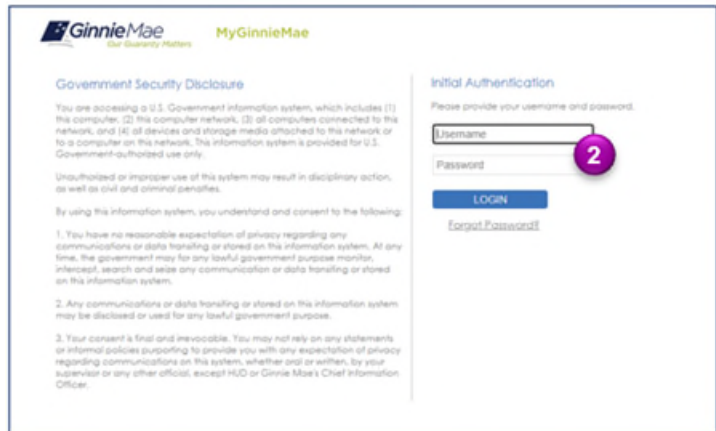


This Quick Reference Card provides an overview of the steps and instructions to complete the certification for an Insurance Extension Request and Deliver the Extension to Ginnie Mae as an Authorized Signer.

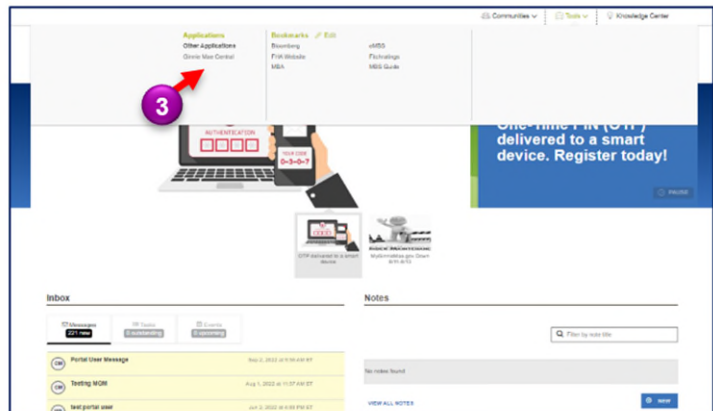
NAVIGATING TO GMC INSURANCE

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

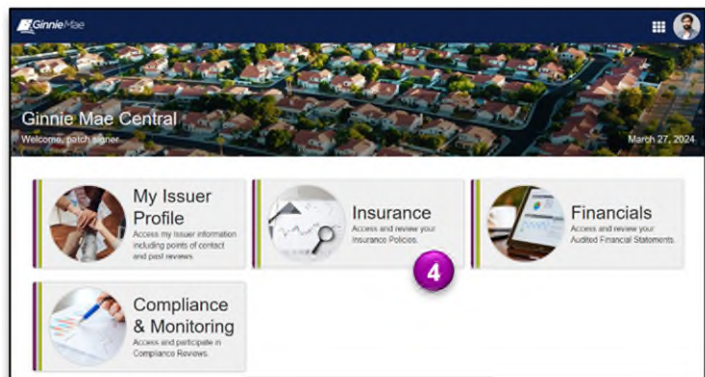
2. Login with your user credentials.



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

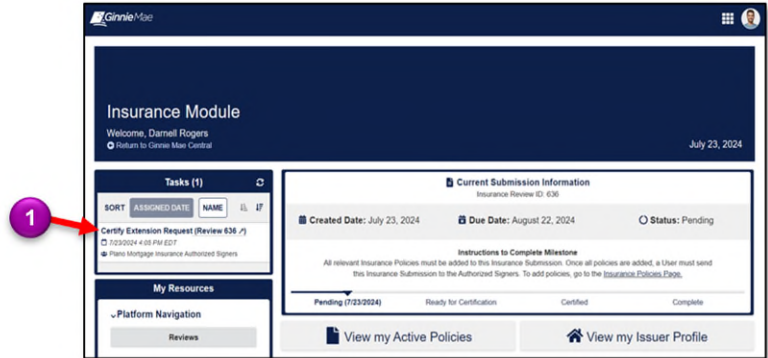


4. Select the Insurance module.

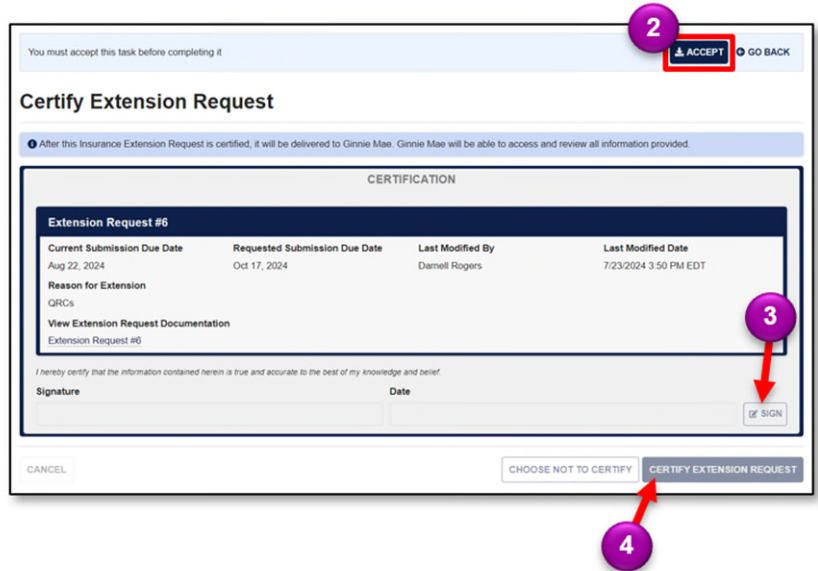


CERTIFY INSURANCE EXTENSION REQUEST

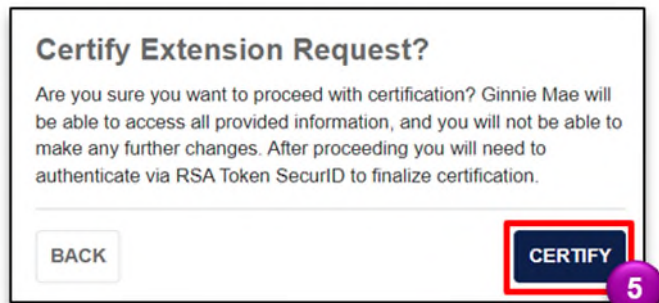
1. Select **Certify Extension Request** in the **Tasks** bar on the left-hand side of Insurance homepage.



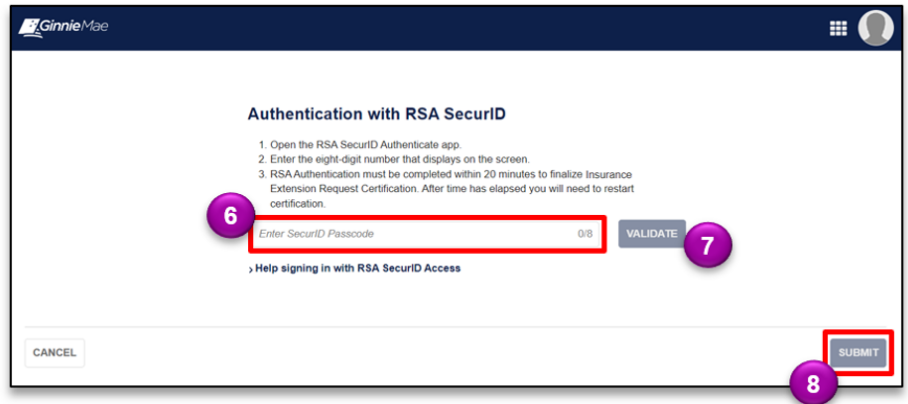
2. Select **Accept** to accept the task of certifying to the Extension Request.
3. Select **Sign** to certify to the Extension Request.
4. Select **CERTIFY EXTENSION REQUEST**.



5. Click **CERTIFY** to confirm and send to Ginnie Mae.



6. Follow the instructions beneath “Authentication with RSA SecurID” to **Enter the SecurID Passcode**.
7. Select **VALIDATE**.
8. Select **SUBMIT** to complete Authentication with RSA SecurID.



The screenshot shows the 'Authentication with RSA SecurID' screen. At the top left is the GinnieMae logo. The main heading is 'Authentication with RSA SecurID'. Below it are three numbered instructions: 1. Open the RSA SecurID Authenticate app. 2. Enter the eight-digit number that displays on the screen. 3. RSA Authentication must be completed within 20 minutes to finalize Insurance Extension Request Certification. After time has elapsed you will need to restart certification. A text input field labeled 'Enter SecurID Passcode' with a '0/8' character count is highlighted with a red box and a purple circle containing the number 6. To the right of the input field is a 'VALIDATE' button with a purple circle containing the number 7. At the bottom left is a 'CANCEL' button. At the bottom right is a 'SUBMIT' button, which is highlighted with a red box and a purple circle containing the number 8. A link for '> Help signing in with RSA SecurID Access' is located below the input field.