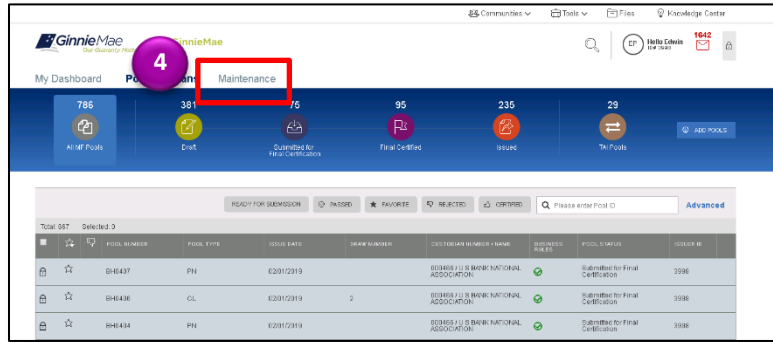


ACCESSING THE MAINTENANCE PAGE

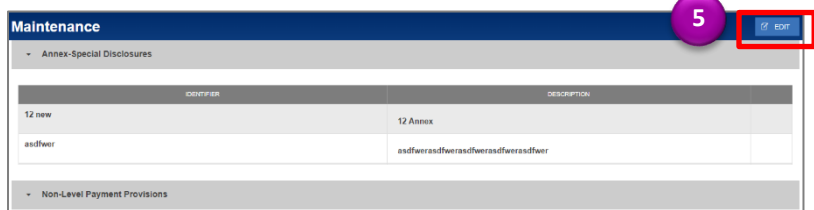
1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with your MGM credentials.
4. Select **Maintenance** tab to access the Maintenance Page.



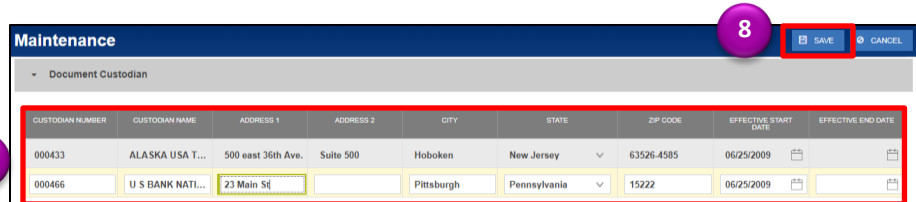
The Maintenance Page will display.

MODIFYING A DOCUMENT CUSTODIAN ADDRESS

5. Select the **Edit** button.



6. Select the **Address** field to modify.
 - Address 1
 - Address 2
 - City
 - State
 - Zip Code
7. Enter the **new value(s)** for any/all fields to be updated.
8. Select **Save**.



NOTE: Custodian Number, Custodian Name, Effective Start Date and Effective End Date cannot be updated through MFPDM.

**CANCELING CHANGES MADE
TO DOCUMENT CUSTODIANS**

5. Select the **Cancel** button to revert all changes that have been made.