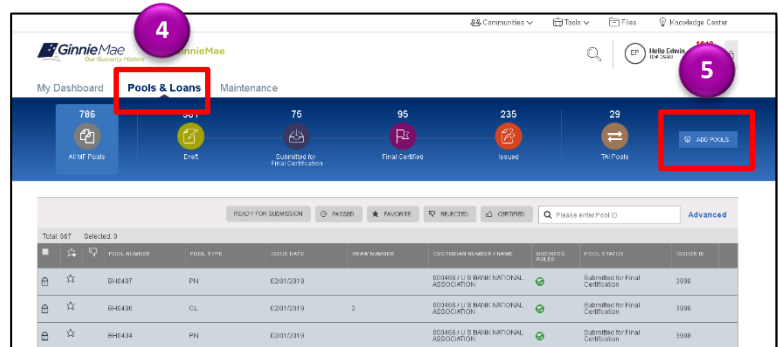


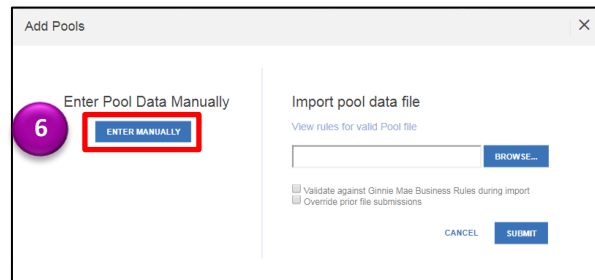
### MANUALLY ADDING A POOL

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. Fill out the fields on the Pool Details screen as the information appears on the HUD 11705 form.
8. Select **Save** to create the pool.

**NOTE:** All fields with an asterisk indicator are required and must be filled out before the pool can be saved.

