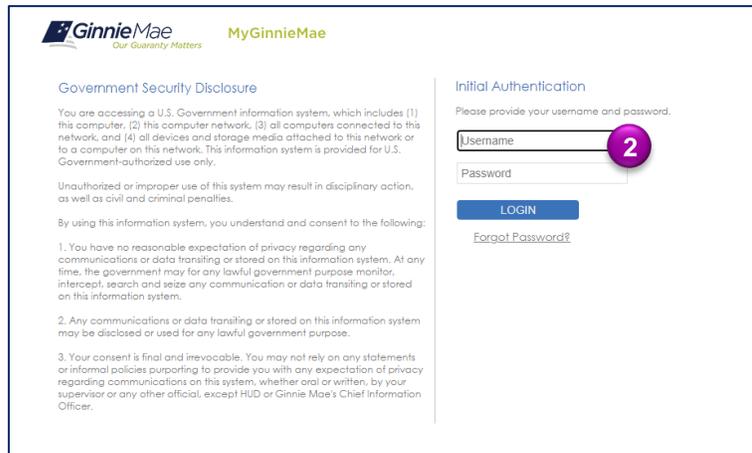


This Quick Reference Card provides an overview of the steps and instructions to respond to Ginnie Mae's request for Additional Documentation on an Insurance Review.

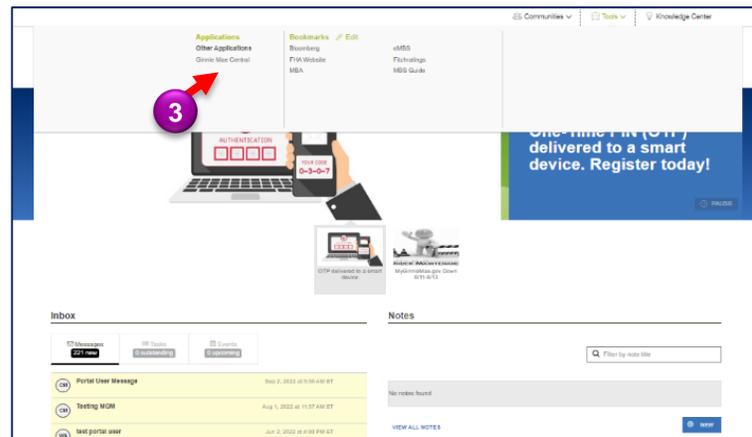
NAVIGATING TO GMC INSURANCE

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

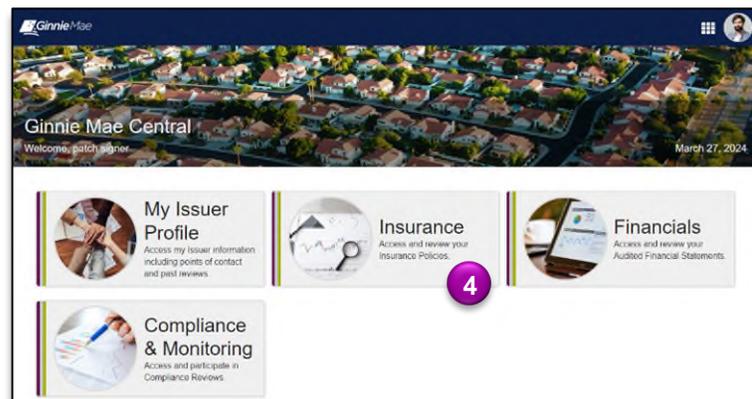
2. Login with your user credentials.



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

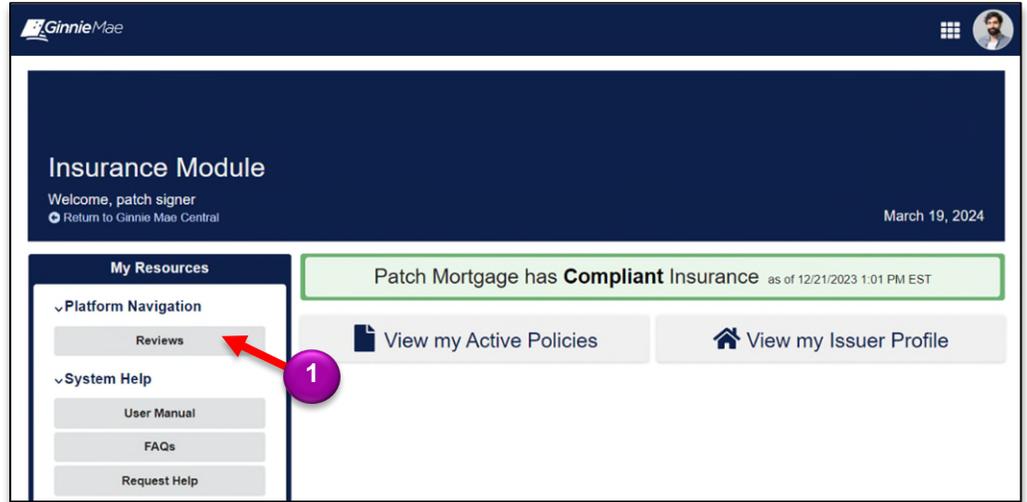


4. Select the Insurance module.

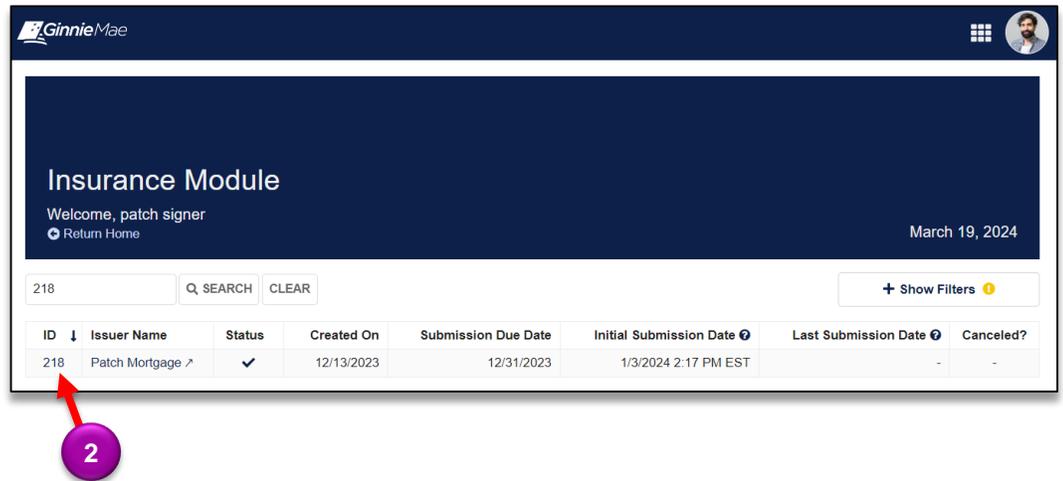


COMPLETE ADDITIONAL DOCUMENTATION REQUEST

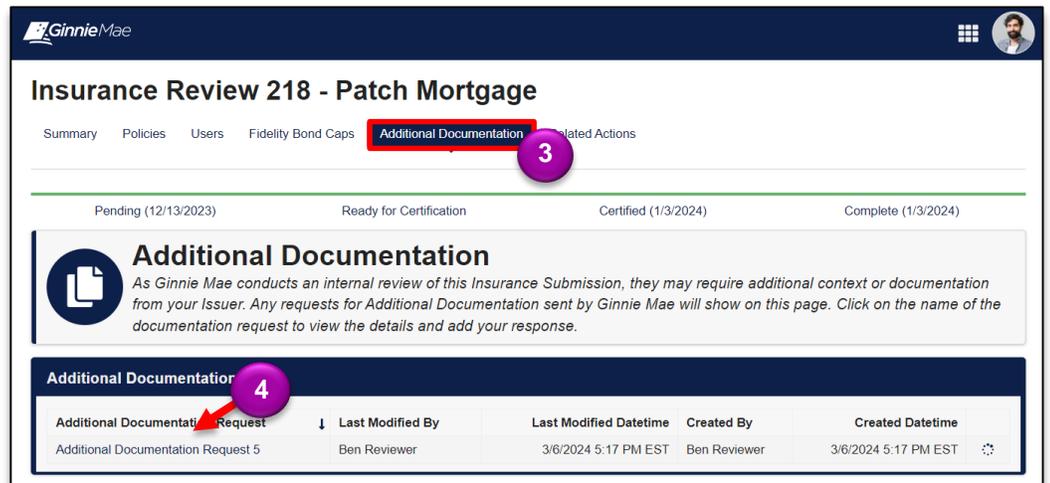
1. Select **Reviews** under **My Resources** on the Insurance homepage.



2. Select the **Review ID**.



3. Navigate to the **Additional Documentation** tab.

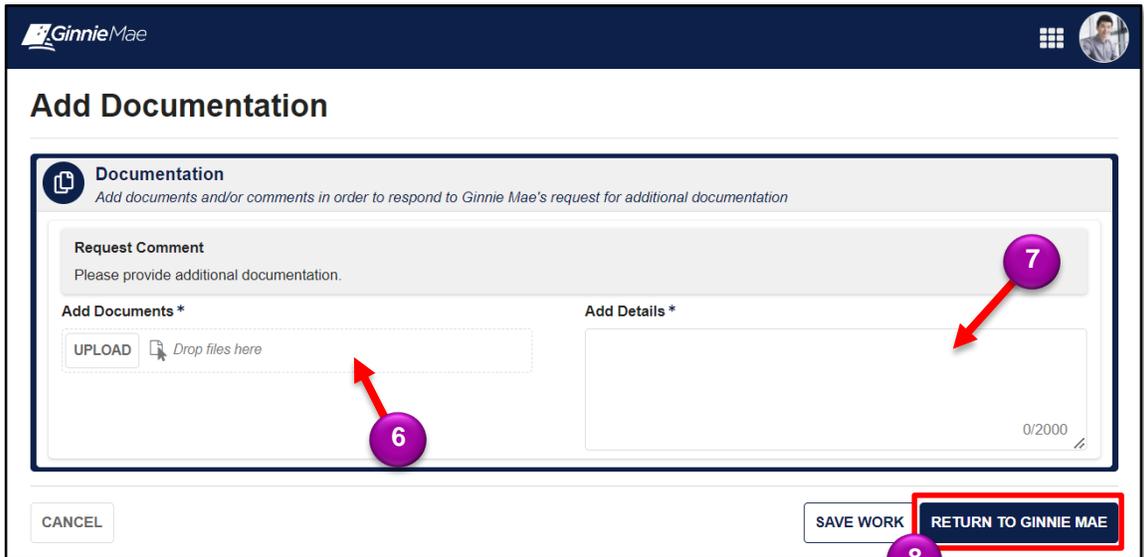


4. Select the **Additional Documentation Request**.

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



6. Click **UPLOAD** to attach the requested document(s).



7. 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.

