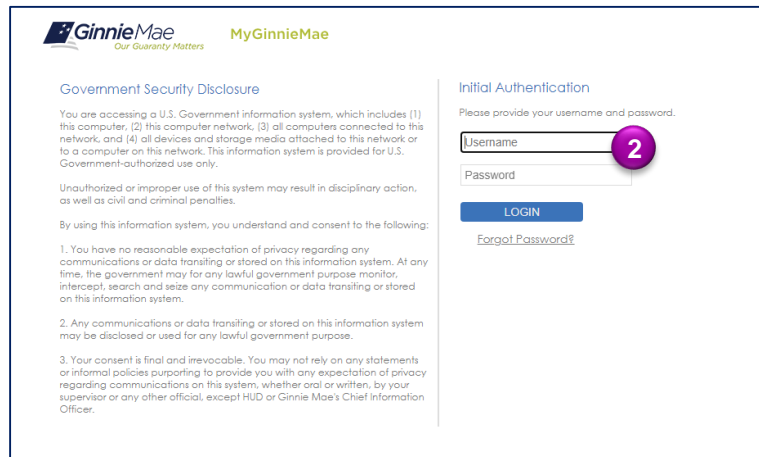


This Quick Reference Card provides an overview of the steps and instructions to complete the certification for an Insurance Policy Review and Deliver the review to Ginnie Mae as an Authorized Signer.

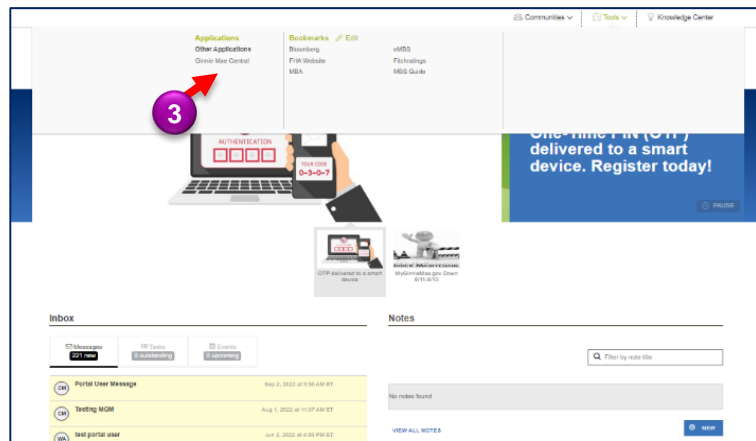
NAVIGATING TO GMC INSURANCE

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

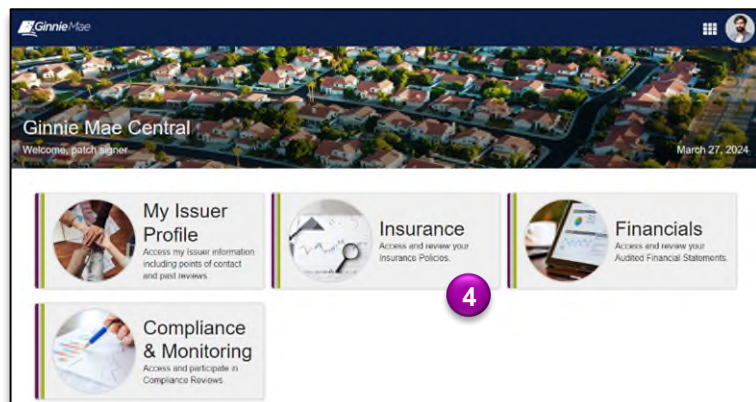
2. Login with your user credentials.



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

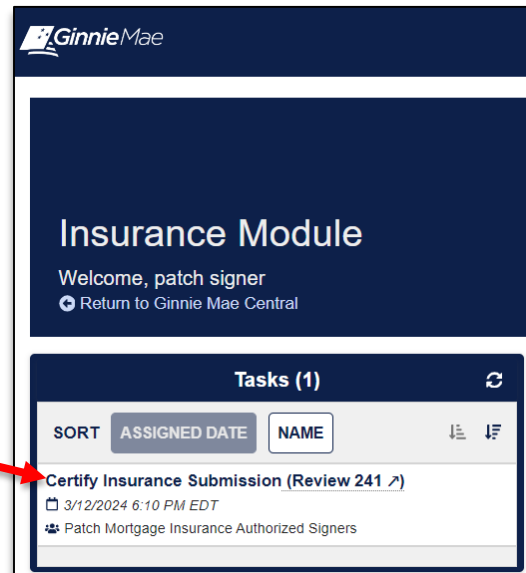


4. Select the Insurance module.

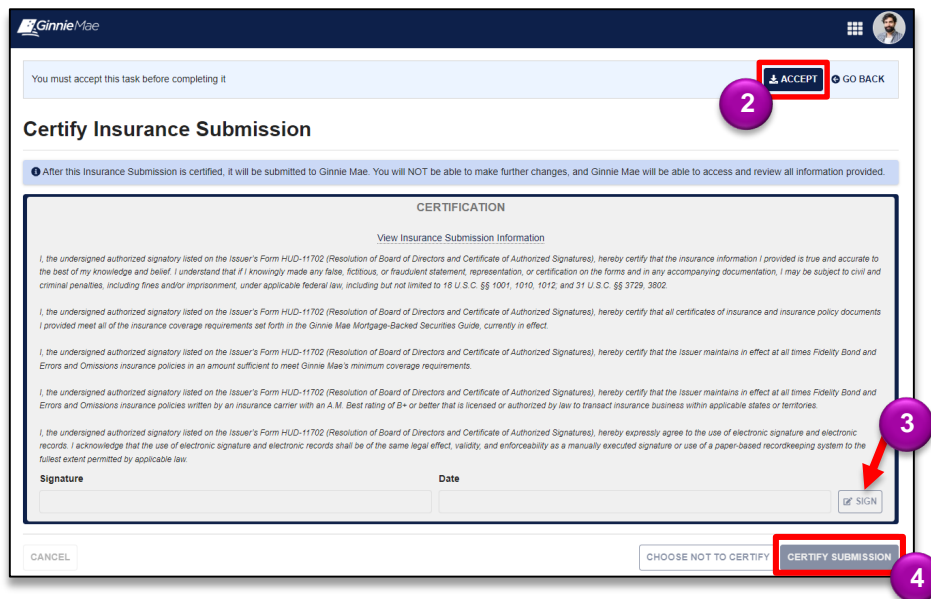


CERTIFY INSURANCE SUBMISSION

1. Select **Certify Insurance Submission** in the **Tasks** bar on the left-hand side of Insurance homepage.



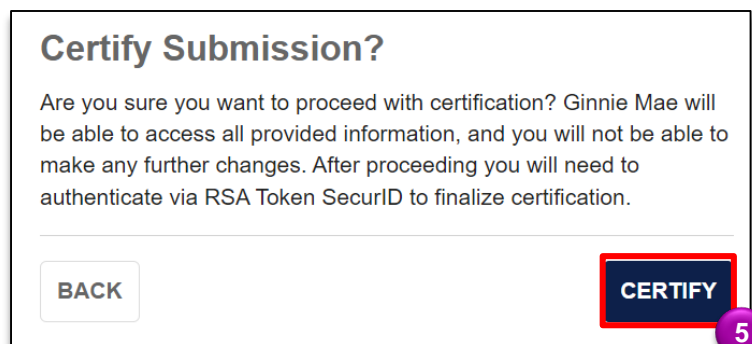
2. Select **Accept** to accept the task of certifying the insurance submission.



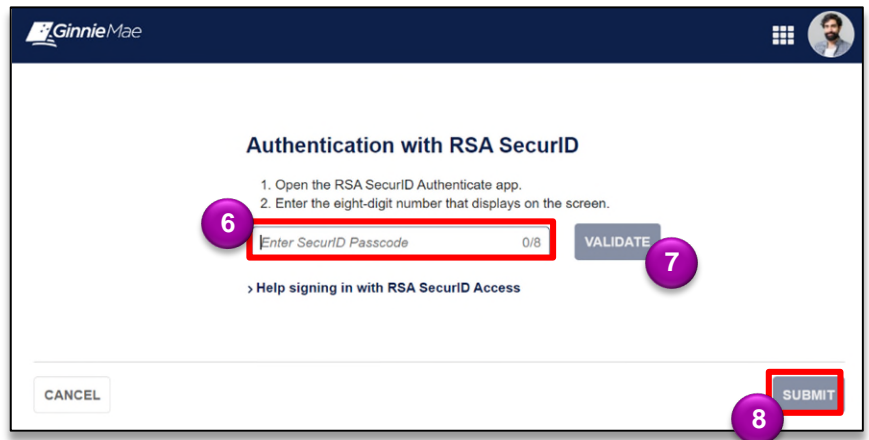
3. Click **Sign** to certify the insurance submission.

4. Click **Certify Submission** once signed and complete.

5. Click **Certify** to confirm and send to Ginnie Mae.



6. Follow the instructions beneath “Authentication with RSA SecurID” to Enter the SecureID Passcode.
7. Select **VALIDATE**.
8. Select **SUBMIT** to complete Authentication with RSA SecurID.



The screenshot shows the "Authentication with RSA SecurID" screen. At the top left is the GinnieMae logo. At the top right is a user profile icon. The main heading is "Authentication with RSA SecurID". Below it are two instructions: "1. Open the RSA SecurID Authenticate app." and "2. Enter the eight-digit number that displays on the screen." A text input field labeled "Enter SecurID Passcode" with a "0/8" character count is highlighted with a red box and a purple circle containing the number 6. To the right of the input field is a grey button labeled "VALIDATE" with a purple circle containing the number 7. Below the input field is a link: "> Help signing in with RSA SecurID Access". At the bottom left is a "CANCEL" button. At the bottom right is a "SUBMIT" button, which is highlighted with a red box and a purple circle containing the number 8.