

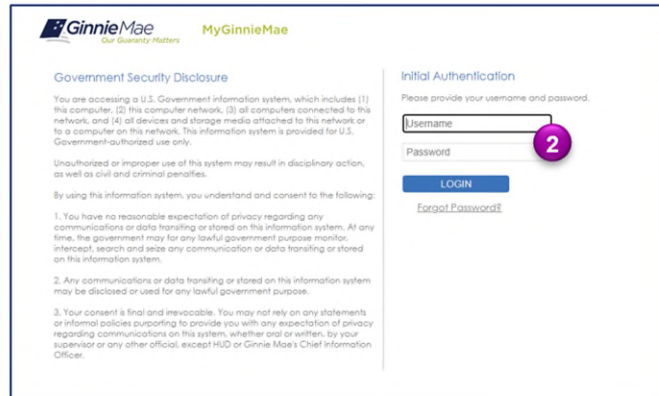
This Quick Reference Card provides an overview of the steps and instructions to Remove an Insurance Policy before a submission is delivered to Ginnie Mae as Basic User or an Authorized Signer.

Note: An Insurance Policy cannot be removed after it is certified and sent to Ginnie Mae.

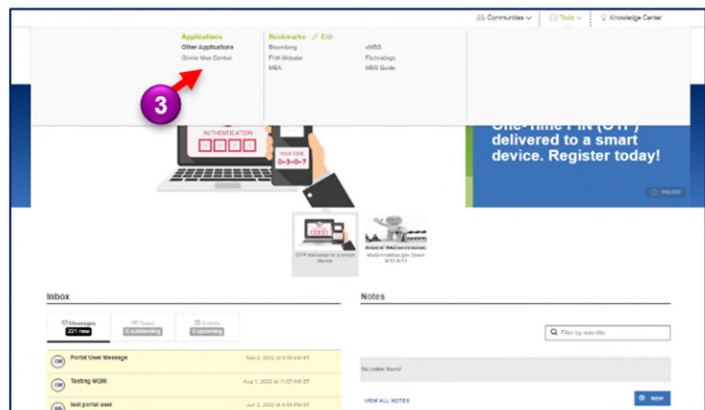
NAVIGATING TO GMC INSURANCE

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

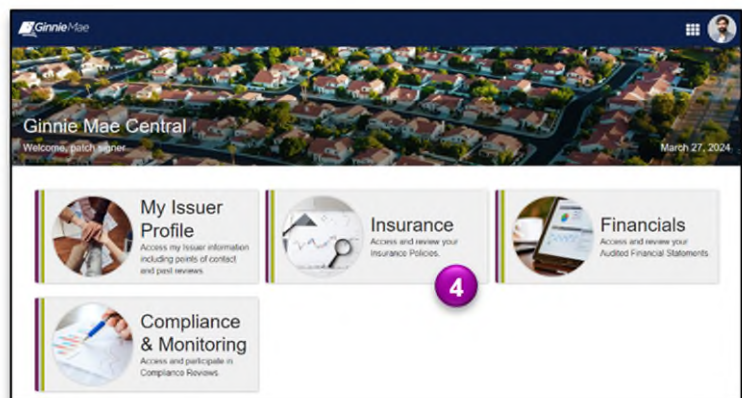
2. Login with your user credentials.



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

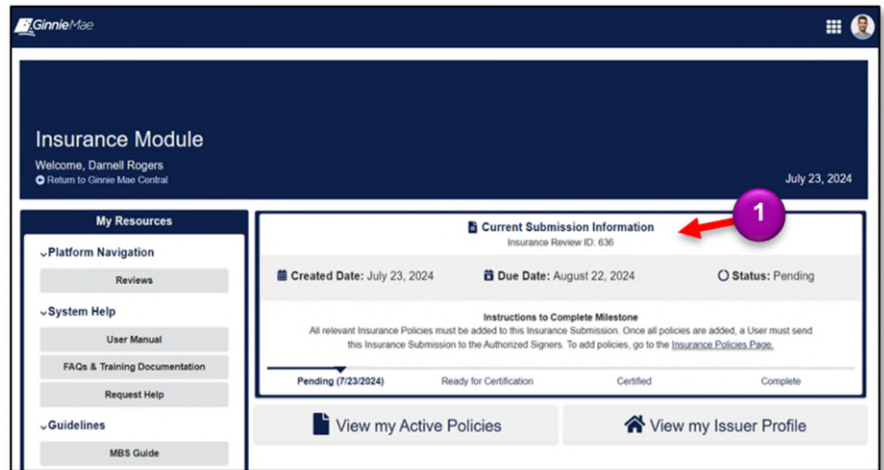


4. Select the Insurance module.

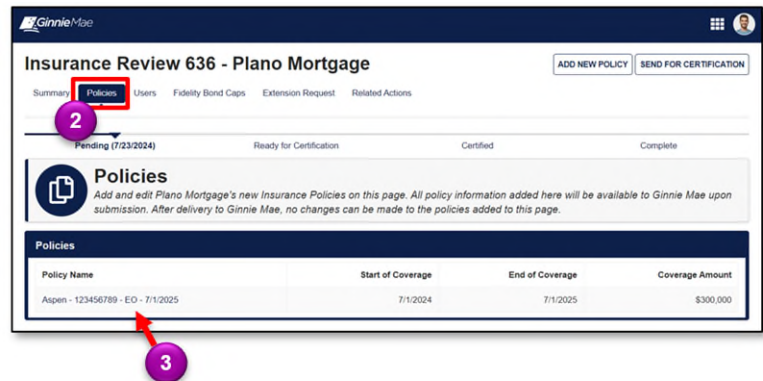


REMOVE INSURANCE POLICY

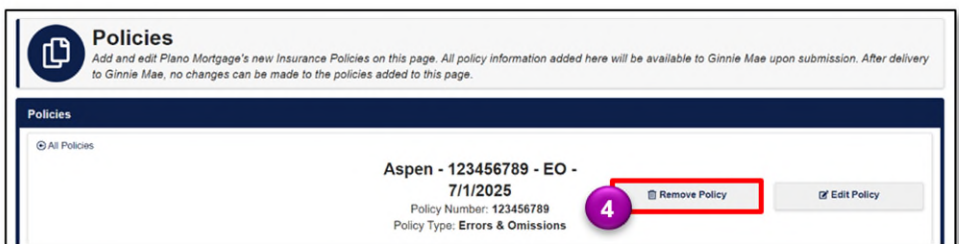
1. Select the **Submission** under **Current Submission Information** on the Insurance homepage.



2. Select the **Policies** tab.
3. Select the **Policy** under the Policy Name column.



4. Click **Remove Policy** to remove the current Policy.



5. Click **Remove Policy** to confirm removing the Insurance Policy from the corresponding Insurance Submission.

