

## USING SECURID TOKEN IN GINNIENET

### CONFIRM ABILITY TO SUBMIT IN GINNIENET

In order to submit data in GinnieNET, the user must first have the following:

1. Have a GinnieNET login and password
2. Have a GinnieNET role assigned
3. Have a GMEP Login and Password
4. Have SecurID Token Role Assigned in GMEP
5. Have "Authorized GinnieNET Signer" role assigned in GMEP
6. Have an active SecurID Token
7. Ensure that the "Verify Role Assignment" check in GMEP has been completed by the user or the Security Officer

If the user has completed Steps 1 through 7 above, then the user may continue to the following processes.

### LOG IN TO GINNIENET

Log in to GinnieNET at [www.ginnienet.net](http://www.ginnienet.net).

Click Continue to Login at the bottom of the screen.

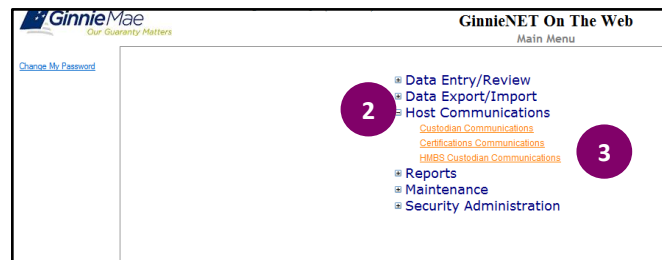
1. Enter your GinnieNET User ID and Password and click Login.

The GinnieNET on the Web Main Menu displays.



### HOST COMMUNICATIONS

2. Click the Host Communications link on the GinnieNET Main Menu.
3. Select one of the available menu options.
  - Custodian Communications
  - Certification Communications
  - HMBS Custodian Communications



4. Complete the tasks for the selected option.
5. Click Submit.

### SUBMISSION PROCESS

6. Enter your Title
7. Click OK.

8. Enter your GMEP ID and Password.
9. Click OK.

10. Enter your 10-digit ID consisting of your 4-digit PIN followed by the SecurID Token Authentication Code displayed on your token.

11. Click OK.

A "Success" or "Failure" login message will display. For unsuccessful login, retry or contact the SecurID Client Assistance Center at: 800-332-4550 (Option 8).

