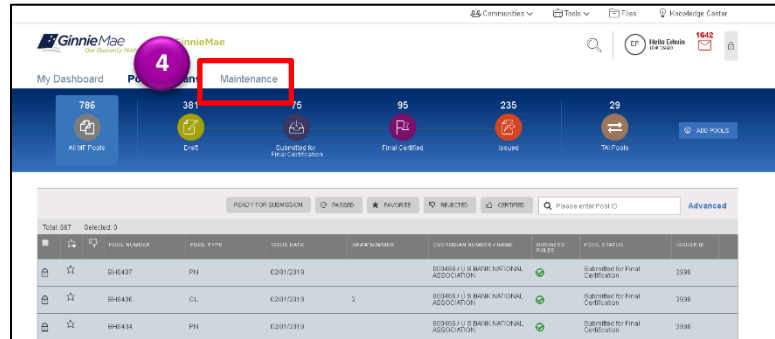


Access the Maintenance tab in the MyGinnieMae Portal to add, modify, delete and view data/values associated with Annex-Special Disclosures.

ACCESSING THE MAINTENANCE PAGE

1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with your MGM credentials.
4. Select **Maintenance** tab to access the Maintenance Page.



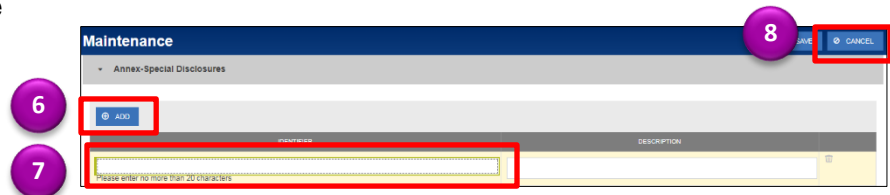
The Maintenance Page will display.

ADDING ANNEX-SPECIAL DISCLOSURE VALUES

5. Select the **Edit** button.

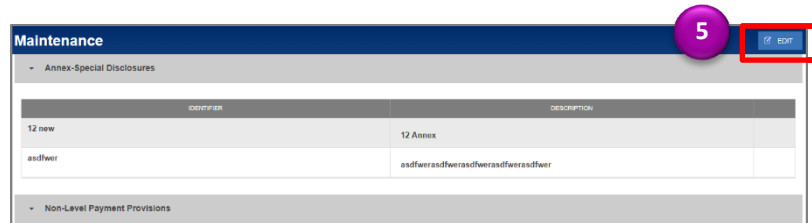


6. Select the **Add** button under the Annex-Special Disclosures section.
7. Enter an **Annex-Special Disclosures Identifier** value.
8. Select **Save**.



MODIFYING ANNEX-SPECIAL DISCLOSURE VALUES

5. Select the **Edit** button.




6. Select the **Annex-Special Disclosures Identifier** or **Description** field to modify.
7. Enter the new field value.
8. Select **Save**.

DELETING ANNEX-SPECIAL DISCLOSURE VALUES

5. Select the **Edit** button.



6. Select the **Delete**  icon next to the Annex-Special Disclosures value to delete.
7. Select **Save**.

CANCEL ADDING ANNEX-SPECIAL DISCLOSURE VALUES

5. Select the **Cancel** button to revert all changes that have been made.