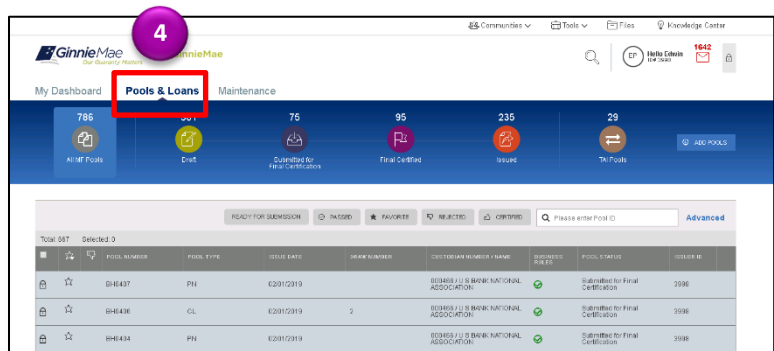


ACCESSING MFPDM

1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with your MGM credentials.
4. Select **Pools & Loans** to access the MFPDM Applications.

NOTE: The Pools & Loans Page displays a list of pools associated with the selected Issuer ID.



DATA ENTRY USERS AND AUTHORIZED SIGNER USERS

Data Entry Users and Authorized Users are able to create, update and delete pools that are in Draft status. Data Entry Users may submit pools to Authorized Signers for their review and submission to Document Custodians.

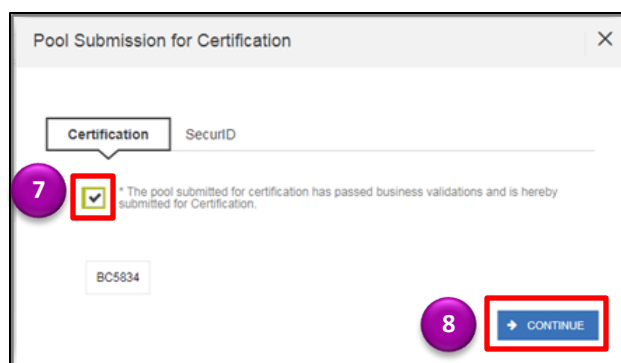
NOTE: Only Authorized Signers are able to submit a pool for certification by their Document Custodian because a SecureID Token is required.

5. Select the **Ready for Submission** quick filter on the Pools and Loans Page to identify pools that can be reviewed and submitted by an Authorized Signer.
6. Select the **Submit** button to submit the pool for Final Certification.

A Pool Submission for Certifications pop-up will display with Certification and SecurID tabs.

7. Check the box confirming the pool is being Submitted for Final Certification.
8. Select the **Continue** button.

The SecurID tab will be displayed.



9. Enter your **four-digit PIN** in the PIN field.
10. Enter your **six-digit SecurID Token number** in the SecurID field.
11. Select the **Submit** button to submit the pool.

A pop-up conforming the pool is being processed will display.

NOTE: Once the process is complete, an email notification will be sent confirming the pool was submitted successfully, or that it failed during submission. If the pool was submitted successfully, the status of the pool will be updated to 'Submitted for Final Certification' in the Pool's header and on the Pools and Loans Page. The system will return an FTN.

NOTE: Certain actions such as 'Validate' or 'Submit' are asynchronous processes and may take a few minutes to process. A notification will be sent once the process is complete. At this time users may refresh the screen by clicking the refresh icon in the Pool's header.

