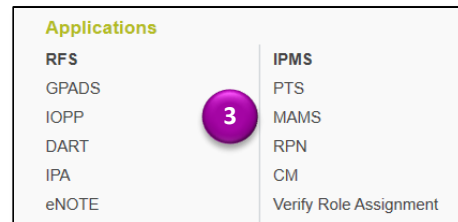
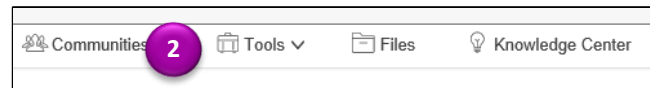


### LOG IN TO MASTER AGREEMENTS (MAMS)

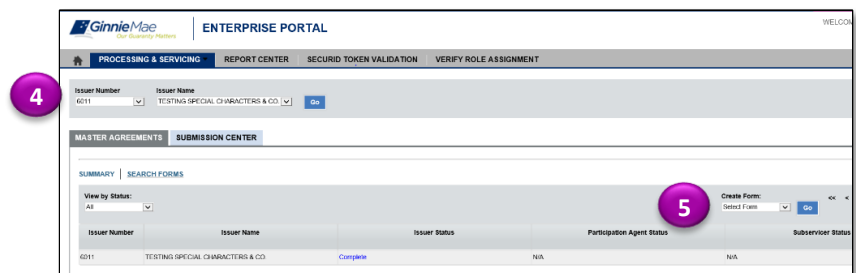
1. Login to MyGinnieMae via <https://my.ginniemae.gov>
2. From My Dashboard, select the **Tools** drop-down.
3. Under IPMS, select **MAMS**.

**NOTE:** A new window will open to display the primary navigation screen providing the following functions:



### CREATE A FORM

4. Select the **Issuer Number** to display the related information. Select **Go**.
5. Select the desired form from the **Create Form** drop-down menu and select **Go**.
6. Complete the form. Required fields are indicated with an asterisk. Select **Save as Draft** or **Save for Submission**.



**NOTE:** The HUD-11702 is the first form to be created and must be approved before other forms can be submitted. Following approval, you may select other forms from the drop-down menu.

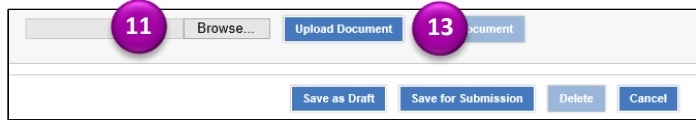
### PRINT AGREEMENTS

7. Select **View as HUD PDF** at the bottom of the screen to generate the form.
8. Print the form and obtain the requisite signatures. The Issuer must obtain the requisite signatures for Forms HUD-11702, HUD-11709 and HUD-11720 before submission.
9. Scan the form to PDF.
10. Save the form to the designated folder/file directory.



### UPLOAD/IMPORT COMPLETED FORMS

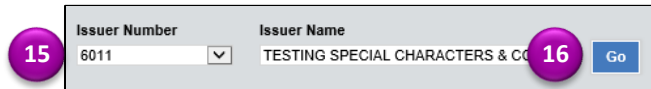
11. Select **Browse**. MAMS will display the user's folder/file directory.
12. Select the file name.
13. Select **Upload Document**.




**NOTE:** Users are required to upload scanned signed HUD-11702, HUD-11709 and HUD-11720 forms in PDF format to the application before the form can be submitted via the **Submission Center**. Users can also request **PPAs** to upload the forms.

### SEARCH/VIEW FORMS

14. Select **Master Agreements**, then **Search Forms** to display the "Summary" page and to monitor the status of each Master Agreement.
15. Select **Issuer Number** or **All** if the user supports multiple Issuer numbers.
16. Select **Go** to proceed. A summary is displayed for the selected Issuer(s). If the Issuer is also a Participation Agent and/or Subservicer for another Counterparty, the status for those roles is also displayed.
17. Select **View** to see details for a specific form.
18. Select **View As HUD PDF** at the bottom of the page to view the form, or select **View Document** to view a document that has been uploaded.

Details	Certification Year	Description	Status	
1 - Authorized Signers	2019	Initial	Replaced	<a href="#">view</a>
15 - Authorized Signers	2019	Initial	Completed	<a href="#">view</a>
1 - Authorized Signers	2020	Initial	Completed	<a href="#">view</a>



### SUBMISSION CENTER

The Submission Center tab can be used to display all the forms that have been previously entered as part of initial certification or renewal and are ready to be submitted.

19. Select **Submit**. A legal confirmation text is displayed.
20. Select **Accept** to accept the terms and conditions. The RSA SecureID Token must be used. The form's status/relationships are updated in EWODS, Mainframe and GinnieNET, generating all necessary notifications.

