Ginnie Mae Add Non-Level Payment Provision From Loan Details

ISSUER QUICK REFERENCE CARD

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

Our Guaranty Matters

- 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.

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| 786 | | 301 | 75 | 95 | 235 | | 29 | |
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| | | Drat | Submitted for Final Certification | | Issued | | TAIPools | |
| Total 687 | | | READY FOR SUBMISSION O PAS | SED ★ FAVORITE | REJECTED 🔬 OBETRED | Q Pisase | enter Pool ID | Advanced |
| • 🌣 🖓 | POOL NUMBER | POOL TYPE | ISSUE DATE | DEAR NUMBER | CUSTODIAN NUMBER / NAME | DISINESS RILES | POOL STATUS | ISSUER ID |
| | GH0407 | PN | 02/01/2019 | | BOD4687U S BANK NATIONAL ASSOCIATION | 0 | Sabmitted for Final Certification | 3998 |
| Ŕ | | | | | DOT BER VILLE BANKS MATCHING | ~ | Submitted for Final | 2000 |
|) [#] | BHE406 | CL | 02/01/2019 | 2 | ASSOCIATION | 8 | Certification | |



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- 11. Enter an Identifier value.
- 12. Enter a **Description**.
- 13. Select the Checkbox to Save to Maintenance.

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- 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.

