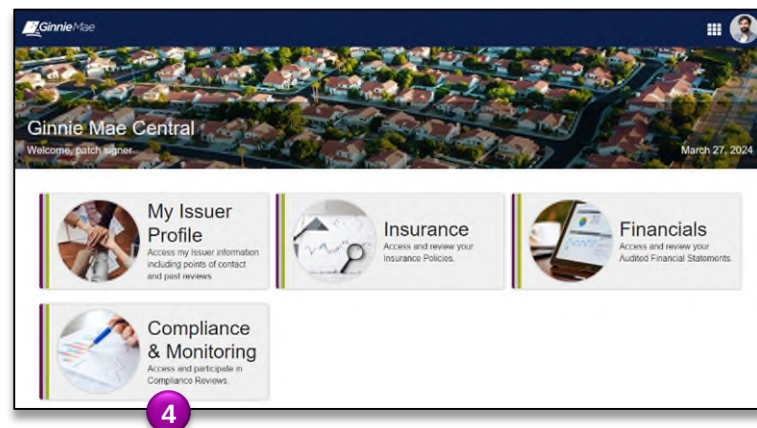
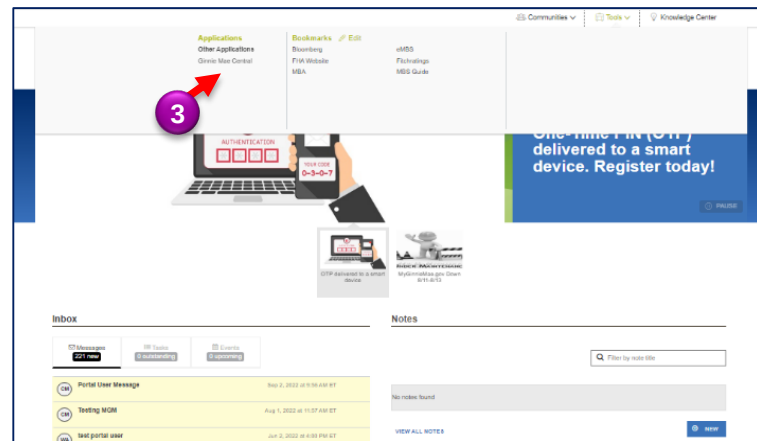
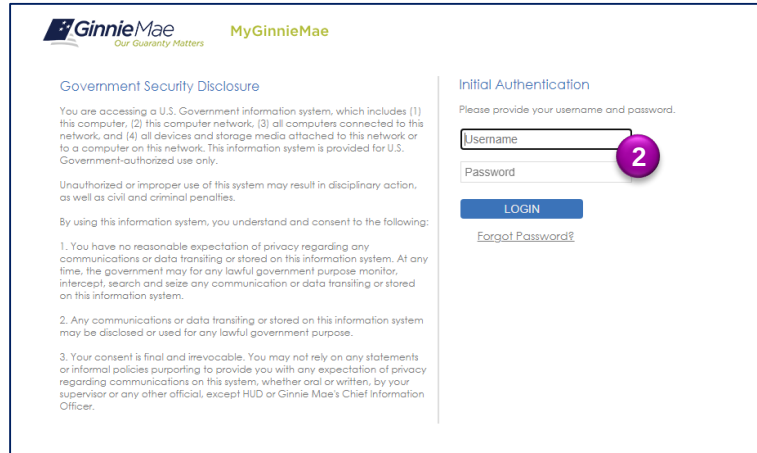


This Quick Reference Card provides an overview of the steps and instructions to submit the Findings Worksheet as an Authorized Signer.

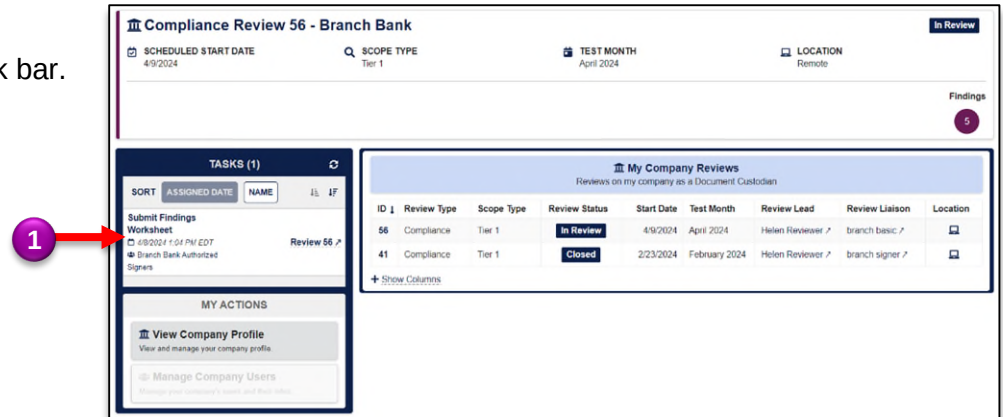
NAVIGATING TO GMC C&M

1. Navigate to MyGinnieMae (<https://my.ginniemae.gov>).
2. Login with your credentials.
3. Select Ginnie Mae Central under the Applications section on the My Tools dropdown.
4. Select the C&M module.



VIEW FINDINGS ROLL UP

1. Select the **Submit Findings Worksheet** task under the Task bar.



Compliance Review 56 - Branch Bank

SCHEDULED START DATE: 4/9/2024 | SCOPE TYPE: Tier 1 | TEST MONTH: April 2024 | LOCATION: Remote

TASKS (1)

SORT	ASSIGNED DATE	NAME	IF
	4/9/2024 1:04 PM EDT	Submit Findings Worksheet	Review 56
		Branch Bank Authorized Signers	

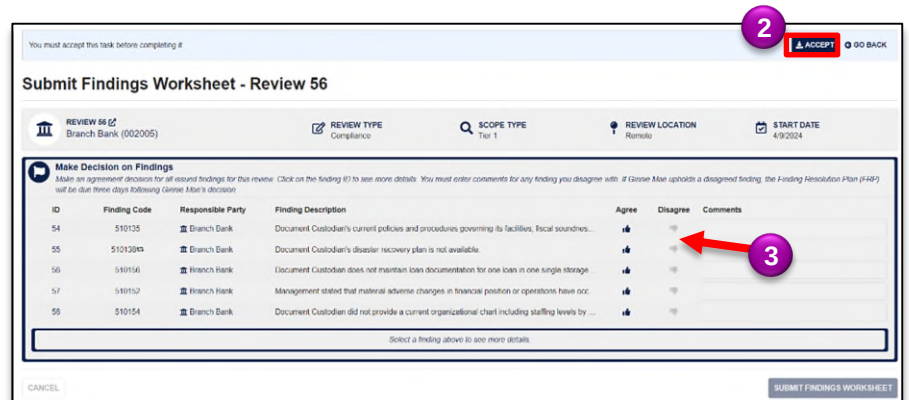
MY ACTIONS

- View Company Profile
- Manage Company Users

My Company Reviews

ID	Review Type	Scope Type	Review Status	Start Date	Test Month	Review Lead	Review Liaison	Location
56	Compliance	Tier 1	In Review	4/9/2024	April 2024	Helen Reviewer	branch basic	
41	Compliance	Tier 1	Closed	2/23/2024	February 2024	Helen Reviewer	branch signer	

2. **Accept** the task on the Findings Worksheet form.
3. Review each logged finding and use the thumbs up and thumbs down icons to agree/disagree to each finding.



Submit Findings Worksheet - Review 56

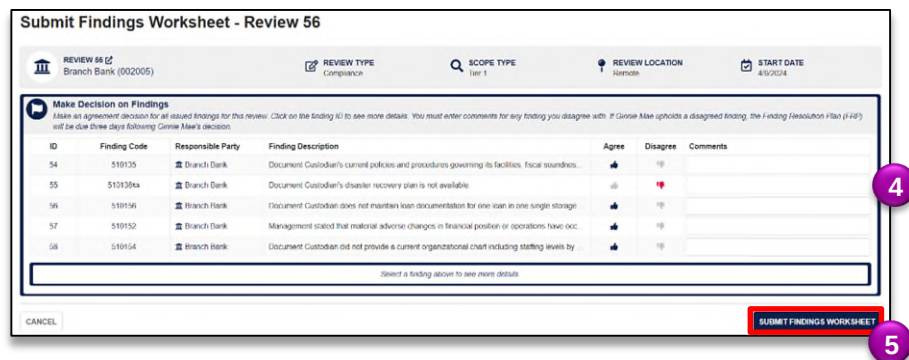
REVIEW 56 (2) | Branch Bank (002005) | REVIEW TYPE: Compliance | SCOPE TYPE: Tier 1 | REVIEW LOCATION: Remote | START DATE: 4/9/2024

Make Decision on Findings

ID	Finding Code	Responsible Party	Finding Description	Agree	Disagree	Comments
54	510135	Branch Bank	Document Custodian's current policies and procedures governing its facilities, fiscal soundness...	👍	👎	
55	510136	Branch Bank	Document Custodian's disaster recovery plan is not available.	👍	👎	
56	510150	Branch Bank	Document Custodian does not maintain loan documentation for one loan in one single storage.	👍	👎	
57	510152	Branch Bank	Management stated that material adverse changes in financial position or operations have occ...	👍	👎	
58	510154	Branch Bank	Document Custodian did not provide a current organizational chart including staffing levels by ...	👍	👎	

ACCEPT **GO BACK**

4. **Disagreed findings** must be accompanied by a comment explaining why the finding was disagreed to.
5. Once complete, select **Complete Worksheet** to send the form back to the Review Team.



Submit Findings Worksheet - Review 56

REVIEW 56 (2) | Branch Bank (002005) | REVIEW TYPE: Compliance | SCOPE TYPE: Tier 1 | REVIEW LOCATION: Remote | START DATE: 4/9/2024

Make Decision on Findings

ID	Finding Code	Responsible Party	Finding Description	Agree	Disagree	Comments
54	510135	Branch Bank	Document Custodian's current policies and procedures governing its facilities, fiscal soundness...	👍	👎	
55	510136	Branch Bank	Document Custodian's disaster recovery plan is not available.	👍	👎	
56	510150	Branch Bank	Document Custodian does not maintain loan documentation for one loan in one single storage.	👍	👎	
57	510152	Branch Bank	Management stated that material adverse changes in financial position or operations have occ...	👍	👎	
58	510154	Branch Bank	Document Custodian did not provide a current organizational chart including staffing levels by ...	👍	👎	

SUBMIT FINDINGS WORKSHEET

6. Select **Submit** to proceed with the submission.

Submit Findings Worksheet?

Are you sure you want to proceed with the submission? Ginnie Mae will be able to access all provided information, and you will not be able to make any further changes. After proceeding you will need to authenticate via RSA Token SecurID to finalize the submission.

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





Authentication with RSA SecurID

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 Financials Extension Request Certification. After time has elapsed you will need to restart certification.

7

Enter SecurID Passcode0/8

8

VALIDATE

[Help signing in with RSA SecurID Access](#)