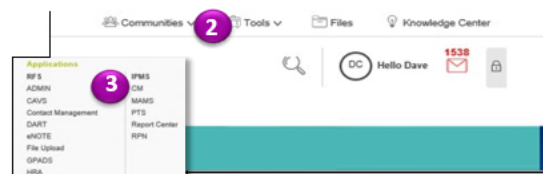


This Quick Reference Card provides an overview of instructions for managing master agreements in MAMS.

### 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 **MAMS** under IPMS Applications.

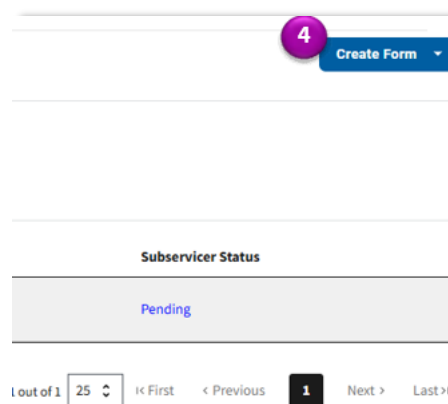
**NOTE:** A new window will open to display the primary navigation screen providing the following functions:



### CREATE A FORM<sup>4</sup>

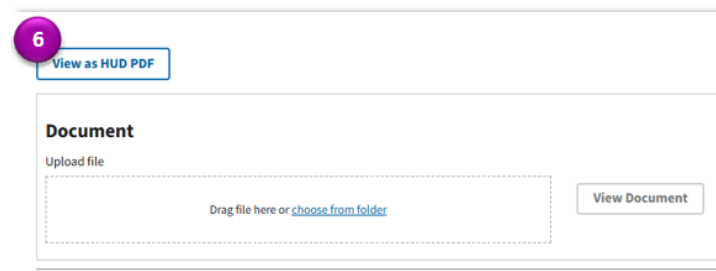
4. Select the desired form from the **Create Form** drop-down menu.
5. Complete the form. Required fields are indicated with an asterisk. Select **Save as Draft** or **Save for Submission**.

**NOTE:** The HUD-11702 is the first form to be created and must be approved before other forms can be submitted. Following approval, you may select other forms from the drop-down menu.



### PRINT AGREEMENTS<sup>4</sup>

6. Select **View as HUD PDF** at the bottom of the screen to generate the form.
7. Print the form and obtain the requisite signatures. The Issuer must obtain the requisite signatures for Forms HUD-11702, HUD-11709 and HUD-11720 before submission.
8. Scan the form to PDF.
9. Save the form to the designated folder/file directory.



### UPLOAD/IMPORT COMPLETED FORMS

10. Drag in file or click the “choose from folder” hyperlink.  
MAMS will display the user's folder/file directory.
  11. Select the file name.
- NOTE:** Users are required to upload scanned signed HUD-11702, HUD-11709 and HUD-11720 forms in PDF format to the application before the form can be submitted via the **Submission Center**. Users can also request **PPAs** to upload the forms.

### SEARCH/VIEW FORMS

12. Select **Search Forms** to display the “Summary” page and to monitor the status of each Master Agreement.
13. A summary is displayed for the selected Issuer(s). If the Issuer is also a Participation Agent and/or Subservicer for another Counterparty, the status for those roles is also displayed.
14. Select **View** to see details for a specific form.
15. Select **View as HUD PDF** at the bottom of the page to view the form or select **View Document** to view a document that has been uploaded.

### SUBMISSION CENTER

The Submission Center tab can be used to display all the forms that have been previously entered as part of initial certification or renewal and are ready to be submitted.

16. Select **Submit**. A legal confirmation text is displayed.
17. Select the **checkbox** to accept the terms and conditions. The RSA SecurID Token must be used.

The form's status/relationships are updated in EWODS, Mainframe and GinnieNET, generating all necessary notifications.



### Processing & Servicing

Commitment Management   Request Pool Numbers   **Master Agreements**   Submission Center

Summary   **Search Forms**

Description	Status	View
Initial	Replaced	
Initial	Replaced	<a href="#">View</a>
Initial	Replaced	<a href="#">View</a>

**15** View as HUD PDF

**Document**  
Document: 4083:HUD-11702 : 2014-02-20 09:51 AM.pdf [View Document](#)

**16** **Submit**

#### Legal Information

Each statement, report, and compilation of data or information submitted in connection with a Ginnie Mae MBS Program by an Issuer, funds custodian, document custodian, subcontract servicer, or other person or entity, directly or indirectly, to Ginnie Mae, its employees, its agents or its contractors (including, without limitation, the Ginnie Mae Reports Group) is deemed a submission to the United States that is relied upon by Ginnie Mae in the operation of a Ginnie Mae MBS Program. Submission of a statement, report, or compilation of data or information is deemed to be a representation by the person making the submission that each matter stated is true, correct, complete, and in accordance with the instructions issued by Ginnie Mae.

☒ I accept the Terms and Conditions listed above.

**Submit Form** [Cancel](#)

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

[askGinnieMae@hud.gov](mailto:askGinnieMae@hud.gov)