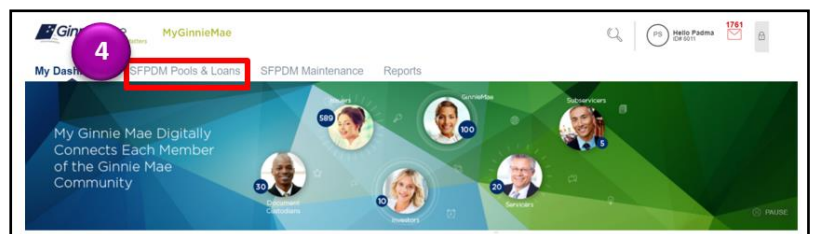


This Quick Reference Card provides an overview of the steps and instructions to generate the HUD Forms, Pool agreements and Error reports.

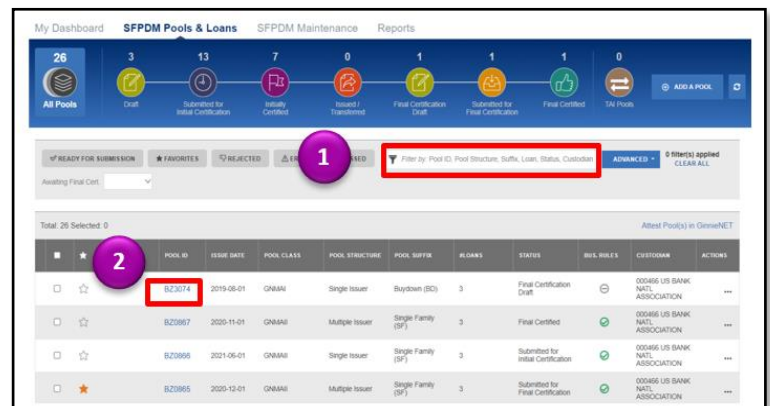
NAVIGATING TO SFPDM

1. Navigate to **MyGinnieMae** via <https://my.ginniemae.gov>
2. Select **Login**.
3. Login with your MyGinnieMae credentials.
4. From the **MyGinnieMae** landing page, select **SFPDM Pools & Loans** tab.

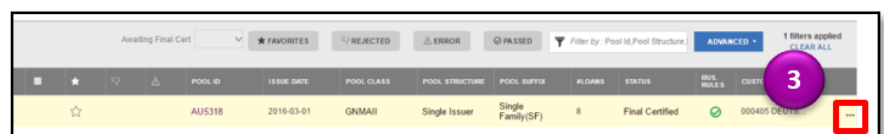


GENERATING POOL DOCUMENTS

1. Search for a Pool.
2. Select the link in the **Pool ID** column. The Pool Details screen displays.



3. Select the [...] button at the end of the row for additional Pool actions.

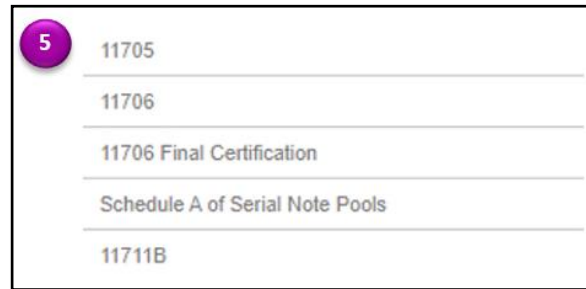


4. Select the Pool **Docs** button to generate the HUD forms or other Pool documents.

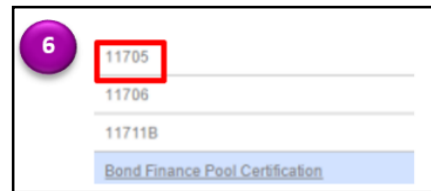


5. Review the document options you can download:

- 11705 (Schedule of Subscribers)
- 11706 (Schedule of Pooled Mortgages)
- 11706 (Final Certification)
- 11711B (Certification and Agreement)
- Bond Finance Pool Certification
- Schedule A of Serial Note Pools
- Edits Report



NOTE: The Bond Finance Pool Certification option will only display if the Government Bond Financing Indicator is Yes in the General Information of the Pool Details.



6. Select the **11705** option to view or download the Schedule of Subscribers Report.

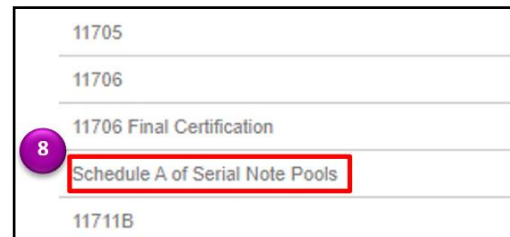
7. Review the 11705 Form or save to a file in your directory. To save the report:

- In Internet Explorer, select the **Save** button on the message that appears on the bottom of your screen.
- In the Chrome or Firefox browsers, select your right mouse button. Select **Save As**.



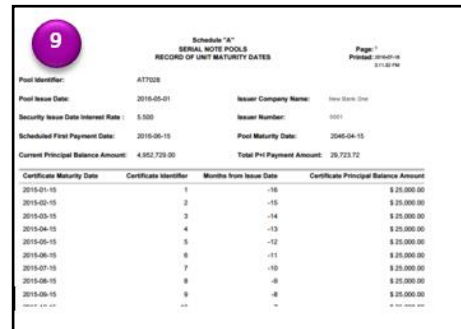
- Select the **Schedule A** of Serial Note Pools (Schedule A) option to view or download the report.

NOTE: This option will only display if the Pool is a Serial Note Pool.



- Review the **Schedule A** of the Serial Note report or save to a file in your directory. To save the report:

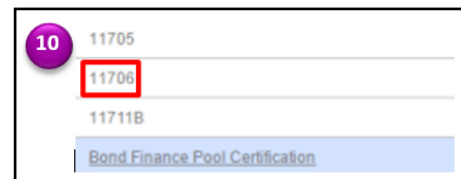
- In Internet Explorer, click the **Save** button on the message that appears on the bottom of your screen.
- In the Chrome or Firefox browsers, click your right mouse button. Select **Save As**.



Certificate Maturity Date	Certificate Identifier	Months from Issue Date	Certificate Principal Balance Amount
2019-01-15	1	-10	\$ 25,000.00
2019-03-15	2	-15	\$ 25,000.00
2019-05-15	3	-14	\$ 25,000.00
2019-04-15	4	-13	\$ 25,000.00
2019-03-15	5	-12	\$ 25,000.00
2019-06-15	6	-11	\$ 25,000.00
2019-07-15	7	-10	\$ 25,000.00
2019-08-15	8	-9	\$ 25,000.00
2019-09-15	9	-8	\$ 25,000.00

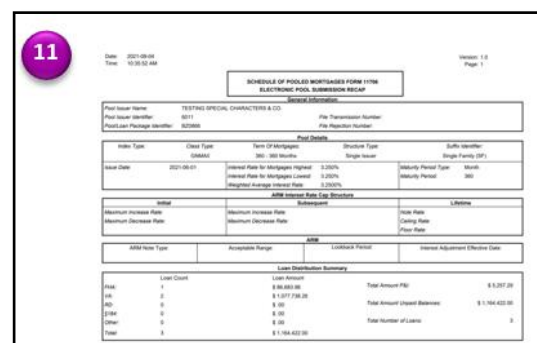
- Select the **11706** /11706 Final Certification option to view or download the Schedule of Pooled Mortgages.

NOTE: **11706** Final Certification option will only display if the Pool is initiated for Final Certification.



- Review the report or save to a file in your directory. To save the report:

- In Internet Explorer, click the **Save** button on the message that appears on the bottom of your screen.
- In the Chrome or Firefox browsers, click your right mouse button. Select **Save As**.

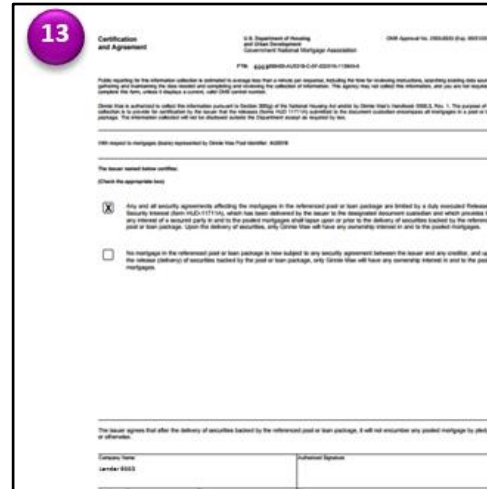


Pool Name	Pool Issue Date	Pool Maturity Date	Pool Type	Pool Status	Pool Balance	Pool Interest	Pool Fees	Pool Expenses	Pool Net Income
TESTING SPECIAL DIVISION 11706	2019-01-15	2029-01-15	Serial Note	Final	\$ 250,000.00	\$ 1,000.00	\$ 500.00	\$ 100.00	\$ 350.00

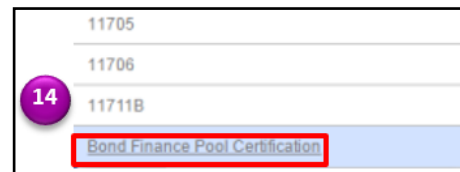
12. Select the **11711B** option to view or download the Certification and Agreement option.



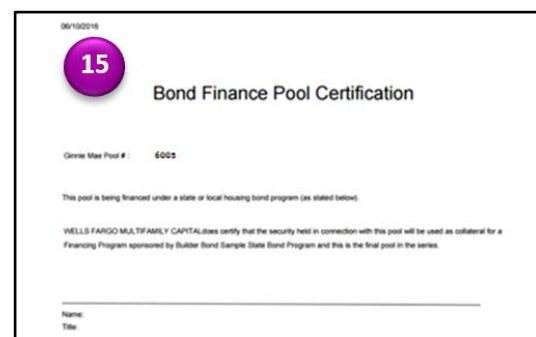
13. Review the report or save to a file in your directory. To save the report:
- In Internet Explorer, click the **Save** button on the message that appears on the bottom of your screen.
 - In the Chrome or Firefox browsers, click your right mouse button. Select **Save As**.



14. Select the **Bond Finance Pool Certification** option to view or download the report.



15. Review the report or save to a file in your directory. To save the report:
- In Internet Explorer, click the **Save** button on the message that appears on the bottom of your screen.
 - In the Chrome or Firefox browsers, click your right mouse button. Select **Save As**.



NOTE: You can also generate the reports from the Pool Details Screen.

16. Click the **DOCS** button. Select the appropriate report from the list of options, then either save or close the report.

