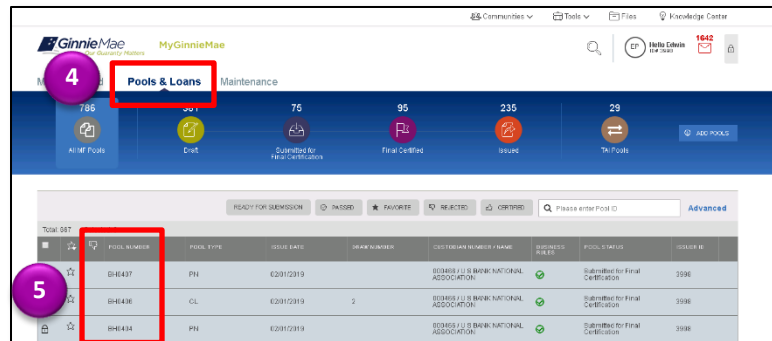


ADDING NEW ANNEX SPECIAL DISCLOSURES FROM THE LOAN DETAILS PAGE

1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with your MGM credentials.
4. Select the **Pools & Loans** tab to access the Pools & Loans Page.

The Pools & Loans Page will display.

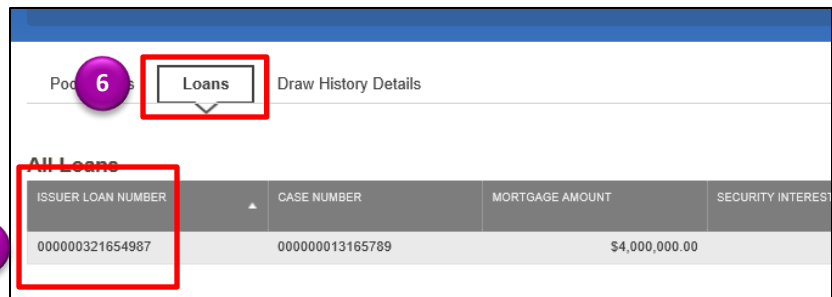
5. Select the appropriate **Pool number**.



The Pool Details Page will display

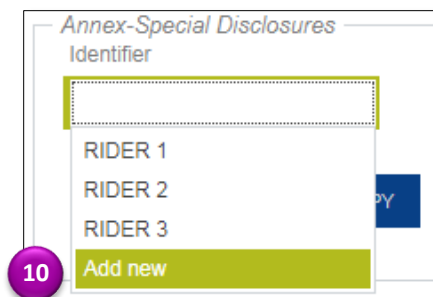
6. Select the **Loans** tab.
7. Select the appropriate **Loan number**.

The Loan Details Page will display.



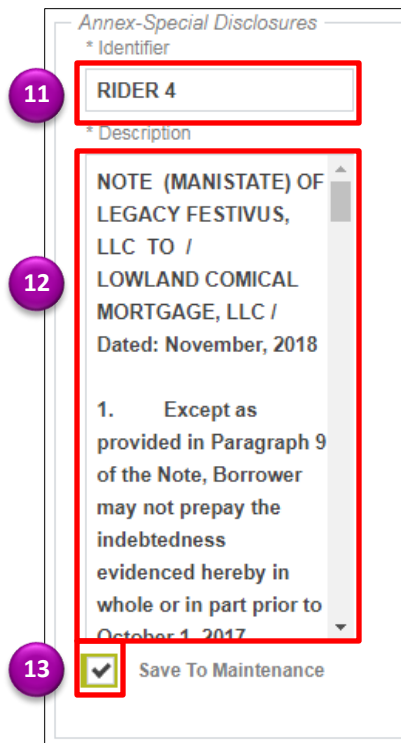
8. Select the **Edit** button in the header to enable modification to the Loan Details page.
9. Select the **Identifier** field under the General Information section.

10. Select **Add new** from the dropdown.



11. Enter an **Identifier** value.
12. Enter a **Description**.
13. Check the **Save to Maintenance** checkbox.
14. Select the **Save** button.

NOTE: If **Add new** is selected by accident or inadvertently, the user must cancel the changes to the Loan Details form, re-open for the form for modification, and then select the appropriate dropdown value.



The screenshot shows a form titled "Annex-Special Disclosures" with the following fields and callouts:

- Callout 11:** A red box highlights the "Identifier" field containing the text "RIDER 4".
- Callout 12:** A red box highlights the "Description" field containing the text: "NOTE (MANISTATE) OF LEGACY FESTIVUS, LLC TO / LOWLAND COMICAL MORTGAGE, LLC / Dated: November, 2018". Below this, a numbered list item reads: "1. Except as provided in Paragraph 9 of the Note, Borrower may not prepay the indebtedness evidenced hereby in whole or in part prior to October 1, 2017".
- Callout 13:** A red box highlights a checked checkbox labeled "Save To Maintenance".