

This Quick Reference Card (QRC) has been created to help users navigate the Multifamily Pool Delivery Module (MFPDM) on MyGinnieMae Portal. The steps below describe how a Data Entry User and an Authorized Signer User can add, save, validate and submit Multifamily pools. The certification of the pools by the Document Custodian will continue as it does today via GinnieNET.

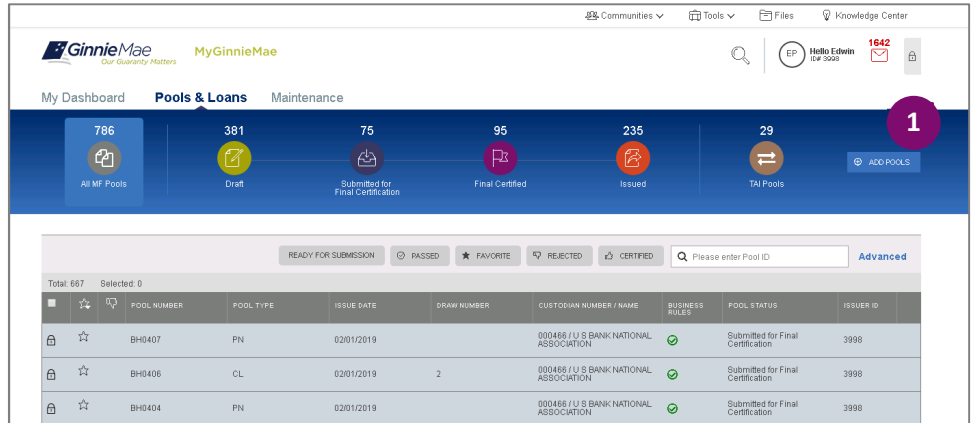
## MyGinnieMae PORTAL & MY DASHBOARD

1. Navigate to <https://my.ginniemae.gov> to access MyGinnieMae. Follow the login steps.
2. **My Dashboard** will display and includes recent pool updates for all Issuers, system messages and more.
3. **My Pools** section shows information related to recent activity within an Issuer's pools.
4. User can also access additional widgets: Inbox, Notes, Commitment Authority, Pool Numbers etc.
5. To access the MFPDM Application select the **Pools & Loans** tab. Enter the **One-Time Password (OTP)** received via email. The Pools & Loans tab will display.

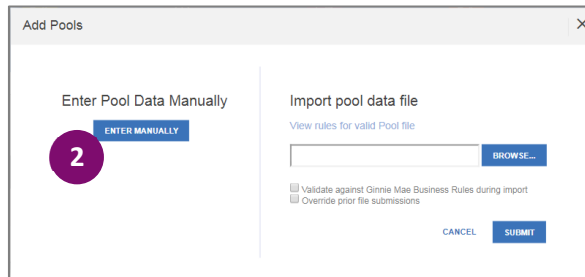
The screenshot displays the MyGinnieMae portal dashboard. At the top, there are navigation tabs for 'My Dashboard', 'Pools & Loans', and 'Maintenance'. A large banner for the 'MFPDM Application' is visible. Below the banner, there are several widgets: 'All MF Pools' (89), 'Draft' (3R), 'Submitted for Final Certification' (29), 'Final Certified' (15), 'Issued' (7), and 'TAI Pools' (0). There are also status indicators for 'Ready for Submission' (0), 'Errors' (18), 'Rejected' (0), 'Passed' (64), and 'Favorites' (3). The dashboard includes sections for 'Inbox' with messages, 'Notes', 'Activity Feed', 'Commitment Authority', and 'Pool Numbers'. A bar chart shows the 'IOPP Scorecard' for GERSHMAN INVESTMENT CORP. from Jan 2018 to Feb 2017, comparing 'Overall Operational Score' and 'Overall Default Score'. A pie chart shows 'Multifamily' pool status: Available (\$318.3K) and Used (\$350.7M), with a 'Balance Low 0.1%' warning. A bar chart shows 'Pool Numbers' for Multifamily pools (817, 412, 412, 412, 412) with 'Available' and 'Used' counts.

### MANUALLY ADDING A POOL

- From the **Pools & Loans** screen, select the **Add Pools** button in the header section

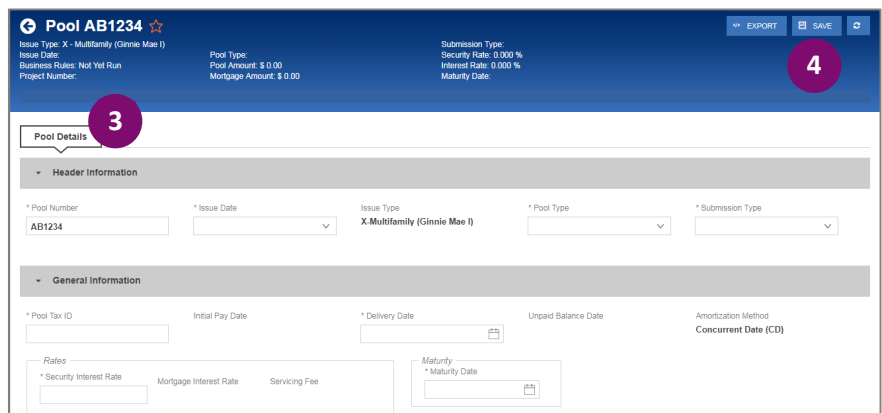


- Select the **Enter Manually** button to be taken to the **Pool Details** screen.



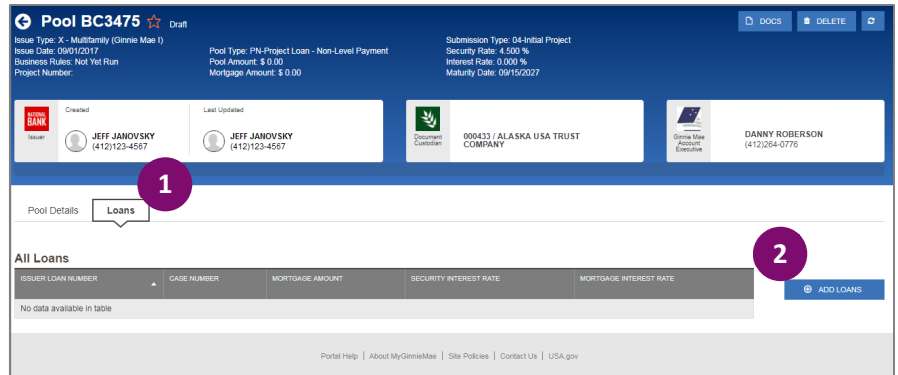
- Fill out the **Pool Details** screen reflecting all fields as they appear in the 11705 form.
- Select **Save** button to create the pool.

**NOTE:** In order to save the pool all fields with an asterisk (\*) indicator are required.

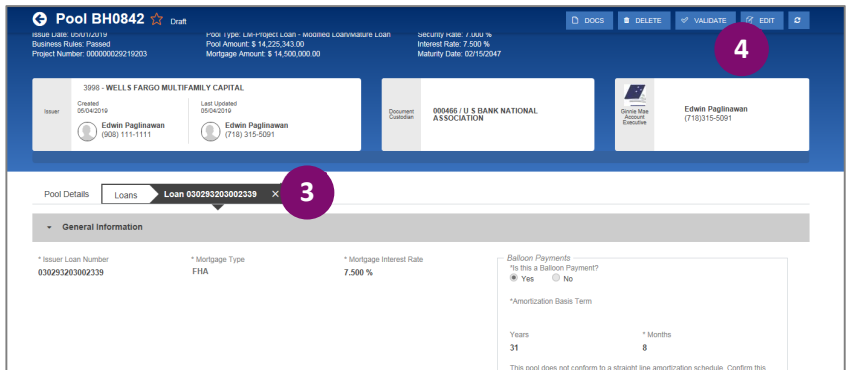


### ADDING A LOAN

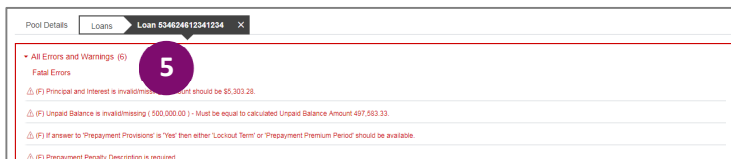
- From the Pool Details screen, click the **Loans** tab.
- From the All Loans screen, click the **Add Loan** button.



- Fill out the **Loan Details** screen reflecting all fields as they appear in the 11706 form.
- 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, Loans Details or Draw History Details)



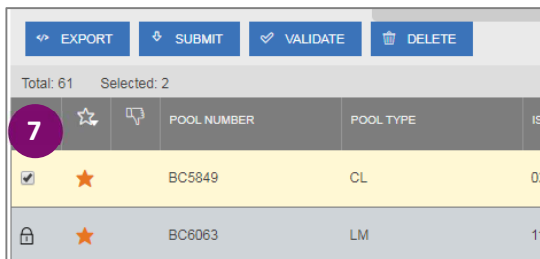
- If there are errors, **Fatal (F)** or **Warning (W)** messages will display on the various tabs. Users will need to select **Edit** and then **Save** to update the pool accordingly.



- To Submit for Final Certification from the **Pool Details** screen select the **Submit** button from the header menu.



- To submit one or multiple pools from the **Pools & Loans** screen clicking on one or more **checkboxes**. Select **Submit** from the header menu.

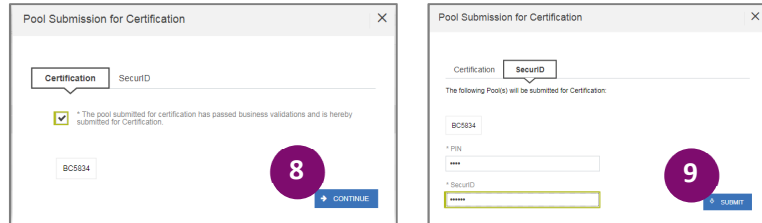


**NOTE:** This is required for a Submission Type 5 Conversion Pool.

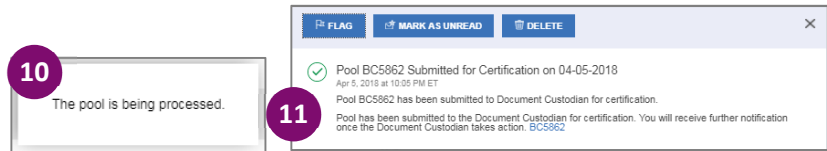
**NOTE:** Once Data Entry users select submit, the pools will then be queued for the Authorized signer to Submit for Final Certification. Once the


Authorized signer selects the **Submit** button they will follow the steps below.

- A confirmation window will display. To proceed with submission, select **Continue**.
- User will be prompted to enter **RSA Pin and SecurID**, and 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.

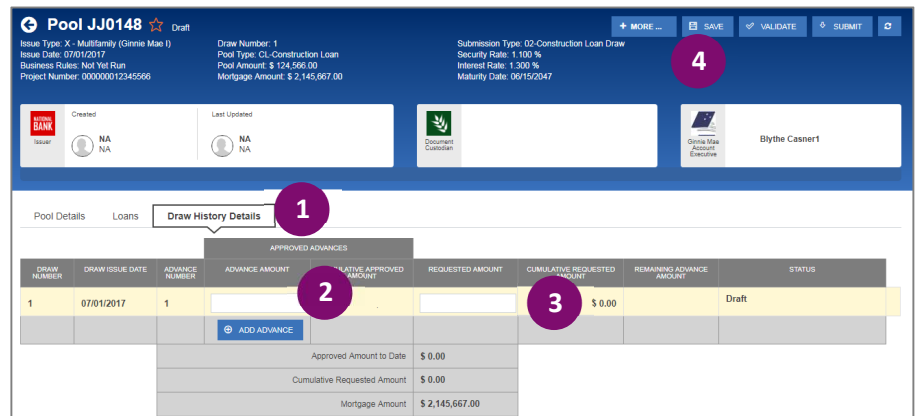


**NOTE:** 'Validation' or 'Submission' for Certification' are asynchronous processes and may take some time until updated data displays on screen. Users can refresh by clicking the refresh icon  on the screen at any time, however the data will only display on refresh once the process is complete.

## ADDING A CONSTRUCTION LOAN DRAW

- To add Construction Loan Draws to applicable Pools, select the **Draw History Details** tab.
- Enter an **Advance Amount**
- Enter the **Requested Amount**.
- Click **Save**.

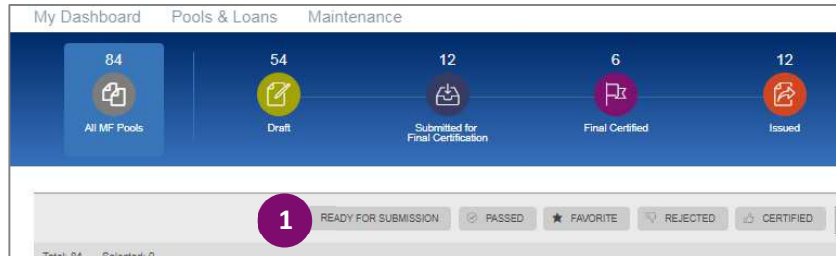
To Validate and Submit for Final Certification, see **'ADDING A LOAN'** section above and repeat steps 4 through 11.



### VIEW POOLS PREPARED BY DATA ENTRY USER

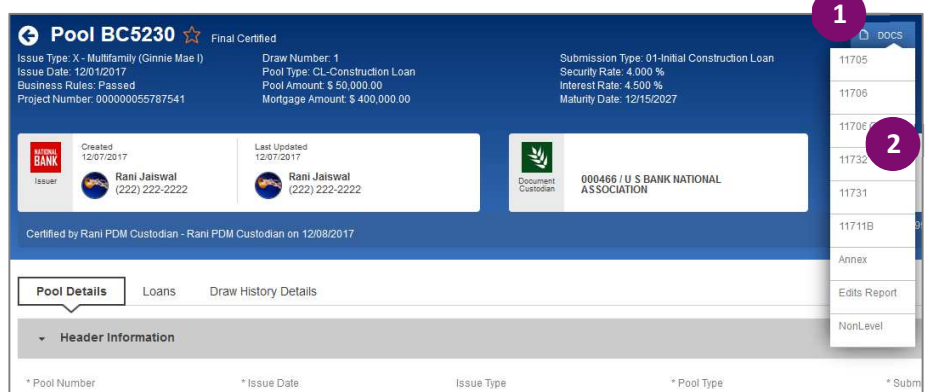
1. To view pools submitted by the Data Entry users, Authorized Signers go to the **Pools & Loans** page and select the **Ready for Submission** quick filter.

The screen will display all pools that are validated and ready to Submit for Final Certification. To Submit for Final Certification, see **'ADDING A LOAN'** section above and repeat steps 6 through 11.



### VIEWING FORMS & REPORTS

1. To generate a form/report Users can select the **Docs** button on the top right corner of the Pool Header. A drop down menu will appear with the available forms and reports.
2. Select a **document** and a pdf will be generated. Users can then view, save and print the document.



For assistance please call the Ginnie Mae Help Desk at 1 (800) 234-GNMA (4662), Option 1 or email [ginniemae1@bnymellon.com](mailto:ginniemae1@bnymellon.com).