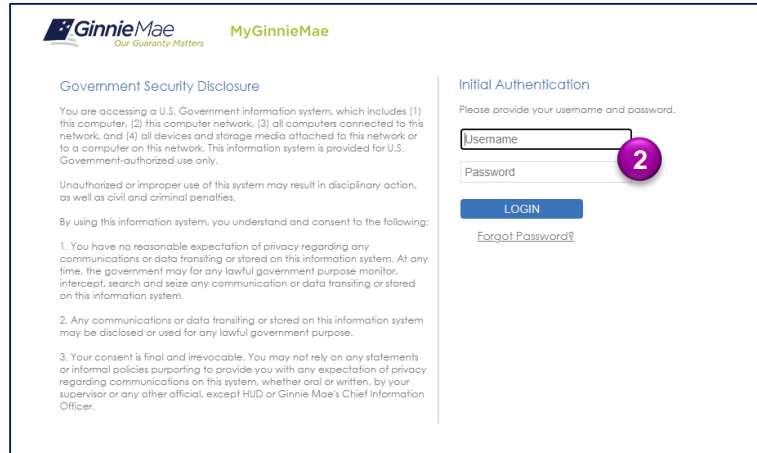


This Quick Reference Card provides an overview of the steps and instructions to submit a Finding Resolution Plan (FRP) as Document Custodian Review Participant.

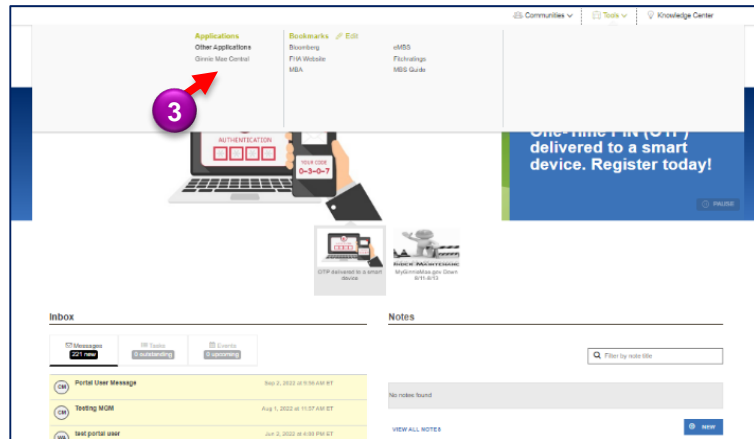
NAVIGATING TO GMC C&M

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

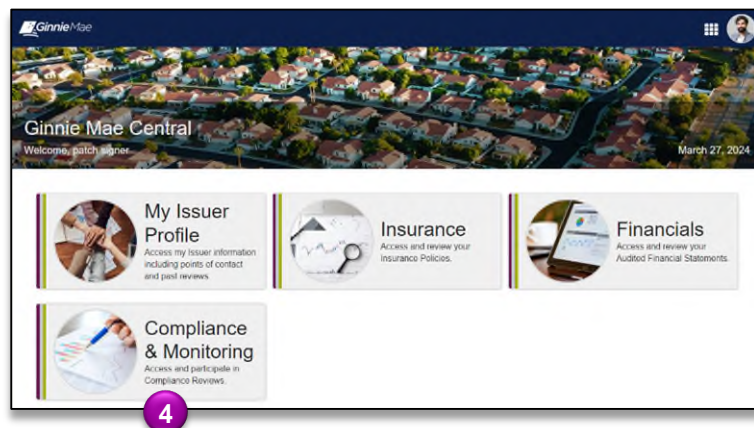
2. Login with your credentials.



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

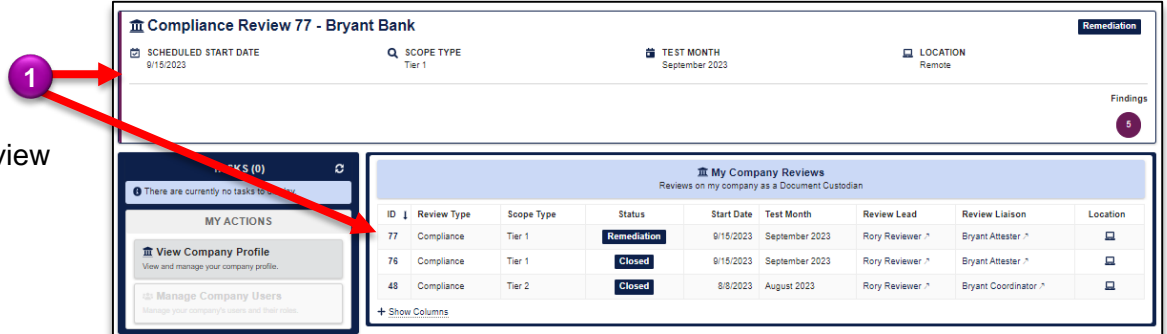


4. Select the C&M module.

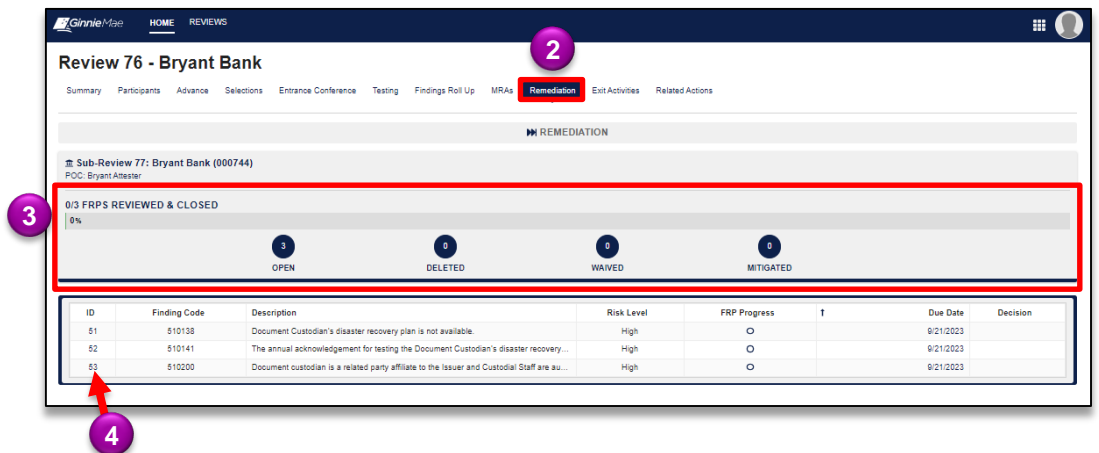


SUBMIT FRPs

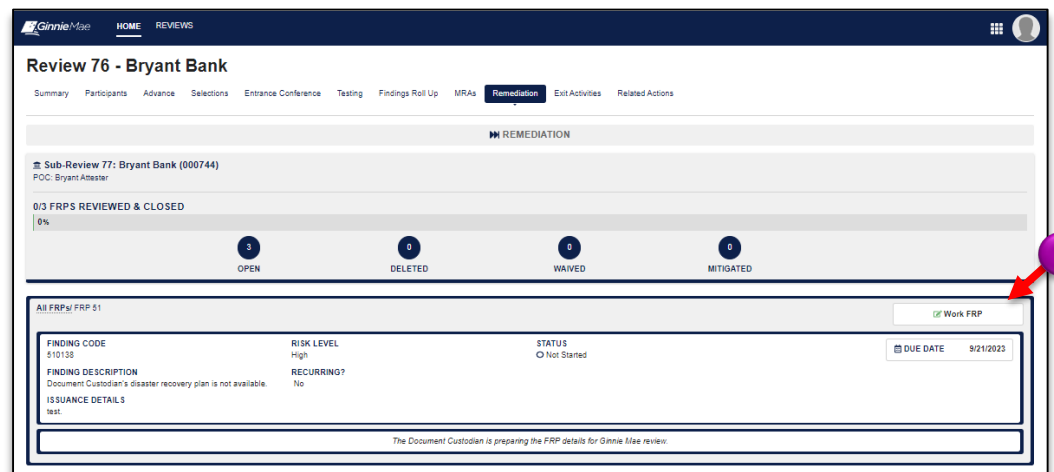
1. Select the **Review Banner** or the **Review ID link** to access the Review Record.



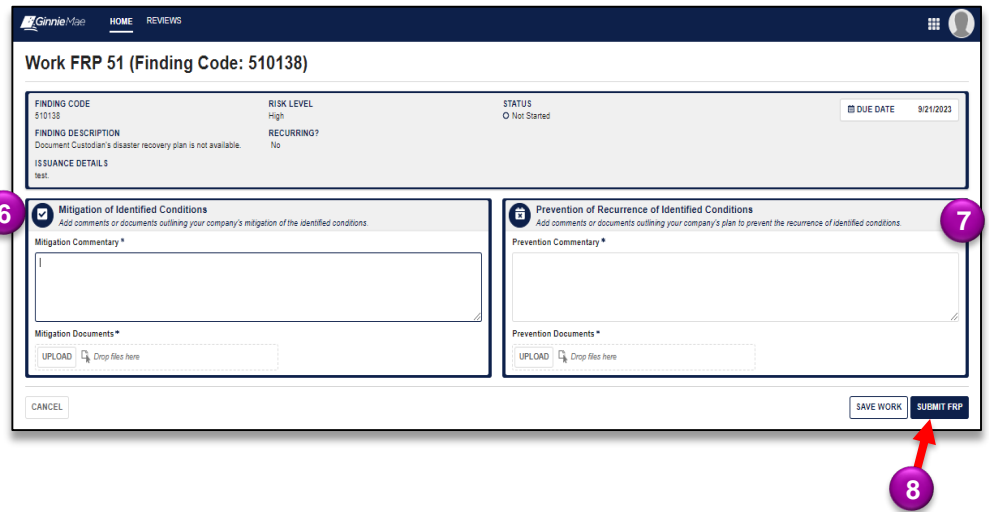
2. Once on the Review Record, Select the **Remediation** tab.
3. On the Remediation tab, **view** metrics on the status of review findings (open, deleted, waived, mitigated).
4. Select the **ID link** to submit an FRP for each finding.



5. Select the **Work FRP** button.



6. Complete the FRP form by entering and uploading the required **Mitigation** documentation.
7. Complete the FRP form by entering and uploading the required **Prevention** documentation.
8. Once complete, select **Submit FRP** to send it back to the Review Team (repeat this process for all FRPs).




Work FRP 51 (Finding Code: 510138)

FINDING CODE 510138	RISK LEVEL High	STATUS O Not Started	DUE DATE 9/21/2023
FINDING DESCRIPTION Document Custodian's disaster recovery plan is not available.	RECURRING? No		
ISSUANCE DETAILS test.			

6 **Mitigation of Identified Conditions**
Add comments or documents outlining your company's mitigation of the identified conditions.

Mitigation Commentary *


Mitigation Documents *

UPLOAD  Drop files here

7 **Prevention of Recurrence of Identified Conditions**
Add comments or documents outlining your company's plan to prevent the recurrence of identified conditions.

Prevention Commentary *

Prevention Documents *

UPLOAD  Drop files here

CANCEL SAVE WORK **SUBMIT FRP** **8**