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.
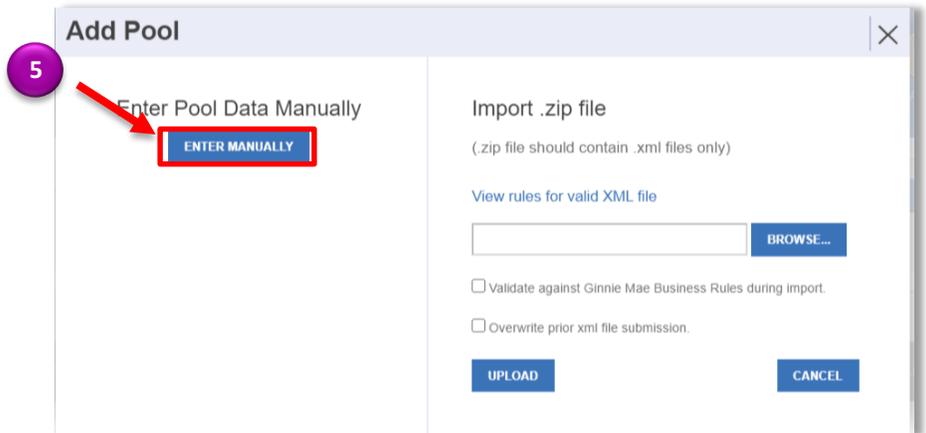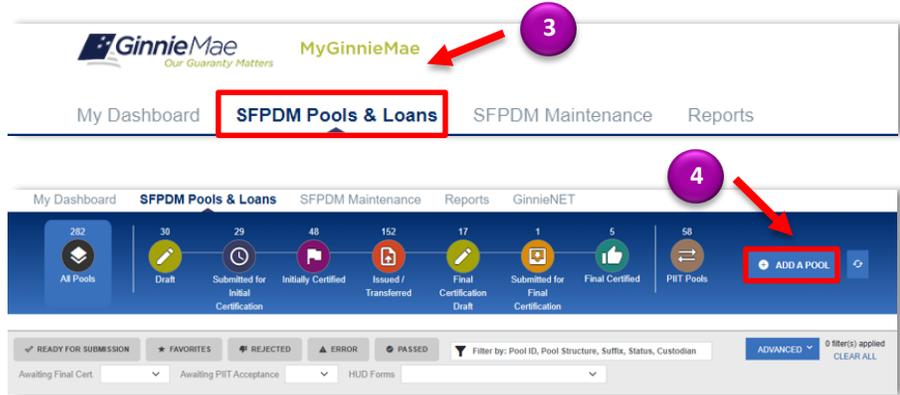
ADDING POOL DETAILS

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

7. Select the **SAVE** button.

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

9. Select the **VALIDATE** button.
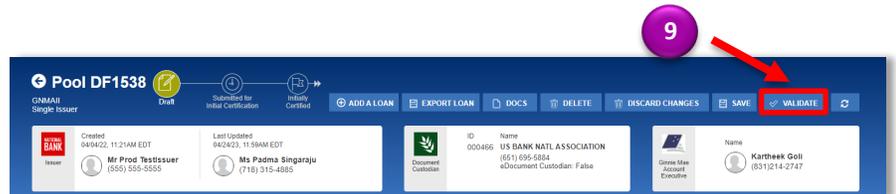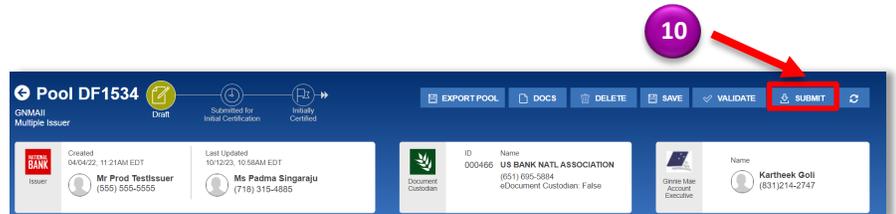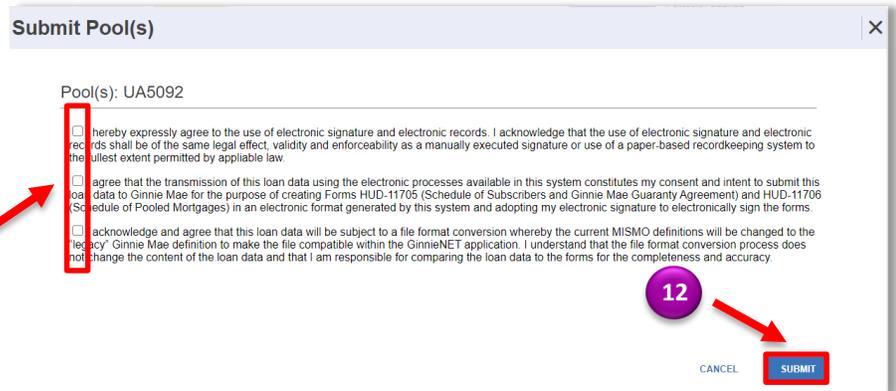

10. Select the **SUBMIT** button.

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.

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**