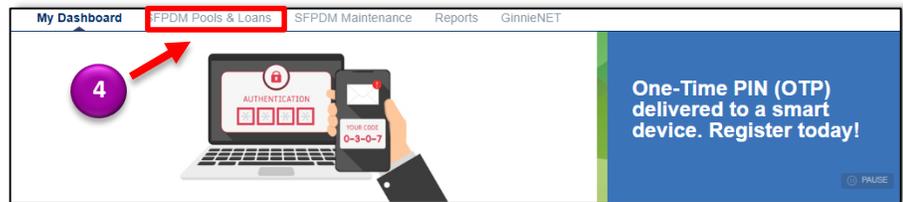


This Quick Reference Card provides an overview of the steps and instructions to generate the HUD Forms, Pool agreements and Error reports.

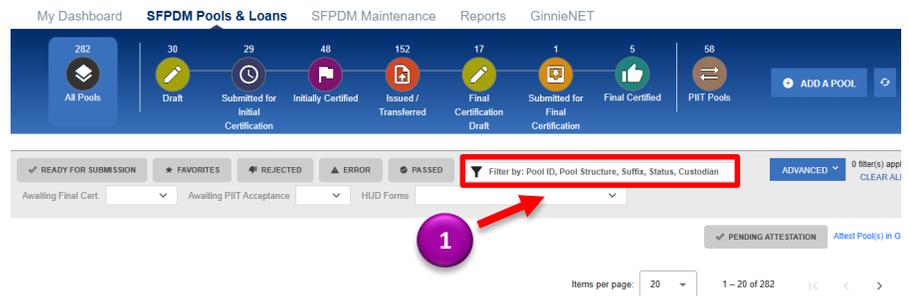
NAVIGATING TO SFPDM

1. Navigate to **MyGinnieMae** via <https://my.ginniemae.gov>
2. Select **Login**.
3. Login with your MyGinnieMae credentials.
4. From the **MyGinnieMae** landing page, select **SFPDM Pools & Loans** tab.

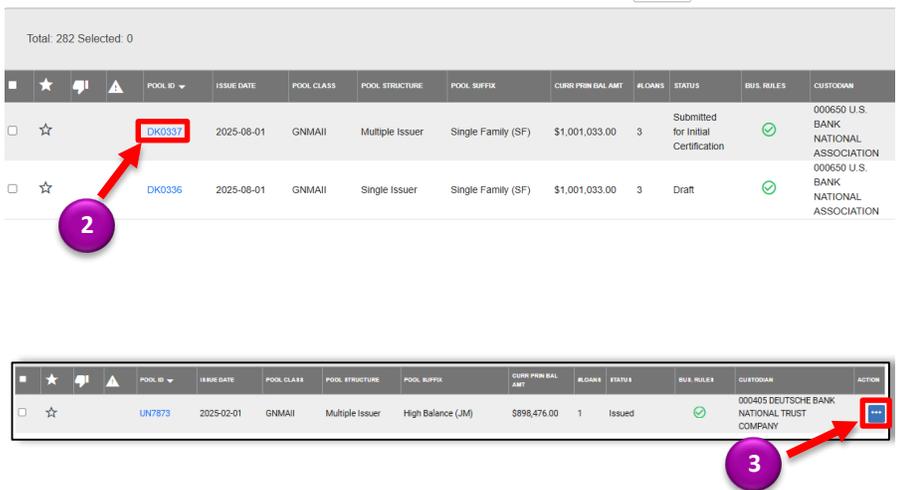


GENERATING POOL DOCUMENTS

1. Search for a Pool.
2. Select the link in the **Pool ID** column. The Pool Details screen displays.



3. Select the **[...]** button at the end of the row for additional Pool actions.



4. Select the Pool **Docs** button to generate the HUD forms or other Pool documents.



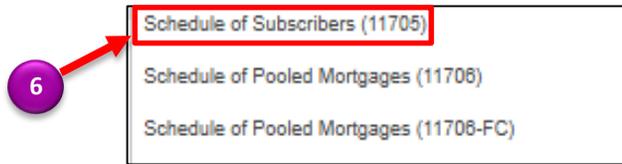
5. Review the document options you can download:

- 11705 (Schedule of Subscribers)
- 11706 (Schedule of Pooled Mortgages)
- 11706 (Final Certification)
- 11711B (Certification and Agreement)
- Bond Finance Pool Certification
- Schedule A of Serial Note Pools
- Edits Report



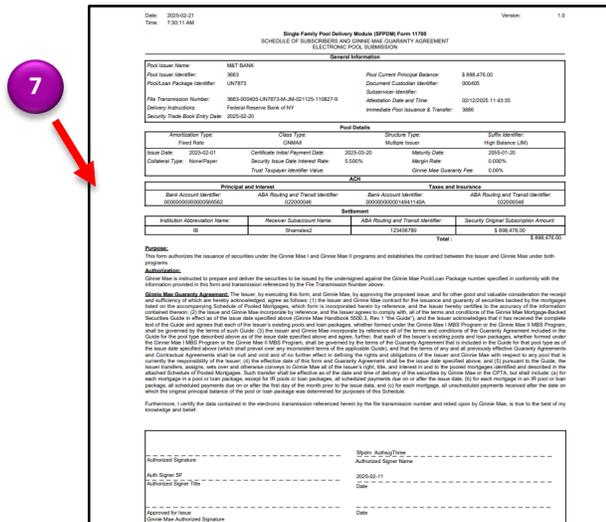
NOTE: The Bond Finance Pool Certification option will only display if the Government Bond Financing Indicator is Yes in the General Information of the Pool Details.

6. Select the **11705** option to view or download the Schedule of Subscribers Report.



7. Review the 11705 Form or save to a file in your directory. To save the report:

- In the Edge browser, select **Open File** from the Downloads menu that appears on the top of your screen.
- In the Chrome or Firefox browsers, select your right mouse button. Select **Save As**.



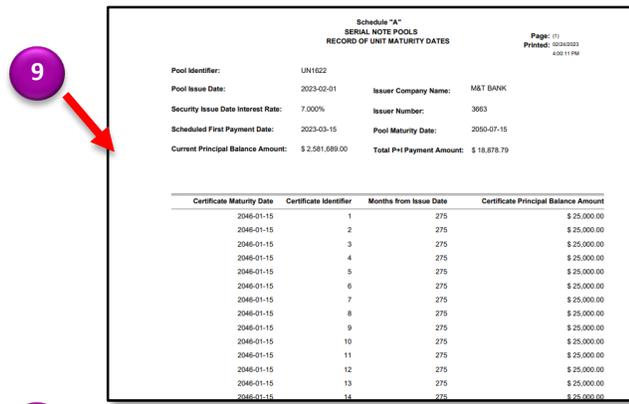
8. Select the **Schedule A** of Serial Note Pools (Schedule A) option to view or download the report.

NOTE: This option will only display if the Pool is a Serial Note Pool.



9. Review Schedule A of the Serial Note report or save to a file in your directory. To save the report:

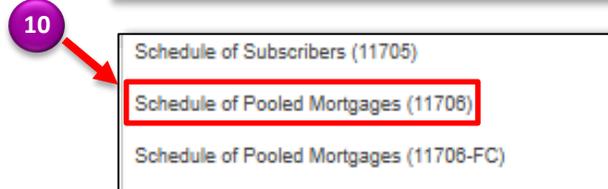
- In the Edge browser, select **Open File** from the Downloads menu that appears on the top of your screen.
- In the Chrome or Firefox browsers, click your right mouse button. Select **Save As**.



Certificate Maturity Date	Certificate Identifier	Months from Issue Date	Certificate Principal Balance Amount
2046-01-15	1	275	\$ 25,000.00
2046-01-15	2	275	\$ 25,000.00
2046-01-15	3	275	\$ 25,000.00
2046-01-15	4	275	\$ 25,000.00
2046-01-15	5	275	\$ 25,000.00
2046-01-15	6	275	\$ 25,000.00
2046-01-15	7	275	\$ 25,000.00
2046-01-15	8	275	\$ 25,000.00
2046-01-15	9	275	\$ 25,000.00
2046-01-15	10	275	\$ 25,000.00
2046-01-15	11	275	\$ 25,000.00
2046-01-15	12	275	\$ 25,000.00
2046-01-15	13	275	\$ 25,000.00
2046-01-15	14	275	\$ 25,000.00

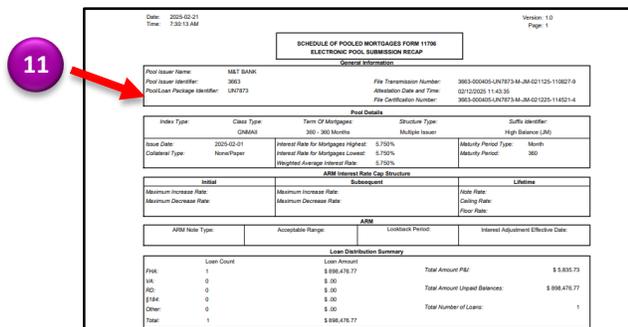
10. Select the **11706 /11706 Final Certification** option to view or download the Schedule of Pooled Mortgages.

NOTE: **11706** Final Certification option will only display if the Pool is initiated for Final Certification.



11. Review the report or save to a file in your directory. To save the report:

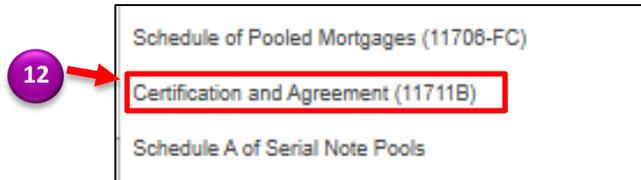
- In the Edge browser, select **Open File** from the Downloads menu that appears on the top of your screen.
- In the Chrome or Firefox browsers, click your right mouse button. Select **Save As**.



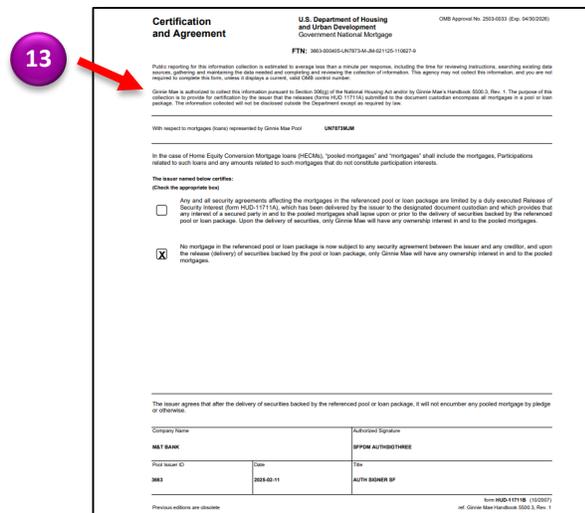
ARM Note Type	Acceptable Range	Lockback Period	Interest Adjustment Effective Date
ARM	0.00 - 0.00	0	0

Loan Count	Loan Amount	Total Amount Paid	Total Amount Unpaid	Total Number of Loans
ARM	\$ 896,476.77	\$ 896,476.77	\$ 0.00	1
ARM	\$ 0.00	\$ 0.00	\$ 0.00	0
ARM	\$ 0.00	\$ 0.00	\$ 0.00	0
ARM	\$ 0.00	\$ 0.00	\$ 0.00	0
ARM	\$ 0.00	\$ 0.00	\$ 0.00	0
Total:	\$ 896,476.77	\$ 896,476.77	\$ 0.00	1

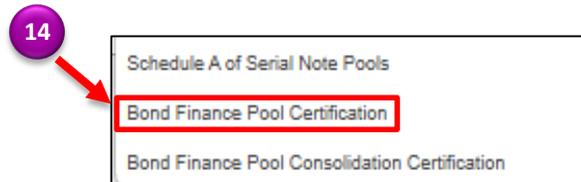
12. Select the **11711B** option to view or download the Certification and Agreement option.



13. Review the report or save to a file in your directory. To save the report:
- In the Edge browser, select **Open File** from the Downloads menu that appears on the top of your screen.
 - In the Chrome or Firefox browsers, click your right mouse button. Select **Save As**.



14. Select the **Bond Finance Pool Certification** option to view or download the report.

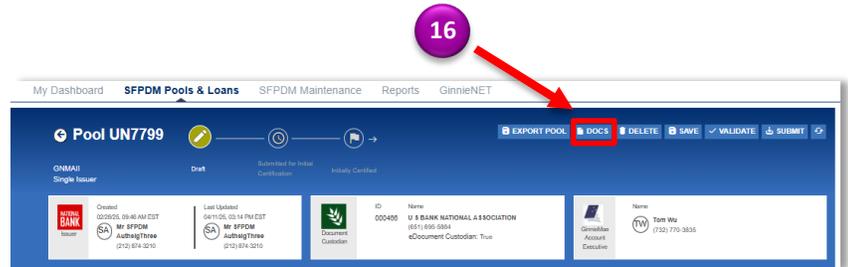


15. Review the report or save to a file in your directory. To save the report:
 - In the Edge browser, select **Open File** from the Downloads menu that appears on the top of your screen.
 - In the Chrome or Firefox browsers, click your right mouse button. Select **Save As**.



NOTE: You can also generate the reports from the Pool Details Screen.

16. Click the **DOCS** button. Select the appropriate report from the list of options, then either save or close the report.



For assistance contact **Ginnie Mae Customer Support** at 1-833-GNMA HELP / 1-833-466-2435, option 1 or askGinnieMae@hud.gov