

Registering for a Platinum Depositor User Account in MyGinnieMae

PLATINUM DEPOSITOR QUICK REFERENCE CARD

The Platinum Pool Processing Application is located on the MyGinnieMae portal. This Quick Reference Card has been created to guide new Depositors on how to establish a User Account on the MyGinnieMae portal. After following the steps below, users will have access to the Platinum Processing Application.

ACCESS REQUEST

1. New depositors will send an access request email to ginniemae1@bnymellon.com with the subject line "User Registration/Platinum." The email should include the following information:
 - a. Email Subject: User Registration/Platinum
 - b. Company Letterhead
 - c. Company Name
 - d. Company Mailing Address
 - e. First and Last Name
 - f. Telephone
 - g. Email Address

To request access for multiple users, please include items e-g for each user when submitting the email above.

COMPLETING THE REGISTRATION FORM

Users will receive an email inviting them to register in MyGinnieMae with the subject line "Welcome to MyGinnieMae Registration".

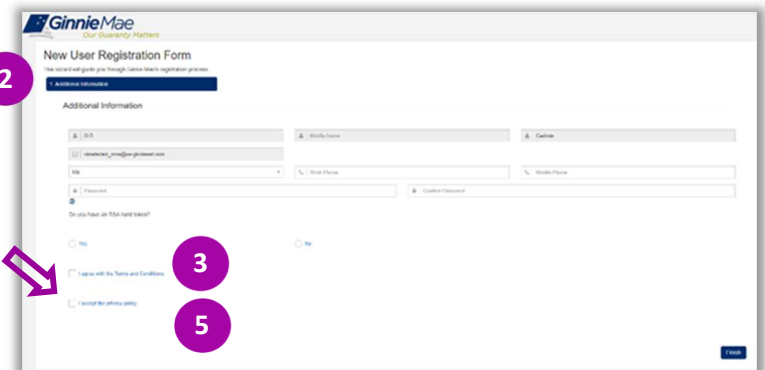
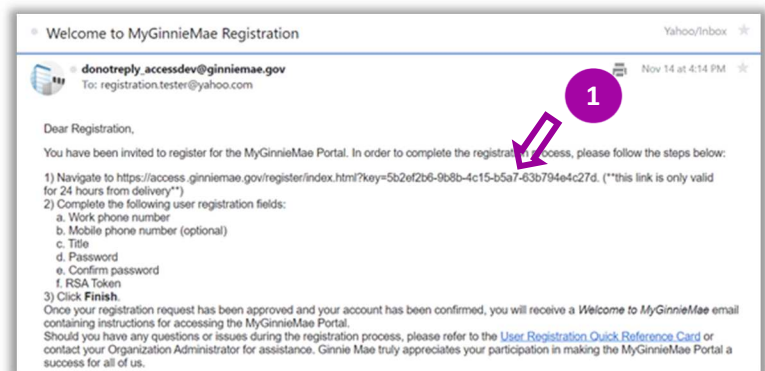
1. Select the link in the email to access the form

NOTE: REGISTRATION LINK IS ONLY ACTIVE FOR 24 HOURS.

2. Fill out the **Additional Information** on the New User Registration Form:

- Work Phone Number
- Mobile Phone Number (optional)
- Title
- Password
- Confirm Password
- RSA Token Serial Number (if applicable)

3. Select either the hyperlink that says "**I agree with the Terms and Conditions**" or check the box next to it.



Registering for a Platinum Depositor User Account in MyGinnieMae

PLATINUM DEPOSITOR QUICK REFERENCE CARD

4. A pop-up box will appear and display **Ginnie Mae's Rules of Behavior**. Review the text, scroll to the bottom, and select **Yes (Agree)** to accept the Rules of Behavior.

The "I agree with the Terms and Conditions" checkbox is now checked on the New User Registration Form.

5. Select either the hyperlink that says, "**I accept the privacy policy**" or the check box next to it (See QRC Step 3 image).

6. A pop-up box will appear and display a link to the Ginnie Mae Privacy Policy. Select the link, review the text and select **Yes** to accept the privacy policy.

The "I accept the privacy policy" checkbox is now checked on the New User Registration Form.

7. Select **Finish**.

The registration request is complete and awaiting approval.

Once the request has been approved, a **Welcome Email** will be sent to the email address provided and MyGinnieMae can be accessed using the Username (email address) and Password.

I acknowledge that I have read the attached Rules of Behavior for Use of Information Resources. I understand, accept, and agree to comply with all terms and conditions of these Rules of Behavior.

Cancel Yes (Agree)

Rules of Behavior

Please review the Ginnie Mae Privacy Policy.

By selecting Yes I agree to the Ginnie Mae privacy policy.

This link will open a new tab in your browser. You must navigate to the new tab, read the policy and then return to this page to continue.

Ginnie Mae Privacy Policy

Cancel Yes

GinnieMae
Our Guaranty Matters

New User Registration Form

This wizard will guide you through Ginnie Mae's registration process.

1. Additional Information

Additional Information

O.R. Middle Name Admin

ogm787@yahoo.com

Mx (333)333-3333 Mobile Phone

Do you have an RSA hard token?

Yes No

I agree with the Terms and Conditions.

I accept the privacy policy.

Finish

GinnieMae
Our Guaranty Matters

Registration waiting for Approval

You may close this window and once your request is approved, you will get notified.

For assistance contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435 or ginniemae1@bnymellon.com