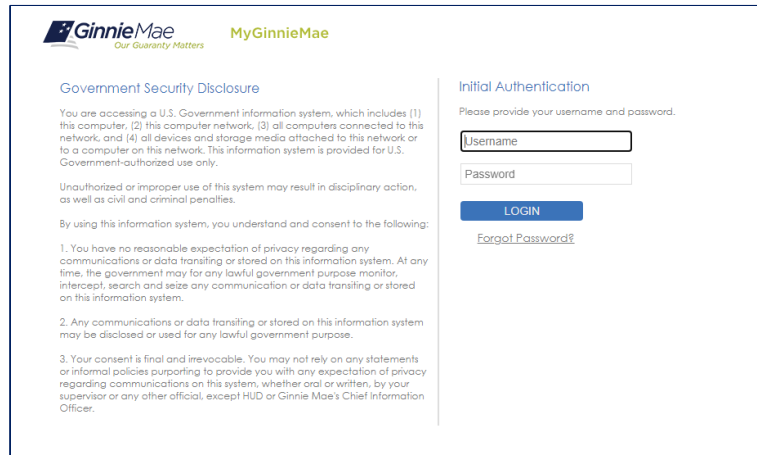


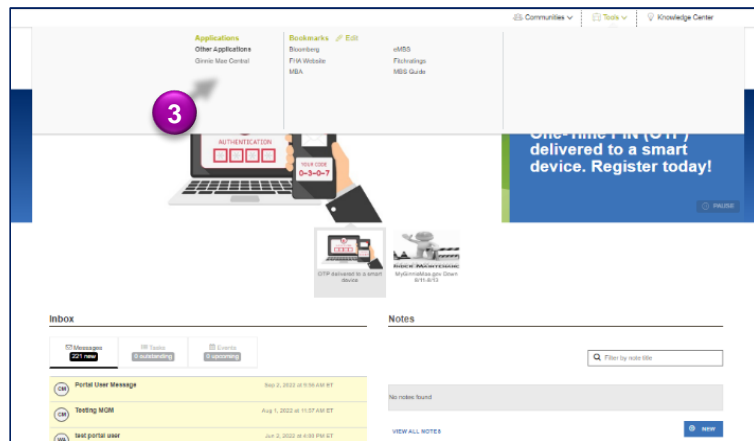
This Quick Reference Card provides an overview of the steps and instructions to view the logged findings and Initial Letter as a Document Custodian Review Participant.

### NAVIGATING TO GMC C&M

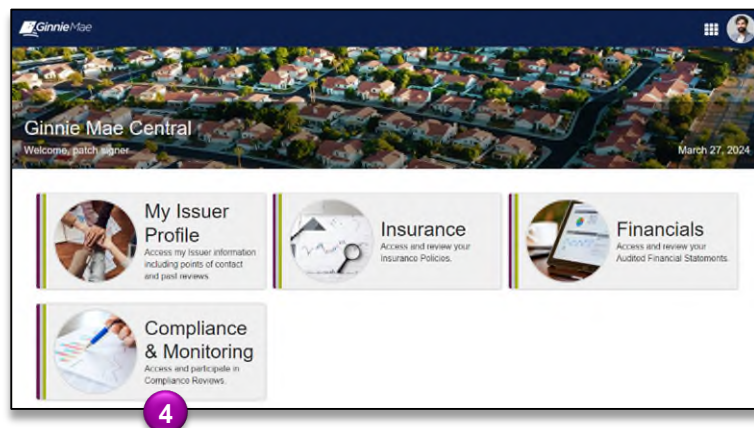
1. Navigate to MyGinnieMae (<https://my.ginniemae.gov>).
2. Login with your credentials.



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

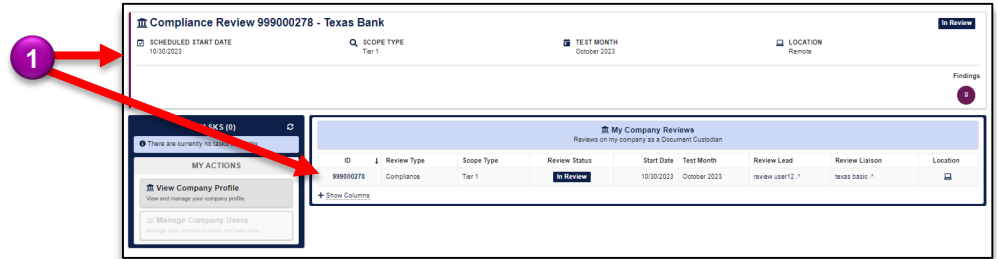


4. Select the C&M module.

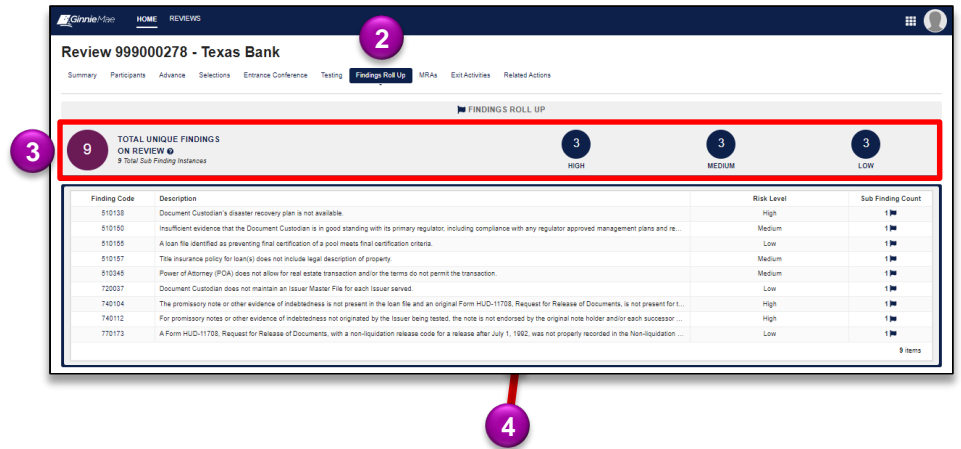


### VIEW FINDINGS ROLL UP

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



2. Once on the Review Record, Select the **Findings Roll Up** tab.
3. On the Findings Roll Up tab, the **Total Unique Findings** logged across Document Custodian review will be displayed.
4. The grid below will display **key findings information** such as Finding Code, Description, Risk Level, and Count.



### VIEW INITIAL LETTER

1. On the Summary tab of the Review Record, the **Initial Letter is available for download** on the left-hand side of the page under the Initial Letter section. Select the download icon to open, view, and save the document.

