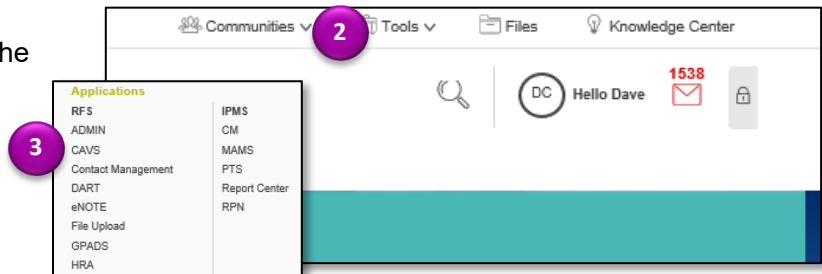


HMBS Reporting Certifications must be submitted in the Ginnie Mae Enterprise Portal (GMEP) each month.

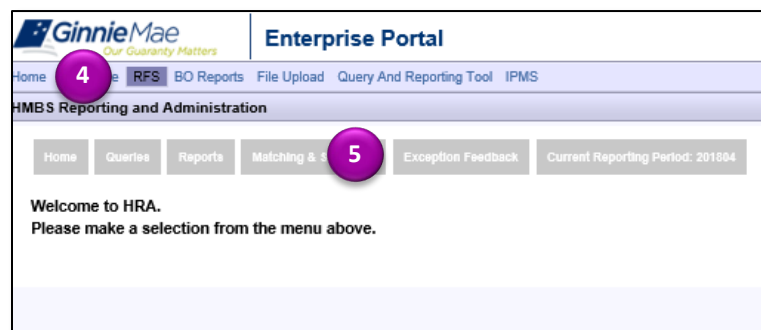
ACCESS GMEP

1. Log in to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select the **Tools** dropdown at the top of the Dashboard.
3. Select **CAVS** under Applications.



The Ginnie Mae Enterprise Portal will open.

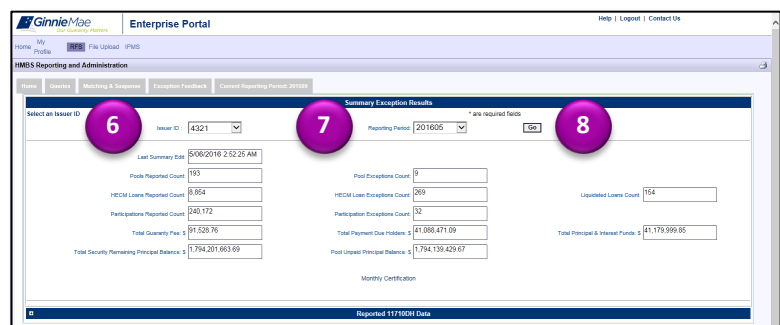
4. Select **RFS/HMBS Reporting and Administration (HRA)**.
5. Select **Exception Feedback/Summary Exception Results** menu tab.



6. Select your **Issuer ID number**.
7. Select your **Reporting period**.
8. Select **Go**.

NOTE: For the current reporting period, a user who is an authorized signer for the Issuer can make a new Monthly Reporting Certification, or remove a previous Certification and replace it with a new Monthly Reporting Certification.

NOTE: For prior reporting periods, the Issuer can view (Read Only) the prior Monthly Reporting Certifications.



MAKE A NEW MONTHLY REPORTING CERTIFICATION

1. Review the information displayed on the Summary Exception Results screen.

NOTE: The summary allows the user to view the status of the Issuer's reporting to HMBS. The Issuer's reporting, including corrections, should be completed prior to certification.

2. Select the **Monthly Certification** link to add a new Certification.

A pop-up box will be displayed instructing the user to complete the form and click Save.

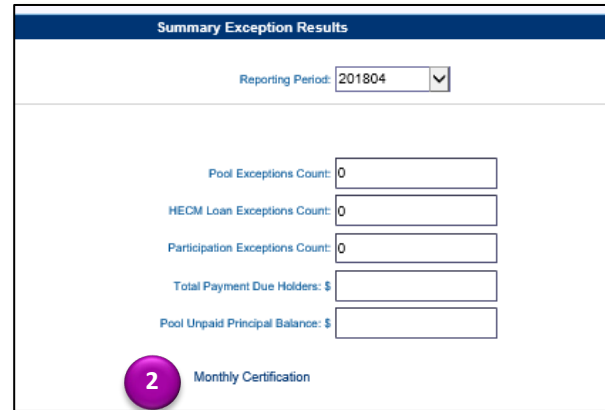
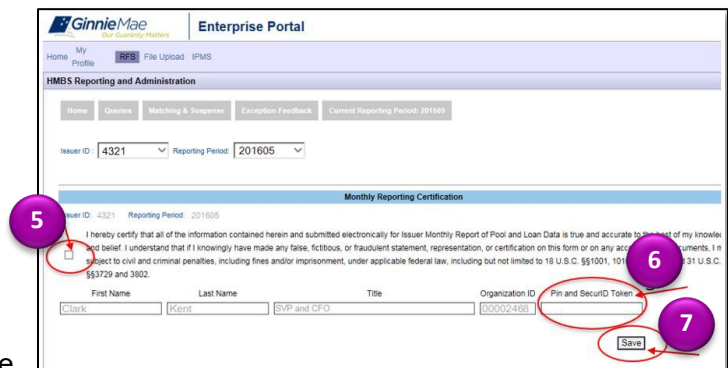
3. Select **OK**.

4. Verify the information displayed in the Name, Title and Organization ID fields is accurate.
5. Check the **check box** located to the left of the Certification statement to indicate your agreement.
6. Enter your **PIN** and **SecurID Token** value.
7. Select **Save** to save your Monthly Reporting Certification.

After clicking Save, the PIN and SecurID Token value that was entered is validated and if successful, a "Monthly Reporting Certification Saved" pop-up box will be displayed.

8. Select **OK**.

The Monthly Reporting Certification information will be displayed. If needed for local record keeping, the user can use the HMBS Screen print function to print the screen.

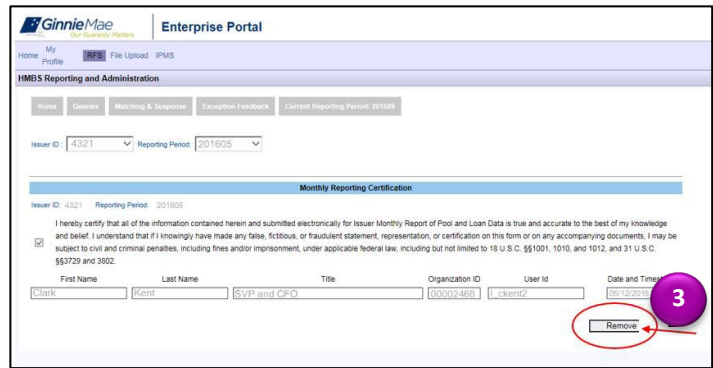



REPLACING AN EXISTING CERTIFICATION FOR THE CURRENT REPORTING PERIOD

1. Review the information displayed on the Summary Exception Results screen and verify that it is accurate.
2. Select the **Monthly Certification** link.

The existing Monthly Reporting Certification for the current reporting period is displayed.

3. Select the **Remove** button.



The existing Certification screen is replaced by the Save screen.

4. Verify the information displayed in the Name, Title and Organization fields is accurate.
5. Check the **checkbox** located to the left of the Certification statement to indicate your agreement.
6. Enter your PIN and SecurID Token value.
7. Select **Save** to save the replacement Monthly Reporting Certification.

After clicking Save, the PIN and SecurID Token value that was entered is validated and if successful, a "Monthly Reporting Certification Saved" pop-up box will be displayed.

8. Select **OK**.

The new/replacement Monthly Reporting Certification information is displayed.

