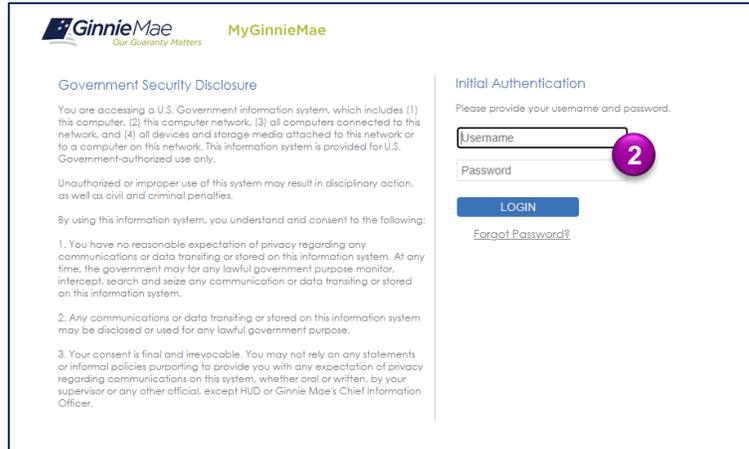


This Quick Reference Card provides an overview of the steps and instructions to submit the Findings Worksheet as an Authorized Signer.

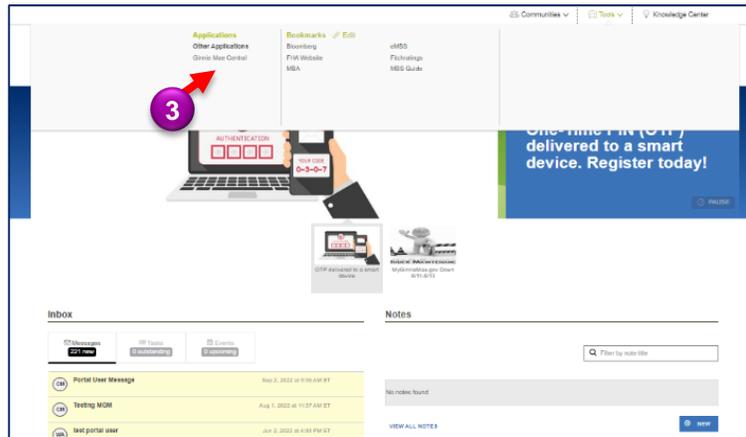
NAVIGATING TO GMC C&M

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

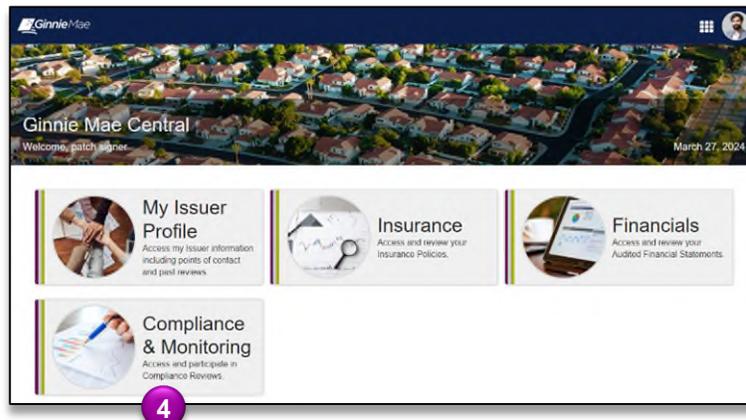
2. Login with your credentials.



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 **Submit Findings Worksheet** task under the Task bar.

Compliance Review 56 - Branch Bank

SCHEDULED START DATE: 4/9/2024 | SCOPE TYPE: Tier 1 | TEST MONTH: April 2024 | LOCATION: Remote

TASKS (1)

- Submit Findings Worksheet (Review 56)
- Branch Bank Authorized Signers

MY ACTIONS

- View Company Profile
- Manage Company Users

My Company Reviews

ID	Review Type	Scope Type	Review Status	Start Date	Test Month	Review Lead	Review Liaison	Location
56	Compliance	Tier 1	In Review	4/9/2024	April 2024	Helen Reviewer	branch basic	Remote
41	Compliance	Tier 1	Closed	2/23/2024	February 2024	Helen Reviewer	branch signer	Remote

2. **Accept** the task on the Findings Worksheet form.
3. Review each logged finding and use the thumbs up and thumbs down icons to agree/disagree to each finding.

You must accept this task before completing it

Submit Findings Worksheet - Review 56

REVIEW 56 | Branch Bank (002005) | REVIEW TYPE: Compliance | SCOPE TYPE: Tier 1 | REVIEW LOCATION: Remote | START DATE: 4/9/2024

Make Decision on Findings

Make an agreement decision for all issued findings for this review. Click on the finding ID to see more details. You must enter comments for any finding you disagree with. If Ginnie Mae upholds a disagreed finding, the Finding Resolution Plan (FRP) will be due three days following Ginnie Mae's decision.

ID	Finding Code	Responsible Party	Finding Description	Agree	Disagree	Comments
54	510135	Branch Bank	Document Custodian's current policies and procedures governing its facilities, fiscal soundness...	👍	👎	
55	510136a	Branch Bank	Document Custodian's disaster recovery plan is not available.	👍	👎	
56	510156	Branch Bank	Document Custodian does not maintain loan documentation for one loan in one single storage.	👍	👎	
57	510152	Branch Bank	Management stated that material adverse changes in financial position or operations have occ...	👍	👎	
58	510154	Branch Bank	Document Custodian did not provide a current organizational chart including staffing levels by ...	👍	👎	

Select a finding above to see more details.

CANCEL | **SUBMIT FINDINGS WORKSHEET**

4. **Disagreed findings** must be accompanied by a comment explaining why the finding was disagreed to.
5. Once complete, select **Complete Worksheet** to send the form back to the Review Team.

Submit Findings Worksheet - Review 56

REVIEW 56 | Branch Bank (002005) | REVIEW TYPE: Compliance | SCOPE TYPE: Tier 1 | REVIEW LOCATION: Remote | START DATE: 4/9/2024

Make Decision on Findings

Make an agreement decision for all issued findings for this review. Click on the finding ID to see more details. You must enter comments for any finding you disagree with. If Ginnie Mae upholds a disagreed finding, the Finding Resolution Plan (FRP) will be due three days following Ginnie Mae's decision.

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Select a finding above to see more details.

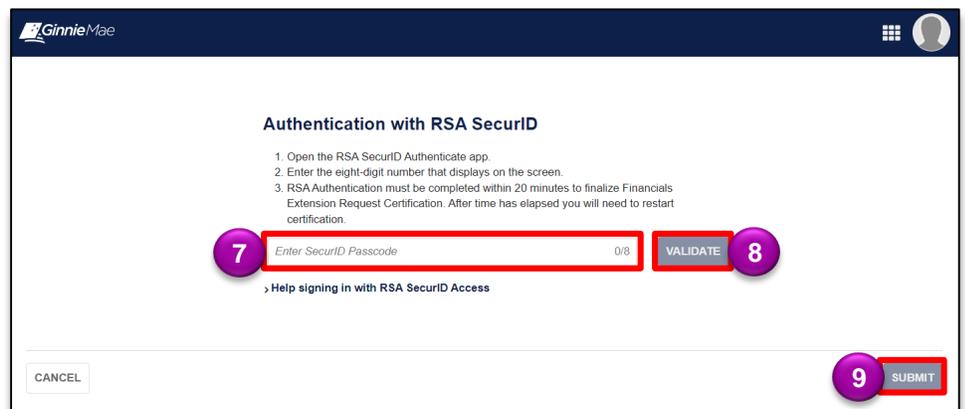
CANCEL | **SUBMIT FINDINGS WORKSHEET**

6. Select **Submit** to proceed with the submission.

Submit Findings Worksheet?

Are you sure you want to proceed with the submission? Ginnie Mae will be able to access all provided information, and you will not be able to make any further changes. After proceeding you will need to authenticate via RSA Token SecurID to finalize the submission.

7. Follow the instructions beneath “Authentication with RSA SecureID” to **enter the SecurID Passcode**.
8. Select **VALIDATE**.
9. Select **SUBMIT** to complete Authentication with RSA SecurID.



The screenshot shows the 'Authentication with RSA SecurID' screen. At the top, there are instructions: 1. Open the RSA SecurID Authenticate app. 2. Enter the eight-digit number that displays on the screen. 3. RSA Authentication must be completed within 20 minutes to finalize Financials Extension Request Certification. After time has elapsed you will need to restart certification. Below the instructions is a text input field labeled 'Enter SecurID Passcode' with a character count '0/8'. A red box highlights the input field and the 'VALIDATE' button to its right. A purple circle with the number '7' is next to the input field, and a purple circle with the number '8' is next to the 'VALIDATE' button. At the bottom left is a 'CANCEL' button, and at the bottom right is a '9 SUBMIT' button. A link for 'Help signing in with RSA SecurID Access' is also visible.