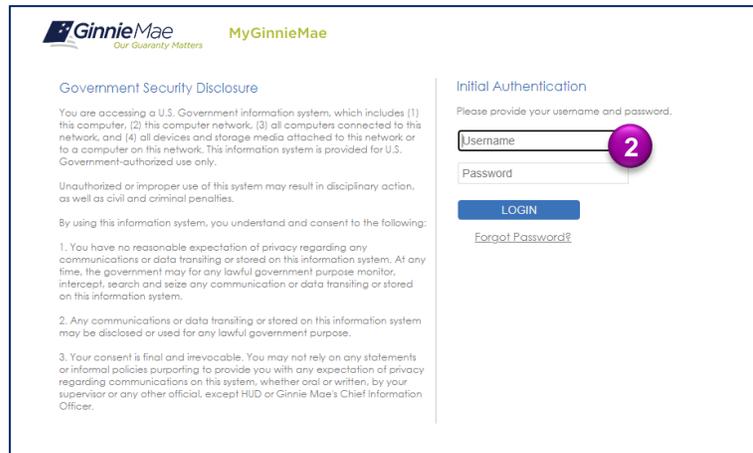


This Quick Reference Card provides an overview of the steps and instructions to respond to Ginnie Mae's Correction Request.

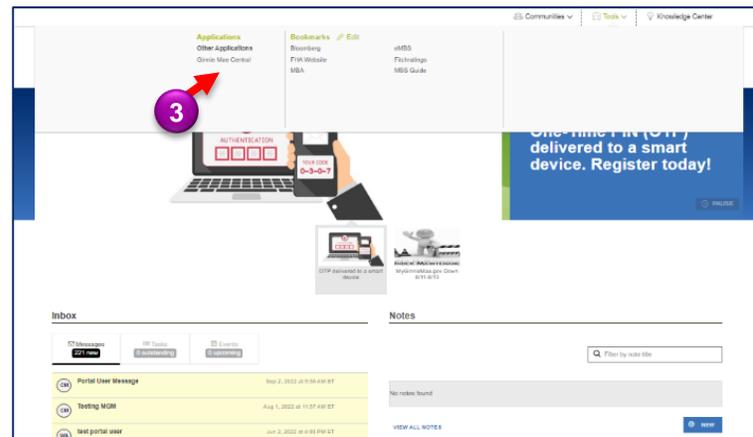
### NAVIGATING TO GMC INSURANCE

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

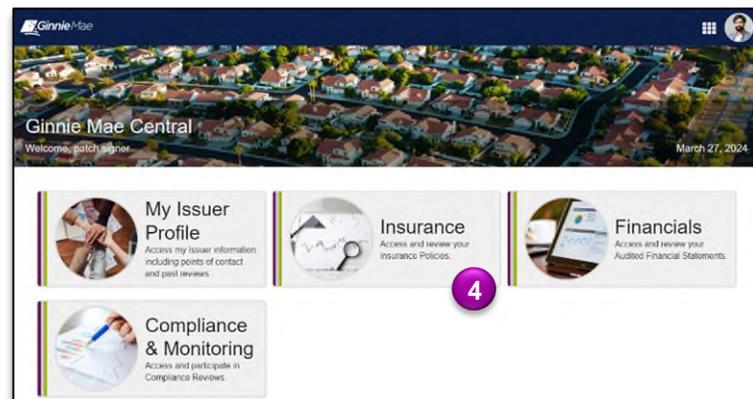
2. Login with your user credentials.



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



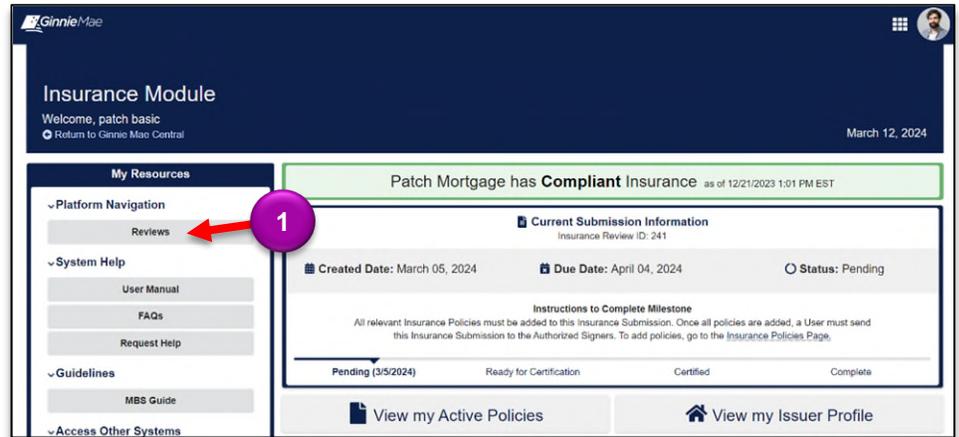
4. Select the Insurance module.



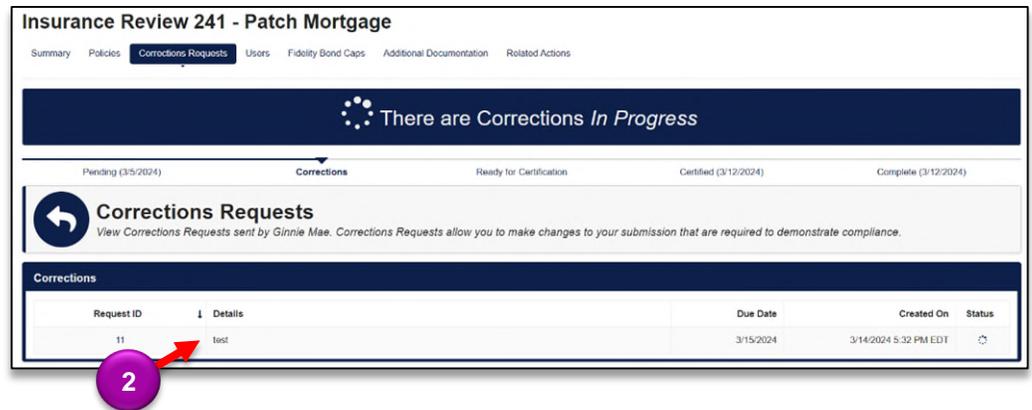
### COMPLETE ADDITIONAL DOCUMENTATION REQUEST

1. Select **Review** under **My Resources** on the Insurance homepage.

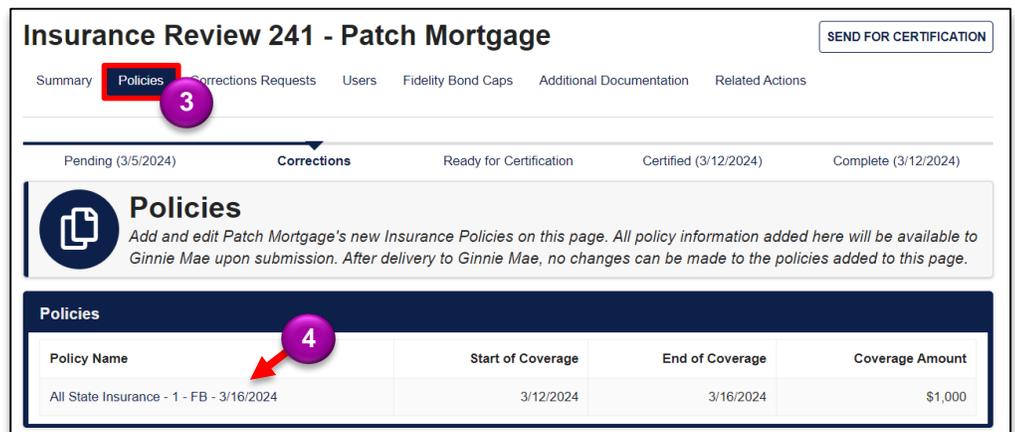
*Note:* Correction Requests open the review again. After making the corresponding correction, the policy will need to be attested again.



2. Review the **Details** under the Corrections Request to determine what part of the review needs to be corrected.



3. Navigate to the **Policies** tab.
4. Select the policy that needs to be corrected.



5. Select **Edit Policy** to complete this request.

**Policies**

All State Insurance - 1 - FB - 3/16/2024  
 Policy Number: 1  
 Policy Type: Fidelity Bond

**5** [Edit Policy](#)

**POLICY DETAILS**

Coverage Period 3/12/2024 - 3/16/2024	Coverage Amount \$1,000	Carrier Name All State Insurance	Captive? Not Captive	AM Best Rating A+
Covered Issuers Patch Mortgage	Deductible Amount \$3,000	PRODUCER DETAILS No Producers to Display		

[View Insurance Policy](#) No Insurance Certificate Provided

Created By: patch signer Created On: 3/12/2024 6:10 PM EDT Last Modified By: patch signer Last Modified On: 3/12/2024 6:10 PM EDT

6. Click **UPDATE POLICY INFORMATION** once corrections are complete.

**Waiver Information**

Is there a waiver associated with this policy? \*

Yes  No

**Policy Information**

Policy Number \*  
1

Coverage Amount \* \$1,500      Deductible \* \$3,000

*Need Help? Reference MBS Guide Section A*

Insurance Type \* Fidelity Bond      Coverage Start Date \* 03/12/20      Coverage End Date \* 03/23/20

Affiliated Issuers Covered by Policy

**Carrier Information**

Select Carrier \* All State Insurance

Is This Carrier Captive? \*  No      AM Best Rating \* A+

**Producer Information**

Producer Name

[Add Producer](#)

**6** [UPDATE POLICY INFORMATION](#)

[CANCEL](#)

7. Select **SEND FOR CERTIFICATION** once corrections are complete.

**Insurance Review 241 - Patch Mortgage**

**7** [SEND FOR CERTIFICATION](#)

Summary **Policies** Corrections Requests Users Fidelity Bond Caps Additional Documentation Related Items

Pending (3/5/2024) **Corrections** Ready for Certification Certified (3/12/2024) Complete (3/12/2024)

**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.

Policy Name	Start of Coverage	End of Coverage	Coverage Amount
All State Insurance - 1 - FB - 3/23/2024	3/12/2024	3/23/2024	\$1,500

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

### Insurance Review 241 - Patch Mortgage

Summary Policies Corrections Requests Users Fidelity Bond Caps Additional Documentation **Related Actions**

#### Send to Authorized Signers

 <b>Fidelity Bond Coverage</b> Minimum Required Coverage: \$300,000 ⓘ Provided Coverage: \$1,030,601,500 ⓘ	 <b>Errors and Omissions Coverage</b> Minimum Required Coverage: \$300,000 ⓘ Provided Coverage: \$1,030,600,000 ⓘ	 <b>Policy Deductibles</b> All Insurance Policies added to this Insurance Review have acceptable deductibles in accordance with the MBS Guide.	 <b>Carrier AM Best Ratings</b> All Insurance Policies added to this Insurance Review have Carriers with acceptable AM Best Financial Strength Ratings.
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#### 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.*

Confirm

**CANCEL** **8** **9** **SEND FOR CERTIFICATION**