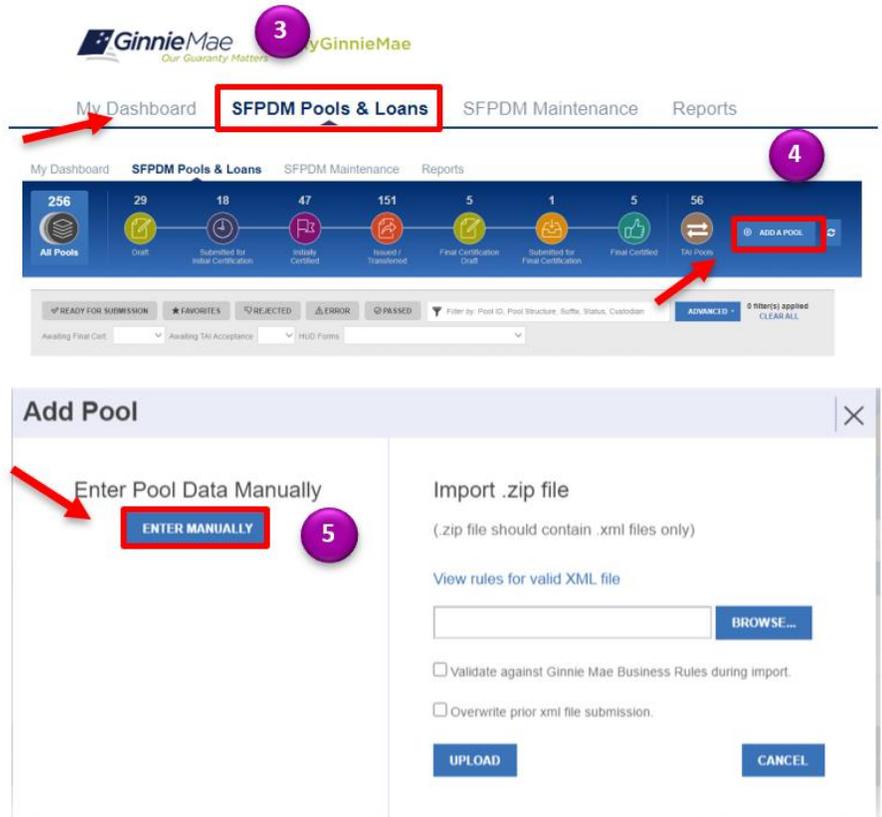


CREATING A POOL MANUALLY

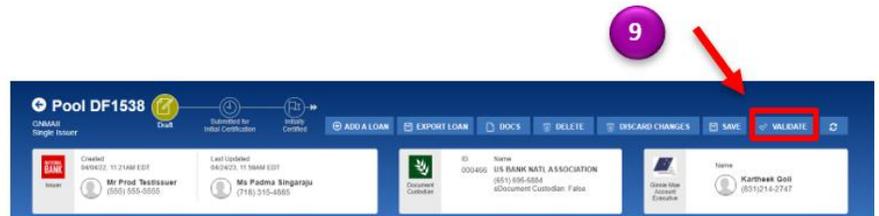
1. Navigate to **MyGinnieMae** via <https://My.GinnieMae.gov>
2. Select **Login** and sign in with your MyGinnieMae credentials.
3. Select the **SFPDM Pools & Loans** tab.
4. Select the **ADD A POOL** button.
5. Select the **ENTER MANUALLY** button.



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



9. Select the **VALIDATE** button.



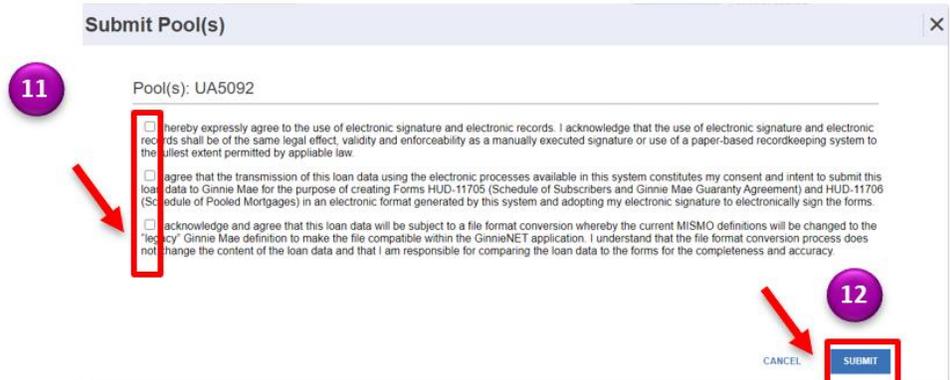
10. Select the **SUBMIT** button.



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