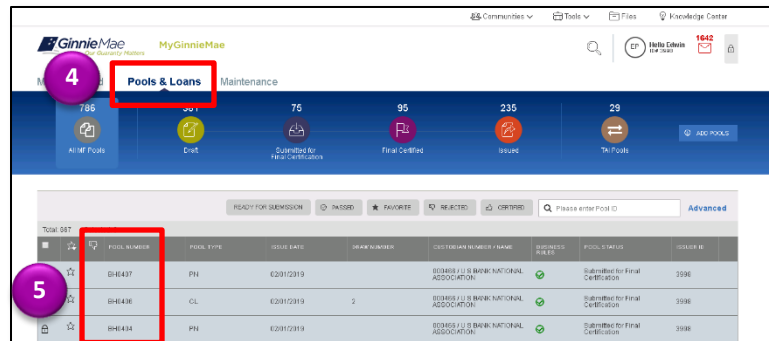## ADDING NEW NON-LEVEL PAYMENT PROVISIONS DIRECTLY FROM THE LOAN DETAILS PAGE

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

4. Select the **Pools & Loans** tab to access the Pools & Loans Page.

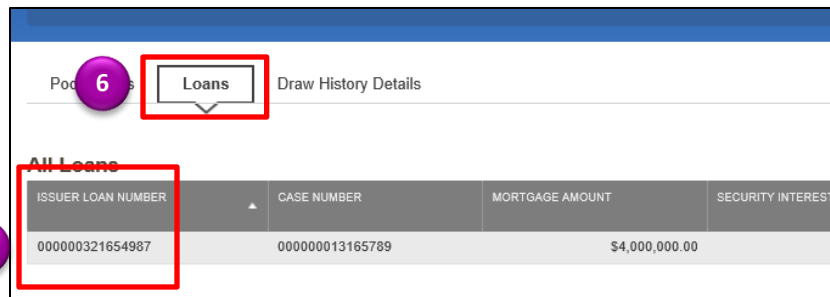The Pools & Loans Page will display.

5. Select the appropriate **Pool number**.
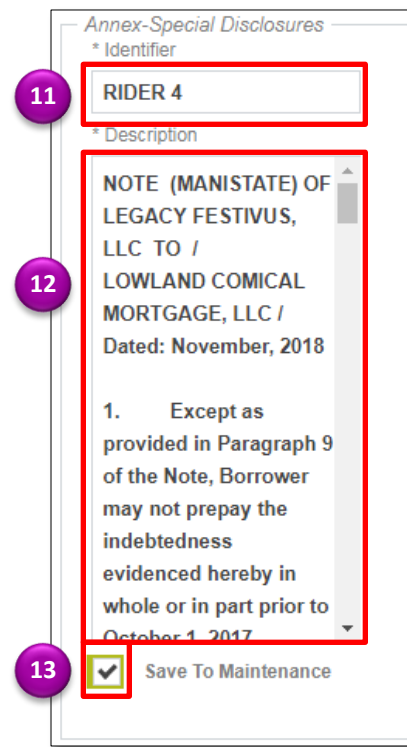

The Pool Details Page will display

6. Select the **Loans** tab.
7. Select the appropriate **Loan number**.

The Loan Details Page will display.

8. Select the **Edit** button in the header to enable modification to the Loan Details page.
9. Select the **Non-Level** field under the General Information section.
10. Select **Add New** from the dropdown.

11. Enter an **Identifier** value.
12. Enter a **Description**.
13. Select the Checkbox to Save to Maintenance.
14. Check the **Save to Maintenance** checkbox.
15. Select the **Save** button.

16. **NOTE:** If **Add new** is selected by accident or inadvertently, the user must cancel the changes to the Loan Details form, re-open for the form for modification, and then select the appropriate dropdown value.

Annex-Special Disclosures

* Identifier

(11) RIDER 4

* Description

(12)

NOTE (MANISTATE) OF LEGACY FESTIVUS, LLC TO / LOWLAND COMICAL MORTGAGE, LLC / Dated: November, 2018

1.   Except as provided in Paragraph 9 of the Note, Borrower may not prepay the indebtedness evidenced hereby in whole or in part prior to October 1, 2017

(13) ☑ Save To Maintenance