Renewing Master Agreements in MAMS

ISSUER QUICK REFERENCE CARD

This Quick Reference Card provides an overview of instructions for renewing master agreements in MAMS.

Access MYGINNIEMAE

1. Navigate to **MyGinnieMae** via https://my.ginniemae.gov.
   Select **Login** to login with your MyGinnieMae credentials.

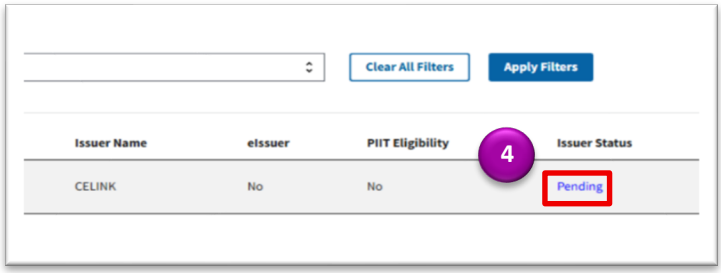
2. Select the **Tools** dropdown at the top of the Dashboard.

3. Select **MAMS** under IPMS Applications.

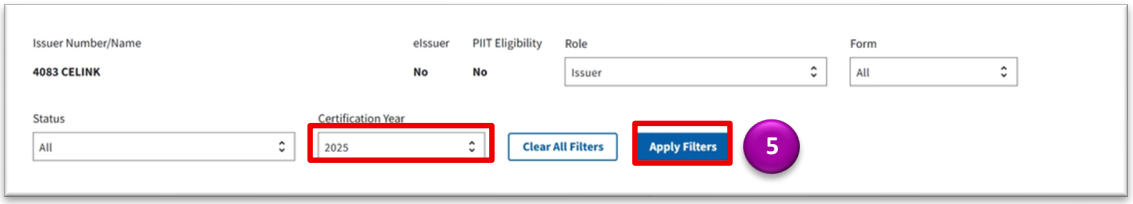
NOTE: The Master Agreements Summary screen will display with Issuer certification forms that require renewal.

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

NOTE: The Master Agreements Certification screen will display

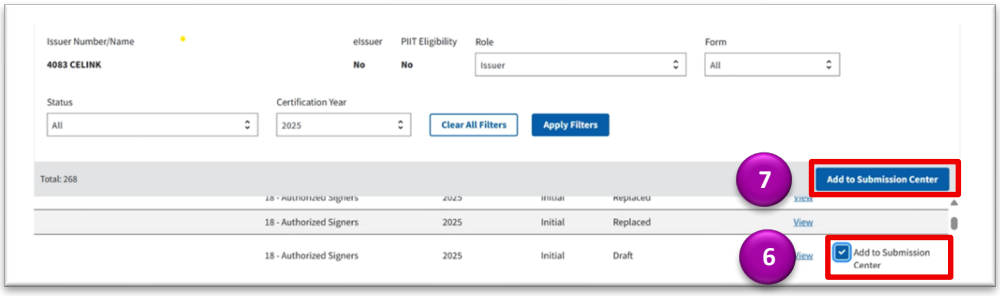


5. Select the **year** from the Certification Year drop-down to display a list of forms that require renewal.
   Select 'Apply Filters'



6. Check the box next to the form you wish to renew.

7. Select **Add to Submission Center**.



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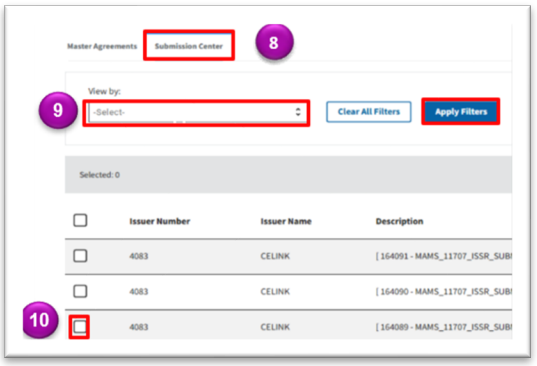
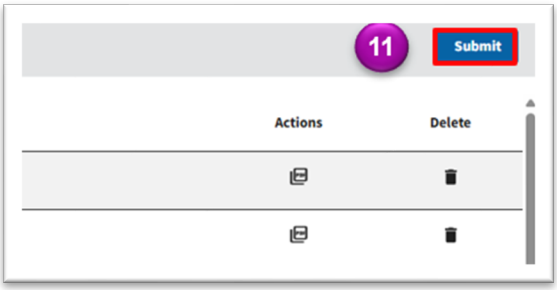


8. Select the **Submission Center** tab.

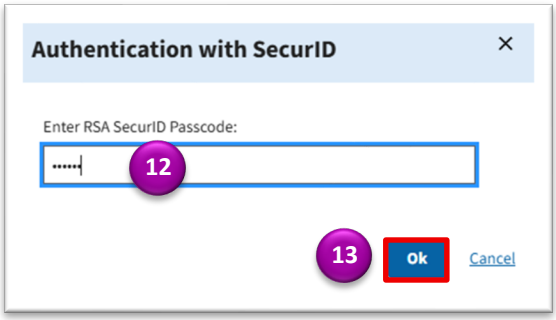
9. Select **Master Agreements** from the “View By” drop-down and click **Apply Filters.**

10. Check the box next to the specific form to renew a single form. To **Select All**, check the box next to the Issuer Number column header.



11. Select **Submit**.
NOTE: The RSA SecurID pop-up box will display.

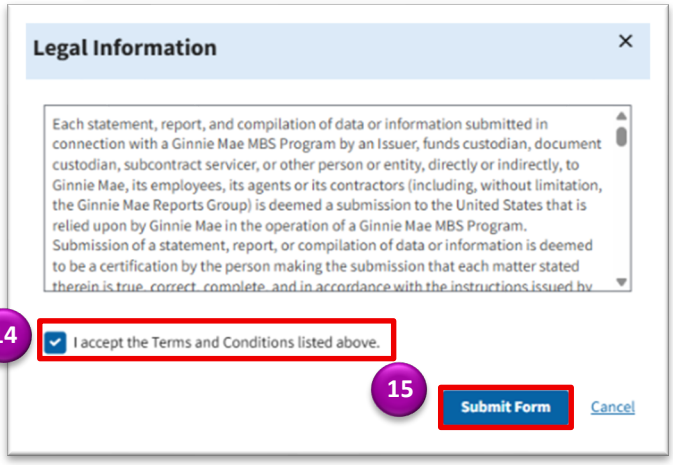
12. Enter your 6-digit RSA SecurID Passcode into the prompt.



13. Select **Ok**.

14. Check the box to accept the Terms and Conditions.

15. Select Submit Form.



See Note on next page.

NOTE: If an agreement was erroneously submitted, 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.

For assistance contact **Ginnie Mae Customer Support** at 1-833-GNMA HELP / 1-833-466-2435, option 1 or

askGinnieMae@hud.gov