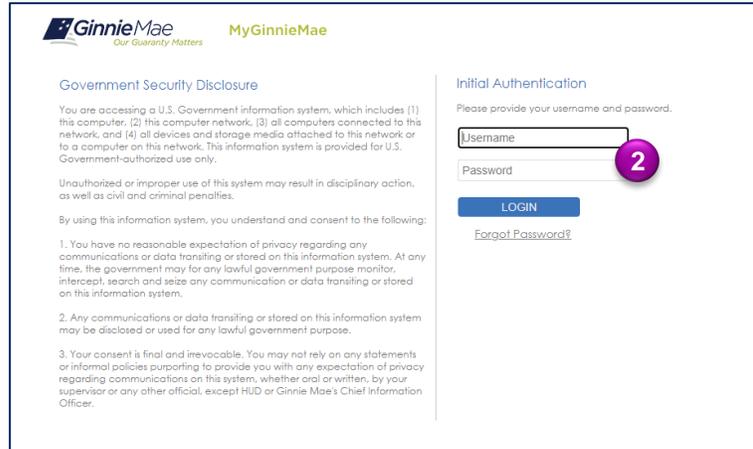


This Quick Reference Card provides an overview of the steps and instructions to submit the completed Advance Questionnaire and requested Advance documentation as a Review Liaison and Basic User Participant.

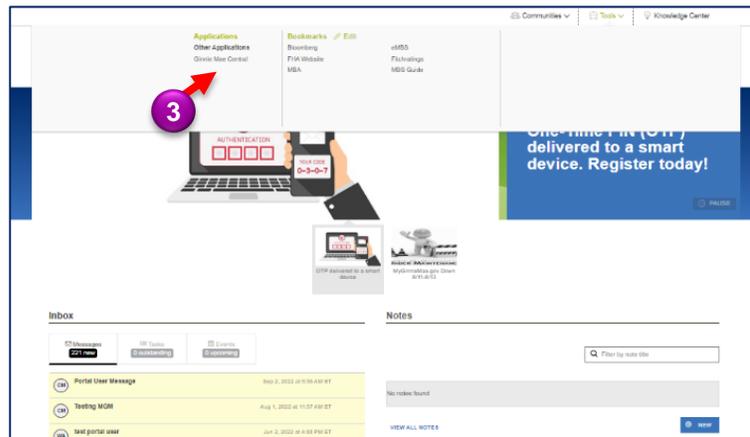
NAVIGATING TO GMC C&M

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

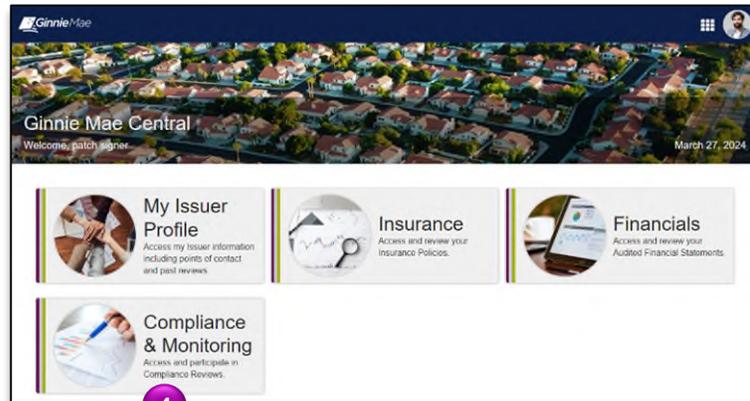
2. Login with your credentials.



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

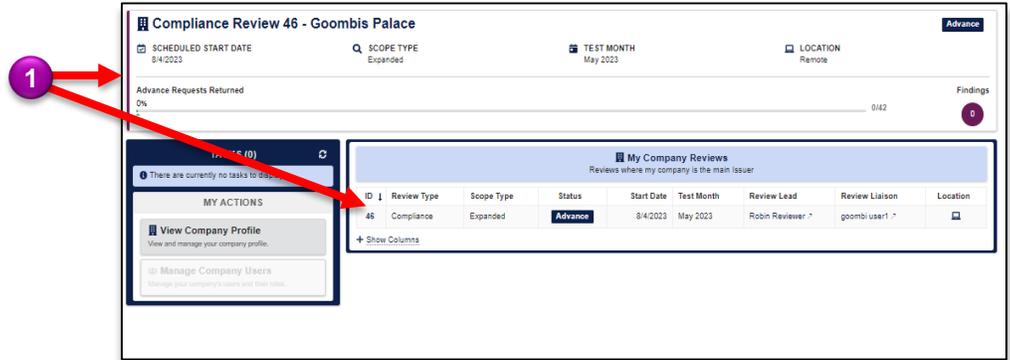


4. Select the C&M module.

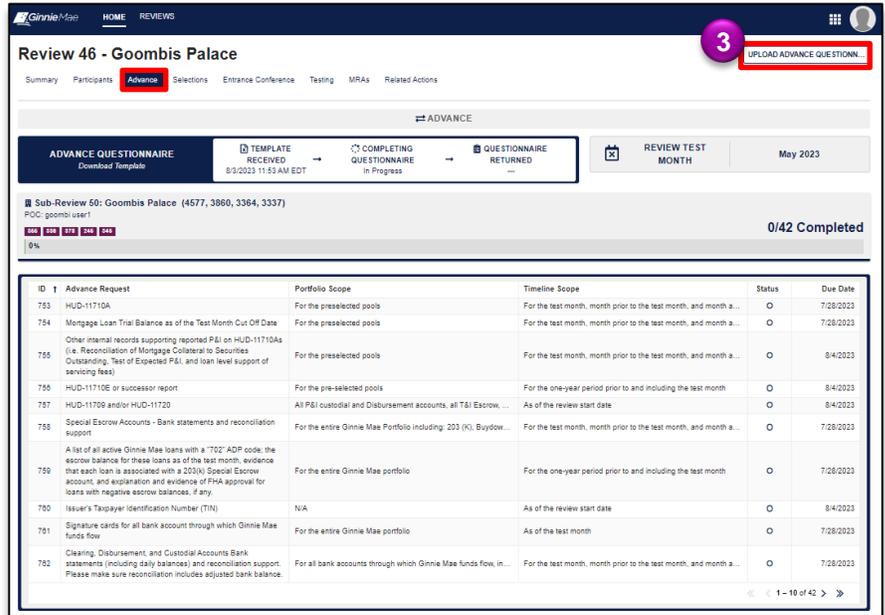


SUBMIT ADVANCE QUESTIONNAIRE

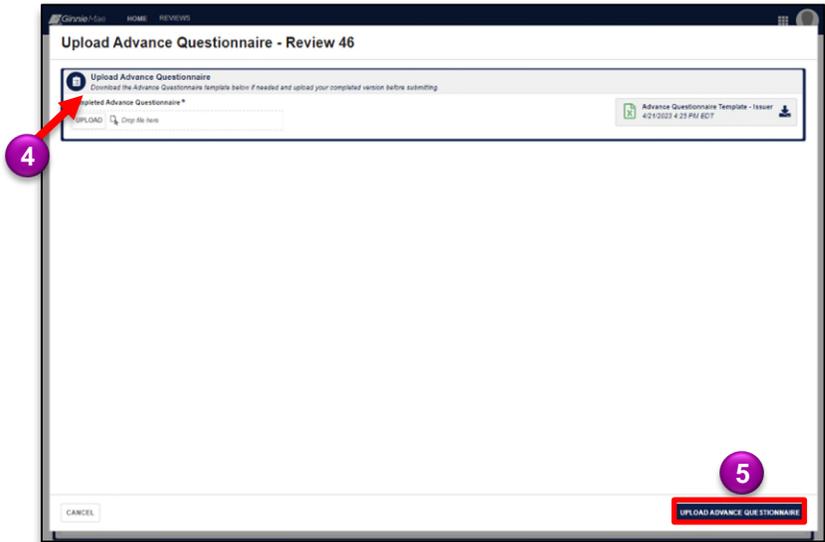
1. Select the **Review Banner** or the **Review ID link** to access the Review Record.



2. Once on the Review Record, Select the **Advance** tab.
3. On the Advance tab, **select Upload Advance Questionnaire** button in the top left.

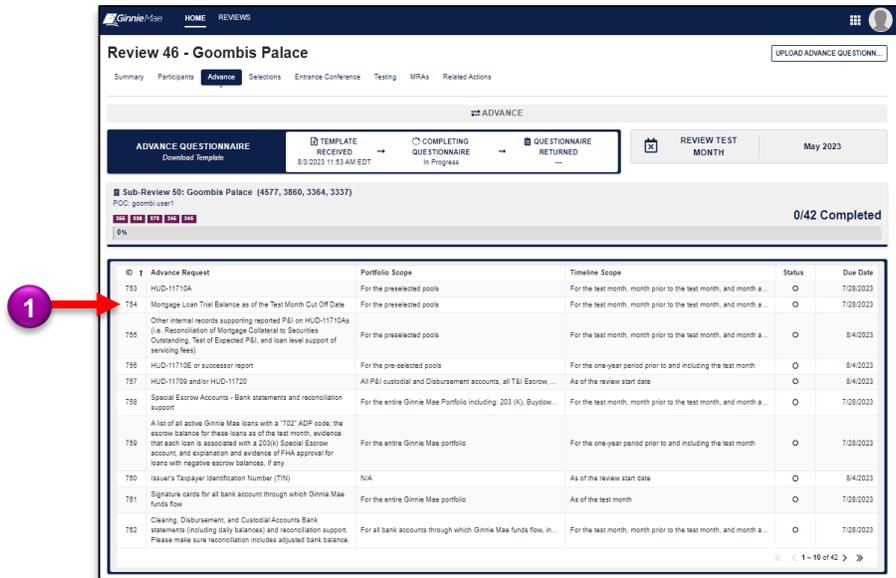


- Download the blank template, complete it, and upload the completed Advance Questionnaire document by selecting **Upload** button.
- Select **Upload Advance Questionnaire** on the bottom right of the page to send it to the review team.

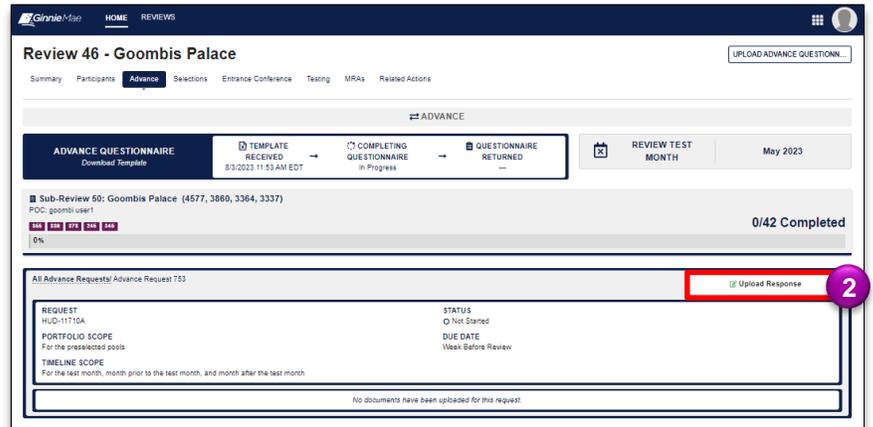


SUBMIT ADVANCE REQUESTS

- On the Advance tab of the Review Record, select the **Advance Request ID** to respond.



- On the Advance Request form, select **Upload Response** to submit the requested documentation.



- Enter the **Folder Name** and upload the documents under the **Associated Documentation** field. Folders are used to name and organize documents based on the uploader's preference.

