

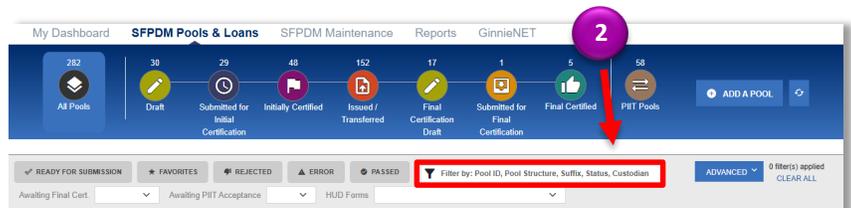
Follow the instructions in the MyGinnieMae Getting Started Guide to login to the MyGinnieMae portal. This Quick Reference Card provides an overview of the steps and instructions to import a Loan.

1. From the **MyGinnieMae** screen, select **SFPDM Pools & Loans**.

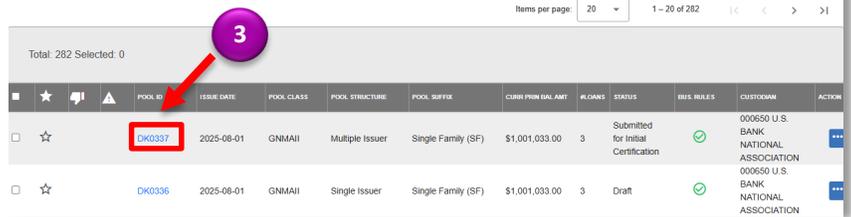


### POOLS & LOANS SCREEN

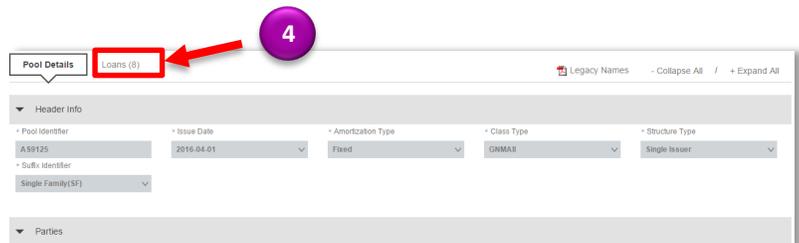
2. Search for a Pool using the Quick Filter Search.



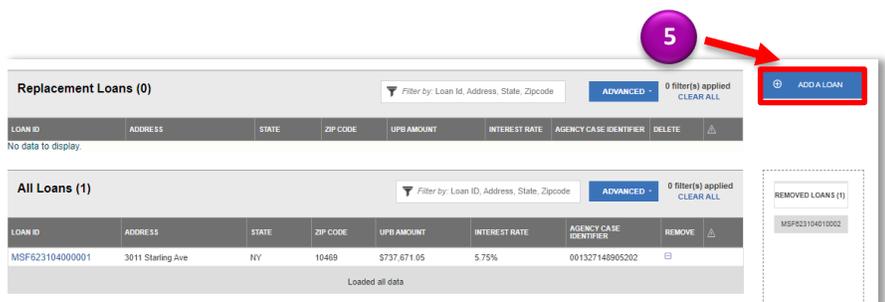
3. Select the Pool ID link to display the Pool Details page.



4. Select the **Loans** Heading.

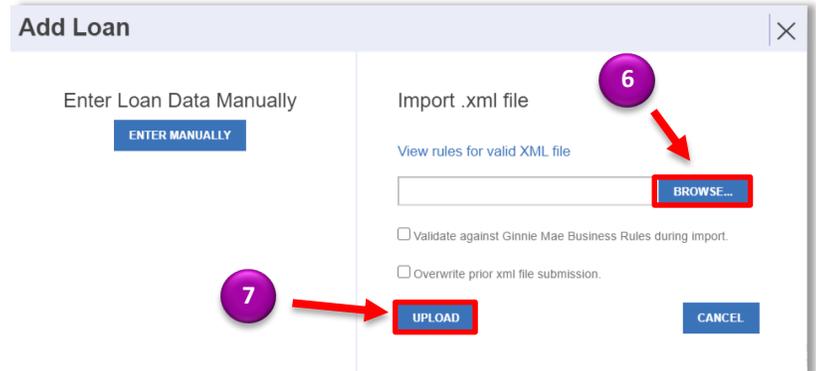


5. Select the **ADD A LOAN** button located next to the All Loans section or on the Loan details screen.

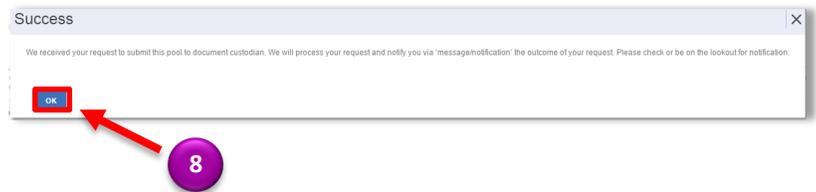


### ADD LOAN WINDOW

6. Select the **BROWSE ...** button in the Import .xml file section. Locate the .xml file you want to import.
7. Select the **UPLOAD** button. If the loan is successfully uploaded, the Successful Upload Message displays.

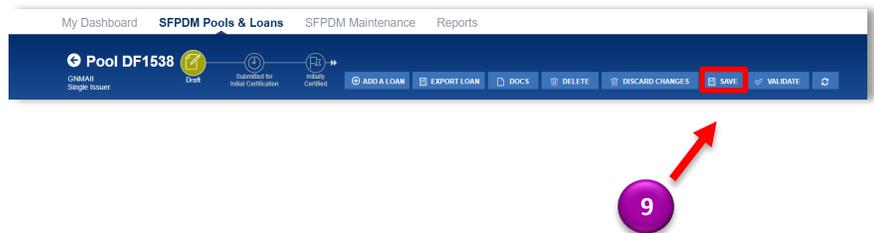


8. Select the **OK** button to close the message and continue.



### LOAN DETAILS SCREEN

9. Select the **SAVE** button.



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