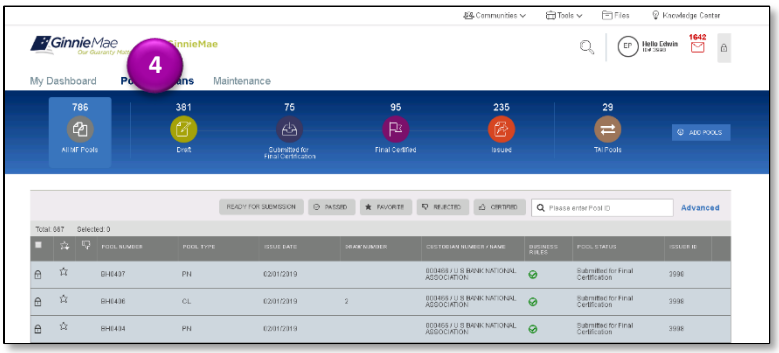
Access the Maintenance tab in the MyGinnieMae Portal to add, modify, delete and view Subscribers.

ACCESSING THE MAINTENANCE PAGE

1. Navigate to MyGinnieMae via https://my.ginniemae.gov.
2. Select **Login**.
3. Login with you MGM credentials.

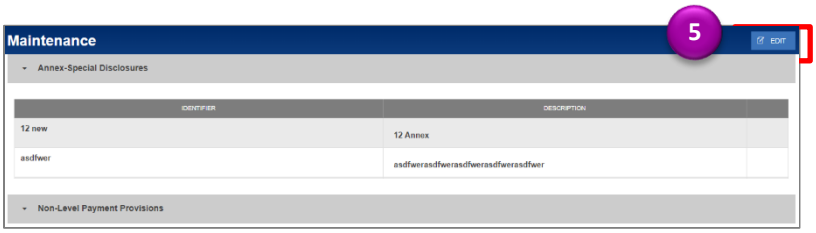
4. Select **Maintenance** tab to access the Maintenance Page.



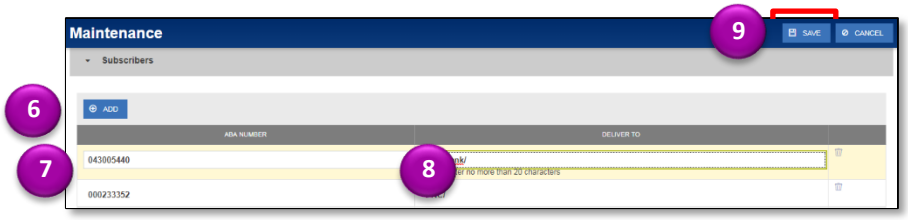
The Maintenance Page will display.

ADDING A SUBSCRIBER

5. Select the **Edit** button.

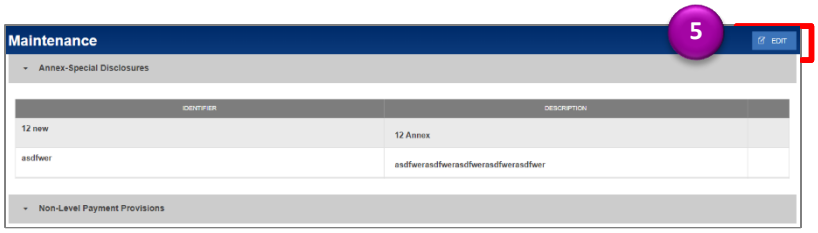


6. Select the **Add** button under the Subscribers section.
7. Enter a **Subscriber ABA Number**.
8. Enter a **Subscriber Delivery To**.
9. Select **Save**.



MODIFYING A SUBSCRIBER

5. Select the **Edit** button.



6. Select the **Subscriber's ABA Number** or **Delivery To** field to modify.
7. Enter the new field value.
8. Select **Save**.

DELETING A SUBSCRIBER

5. Select the **Edit** button.

6. Select the **Delete** icon next to the Subscriber to delete.
7. Select **Save**.

CANCELING A SUBSCRIBER

5. Select the **Cancel** button to revert all changes that have been made.