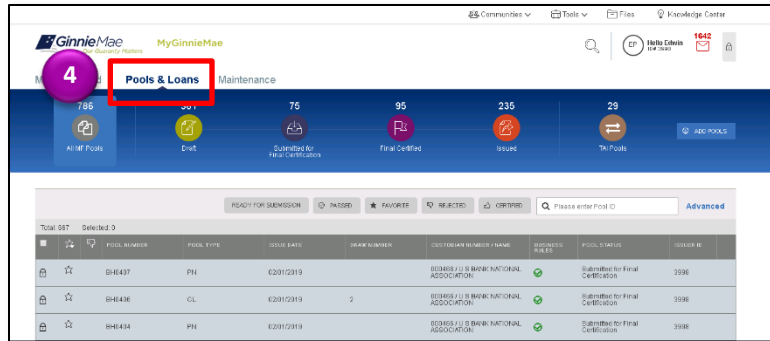


ADDING A NEW SUBSCRIBER FROM THE POOL DETAILS PAGE

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



The Pools & Loans Page will display.

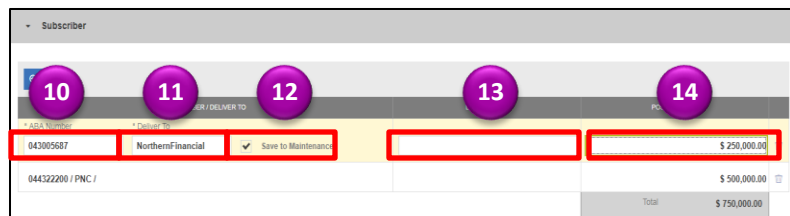
5. Select the appropriate **Pool number**.

The Pool Details Page will display.

6. Select the **Edit** button in the header to enable modification to the Pool Details page.
7. Select the **Add** button under the Subscriber section.
8. Select **Add new** from the ABA/Deliver To dropdown.



9. Select the **ABA/Deliver To** field.
10. Enter an **ABA Number**.
11. Enter a **Deliver To** value.
12. Click the **Save to Maintenance** checkbox.
13. Enter a **Description** (optional).
14. Enter a **Position (in \$)**.
15. Select **Save**.



NOTE: Only the ABA Number/Deliver To information is saved to Maintenance for future use.