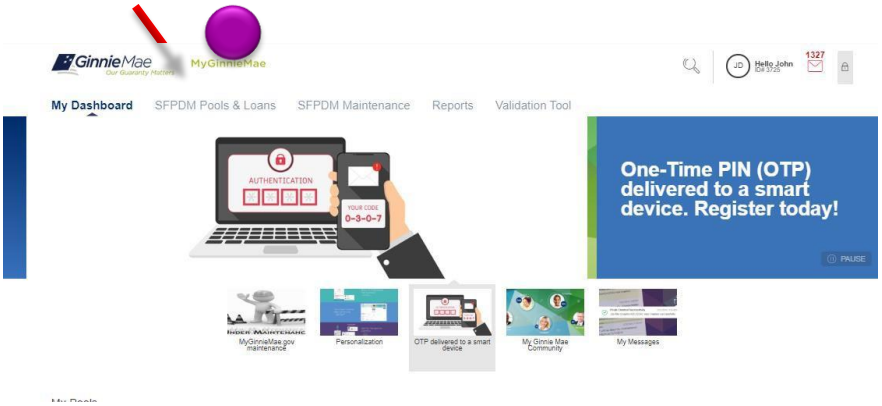
Import Pool and Submit

SFPDM QUICK REFERENCE CARD

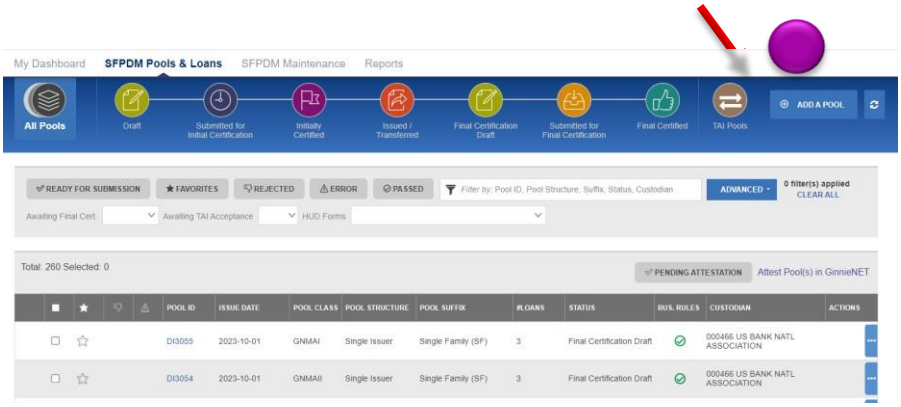
Follow the instructions in the MyGinnieMae Getting Started Guide to login to the MyGinnieMae portal. This Quick Reference Card provides an overview of the steps and instructions to import a Pool.

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



POOL AND LOANS SCREEN

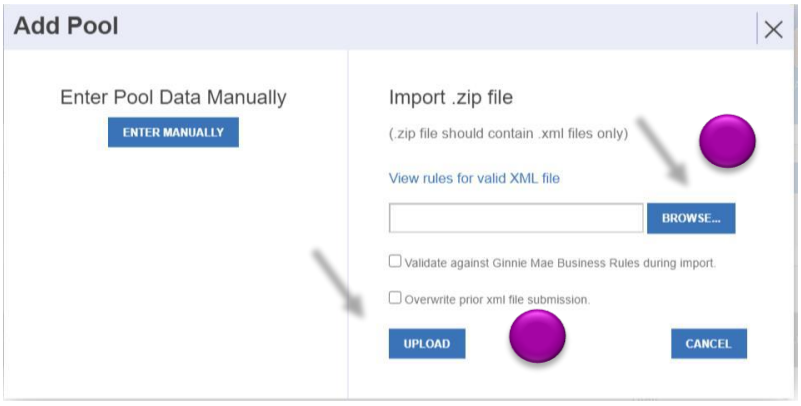
2. Select the **ADD A POOL** button.



ADD POOL SCREEN

3. Select the **BROWSE…** button. Navigate to the location in your network directory where you had saved your .ZIP files.

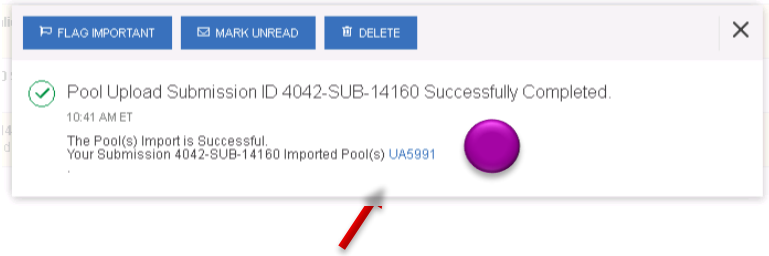
NOTE: SFPDM requires that your file is a .zip file containing exactly **ONE** XML file (may contain multiple pools).



4. After the name of the file appears in the text box, select the **UPLOAD** button. The system will display a successful complete message.

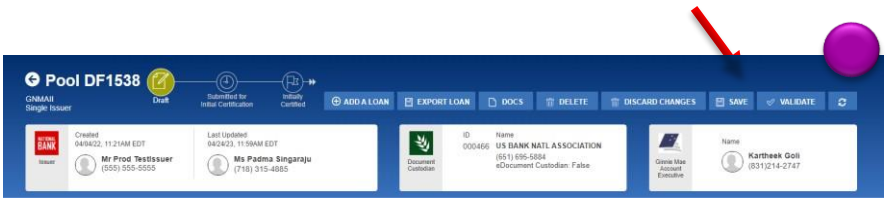
MESSAGE SCREEN

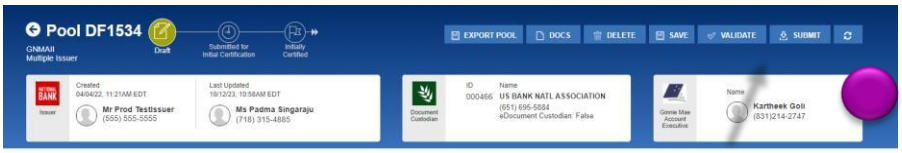
5. When the pool has been uploaded, a notification message appears in the list of messages. Select the **Pool ID** in the message.



NOTE: If the File is incomplete/corrupted or has errors and cannot be validated, then the import error report will indicate the error. Fix the errors and re submit the file. The Submission ID displayed in the pop-up window may be requested by the production support team if any technical issue occurs.

6. On the Pool Details page, select the **VALIDATE** button. The pool will be sent for validation. If there are no errors, the Success message displays. If there are errors, individual pool or loan records must be corrected and business rules validation must be applied again.



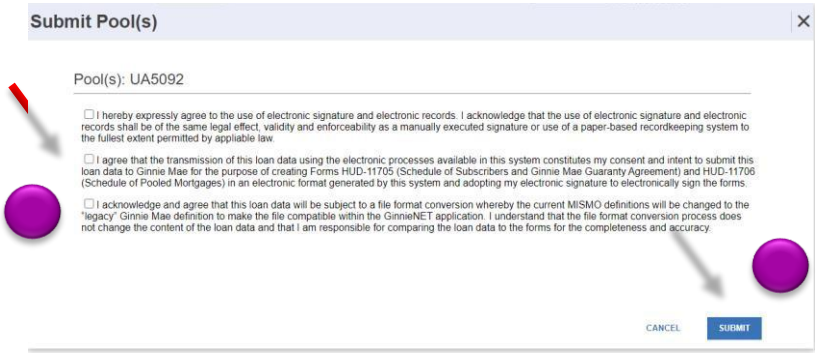


7. Select the **SUBMIT** button.

SUBMIT POOL

8. Select the certification checkboxes.

9. Select the **SUBMIT** button to submit the pool for the Issuer's attestation of the HUD Forms 11705 and 11706.



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