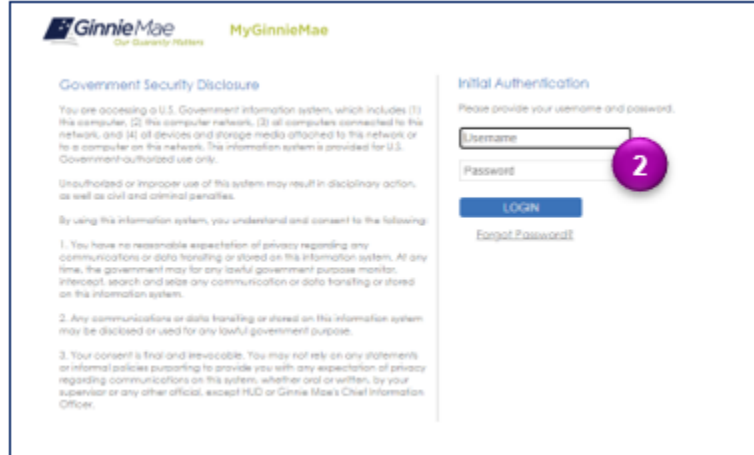


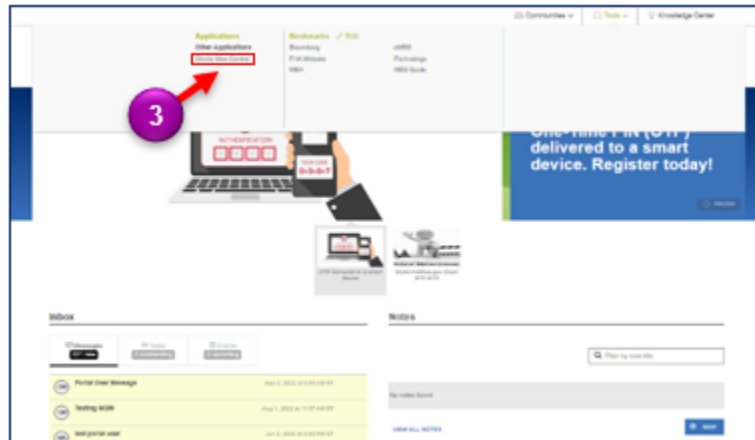
This Quick Reference Card provides an overview of the steps and instructions for a Multifamily Issuer's Authorized Signer user to certify and submit a Reimbursement Claim in the GMC Requests module.

### NAVIGATING TO GMC REQUESTS MODULE

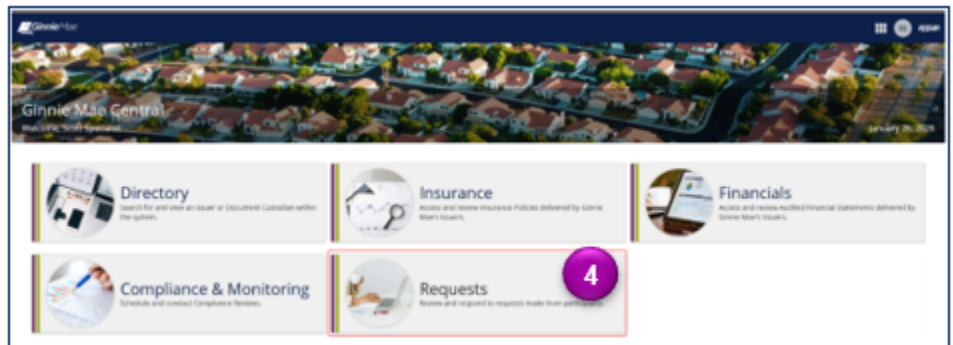
1. Navigate to MyGinnieMae (<https://my.ginniemae.gov>).
2. Log in with your user credentials.



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



4. Select the **Requests** module.



### SUBMIT REIMBURSEMENT CLAIM REQUEST – AUTHORIZED SIGNER REVIEWS REIMBURSEMENT CLAIM INFORMATION

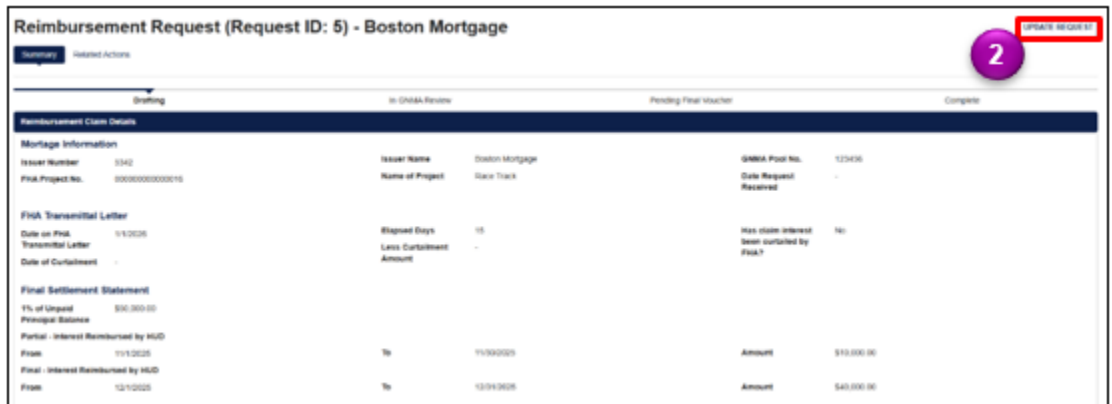


For this process, a user must be an authorized signer that is listed on the **HUD 11702** and have been assigned the MyGinnieMae functional role of **MF-Insurance Policy & Reimbursement Claims Authorized Signer** by and Organization Administrator.

1. Upon receiving a request to submit a Reimbursement Claim, select the **Request ID** on the Requests homepage.



2. Select the **UPDATE REQUEST** button to review the Reimbursement Form.



3. Review all Steps 1-4 of the Reimbursement Form in order to Sign and Certify & Submit the form.



### SUBMIT REIMBURSEMENT CLAIM REQUEST – AUTHORIZED SIGNER CERTIFIES & SUBMITS TO GINNIE MAE

1. Once all steps in the Reimbursement Claim Request have been completed, review the **Request for Reimbursement of Mortgage Insurance Claims Costs** summary.
2. Select the **SIGN** button.
3. Select the **CERTIFY & SUBMIT** button.

**Request for Reimbursement of Mortgage Insurance Claim Costs**

(Subject to the provisions of Section 1001, U.S. Code, Title 16, governing statements made to the United States Government)

Step 1 - Enter Mortgage Information    Step 2 - Upload and Enter FHA Claim Information    Step 3 - Enter ACH Banking Instructions    **Step 4 - Review Request**

**Review Request**  
Information below has been entered in previous steps or pulled in from an integration.

Mortgage Post No. 123456	FHA Project No. 000000000000	Project Name	Home Trust
Mortgage Default Date 10/30/2025	Issue of Securities Date 10/30/2025	Liquidation Date	10/30/2025
Supplemental Settlement 1/1/2026			

The mortgage insurance claim, corresponding to our assignment of the mortgage secured by the above-described project, has been finally settled by HUD. Pursuant to Section 9.02 of the Guaranty Agreement for the above Ginnie Mae MBS pool, we hereby request reimbursement of the following mortgage insurance claim costs:

Security Rate 4.200%	Mortgage Rate 4.500%	Interest Rate Factor 0.8071429
% of Unpaid Principal Balance 100.000.00	Interest Paid to Holders 25,000.00	LESS Entitlement \$0.00
Date Request Received		
<b>TOTAL \$25,000.00 x 0.8071429 = \$20,178.57</b>		

From	To	Amount
Oct. 31, 2025	Nov. 29, 2025	\$10,000.00
Nov. 30, 2025	Dec. 31, 2025	\$4,000.00

Total Interest \$40,000.00  
Less Interest Cost \$0.00  
85% of Net Interest \$0.00  
**Total Reimbursement \$40,000.00**

I, an undersigned that (1) if recoveries are realized on the FHA/HUD Certificate of Claim, we are to promptly remit to you any Ginnie Mae pro rata share in such recoveries, and (2) if the mortgage pool is terminated, no final payment is to be made to the security holders until they surrender to us all outstanding mortgage-backed certificates, which we are to promptly return to you for cancellation.

GET MEMBER CERTIFY TRUST TO THE BEST OF OUR KNOWLEDGE AND BELIEF.  
A. All principal due the security holders has been timely passed through all proper administrative actions have been taken, and compliance with all corresponding F-149 and Ginnie Mae regulations has been effected.  
B. All statements made heretofore and in the liquidation schedule heretofore attached are true.  
C. We have not elected to receive mortgage insurance benefits for the above-described project in the form of F-149 debentures.

ELECTRONIC SIGNATURE

Signature \_\_\_\_\_ Date \_\_\_\_\_

CANCEL BACK **SIGN CERTIFY & SUBMIT**

4. If you receive this error, you are not on the HUD 11702. You will not be able to submit until you are added to the HUD 11702 and have the **Authorized Signer** role assigned to you.

**There was a problem with your account. Reimbursement Request Submission Certification can not be complete for .**

You are not active on the HUD 11702. Please work with your organization to be reinstated or coordinate Reimbursement Request Submission Certification with a representative currently on the 11702. For additional questions, please reach out to [askGinnieMae@hud.gov](mailto:askGinnieMae@hud.gov).

Please see the following Quick Reference Guides for further information:

- IS/DC-5 | Managing Master Agreements in MAMS for MyGinnieMae Users
- QRC-IS18 | Renewing Master Agreements in MAMS

5. Select the **CONFIRM** button to confirm the submission of the Reimbursement Request.

**Confirmation**

If you submit this form, the Reimbursement Request will be sent to Ginnie Mae. Are you sure you want to continue?

BACK CONFIRM

- Once you have certified and submitted the Claim form, the corresponding Request Status will label this claim as **In GNMA Review** on the dashboard.



The screenshot shows the 'Requests' dashboard. At the top, it says 'Requests' and 'Welcome, Chesapeake Signer'. Below that is a 'Create New Request' button. A table titled 'Requests' contains one entry with the following details:

Request ID	Issuer Name	Issue Number	Request Name	Request Type	Request Status	Request Date
21	Chesapeake Mortgage	340	Reimbursement of Cash Cost - Rewards	Reimbursement Request	In GNMA Review	3/19/2021

A red arrow points from a purple circle with the number '6' to the 'In GNMA Review' status in the table.