Certify AFS Submission



GMC FINANCIALS MODULE QUICK REFERENCE CARD

This Quick Reference Card provides an overview of the steps and instructions to complete the certification for an Audited Financial Statement Submission and Deliver the Submission to Ginnie Mae as an Authorized Signer.

NAVIGATING TO GMC FINANCIALS

- 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.



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- 4. Select the Financials module.



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CERTIFY AFS REVIEW

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



- 2. Select **Accept** to accept the task of certifying the AFS Submission.
- 3. Select Certify Submission.



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- 4. Select **Sign** to certify the AFS submission.
- 5. Select **CERTIFY SUBMISSION** once signed and complete.

n **Return Submission** Certify Submission CERTIFICATION Id the role of Chief Executive Officer. Chief Fir al Officer or equivalent, of the Is e-Backed Securities Guide curre er and am list icer (or equivalent) of the Issuer and authorized signatory listed on the Issuer's Form HUD-11702 (Resolution of Board of I I provided is true and accurate to the best of my knowledge and belief. I understand that if I knowingly made any faise, fict Il financial statements and related documents I prov mpanying documentation, I may be subject to civil and criminal penalties, including fines and/or impriso ment, under applicable federal law, in uding but not limited to 18 U.S.C. §§ 1001, 1010, 1012; and 31 U.S.C. §§ 3729, 3802 signed Chief Executive Officer, Chief Financial Officer or equivalent of the issuer and authorized signatory lated on the issuer's Form HUD-11702 (Resolution of Board of Directors and Certificate of Authorized Signatures), hereby certify that all itements and related documents | provided were prepared in accordance with the requirements set forth in and in the format prescribed by the Ginnie Mae Mortgage-Backed Securites Guide and the HUD OIG Consolidated Auth Guide, Handbooi 2000.04, Rev.2, except as otherwise permitted by Ginnie Mae. I certify that the audited financial statements and related documents provided are complete d Chief Executive Officer, Chief Einancial Officer or er alent of the Issuer and authorized signatory listed on the Issuer's Form HUD-11702 (Resolution of Board of Directors and Certificate of Auth e-Recked Se d Chief Exer utive Officer Chief Finar use of electronic signature and electronic records. I acknowledge t ordkeeping system to the fullest extent permitted by applicable law. Signature Date SIGN

 Select CERTIFY to confirm and send to Ginnie Mae.

CANCEL

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.

BACK



- Follow the instructions beneath "Authentication with RSA SecureID" to Enter the SecurID Passcode.
- 8. Select VALIDATE.
- Select SUBMIT to complete Authentication with RSA SecurID.

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	Authentication with RSA SecurID 1. Open the RSA SecurID Authenticate app. 2. Enter the eight-digit number that displays on the screen. 3. RSA Authentication must be completed within 20 minutes to finalize Financials Package Submission. After time	
	has elapsed you will need to restart certification. Enter SecuriD Passcode Alter SecuriD Access VALIDATE 8	
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