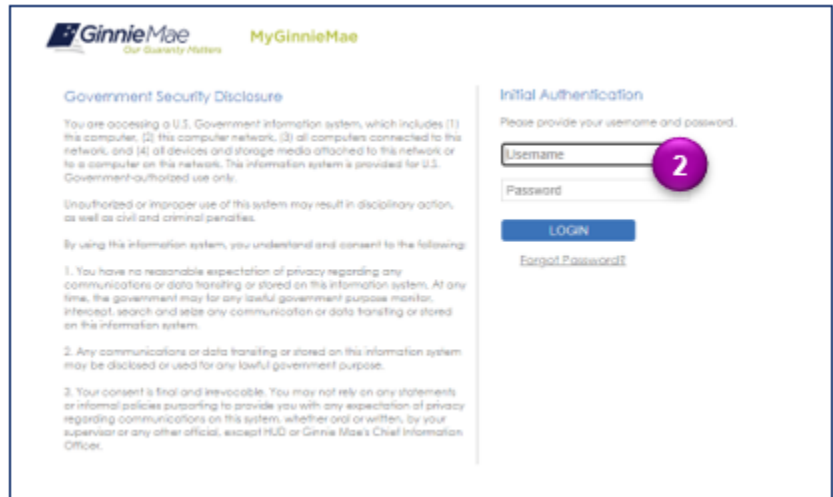


This Quick Reference Card provides an overview of the steps and instructions for a Multifamily Issuer user to initiate a Reimbursement Claim Request and complete all required claim steps in the GMC Requests module.

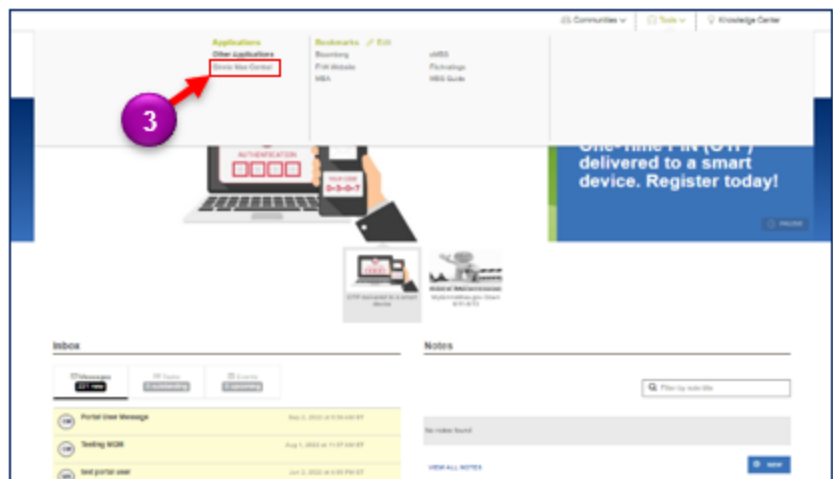
NAVIGATING TO GMC REQUESTS MODULE

1. Navigate to MyGinnieMae (<https://my.ginniemae.gov>).

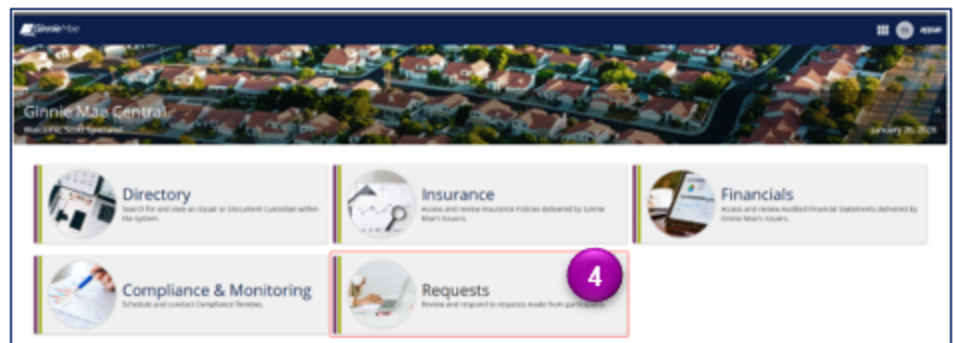
2. Log in with your user credentials.



3. Select the Tools drop down and under the Applications list select Ginnie Mae Central.



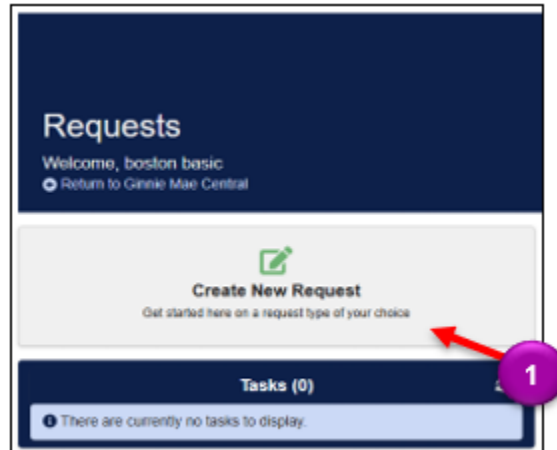
4. Select the **Requests** module.



CREATE NEW REIMBURSEMENT CLAIM REQUEST

*Note: Basic Users will only be able to update the Reimbursement Claim Form to address pending revisions but will not be able to Sign and Certify & Submit. Basic Users **will need to notify an Authorized Signer** to Review the Form, Sign and Certify & Submit.*

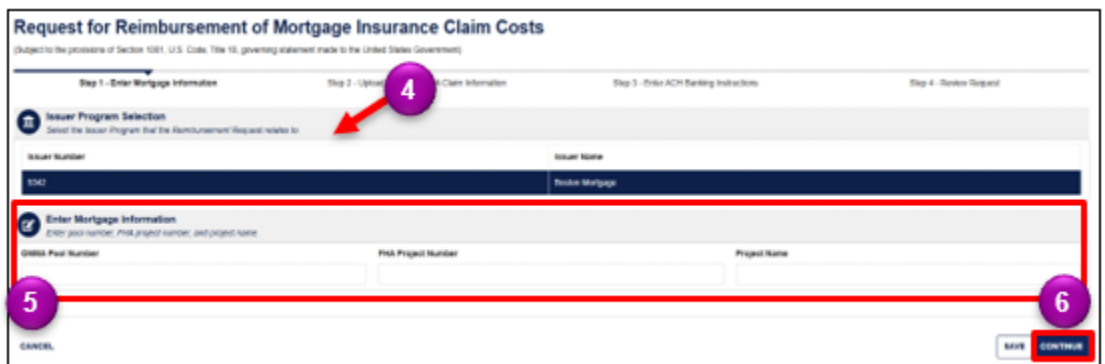
1. From the Requests homepage, Select the **Create New Request** button.



2. On the **Create New Request** screen, Select **Reimbursement Request**.
3. Select the **Continue** button.



4. Verify the Issuer ID is correct in the **Issuer Program Selection** field If the User has access to multiple Issuer IDs, select the appropriate ID.



5. Enter the requested **Mortgage Information** (GNMA Pool Number, FHA Project Number, and Project Name).

Note: You can save your progress throughout the submission process.

6. Select the **CONTINUE** button.

7. Complete all sections of the **Upload and Enter FHA Claim Information** form.

Note: Date must be in the past 60 days to be requested.

7.1 FHA Transmittal Letter

- Upload the **FHA Transmittal Letter**
- Enter the **Date on FHA Transmittal Letter**
- Select the “Yes” or “No” radio under the question **Has claim interest been curtailed by FHA?**

7.2 Final Settlement Statement:

- Upload the **Final Settlement Statement**
- Enter **1% of Unpaid Principal Balance**
- Enter the date range and the amount for **Partial – Interest Reimbursed by HUD**
- Enter the date range and the amount for **Final – Interest Reimbursed by HUD**

7.3 Liquidation Schedule:

- Upload the **HUD-11710-E Liquidation Schedule**
- Enter the **Last Paid Installment Date**
- Enter the **Unpaid Principal Balance**
- Enter the **Total Interest Due**
- Select the **Reason for Removal** from the drop-down menu

7.4 Additional Fields:

- Enter the **Issue of Securities Date ... maybe Security Issue Date**
- Enter the **Mortgage Default Date**
- Enter the **Liquidation Date**

- Enter the **Security Rate**
- Enter the **Mortgage Rate**
- Enter the **Interest Paid to Holders**

8. Select the **CONTINUE** button.

9. Complete the information in the **Enter ACH Banking Information** form.

10. Select the **CONTINUE** button.

11. At this point, you can review your submission.

12. If you have a basic user role, you will need to save the document and contact an authorized signer to certify the submission.

Item	Value	Rate	Start Date	End Date	Amount	
Final Interest Reimbursement by HHS	From	11/24/2025	To	12/31/2025	Amount	\$2,980,000.00
Final Interest Reimbursement by HHS	From	12/1/2025	To	12/31/2025	Amount	\$1,980,000.00
Total Interest					\$4,960,000.00	
Net Interest Cost					\$200	
85% of Net Interest					\$170	
Total Reimbursement					\$500,800.00	

Note: If you are an authorized signer, please review **QRC-GMC-MF-RC-2.0 Issuer Submits Reimbursement Claim** on how to certify and submit the claim.

13. Once you have saved the form, the corresponding Request Status will label this claim as **Drafting** on the dashboard.



Request ID	Issuer Name	Issuer Number	Request Name	Request Type	Request Status	Request Date
1	Berkley Mortgage	8542	Reimbursement of Claim Cost - Auto Track	Reimbursement Request	Drafting	-