

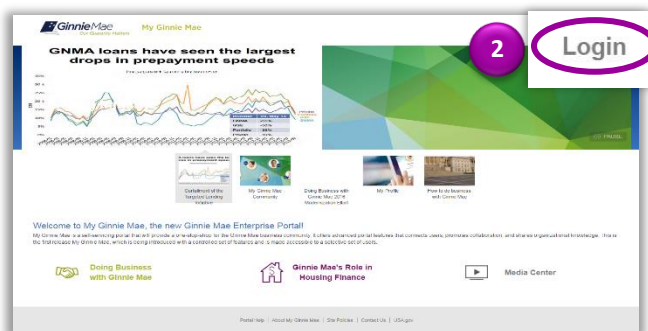
Logging into MyGinnieMae & Business Applications

MYGINNIEMAE QUICK REFERENCE CARD

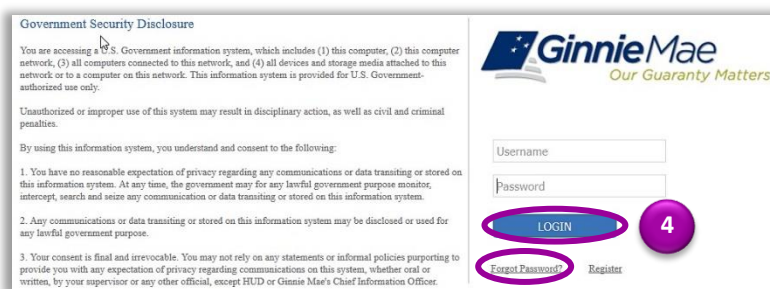
This Quick Reference Card (QRC) has been created to help users log into MyGinnieMae and navigate to the business applications via a security feature called One-Time Password (OTP).

MYGINNIEMAE LOGIN

1. Navigate to <https://my.ginniemae.gov> to access MyGinnieMae.
2. Select **Login**.

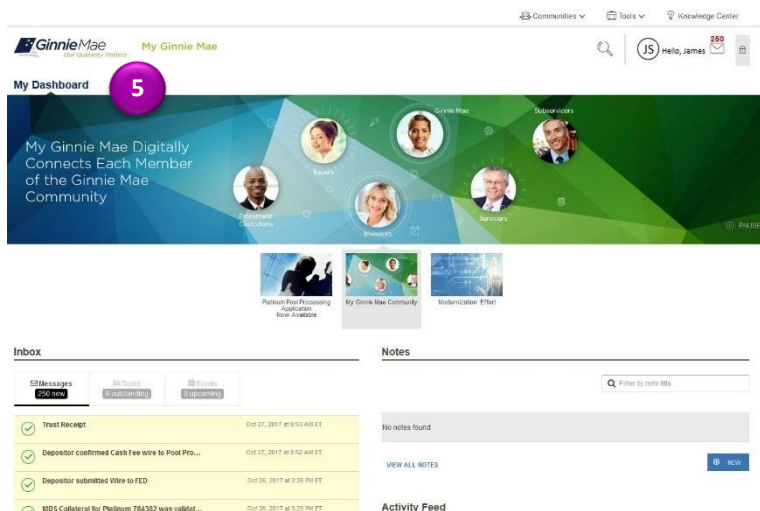


3. On the **MyGinnieMae Login** screen complete the following:
 - Enter **Username** (email address).
 - Enter **Password**.
4. Select **Login**.



NOTE: IF YOU ARE NOT ABLE TO LOG IN OR HAVE FORGOTTEN YOUR PASSWORD, SELECT **FORGOT PASSWORD** AND FOLLOW INSTRUCTIONS.

5. The MyGinnieMae **My Dashboard** screen will display. My Dashboard has been tailored for different user types to provide easier access to key information and applications.



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BUSINESS APPLICATION LOGIN

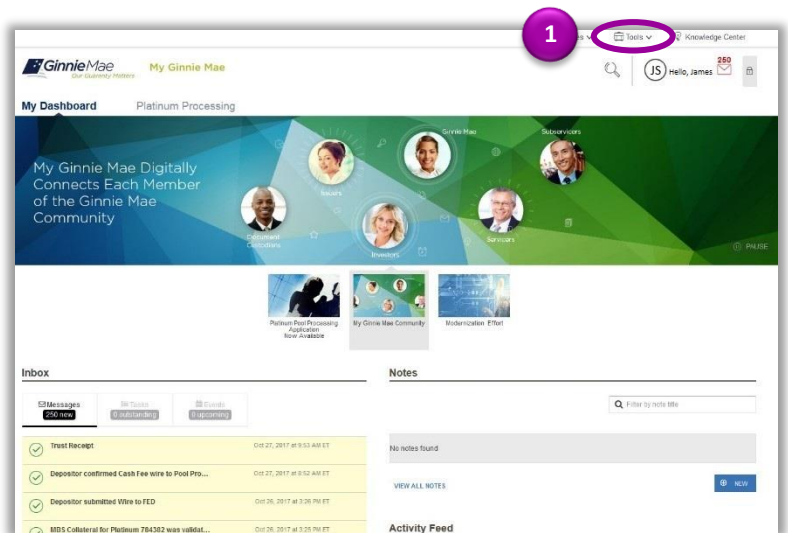
Complete the following steps to access business applications on MyGinnieMae.

1. From **My Dashboard**, select the **Tools** drop-down from the top of the page to display a list of the business applications that your account can access based on your roles.

2. Select the **Business Application** that you would like to access.

3. For users with access to GMEP 1.0 and/or GinnieNET, the first time the user selects a GMEP 1.0/GinnieNET application, a one-time dialog window will be displayed. Click **Select** and then choose the default user ID. Users will not be prompted on future times accessing the application.

NOTE: IF MORE THAN ONE USER ID DISPLAYS, CONTACT YOUR ORGANIZATION ADMINISTRATOR FOR ASSISTANCE.



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- Once a business application is selected, a system generated **One-Time Password (OTP)** will be sent to the registered email address with the subject "Ginnie Mae OTP Code." Navigate to the email account and retrieve the OTP.



- The Image and Phrase selected during registration should now be displayed on the screen. Type the OTP code and select **Enter**. The business application will display.

NOTE: THE OTP IS VALID FOR 10 MINUTES.
THE SYSTEM ALLOWS THREE ATTEMPTS TO
ENTER THE OTP CODE CORRECTLY.



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