000355)</p>	<p><b>GinnieNET On The Web</b> Main Menu</p>
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