

Logging into MyGinnieMae & Business Applications

MYGINNIEMAE QUICK REFERENCE CARD

This Quick Reference Card (QRC) has been created to help users log into MyGinnieMae and navigate to the business applications via a security feature called One Time Password (OTP).

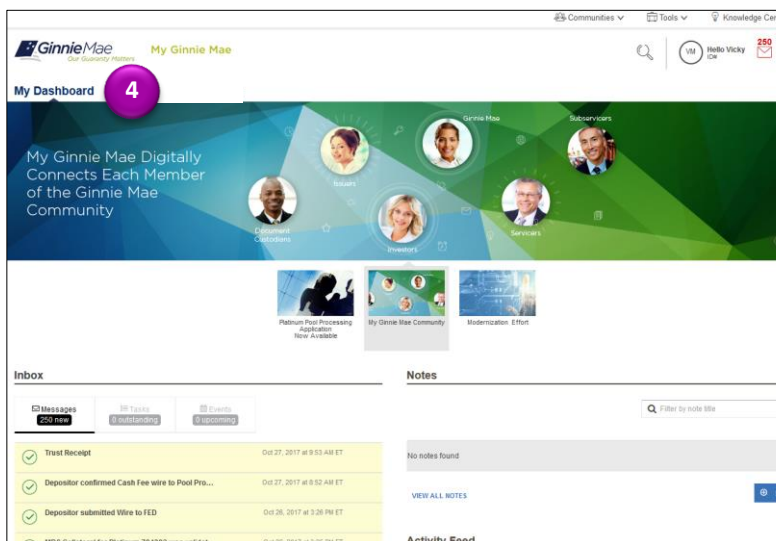
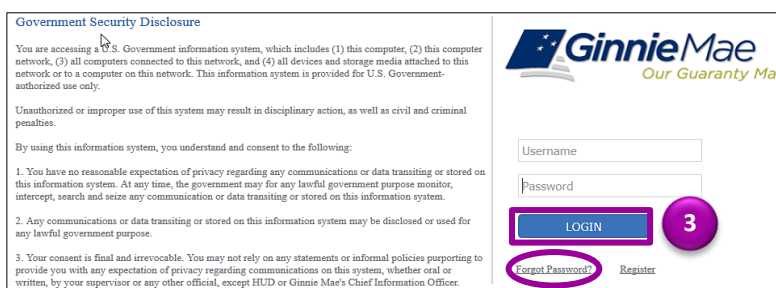
MYGINNIEMAE LOGIN

Navigate to <https://my.ginniemae.gov> to access MyGinnieMae.

1. Select the **Login** button.
2. The **MyGinnieMae Login** screen will display.
 - Enter Username (email address)
 - Enter Password
3. Select **Login**.

NOTE: IF YOU ARE NOT ABLE TO LOG IN OR HAVE FORGOTTEN YOUR PASSWORD, SELECT **FORGOT PASSWORD** AND FOLLOW INSTRUCTIONS.

4. Inside MyGinnieMae, the **My Dashboard** screen will appear. My Dashboard has been tailored for different user types, to provide easier access to key information and applications.



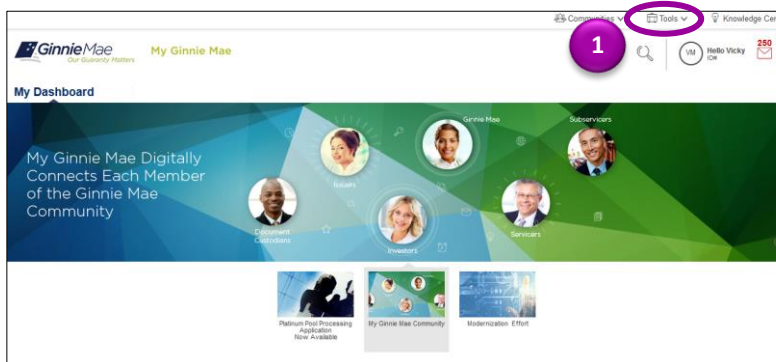
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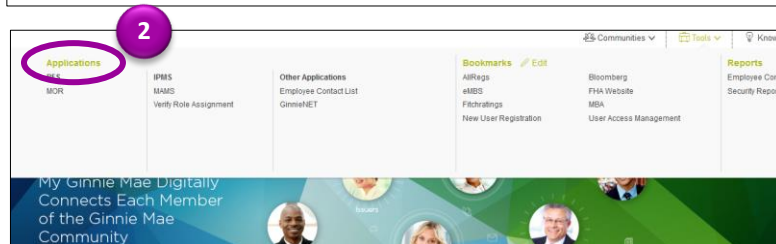
BUSINESS APPLICATION LOGIN

Complete the following steps to access business applications on MyGinnieMae.

1. From **My Dashboard**, select the **Tools** drop-down from the top of the page to display a list of the business applications that can be accessed by your user type.



2. Select the business application that you would like to access.

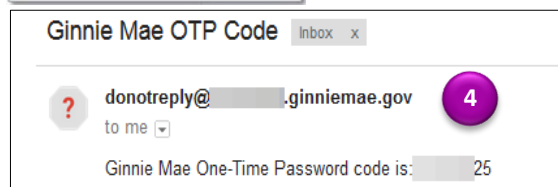


3. For users with access to GMEP 1.0 and/or GinnieNET, the first time the user selects each application, a one-time dialog window will be displayed. Click **Select** and then chose the default user ID. Users will not be prompted future times accessing the applications.

NOTE: IF MORE THAN ONE USER ID DISPLAYS CONTACT YOUR ORGANIZATION ADMINISTRATOR FOR ASSISTANCE.

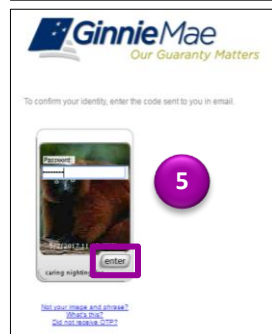


4. Once a business application is selected, a system generated One-Time Password (OTP) will be sent to the registered email address with the subject "Ginnie Mae OTP Code". Navigate to the email account and retrieve the OTP.



NOTE: THE OTP IS VALID FOR 10 MINUTES.

5. The Image and Phrase selected during registration should now be displayed in MyGinnieMae. Type the OTP code and select **Enter**. The business application will display.



NOTE: THE SYSTEM ALLOWS THREE ATTEMPTS TO ENTER THE OTP CODE CORRECTLY.

For assistance please contact the Ginnie Mae Help Desk at 1 (800) 234-GNMA (4662) or ginniemae1@bnymellon.com