

Registering a New User Account in MyGinnieMae

MYGINNIEMAE QUICK REFERENCE CARD

NEW USER REGISTRATION

Users will receive an email inviting them to register on MyGinnieMae with the subject line “Welcome to MyGinnieMae Registration.”

1. Select the **Link** to register.

NOTE: REGISTRATION LINK IS ONLY ACTIVE FOR 24 HOURS.

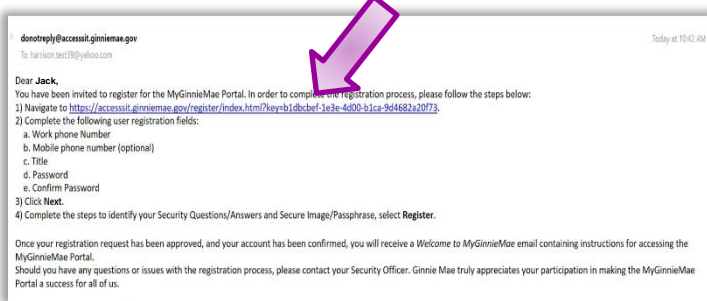
2. Fill out the **Additional Information** on the New User Registration Form:

- Work Phone Number
- Mobile Phone Number (optional)
- Title
- Password
- Confirm Password

3. Select either the hyperlink that says “**I agree with the Terms and Conditions**” or check the box next to it.

4. A pop-up box will appear and display **Ginnie Mae’s Rules of Behavior**. Review the text, scroll to the bottom, and select **Yes (Agree)** to accept the Rules of Behavior.

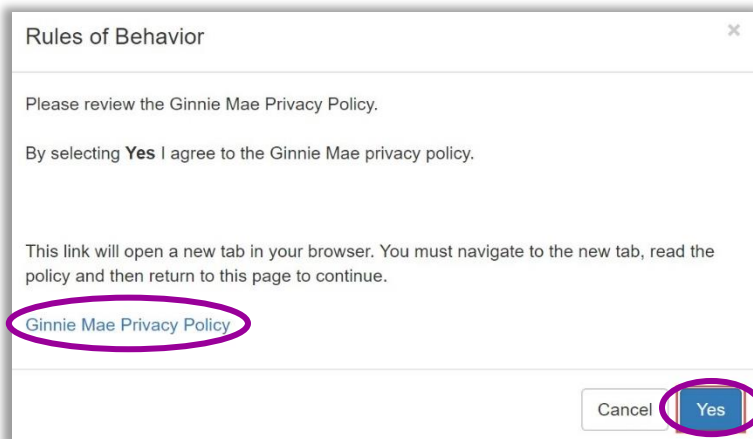
The “I agree with the Terms and Conditions” checkbox is now checked on the New User Registration Form.

The "New User Registration Form" is shown. It has two tabs: "1. Additional Information" (selected) and "2. Finish". The form fields include: Name (Jack), Mobile Name, Backman, Username (Jackw@carvel.com), Mr., Work Phone, Mobile Phone, Password, and Verify Password. There are two checkboxes: "I agree with the Terms and Conditions" (checked) and "I accept the privacy policy". A purple circle with the number 2 is next to the "Additional Information" tab. A purple circle with the number 3 is next to the "I agree with the Terms and Conditions" checkbox. A purple circle with the number 5 is next to the "Previous" and "Next" buttons at the bottom right.A pop-up box with the text: "I acknowledge that I have read the attached Rules of Behavior for Use of Information Resources. I understand, accept, and agree to comply with all terms and conditions of these Rules of Behavior." At the bottom, there are two buttons: "Cancel" and "Yes (Agree)". The "Yes (Agree)" button is circled in purple.

Registering a New User Account in MyGinnieMae

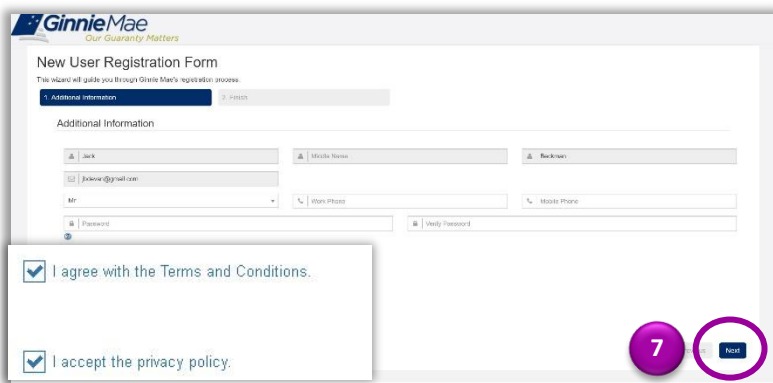
MYGINNIEMAE QUICK REFERENCE CARD

5. Select either the hyperlink that says, **“I accept the privacy policy”** or the check box next to it (see *Step 3 image*).
6. A pop-up box will appear and display a link to the **Ginnie Mae Privacy Policy**. Select the link, review the text and select **Yes** to accept the privacy policy.



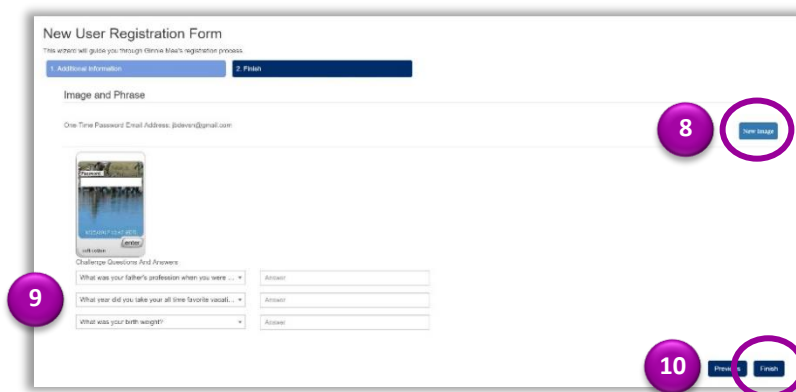
The “I accept the privacy policy” checkbox is now checked on the New User Registration Form.

7. Select **Next**.



The **Image and Phrase** page will display.

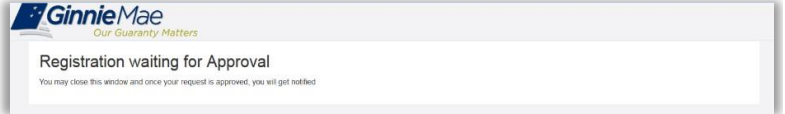
8. Select a Secure image and Phrase using the **New Image** button.
9. Set the three **Challenge Questions** from the drop-down boxes and enter the **Answers** in the text fields.
10. Select **Finish**.



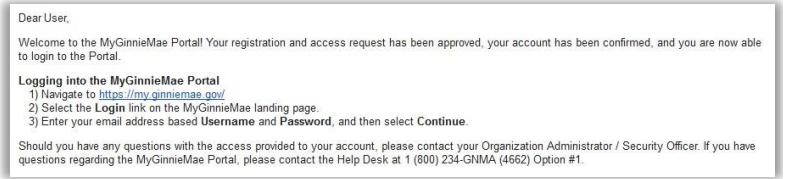
Registering a New User Account in MyGinnieMae

MYGINNIEMAE QUICK REFERENCE CARD

The registration request is complete and awaiting approval.



Once the request has been approved, a **Welcome Email** will be sent to the email address provided and MyGinnieMae can be accessed using the Username (email address) and Password.



For assistance please call the Ginnie Mae Help Desk at 1 (800) 234-GNMA (4662) or email ginniemae1@bnymellon.com