

GMC C&M MODULE QUICK REFERENCE CARD

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

NAVIGATING TO GMC C&M

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

Our Guaranty Matters	
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 elvowic, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-Journation and the system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any inter, the government may fram you'd government purpose emoiror, netercept, search and seize any communication or data transiting or stored on this information system. 2. Any communications or data transiting or stored on this information system. To use the or communication or data transiting or stored on this information system. 2. Any communications or data transiting or stored on this information system may be disclosed or used for any lavki/ government purpose. 3. Your consent is final and irrevocable. You may not rely on any statements or information of the officiel. You may not rely on any statements or information of the following exception of privacy egarding communications or this system, whether call or written, by your uppending communications or this system, whether call or written, by your uppending communications or this system, whether call or written, by your uppending communications or this system. Whether call or written, by your uppending communications or this system. Whether call or written, by your uppending communications or this system. Whether call or written, by your uppending communications or this system. Your and the order of the official except plub Or Grinne March theorem and the official except plub or Grinne March and theorem and the official except plub or Grinne Accept plub or Grinne Accept plub or Grinne Accept plub or Gr	Please provide your usemame and password. Usemame Password LOGIN Eorgot Password?

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



4. Select the C&M module.





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SUBMIT ADVANCE QUESTIONNAIRE

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

9/15/2023		SCOPE TYPE Tier 1		iii TE Sej	ST MONTH stember 2023		LOC Rem	ATION	
Advance Requests Returned									
0% 1								0/13	
There are currently no tasks to o	- I			Rev	My Cor iews on my compi	mpany Reviews any as a Document Cus	stodian		
MYACTIONS		D Review Type	Scope Type	Status	Start Date	Test Month	Review Lead	Review Liaison	Locat
	- T	7 Compliance	Tier 1	Advance	9/15/2023	September 2023	Rory Reviewer 2	Bryant Attester 2	
View Company Profile View and manage your company profile.		6 Compliance	Tier 1	Closed	9/15/2023	September 2023	Rory Reviewer 2	Bryant Attester 2	
		18 Compliance	Tier 2	Closed	8/8/2023	August 2023	Rory Reviewer A	Bryant Coordinator A	8
Italia Manage Company Users				_					

- 2. Once on the Review Record, select the **Advance** tab.
- On the Advance tab, select Upload Advance Questionnaire button.

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	2	≓ ADVANCE			1
ADVAN	CE QUESTIONNAIRE Downbod Template Downbod Template EDT D TEMPLATE RECEIVED B1620231131 AM EDT EDT C COMPLETING QUESTIONNAIRE IN Prograss	GUESTIONNAIRE DUE DATE RETURNED 0/15/2023 —	REVIEW TEST MONTH	September 2023	23
ID 1	Advance Request	Portfolio Scope	Timeline Scope	Status [Due
1438	Policies and Procedures	For the entire Ginnie Mae portfolio		0	9/8
1437	Organizational Chart	For the entire Ginnie Mae portfolio		0	9/8
1438	Copy of written attestation of 2 hour fire rating	For the entire Ginnie Mae portfolio		0 9	9/15
1439	All other applicable documents as requested in the Advance Questionnaire	For the entire Ginnie Mae portfolio		0 9	9/15/
1440	A listing of all loans in pools not final certified, aged over 180 days preventing final certification of the pool	For the entire Ginnie Mae portfolio		0	9/8/
1441	An electronic listing of all loan files held including the Ginnie Mae Unique Loan Identifier (ULID), Issuer Loan Number, Status, Pool Number, and Issuer	For each tested Issuer		0	9/8/3
1442	SecuriD Token Order Form	For the entire Ginnie Mae portfolio		0	9/8/
1443	Management statement of good standing with primary regulator	For the entire Ginnie Mae portfolio		0	9/8/3
1444	Issuer Master File	For each tested Issuer		0 9	9/15/
1445	Proof of insurance coverage for the Property, E&O, and Fidelity Bond including the Ginnie Mae Loss Payable Endorsement	For the entire Ginnie Mae portfolio		0 9	9/15/

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 Download the blank template, complete it, and upload the completed Advance Questionnaire document by selecting Upload button.

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Ginnie Mae

5. 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.

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		≓ ADVANCE			
ADVAN	CE QUESTIONNAIRE Download Trimplate Download Trimplate EDT IS AM GREAT	APLETING © QUESTIONNAIRE IONNAIRE → RETURNED rogress	WE DATE REVIEW TEST 9/15/2023	Septem	ber 2023
ID 1	Advance Request	Portfolio Scope	Timeline Scope	Status	Dur
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2. On the Advance Request form, select **Upload Response** to submit the requested documentation.

ummary Participants Advance Selection	5 Entrance Conference	Testing	MRAs Related Ac	tions					UPLOAD ADVANCE QUES
					≓ ADVANCE				
ADVANCE QUESTIONNAIRE Download Template	TEMPLATE RECEIVED 9/14/2023 11:31 AM EDT	→	COMPLETING QUESTIONNAIRE In Progress	→	QUESTIONNAIRE RETURNED	DUE DATE 9/15/2023	×	REVIEW TEST MONTH	September 2023
II Advance Requests/ Advance Request 1438									If Upload Response
REQUEST					STATUS O Not Started				
Policies and Procedures					DUE DATE				
Policies and Procedures PORTFOLIO SCOPE For the entire Ginnie Mae portfolio					week belote Revie	rw.			
Policies and Procedures PORTFOLIO SCOPE For the entire Ginnie Mae portfolio TIMELINE SCOPE					Week belore Kevie	***			

 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.

IEQUEST Policies and Procedures	STATUS O Not Started	TEST MONTH: September 2023
ORTFOLIO SCOPE	DUE DATE Marke Refere Review	
INELINE SCOPE	WEALDERVIE NEWEW	
Beenend to Advance Request		
Respond to Advance Request	answer the advance quastions if annicable, and provide any additional contast in the commants	
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	ADDITIONAL INFORMATION	
sponse Comments		
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