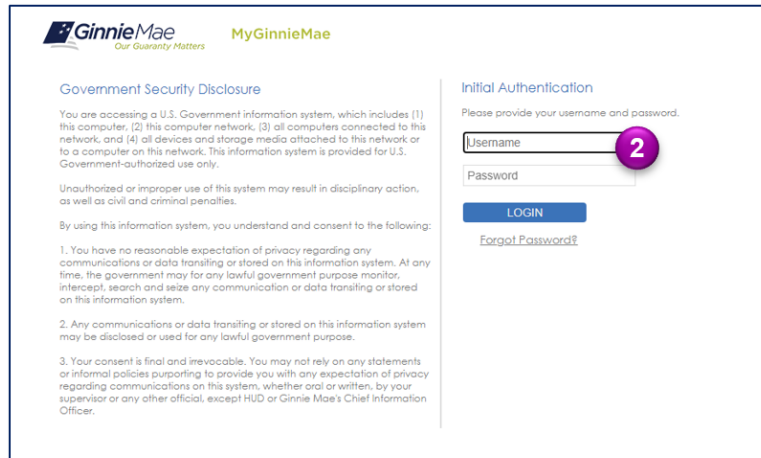This Quick Reference Card provides an overview of the steps and instructions to complete the certification for an Insurance Policy Review Submission and Deliver the review to Ginnie Mae as an Authorized Signer.
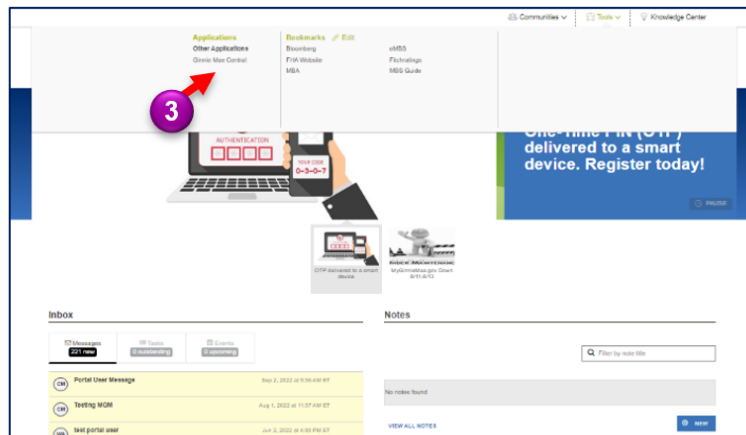
NAVIGATING TO GMC INSURANCE
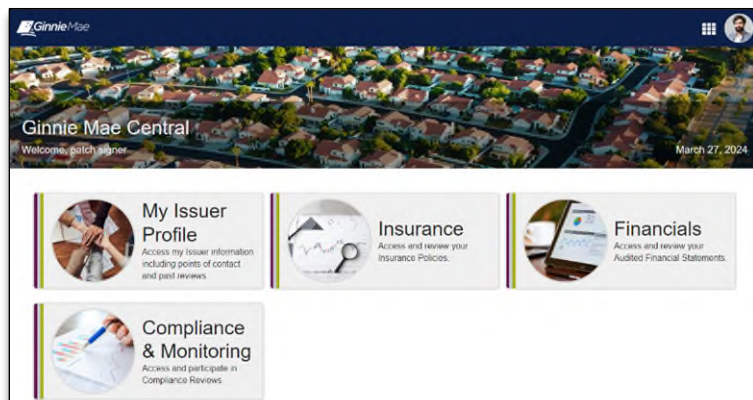
1. Navigate to MyGinnieMae (https://my.ginniemae.gov).

2. Login with your user credentials.

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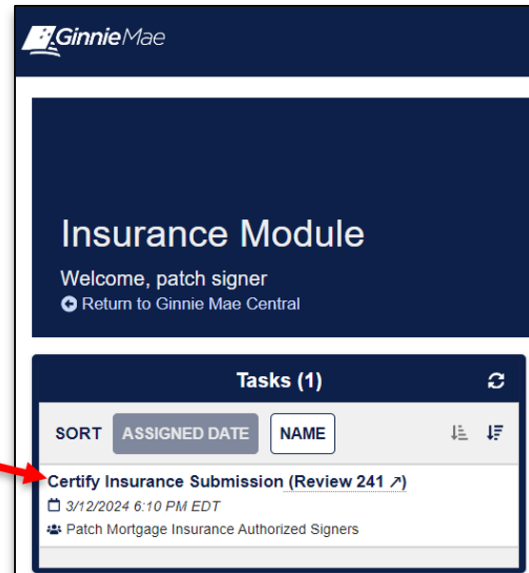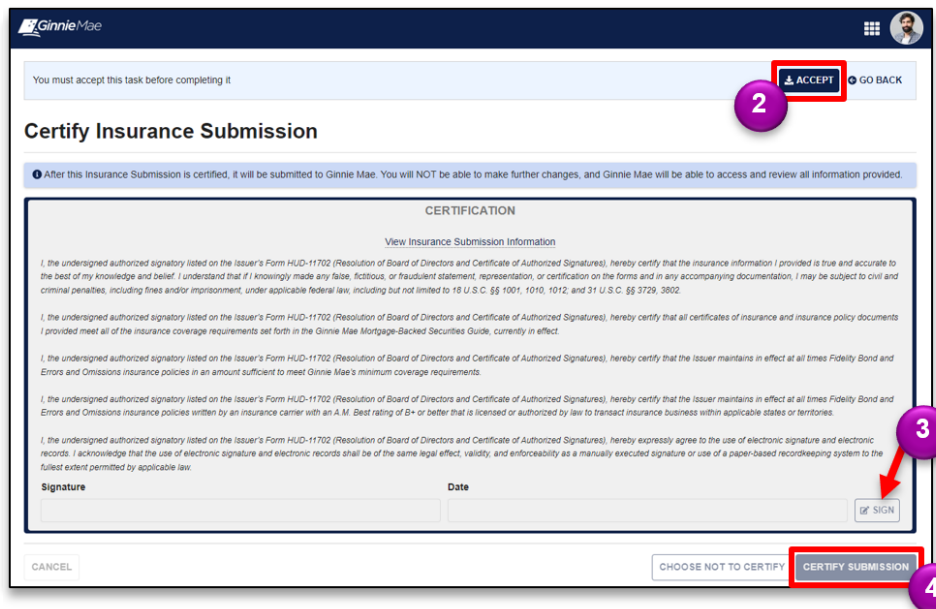

4. Select the Insurance module.

CERTIFY INSURANCE SUBMISSION

1. Select **Certify Insurance Submission** in the **Tasks** bar on the left-hand side of Insurance homepage.

2. Select **Accept** to accept the task of certifying the insurance submission.

3. Click **Sign** to certify the insurance submission.

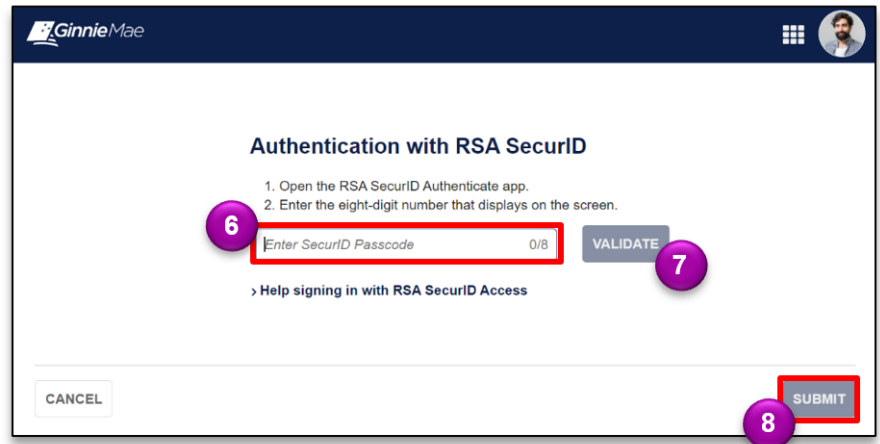4. Click **Certify Submission** once signed and complete.

5. Click **Certify** to confirm and send to Ginnie Mae.

6. Follow the instructions beneath "Authentication with RSA SecurID" to Enter the SecurID Passcode.

7. Select **VALIDATE.**

8. Select **SUBMIT** to complete Authentication with RSA SecurID.

9. Once the Insurance Review is submitted to Ginnie Mae, on the Summary page, a green check mark will display, and the corresponding status timeline below will show complete.