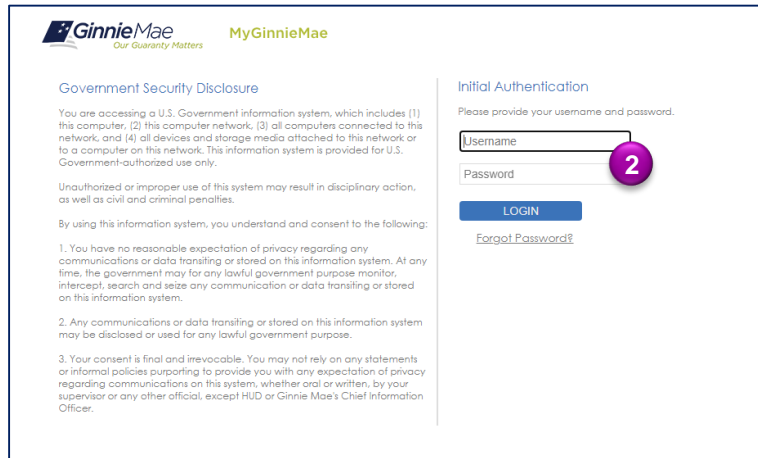


This Quick Reference Card provides an overview of the steps and instructions to complete the certification for an Audited Financial Statement Submission and Deliver the Submission to Ginnie Mae as an Authorized Signer.

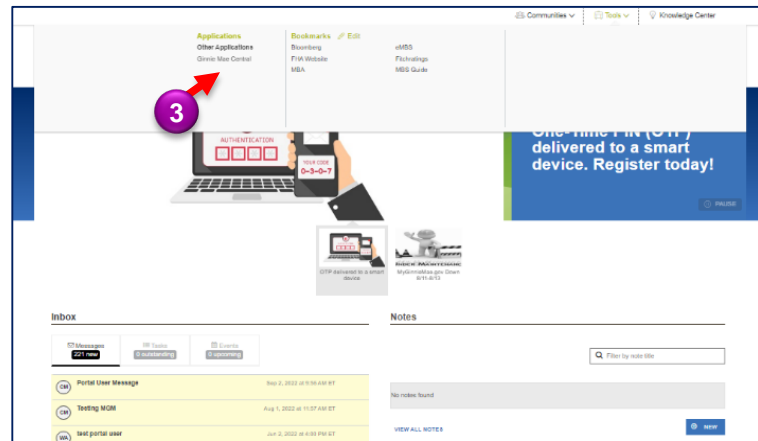
### NAVIGATING TO GMC FINANCIALS

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

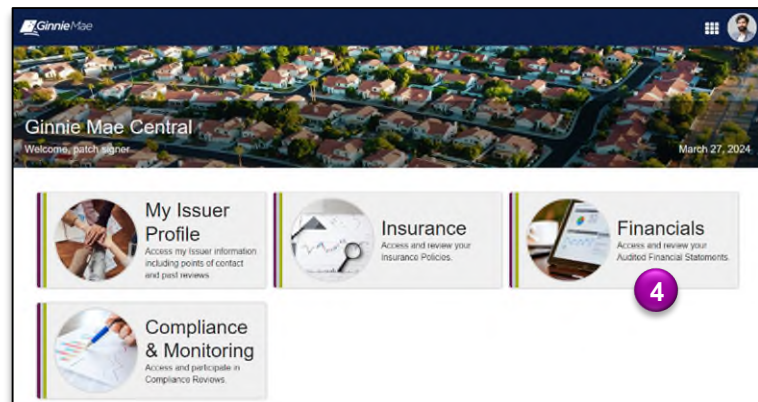
2. Login with your user credentials.



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

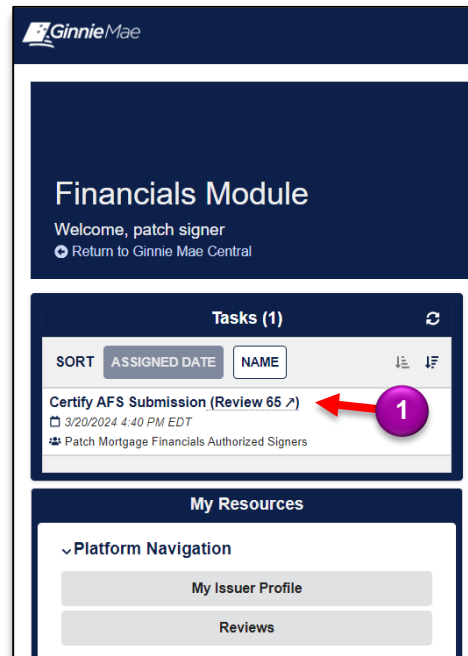


4. Select the Financials module.

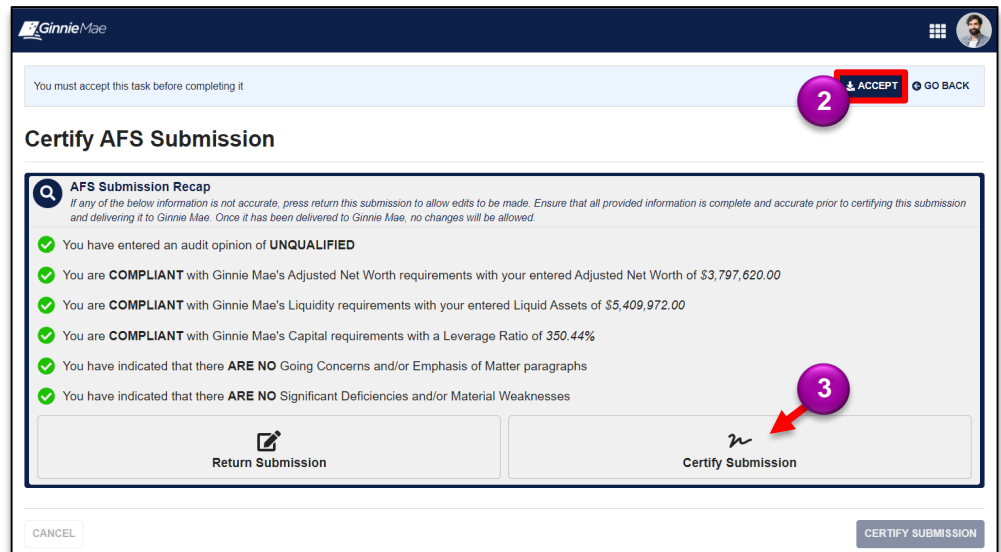


### CERTIFY AFS REVIEW

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



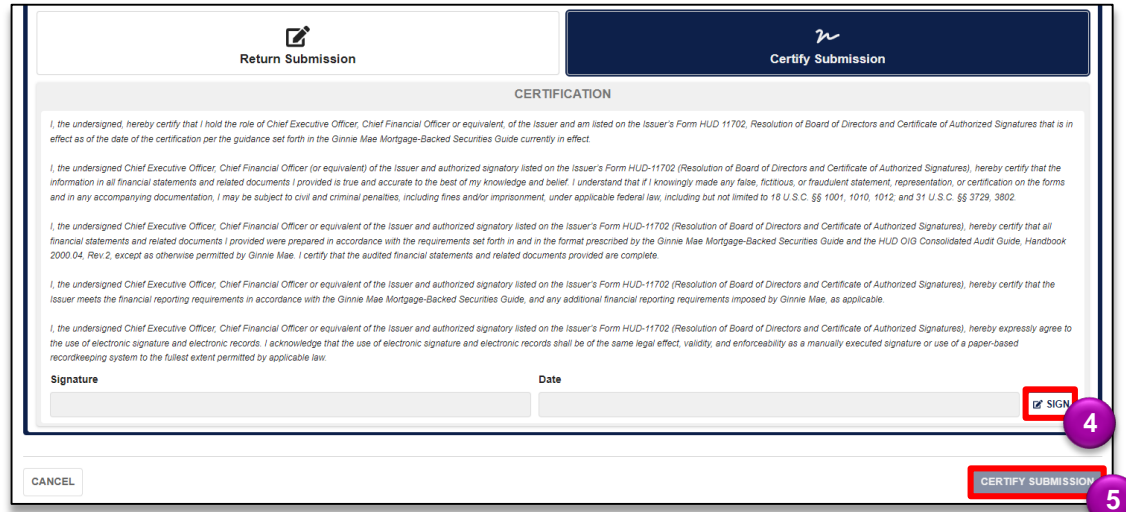
2. Select **Accept** to accept the task of certifying the AFS Submission.



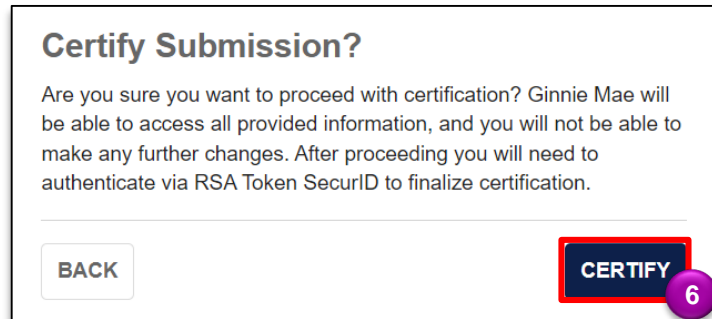
3. Select **Certify Submission**.

4. Select **Sign** to certify the AFS submission.

5. Select **CERTIFY SUBMISSION** once signed and complete.



6. Select **CERTIFY** to confirm and send to Ginnie Mae.



7. Follow the instructions beneath "Authentication with RSA SecureID" to **Enter the SecurID Passcode**.

8. Select **VALIDATE**.

9. Select **SUBMIT** to complete Authentication with RSA SecurID.

