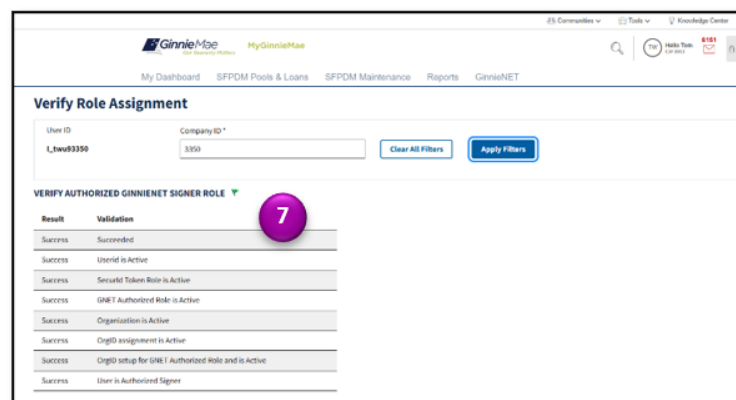
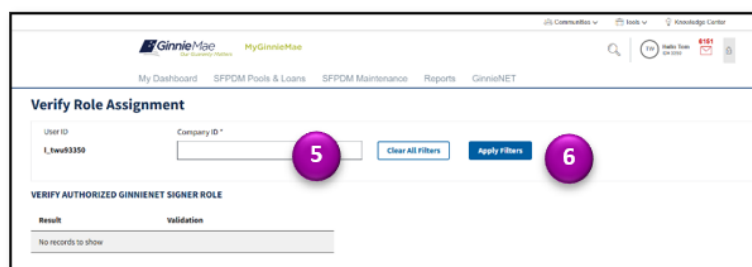
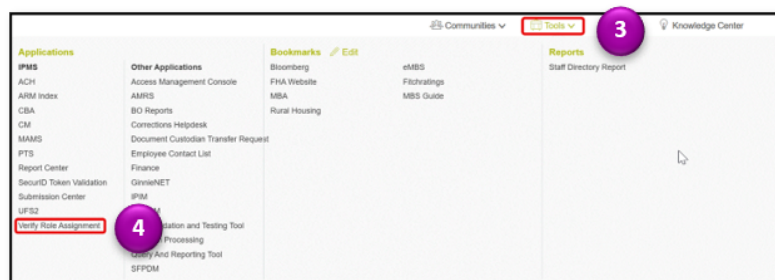


This Quick Reference Card provides an overview of instructions for using the Verify Role Assignment application (VRA) which can be helpful to troubleshoot possible reasons why a user may be encountering issues as an authorized GinnieNET signer.

Access MYGINNIEMAE

1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>
2. Select Login to login with your MyGinnieMae credentials.
3. Select the **Tools** dropdown at the top of the Dashboard.
4. Select **Verify Role Assignment** under IPMS Applications.
5. Enter your **Company ID** (Org ID) which is the 4-digit Issuer ID or the 6-digit Document Custodian number.
6. Select **Apply Filters** to run the validation.
7. **Verify** Authorized GinnieNET Signer Role. In the example to the right, this user passed all validations as shown by the “Success” results. If validation was not successful, the user will see a “Fail” response on the relevant check.



For assistance contact **Ginnie Mae Customer Support** at 1-833-GNMA HELP / 1-833-466-2435, option 1 or askGinnieMae@hud.gov