

LOGGING IN TO MASTER AGREEMENTS (MAMS)

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

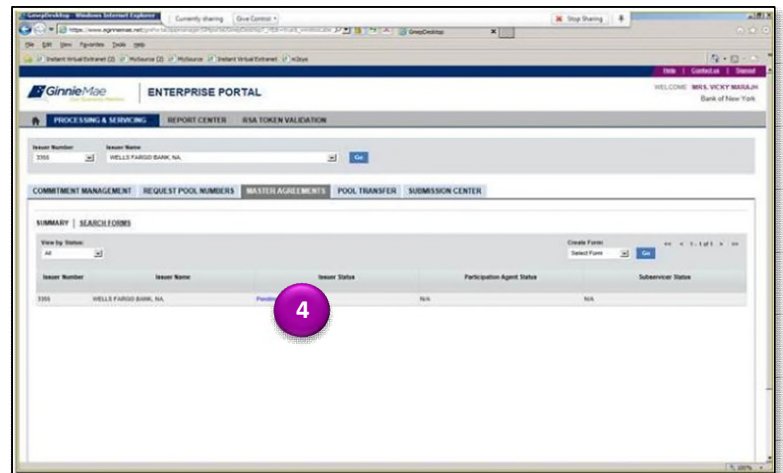
NOTE: The Master Agreements Summary screen will display with Issuer certification forms that require renewal.



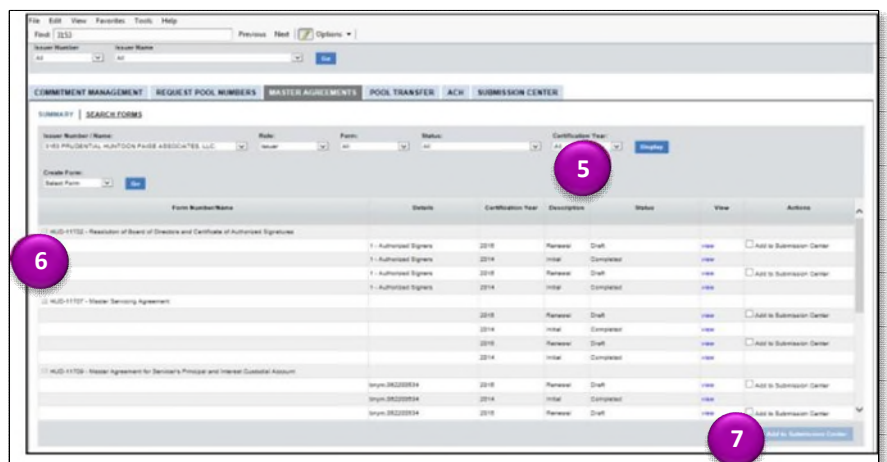
RENEWING MASTER AGREEMENTS

4. Select **Pending** to begin the renewal process.

NOTE: The Master Agreements Certification screen will display.



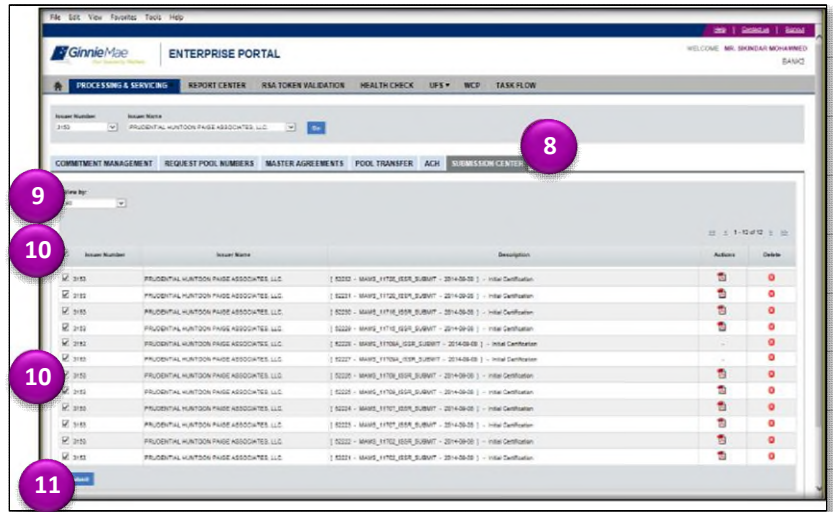
5. Select the **year** from the Certification Year drop-down to display a list of forms that require renewal.
6. Check the box next to the form you wish to renew.
7. Select **Add to Submission Center**.



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

NOTE: The relevant Master Forms

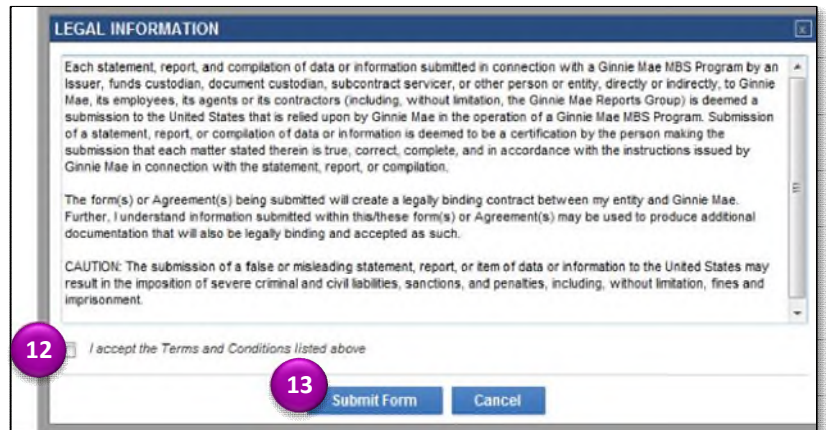
10. Check the box next to the specific form to renew a single form or check the box next to the Issuer Number column header.
11. Select Submit.



12. Check the box to accept the Terms and Conditions.
13. Select **Submit Form**.

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

14. 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.