

SFPDM QUICK REFERENCE CARD

CREATING A POOL MANUALLY

- 1. Navigate to MyGinnieMae via https://My.GinnieMae.gov
- 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 a Pool Manually

SFPDM QUICK REFERENCE CARD

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

Parties Isouer Party Role Identifier 1798 Company Name	Document Custed Party Role Identif	ian	~		~		
Parties Issuer Party Role Identifier 1798 Company Name	Document Custod * Party Role Identif	lan					
Parties Issuer Party Role Identifier 1798 Company Name	Document Custod * Party Role Identif	ian					
Issuer Party Role Identifier 1798 Company Name	Pocument Custod Party Role Identif	ian					
Party Role Identifier 1798 Company Name	* Party Role Identif	ler	Servicer			- Transferee (New Issuer)	
1798 Company Name		* Party Role Identifier			Party Role Identifier * Transfer at Poolin		
Company Name		~			\sim	⊖ Yes ● No	
 	Company Name		Company	Name			
Caparal Info							
General Into							
Submission/Certification Info	inciple Ralance Amount	Current Loan Count		* Pooling Method	Ivne		
6.000 250000		0		Concurrent Date	(CD) V		
Trade Book Entry Date Maturity Date		Pool Maturity Period Type		Pool EIN		Government Bond Fir Program	
2016-06-06		Month		Employer Id	entification Number	* Indicator	
ertificate Initial Payment Date		* Period Count		* Value		- 105 - 110	
016-07-20		360					
-	011126						
 Master Agreements / A 	CHINO						
ACH Principal & Interest	A	CH Taxes & Ins	urance				
* ABA Routing and Transit ID							
221172186	Q .	ABA Routing an	d Transit ID		* Bank Acco	unt Identifier	
		221172186		Q,	00000000	006500349731	
* Bank Account Identifier							
0000000006500349784	Q,						
						⊕ AD	
 Certification Agreement - 117118 							
P ocument Required Indicator							
O Yes ♥ No							
No mortgage in the referenced pool or loan package is n will have any ownership interest in and to the pooled.	ow subject to any security agre	eement between the issuer	and any creditor, an	d upon the release (d	elivery) of securities b	acked by the pool or loan package, o	
Subscriber Info							
Subscriber Totale							
Total Subscription Amount							
50							
Number of Participants 1							
Subscriber Accounts							
Bank Account Purpose Type + In Settlement	tvestor ACH Bank Account ID	Original Subscription	on Amount	Investor Name		ABA Routing and Transit ID	
Institution Telegraphic Abbreviation Ba	nk Account Delivery Description	Investor ACH Reveile	er Sub Account Name				
Ba	Jenney Jenney Jescopeon			Q,			
My Dashboard SFPDM Pools	& Loans SEPDM	/ Maintenance	Validation To	ol SFPDM	Reports		
		To an a second sec		U. I Dill		7	
Pool 🧾	identified for initially Centred					1 DELETE	
	Cester						

7. Select the SAVE button.



Adding a Pool Manually

SFPDM QUICK REFERENCE CARD

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.



🕀 ADD A LOAN 🔄 EXPORT LOAN 🗋 DOCS 😨 DELETE 🛒 DISC

IGES 🖻 SAVE

IE 😨



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

O Pool DF1538