

## **Manage Review Participants**

GMC C&M MODULE QUICK REFERENCE CARD

This Quick Reference Card provides an overview of the steps and instructions to manage review participants as a Review Liaison.

## **NAVIGATING TO GMC C&M**

- 1. Navigate to MyGinnieMae (https://my.ginniemae.gov).
- 2. Login with your credentials.

Ginnie Mae Our Guaranty Matters MyGinnie Mae	
Government Security Disclosure	Initial Authentication
You are accessing a U.S. Government information system, which includes [1] this computer, [2] this computer network, [3] all computers connected to this network, and [4], or his mest activity and the third the third of the third the third of the the the third of the	Please provide your username and 2 ord. Username
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.	LOGIN
By using this information system, you understand and consent to the following:	LOGIN
<ol> <li>You have no reasonable expectation of privacy regarding any communications or data transiting or stored on the information system. At any time, the government may to any lawful government purpose monitor, intercept, search and setse any communication or data transiting or stored on this information system.</li> </ol>	Forgot Password®
<ol> <li>Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.</li> </ol>	
<ol> <li>Your consent is final and inevacable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this yettern, whether or old or written, by your supervisor or any other official, except HUD or Ginnie Mae's Chief Information Officer.</li> </ol>	

 Select Ginnie Mae Central under the Applications section on the My Tools dropdown.



4. Select the C&M module.





## Manage Review Participants

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## **Add Review Participants**

1. Select the **Review** Banner or the Review ID link to access the Review Record.

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2. On the Review Record, select the **Participants** tab.

3. Select Manage

Participants.

 Review 54 - Patch Mortgage
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 Review 54 - Patch Mortgage
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HOME REVIEWS

Ginnie Mae

- 4. Select **Add Participant** to search for a member of your organization to add to the Review.
- 5. Select the **Remove Participant** "**x**" symbol to remove a participant from the Review.
- 6. Once complete, select **Update Participants.**

