

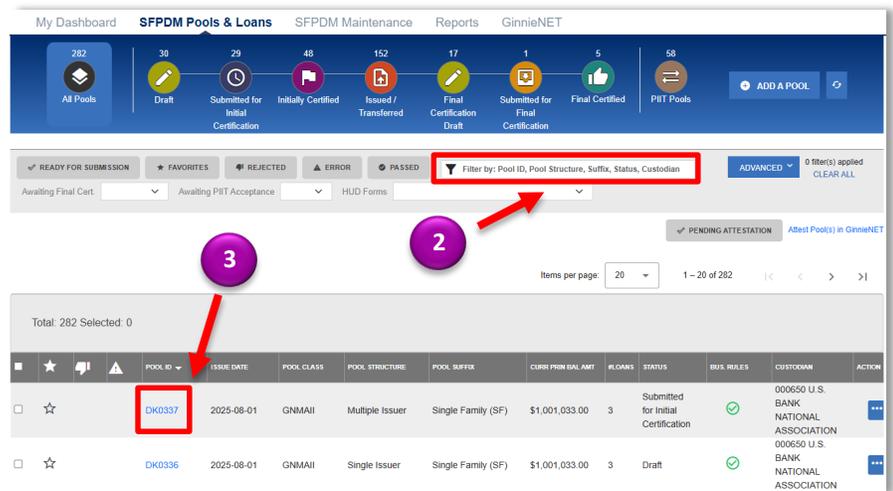
This Quick Reference Card provides an overview of the steps and instructions to manually add a Loan after creating a Pool (either via Pool Import or entered manually).

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

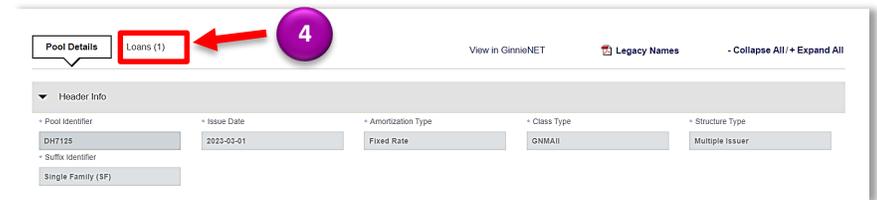


### SFPDM POOLS & LOANS SCREEN

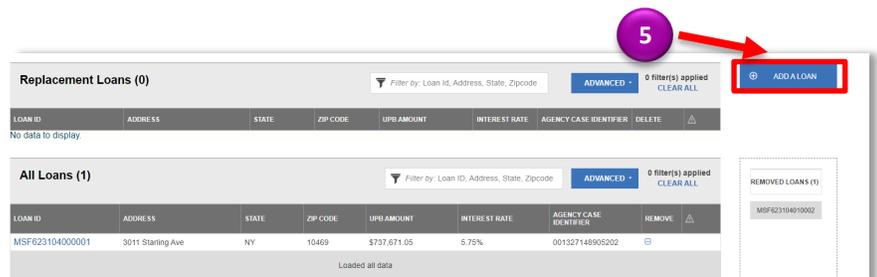
2. Search for a Pool using the Quick Filter Search.
3. Select the Pool ID link to display the Pool Details page.



4. Select the **Loans** tab.

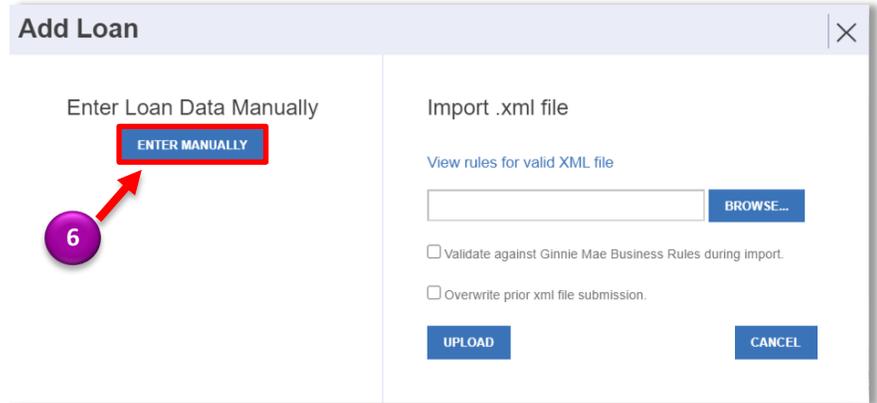


5. Select the **ADD A LOAN** button next to the All Loans section.



### ADD LOAN SCREEN

6. Select the **ENTER MANUALLY** button.

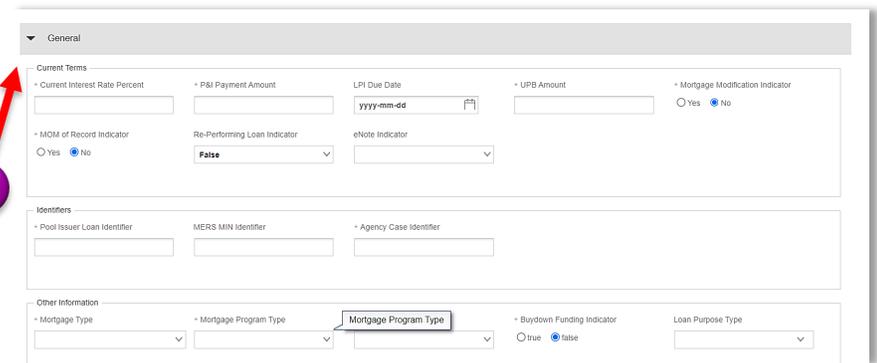


### LOAN DETAILS SCREEN

7. Complete the required fields (marked with an asterisk) in the **General** Section.

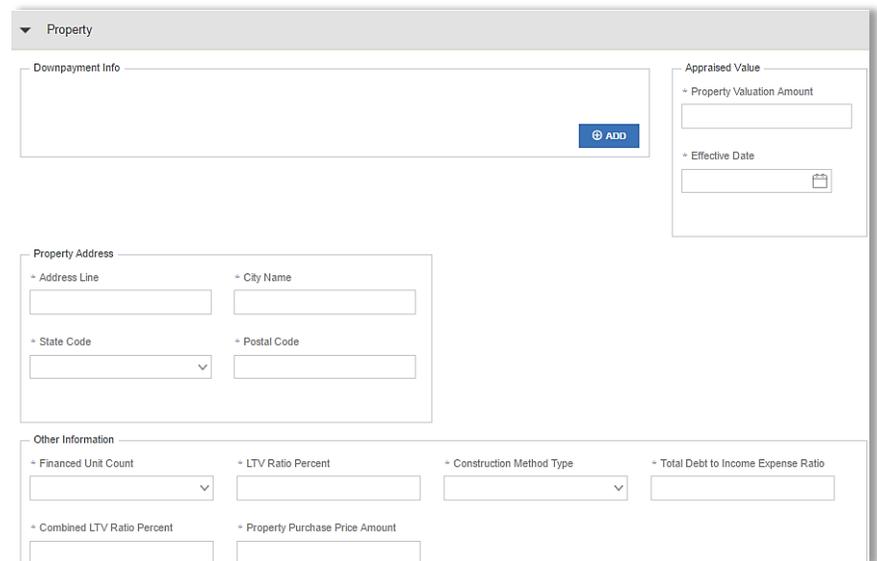
**NOTE:** Sections and fields on the screen are displayed conditionally based on prior selections. Additional fields as applicable should also be populated.

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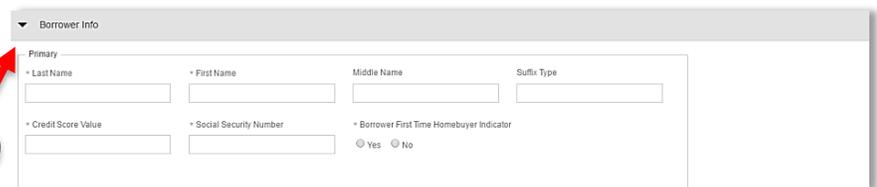
8. Complete the required fields in the **Property** section.

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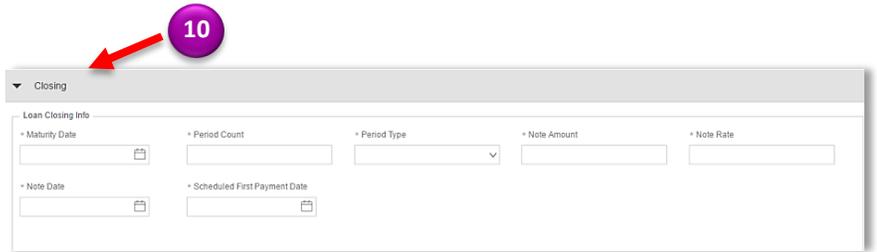


9. Complete the required fields in the **Borrower Info** section.

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10. Complete the required fields in the **Closing** section.



11. 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)