

GMC INSURANCE MODULE QUICK REFERENCE CARD

This Quick Reference Card provides an overview of the steps and instructions to respond to Ginnie Mae's request for Additional Documentation on an Insurance Review.

NAVIGATING TO GMC INSURANCE

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

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





4. Select the Insurance module.





Complete Additional Documentation Request

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COMPLETE ADDITIONAL DOCUMENTATION REQUEST

 Select Reviews under My Resources on the Insurance homepage.



2. Select the **Review ID**.



- Navigate to the Additional Documentation tab.
- 4. Select the Additional Documentation Request.





Complete Additional Documentation Request

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5. Select Add/Edit Documents to complete this request.

G Return			
	Additional Docum	entation Request (Request	ID: 5)
		Q DETAILS	
Request Comments			Status
test			0
	I	DOCUMENTATION	
Issuer Documents		Issuer Comment	Add/Edit Documen
No Documents	No comment		
Created By Ben Reviewer 2	Created On 3/6/2024 5:17 PM EST	Last Modified By	Last Modified On 3/8/2024 5:17 PM EST

- Click UPLOAD to attach the requested document(s).
- Provide relevant details to the corresponding documents in the Add Details text box.
- 8. Click RETURN TO GINNIE MAE.
- 9. Select **YES** to confirm and deliver to Ginnie Mae.

Ginnie Mae	III 🛞
Add Documentation	
Documentation Add documents and/or comments in order to respond to	Ginnie Mae's request for additional documentation
Request Comment Please provide additional documentation.	
Add Documents *	Add Details *
UPLOAD C Drop files here	0/2000
CANCEL	SAVE WORK RETURN TO GINNIE MAE

