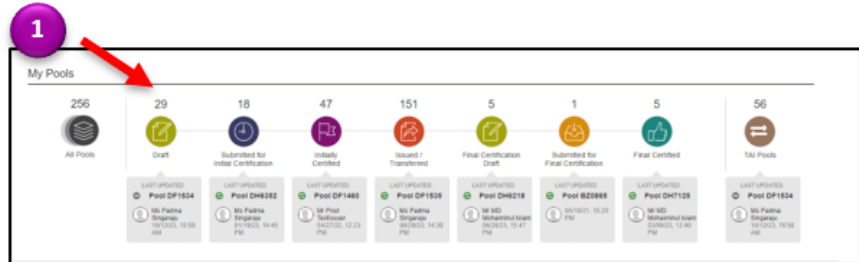


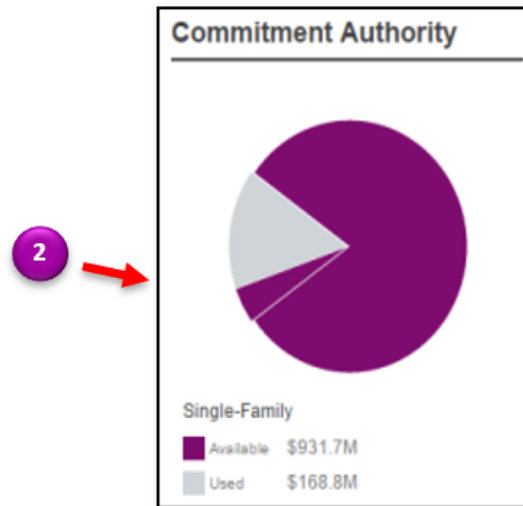
For MyGinnieMae Portal login instructions please refer to the MyGinnieMae Getting Started Manual. This Quick Reference Card provides an overview SFPDM screens and relevant components on My Dashboard tab.

NAVIGATING IN SFPDM

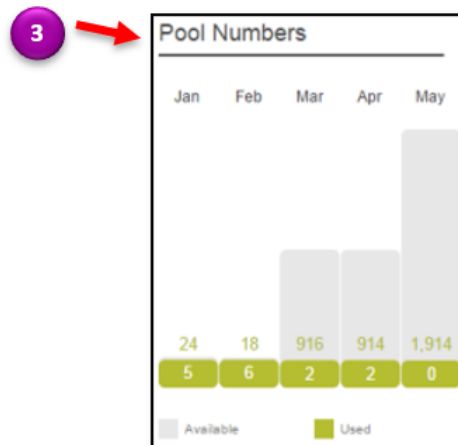
1. **My Dashboard** provides an overview of the pools assigned to you within SFPDM. **My Pools** displays the number of pools in the various phases of workflow. You can also review the user who most recently performed any activity.



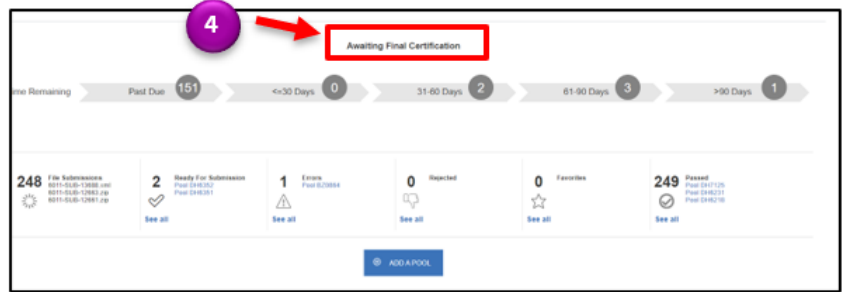
2. The **Commitment Authority** chart shows the amounts available for Single Family Pools and the amounts used. You can only view information that pertains to your organization.



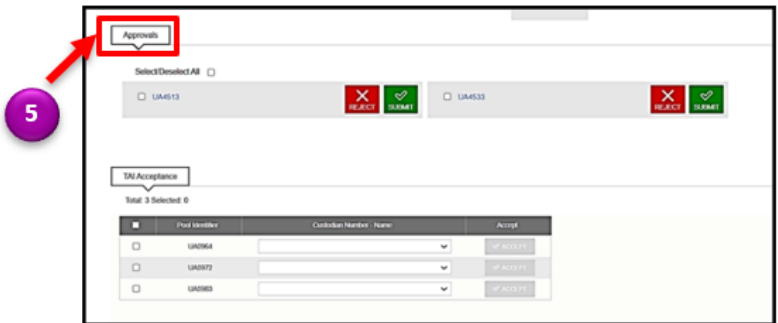
3. The **Pool Numbers** link displays the number of pools used and the number of available pool numbers in your organization



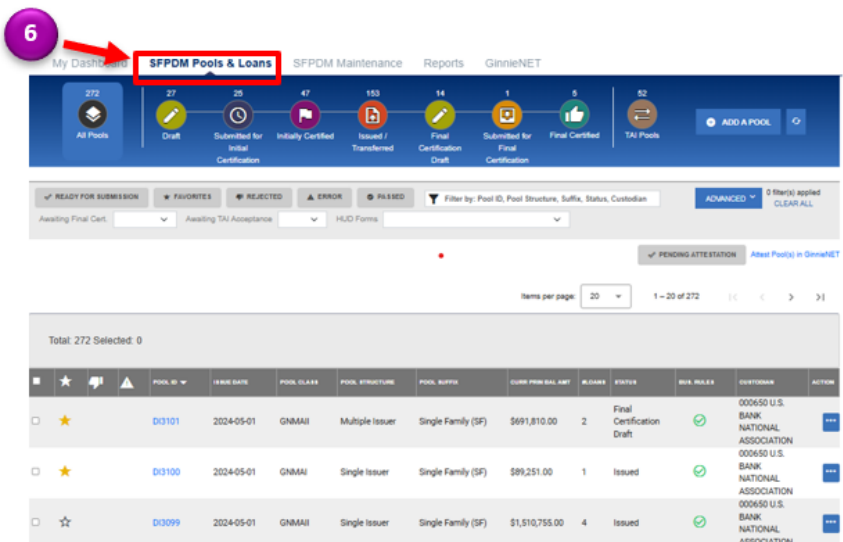
4. **Awaiting Final Certification** displays timeframes for the number of pools that need to be approved for Final Certification.



5. 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.



6. **SFPDM Pools & Loans** displays 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.



7. A description of the pool stages appears in the table shown on the right.

7

| Icon | Stage | Definition |
|------|-------------------------------------|---|
| | All Pools | Summary of all pools in all stages. |
| | Draft | Pools that have been uploaded and are in process of error resolution. Pools in this stage can be edited. |
| | Submitted for Initial Certification | Pools that have been sent to the Document Custodian for initial certification. Data cannot be edited in this stage. |
| | Initially Certified | Pools that have been initially certified by the Document Custodian. |
| | Issued/Transferred | Pools that have been issued or transferred to another issuer at the time of submission. |
| | Final Certification Draft | Pools that have been received from the Document Custodian but not yet submitted for final certification. |
| | Submitted for Final Certification | Pools that the issuer has sent to the Document Custodian for final certification. |
| | Final Certified | Pools that have been final certified by the Document Custodian. |
| | TAI Pools | Pools that are transferred at Issuance. |

8. The chart on the right provides descriptions for the images that may appear on the **Pools & Loans** page.

8

| Icon | Description | Comments |
|------|--|--|
| | New Pool Created | |
| | Edit Errors | Validation errors must be corrected before the pool can be submitted. |
| | Pool Rejected | The Document Custodian rejected the pool after it was submitted for initial certification. |
| | Favorites | Pools can be added to your list of favorites for later work. |
| | Business Rules not yet run | |
| | Business Rules passed validation | |
| | Business Rules did not pass validation | Detailed information will appear in RED font. |
| | The pool is locked for edits | Fields in the Pool Details screen are not editable. |

9. The **SFPDM Maintenance** link allows you to view or update activity in SFPDM. Note that there are three sub-tabs (Header Info, FRB Subscriber, 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.

My Dashboard SFPDM Pools & Loans **SFPDM Maintenance** Reports

Header Info FRB Subscriber Master Agreement/ACH Info

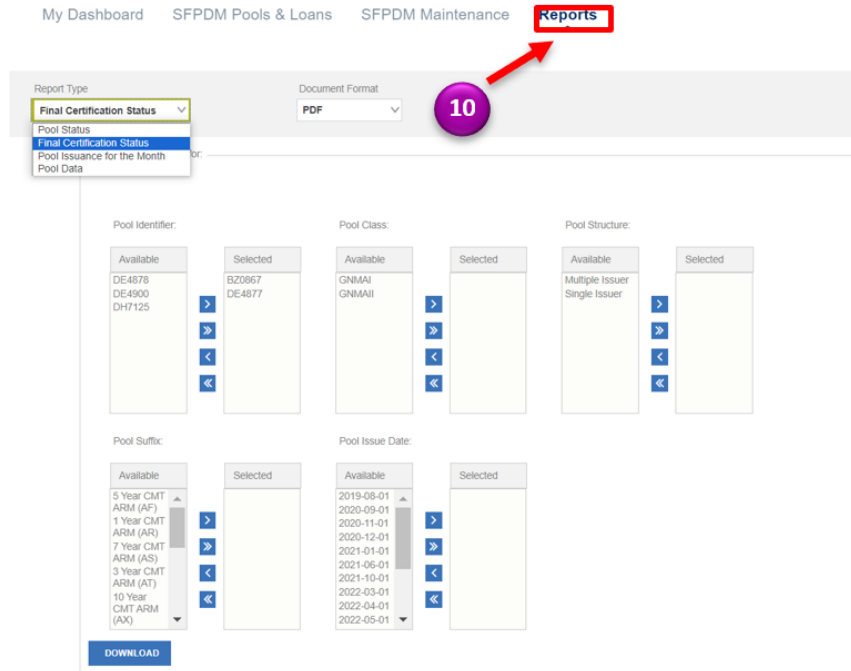
Document Custodian Updating the Document Custodian will result in creating a Secondary address and Primary address will not be affected.

| ID | NAME | ADDRESS 1 | ADDRESS 2 | CITY | STATE | ZIP CODE | EDIT |
|--------|--------------------------------|--------------------|--------------------|--------------|-------|----------|------|
| 000450 | US Bank National Association | 269 Technology Way | Building B, Unit 3 | Rocklin | CA | 95765 | |
| 000468 | US BANK NATL ASSOCIATION | 800 Same Street | Suite 12a | Hemdon | VA | 20171 | |
| 000650 | U.S. BANK NATIONAL ASSOCIATION | 7661 Bayberry Road | | Jacksonville | FL | 32256 | |

Servicer

| ID | NAME | WORK PHONE NUMBER | FAXPHONE NUMBER | EMAIL |
|-------------------|------|-------------------|-----------------|-------|
| No Data Available | | | | |

10. The **Reports** link provides options for downloading reports. You can download the output to either PDF (the default option) or to Excel.



The screenshot shows the SFPDM Reports page. At the top, there are navigation links: "My Dashboard", "SFPDM Pools & Loans", "SFPDM Maintenance", and "Reports". The "Reports" link is highlighted with a red box and a red arrow pointing to a purple circle with the number "10". Below the navigation links, there is a "Report Type" dropdown menu with options: "Final Certification Status", "Pool Status", "Final Certification Status", "Pool Issuance for the Month", and "Pool Data". The "Final Certification Status" option is selected. To the right of the "Report Type" dropdown is a "Document Format" dropdown menu with the "PDF" option selected. Below these dropdowns, there are four sets of "Available" and "Selected" lists for different criteria: "Pool Identifier", "Pool Class", "Pool Structure", "Pool Suffix", and "Pool Issue Date". Each set has a "Selected" list on the right and an "Available" list on the left, with arrows indicating the direction of selection. At the bottom of the page, there is a "DOWNLOAD" button.

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