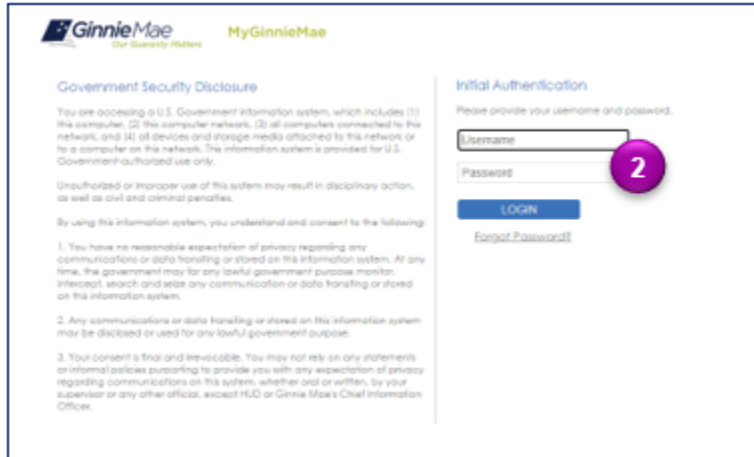


This Quick Reference Card provides an overview of the steps and instructions for a Multifamily Issuer user to correct a Reimbursement Claim Request that Ginnie Mae has sent back with pending revisions.

### NAVIGATING TO GMC REQUESTS MODULE

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

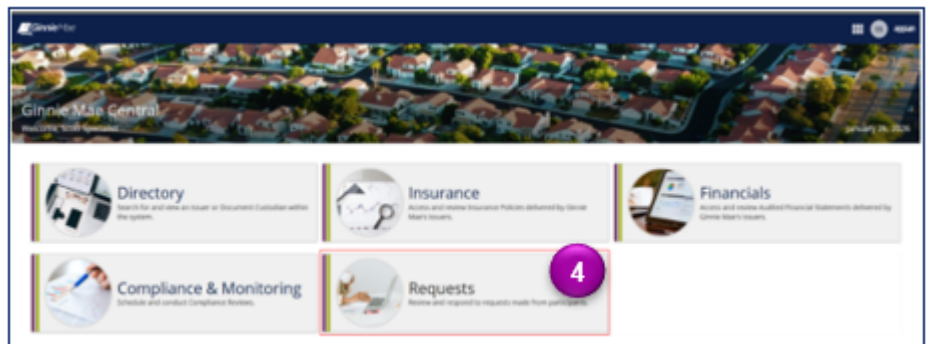
2. Log in with your user credentials.



3. Select **Ginnie Mae Central** under the **Applications** section on the **My Tools** drop-down.



4. Select the **Requests** module.

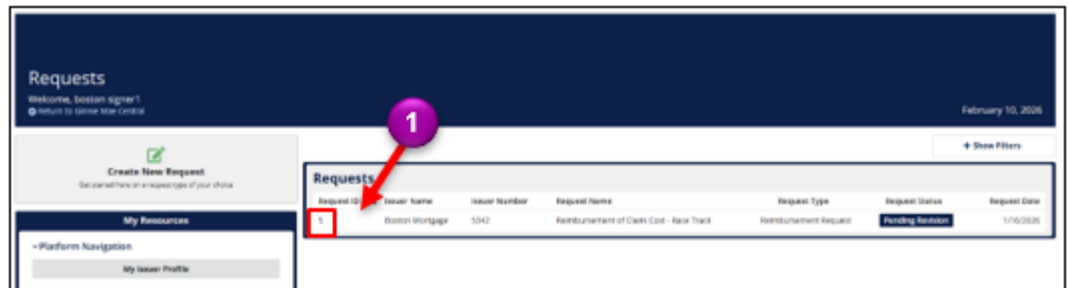


### COMPLETE UPDATE TO REIMBURSEMENT PENDING REVISIONS – BASIC USER OR AUTHORIZED SIGNER COMPLETES FORM

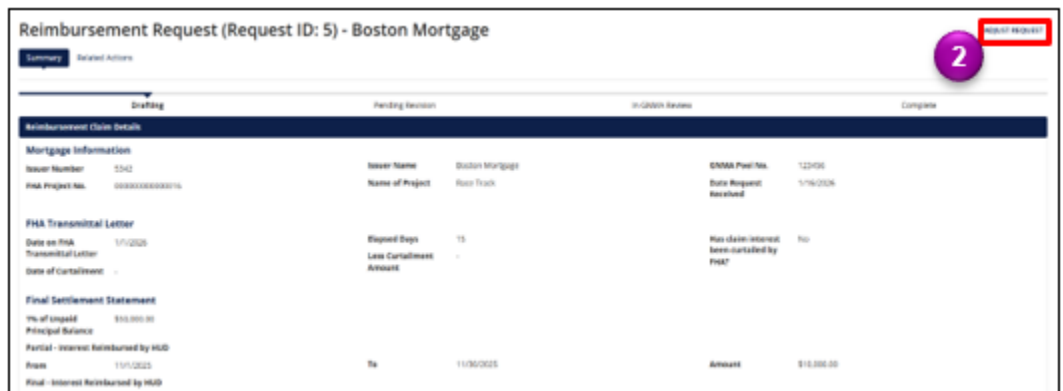
*Note: Users with the assigned role of **MF-Financial Statements & Insurance Policy & Reimbursement Claims Basic User** will only be able to update the Reimbursement Claim Form to address pending revisions but will not be able to Sign, Certify & Submit.*

*Basic Users will need to notify an Authorized Signer, with the assigned role of **MF-Insurance Policy & Reimbursement Claims Authorized Signer**, to review and/or update the Form, Sign and Certify & Submit.*

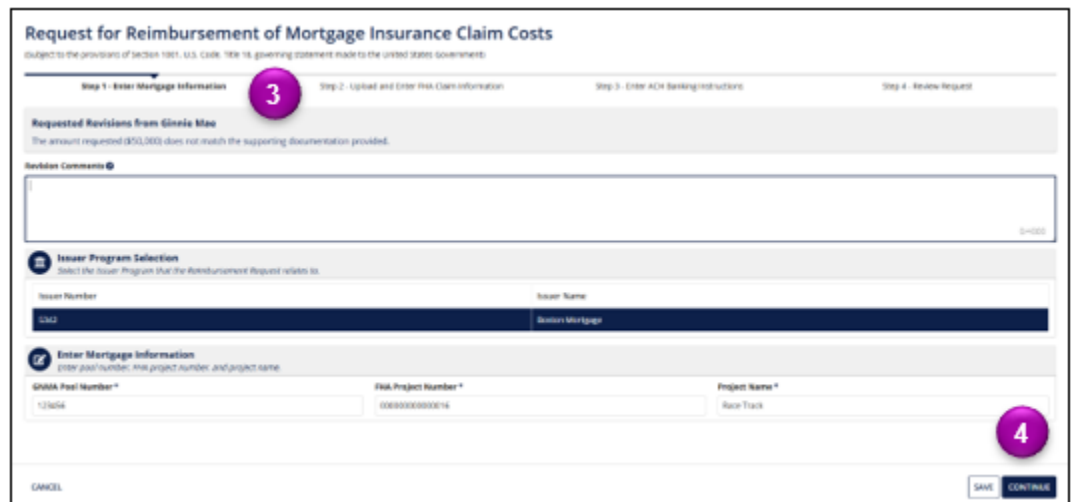
1. Upon receiving a request to update a Reimbursement Request due to necessary revisions, select the **Request ID** on the Requests homepage.



2. Select the **ADJUST REQUEST** button to review the Reimbursement Form and subsequent request for revisions from Ginnie Mae.



3. Review the **Requested Revisions from Ginnie Mae** and update accordingly.



4. Select the **CONTINUE** button to progress through the steps and make requested/necessary revisions.



The next steps in the Reimbursement Claim process can only be completed by an Authorized Signer who is listed on the HUD 11702 with the MyGinnieMae functional role **MF-Insurance Policy & Reimbursement Claims Authorized Signer**.

- Authorized Signers can review and/or update the Reimbursement Claim Form to address pending revisions and Sign, Certify & Submit.
  - Authorized Signers can also log in to review the Reimbursement Claim Form and subsequent revisions drafted by a User with Basic User Role to Sign and Certify & Submit. See **QRC-GMC-MF-RC-2.0 Issuer Submits Reimbursement Claim** for more information.

### SUBMIT REIMBURSEMENT CLAIM REQUEST – AUTHORIZED SIGNER COMPLETES FORM

5. Once all steps in the **Requested Revisions from Ginnie Mae** have been updated, review the **Request for Reimbursement of Mortgage Insurance Claims Costs** summary.

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

Subject to the provisions of Section 1081, U.S. Code, Title 18, governing statement made to the United States Government

Step 1 - Enter Mortgage Information | Step 2 - Upload and Enter OIG Data Information | **Step 5 - Order ACH Banking Instructions** | Step 4 - Review Request

**Requested Revisions from Ginnie Mae**  
The amount requested (\$50,000) does not match the supporting documentation provided.

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

MMMA Pool No.	12004	MM-Project No.	000000000014	Project Name	Sea Track
Mortgage Default Date	10/01/2020	Issue of Securities Date	10/01/2020	Liquidation Date	10/01/2020
Supplemental Settlement	1/1/2006				

The mortgage insurance claim, corresponding to our encumbrance of the mortgage secured by the above-described project, has been fully settled by HUD. Pursuant to Section 4.83 of the Guaranty Agreement for the above Ginnie Mae MBS pool, we hereby request reimbursement of the following mortgage insurance claim costs:

Security Rate	4.00%	Mortgage Rate	4.00%	Interest Rate Factor	0.8714087
% of Unpaid Principal Balance	\$50,000.00	Interest Paid to Holders	\$25,000.00	LESS: Curtailment	\$0
Rate Requested	1/1/2006				
<b>TOTAL: \$25,000.00 + 0.8714087 = \$21,428.57</b>					

Period	Interest Reimbursed by HUD	Amount
From 11/1/2025 To 11/30/2025	\$0	\$0
From 12/1/2025 To 12/31/2025	\$50,000.00	\$50,000.00
<b>Total Interest</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
Net Interest Cost	\$0.00	\$0.00
80% of Net Interest	\$0.00	\$0.00
<b>Total Reimbursement</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>

It is understood that, if recoveries are realized on the FIANUD 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.

**ELECTRONIC SIGNATURE**

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

**Sign** **Certify & Submit**

6. Select the **SIGN** button.

7. Select the **CERTIFY & SUBMIT** button.

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](#)

- 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. On the right, there is a 'My Resources' section with a '+ Platform Navigation' link. The main area is a table titled 'Requests' with the following columns: Request ID, Issuer Name, Issuer Number, Request Name, Request Type, Request Status, and Request Date. A single row is visible with the following data: Request ID: 21, Issuer Name: Chesapeake Mortgage, Issuer Number: 5402, Request Name: Reimbursement of Cash Cost - Awards, Request Type: Reimbursement Request, Request Status: **In GNMA Review**, and Request Date: 3/19/2025. A red circle with the number '8' and a red arrow points to the 'Request Status' column.

Request ID	Issuer Name	Issuer Number	Request Name	Request Type	Request Status	Request Date
21	Chesapeake Mortgage	5402	Reimbursement of Cash Cost - Awards	Reimbursement Request	<b>In GNMA Review</b>	3/19/2025