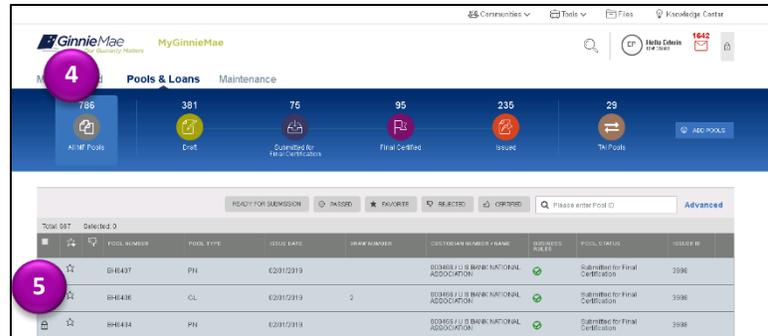


ADDING NEW NON-LEVEL PAYMENT PROVISIONS DIRECTLY FROM THE LOAN DETAILS PAGE

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.

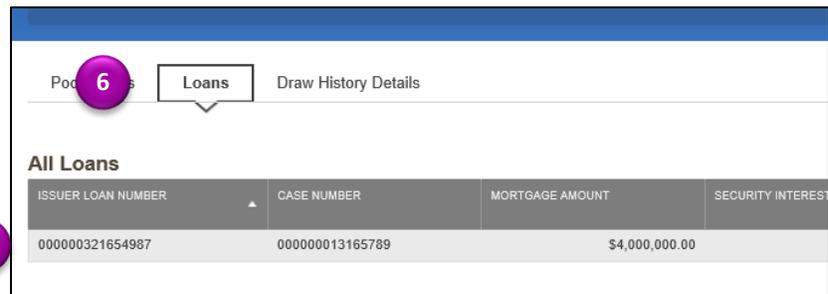
5. Select the appropriate **Pool number**.



The Pool Details Page will display

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

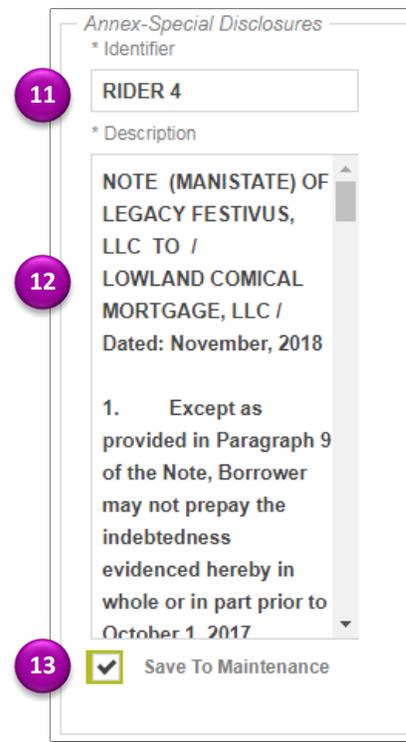
The Loan Details Page will display.



8. Select the **Edit** button in the header to enable modification to the Loan Details page.
9. Select the **Non-Level** field under the General Information section.
10. Select **Add New** from the dropdown.

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

16. **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". It has two main sections: "* Identifier" and "* Description".

- Callout 11:** Points to the text input field containing "RIDER 4" under the "* Identifier" section.
- Callout 12:** Points to the text area containing the following text:
NOTE (MANISTATE) OF LEGACY FESTIVUS, LLC TO / LOWLAND COMICAL MORTGAGE, LLC / Dated: November, 2018

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:** Points to the checked checkbox labeled "Save To Maintenance" at the bottom of the form.