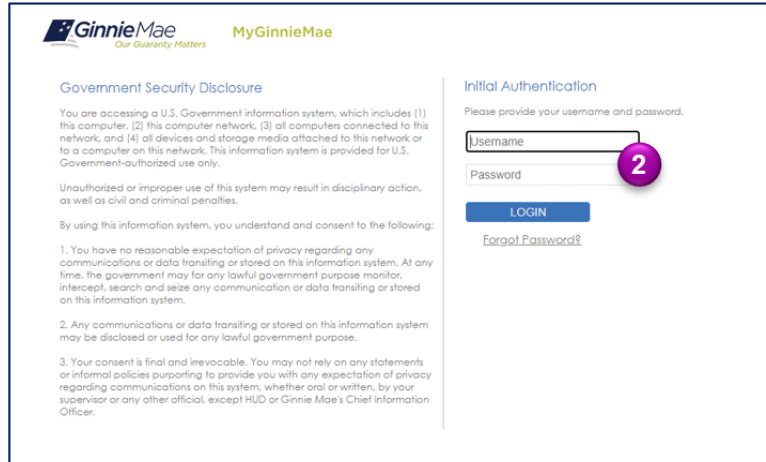


This Quick Reference Card provides an overview of the steps and instructions to complete the Questionnaire in the Financials module.

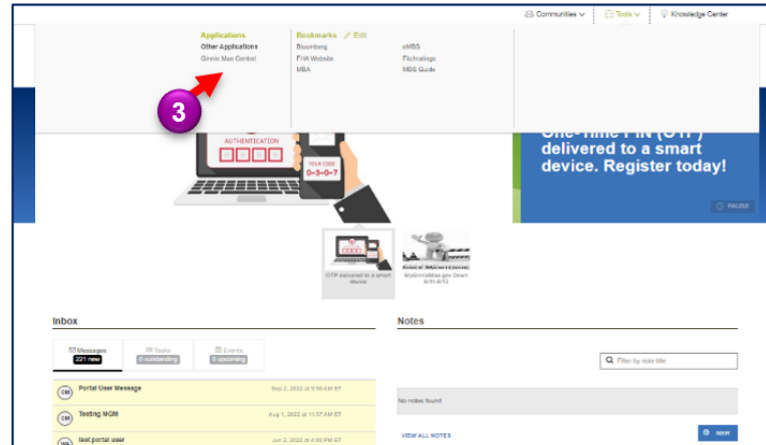
NAVIGATING TO GMC FINANCIALS

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

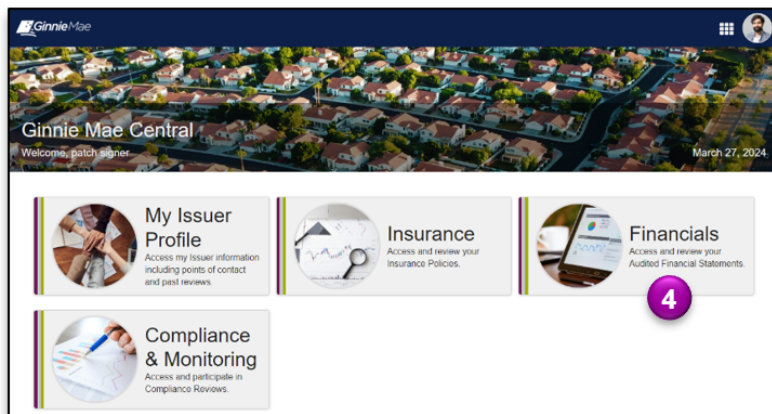
2. Login with your user credentials.



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

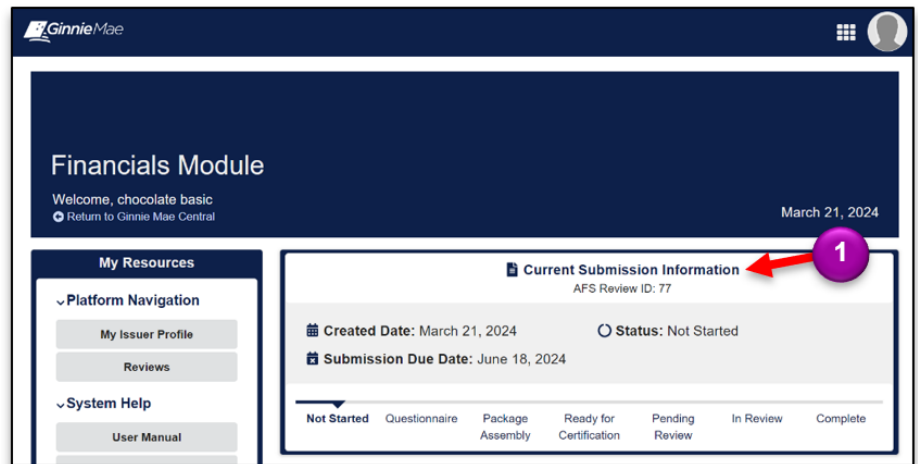


4. Select the Financials module.

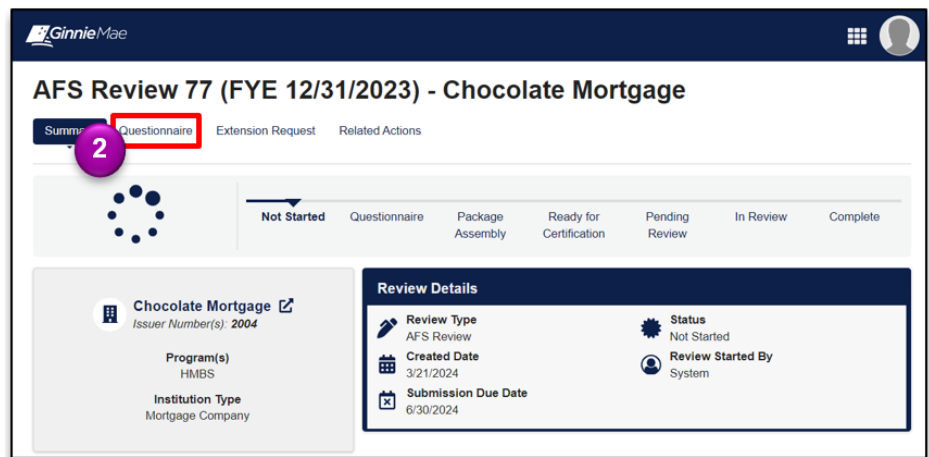


COMPLETE QUESTIONNAIRE

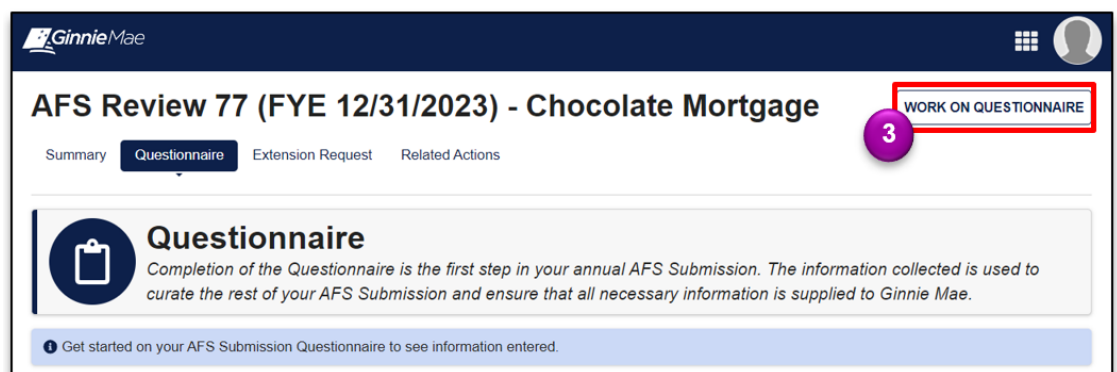
1. Select the **Submission** under **Current Submission Information** on the Financials homepage.



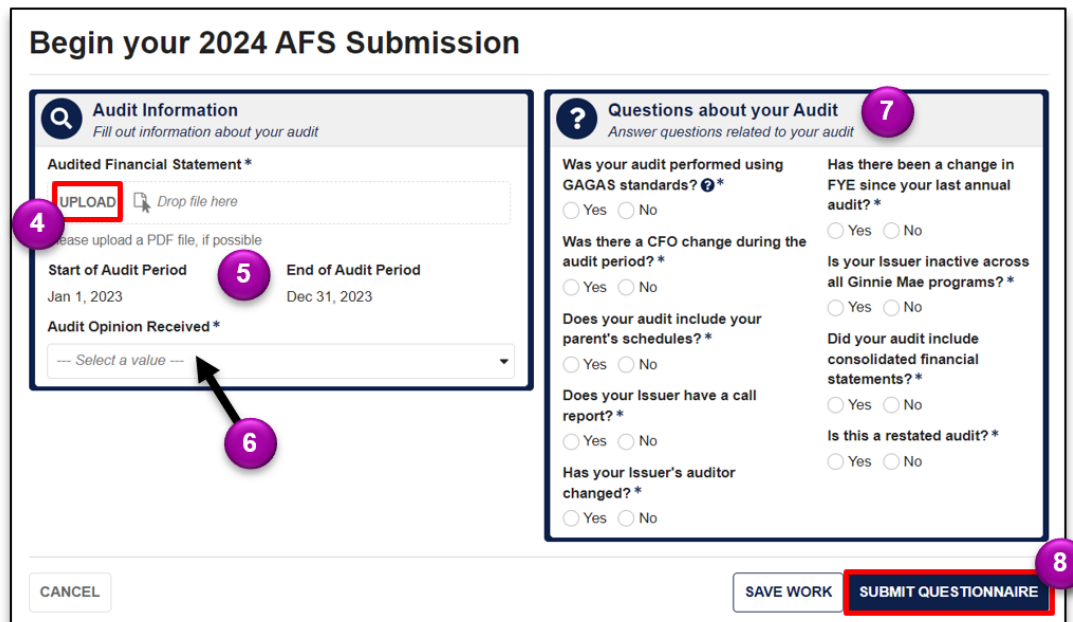
2. Select **Questionnaire** tab.



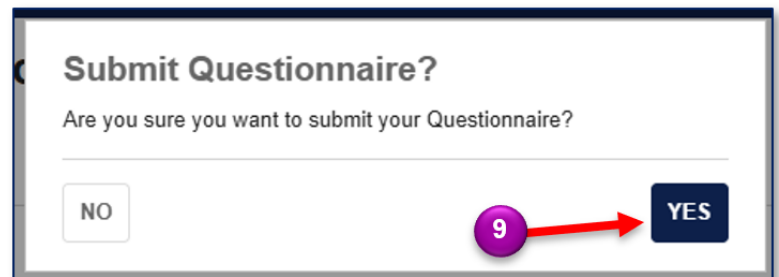
3. Click **WORK ON QUESTIONNAIRE**.



4. Click **UPLOAD** to attach Audited Financial Statement package.
5. By default, the **Audit Period** is based on the issuer's fiscal year end date.
6. Select the **Audit Opinion Received**.
7. Answer **Yes** or **No** to all Questions about your Audit.
8. Once all the fields are filled out, select **SUBMIT QUESTIONNAIRE**.



9. Select **YES** to Submit Questionnaire.



10. To edit your responses to the Questionnaire, go to the Questionnaire tab and select **"EDIT QUESTIONNAIRE"**

