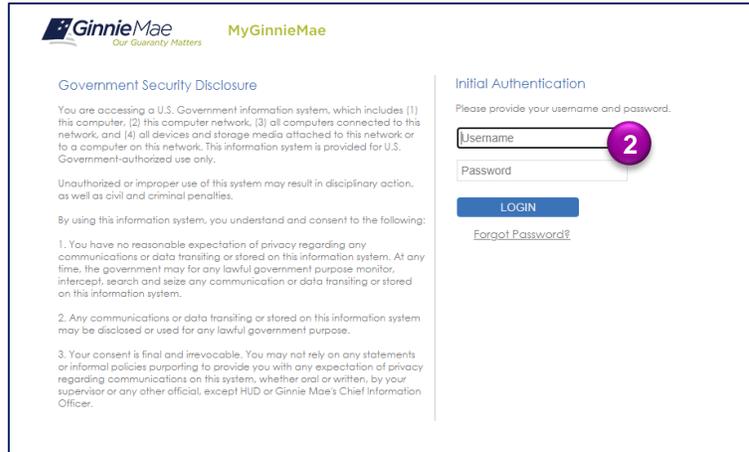


This Quick Reference Card provides an overview of the steps and instructions to complete an Insurance Policy submission and send the submission to the Authorized Signer for certification.

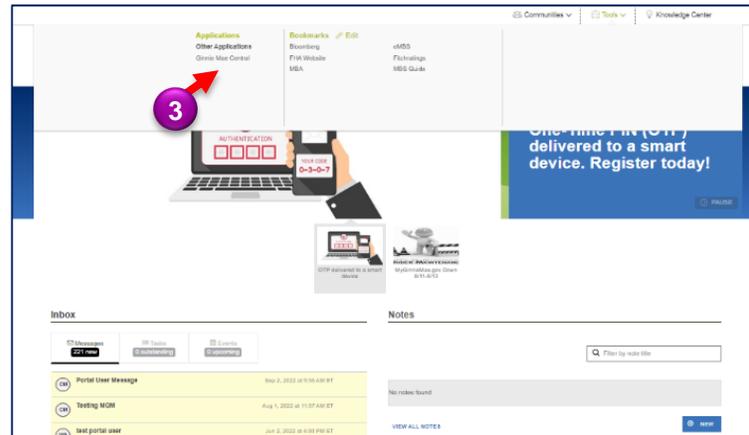
NAVIGATING TO GMC INSURANCE

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

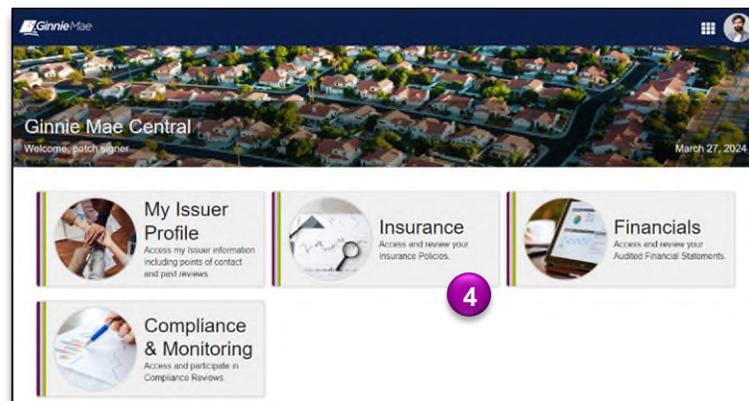
2. Login with your user credentials.



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

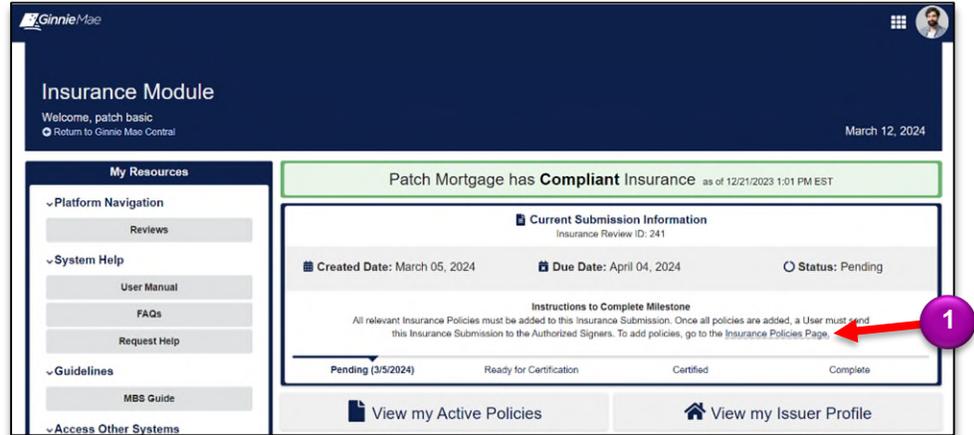


4. Select the Insurance module.

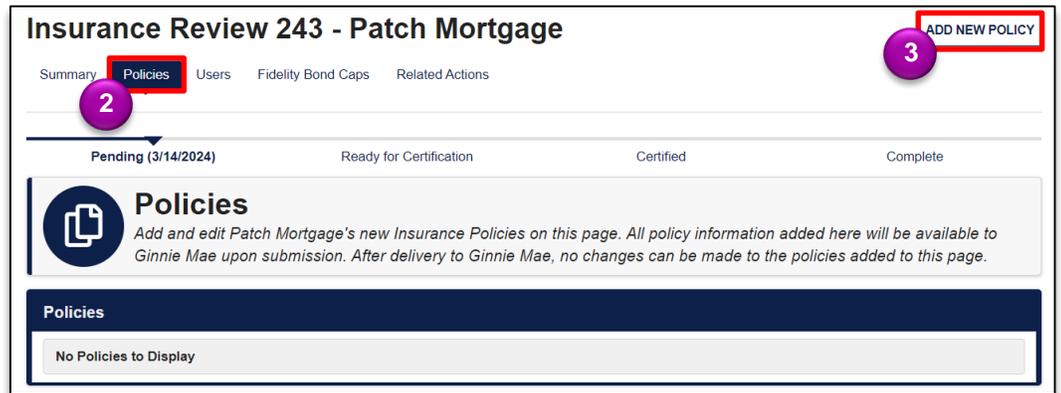


SUBMIT INSURANCE POLICY

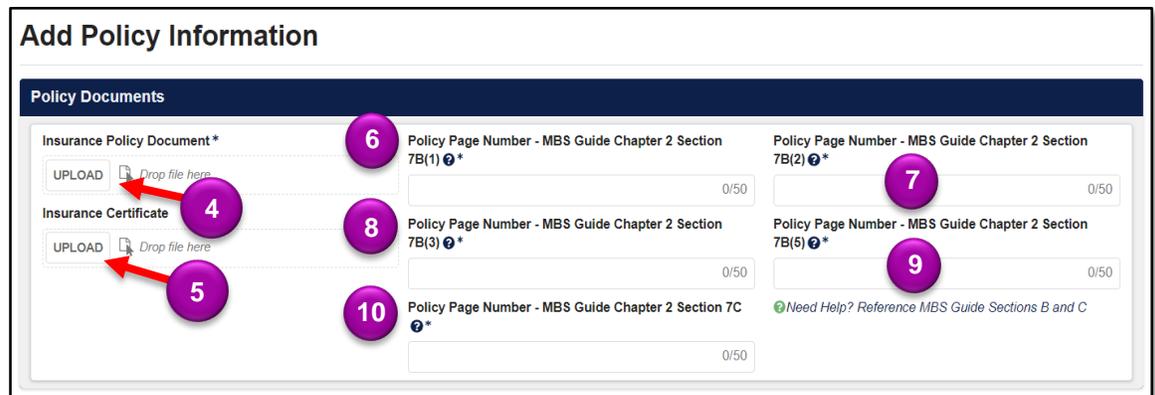
1. Select **Insurance Policies Page** in the **Current Submission Information** box.



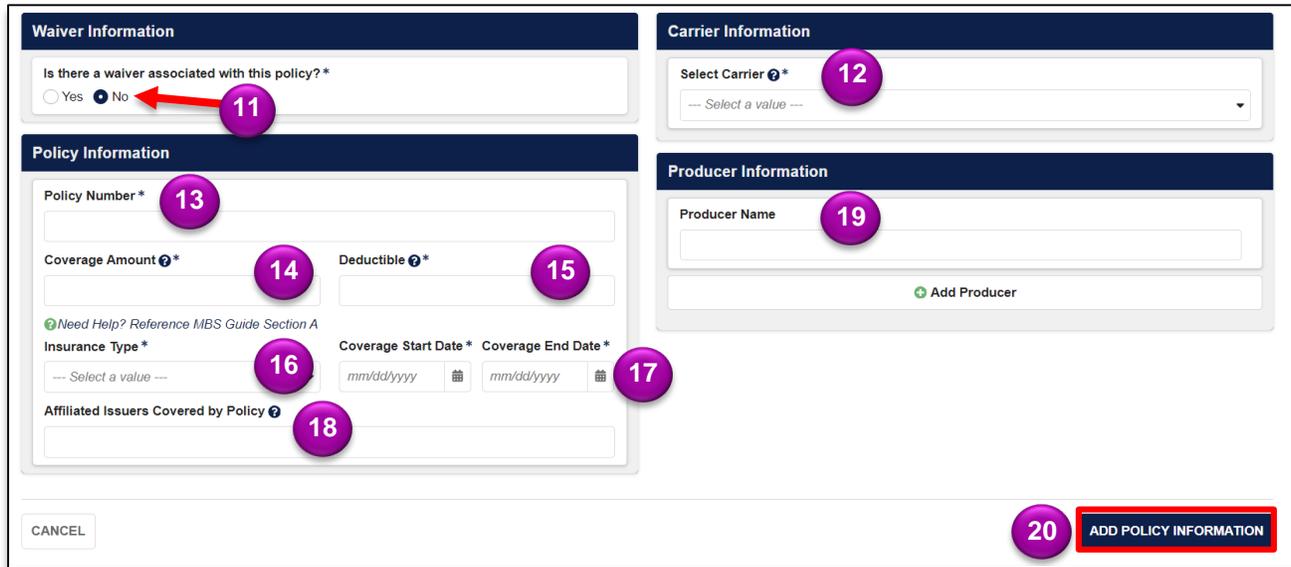
2. Select the **Policies** tab.
3. When on the **Policies** tab, click the **ADD NEW POLICY** that appears in the top right corner.



4. Click **Upload** to attach **Insurance Policy Document**.
5. Click **Upload** to attach **Insurance Certificate** (if applicable, not required).



6. Insert the **Policy Page Number** that contains the MBS Guide Chapter 2 Section 7B(1) requirement.
7. Insert the **Policy Page Number** that contains the MBS Guide Chapter 2 Section 7B(2) requirement.
8. Insert the **Policy Page Number** that contains the MBS Guide Chapter 2 Section 7B(3) requirement.
9. Insert the **Policy Page Number** that contains the MBS Guide Chapter 2 Section 7B(5) requirement.
10. Insert the **Policy Page Number** that contains the MBS Guide Chapter 2 Section 7C requirement.



11. Select **Yes** or **No** to designate if there is a waiver associated with the policy. If Yes, the waiver must be attached.
12. **Select Carrier** and provide their corresponding AM Best Rating.
13. Enter the **Policy Number**.
14. Enter the **Coverage Amount**.
15. Enter the **Deductible**.
16. Select the **Insurance Type** (Fidelity Bond, Errors & Omissions, Mortgage Bankers Bond).
17. Enter the **Coverage Start Date** and **Coverage End Date**.
18. Enter the **Affiliated Issuers Covered by Policy**.
19. Enter **Producer Name** (if applicable, not required field).
20. Select **ADD POLICY INFORMATION** to add the policy information to the correspond review.

SEND SUBMISSION TO AUTHORIZED SIGNER

1. Once policy information is entered, select **SEND FOR CERTIFICATION**.

Insurance Review 243 - Patch Mortgage

Summary Policies Users Fidelity Bond Caps Related Actions

ADD NEW POLICY **SEND FOR CERTIFICATION** 1

Pending (3/14/2024) Ready for Certification Certified Complete

Policies
Add and edit Patch Mortgage's new Insurance Policies on this page. All policy information added here will be available to Ginnie Mae upon submission. After delivery to Ginnie Mae, no changes can be made to the policies added to this page.

Policy Name	Start of Coverage	End of Coverage	Coverage Amount
All State Insurance - 1 - FB - 5/31/2024	3/19/2024	5/31/2024	\$100,000,000

2. If the policy details listed above are correct, click **Confirm** in the Send to Authorized Signers box.

3. Select **SEND FOR CERTIFICATION** to complete this action and send to Authorized Signer.

Insurance Review 243 - Patch Mortgage

Summary Policies Users Fidelity Bond Caps **Related Actions**

Send to Authorized Signers

Fidelity Bond Coverage
Minimum Required Coverage: \$300,000
Provided Coverage: \$1,130,600,000

Errors and Omissions Coverage
Minimum Required Coverage: \$300,000
Provided Coverage: \$1,030,600,000

Policy Deductibles
All Insurance Policies added to this Insurance Review have acceptable deductibles in accordance with the MBS Guide.

Carrier AM Best Ratings
All Insurance Policies added to this Insurance Review have Carriers with acceptable AM Best Financial Strength Ratings.

Send to Authorized Signers

I confirm that the Insurance Policies added to this review are complete, accurate, and ready to be sent to my Issuer's designated Authorized Signers.

CANCEL **SEND FOR CERTIFICATION** 3

2