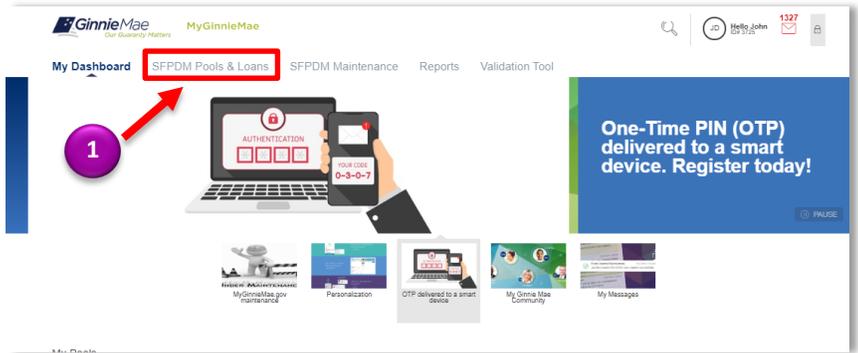


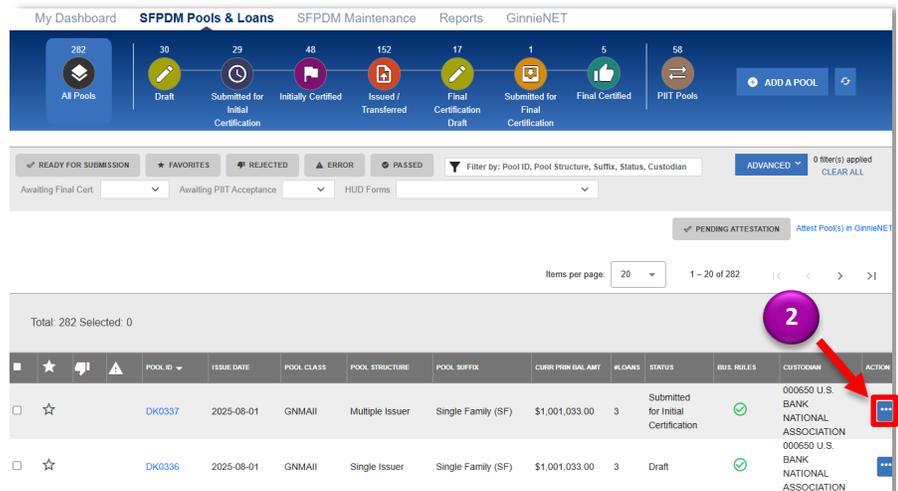
Follow the instructions in the MyGinnieMae Getting Started Guide to login to the MyGinnieMae portal. This Quick Reference Card provides an overview of the steps and instructions to apply the business rules validation to the selected pool. Validation will be performed at both the pool level and the loan level.

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

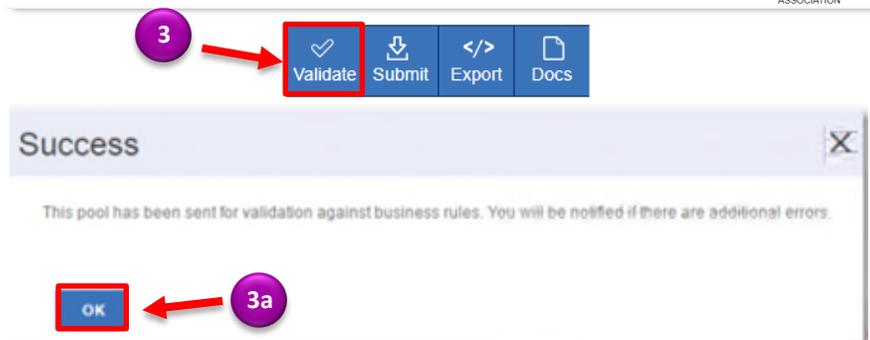


SFPDM POOLS & LOANS SCREEN

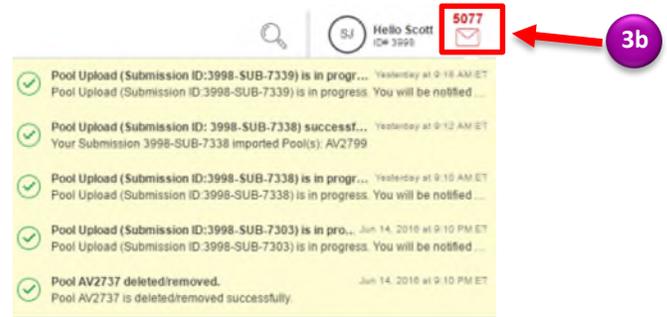
2. Select [...] to display the list of actions available for the pool.



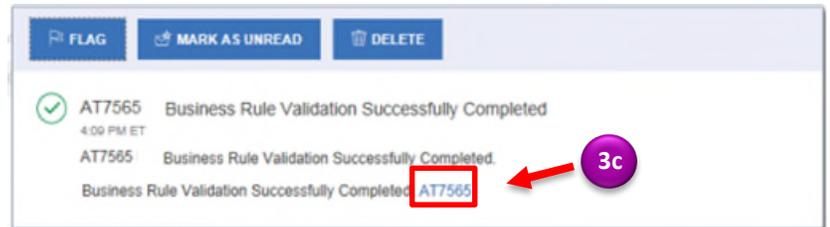
3. Select the **VALIDATE** button
 - a. SFPDM will generate a Success message, indicating the pool has been sent for validation. Select the **OK** button to close the message and continue.



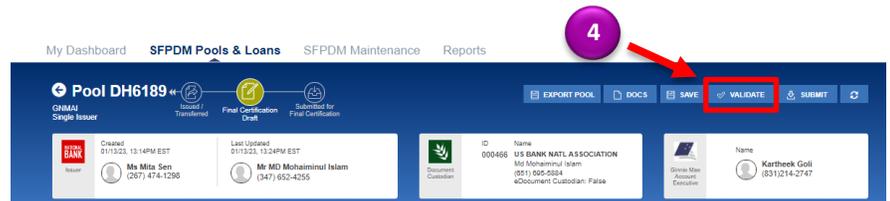
b. Select the message icon to display notification.



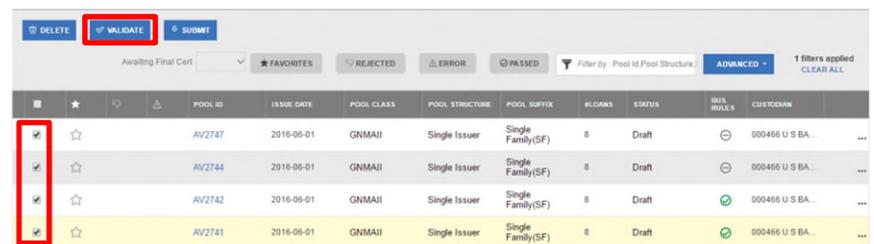
c. Select the Pool ID number in the message to navigate to the Pool details screen.



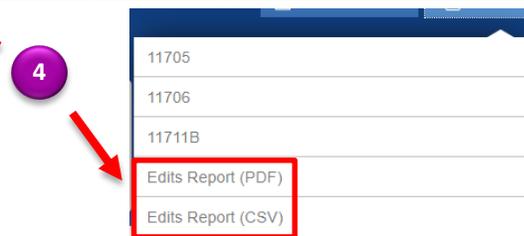
4. You can also select the **VALIDATE** button from the Pools Detail screen. If there are no Validation Errors, you can submit the pool for Initial Certification. If there are errors, individual pool or Loan records must be corrected and business rules validation must be applied again.



Note: You can also select multiple pools and run validation. Select the checkboxes on the Pools & Loans window, then select the VALIDATE button at the top of the screen in the SFPDM Pools & Loans header.



Note: If there are errors, select the DOCS button and select the **EDITS** option. The Ginnie Mae Edits Error Report will appear as a new tab in your browser. Make corrections, save your changes, and select the **VALIDATE** button to confirm all errors are removed.





Run Validation

SFPDM QUICK REFERENCE CARD

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