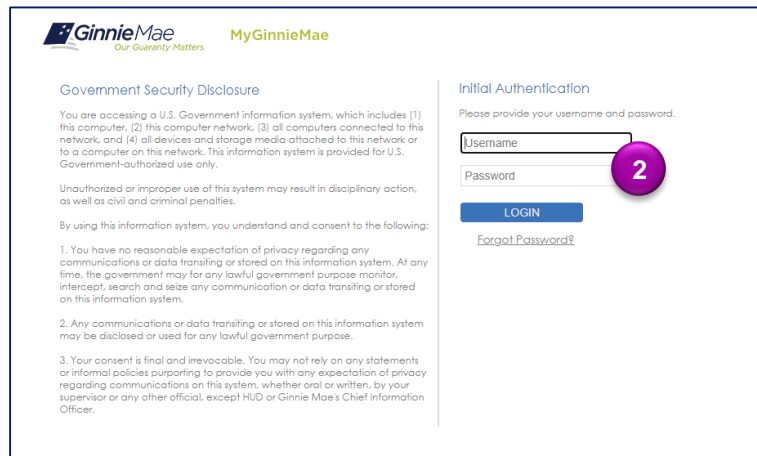


This Quick Reference Card provides an overview of the steps and instructions to manually Reassign a Review Lead on an active C&M review.

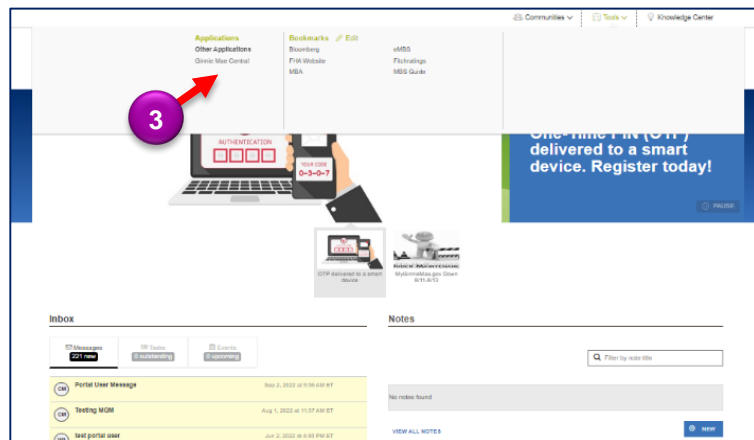
### NAVIGATING TO GMC C&M

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

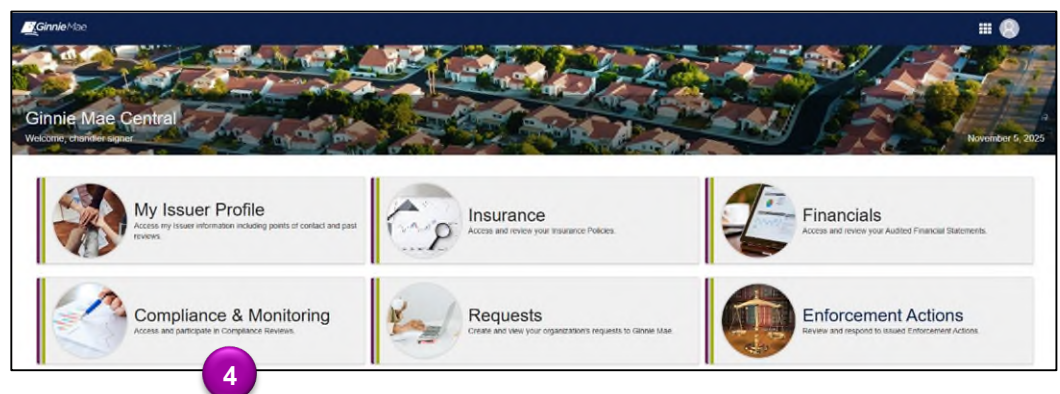
2. Log in with your user  
credentials.



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

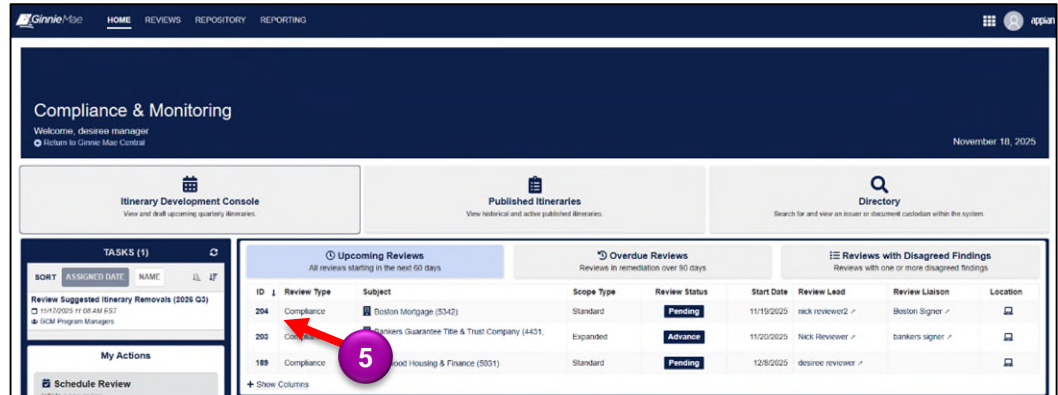


4. Select the **C&M** module.

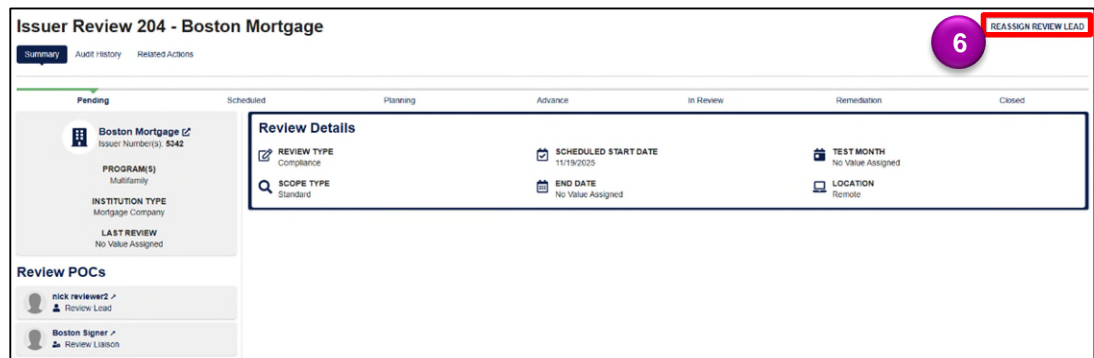


### MANUALLY REASSIGN A REVIEW LIAISON

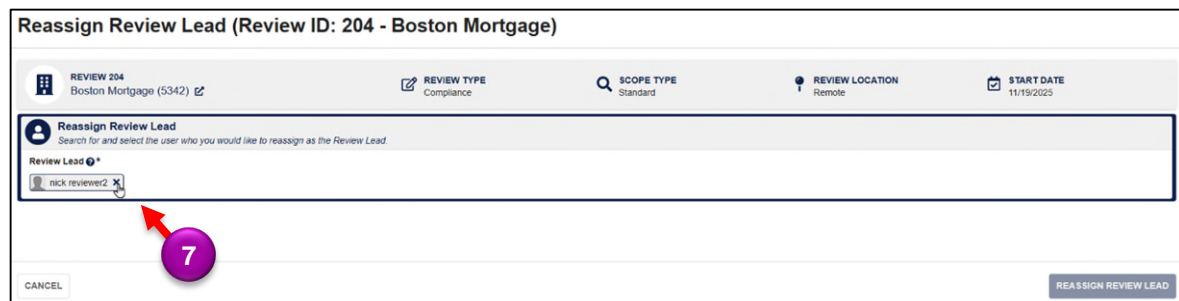
- Click the **Review ID** link.



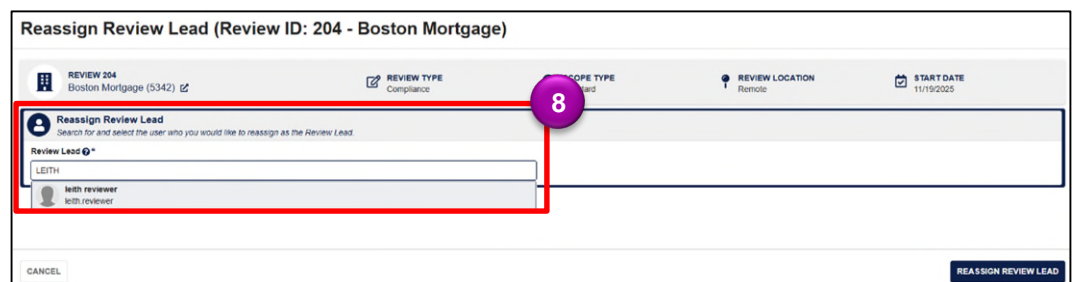
- On the **Issuer Review** screen, click **REASSIGN REVIEW LEAD**.



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



- 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.

- 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) <a href="#">🔗</a>	REVIEW TYPE Compliance	SCOPE TYPE Standard	REVIEW LOCATION Remote	START DATE 11/19/2025
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Reassign Review Lead  
Search for and select the user who you would like to reassign as the Review Lead.

Review Lead  \*

9  
REASSIGN REVIEW LEAD

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