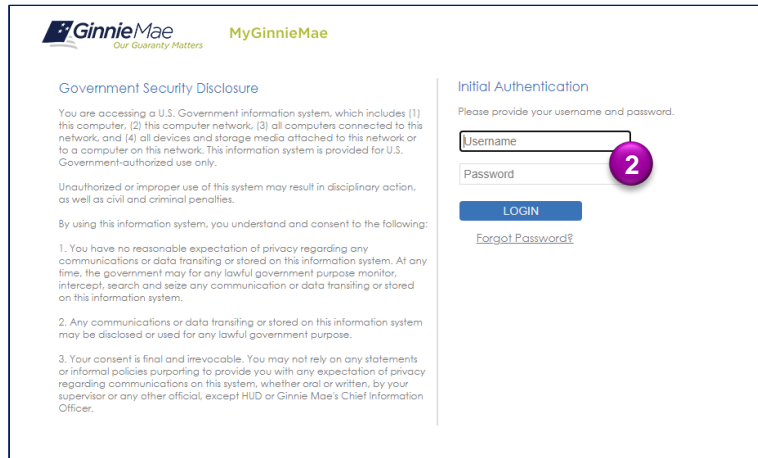


This Quick Reference Card provides an overview of the steps and instructions to complete the certification for an Audited Financial Statement Submission and Deliver the Submission to Ginnie Mae as an Authorized Signer.

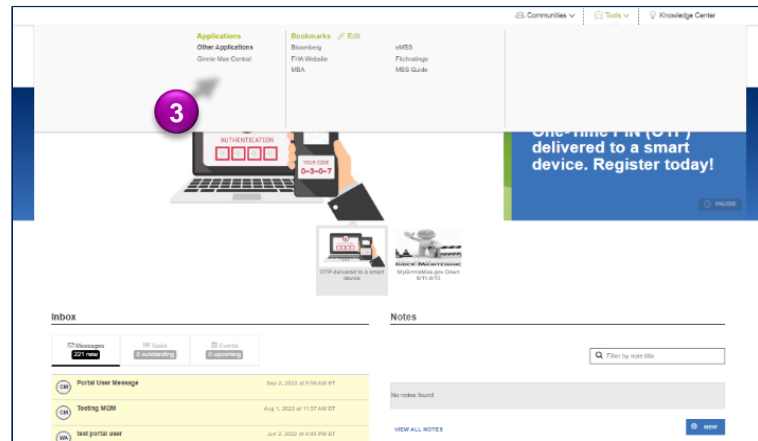
NAVIGATING TO GMC FINANCIALS

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

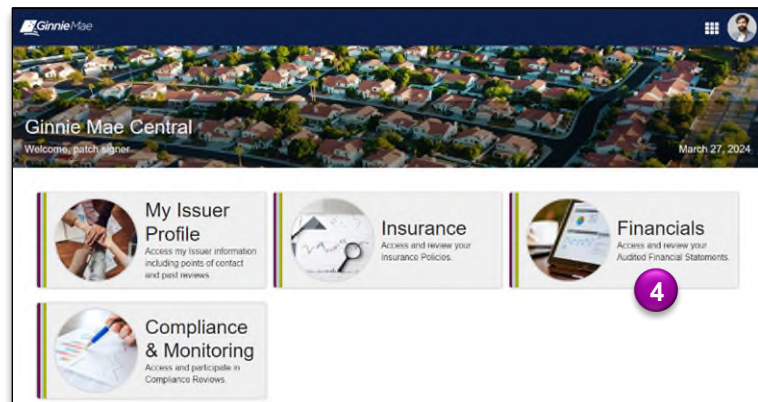
2. Login with your user credentials.



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

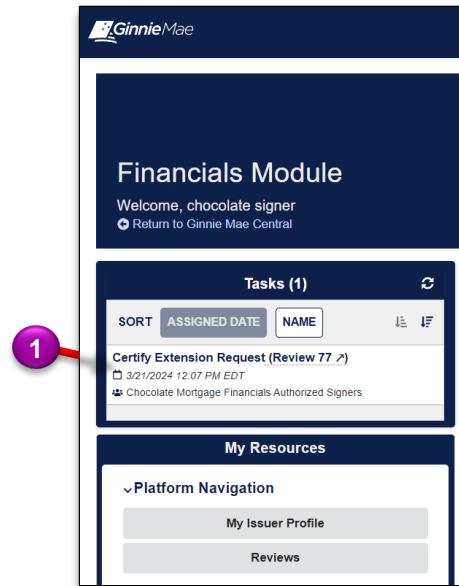


4. Select the Financials module.

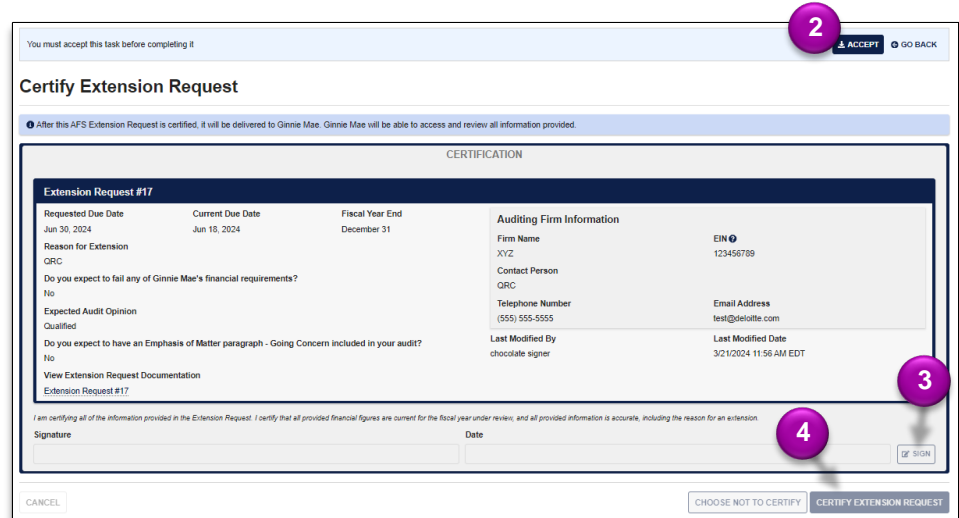


CERTIFY AFS EXTENSION REQUEST

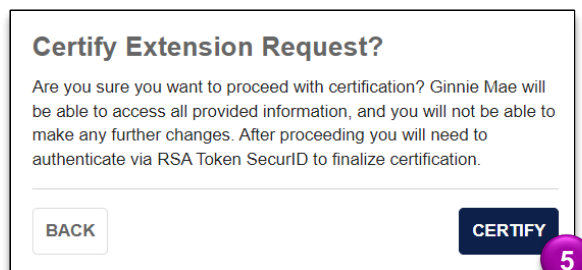
1. Select **Certify Extension Request** in the **Tasks** bar on the left-hand side of Financials homepage.



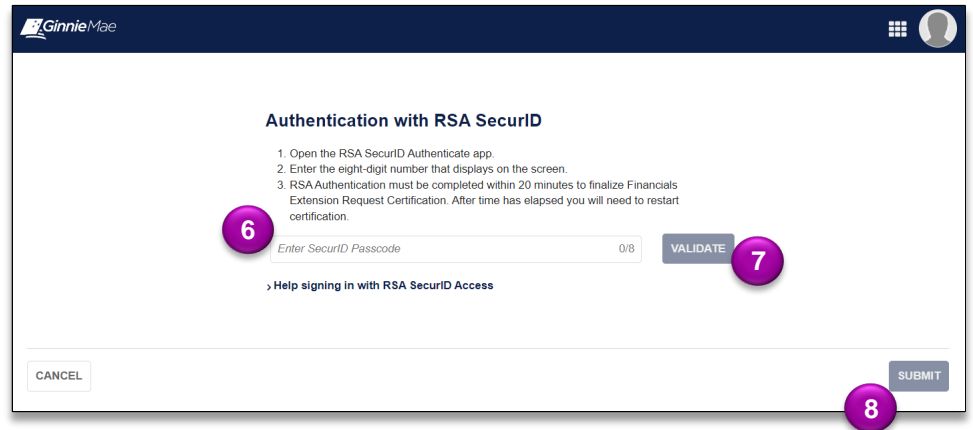
2. Select **Accept** to accept the task of certifying to the Extension Request.
3. Select **Sign** to certify to the Extension Request.
4. Select **CERTIFY EXTENSION REQUEST**.



5. Click **CERTIFY** to confirm and send to Ginnie Mae.



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



The screenshot shows the 'Authentication with RSA SecurID' screen. At the top left is the GinnieMae logo. The main heading is 'Authentication with RSA SecurID'. Below it are three numbered 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. A text input field labeled 'Enter SecurID Passcode' with a '0/8' character count is present. A purple callout '6' points to this field. To the right of the field is a 'VALIDATE' button with a purple callout '7'. Below the field is a link: '> Help signing in with RSA SecurID Access'. At the bottom left is a 'CANCEL' button. At the bottom right is a 'SUBMIT' button with a purple callout '8'.