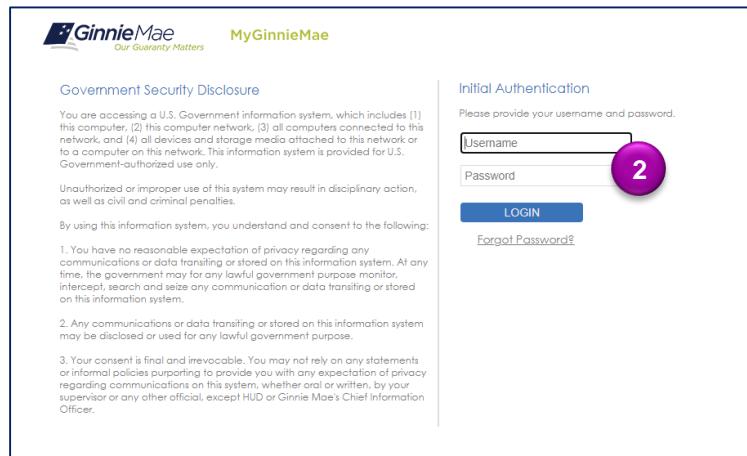


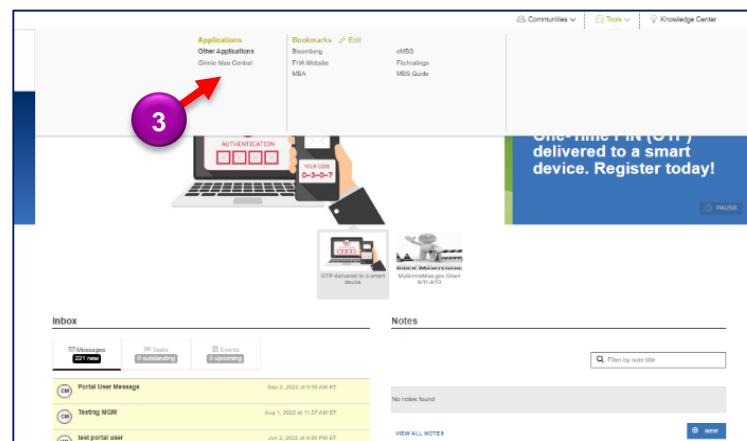
This Quick Reference Card provides an overview of the steps and instructions to manually Reassign a Review Lead on an active C&M review.

NAVIGATING TO GMC C&M

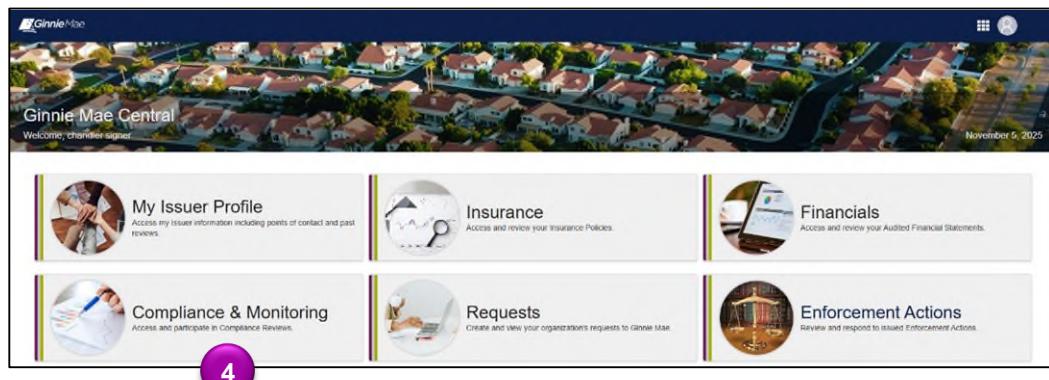
1. Navigate to **MyGinnieMae** (<https://my.ginniemae.gov>).
2. Log in with your user credentials.



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

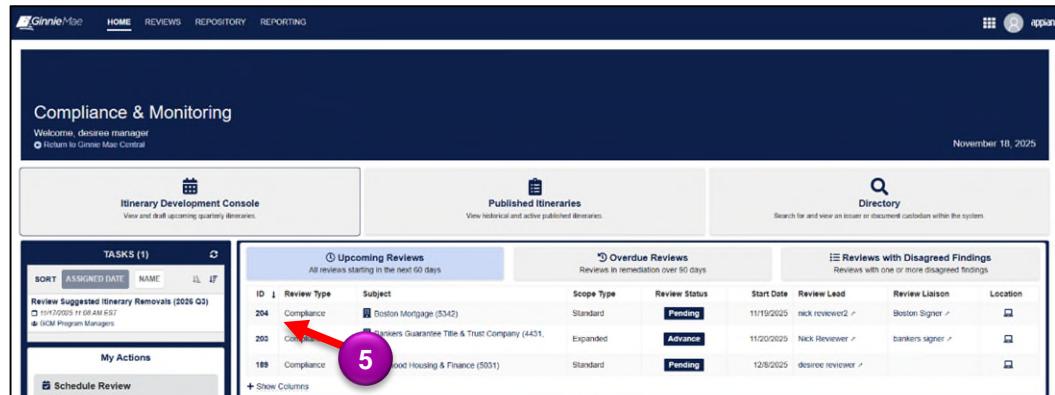


4. Select the **C&M** module.

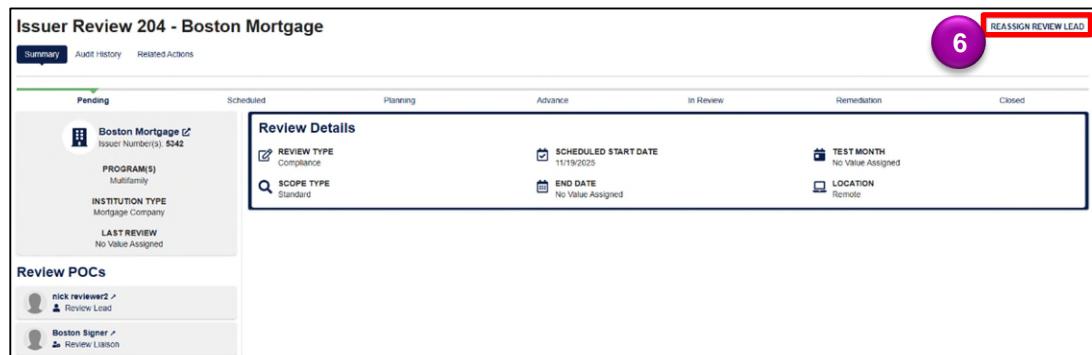


MANUALLY REASSIGN A REVIEW LIAISON

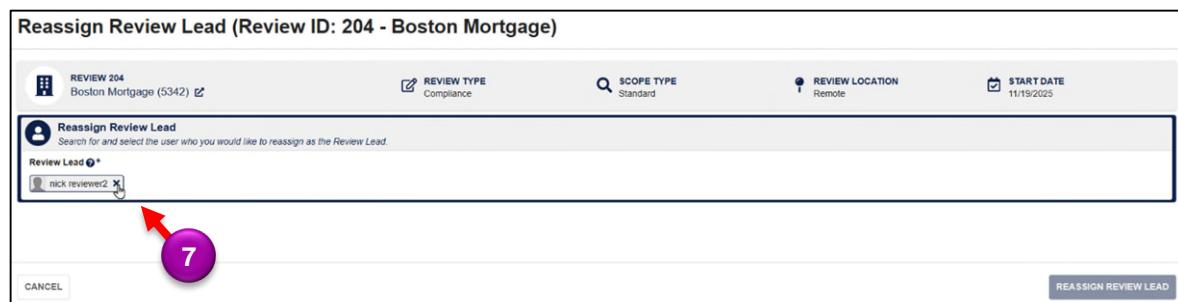
5. Click the **Review ID** link.



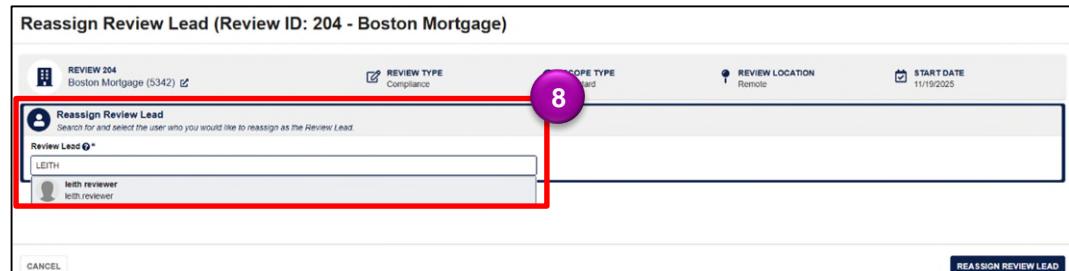
6. On the **Issuer Review screen**, click **REASSIGN REVIEW LEAD**.



7. Click the **X** next to the current assigned **Review Lead** to remove.



8. In the **Reassign Review Lead** section, type the name of the new Review Lead in the Review Lead text box and select the new Review Lead.



Note: In the event the user you are attempting to assign does not populate, contact your MyGinnieMae Organization Admin to assign the appropriate functional roles.

9. Verify the name of the new **Review Lead** and click the **REASSIGN REVIEW LEAD** button.

Reassign Review Lead (Review ID: 204 - Boston Mortgage)

REVIEW 204 Boston Mortgage (5342) <input type="checkbox"/>	REVIEW TYPE <input type="checkbox"/> Compliance <input checked="" type="checkbox"/> SCOPE TYPE Standard	REVIEW LOCATION <input type="checkbox"/> Remote	START DATE 11/19/2025
Reassign Review Lead Search for and select the user who you would like to reassign as the Review Lead.			
Review Lead <input type="checkbox"/> *  leth reviewer <input type="button" value="X"/>			
<input type="button" value="CANCEL"/>		 <input type="button" value="REASSIGN REVIEW LEAD"/>	

Note: The Manager, Lead, New Review Lead and Previous Review Lead will all receive an email notification regarding the update.