NUCORE SOLUTIONZ™ TEAM NSI

Ginnie Mae EDRM Overview
(Multi-Family Housing)

amazon web services | Partner Network

ADVANCED CONSULTING PARTNER
CHANNEL RESELLER PARTNER
MANAGED SERVICE PROVIDER COMPETENCY
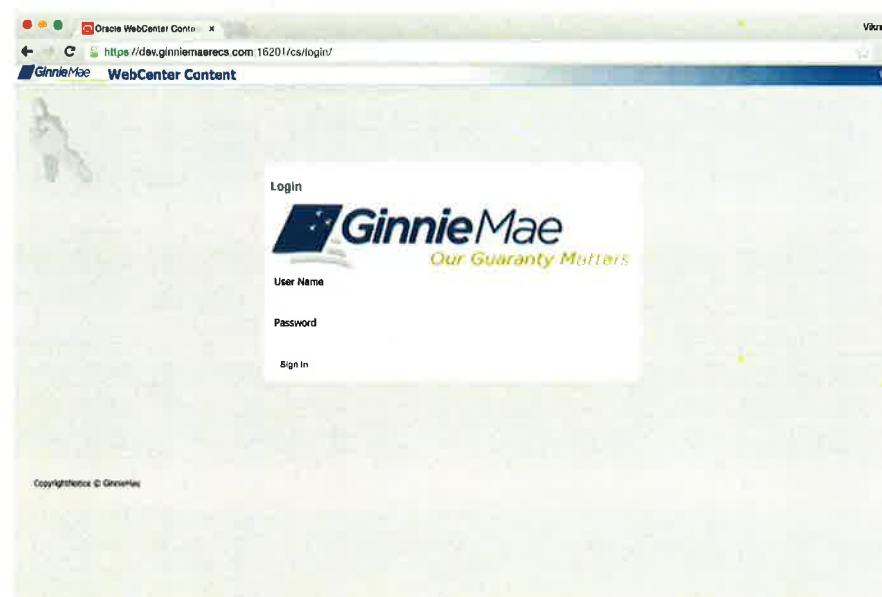AUTHORIZED GOVERNMENT PARTNER

Contents

The Ginnie Mae EDRM application is a web-based application hosted in the AWS cloud and provides many capabilities for electronic document storage and retrieval. This document provides an overview of some of its capabilities including:

1. Accessing EDRM Application
2. Direct Document Search
3. Advanced Document Search
4. View and Edit File Info
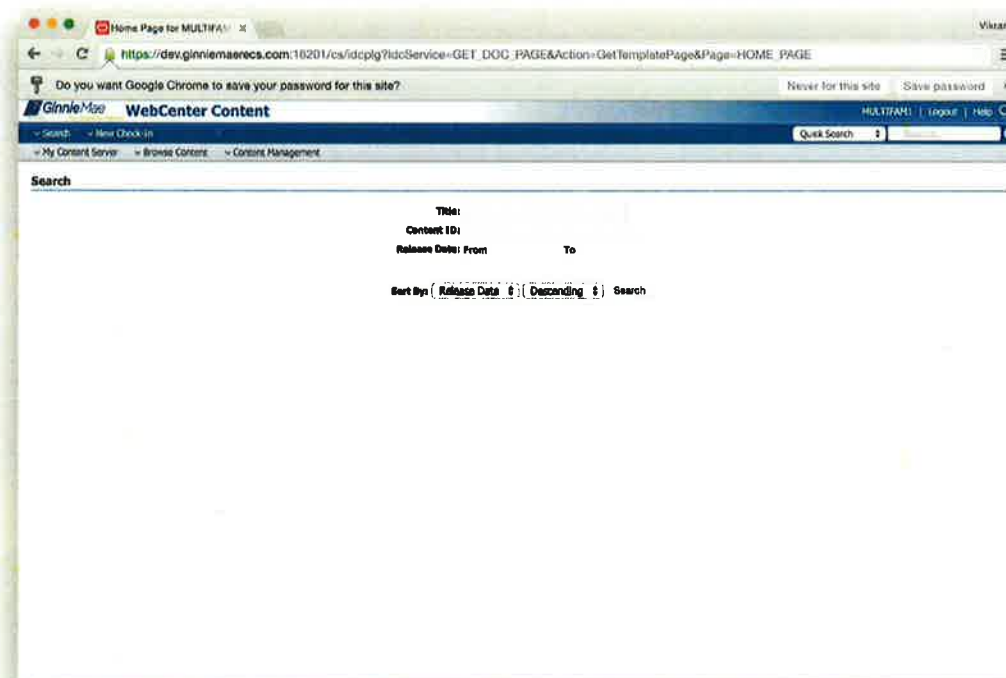5. Document Manipulation

Accessing EDRM Applica4on

- After a successful VPN, the application can be accessed via the URL:
hS ps://dev.ginniemaerecs.com:16201/cs/login/

Direct Document Search

- After a successful login as a user who has access to Multi-Family records/data, you are presented with a search screen

- A document can be searched directly using the Title, Content ID or Release Date if that information is known
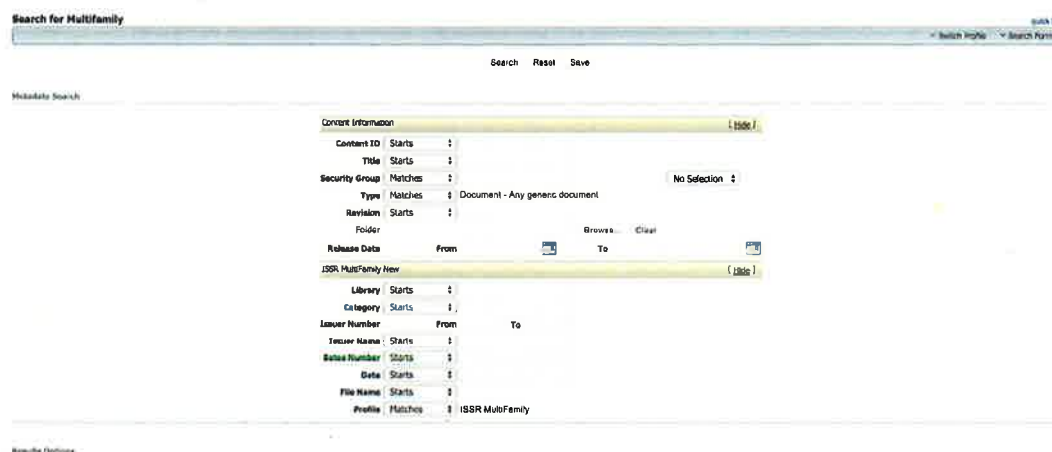
Advanced Document Search

- The application also provides a powerful search feature to find documents using any metadata associated with them.

- To access this search, select "Multifamily" from the drop-down menu on the top left.

GinnieMae *Our Guaranty Matters* **WebCenter Content**

⌄ Search	⌄ New Check-In

OCFO Capital Markets
Work flow Test
OCFO Commitment Files
Large files
Capital Markets
Multifamily
Standard Search

⌄ Content Management

Advanced Document Search

- Utilize the advanced search feature to search for specific documents by file metadata such as Issuer Name, Issuer Number, Bates Number, etc.
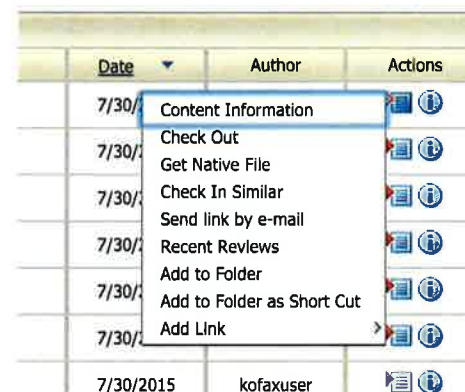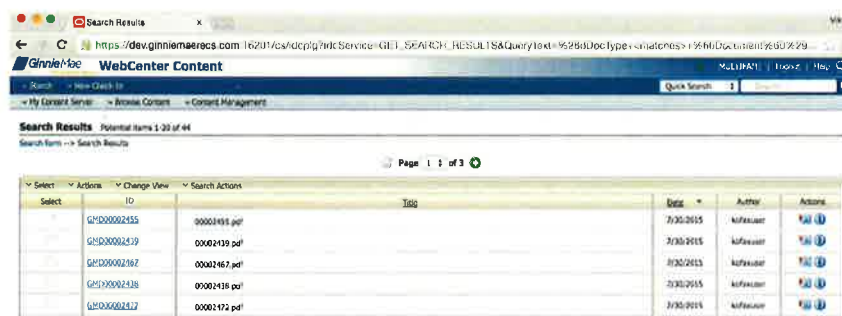
Advanced Document Search

- Partial matches are also an option when using Advanced Search
- Note that this search feature is case-sensitive and searches all the metadata associated with the document

View and Edit File Info

- View a document by clicking on the Document ID associated with it.

- View the **metadata** by selecting the "i" icon.

- Perform actions allowed by your user privileges by selecting the more actions icon. Actions could include View, Check Out, Send link by email, etc. as shown in the picture.

View and Edit File Info

- Users with editing privileges can also update the metadata associated with the files

Info Update Form for '00002455.pdf'

Content Information		[Hide]
Content ID GMD00002455		
* Title 00002455.pdf		
* Security Group MultiFamily		
* Type Document - Any generic document		
* Revision 4		
Folder	Browse....	Clear
Release Date 7/30/2015 6:45 AM		
Folder	Browse....	Clear

ISSR MultiFamily New	[Hide]
Library MLTF	
Category ISSR	
Issuer Number 3,965	
Issuer Name Columbia National Real Estate Finance, LLC	
Bates Number MBSS-0013-3362	
Date	
File Name 00002455.pdf	
Profile ISSR MultiFamliy	

Submit Update   Reset   Quick Help

Thank You

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