

GMC INSURANCE MODULE QUICK REFERENCE CARD

This Quick Reference Card provides an overview of the steps and instructions to add a Fidelity Bond Cap into the GMC Insurance module.

NAVIGATING TO GMC INSURANCE

- 1. Navigate to MyGinnieMae (https://my.ginniemae.gov).
- 2. Login with your user credentials.

Our Guaranty Matters	
Government Security Disclosure	Initial Authentication
fou are accessing a U.S. Government information system, which includes [1] his computer, [2] this computer network, [3] all computers connected to this elwork, and [4] of devices and a torgane mail a tablected to this interval o a computer on this network. This information system is provided for U.S. Sovernmein-Jouhinated use only. Journoticated or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: L. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any communications or data transiting or stored on this information system. At any communications or data transiting or stored on this information system. In this information system. C. Any communications or data transiting or stored on this information system may be disclosed or used for any lawly operiment purpose. L. You convent in fail and missioned. Now consent in fail and missioned. Now your values in fail and missioned. Now your wall this fail and missioned. Now your walls then and missioned. Now your walls and the system, whether by your upervisor or any other official, except HUD or Ginnie Mae's Chief Information Officer.	Please provide your usemame and your 24. Username Password LOGIN Forgot Password?

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









ADD FIDELITY BOND CAP

1. Select **View my Issuer Profile** on the Insurance homepage.



- 2. Select the Related Actions tab.
- 3. Select Add New Fidelity Bond Cap.



4. Enter the Add Fig		Add Fidelity Bond Cap
	Amount.	Fidelity Bond Cap
5.	Click Upload to attach a copy of the Fidelity Bond Cap.	Provide Fidelity Bond Cap information when necessary for the most recent insurance review or for any active policies. Fidelity Bond Caps only-easily to Fidelity Bond coverage. Cap Amount Enter Cap Amount UPLOAD D D D D D D D D D D D D
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- Enter the Cap Issue Date.
- 7. Enter the Cap Expiration Date.



Add Fidelity Bond Cap GMC INSURANCE MODULE QUICK REFERENCE CARD

8. Click **ADD CAP** to confirm information added is correct and submit the Fidelity Bond Cap.

This cap will be finalized upon submission. Ensure that all the information is accurate before submiting to Ginnie Mae.

CANCEL ADD CAP