

Renewing Master Agreements in MAMS

MYGINNIEMAE QUICK REFERENCE CARD

LOGGING IN TO MASTER AGREEMENTS (MAMS)

- 1. Login to MyGinnieMae via <u>https://myginniemae.gov</u>
- 2. Select the **IPMS** at the top of the Dashboard.
- 3. Select Master Agreements.

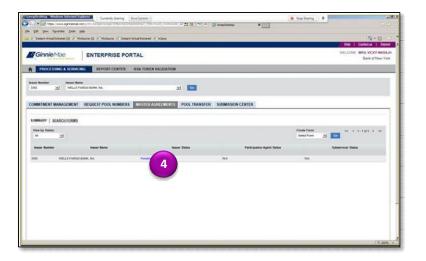
NOTE: The Master Agreements Summary screen will display with Issuer certification forms that require renewal.

RENEWING MASTER AGREEMENTS

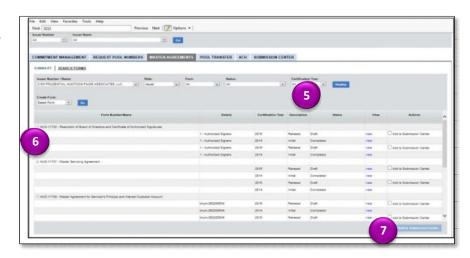
4. Select Pending to begin the renewal process.

NOTE: The Master Agreements Certification screen will display.





- 5. Select the **year** from the Certification Year drop-down to display a list of forms that require renewal.
- 6. Check the box next to the form you wish to renew.
- 7. Select Add to Submission Center.



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- 8. Select the Submission Center tab.
- 9. Select **Master Agreements** from the "View By" drop-down. Will be displayed.

NOTE: The relevant Master Forms

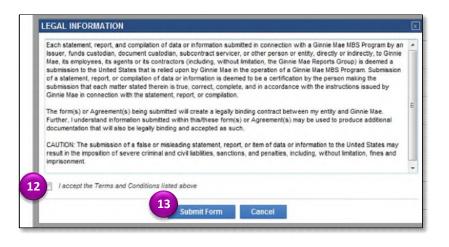
- 10. Check the box next to the specific form to renew a single form or check the box nest to the Issuer Number column header.
- 11. Select Submit.

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₽ 2153 ₽ 3155	PRUDENTIAL HUNTDON PAIDE ABSOCIATES, LLC. ARUDENTIAL HUNTDON PAIDE ABSOCIATES, LLC.	(5221 - 56492,11722,1207,5207,7-20140625) - http://www.setfueture. 52220 - 56692,11716,1557,52697,7-20143626) - http://www.setfueture.	1	0
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₽ 5155 ₽ 2152 ₽ 2152 ₽ 2152	PRUDENTIAL HUNTOON PAISE ASSOCIATES, LLC, PRUDENTIAL HUNTOON PAISE ASSOCIATES, LLC PRUDENTIAL HUNTOON PAISE ASSOCIATES, LLC PRUDENTIAL HUNTOON PAISE ASSOCIATES, LLC	1 2020 - 4046 (1116) (2019) (2010) - 2114260 () - Hale Carlladen 1 2020 - 4046 (111) (2019) (2019) (2019) - 2114260 () - Hale Carlladen 1 2027 - 4047 (1116) (2019) (2019) - 2114260 () - Hale Carlladen 1 2027 - 4049 (1110) (2019) (2019) - 2114260 () - Hale Carlladen	3	0
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- 12. Check the box to accept the Terms and Conditions.
- 13. Select Submit Form.

NOTE: The RSA SecurID pop-up box will display.

- Enter the 4-digit PIN followed by the 6-digit passcode displayed on the RSA SecurID Token.
- 15. Select OK.



NOTE: If an agreement was erroneously chosen, click the Delete icon to remove these documents from the Submission Center. Forms will still be stored on the system but will no longer appear in the Submission Center. To ensure that submissions were successful visit the certification history page. For audit purposes, we strongly recommend Issuers print and retain a copy of their certification history.