Request Insurance Extension Request



GMC INSURANCE MODULE QUICK REFERENCE CARD

This Quick Reference Card provides an overview of the steps and instructions to Request an Extension Request on an Insurance Policy Submission in the GMC Insurance module.

NAVIGATING TO GMC INSURANCE

- 1. Navigate to MyGinnieMae (https://my.ginniemae.gov).
- 2. Login with your user credentials.

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

| overnment Security Disclosure | Initial Authentication |
|--|--|
| are accessing a U.S. Government information system, which includes (1) computer, (2) this computer network, (3) all computers connected to this server, and (4) all devices and streamation system is provided for U.S. vernment-authorized use only. Subhorized or improper use of this system may result in disciplinary action, well as civil and chimal penalties, using this information system, you understand and consent to the following: our have no reasonable expectation of privacy regarding any munuciables are data framily and understand and consent to the followings: built disciplinary and use any stress of the other and the stress of the system of the system of several networks and the followings: our have no reasonable expectation of privacy regarding any munuciables are data framiling or tables of data transition system. Such access and the size any communicability of data thanking or stored this information system. | Please provide your usename and password. Usermame Password LOCIN Forgol Password? |
| 'our consent is final and irrevocable. You may not rely on any statements informal policies purporting to provide you with any expectation of privacy rading communications on this system, whether and a rowiten, by your ervisor or any other official, except HUD or Ginnie Mae's Chief Information. | |



4. Select the Insurance module.



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REQUEST INSURANCE EXTENSION REQUEST

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



- 2. Select the Related Actions tab.
- 3. Select Request an Extension.

NOTE: Extension request are only allowed to be submitted 15 or more days before your submission due date.

- 4. Select **UPLOAD** to attach Certificate of Insurance.
- Select the Requested Submission Due Date for the Extension Request.
- 6. *Optional*: Provide any additional documents relevant to this Extension Request.
- 7. Provide a Reason for Extension.
- 8. Select CREATE EXTENSION REQUEST.





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GMC INSURANCE MODULE QUICK REFERENCE CARD

Requested Submission Due Date Created By

10/17/2024 Dameil Rogers

Created On

7/23/2024 3:50 PM EDT

Insurance Review 636 - Plano Mortgage

Extension Request

10

Status

icies Users Fidelity Bond Caps Extension Request

bmitted no later than 15 days before your Insurance Submission due date

9

Current Submission Due Date

8/22/2024

If you require additional time to fulfill your Insurance Submission requirement you may request an extension. An Extension Request must be

- 9. Select the Extension Request tab.
- 10. Select the **ID** number of the extension request.

11. If the Extension Request is complete and ready to share, select **Send for Certification**.





12. Select **Send for Certification** to send the extension request to the Authorized Signer.