This Quick Reference Card provides an overview of SFPDM tabs and relevant components on My Dashboard tab.

**NAVIGATING TO SFPDM**

1. Navigate to **MyGinnieMae** via [https://my.ginniemae.gov](https://my.ginniemae.gov)
2. Select **Login**.
3. Login with your MyGinnieMae credentials.
4. From the **MyGinnieMae** landing page, select **My Dashboard**.

**NAVIGATING IN SFPDM**

**NOTE:** **My Dashboard** provides an overview of the Pools assigned to you within SFPDM. **My Pools** displays the number of Pools in the various phases of the workflow. You can also review the user who most recently performed any activity.

**NOTE:** The **Commitment Authority** chart shows the amounts available for Single Family Pools and the amounts used. You can only view information that pertains to your organization.

**NOTE:** The **Pool Numbers** link displays the number of Pools used and the number of available Pool numbers in your organization.
NOTE: Awaiting Final Certification displays timeframes for the number of Pools that need to be approved for Final Certification.

NOTE: The Approvals section displays the Pools submitted by the Data Entry user, pending to be Approved or Rejected by the Authorized Signer. The TAI Acceptance section displays the Pools submitted by the Seller issuer awaiting to be accepted by the Buyer issuer.

1. Select the SFPDM Pools & Loans tab to view the number of Pools in the various stages up to Final Certification. You can apply filters to review a smaller list of Pools. The Pool IDs are links to the Pool Details screen.

NOTE: A description of the Pool stages appears in the table shown on the right.
NOTE: The chart on the right provides descriptions for the images that may appear on the Pools & Loans page.

2. Select the SFPDM Maintenance tab to view or update activity in SFPDM.

NOTE: There are three sub-tabs (Header Info, FRB Susbscriber, and Master Agreements / ACH). You can View/Edit Document Custodian and View Servicer information from the Header Info Tab; you can Add, Edit, or Delete Subscriber information from the FRB Subscriber tab; and view Principal and Interest and Taxes and Insurance Information from the Master Agreements / ACH sub-tab.

3. Select the Reports tab for generating and downloading reports. You can download the output to either PDF (the default option) or to Excel.