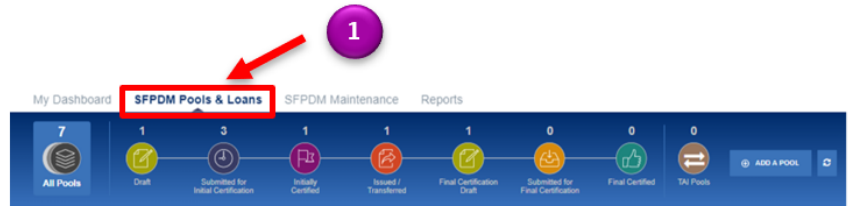


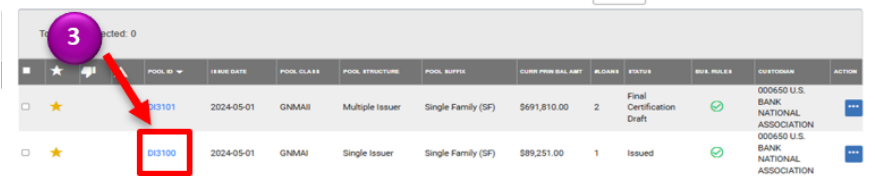
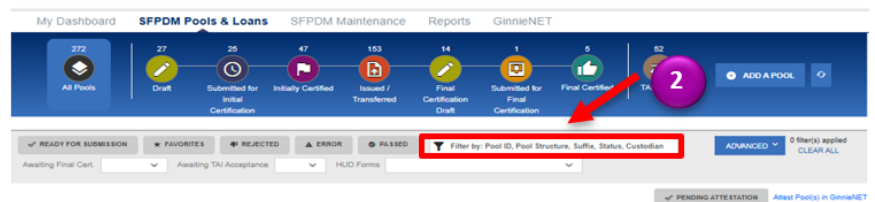
This Quick Reference Card provides an overview of the steps and instructions to manually add a Loan after creating a Pool (either via Pool Import or entered manually).

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



### SFPDM POOLS & LOANS SCREEN

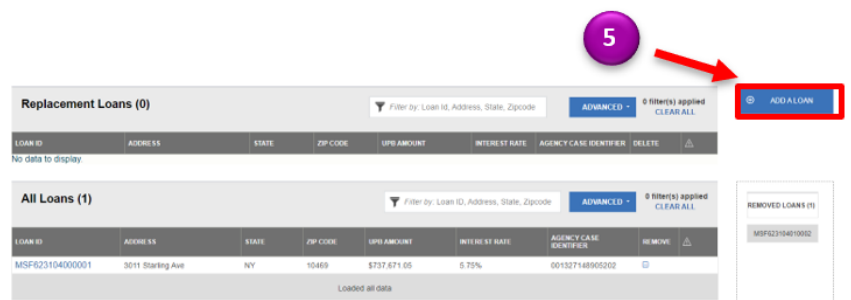
2. Search for a Pool using the Quick Filter Search.
3. Select the Pool ID link to display the Pool Details page.



4. Select the **Loans** tab.

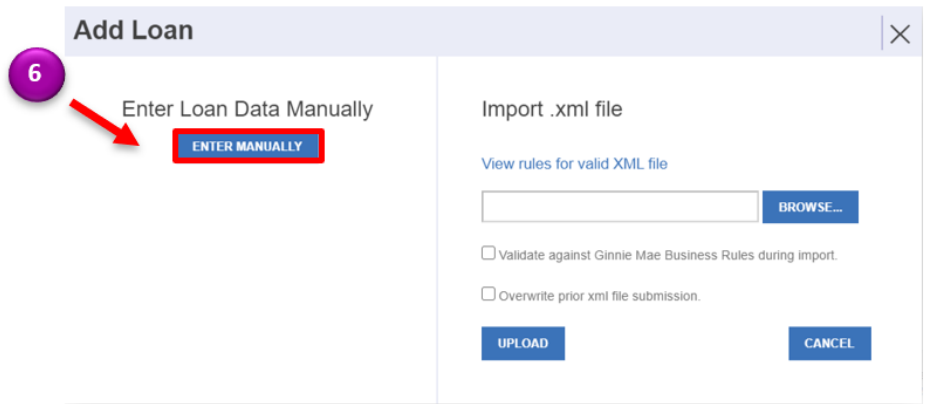


5. Select the **ADD A LOAN** button next to the All Loans section.



### ADD LOAN SCREEN

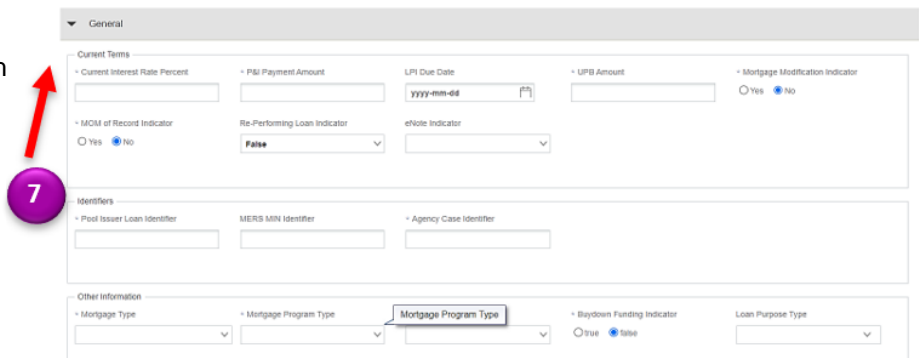
6. Select the **ENTER MANUALLY** button.



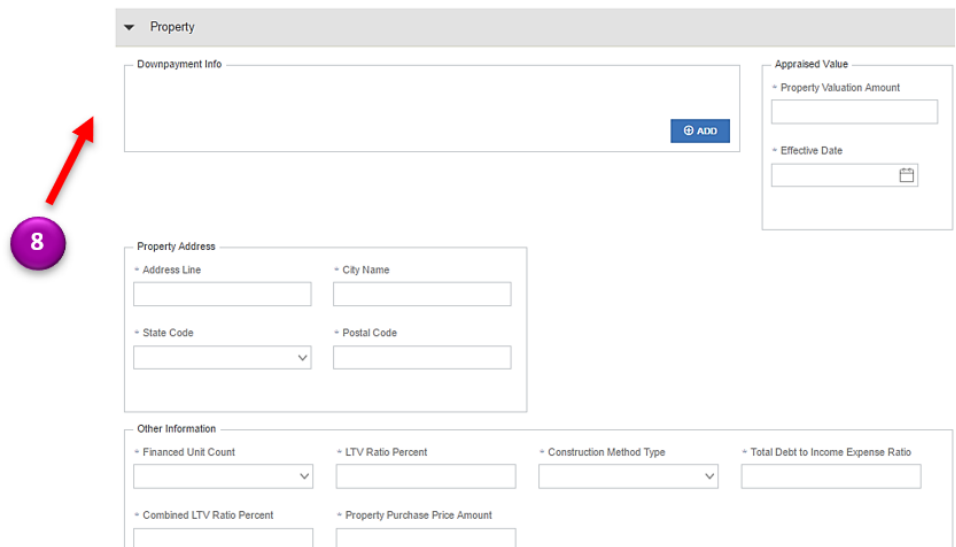
### LOAN DETAILS SCREEN

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

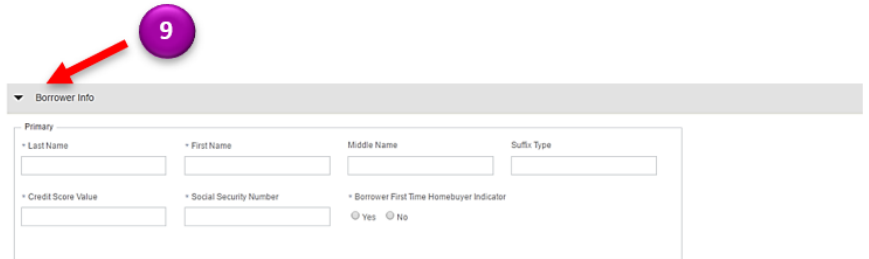
**NOTE:** Sections and fields on the screen are displayed conditionally based on prior selections. Additional fields as applicable should also be populated.



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

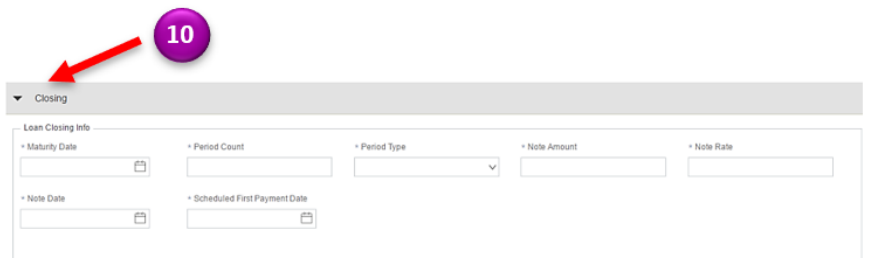


9. Complete the required fields in the **Borrower Info** section.



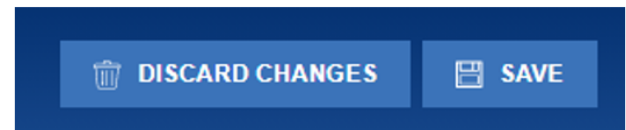
A screenshot of the 'Borrower Info' section of a form. A red arrow points to the section header, which is labeled with a purple circle containing the number 9. The form contains several input fields: 'Last Name', 'First Name', 'Middle Name', 'Suffix Type', 'Credit Score Value', 'Social Security Number', and a 'Borrower First Time Homebuyer Indicator' with 'Yes' and 'No' radio buttons.

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



A screenshot of the 'Closing' section of a form. A red arrow points to the section header, which is labeled with a purple circle containing the number 10. The form contains several input fields: 'Maturity Date', 'Period Count', 'Period Type', 'Note Amount', 'Note Rate', 'Note Date', and 'Scheduled First Payment Date'.

11. Select the **SAVE** button.



A screenshot of the bottom of the form showing two buttons: 'DISCARD CHANGES' and 'SAVE'. A red arrow points to the 'SAVE' button, which is labeled with a purple circle containing the number 11.

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)