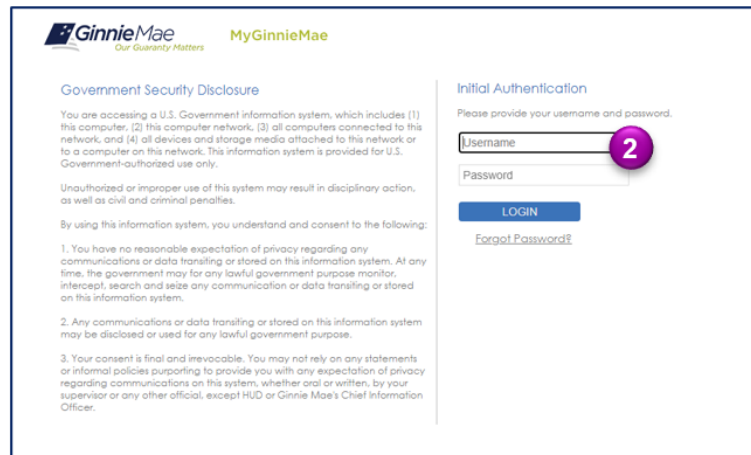


This Quick Reference Card provides an overview of the steps and instructions to respond to Ginnie Mae's request for Additional Documentation on a Financials Review.

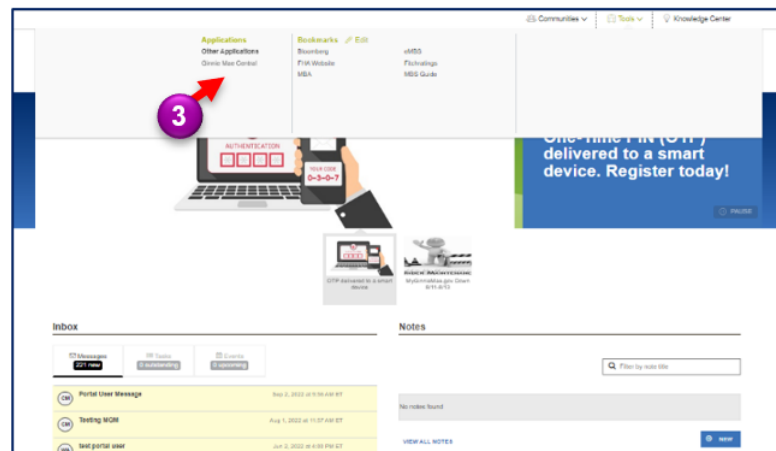
NAVIGATING TO GMC FINANCIALS

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

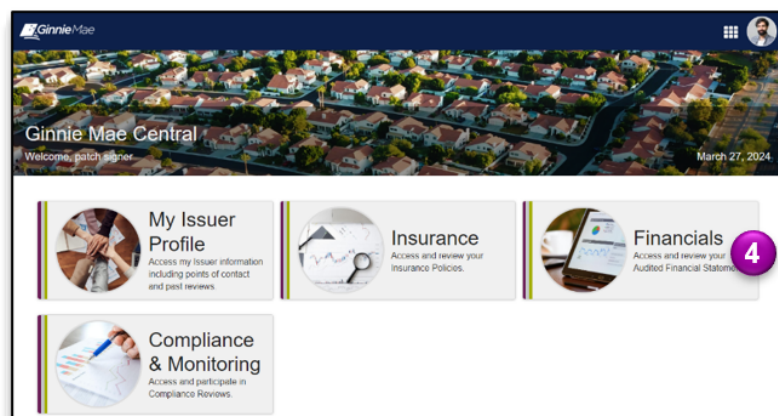
2. Login with your user credentials.



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

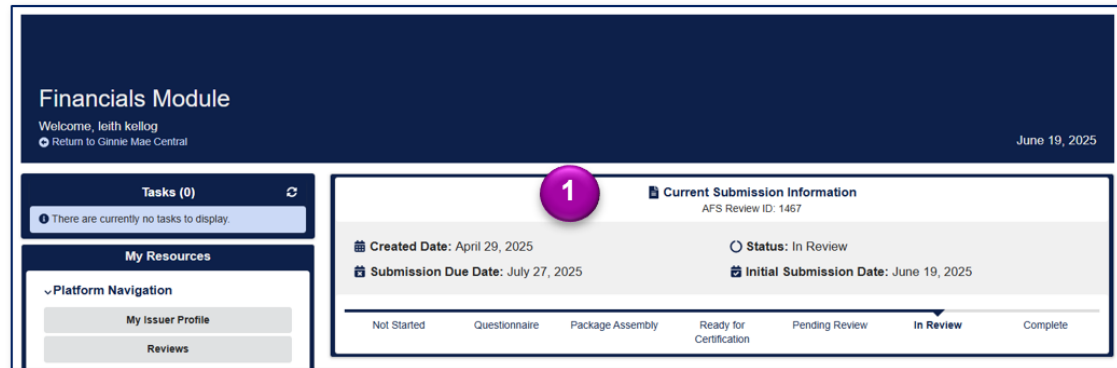


4. Select the Financials module.



COMPLETE ADDITIONAL DOCUMENTATION REQUEST

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



Financials Module
 Welcome, leith kellog
 Return to Ginnie Mae Central

June 19, 2025

Tasks (0)
 There are currently no tasks to display.

My Resources

Platform Navigation

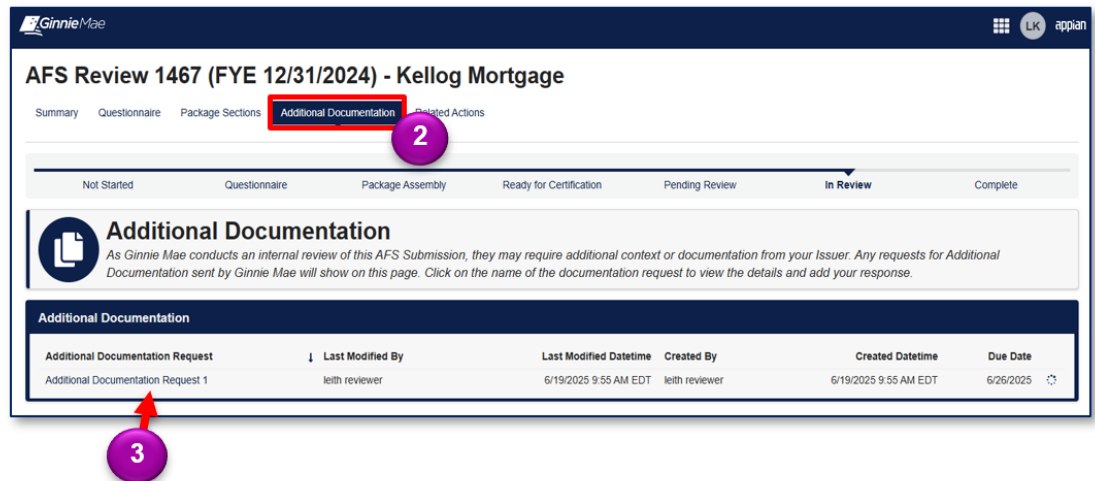
- My Issuer Profile
- Reviews

Current Submission Information
 AFS Review ID: 1467

Created Date: April 29, 2025
Status: In Review
Submission Due Date: July 27, 2025
Initial Submission Date: June 19, 2025

Not Started | Questionnaire | Package Assembly | Ready for Certification | Pending Review | **In Review** | Complete

2. Navigate to the **Additional Documentation** tab.



AFS Review 1467 (FYE 12/31/2024) - Kellog Mortgage

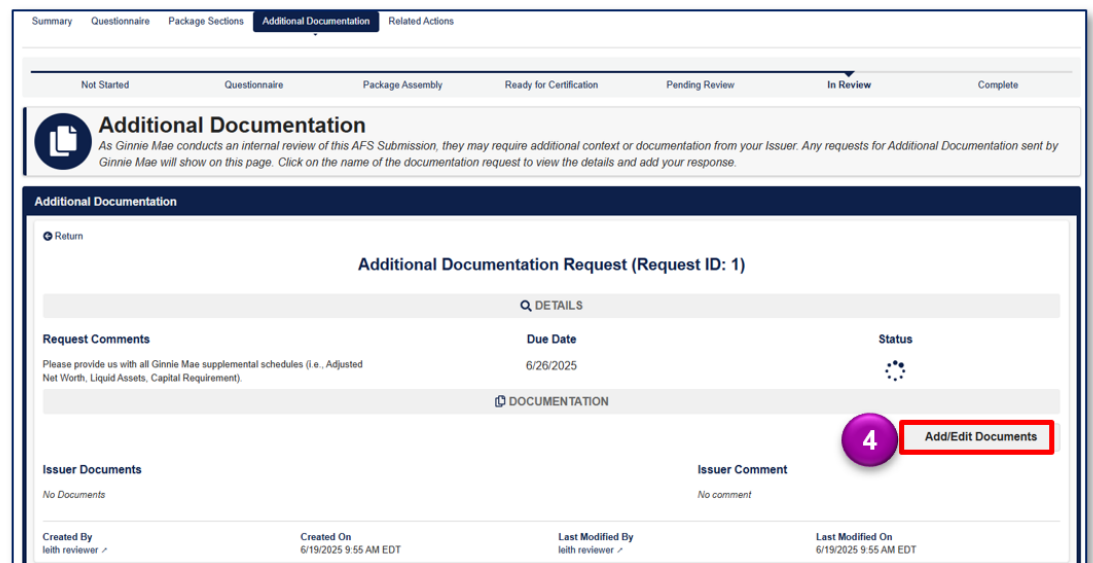
Summary | Questionnaire | Package Sections | **Additional Documentation** | Related Actions

Not Started | Questionnaire | Package Assembly | Ready for Certification | Pending Review | **In Review** | Complete

Additional Documentation
 As Ginnie Mae conducts an internal review of this AFS Submission, they may require additional context or documentation from your Issuer. Any requests for Additional Documentation sent by Ginnie Mae will show on this page. Click on the name of the documentation request to view the details and add your response.

Additional Documentation Request	Last Modified By	Last Modified Datetime	Created By	Created Datetime	Due Date
Additional Documentation Request 1	leith reviewer	6/19/2025 9:55 AM EDT	leith reviewer	6/19/2025 9:55 AM EDT	6/26/2025

3. Select the **Additional Documentation Request** link.



Summary | Questionnaire | Package Sections | **Additional Documentation** | Related Actions

Not Started | Questionnaire | Package Assembly | Ready for Certification | Pending Review | **In Review** | Complete

Additional Documentation
 As Ginnie Mae conducts an internal review of this AFS Submission, they may require additional context or documentation from your Issuer. Any requests for Additional Documentation sent by Ginnie Mae will show on this page. Click on the name of the documentation request to view the details and add your response.

Additional Documentation Request (Request ID: 1)

Return

Request Comments

Please provide us with all Ginnie Mae supplemental schedules (i.e., Adjusted Net Worth, Liquid Assets, Capital Requirement).

Due Date
 6/26/2025

Status
 In Progress

DOCUMENTATION

Issuer Documents
 No Documents

Issuer Comment
 No comment

Add/Edit Documents

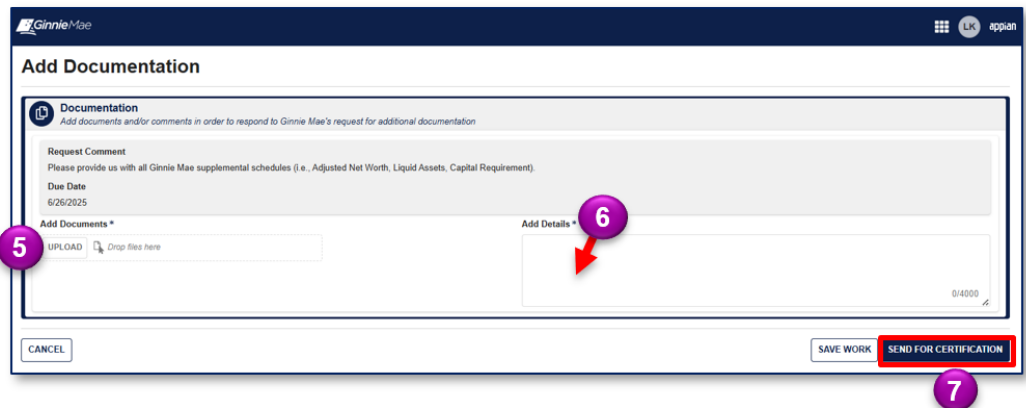
Created By: leith reviewer
 Created On: 6/19/2025 9:55 AM EDT
 Last Modified By: leith reviewer
 Last Modified On: 6/19/2025 9:55 AM EDT

4. Select **Add/Edit Documents** to complete this request.

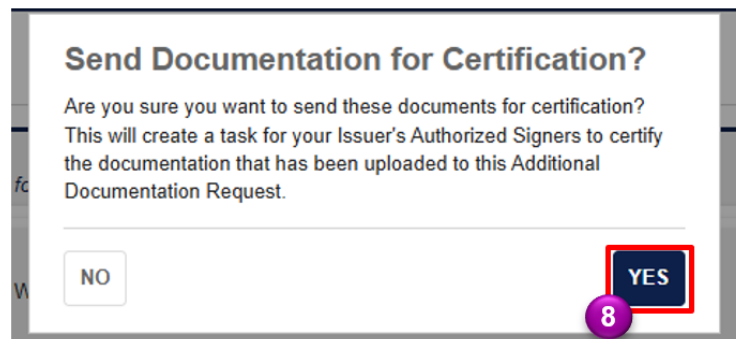
5. Click **UPLOAD** to attach the requested document(s).

6. Provide relevant details to the corresponding documents in the **Add Details** text box.

7. Click **SEND FOR CERTIFICATION**.

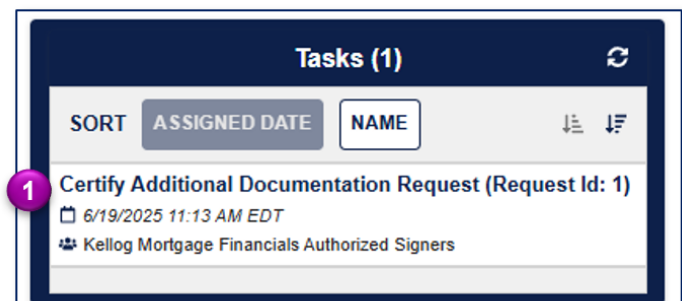


8. Select **YES** to confirm and deliver to Ginnie Mae.

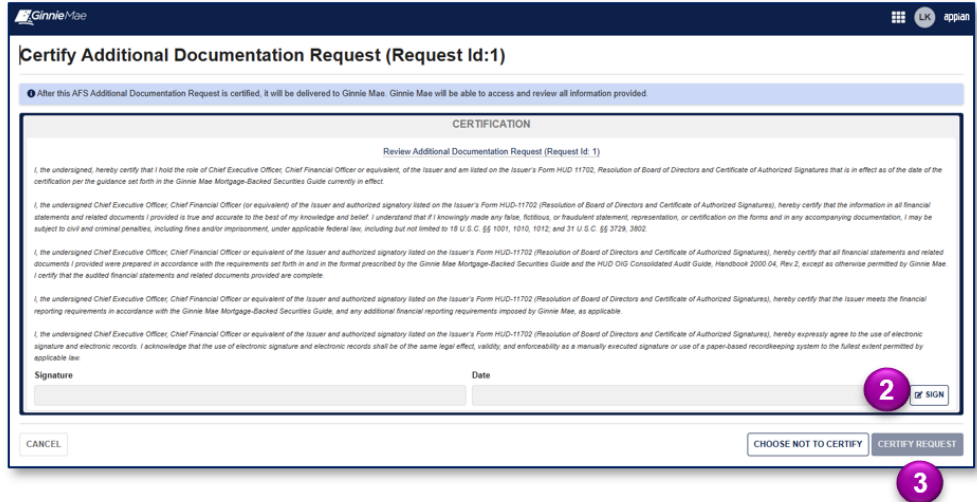


COMPLETE CERTIFICATION

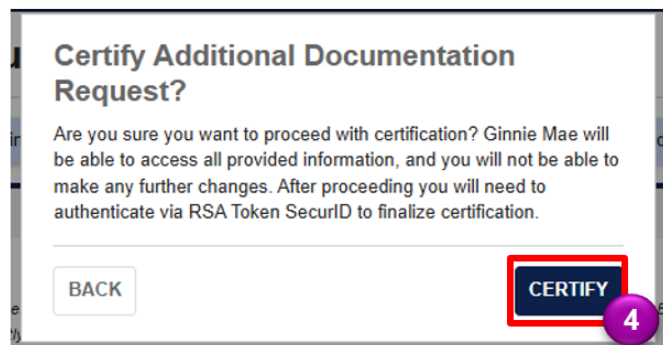
1. This step must be completed by an Authorized Signer. Under the Tasks bar, select “**Certify Additional Documentation Request.**”



2. Select **Sign** to certify to the Extension Request.
3. Select **CERTIFY EXTENSION REQUEST**.



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



5. Follow the instructions beneath "Authentication with RSA SecurID" to **Enter the SecurID Passcode**.
6. Select **VALIDATE**.
7. Select **SUBMIT** to complete Authentication with RSA SecurID.

