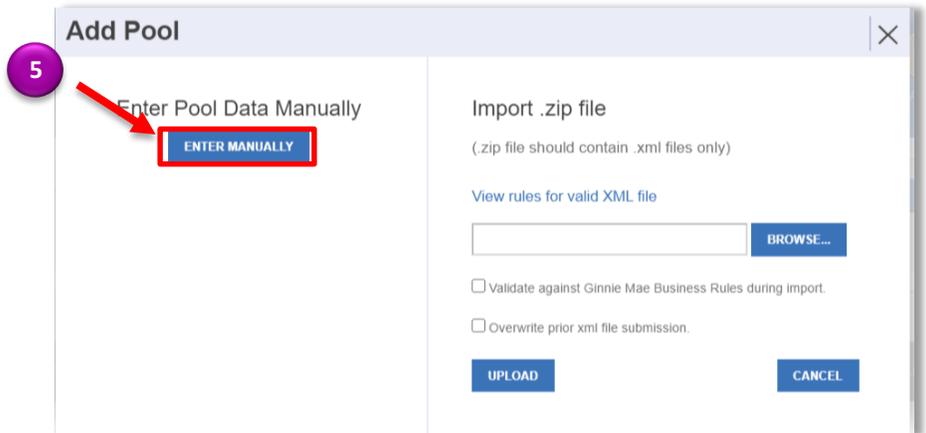
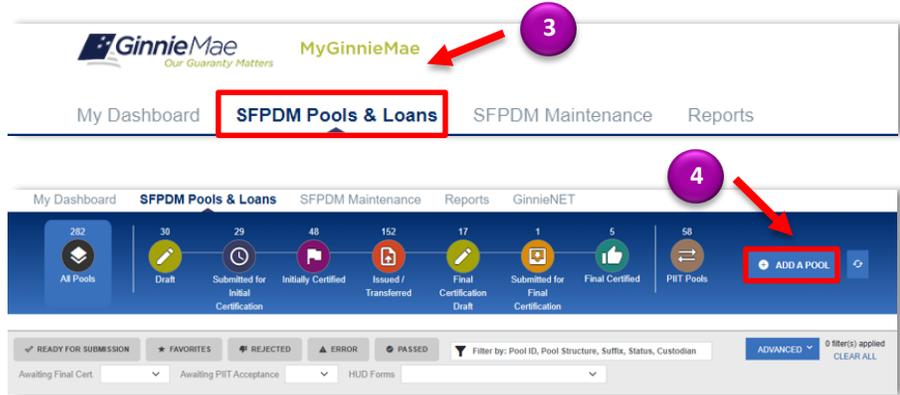


### CREATING A POOL MANUALLY

1. Navigate to **MyGinnieMae** via <https://My.GinnieMae.gov>
2. Select **Login** and sign in with your MyGinnieMae credentials.
3. Select the **SFPDM Pools & Loans** tab.
4. Select the **ADD A POOL** button.
5. Select the **ENTER MANUALLY** button.



### ADDING POOL DETAILS

6. Complete the required fields in the following sections:

- Header Info
- Parties
- General Info
- Master Agreements / ACH Info
- Certification and Agreement – Form 11711B
- Subscriber Info

**Header Info**

Pool Identifier: [ ] Issue Date: [ ] Amortization Type: [ ] Class Type: [ ] Structure Type: [ ]  
 Sub-Identifier: [ ]

**6**

**Parties**

<b>Issuer</b> Party Role Identifier: 1798 Company Name: [ ]	<b>Document Custodian</b> Party Role Identifier: [ ] Company Name: [ ]	<b>Servicer</b> Party Role Identifier: [ ] Company Name: [ ]	<b>Transferee (New Issuer)</b> Transfer at Pooling ID: <input type="radio"/> Yes <input checked="" type="radio"/> No
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**General Info**

**Submission/Certification Info**

Security Issue Date Rate Percent: 6.000 Current Principle Balance Amount: 250000 Current Loan Count: 0 Pooling Method Type: Concurrent Date (CD)

**Dates**

Trade Book Entry Date: 2016-06-06 Maturity Date: 2046-05-20  
 Certificate Initial Payment Date: 2016-07-20

**Pool Maturity**

Period Type: Month Period Count: 360

**Pool EIN**

Type: [ ] Employer Identification Number: [ ] Value: [ ]

**Government Bond Financing Program**

Indicator:  Yes  No

**Master Agreements / ACH Info**

<b>ACH Principal &amp; Interest</b> ABA Routing and Transit ID: 221172186 Bank Account Identifier: 00000000006500349784	<b>ACH Taxes &amp; Insurance</b> ABA Routing and Transit ID: 221172186 Bank Account Identifier: 00000000006500349731
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**Certification Agreement - 11711B**

Pool Document Required Indicator:  Yes  No

No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled.

**Subscriber Info**

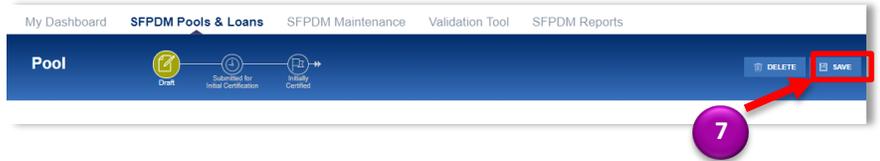
**Subscriber Totals**

Total Subscription Amount: \$0  
 Number of Participants: 1

**Subscriber Accounts**

Bank Account Purpose Type: Settlement	Investor ACH Bank Account ID: [ ]	Original Subscription Amount: [ ]	Investor Name: [ ]	ABA Routing and Transit ID: [ ]
Institution Telegraphic Abbreviation: [ ]	Bank Account Delivery Description: [ ]	Investor ACH Receiver Sub Account Name: [ ]		

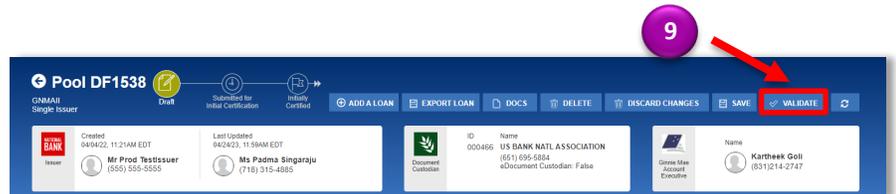
7. Select the **SAVE** button.



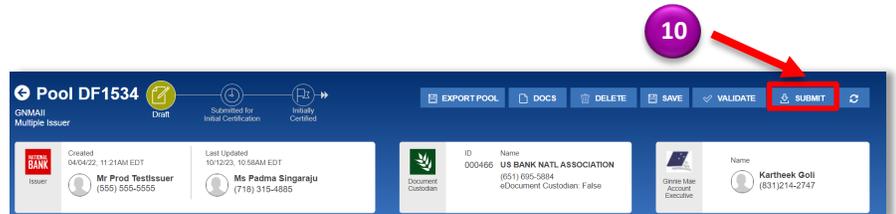
8. When the "Pool created successfully" message displays, select the **OK** button.



9. Select the **VALIDATE** button.



10. Select the **SUBMIT** button.

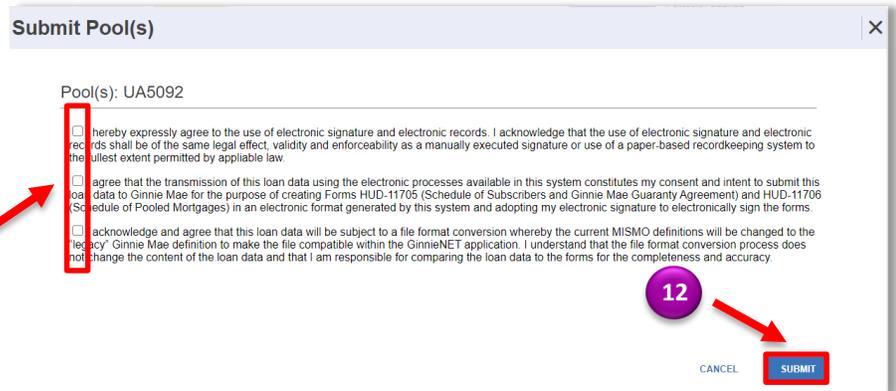


**NOTE:** The Pool should successfully pass Validations to be submitted. If there are errors, individual pool or loan records must be corrected, and business rules validation must be applied again.

### SUBMITTING A POOL

11. Select the certification checkboxes.

11



12. Select the **SUBMIT** 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)