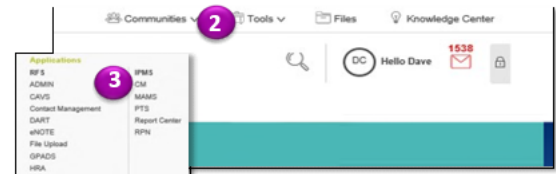


This Quick Reference Card provides an overview of the Commitment Management (CM) application.

Access MYGINNIEMAE

1. Navigate to **MyGinnieMae** via <https://my.ginniemae.gov>.
Select **Login** to login with your MyGinnieMae credentials.
2. Select the **Tools** dropdown at the top of the Dashboard.
3. Select **CM** under IPMS Applications

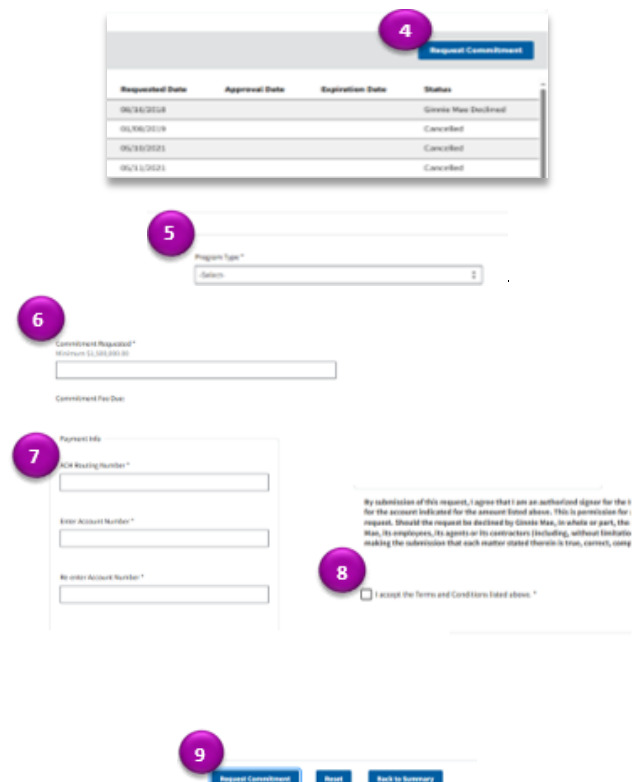
The Ginnie Mae Enterprise Portal will open.



REQUEST COMMITMENT AUTHORITY

Select **Request Commitment**.

4. The Request Commitment Authority screen is displayed.
 5. Select the Program type from the **Program Type** drop-down.
 6. Enter the dollar amount of the commitment being requested in the **Commitment Requested** field.
 7. Enter ACH Routing and Account Number.
- NOTE:** This is the account from which the Commitment Fee will be drafted.
8. Check the **checkbox** to accept the terms and conditions.
 9. Select the **Request Commitment** button.



4 Request Commitment

Requested Date	Approval Date	Expiration Date	Status
06/14/2018			Ginnie Mae Declined
06/06/2018			Cancelled
06/16/2021			Cancelled
06/11/2021			Cancelled

5 Program Type*

6 Commitment Requested*

Minimum \$1,000,000.00

Commitment Fee Due

7 Payment Info

ACH Routing Number*

Enter Account Number*

Re-enter Account Number*


8 I accept the Terms and Conditions listed above.*

9 Request Commitment

The RSA Authentication screen is displayed.

10. Enter your **6-digit RSA SecurID token number**.

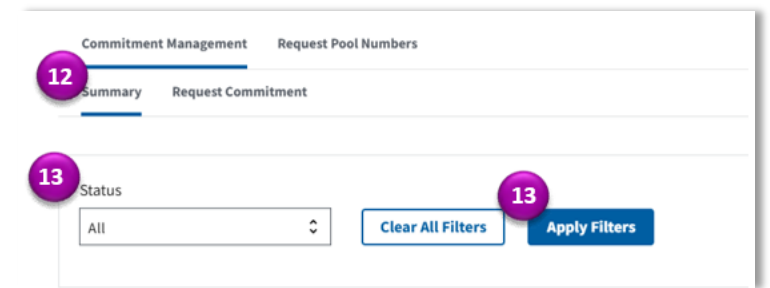
11. Select **Ok** to submit the request.



FILTER SUMMARY SCREEN

12. Access the **CM Summary** screen.

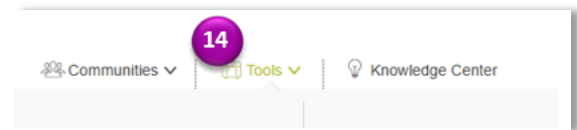
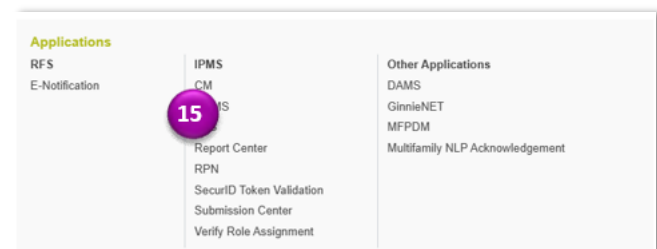
13. Select a particular Status from the **Status** drop-down and click **Apply Filters**.



RUN REPORTS

14. Select **Report Center** under the IPMS Tools dropdown at the top of the screen.

15. Select the **Commitment Management** folder under Public Folders.

16. Select the report name from the available reports listed.

The Report is displayed. You can save the report in Excel or PDF.

17. Select the **Navigate Back** arrow icon to return to reports.

Title	★	Type
Commitment Management		Folder
Document Custodian		Folder
Master Agreements		Folder
Pool Transfer System		Folder
Request Pool Numbers		Folder

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

askGinnieMae@hud.gov