

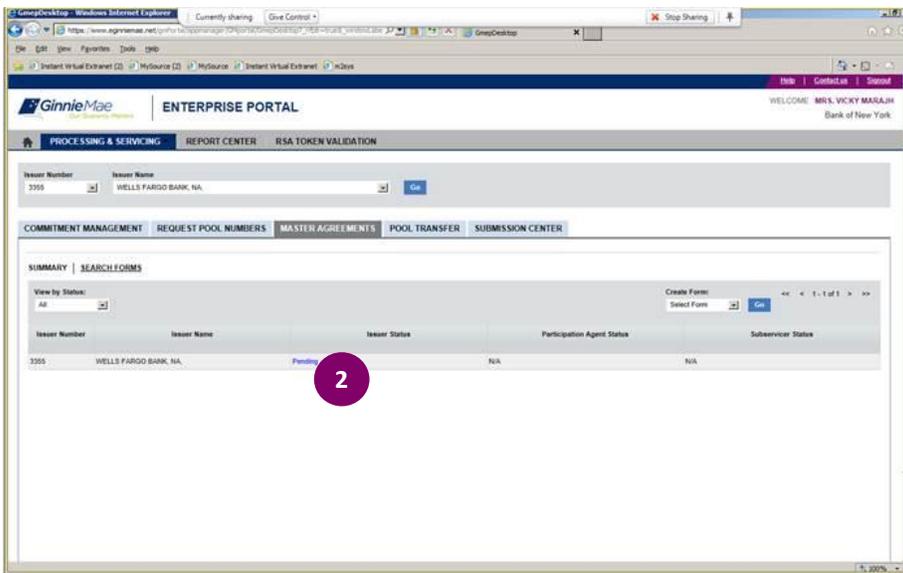
LOG IN TO MASTER AGREEMENTS (MAMS)

Log in to GMEP at www.eginniemae.net.



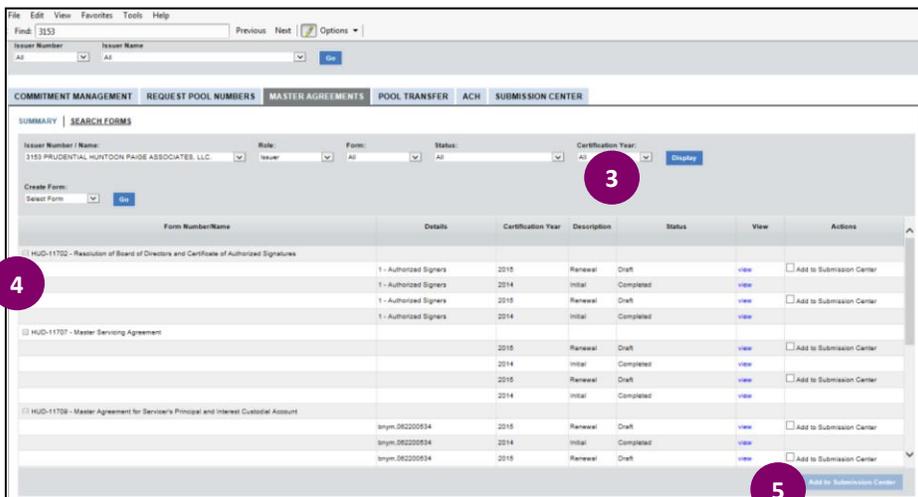
1. To Renew MAMS Forms please log in from the Ginnie Mae Enterprise Portal Home screen, click **IPMS** and select **Master Agreements**. The **Master Agreements Summary** screen is displayed with Issuer certification forms that require renewal.

MASTER AGREEMENTS SUMMARY SCREEN



2. Click **Pending** to begin renewal process. The **Master Agreements Certification** screen is displayed.

MASTER AGREEMENTS CERTIFICATION SCREEN



3. To view forms select year from the Certification Year from drop menu. A list of forms requiring renewal appears.
4. Check box of relevant form to renew.
5. Click **Add to Submission Center**.

SUBMISSION CENTER

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6. Select **Submission Center** Tab.
 7. Select **Master Agreements** from the “View By” drop-down menu. The screen will display the relevant Master Agreement Forms.
 8. To renew single forms, place a check mark next to the specific form.*
- OR
9. To renew all forms, place a check mark next to the Issuer Number column header.
 10. Click Submit

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11. Check box to accept the Terms and Conditions
12. Click **Submit Form**.

An RSA SecurID pop-up box is displayed; enter the 4-digit PIN followed by the 6-digit passcode displayed on the RSA SecurID token. Click **OK****

NOTES

**If an agreement was erroneously chosen, click the Delete icon to remove these documents from the Submission Center. Forms will still be stored on the system, but will no longer appear in the Submission Center.*

*** To ensure that submissions were successful visit the certification history page. For audit purposes, we strongly recommend Issuers print and retain a copy of their certification history.*