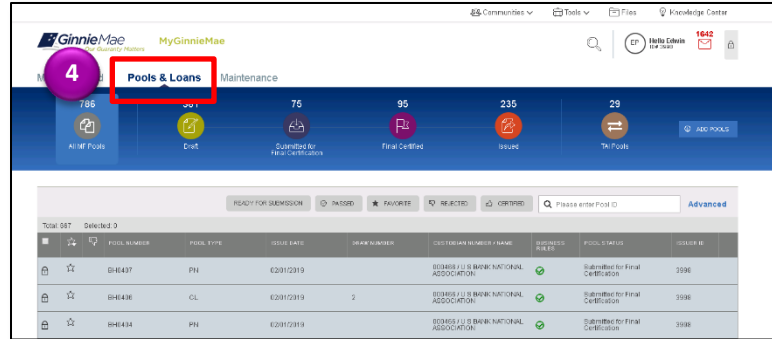


### SUBMITTING AN INITIAL CONSTRUCTION LOAN (CS) POOL FROM THE POOL DETAILS PAGE

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



The Pools & Loans Page will display.

5. Select the **Add Pools** button.
6. Select the **Enter Manually** button.

The Pool Details Page will display.

7. Enter the **Pool Number**.
8. Select an **Issue Date** from the
9. Select **CS-Construction Loan Split-Rate** from the Pool Type dropdown.
10. Select **01-Initial Construction Loan** from the Submission Type dropdown.
11. Enter a **Pool Tax ID**.
12. Select a **Delivery Date** from the date calendar.
13. Enter a **Security Interest Rate**.
14. Enter a **PL/PN Security Rate**.
15. Select a **Maturity Date** from the date calendar.
16. Select a **Custodian Number/Name** from the dropdown.
17. Select a **Subservicer Number/Name** if applicable.

From the Principal and Interest box:

18. Select an **ABA/Federal Routing Number** from the dropdown.
19. Select an **Account Number** from the dropdown.

From the Escrow Accounts section:

20. Select the **Add** button.
21. Select an **ABA/Federal Routing Number** from the dropdown.
22. Select an **Account Number** from the dropdown.

From the Subscriber section:

23. Select the **Add** button.
24. Select an **ABA Number/Deliver To** value from the dropdown.
25. Enter a **Description** (optional).
26. Enter a **Position (in\$)**.

From the Certification and Agreement – Form 11711B section:

27. Select an option:
  - i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.
  - ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

**NOTE:** If the first option is selected, select **Yes** or **No** to identify if Form HUD-11711A has been forwarded to the Document Custodian.

28. Select the **Save** button.

### **SUBMITTING AN INITIAL CONSTRUCTION LOAN (CS) POOL FROM THE LOAN DETAILS PAGE**

29. Select the **Loans** tab from the Pool Details screen.
30. Select the **Add Loans** button from the All Loans screen.
31. Enter the **Issuer Loan Number**.
32. Select a **Mortgage Type** from the dropdown.
33. Enter a **Mortgage Interest Rate**.
34. Select Balloon Payment indicator – **No**.
35. Enter a **Construction Loan Interest Rate**.
36. Enter an **Original Principal Balance**.
37. Enter an **Unpaid Balance**.
38. Enter a **Principal & Interest** amount.
39. Enter a **Term of Mortgage in Years and Months**.
40. Select a **First Pay Date** from the date calendar.
41. Select the **Last Pay Date** from the date calendar.
42. Select an **Initial Endorsement** date from the date calendar.
43. Complete the applicable terms if there are Prepayment Provisions.
44. Enter an **FHA/USDA Case Number**.
45. Select a **Loan Type Code**.
46. Select an **Annex-Special Disclosures value**.
47. Complete the **Mortgager Information** section.
  - Name of Mortgager
  - Property Site Address
  - City
  - State
  - Zip Code

48. Select the **Save** button.

### **SUBMITTING AN INITIAL CONSTRUCTION LOAN (CS) POOL FROM THE LOAN DETAILS PAGE**

49. Select the **History Details** tab.

50. Enter an **Approved Advance  
Amount**.

51. Enter the **Requested Amount**.

52. Select the **Save** button.

### **VALIDATING AND SUBMITTING POOLS**

53. Select the **Validate** button from  
either the Pool Details, Loan  
Details or History Details pages.

54. Resolve all Fatal errors and/or  
warnings if applicable.

55. Select the **Submit** button from  
the Pool Details page.

**NOTE:** In the event of a Mortgage  
modification for a Loan that is a  
Balloon Payment, a warning will  
appear on the Draw History Details  
page. In the case of Type 3  
Conversions with no Draw, the  
warning will appear on the Pool  
Details screen.