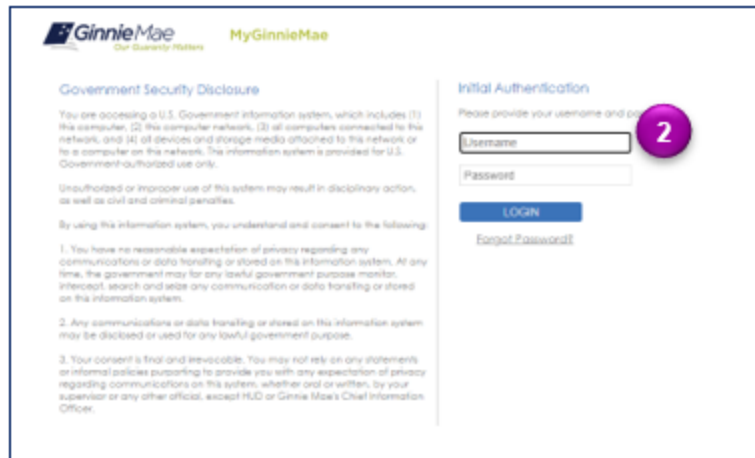


This Quick Reference Card provides an overview of the steps and instructions for a Multifamily Issuer user to cancel a Reimbursement Claim Request they have started drafting in the GMC Requests module.

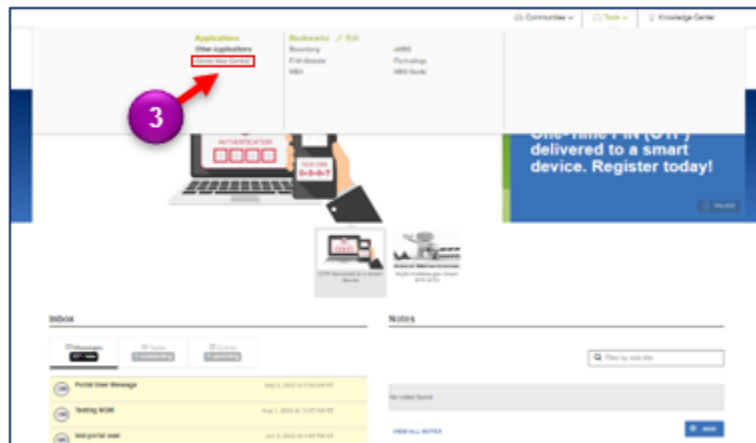
NAVIGATING TO GMC REQUESTS MODULE

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

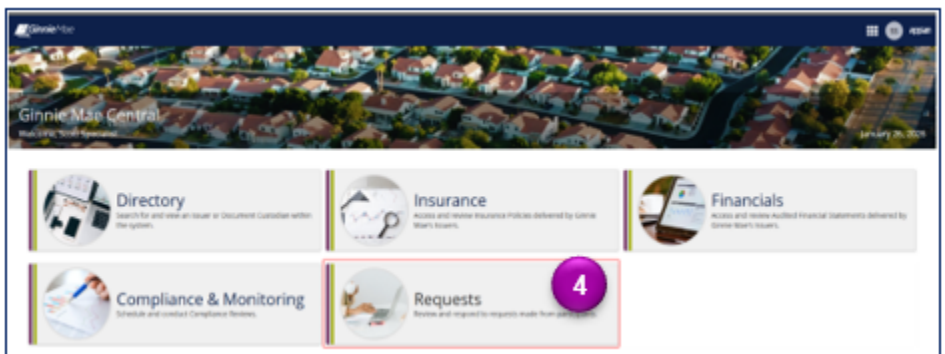
2. Log in with your user credentials.



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



4. Select the **Requests** module.



CANCEL REMBURSEMENT CLAIM REQUEST

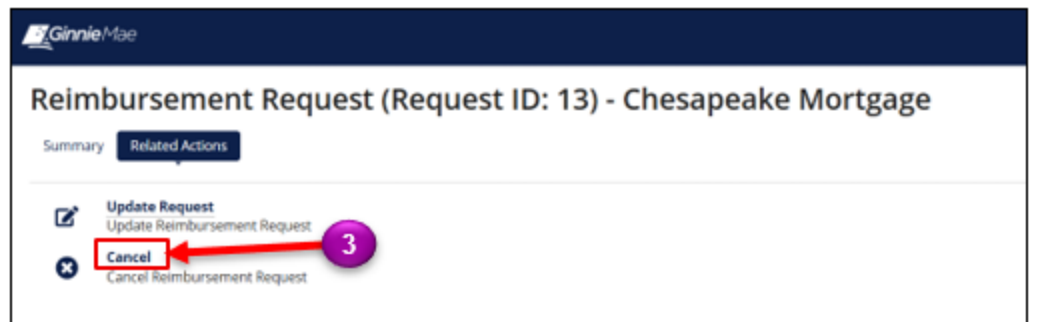
1. Select the **Request ID** on the Requests homepage that is in the “Drafting” Status.



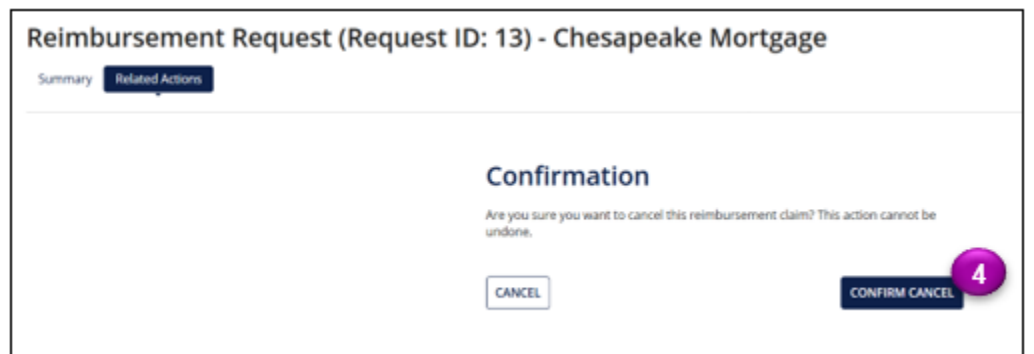
2. Select the **Related Actions** tab.



3. Under the Related Actions, select the **Cancel** option.



4. A confirmation notice will appear, select **CONFIRM CANCEL** to complete this action.



- Once the cancellation has been complete, the corresponding Request Status will label this claim as **Request Canceled**.



Request ID	Issuer Name	Issuer Number	Request Name	Request Type	Request Status	Request Date
13	Chesapeake Mortgage	5403	Reimbursement of Claim Cost - QRC	Reimbursement Request	Request Canceled	-