Submit Insurance Policy



GMC INSURANCE MODULE QUICK REFERENCE CARD

This Quick Reference Card provides an overview of the steps and instructions to complete an Insurance Policy submission and send the submission to the Authorized Signer for certification.

NAVIGATING TO GMC INSURANCE

- 1. Navigate to MyGinnieMae (<u>https://my.ginniemae.gov</u>).
- 2. Login with your user credentials.

Cur Gueranty Matters MyGinnieMae	
 Covernment Security Disclosure Yau are accessing a U.S. Government information system, which includes [1] this computer retrorks. [3] all computer acconnected to this network and (4) all devices and storage medical attached to this in network and (4) all devices and storage medical attached to this in network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. Using this information system, you undestand and consent to the following: the open environment of privacy reparating any communications or data transiting or stored on this information system. Any communications or data transiting or stored on this information system may be disclosed or used for any lowful government auptopase monitor, intercept, search and vise any communication or data transiting or stored on this information system. Any communications and tark you will any expectision of privacy reparation of privacy presention of privacy to any statements on procession of the system system. Any consents it is final and inevocable. You way not rely on any statements on privacy reparation of privacy user the one action of privacy user based on this information system. Any consents it is final and inevocable. You way not rely on any statements or information privacy user you any statements or privacy user you any statement a	Initial Authentication Please provide your username and password Password LOGN Forgot Password?

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





4. Select the Insurance module.



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SUBMIT INSURANCE POLICY

Select Insurance Policies
 Page in the Current
 Submission Information box.



- 2. Select the **Policies** tab.
- When on the Policies tab, click the ADD NEW POLICY that appears in the top right corner.

Summary Policies Users Fid	243 - Patch Mortgage	e	3 ADD NEW POLICY
Pending (3/14/2024)	Ready for Certification	Certified	Complete
Policies Add and edit Patch of Ginnie Mae upon su	Nortgage's new Insurance Policies on bmission. After delivery to Ginnie Mae	this page. All policy information a , no changes can be made to the	dded here will be available to policies added to this page.
Policies			
No Policies to Display			

- 4. Click Upload to attach Insurance Policy Document.
- Click Upload to attach Insurance Certificate (if applicable, not required).



- Insert the Policy
 Page Number that contains the MBS Guide Chapter 2 Section 7B(1) requirement.
- 7. Insert the Policy Page Number that contains the MBS Guide Chapter 2 Section 7B(2) requirement.
- 8. Insert the Policy Page Number that contains the MBS Guide Chapter 2 Section 7B(3) requirement.
- 9. Insert the Policy Page Number that contains the MBS Guide Chapter 2 Section 7B(5) requirement.
- 10. Insert the Policy Page Number that contains the MBS Guide Chapter 2 Section 7C requirement.

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Waiver Information				Carrier Information	on
Is there a waiver associated	with this policy?	k		Select Carrier @*	12
Policy Information				Producer Informa	tion
Policy Number*				Producer Name	19
Coverage Amount @*	14	Deductible @*	15		© Add Producer
Need Help? Reference MBS	S Guide Section A				
Insurance Type *		Coverage Start Date *	Coverage End Date *		
Select a value	16	mm/dd/yyyy 🛗	mm/dd/yyyy 🛱	17	
Affiliated Issuers Covered by	y Policy ?	8			
CANCEL					20 ADD POLICY INFORMATION

- 11. Select **Yes** or **No** to designate if there is a waiver associated with the policy. If Yes, the waiver must be attached.
- 12. Select Carrier and provide their corresponding AM Best Rating.
- 13. Enter the Policy Number.
- 14. Enter the Coverage Amount.
- 15. Enter the **Deductible**.
- 16. Select the Insurance Type (Fidelity Bond, Errors & Omissions, Mortgage Bankers Bond).
- 17. Enter the Coverage Start Date and Coverage End Date.
- 18. Enter the Affiliated Issuers Covered by Policy.
- 19. Enter Producer Name (if applicable, not required field).
- 20. Select ADD POLICY INFORMATION to add the policy information to the correspond review.



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SEND SUBMISSION TO AUTHRORIZED SIGNER

1. Once policy information is entered, select **SEND FOR CERTIFICATION**.

Insurance Review 243 - Patch Mortgage						
Summary Policies Users Fidelity Bond Caps Related Actions						
y for Certification	Certified	Complete				
Policies Add and edit Patch Mortgage's new Insurance Policies on this page. All policy information added here will be available to Ginnie Mae upon submission. After delivery to Ginnie Mae, no changes can be made to the policies added to this page.						
Start of Coverage	End of Coverage	Coverage Amount				
3/19/2024	5/31/2024	\$100,000,000				
	th Mortgage elated Actions / for Certification // for Certification	ADD NEW Pole elated Actions ADD NEW Pole elated Actions Certification Certification Certification surance Policies on this page. All policy information added here will be nie Mae, no changes can be made to the policies added to this page. Compared Batart of Coverage Start of Cover				

- If the policy details listed above are correct, click
 Confirm in the Send to Authorized Signers box.
- 3. Select **SEND FOR CERTIFICATION** to complete this action and send to Authorized Signer.

Insurance Review 243 - Pat	ch Mortgage					
Summary Policies Users Fidelity Bond Caps	Related Actions					
Send to Authorized Signe	ers					
Fidelity Bond Coverage Minimum Required Coverage: \$300,000 @ Provided Coverage: \$1,130,600,000 @	Errors and Omissions Coverage Minimum Required Coverage: \$300,000 @ Provided Coverage: \$1,030,600,000 @	Policy Deductibles All Insurance Policies added to this Insurance Review have acceptable deductibles in accordance with the MBS Guide.	Carrier AM Best Ratings All Insurance Policies added to this Insurance Review have Carriers with acceptable AM Best Financial Strength Ratings.			
Send to Authorized Signers I confirm that the Insurance Policies added to this review are complete, accurate, and ready to be sent to my Issuer's designated Authorized Signers.						
CANCEL	2		SEND FOR CERTIFICATION			