This Quick Reference Card provides an overview of the steps and instructions to add or remove a user to an Insurance Policy Review in the GMC Insurance module.

NAVIGATING TO GMC INSURANCE

1. Navigate to MyGinnieMae (https://my.ginniemae.gov).

2. Login with your user credentials.
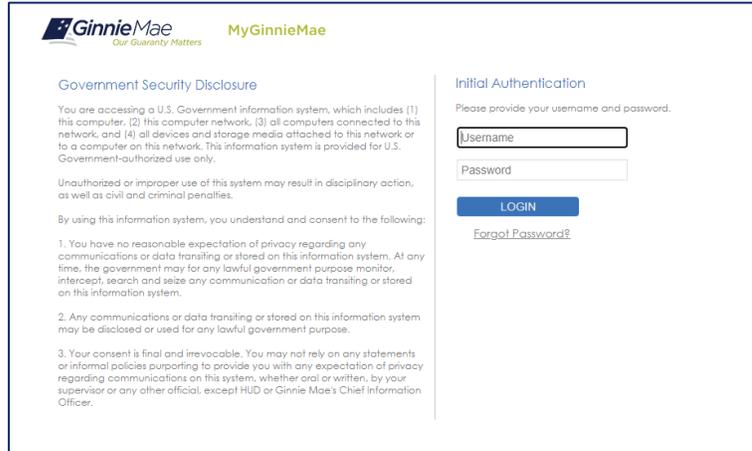
3. Select Ginnie Mae Central under the Applications section on the My Tools dropdown.
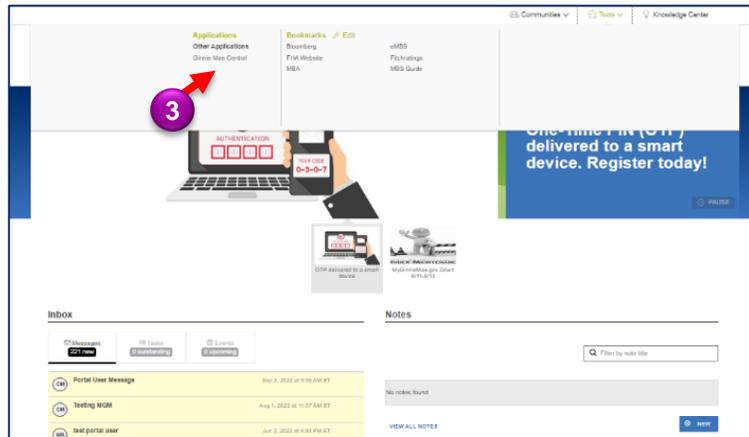
4. Select the Insurance module.
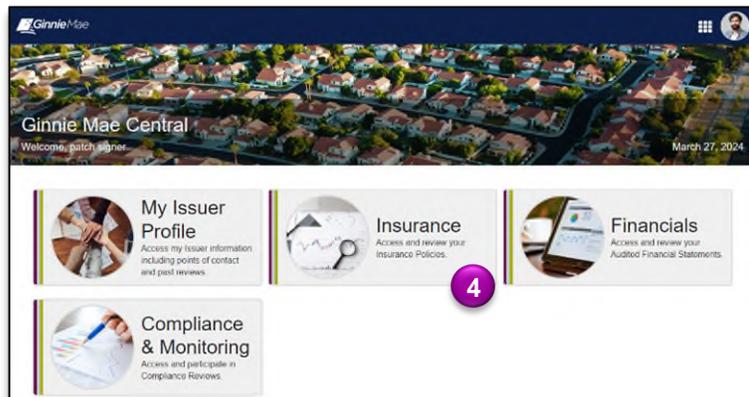
ADD USER TO REVIEW

1. Select **Submission** in the **Current Submission Information** box, or select **Reviews** under **My Resources** on the Insurance homepage and select the correct **Review ID**.
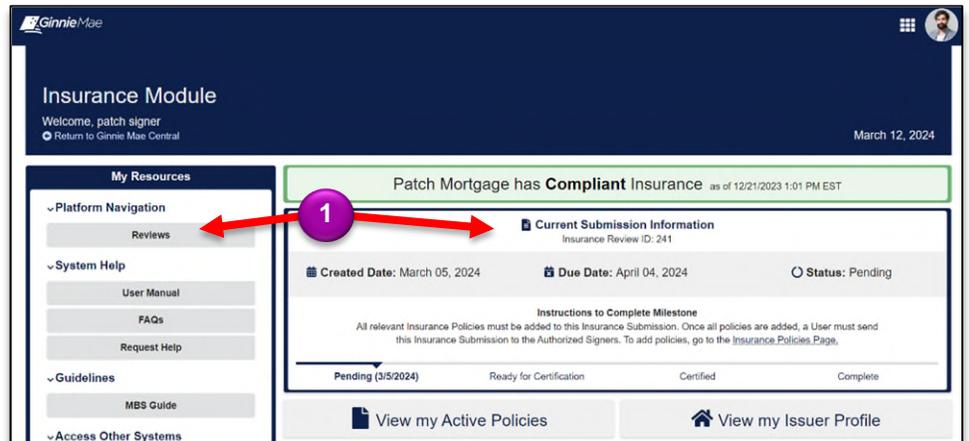
2. Select the **Users** tab.

3. When on the **Users** tab, click the **ADD USERS** that appears in the top right corner.
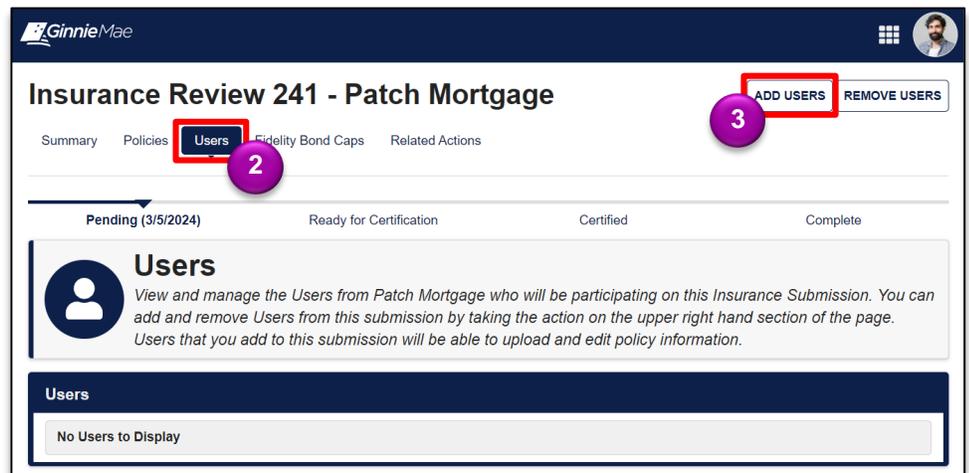
4. **Select "Yes" for the type of user** you wish to assign to this Review, and then **add the user in the field**.

   Note: Basic Users will only be able to Add or Remove themselves. Authorized signers will be able to Add or Remove any user.

5. Select **SUBMIT** to add this user to the review.
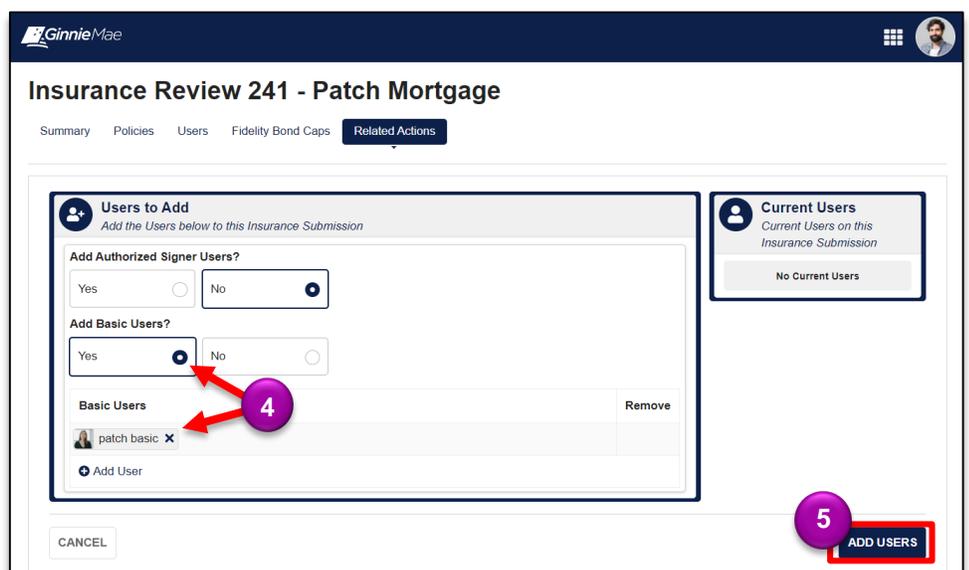
6. Select **YES** to confirm and successfully complete this action.
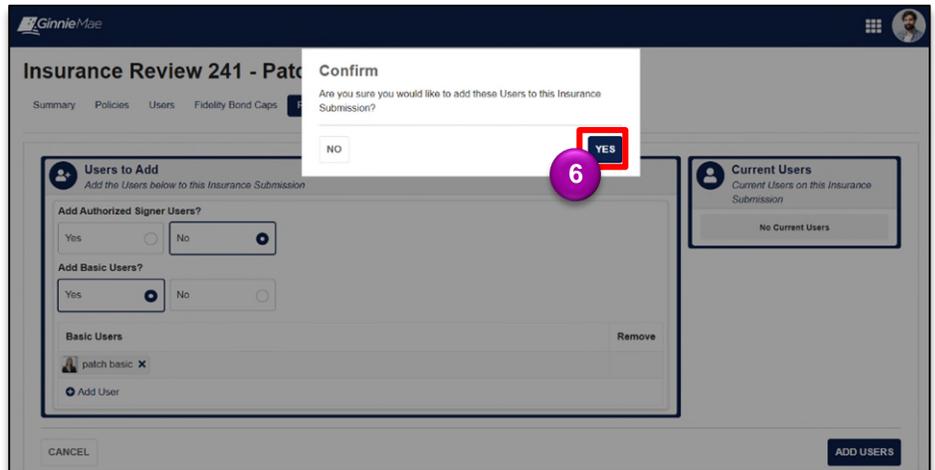
REMOVE USER FROM REVIEW

1. Select **Insurance Policies Page** in the **Current Review Information** box.
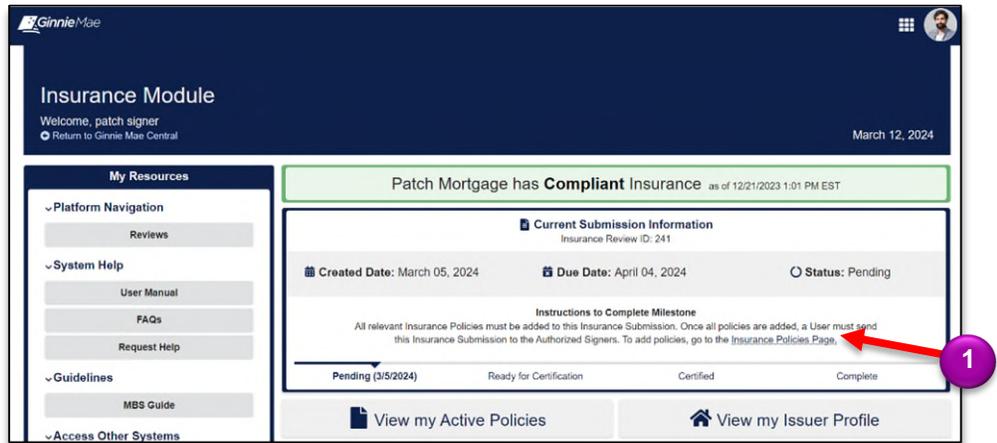
2. Select the **Users** tab.

3. When on the **Users** tab, click the **REMOVE USERS** that appears in the top right corner.
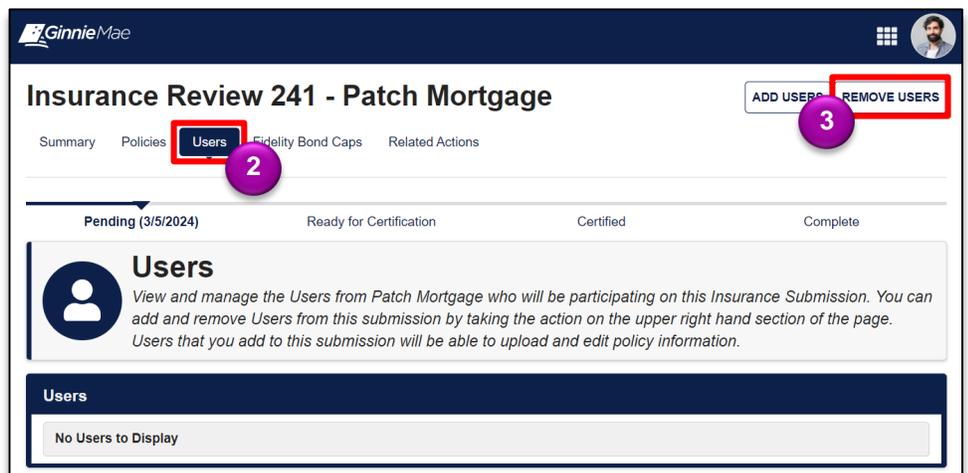
4. Remove the user by selecting **the "x" on their row.**

   Note: Basic Users will only be able to Add or Remove themselves. Authorized signers will be able to Add or Remove any user.

5. Select **SUBMIT** to remove this user to the review.

6. Select **YES** to confirm and successfully complete this action.