This Quick Reference Card provides an overview of the steps required to submit a Single Family Pool for Final Certification in SFPDM.

**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 SFPDM Pools & Loans tab.

**SELECTING A POOL**

5. Select the Issued/Transferred skittle to search for the Pool that is ready for Final Certification.

6. Select the Pool ID hyperlink to display the Pool Details screen.
INITIATING FINAL CERTIFICATION

1. Select the **INITIATE FINAL CERTIFICATION** button. The Pool will be placed in a Final Certification Draft Status.

2. Select the **VALIDATE** button.

3. When the Success message displays, select the **OK** button to close the message and continue.

4. Select the **message icon** in the upper right corner of the page. Find the message that pertains to the Pool you sent for validation. The Final Certification Business Rules Validation message displays.

5. Review the **Final Certification Business Rules Validation message.** If there are errors, individual Pool or Loan records must be corrected, and business rules validation must be applied again.

6. Select the Pool ID number in the Validation message. The Pool Details Screen displays.

7. Select the **SUBMIT** button.
SUBMITTING THE POOL

1. Select the certification checkboxes.

2. Enter your four-digit PIN and six-digit SecureID Token ID.

3. Select the SUBMIT button.