

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. Note: WebEDI access requires a Data Universal Numbering System (DUNS) number. It is a unique identification number assigned to organizations by Dun & Bradstreet. If you do not have a DUNS number or are not sure what your organization's DUNS number is, you may call Dun & Bradstreet at 1-800-234-3867. Obtaining a DUNS number is free.
2. Print the form, then sign and date where indicated.
3. Obtain an approval signature. The approval signature must be the **notarized** signature of an officer listed on HUD form 11702 for the 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
- 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

Registration Removal: Similar to a change, but check only those accesses that should be removed.

Remove User: To remove a user from the Web IIS database, 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 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 who knowingly misuses a User ID may be subject to a fine and/or imprisonment in accordance with 18 U.S.C. 1030.

