

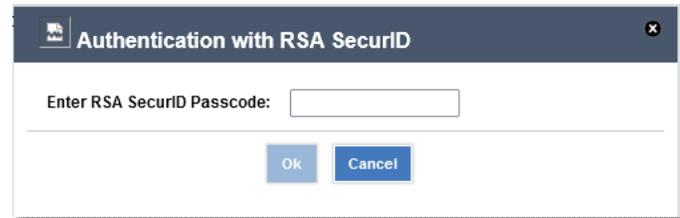
This Quick Reference Card is for Token Holders who are using the RSA SecurID Soft Token (Soft Token) to do Business within MyGinnieMae. If you have not yet installed and authenticated your token, first follow the [Desktop QRC](#) or [Mobile QRC](#) to do so. See the section at the end of this QRC for additional resources.

USING THE SOFT TOKEN IN MYGINNIEMAE

1. Complete the same processes that you follow today for certifications, submissions, etc. within Ginnie Mae's Business Applications until prompted for RSA validation.

Note: This QRC shows an Issuer submitting request for Commitment Authority. The Soft Token functions the same across all applications in MyGinnieMae.

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2. When prompted for RSA validation, the screens will display a field for the **RSA SecurID Passcode**.

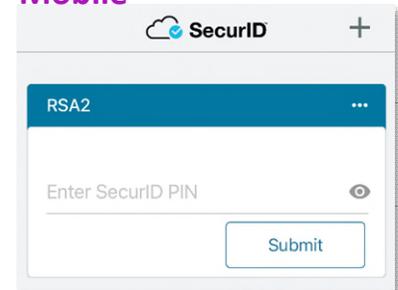
3. Open the RSA application, either on the desktop or mobile device depending on where the Soft Token is installed. Enter the 6-Digit PIN that was created during the Soft Token Installation and Authentication and select the arrow button.

3

Desktop



Mobile

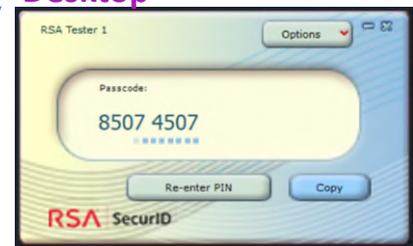


Note: The RSA application will display a Passcode, even if the PIN was entered incorrectly. Please make sure the correct PIN is entered, otherwise the Passcode will not be valid.

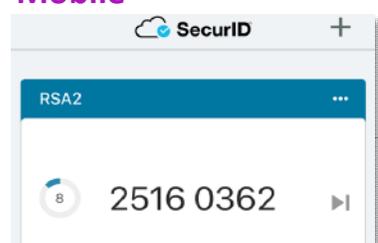
4. The RSA application will display an 8-Digit Passcode. Retrieve the Passcode.

4

Desktop



Mobile



5. Enter or paste the displayed Passcode into the application prompt. Select **OK**.



6. The application will respond with a confirmation of successful submission. If any errors are generated, please return to **Step 3** to generate a new Passcode.



ADDITIONAL RSA SOFT TOKENS RESOURCES

- Quick Reference Video for using a Soft Token in MyGinnieMae:
 - <https://youtu.be/fC4eB880mHg>
- Additional Questions? Reach out to: askGinnieMae@hud.gov