

Pool Submission Methods in MFPDM

ISSUER QUICK REFERENCE CARD

ACCESSING MFPDM

- 1. Navigate to MyGinnieMae via <u>https://my.ginniemae.gov</u>.
- 2. Select Login.
- 3. Login with you 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.



POOL SUBMISSION METHODS

Users have the option to submit Pools from various locations in the MFPDM application.

Pools & Loans – Checkbox

Users can submit a single pool or multiple pools in bulk from the Pools & Loans page.

- 1. Select the **checkbox(es)** next to the pool(s) you would like to submit.
- 2. Select the **Submit** button from the table header once the pools are selected.

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	READY FOR SUBMISSION @ PASSED * FAVORITE ? REJECTED									
	Total: 6	51 Selected	2 POOL NUMBER	POOL TYPE	ISSUE DATE	DRAW NUMBER	CUSTODIA			
8	z	*	BC5849	CL	02/01/2018	2	000466 / ASSOCIA			
ť	9	*	BC6063	LM	11/01/2017		000466 / I ASSOCIA			
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í	8	ជ	BE3431	CS	01/01/2018	2	000466 / ASSOCIA			

Pools & Loans – Row Action

- 1. Select the **ellipsis** button on the right side of a pool.
- 2. Select the Submit button.





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Pool Details

1. Select the Pool number from the Pool list.

The Pool Details page will display.

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My	Dashboard	Pools 8	Loans Mai	ntenance					
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	All ME Post		Dret	Submitted for Final Centricate	n Final Certified	losued		TAI Pools	@ A0 400S
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Tota	al. 687 Select	ed:0							
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SUBMIT

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✓ VALIDATE

2

+ MORE ...

- 2. Select the **Validate** button to validate the pool.
- 3. Select the **Submit** button once the pool is validated to submit the pool.



- Draw History Details
- 1. Select the Pool number from the Pool list.

The Pool Details page will display.

2. Select **Draw History Details** to open the Draw History Details page.

The Draw History Details page will display.

- 3. Select the **Validate** button to validate the pool.
- 4. Select the **Submit** button once the pool is validated to submit the pool.



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