

Ginnie Mae e-Access

Instructions for Completing the User Registration Request

A User Registration Request must be completed and signed for every user. The User Registration Request must be authorized by a signer of HUD form 11702 - "Resolution of Board of Directors and Certificate of Authorized Signatures".

1. Complete all fields on the form. For issuers who process more than one issuer number, complete a separate form for each issuer number.
2. Print the form, then sign and date where indicated.
3. Obtain an approval signature. For issuers the approval signature must be the **notarized** signature of an officer listed on HUD form 11702 for that issuer.
4. Return the completed and signed form to:
Ginnie Mae Processing
C/O Lockheed Martin Information Technology
One Curie Court
Rockville, MD 20850
5. When the registration request is successfully processed, a User ID and temporary password will be emailed to the email address supplied on the form.
6. The first time a user logs on with a temporary password, the password must be changed. In addition, passwords must be changed every 6 months. If you do not change your password within the 6 months, it will expire, and your access will be "locked". If your password has expired, please contact the Ginnie Mae Help Line at 1-888-446-6434, option 3.

Rules for passwords are:

- 7 to 10 characters long
- 1st character must be a letter
- Letters and numbers only
- No common terms, such as "welcome"

Please contact the Ginnie Mae Help Line at 1-888-446-6434, option 3, if you have any questions.

Registration Change: If you have previously submitted a registration form and received a User ID & password, then find that you need to add or delete accesses:

- Complete a new registration form
- Add your existing User ID and check "Registration Change" instead of "New User ID"
- Check ALL accesses that are needed, i.e., the accesses you currently have and the additional accesses you need, **or** (in the case where an access needs to be deleted) the accesses you need to retain
- Obtain the required signatures and notarization
- Submit the form to the address above

Remove User: To remove a user from the e-Access database, add your existing User ID and check "Delete User" in the Access Requests section of the form. Proper signatures still are required.

Every user must have a valid user ID and password. Issuers and document custodians should be aware and should advise their staff that without authorization it is unlawful to intentionally (which includes using shared passwords) access a Federal Department computer or a Federal interest computer for certain purposes and that an officer or employee of an issuer or document custodian who knowingly misuses a User ID may be subject to a fine and/or imprisonment in accordance with 18 U.S.C. 1030.

Ginnie Mae e-Access
User Registration Request

Issuer Information:

Issuer Number: _____
Name: _____
Address: _____

User Registration Information:

Last Name: _____ First Name: _____ MI: _____
Telephone: _____ Fax: _____
User Contact E-mail Address: _____

(The user contact e-mail is the email address of the specific user identified on this form. This email is used to send back the user ID and initial password for e-Access.)

Access Requests:

☐ New User ID or User ID: _____ ☐ Registration Change ☐ Delete User

(Check all that apply)

HECM HMBS ☐ (Only for HMBS issuers)
WHFIT ☐

Required Signatures:

User Signature: _____ Date: _____

Approval (must be an officer named on form HUD 11702):

Print Name: _____

Signature: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public _____ My Commission Expires: _____