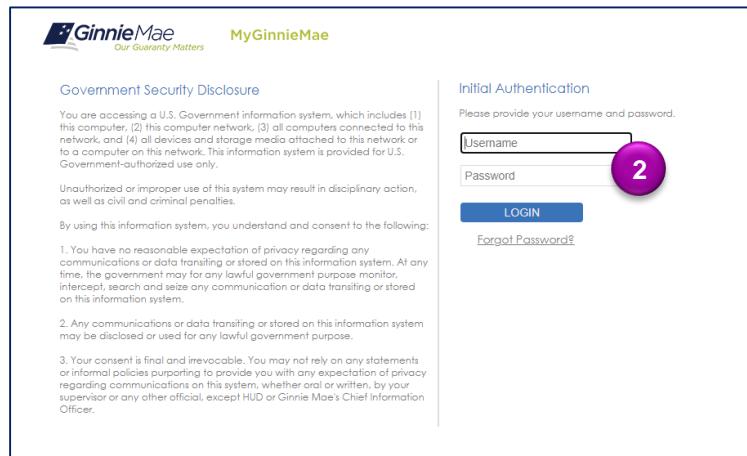


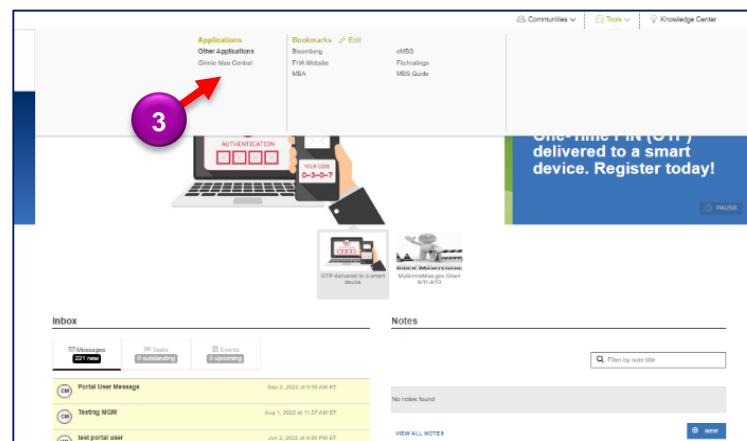
This Quick Reference Card provides an overview of the steps and instructions to manually Reassign a Review Lead on an active C&M review.

NAVIGATING TO GMC C&M

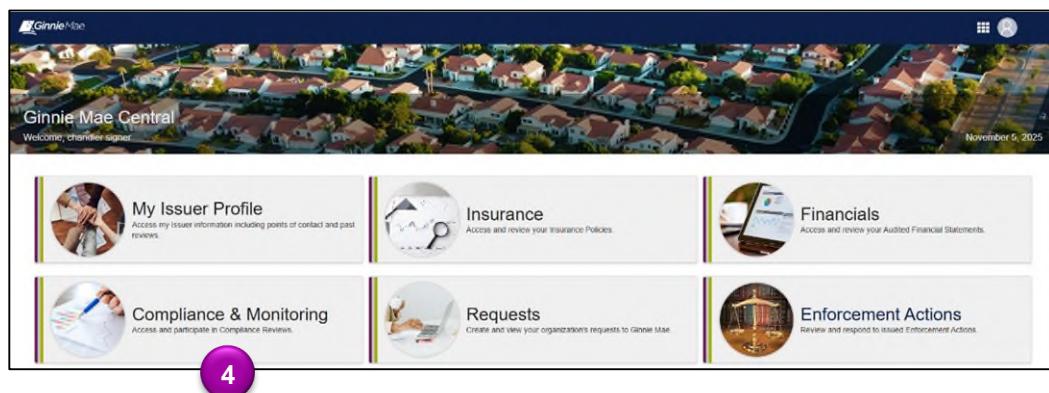
1. Navigate to **MyGinnieMae** (<https://my.ginniemae.gov>).
2. Log in with your user credentials.



3. Select **Ginnie Mae Central** under the **Applications** section on the **My Tools** drop-down.

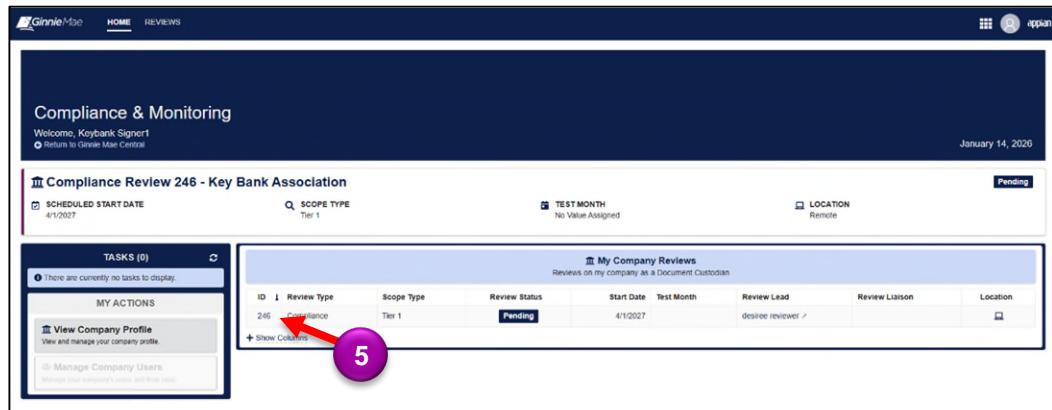


4. Select the **C&M** module.

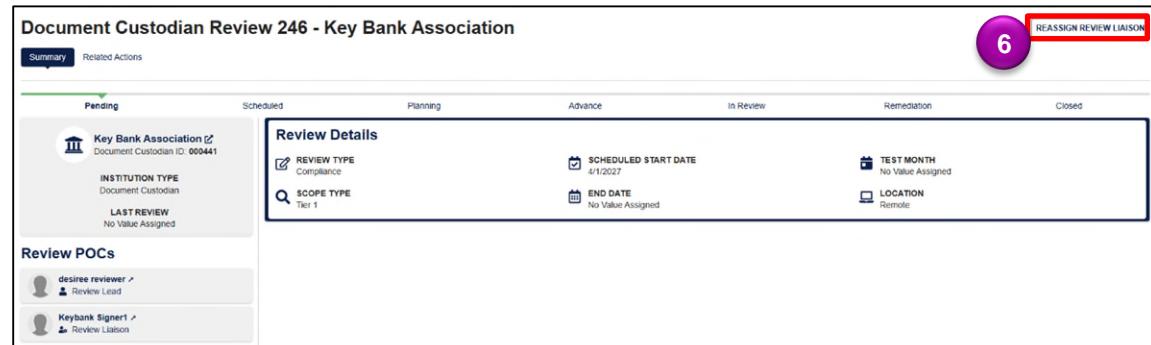


MANUALLY REASSIGN A REVIEW LIAISON

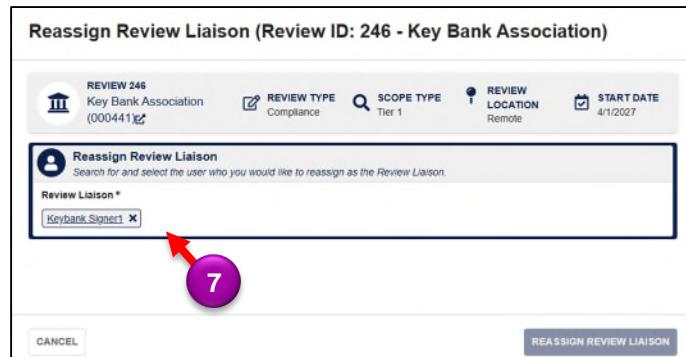
5. Click the **Review ID** link.



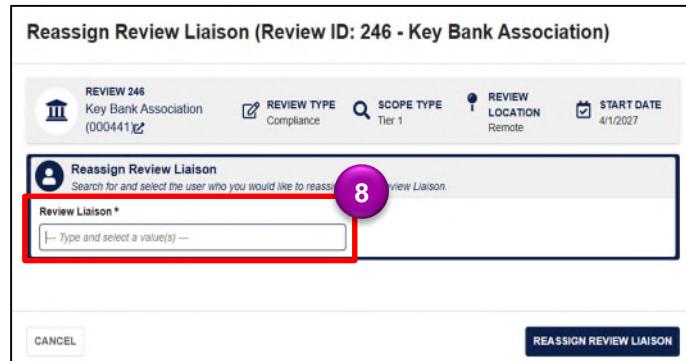
6. On the **Document Custodian Review screen**, click **REASSIGN REVIEW LIAISON**.



7. Click the X next to the current assigned **Review Liaison** to remove.



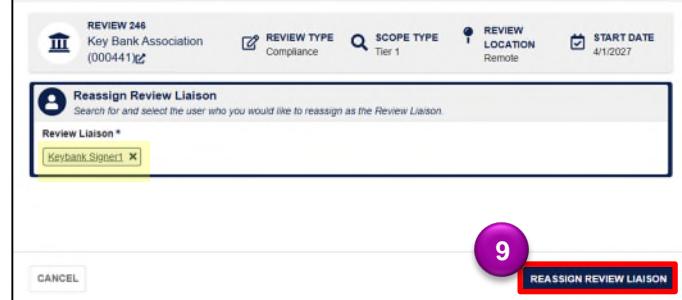
8. In the **Reassign Review Liaison** section, type the name of the new Review Liaison in the Review Liaison text box and select the new Review Liaison.



Note: In the event the user you are attempting to assign does not populate, contact your MyGinnieMae Organization Admin to assign the appropriate functional roles.

- Verify the name of the new **Review Liaison** and click the **REASSIGN REVIEW LIAISON** button.

Reassign Review Liaison (Review ID: 246 - Key Bank Association)



Note: The Manager, Lead, New Review Liaison and Previous Review Liaison will all receive an email notification regarding the update.