

ISSUER QUICK REFERENCE CARD

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.



Pod Details Loan 534534612341234 X					
All Errors and Warnings (6)					
Patal Errors					
\mathbb{A} (P) Unpaid Balance is invalid/missing (500,000.00) - Must be equal to calculated Urpaid Balance Amount 497,693.33.					
$\hat{\mathbb{R}}(\overline{\sigma})$ if answer to Prepayment Provisions' is 'Yet' then either Lociout Termi or Prepayment Premium Period' should be available.					
合(F) Preparent Penalty Description is required.					



Adding a Loan in MFPDM

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- 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.

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+ MORE	✓ VALIDATE	🖉 EDIT	0

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	Total: 61 Selected: 2						
	•	£2 ,	5	POOL NUMBER	POOL TYPE	ISS	
		*		BC5849	CL	02/	
	Ð	*		BC6063	LM	11/	



- 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.



The pool is being processed.

Rt FLAG 🖉 MARK AS UNREAD 🗑 DELETE

✓ Pool BC5862 Submitted for Certification on 04-05-2018 Apr 5, 2015 at 1026 PM ET Pool BC5662 has been submitted to Document Custodian for certification. Pool has been submitted to the Document Custodian for certification. You will receive further notification once the Document Custodian takes action. BE500