

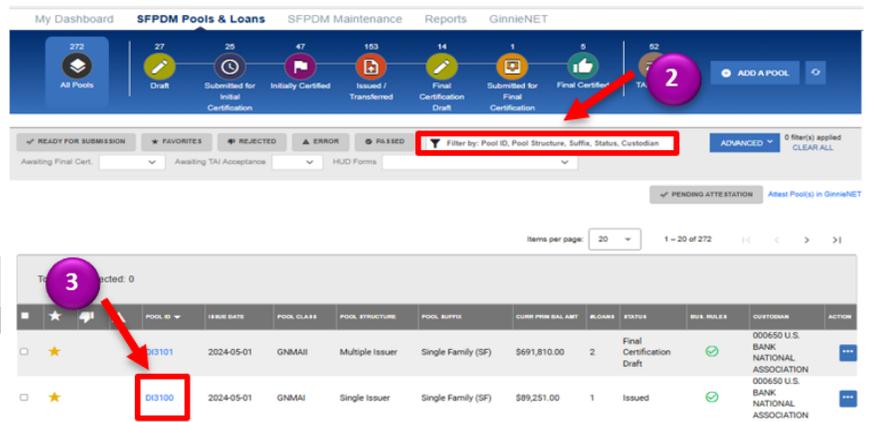
This Quick Reference Card provides an overview of the steps and instructions to manually add a Loan after creating a Pool (either via Pool Import or entered manually).

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



SFPDM POOLS & LOANS SCREEN

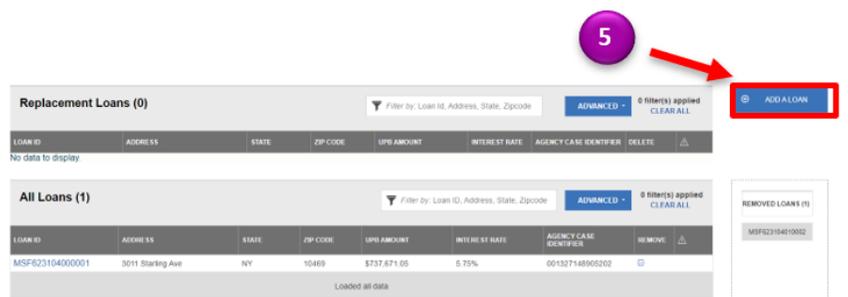
2. Search for a Pool using the Quick Filter Search.
3. Select the Pool ID link to display the Pool Details page.



4. Select the **Loans** tab.

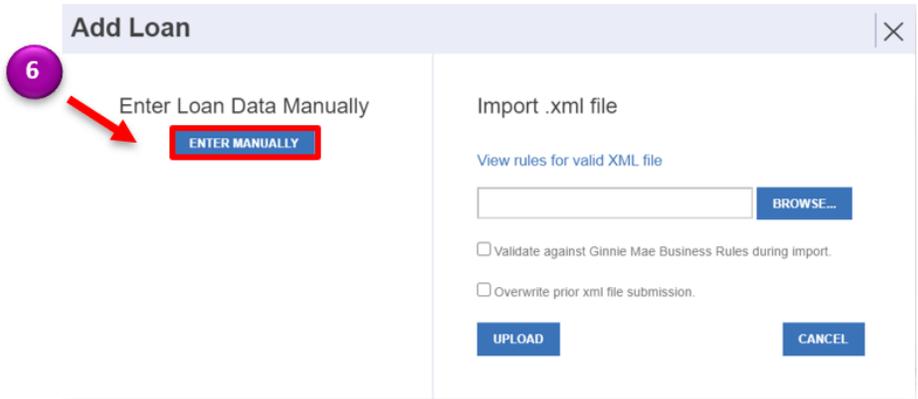


5. Select the **ADD A LOAN** button next to the All Loans section.



ADD LOAN SCREEN

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



Add Loan

Enter Loan Data Manually

ENTER MANUALLY

Import .xml file

View rules for valid XML file

BROWSE...

Validate against Ginnie Mae Business Rules during import.

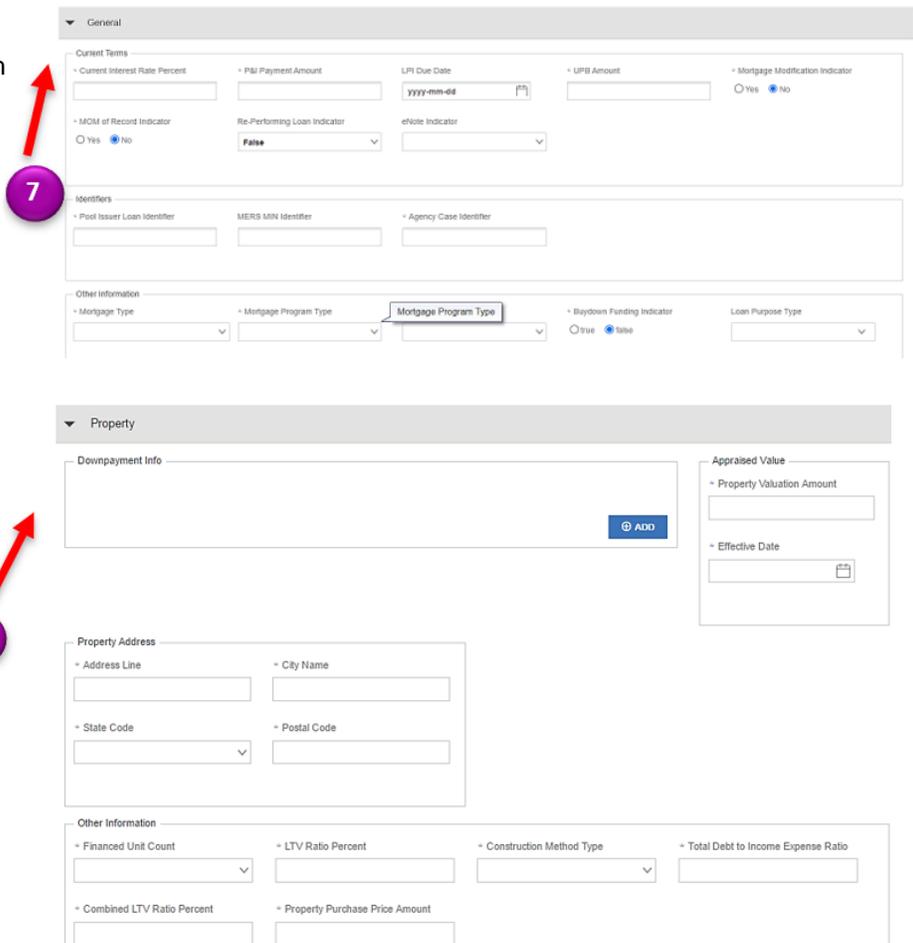
Overwrite prior xml file submission.

UPLOAD **CANCEL**

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.



General

Current Terms

* Current Interest Rate Percent * PI&I Payment Amount LPI Due Date * LPI Amount * Mortgage Modification Indicator Yes No

* MOI of Record Indicator Yes No Re-Performing Loan Indicator eNote Indicator

Identifiers

* Pool Issuer Loan Identifier MERS MIN Identifier * Agency Case Identifier

Other Information

* Mortgage Type * Mortgage Program Type * Mortgage Program Type * Buydown Funding Indicator true false Loan Purpose Type

Property

Downpayment Info

ADD

Appraised Value

* Property Valuation Amount

* Effective Date

Property Address

* Address Line * City Name

* State Code * Postal Code

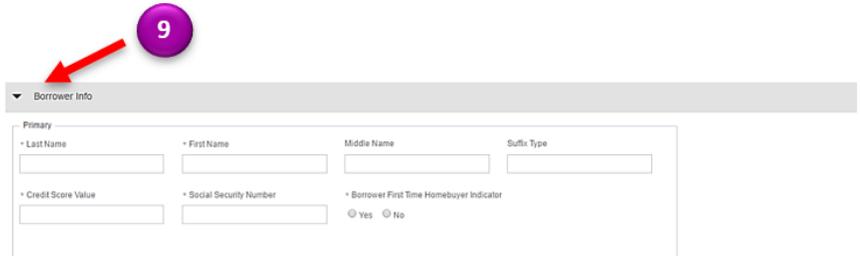
Other Information

* Financed Unit Count * LTV Ratio Percent * Construction Method Type * Total Debt to Income Expense Ratio

* Combined LTV Ratio Percent * Property Purchase Price Amount

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

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

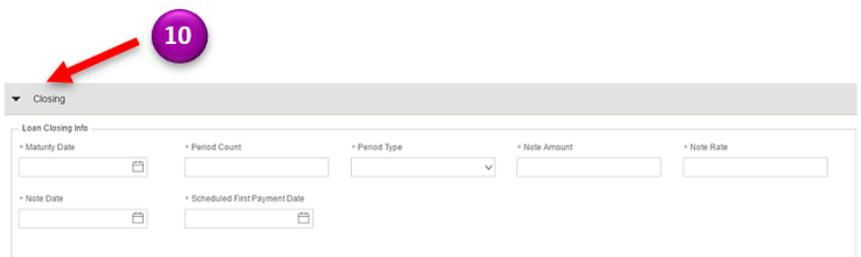


Borrower Info

Primary

* Last Name	* First Name	Middle Name	Suffix Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Credit Score Value	* Social Security Number	* Borrower First Time Homebuyer Indicator	
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	

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

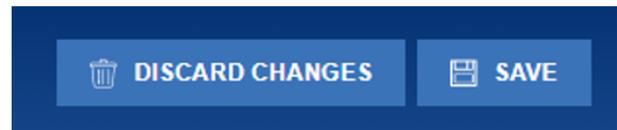


Closing

Loan Closing Info

* Maturity Date	* Period Count	* Period Type	* Note Amount	* Note Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Note Date	* Scheduled First Payment Date			
<input type="text"/>	<input type="text"/>			

11. Select the **SAVE** button.



11

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