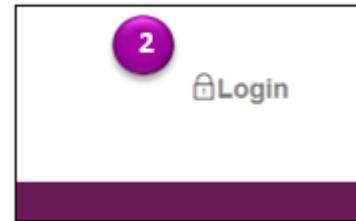


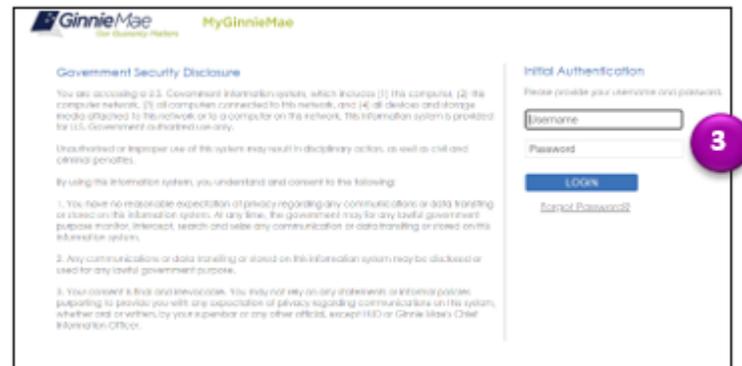
This Quick Reference Card (QRC) guides Organization or Organization Administrators through the process of sending a User Registration Invitation in MyGinnieMae. The User Registration workflow is a self-service process used to collect, verify, and create a new user in MyGinnieMae. An Organization Administrator initiates the workflow via an invitation sent to the end user within their organization. For organizations that do not have an assigned Organization Administrator, an Operations Administrator submits the invitation for the end-user.

SENDING A REGISTRATION INVITATION

1. Navigate to <https://my.ginniemae.gov> to access MyGinnieMae.
2. Select **Login**.



3. Enter your **Username** and **Password** and select **Login**.

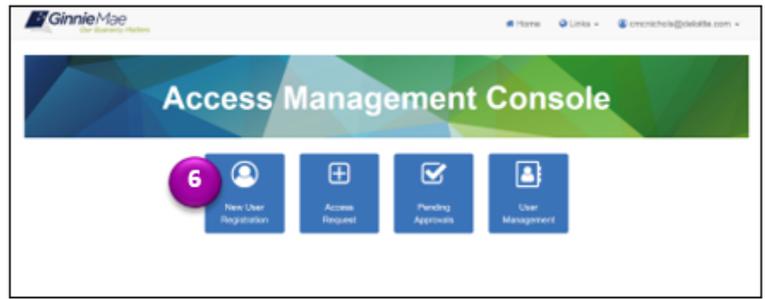


4. Select the **Tools** dropdown.

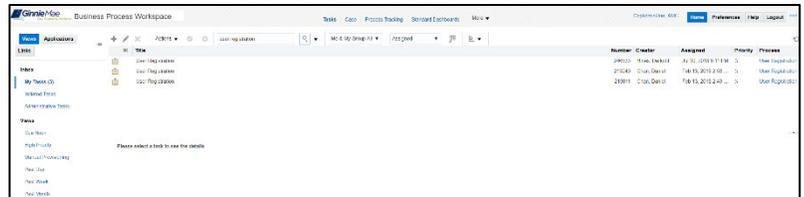


5. Select **Access Management Console**.

6. Select **New User Registration**.



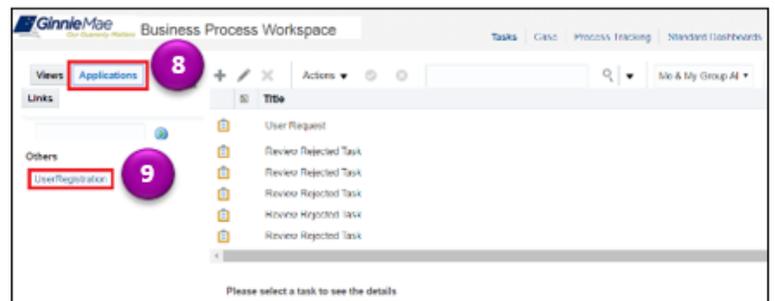
7. The system will open the New User Registration Interface in a new window. Organization Administrators will only see internal user registration invitations in the User Registration interface task list.



8. Select **Applications**.

9. Select **User Registration**.

Note: If the User Request form does not open, you may need to disable pop-up blockers.



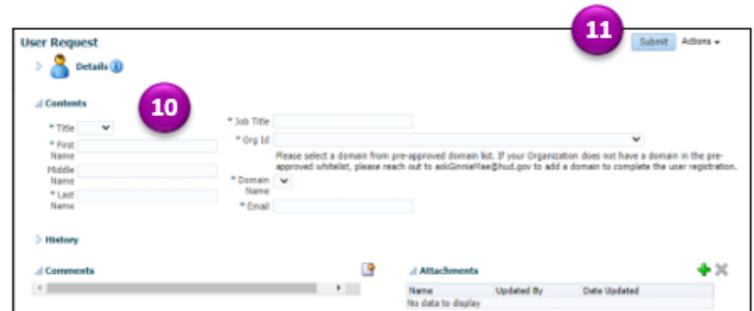
10. Complete the following details on the User Request Screen:

- User's **Title**
- User's **First Name**
- User's **Middle Name** (optional)
- User's **Last Name**
- User's **Job Title**
- User's **Org ID**
- User's **Domain Name** (a drop down list that is populated for pre-approved email domains for the selected Organization ID)

Note: If the desired Email Domain is not displayed in the dropdown, please contact askGinnieMae@hud.gov

- User's **Email**

Note: The Email field will be pre-populated with the selected domain name, the Admin must enter the first part of the email address before the @ symbol.



Note: No files should be uploaded to the "Attachment" section during the invitation process.

11. Select **Submit**.

- The form will close, and the User Registration process will be initiated. The system will send a registration invitation to the email address entered for the user. The email will contain a unique URL to complete the registration.

Dear DCTM,

You have been invited to register for the MyGinnieMae Portal. In order to complete the registration process, please follow the steps below:

- Navigate to <https://access.ginniemae.gov/register/index.html?key=1bf127f0-45da-67v2-ac4m-fe82bef4aa35> (**this link is only valid for 7 days from delivery**)
- Complete the following user registration fields:
 - Work phone number
 - Mobile phone number (optional)
 - Title
 - Password
 - Confirm password
- Click **Finish**.

Once your registration request has been approved and your account has been confirmed, you will receive a [Welcome to MyGinnieMae email](#) containing instructions for accessing the MyGinnieMae Portal. Should you have any questions or issues during the registration process, please refer to the [User Registration Quick Reference Card](#) or contact your Organization Administrator for assistance. Ginnie Mae truly appreciates your participation in making the MyGinnieMae Portal a success for all of us.

Note: The submitted invitation will only be visible to admins who also administer the selected Organization in the invitation form. Once complete with User Registration, please exit out of all non-AMC windows.

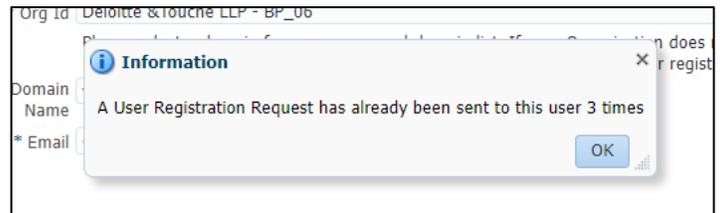
USER REGISTRATION INVITATION ALERTS

An Organization Administrator could receive three different types of alerts or messages when entering the end user's email address.

Email is Already Registered – If an email is already registered, you will be unable to send an invitation to that email address.



Three Invitations Sent Alert – If an invitation has already been sent to the user's email address a total of three times, an alert will be displayed as a warning. An invitation can only be sent a total of five times.



Five Time Invitation Flag – If an invitation has already been sent to the user's email address five times, the email address will be flagged, and requests can no longer be sent.

