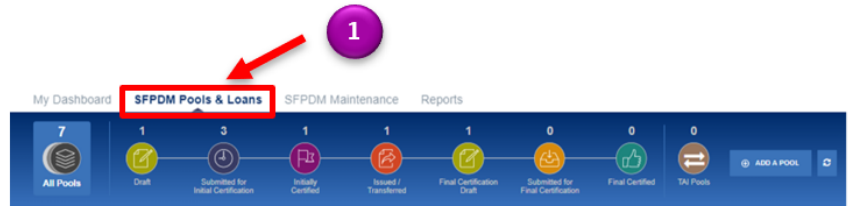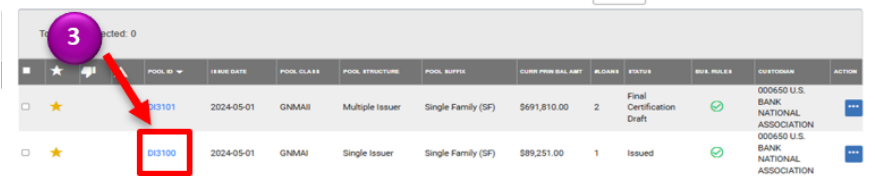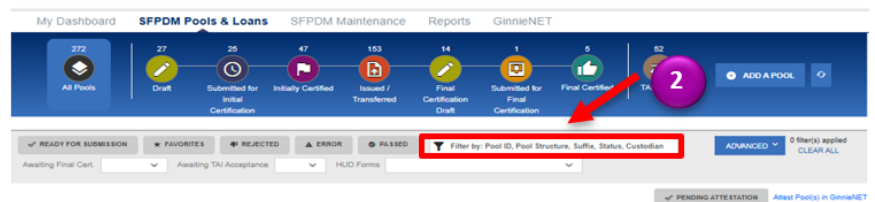This Quick Reference Card provides an overview of the steps and instructions to manually add a Loan after creating a Pool (either via Pool Import or entered manually).

1. From the **MyGinnieMae** screen, select **SFPDM Pools & Loans**.

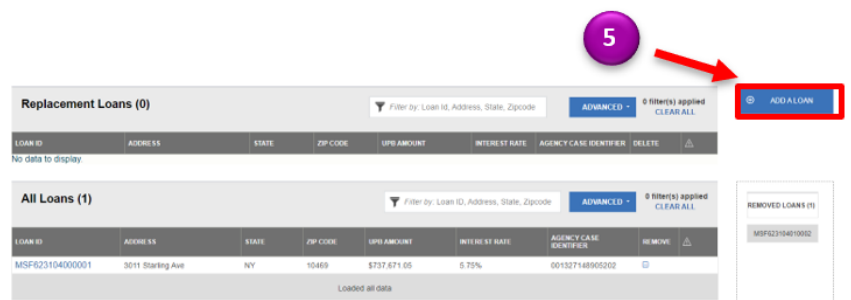## SFPDM POOLS & LOANS SCREEN

2. Search for a Pool using the Quick Filter Search.

3. Select the Pool ID link to display the Pool Details page.
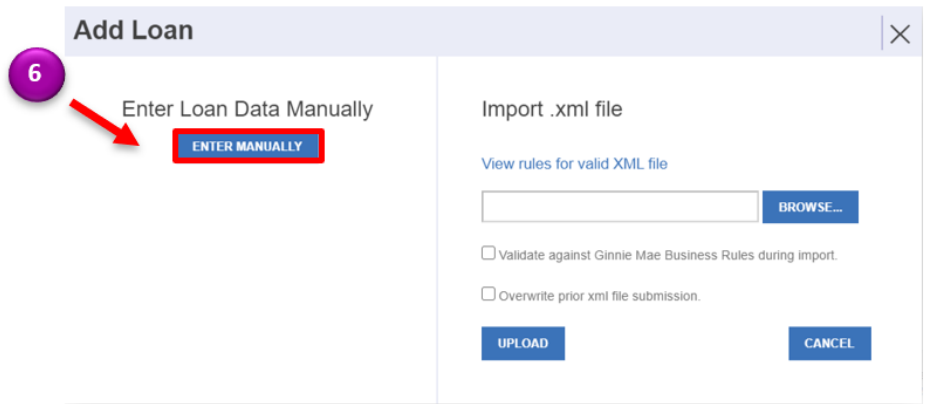

4. Select the **Loans** tab.

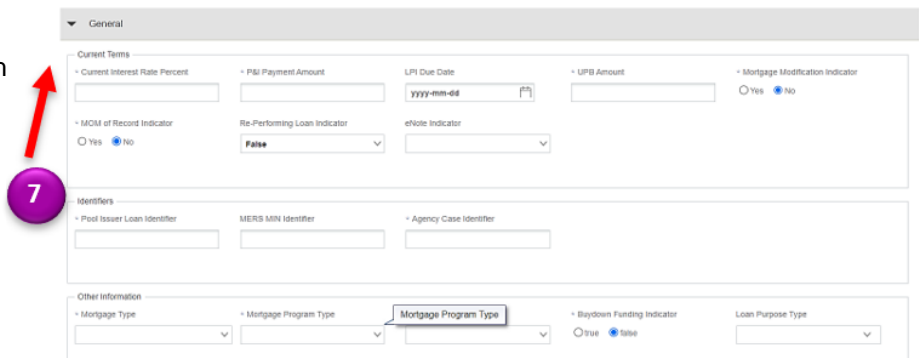5. Select the **ADD A LOAN** button next to the All Loans section.

ADD LOAN SCREEN

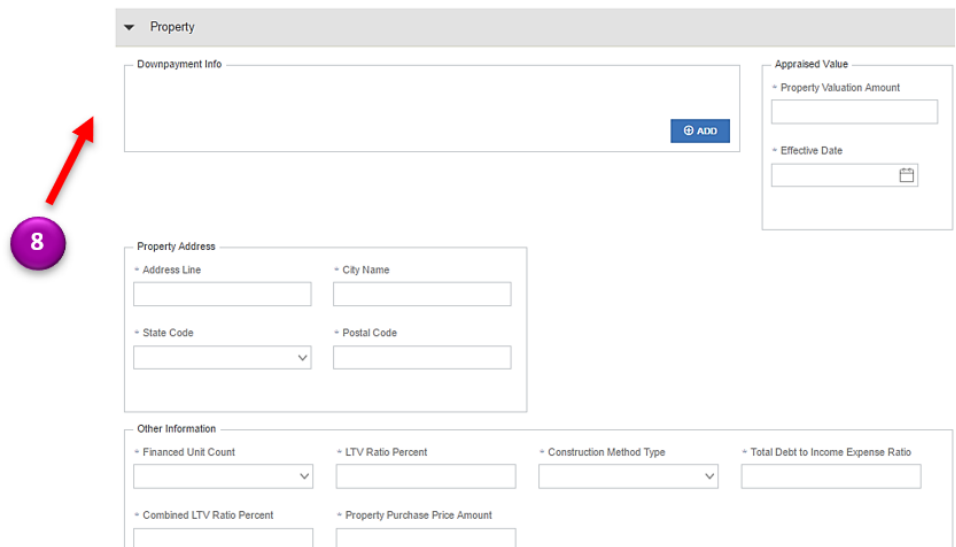**6.** Select the **ENTER MANUALLY** button.

LOAN DETAILS SCREEN

7. Complete the required fields (marked with an asterisk) in the **General** Section.
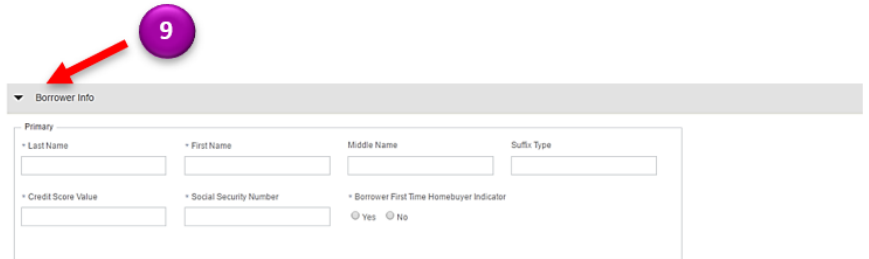
NOTE: Sections and fields on the screen are displayed conditionally based on prior selections. Additional fields as applicable should also be populated.

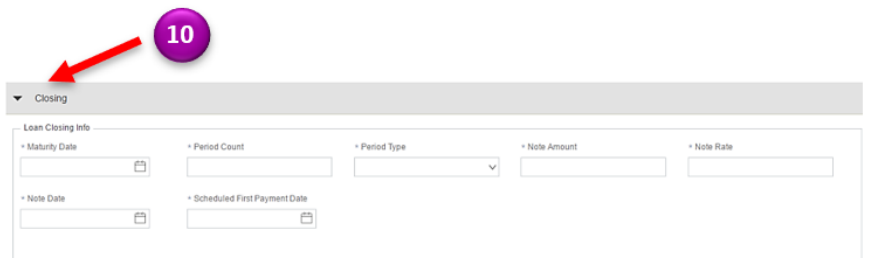**8.** Complete the required fields in the **Property** section.

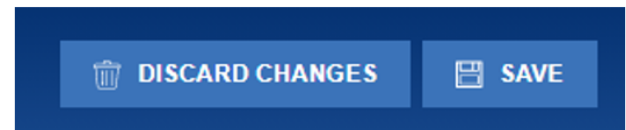9. Complete the required fields in the **Borrower Info** section.

10. Complete the required fields in the **Closing** section.

11. Select the **SAVE** button.

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