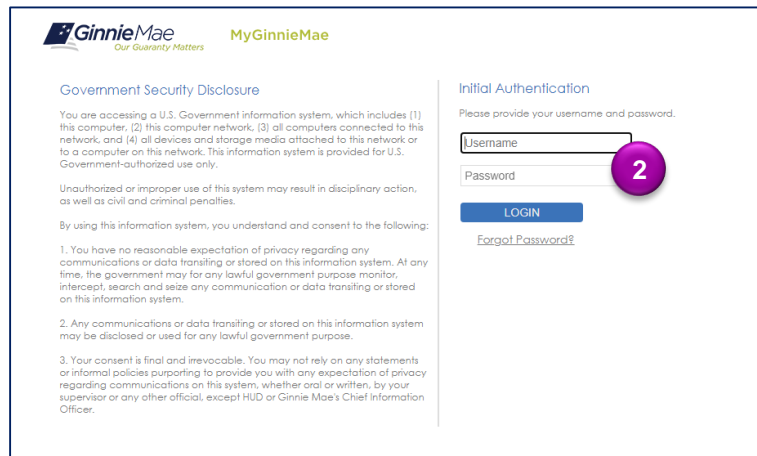


This Quick Reference Card provides an overview of the steps and instructions to manually Reassign a Review Lead on an active C&M review.

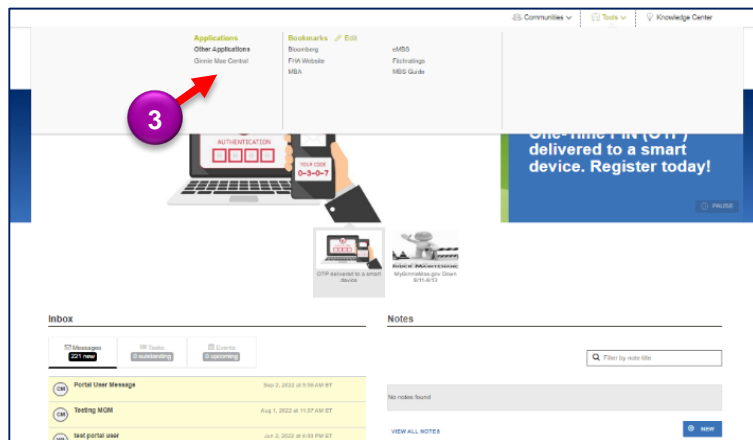
NAVIGATING TO GMC C&M

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

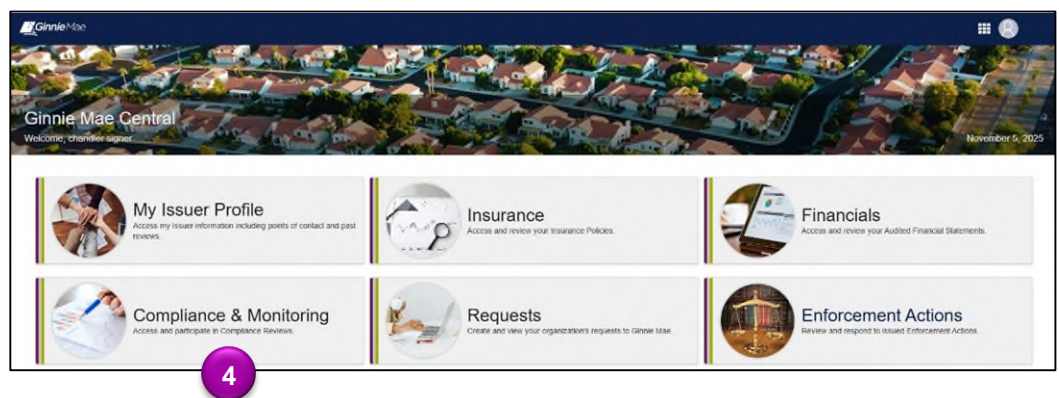
2. Log in with your user credentials.



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

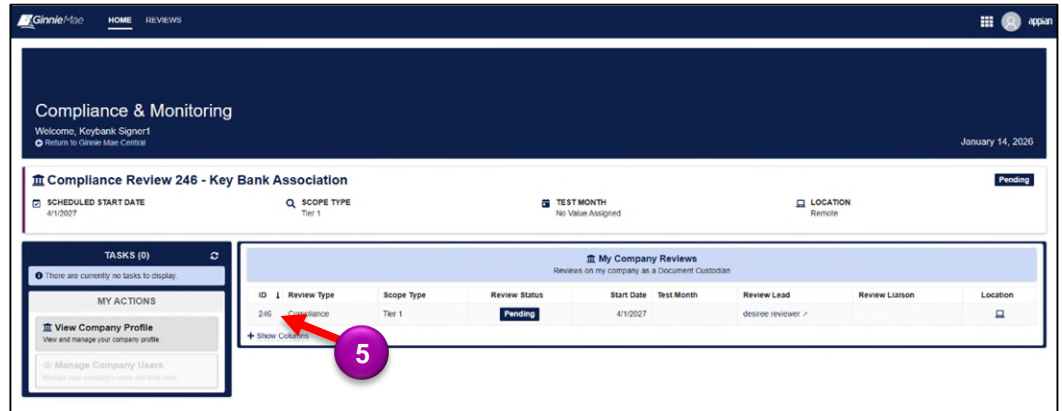


4. Select the **C&M** module.



MANUALLY REASSIGN A REVIEW LIAISON

- Click the **Review ID** link.



Compliance & Monitoring

Welcome, Keybank Signer1

January 14, 2026

Compliance Review 246 - Key Bank Association

SCHEDULED START DATE: 4/1/2027

SCOPE TYPE: Tier 1

TEST MONTH: No Value Assigned

LOCATION: Remote

TASKS (0)

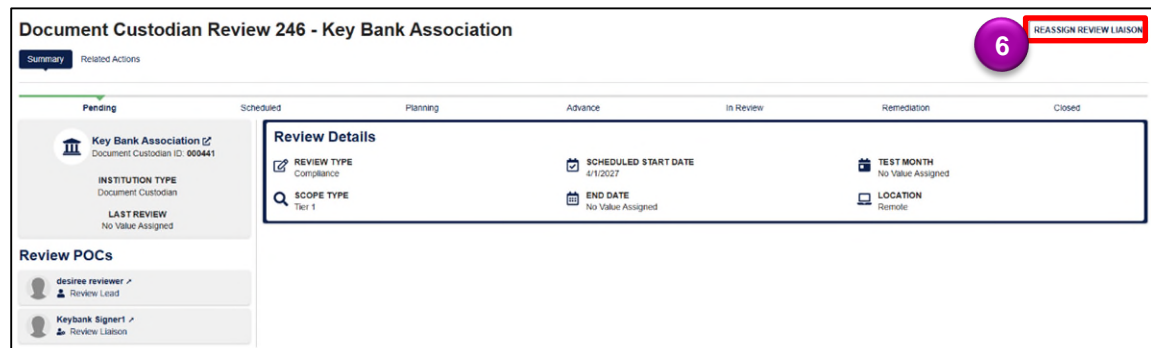
MY ACTIONS

- 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
246	Compliance	Tier 1	Pending	4/1/2027		desiree reviewer		

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



Document Custodian Review 246 - Key Bank Association

Summary Related Actions

Pending Scheduled Planning Advance In Review Remediation Closed

Key Bank Association

Document Custodian ID: 000441

INSTITUTION TYPE: Document Custodian

LAST REVIEW: No Value Assigned

Review POCs

- desiree reviewer
- Review Lead
- Keybank Signer1
- Review Liaison

Review Details

REVIEW TYPE: Compliance

SCOPE TYPE: Tier 1

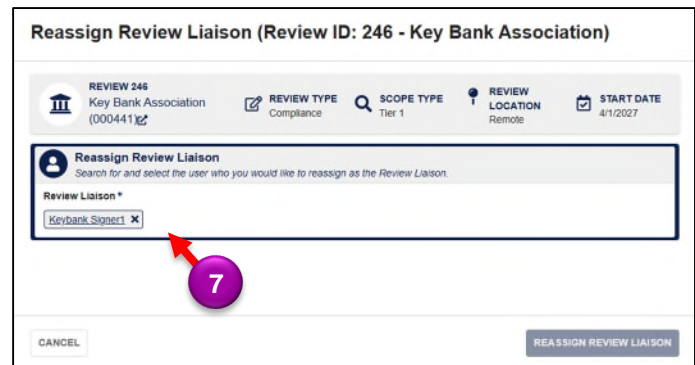
SCHEDULED START DATE: 4/1/2027

TEST MONTH: No Value Assigned

END DATE: No Value Assigned

LOCATION: Remote

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



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

REVIEW 246

Key Bank Association (000441)

REVIEW TYPE: Compliance

SCOPE TYPE: Tier 1

REVIEW LOCATION: Remote

START DATE: 4/1/2027

Reassign Review Liaison

Search for and select the user who you would like to reassign as the Review Liaison.

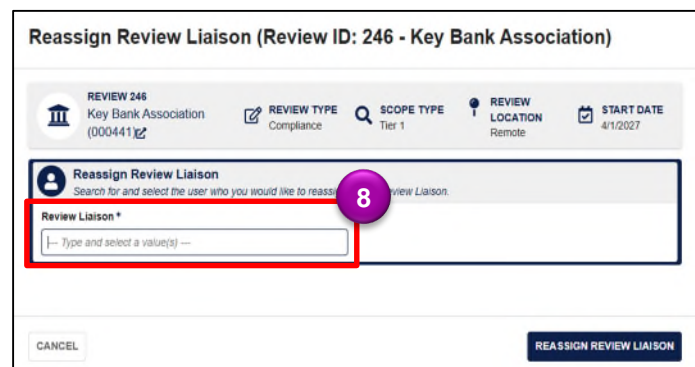
Review Liaison*

Keybank Signer1 X

CANCEL

REASSIGN REVIEW LIAISON

- 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.



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

REVIEW 246

Key Bank Association (000441)

REVIEW TYPE: Compliance

SCOPE TYPE: Tier 1

REVIEW LOCATION: Remote

START DATE: 4/1/2027

Reassign Review Liaison

Search for and select the user who you would like to reassign as the Review Liaison.

Review Liaison*

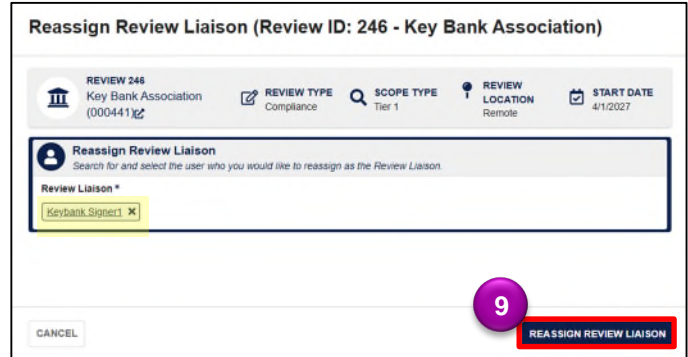
Type and select a value(s) —

CANCEL

REASSIGN 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.

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



The screenshot shows the 'Reassign Review Liaison' window for Review ID: 246 - Key Bank Association. At the top, there is a header bar with the title and a sub-header. Below this, a summary bar displays key information: REVIEW 246, Key Bank Association (000441), REVIEW TYPE Compliance, SCOPE TYPE Tier 1, REVIEW LOCATION Remote, and START DATE 4/1/2027. The main section is titled 'Reassign Review Liaison' and includes a search prompt: 'Search for and select the user who you would like to reassign as the Review Liaison.' Below the search prompt is a text input field labeled 'Review Liaison *' with a dropdown menu showing 'Keybank Signet1' and a close button. At the bottom left is a 'CANCEL' button, and at the bottom right is a red 'REASSIGN REVIEW LIAISON' button. A purple circle with the number '9' is overlaid on the right side of the window.

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