ADDING A LOAN

2. Select Login.
3. Login with your 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.
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 confirmation window displays.

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.