GinnieMae
Our Guaranty Matters

ADDING A LOAN

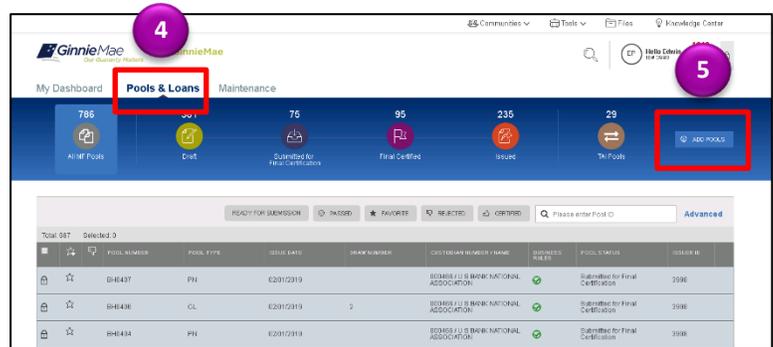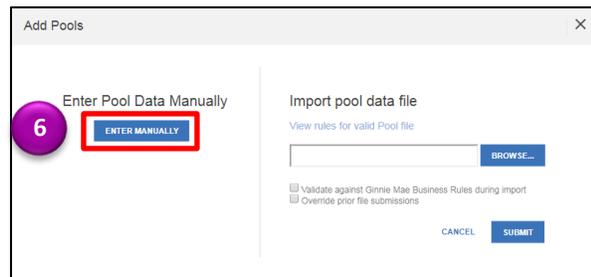1. Navigate to MyGinnieMae via https://my.ginniemae.gov.
2. Select **Login**.
3. Login with you MGM credentials.

4. Select **Pools & Loans** to access the MFPDM Applications.
5. Select **Add Pools** in the header section.
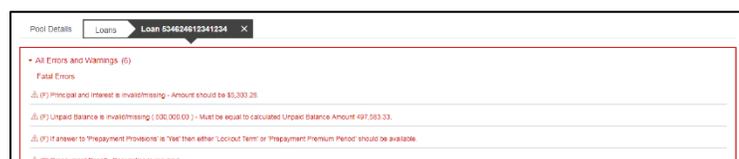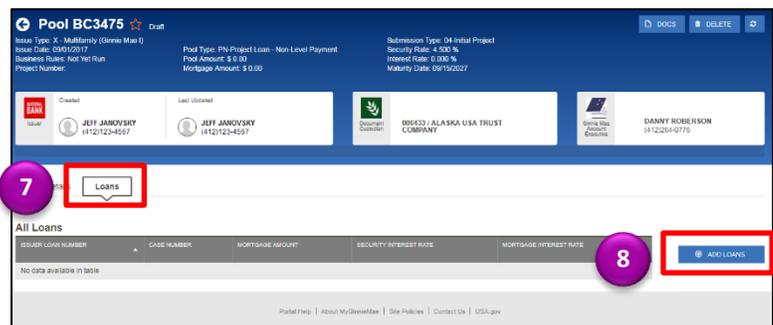

6. Select the **Enter Manually** button.

The Pool Details screen will be displayed.

7. Click the **Loans** tab.
8. Click the **Add Loans** button on the All Loans screen.
9. Fill out the fields on the **Loan Details** screen as the information appears on the HUD 11706 form.

NOTE: Once a Pool is saved, users can run the Business Rules at any time by selecting the Validate button on any of the tabs (Pool Details, Loan Details or Draw History Details)

NOTE: If there are errors, Fatal (F) or Warning (W) messages will display on the various tabs. Users will need to select **Edit** and then **Save** to update the pool accordingly.

10. Select the **Submit** button from the header menu to submit for Final Certification from the Pool Details screen.

11. Submit one or more pools from the Pools and Loans screen by clicking one or more **checkboxes** and clicking **Submit** from the header menu.
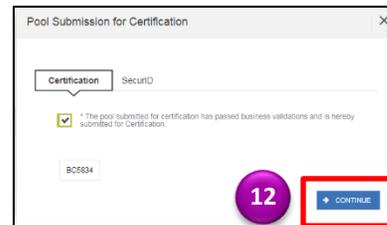
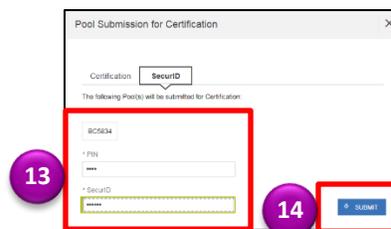**NOTE:** This is required for a Submission Type 5 Conversion Pool.

NOTE: Once Data Entry users select submit, the pools will then be queued for the Authorized signer to Submit for Final Certifications. Once the Authorized signer selects the Submit button, they will follow the steps below.

12. Select **Continue** to proceed with submission when the conformation window displays.

13. Enter the **RSA Pin** and **SecurID** when prompted.
14. Select **Submit** to complete the process.

A message will display stating the pool is being processed.

Users will receive an Inbox message confirming the result of the submission.

NOTE: Validations or Submission for Certifications are asynchronous processes and may take some time until updated data displays on screen. Users can refresh by clicking the refresh icon on the screen at any time, however the data will only display on refresh once the process is complete.