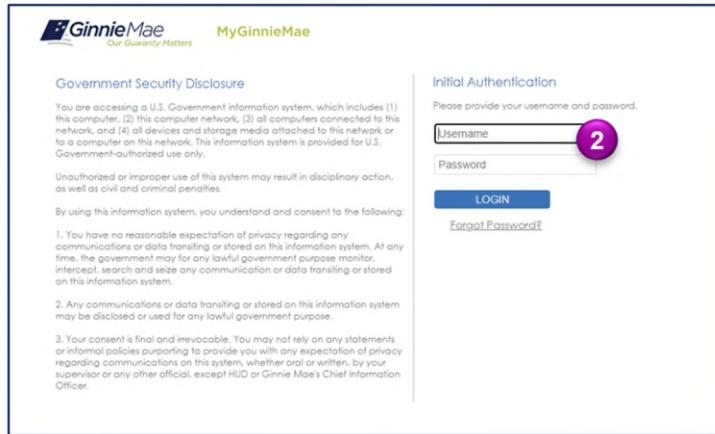


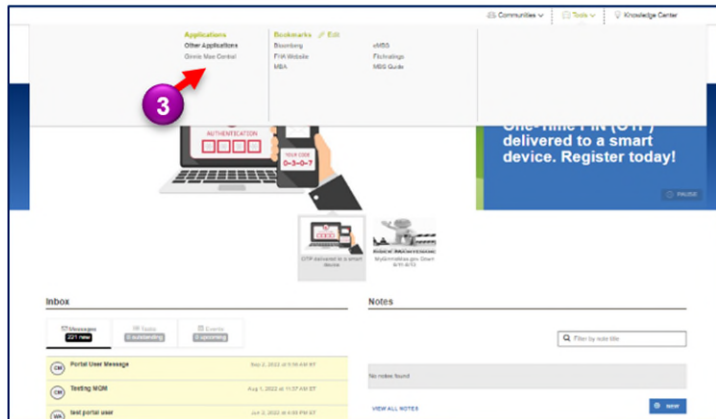
This Quick Reference Card provides an overview of the steps and instructions to Request an Extension Request on an Insurance Policy Submission in the GMC Insurance module.

NAVIGATING TO GMC INSURANCE

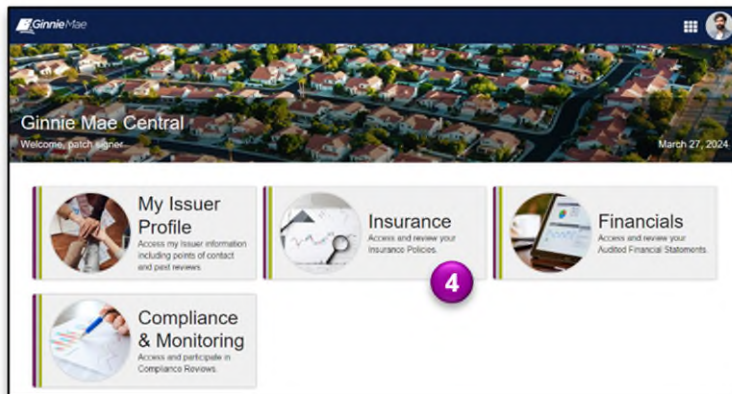
1. Navigate to MyGinnieMae (<https://my.ginniemae.gov>).
2. Login with your user credentials.



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

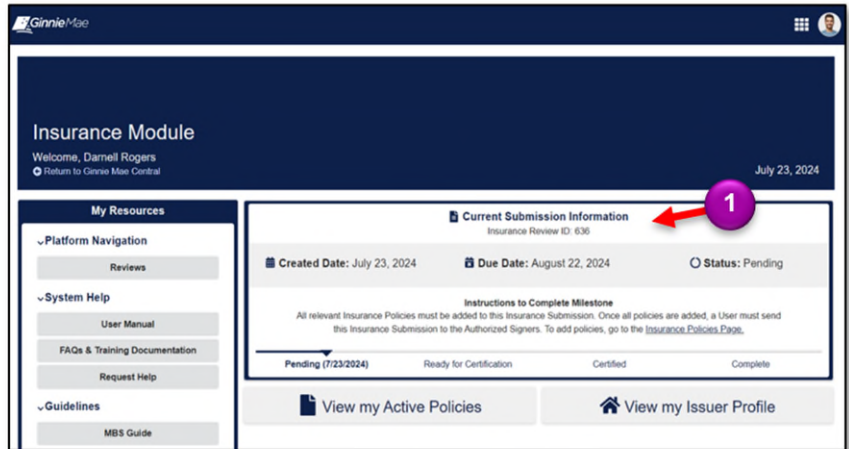


4. Select the Insurance module.



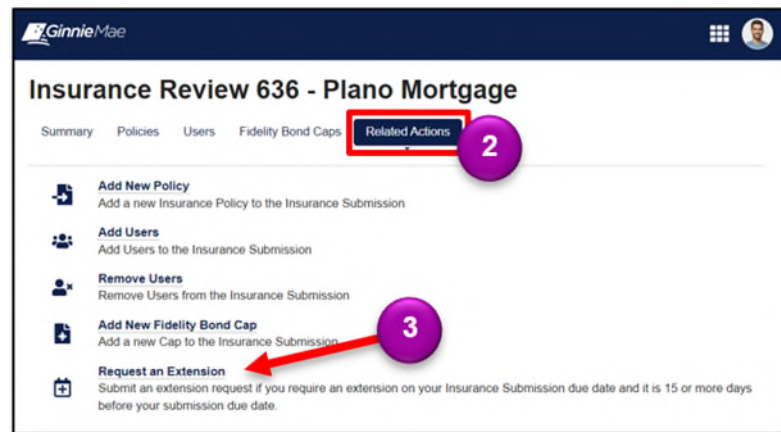
REQUEST INSURANCE EXTENSION REQUEST

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

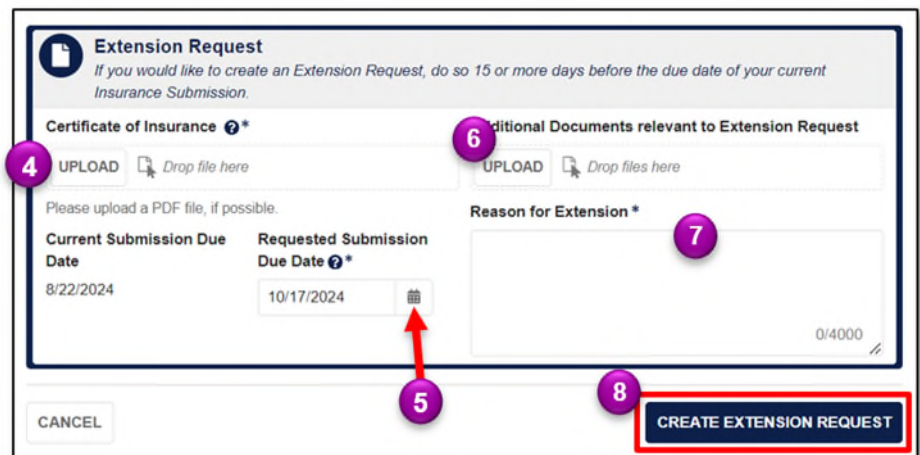


2. Select the **Related Actions** tab.
3. Select **Request an Extension**.

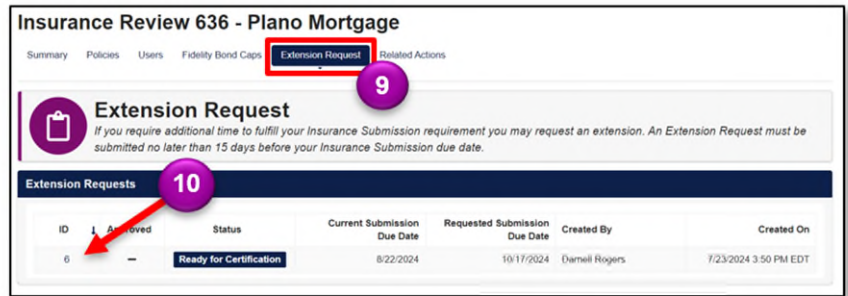
NOTE: Extension request are only allowed to be submitted 15 or more days before your submission due date.



4. Select **UPLOAD** to attach Certificate of Insurance.
5. 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**.



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



Insurance Review 636 - Plano Mortgage

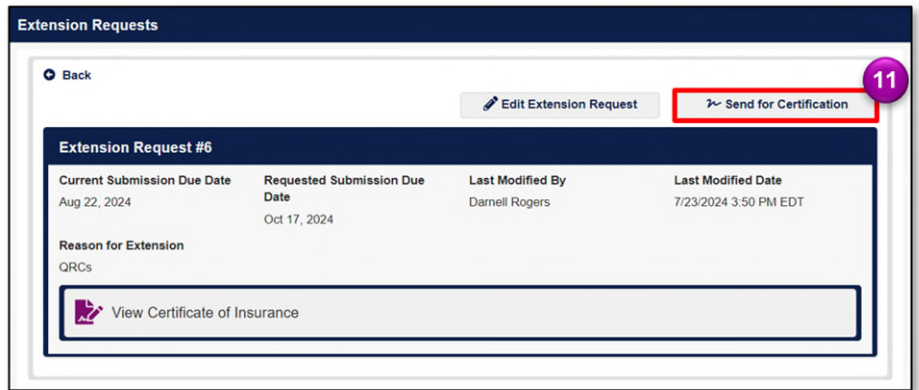
Summary Policies Users Fidelity Bond Caps **Extension Request** Related Actions

Extension Request
If you require additional time to fulfill your Insurance Submission requirement you may request an extension. An Extension Request must be submitted no later than 15 days before your Insurance Submission due date.

Extension Requests

ID	Approved	Status	Current Submission Due Date	Requested Submission Due Date	Created By	Created On
6	-	Ready for Certification	8/22/2024	10/17/2024	Darnell Rogers	7/23/2024 3:50 PM EDT

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



Extension Requests

Back Edit Extension Request **Send for Certification**

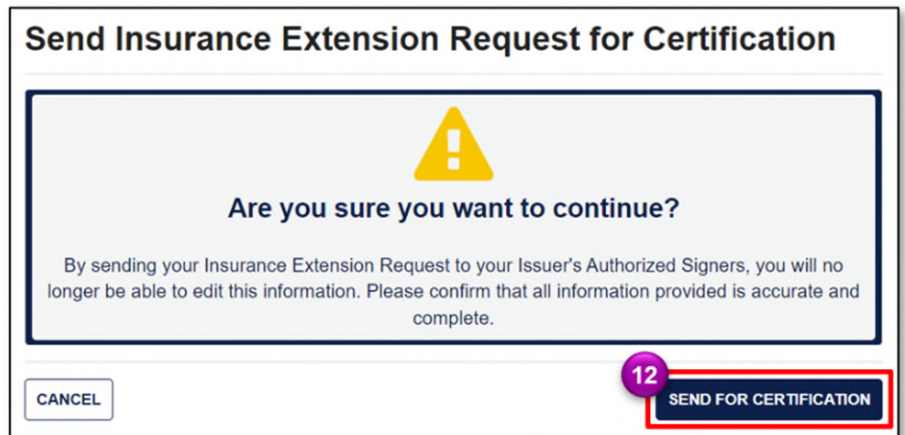
Extension Request #6

Current Submission Due Date	Requested Submission Due Date	Last Modified By	Last Modified Date
Aug 22, 2024	Oct 17, 2024	Darnell Rogers	7/23/2024 3:50 PM EDT

Reason for Extension
QRCs

View Certificate of Insurance

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



Send Insurance Extension Request for Certification

Are you sure you want to continue?

By sending your Insurance Extension Request to your Issuer's Authorized Signers, you will no longer be able to edit this information. Please confirm that all information provided is accurate and complete.

CANCEL **SEND FOR CERTIFICATION**