Add/Modify/Delete Non-Level Payment Provisions

ISSUER QUICK REFERENCE CARD

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

Our Guaranty Matters

1. Navigate to MyGinnieMae via <u>https://my.ginniemae.gov</u>.

GinnieMae

- 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.



- 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.





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MODIFYING A NON-LEVEL PAYMENT PROVISION VALUE

5. Select the Edit button.

Annex-Special Disclosures		
DENTIFIER	DESCRETION	
12 new	12 Annex	
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- 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.

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Annex-Special Disclosures			
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 Non-Level Payment Provision 	ns		

- 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.