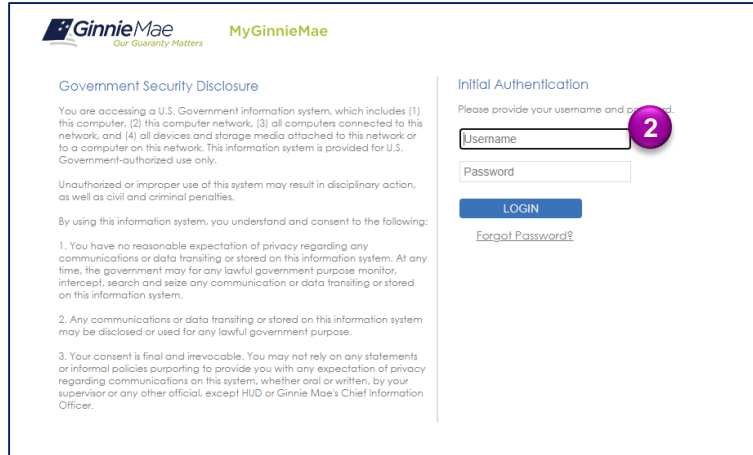


This Quick Reference Card provides an overview of the steps and instructions to add a Fidelity Bond Cap into the GMC Insurance module.

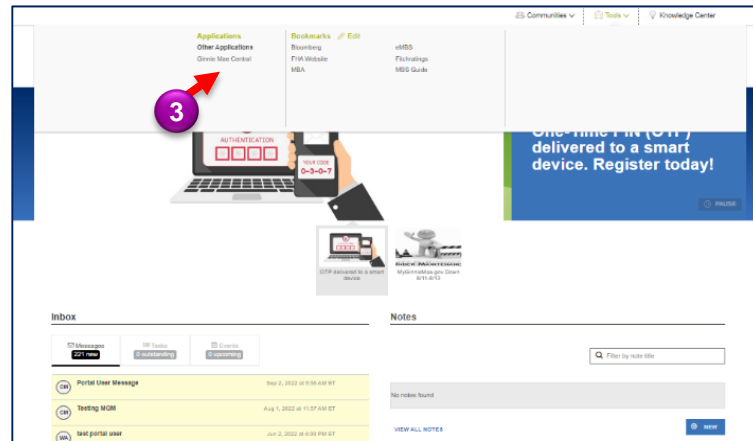
NAVIGATING TO GMC INSURANCE

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

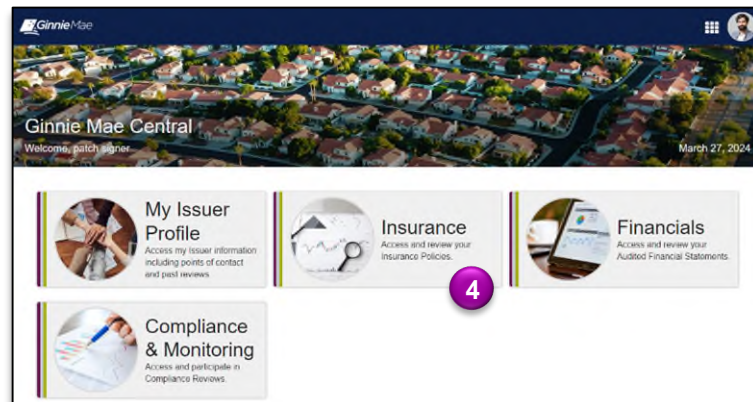
2. Login with your user credentials.



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

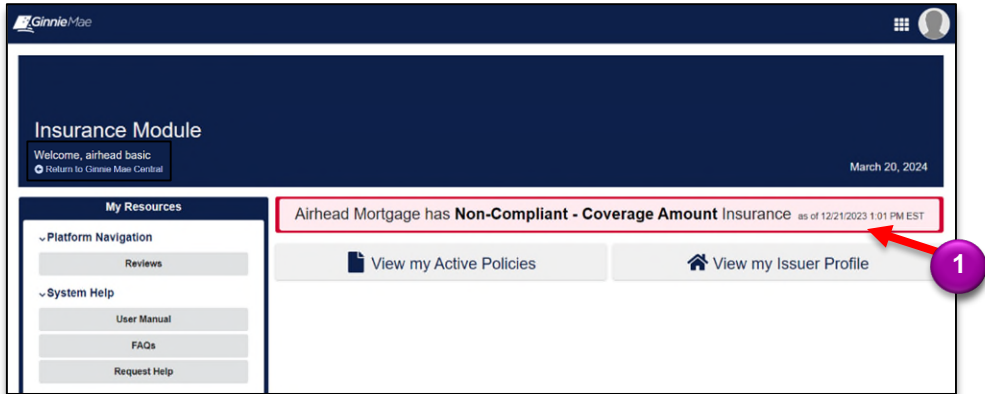


4. Select the Insurance module.

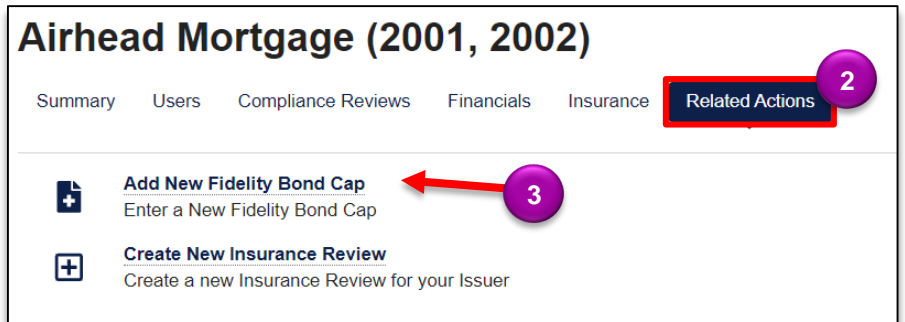


ADD FIDELITY BOND CAP

1. Select **View my Issuer Profile** on the Insurance homepage.



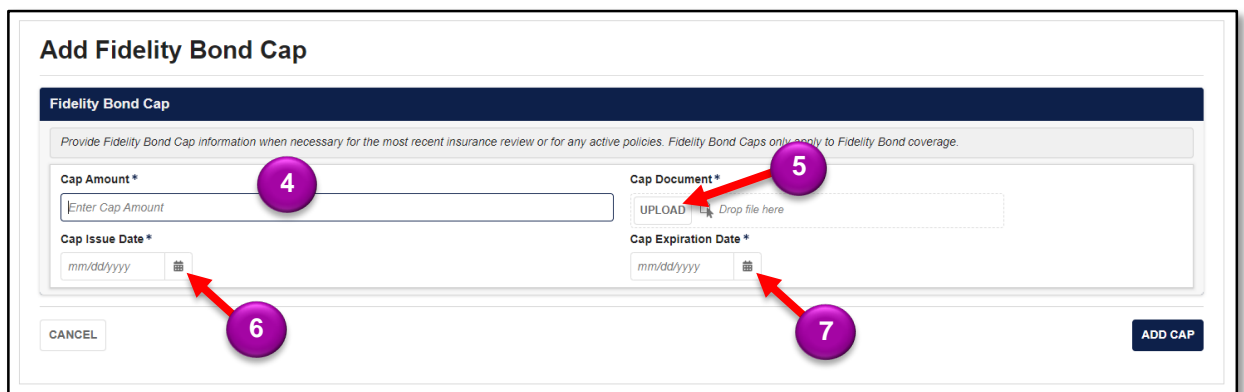
2. Select the **Related Actions** tab.



3. Select **Add New Fidelity Bond Cap**.

4. Enter the **Cap Amount**.

5. Click **Upload** to attach a copy of the Fidelity Bond Cap.



6. Enter the **Cap Issue Date**.

7. Enter the **Cap Expiration Date**.

8. Click **ADD CAP** to confirm information added is correct and submit the Fidelity Bond Cap.

This cap will be finalized upon submission. Ensure that all the information is accurate before submitting to Ginnie Mae.

