

Access the Maintenance tab in the MyGinnieMae Portal to add, modify, delete and view Subscribers.

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## ACCESSING THE MAINTENANCE PAGE

- 1. Navigate to MyGinnieMae via <u>https://my.ginniemae.gov</u>.
- 2. Select Login.
- 3. Login with you MGM credentials.
- 4. Select **Maintenance** tab to access the Maintenance Page.

The Maintenance Page will display.

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#### **ADDING A SUBSCRIBER**

5. Select the Edit button.



- 6. Select the **Add** button under the Subscribers section.
- 7. Enter a Subscriber ABA Number.
- 8. Enter a Subscriber Delivery To.
- 9. Select Save.





# Adding, Modifying or Deleting Subscribers

**ISSUER QUICK REFERENCE CARD** 

## **MODIFYING A SUBSCRIBER**

5. Select the **Edit** button.

Maintenance					
Annex-Special Disclosures					
DESTERA	DESCRIPTION				
12 new	12 Annex				
asdfwor	asdfwerasdfwerasdfwerasdfwer				
Non-Level Payment Provisions					

- Select the Subscriber's ABA Number or Delivery To field to modify.
- 7. Enter the new field value.
- 8. Select Save.

### **DELETING A SUBSCRIBER**

5. Select the Edit button.

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<ul> <li>Annex-Special Disclosures</li> </ul>		
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12 new	12 Annex	
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<ul> <li>Non-Level Payment Provisions</li> </ul>		

- 6. Select the **Delete** icon next to the Subscriber to delete.
- 7. Select Save.

#### **CANCELING A SUBSCRIBER**

5. Select the **Cancel** button to revert all changes that have been made.