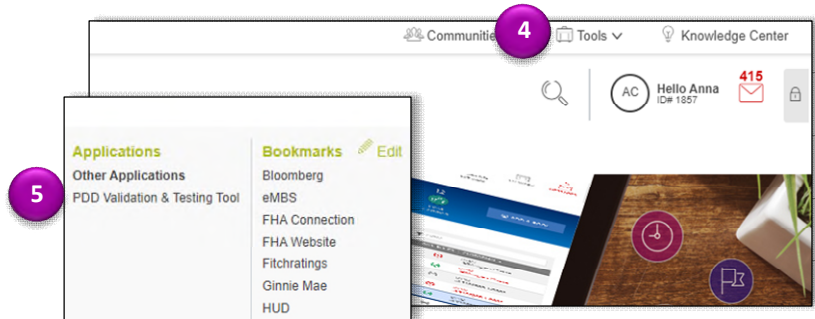


ACCESS VTT

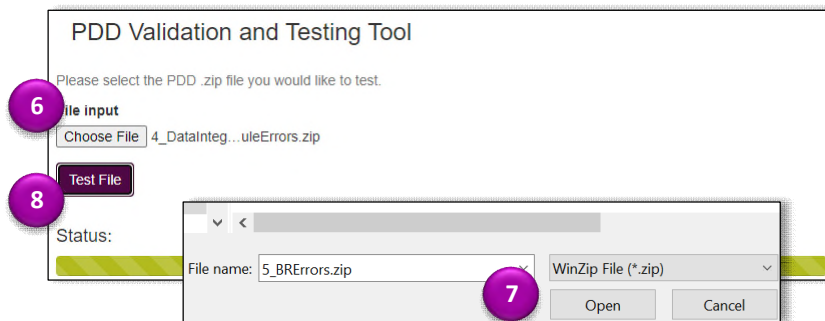
1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with you MGM credentials.
4. Select the **Tools** dropdown at the top of the Dashboard.
5. Select the **PDD Validation & Testing Tool** under Applications.



The VTT will display.

SUBMITTING A FILE THROUGH 1ST ROUND VALIDATION

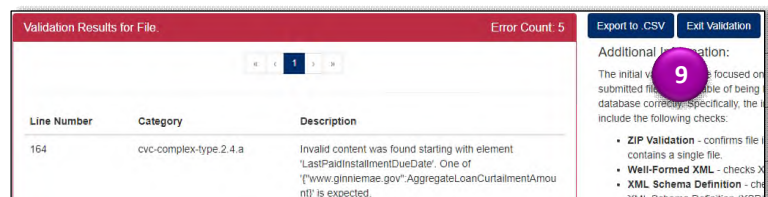
6. Select **Choose File** to select the file you would like to test.
- NOTE:** VTT requires that your file is a .zip file containing exactly **ONE XML** file.
7. Select **Open** after selecting which PDD file you would like to test.
 8. Select **Test File**.



A status bar will appear to indicate the validation and testing progress.

NOTE: If your file fails 1st round validation: This means there is an error in your XML schema or data. The results will appear and include line number, category, and description errors.

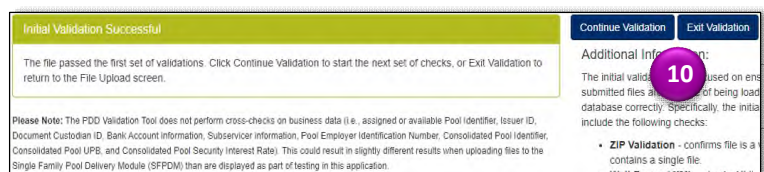
9. Select **Export to .CSV** or **Exit Validation** on the right, as necessary.



NOTE: You may fix your file and retest it using the steps above if the file fails.

NOTE: If your file passes 1st round validation: A green box indicating successful initial validation will appear

10. Select **Continue Validation** to move onto 2nd Round Validation. Select **Exit Validation** on the right, as necessary.

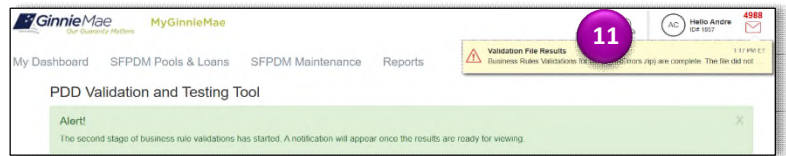


2nd ROUND VALIDATION

A notification in your inbox will appear with validation results.

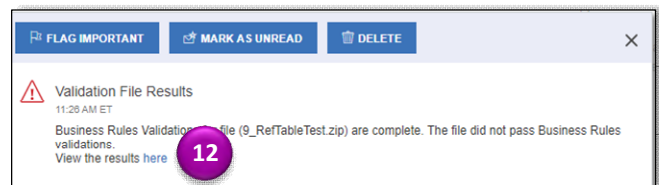
NOTE: If your file fails 2nd round validation: This means your file doesn't meet data integrity rules that weren't caught in the XML schema or it fails the business rules.

11. Select the **notification** with a red alert symbol.



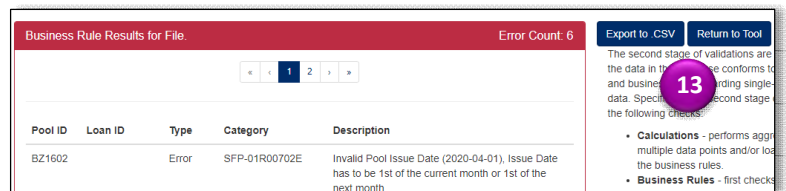
A message titled "Validation File Results" will be displayed.

12. Select **here**.



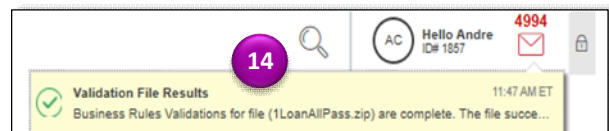
The final results will appear with Pool ID, Loan ID, Type, Category and Description.

13. Click **Export to .CSV** or **Return to Tool** on the right, as necessary. You may fix your file and retest it using the steps above if it fails.



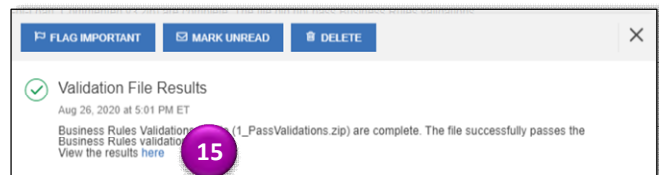
NOTE: If your file passes 2nd round validation: A notification with a green or yellow alert will appear in your inbox. A yellow alert indicates your file has passed, but with non-fatal Warnings.

14. Select the **notification**.



A message titled "Validation File Results" will be displayed.

15. Select **here**.



A green box indicating successful business rule validation will appear. **"Congratulations! Your file has successfully passed both rounds of validation in VTT."**