Deleting A Loan
SFPDM QUICK REFERENCE CARD

This Quick Reference Card provides an overview of the steps and instructions to Delete a Loan from a Draft Pool.

NAVIGATING TO SFPDM

2. Select Login.
3. Login with your MyGinnieMae credentials.
4. From the MyGinnieMae landing page, select SFPDM Pools & Loans tab.

SEARCHING FOR A POOL

1. Enter the Pool Number in the Filter By field, then press the Enter key to display the Pool ID.
2. Select the Pool ID link to display the Pool Details page.

REMOVING A LOAN
Deleting A Loan

1. Select the Loans tab.

2. Select the Loan ID of the Loan you want to remove and drag it to the Removed Loans window.

**NOTE:** Loans can only be removed when the Pool is in a Draft mode.

3. Verify the Loan number that appears in the Remove Loans window.

**NOTE:** The number of Loans in the All Loans section will be reduced by the number of Loans you have removed.

4. Select the VALIDATE button. The Pool will be sent for validation. If there are no validation errors, the Success message displays.

5. Select the OK button to close the message and continue.

6. Select the SUBMIT button to initiate the Issuer’s certification of the data.
7. Review the Attestation language.

8. Select the **I AGREE AND SUBMIT** button to initiate the Issuer’s attestation of the HUD 11705/11706 Forms.