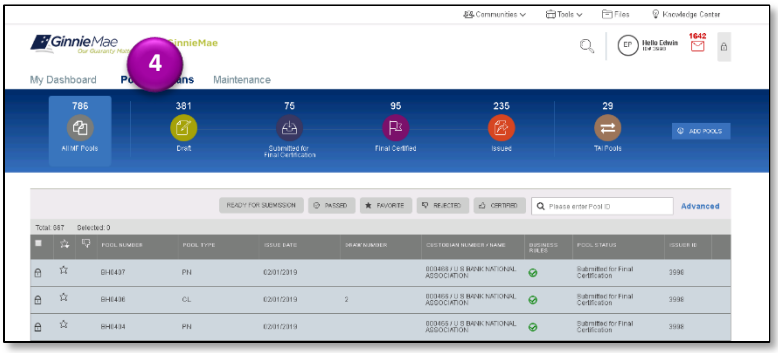
ACCESSING THE MAINTENANCE PAGE

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.

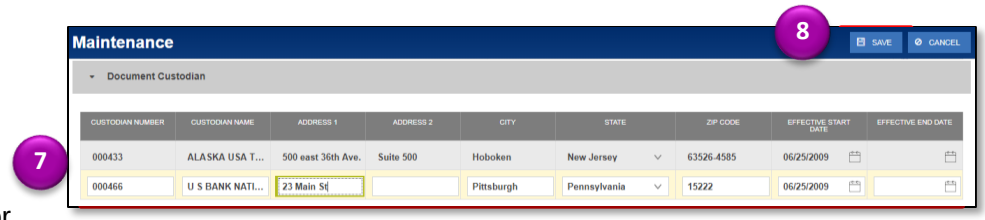


The Maintenance Page will display.

MODIFYING A DOCUMENT CUSTODIAN ADDRESS

5. Select the **Edit** button.

6. Select the **Address field** to modify.
   - Address 1
   - Address 2
   - City
   - State
   - Zip Code
7. Enter the **new value(s)** for any/all fields to be updated.
8. Select **Save**.



NOTE: Custodian Number, Custodian Name, Effective Start Date and Effective End Date cannot be updated through MFPDM.

CANCELING CHANGES MADE TO DOCUMENT CUSTODIANS

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