

Follow the instructions in the MyGinnieMae Getting Started Guide to login to the MyGinnieMae portal. This Quick Reference Card provides an overview of the steps and instructions to import a Loan.

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



POOLS & LOANS SCREEN

2. Search for a Pool using the Quick Filter Search.

- Select the Pool ID link to display the Pool Details page.
- 4. Select the Loans Heading.

 Select the ADD A LOAN button located next to the All Loans section or on the Loan details screen.

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ADD LOAN WINDOW

- Select the BROWSE ... button in the Import .xml file section. Locate the .xml file you want to import.
- Select the UPLOAD button. If the loan is successfully uploaded, the Successful Upload Message displays.

Add Loan ×

8. Select the **OK** button to close the message and continue.



LOAN DETAILS SCREEN

9. Select the SAVE button.



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