

Certify Insurance Submission

GMC INSURANCE MODULE QUICK REFERENCE CARD

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.

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

4. Select the Insurance module.









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CERTIFY INSURANCE SUBMISSION

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



- 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.



Certify Submission?

Are you sure you want to proceed with certification? Ginnie Mae will be able to access all provided information, and you will not be able to make any further changes. After proceeding you will need to authenticate via RSA Token SecurID to finalize certification.



CERTIFY



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- 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.

_	/ 386 - Plano Mortgage Fidelity Bond Caps Related Actions			
\checkmark	Pending (5/15/2024)	Ready for Certification	Certified (7/9/2024)	Complete (7/9/2024)