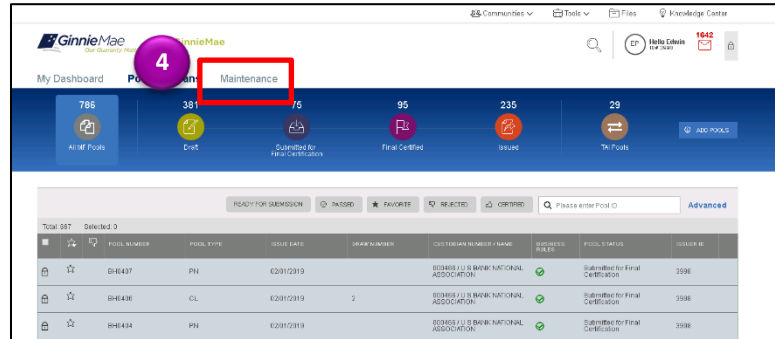Access the Maintenance tab in the MyGinnieMae Portal to add, modify, delete and view data/values associated with Non-Level Payment Provisions.

ACCESSING THE MAINTENANCE PAGE

1. Navigate to MyGinnieMae via https://my.ginniemae.gov.
2. Select **Login**.
3. Login with you MGM credentials.

4. Select **Maintenance** tab to access the Maintenance Page.

The Maintenance Page will display.

ADDING A NON-LEVEL PAYMENT PROVISION VALUE
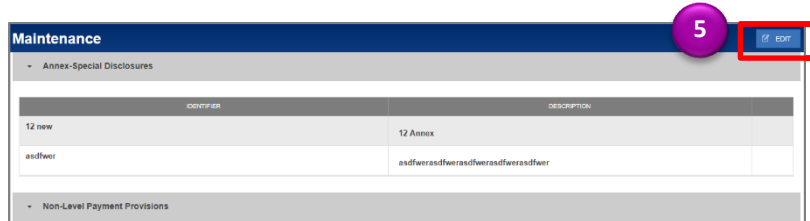
5. Select the **Edit** button.

6. Select the **Add** button under the Non-Level Payment Provisions section.
7. Enter a **Non-Level Payment Provisions Identifier value**.
8. Enter a **Non-Level Payment Provision Description**.
9. Select **Save**.

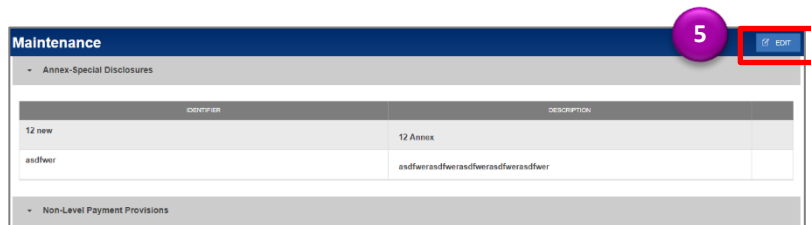## MODIFYING A NON-LEVEL PAYMENT PROVISION VALUE

5. Select the **Edit** button.

6. Select the **Non-Level Payment Provisions Identifier** or **Description field** to modify.
7. Enter the new field value.
8. Select **Save**.

DELETING A NON-LEVEL PAYMENT PROVISION VALUE

5. Select the **Edit** button.

6. Select the **Delete** 🗑 icon next to the Non-Level Payment Provision value to delete.
7. Select **Save**.

CANCELING A NON-LEVEL PAYMENT PROVISION VALUE

5. Select the **Cancel** button to revert all changes that have been made.