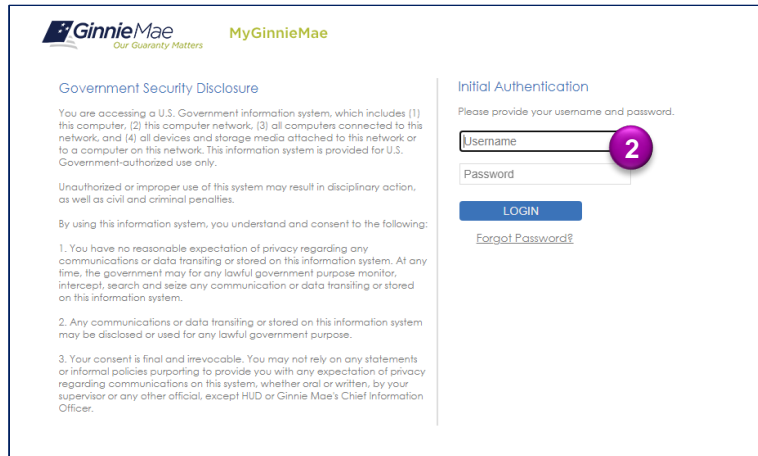


This Quick Reference Card provides an overview of the steps and instructions to Request an Extension Request on an AFS Submission in the GMC Financials module.

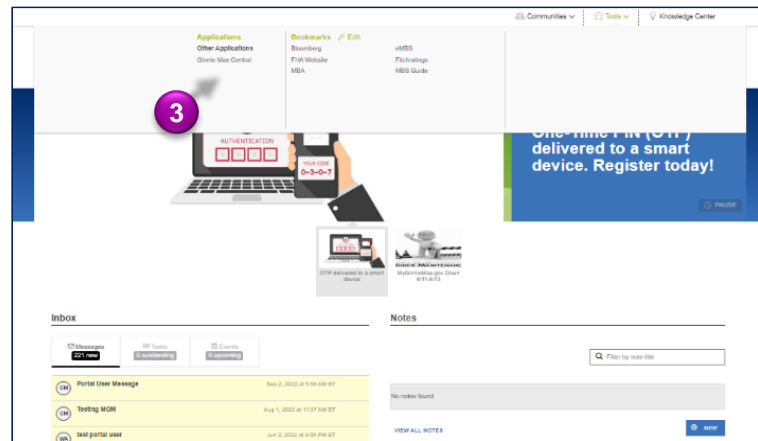
NAVIGATING TO GMC FINANCIALS

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

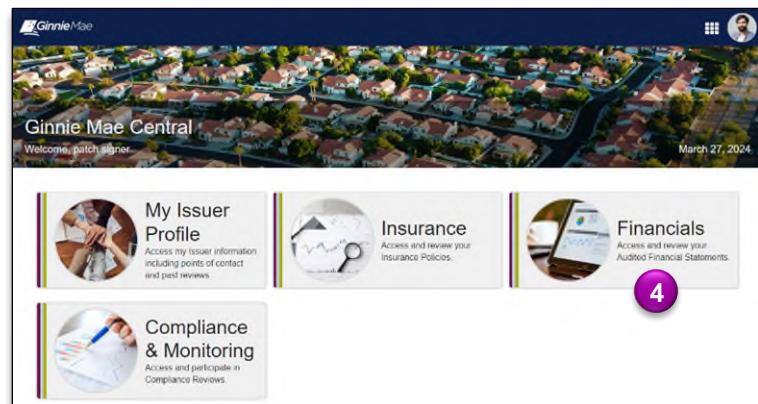
2. Login with your user credentials.



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

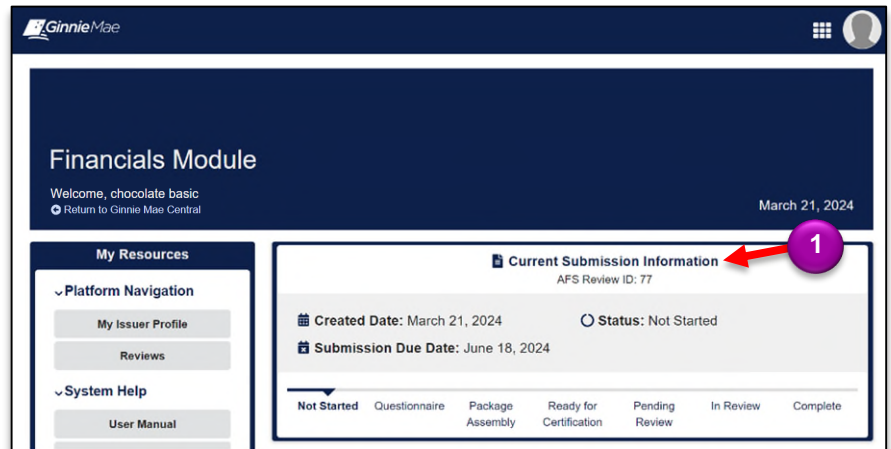


4. Select the Financials module.

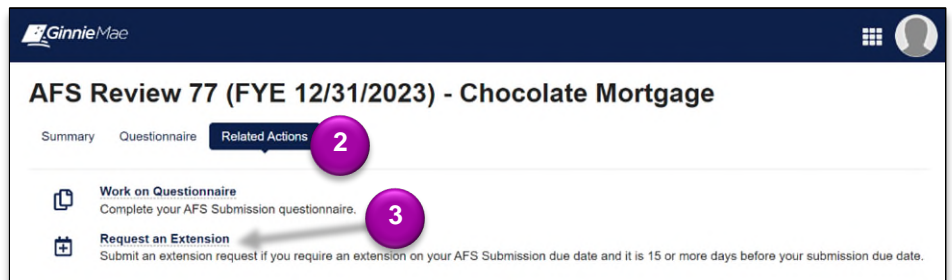


REQUEST EXTENSION REQUEST

1. Select the **Submission** under **Current Submission Information** on the Financials homepage.



2. Select the **Related Actions** tab.



3. Select **New Extension Request**.

4. Select **UPLOAD** to attach Interim Financial Statement.

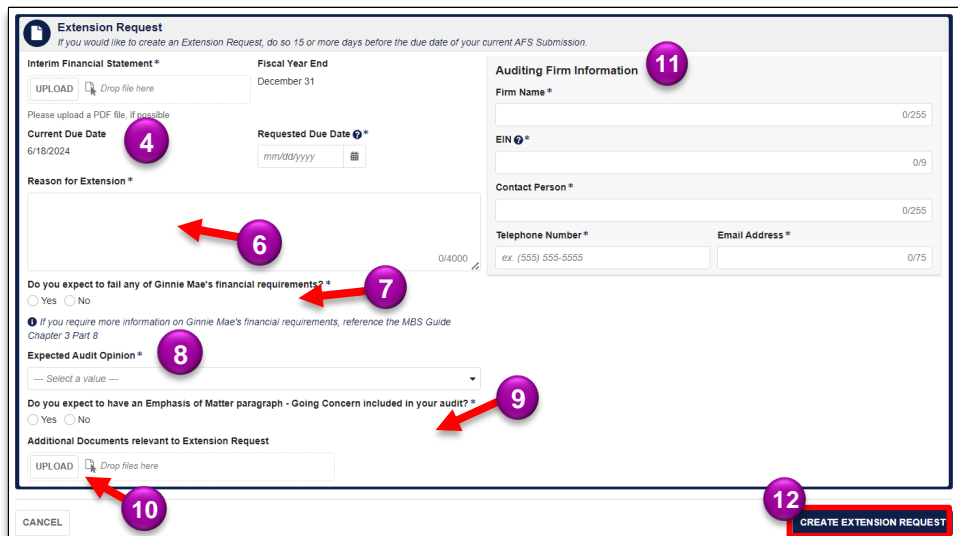
5. Select the **Requested Due Date** for the Extension Request.

6. Provide a **Reason for Extension**.

7. Answer **Yes** or **No** to Do you expect to fail any of Ginnie Mae's financial requirements?

8. Select the Expected Audit Opinion.

9. Answer **Yes** or **No** to Do you expect to have an Emphasis or Matter paragraph – Going Concern included in your audit?

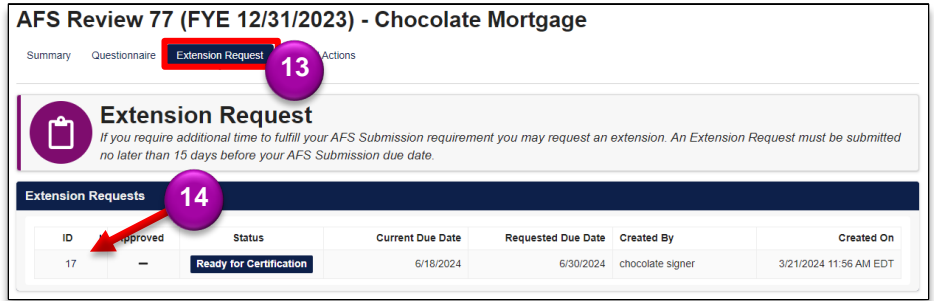


10. *Optional:* Upload any Addition Documents relevant to this Extension Request.

11. Complete the **Auditing Firm Information** section.

12. Select **CREATE EXTENSION REQUEST**.

13. Select the **Extension Request** tab.
14. Select the **ID** of the **extension request**.



AFS Review 77 (FYE 12/31/2023) - Chocolate Mortgage

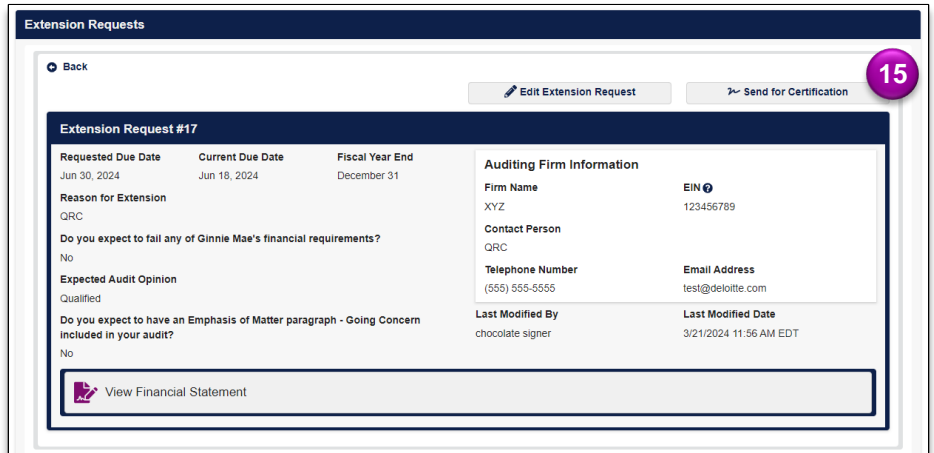
Summary Questionnaire **Extension Request** Actions

Extension Request
If you require additional time to fulfill your AFS Submission requirement you may request an extension. An Extension Request must be submitted no later than 15 days before your AFS Submission due date.

Extension Requests

ID	Approved	Status	Current Due Date	Requested Due Date	Created By	Created On
17	-	Ready for Certification	6/18/2024	6/30/2024	chocolate signer	3/21/2024 11:56 AM EDT

15. If the Extension Request is complete and ready to share, select **Send for Certification**.



Extension Requests

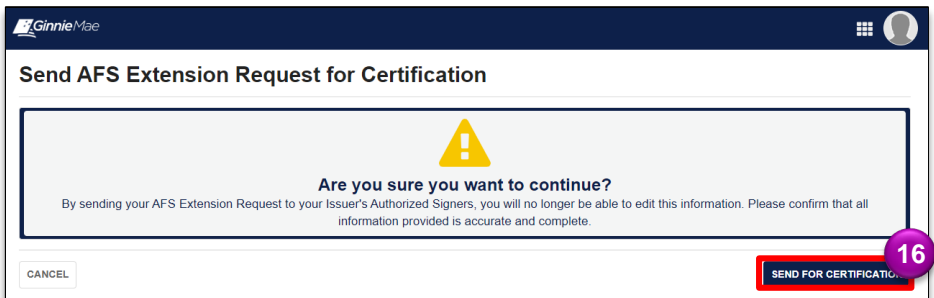
Back Edit Extension Request Send for Certification

Extension Request #17

Requested Due Date	Current Due Date	Fiscal Year End	Auditing Firm Information	
Jun 30, 2024	Jun 18, 2024	December 31	Firm Name	EIN
Reason for Extension			XYZ	123456789
QRC			Contact Person	
Do you expect to fail any of Ginnie Mae's financial requirements?			QRC	
No			Telephone Number	Email Address
Expected Audit Opinion			(555) 555-5555	test@deloitte.com
Qualified			Last Modified By	Last Modified Date
Do you expect to have an Emphasis of Matter paragraph - Going Concern included in your audit?			chocolate signer	3/21/2024 11:56 AM EDT
No				

View Financial Statement

16. Select **Send for Certification** to send extension request to the Authorized Signer.



Send AFS Extension Request for Certification

Are you sure you want to continue?

By sending your AFS Extension Request to your issuer's Authorized Signers, you will no longer be able to edit this information. Please confirm that all information provided is accurate and complete.

CANCEL SEND FOR CERTIFICATION