ACCESSING MFPDM

2. Select Login.
3. Login with you MGM credentials.

4. Select Pools & Loans to access the MFPDM Applications.

NOTE: The Pools & Loans Page displays a list of pools associated with the selected Issuer ID.

POOL SUBMISSION METHODS

Users have the option to submit Pools from various locations in the MFPDM application.

Pools & Loans – Checkbox

Users can submit a single pool or multiple pools in bulk from the Pools & Loans page.

1. Select the checkbox(es) next to the pool(s) you would like to submit.
2. Select the Submit button from the table header once the pools are selected.

Pools & Loans – Row Action

1. Select the ellipsis button on the right side of a pool.
2. Select the Submit button.
Pool Details

1. Select the Pool number from the Pool list.

The Pool Details page will display.

2. Select the **Validate** button to validate the pool.

3. Select the **Submit** button once the pool is validated to submit the pool.

Draw History Details

1. Select the Pool number from the Pool list.

The Pool Details page will display.

2. Select **Draw History Details** to open the Draw History Details page.

The Draw History Details page will display.

3. Select the **Validate** button to validate the pool.

4. Select the **Submit** button once the pool is validated to submit the pool.