

GMC INSURANCE MODULE QUICK REFERENCE CARD

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.

Our Guaranty Matters	
Government Security Disclosure	Initial Authentication
You are accessing a U.S. Government information system, which includes [1] this computer, [2] this computer network, [3] all computers connected to this network, and [4] all devices and stronge media attached to this intovick or to a computer on this network. This information system is provided for U.S. Overnment-buttomated use only. Unauthorised or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you undestand and consent to the following: 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any communications or data transiting or stored on this information system. National system, system, when you undestand and consent to the following: 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any communications or data transiting or stored on this information system on this information system. 2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. 3. Your content is final and inevacible. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy uspervisor or any other official, except HUD or Ginnie Mae's Chief Information Office.	Please provide your username and possword. Username Password LOGIN Eorgot Password

 Select Ginnie Mae Central under the Applications section on the My Tools dropdown.





4. Select the Insurance module.



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ADD USER TO REVIEW

 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.



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.







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

Billionnie Mae		# (§
Insurance Review 241 - Pate Summary Policies Users Fidelity Bond Caps Users to Add Add the Users below to this Insurance Submission Add Authorized Signer Users? Ves NO Add Basic Users? Ves NO Basic Users patch basic X Add User	Confirm Are you sure you would like to add these Users to this Insurance Submission?	Current Users Current Users on this Insurance Submission No Current Users
CANCEL		ADD USERS



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REMOVE USER FROM REVIEW

1. Select Insurance Policies Page in the Current Review Information box.



- 2. Select the **Users** tab.
- 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.





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

