

This Quick Reference Card provides an overview of the steps and screens required to submit a Single Family Pool for Final certification in SFPDM.

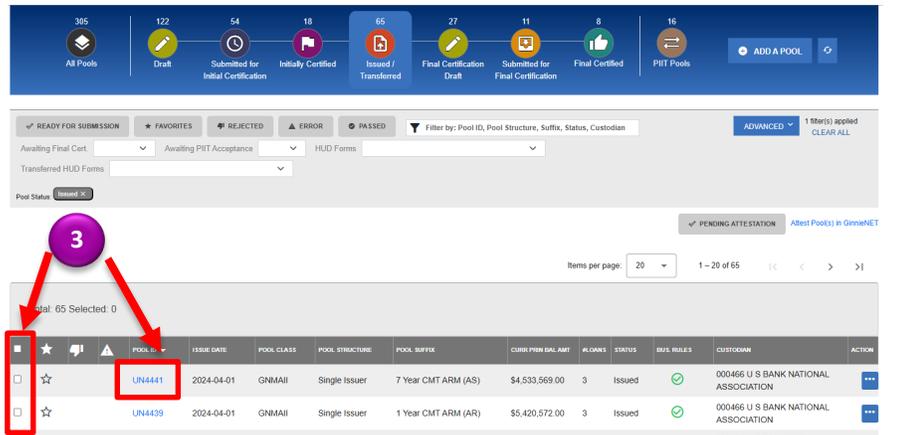
1. From the **MyGinnieMae** screen, select **SFPDM Pools & Loans**.



2. Select the **Issued/Transferred** icon to search for the pool that is ready for Final Certification.

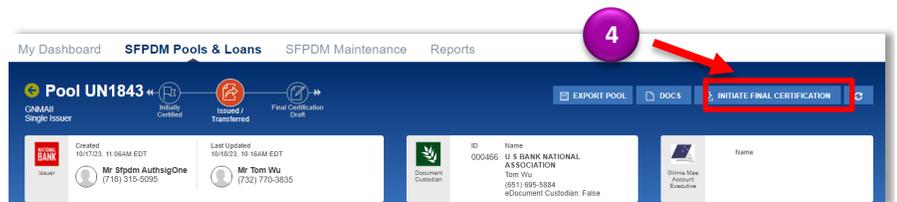


3. Select the Pool ID link to display the Pool Details screen. Select Individual check boxes for bulk certification upload.

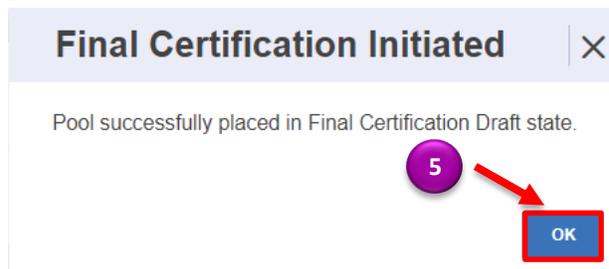


### POOL DETAILS SCREEN

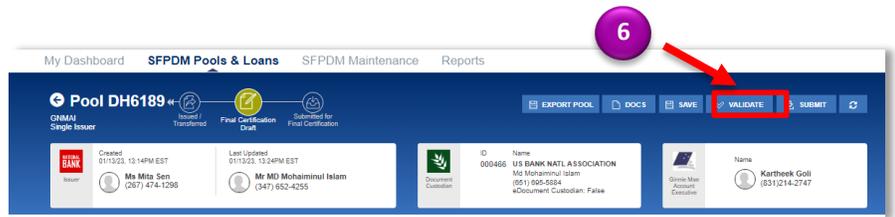
4. Select the **INITIATE FINAL CERTIFICATION** button. The pool will be placed in a Final Certification Draft Status.



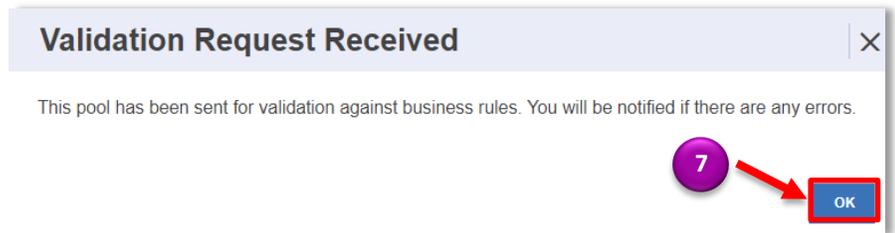
5. A pop-up screen will generate saying **FINAL CERTIFICATION INITIATED**. Click **OK**.



6. Select the **VALIDATE** button.



7. When the **VALIDATION REQUEST RECIEVED** message displays, select the **OK** button to close the message and continue.

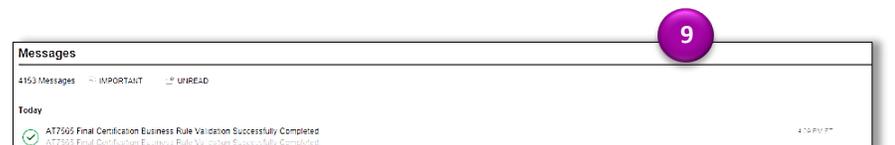


### MESSAGES WINDOW

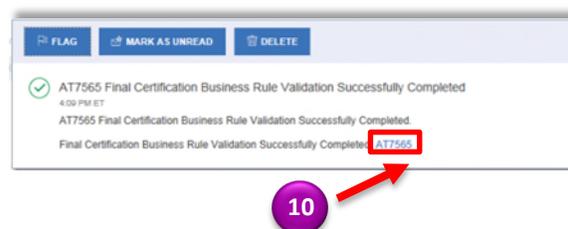
8. Select the message icon in the upper right corner. Find the message that pertains to the pool you sent for validation. The Final Certification Business Rules Validation message displays.



9. Review the Final Certification Business Rules Validation message. If there are errors, individual pool or loan records must be corrected and business rules validation must be applied again.

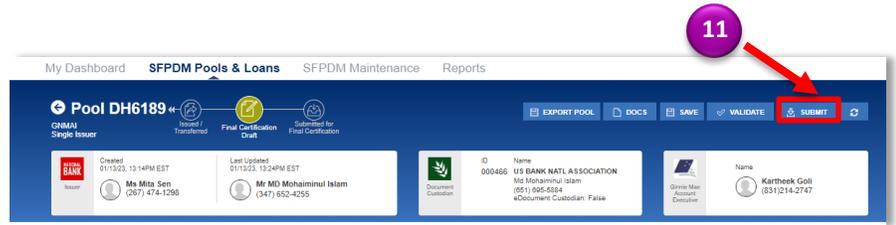


10. Select the Pool ID number in the Validation message. The Pool Details Screen displays.



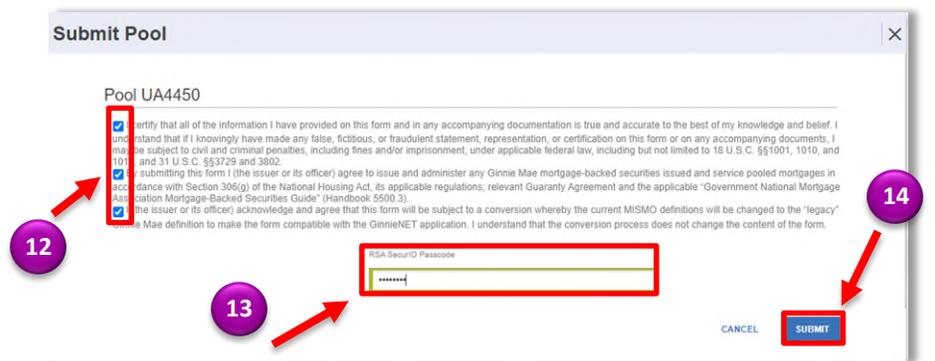
### POOL DETAILS WINDOW

11. Select the **SUBMIT** button.



### SUBMIT POOL WINDOWS

- 12. Select the certification checkboxes.
- 13. Enter your eight-digit **RSA SecureID Passcode**.
- 14. 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).