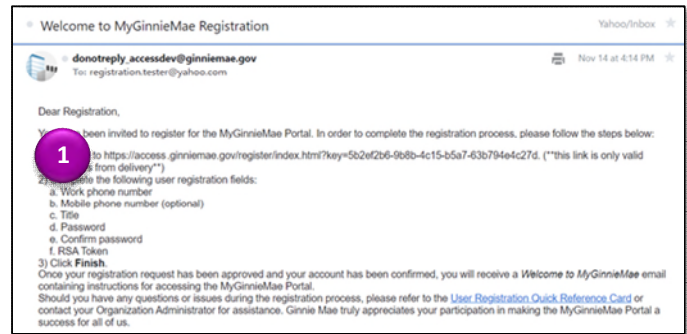


Users will receive an email invitation inviting them to register in MyGinnieMae with the subject line “Welcome to MyGinnieMae Registration”.

COMPLETING THE REGISTRATION FORM

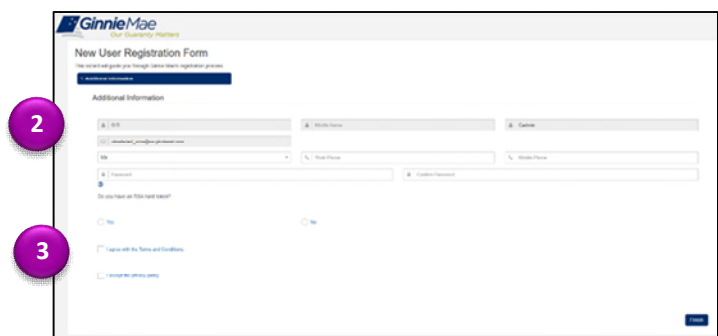
1. Select the link in the email to access the registration form.

NOTE: The registration email will only remain active for 24 hours.



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

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



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

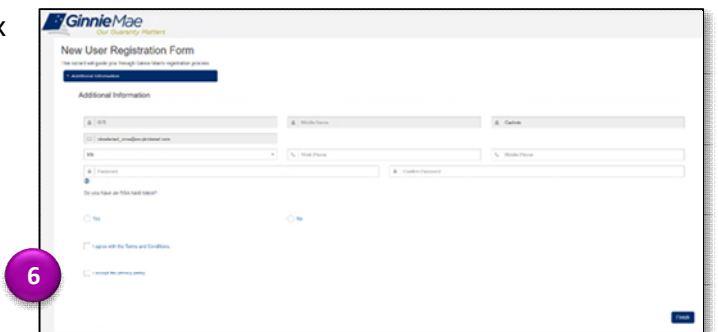
A pop-up box will appear and display Ginnie Mae’s Rules of Behavior.

4. Review the text.
5. Scroll to the bottom and select **Yes (Agree)** to accept the Rules of Behavior.



The I Agree with the Terms and Conditions checkbox will now be checked on the New User Registration form.

6. Select the **I accept the privacy policy** hyperlink or the check box next to it.



pop-up box will appear and display a link to the Ginnie Mae Privacy Policy.

7. Select the **link**.
8. Review the text.
9. Select **Yes** to accept the privacy policy.

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



10. Select **Finish**.

The registration request is complete and awaiting approval message will appear.

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.

