This Quick Reference Card provides an overview of the steps and screens required to submit an SFPDM Pool for Initial Certification.

### 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.

### SUBMITTING FOR INITIAL CERTIFICATION

1. Select ADD A POOL to add a Pool manually or by importing an XML.
2. After adding the Pool review and edit Pool and Loans data points on the Pool Details/Loans screens.
3. Select VALIDATE and verify that the Pool Validated Successfully. Results of Validation are available through Portal notifications. If there are errors, individual Pool or Loan records must be corrected, and business rules validation must be applied again.
4. Select SUBMIT. This indicates that the Pool will be sent for Attestation in the next batch transfer of Pools.
5. Select the messages icon at the top of the page to view the results of the submission.

6. Find the message that pertains to the Pool you sent for submission.