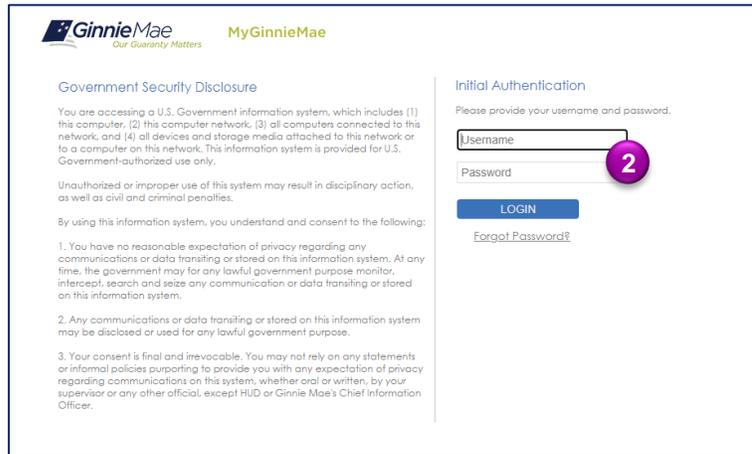


This Quick Reference Card provides an overview of the steps and instructions to complete Audited Financial Statement package sections and send the submission to the Authorized Signer for certification.

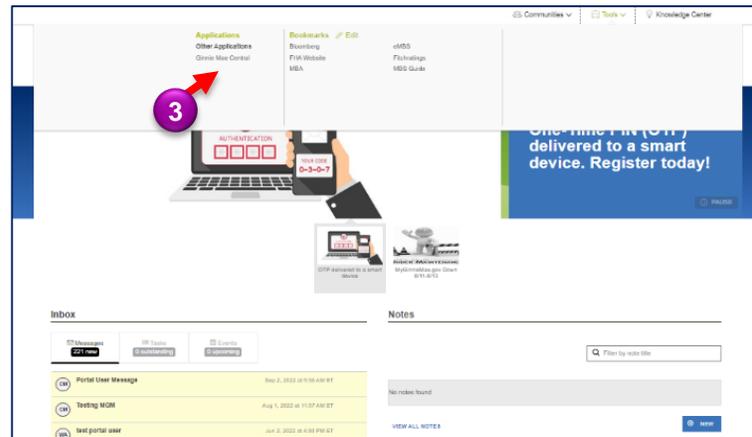
NAVIGATING TO GMC FINANCIALS

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

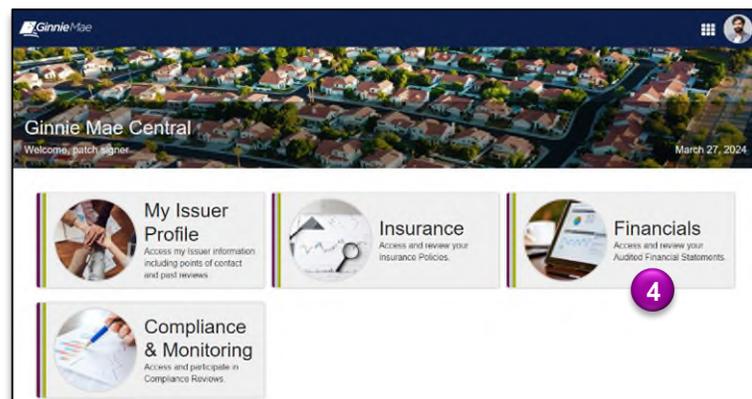
2. Login with your user credentials.



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



4. Select the Financials module.

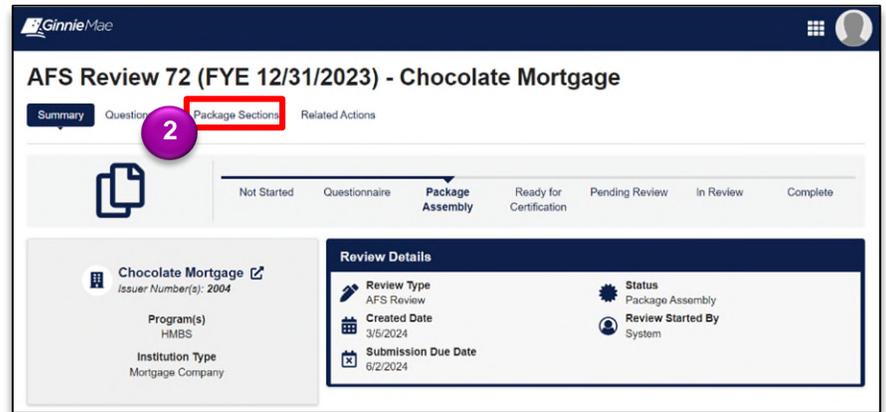


COMPLETE AFS PACKAGE SECTIONS

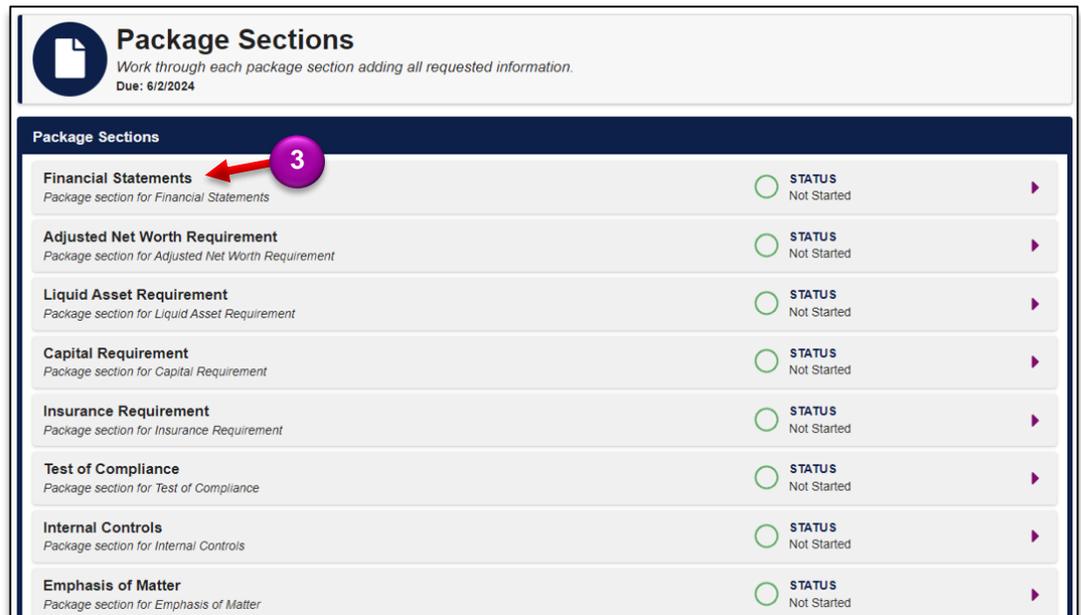
1. Select **Submission** under **Current Submission Information** on the Financials homepage.



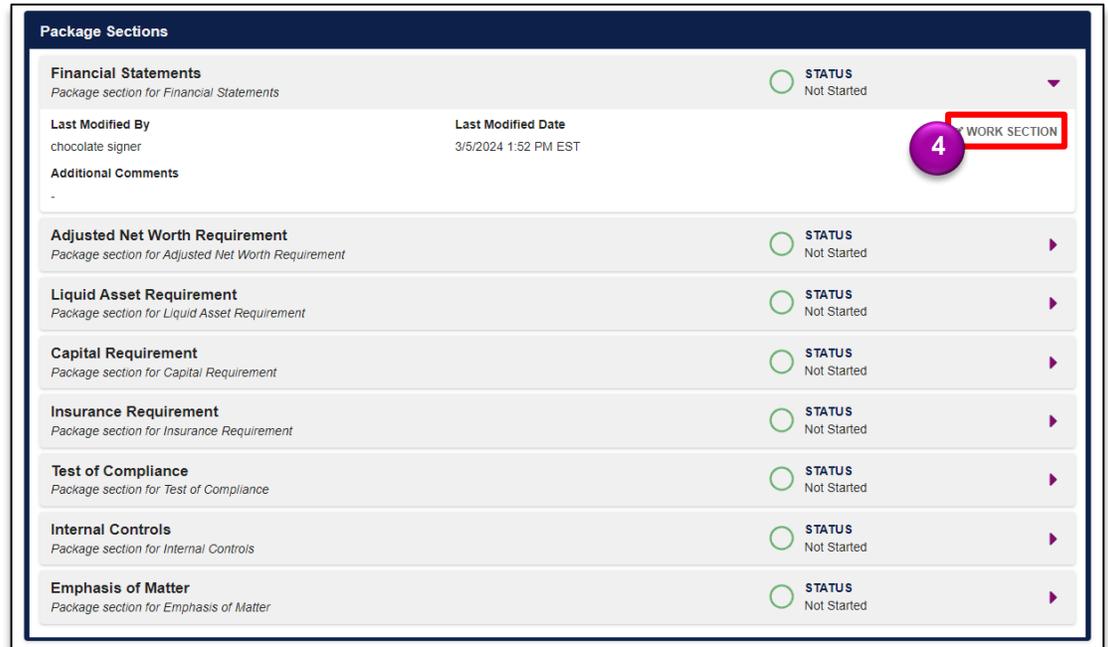
2. Select the **Package Sections** tab.



3. When on the **Package Sections** tab, click the **Financials Statements** box.

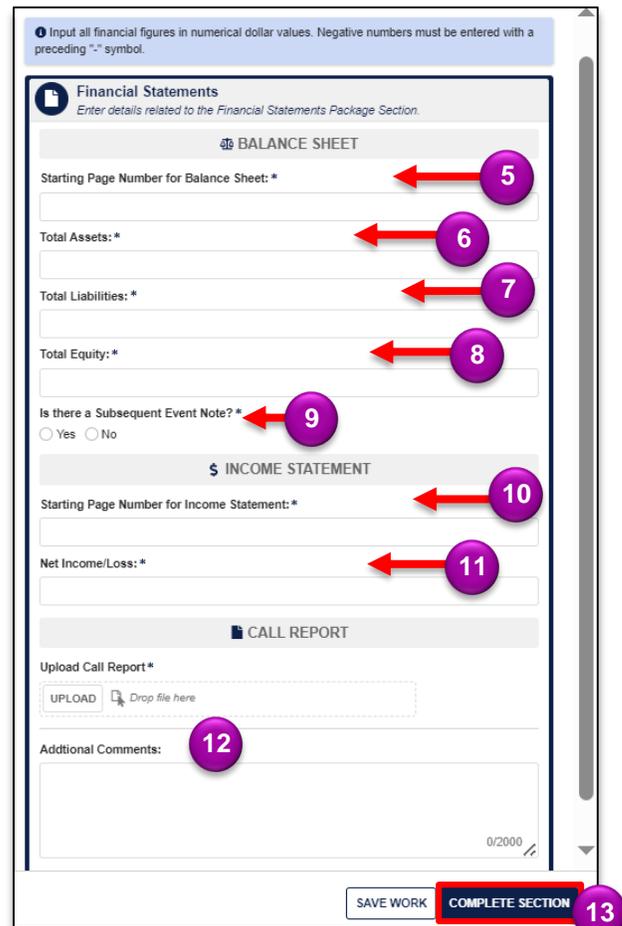


- Click **Work Section** to complete this section.



Section Name	Status
Financial Statements <i>Package section for Financial Statements</i>	STATUS Not Started
Adjusted Net Worth Requirement <i>Package section for Adjusted Net Worth Requirement</i>	STATUS Not Started
Liquid Asset Requirement <i>Package section for Liquid Asset Requirement</i>	STATUS Not Started
Capital Requirement <i>Package section for Capital Requirement</i>	STATUS Not Started
Insurance Requirement <i>Package section for Insurance Requirement</i>	STATUS Not Started
Test of Compliance <i>Package section for Test of Compliance</i>	STATUS Not Started
Internal Controls <i>Package section for Internal Controls</i>	STATUS Not Started
Emphasis of Matter <i>Package section for Emphasis of Matter</i>	STATUS Not Started

- Insert the **Starting Page Number for Balance Sheet**.
- Insert the **Total Assets**.
- Insert the **Total Liabilities**.
- Insert the **Total Equity**.
- Select **Yes or No** to the question **Is there a Subsequent Event Note?**
- Insert the **Starting Page Number for Income Statement**.
- Insert the **Net Income/Loss**.
- Provide any **Additional Comments** (if applicable, not required field).
- Select **COMPLETE SECTION** to complete this package section.
- Repeat the process of filling out each package section until every section is complete.



Input all financial figures in numerical dollar values. Negative numbers must be entered with a preceding "-" symbol.

Financial Statements
Enter details related to the Financial Statements Package Section.

BALANCE SHEET

Starting Page Number for Balance Sheet: * (5)

Total Assets: * (6)

Total Liabilities: * (7)

Total Equity: * (8)

Is there a Subsequent Event Note? * (9)
 Yes No

INCOME STATEMENT

Starting Page Number for Income Statement: * (10)

Net Income/Loss: * (11)

CALL REPORT

Upload Call Report*
 UPLOAD Drop file here

Additional Comments: (12)

0/2000

SAVE WORK COMPLETE SECTION (13)

15. Once all package sections are complete, select **SEND FOR CERTIFICATION**.

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SEND FOR CERTIFICATION

Summary Questionnaire **Package Sections** Related Actions

Package Sections

Work through each package section adding all requested information.
Due: 6/2/2024

Package Sections	
Financial Statements <small>Package section for Financial Statements</small>	✓ STATUS Complete
Adjusted Net Worth Requirement <small>Package section for Adjusted Net Worth Requirement</small>	✓ STATUS Complete
Liquid Asset Requirement <small>Package section for Liquid Asset Requirement</small>	✓ STATUS Complete
Capital Requirement <small>Package section for Capital Requirement</small>	✓ STATUS Complete
Insurance Requirement <small>Package section for Insurance Requirement</small>	✓ STATUS Complete
Test of Compliance <small>Package section for Test of Compliance</small>	✓ STATUS Complete
Internal Controls <small>Package section for Internal Controls</small>	✓ STATUS Complete
Emphasis of Matter <small>Package section for Emphasis of Matter</small>	✓ STATUS Complete

16. Select **SEND FOR CERTIFICATION** to confirm submission is ready to send to the Authorized Signer.

Send AFS Submission for Certification

Are you sure you want to continue?

By sending your AFS Submission to your Issuer's Authorized Signers, you will no longer be able to edit this information. Taking this action also moves the AFS Submission process to the next step. Please confirm that all information provided is accurate and complete.

CANCEL

16
SEND FOR CERTIFICATION