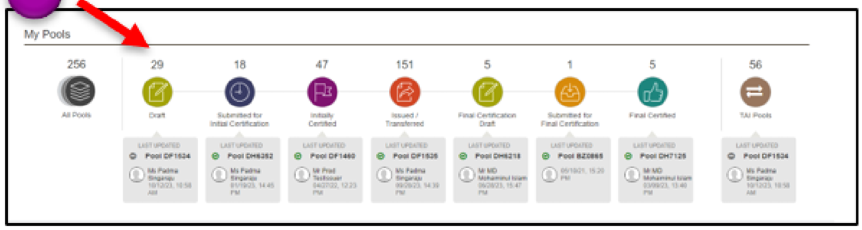
Navigating in SFPDM

SFPDM QUICK REFERENCE CARD

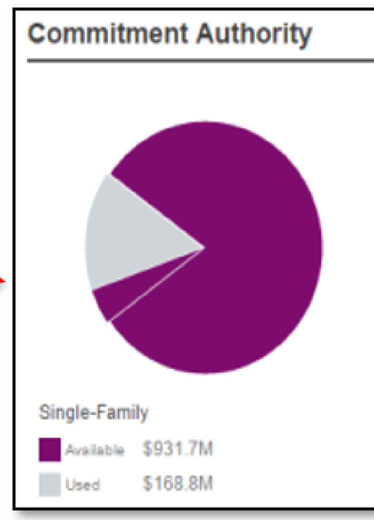
For MyGinnieMae Portal login instructions please refer to the MyGinnieMae Getting Started Manual. This Quick Reference Card provides an overview SFPDM screens and relevant components on My Dashboard tab.

NAVIGATING IN SFPDM

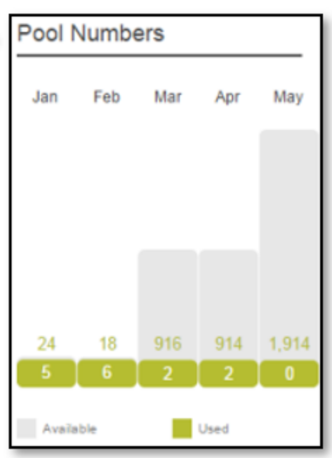
1. **My Dashboard** provides an overview of the pools assigned to you within SFPDM. **My Pools** displays the number of pools in the various phases of workflow. You can also review the user who most recently performed any activity.



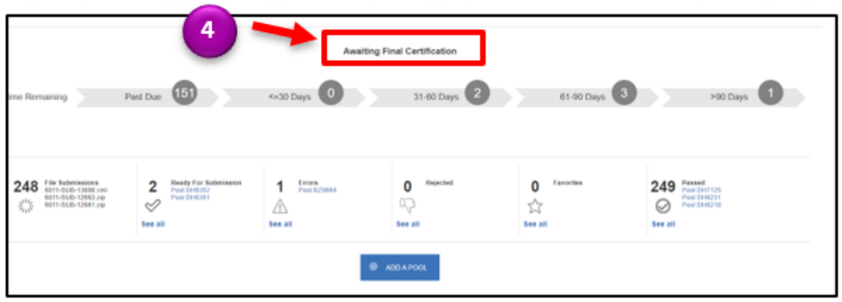
2. The **Commitment Authority** chart shows the amounts available for Single Family Pools and the amounts used. You can only view information that pertains to your organization.



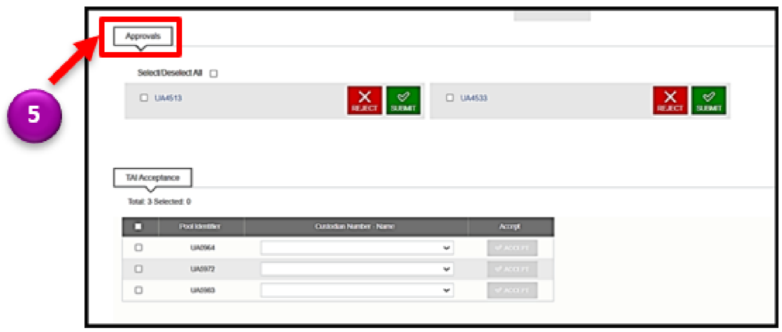
3. The **Pool Numbers** link displays the number of pools used and the number of available pool numbers in your organization



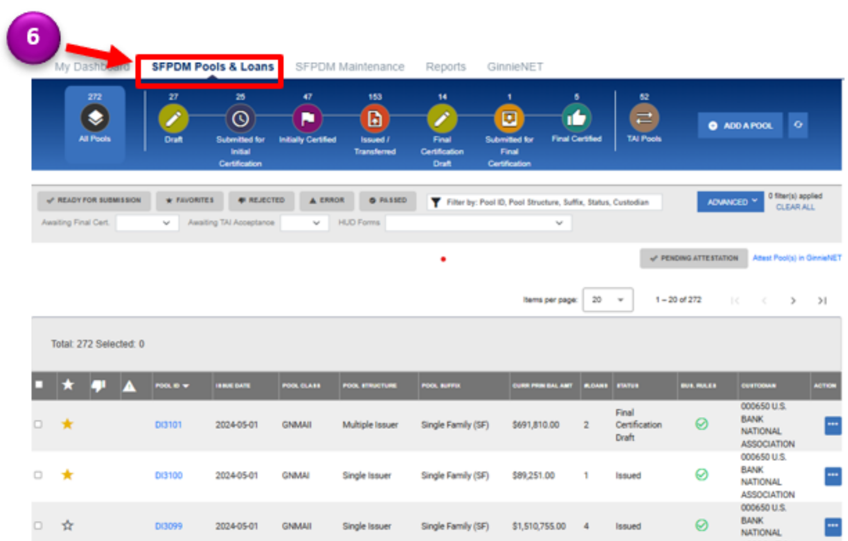
4. **Awaiting Final Certification** displays timeframes for the number of pools that need to be approved for Final Certification.



5. The **Approvals** section displays the pools submitted by the Data entry user-pending to be Approved or Rejected by the Authorized Signer. The TAI Acceptance section displays the pools submitted by the Seller issuer awaiting to be accepted by the Buyer issuer.



6. **SFPDM Pools & Loans** displays the number of pools in the various stages up to Final Certification. You can apply filters to review a smaller list of pools. The Pool IDs are links to the Pool Details screen.



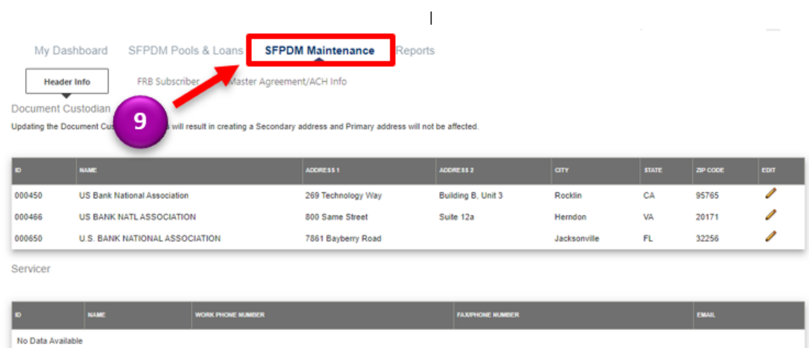
7. A description of the pool stages appears in the table shown on the right.

Icon	Stage	Definition
	All Pools	Summary of all pools in all stages.
	Draft	Pools that have been uploaded and are in process of error resolution. Pools in this stage can be edited.
	Submitted for Initial Certification	Pools that have been sent to the Document Custodian for initial certification. Data cannot be edited in this stage.
	Initially Certified	Pools that have been initially certified by the Document Custodian.
	Issued/Transferred	Pools that have been issued or transferred to another issuer at the time of submission.
	Final Certification Draft	Pools that have been received from the Document Custodian but not yet submitted for final certification.
	Submitted for Final Certification	Pools that the issuer has sent to the Document Custodian for final certification.
	Final Certified	Pools that have been final certified by the Document Custodian.
	TAI Pools	Pools that are transferred at Issuance.

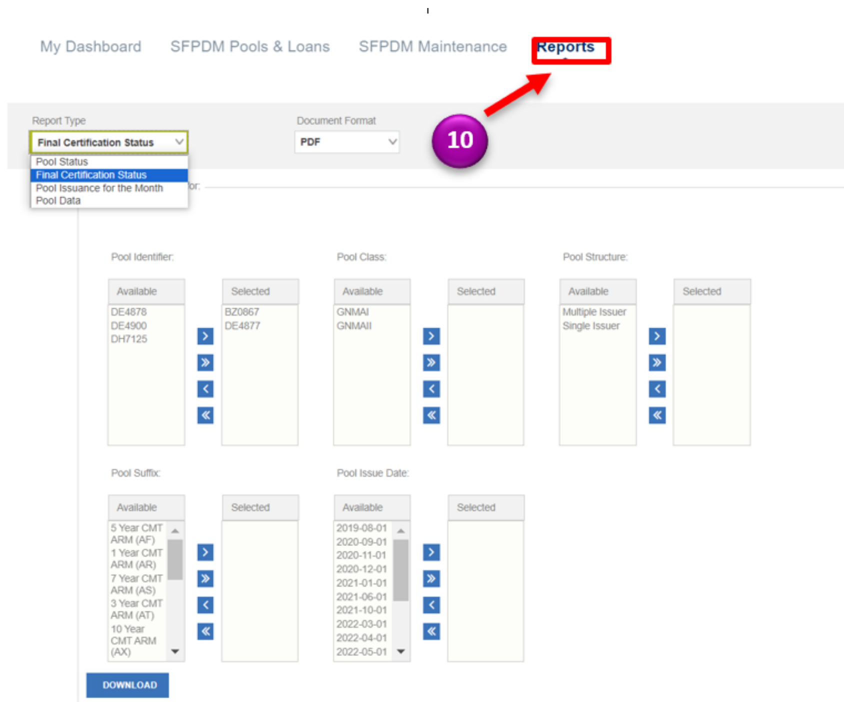
8. The chart on the right provides descriptions for the images that may appear on the **Pools & Loans** page.

Icon	Description	Comments
	New Pool Created	
	Edit Errors	Validation errors must be corrected before the pool can be submitted.
	Pool Rejected	The Document Custodian rejected the pool after it was submitted for initial certification.
	Favorites	Pools can be added to your list of favorites for later work.
	Business Rules not yet run	
	Business Rules passed validation	
	Business Rules did not pass validation	Detailed information will appear in RED font.
	The pool is locked for edits	Fields in the Pool Details screen are not editable.

9. The **SFPDM Maintenance** link allows you to view or update activity in SFPDM. Note that there are three sub-tabs (Header Info, FRB Susbscriber, and Master Agreements / ACH). You can View/Edit Document Custodian and View Servicer information from the Header Info Tab; you can Add, Edit, or Delete Subscriber information from the FRB Subscriber tab; and view Principal and Interest and Taxes and Insurance Information from the Master Agreements / ACH sub-tab.



10. The **Reports** link provides options for downloading reports. You can download the output to either PDF (the default option) or to Excel.



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