Remove Insurance Policy



GMC INSURANCE MODULE QUICK REFERENCE CARD

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 (<u>https://my.ginniemae.gov</u>).
- 2. Login with your user credentials.

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





4. Select the Insurance module.



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REMOVE INSURANCE POLICY

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Ginnie Mae

 Select the Submission under Current Submission Information on the Insurance homepage. Ginnie Mae III 🔞 **Insurance Module** me, Darnell Rogers m to Ginnie Mae Centra July 23, 2024 1 My Resources Current Submission Information Platform Navigation Created Date: July 23, 2024 Due Date: August 22, 2024 O Status: Pending Reviews ~System Help Instructions to Complete Milestone ant Insurance Policies must be added to this Insurance Submission. Once on. Once all policies are added, a User must send User Manual this Insurance Submission to the Authorized Signers. To add policies, go to the Insurance Policies Page. FAQs & Training Docum Pending (7/23/2024) Ready for Certification Certified Complete Request Help Guidelines View my Active Policies A View my Issuer Profile MBS Guide

- 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.

