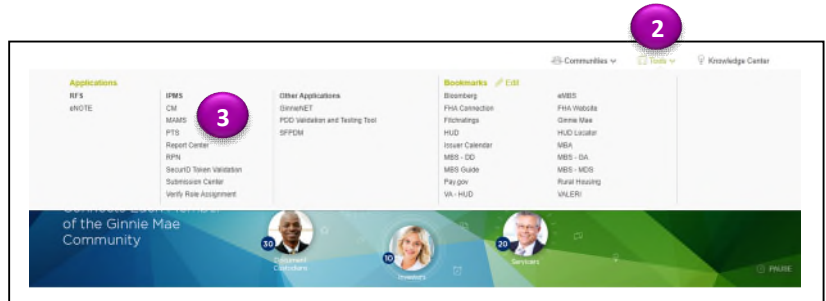This Quick Reference Card provides an overview of the steps and screens required to renew master agreements in MAMS.

## LOGGING IN TO MASTER AGREEMENTS (MAMS)

1. Login to MyGinnieMae via https://my.ginniemae.gov
2. Select the **Tools** menu at the top of the Portal to reveal the available Applications.
3. Select **MAMS** to access the Master Agreements module.

**NOTE:** The Master Agreements Summary screen will display with Issuer certification forms that require renewal.
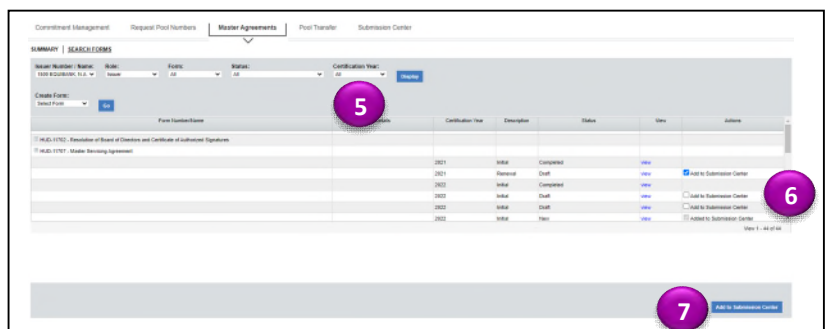
## RENEWING MASTER AGREEMENTS

4. Select **Pending** to begin the renewal process.

**NOTE:** The Master Agreements Certification screen will display.

5. Select the **year** from the Certification Year drop-down to display a list of forms that require renewal.

6. Check the box next to the form you wish to renew.

7. Select **Add to Submission Center**.

8. Select the **Submission Center** tab.

9. Select **Master Agreements** from the "View By" drop-down.

**NOTE:** The relevant Master Forms will be displayed.

10. Check the box next to the specific form to renew a single form or check the box nest to the Issuer Number column header.
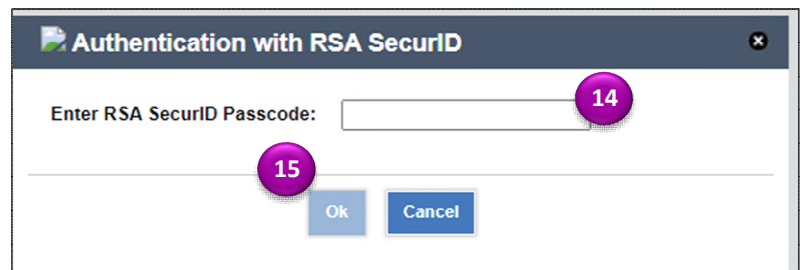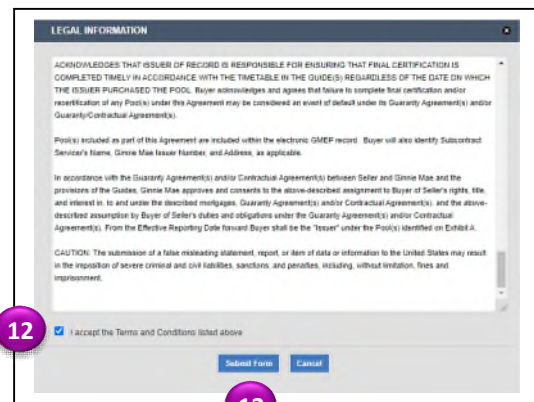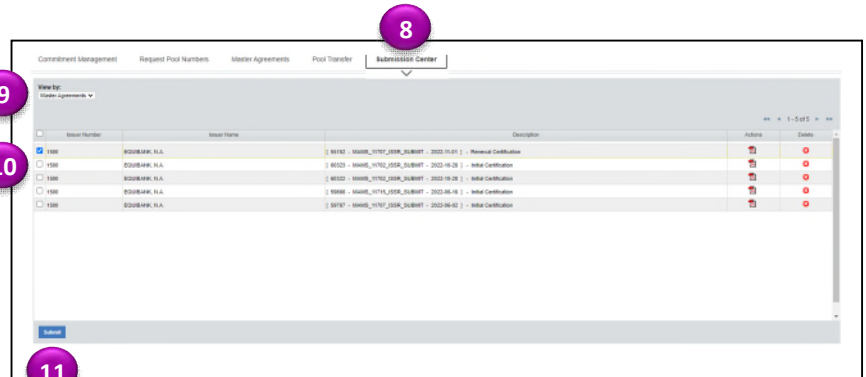
11. Select Submit.

12. Check the box to accept the Terms and Conditions.

13. Select **Submit Form**.

**NOTE:** The RSA SecurID pop-up box will display.

14. Enter your PIN into the RSA application, **then enter your 8-digit RSA SecurID Passcode** into the prompt.

15. Select **Ok**.

**NOTE:** If an agreement was erroneously chosen, click the Delete icon to remove these documents from the Submission Center. Forms will still be stored on the system but will no longer appear in the Submission Center. To ensure that submissions were successful visit the certification history page. For audit purposes, we strongly recommend Issuers print and retain a copy of their certification history.