

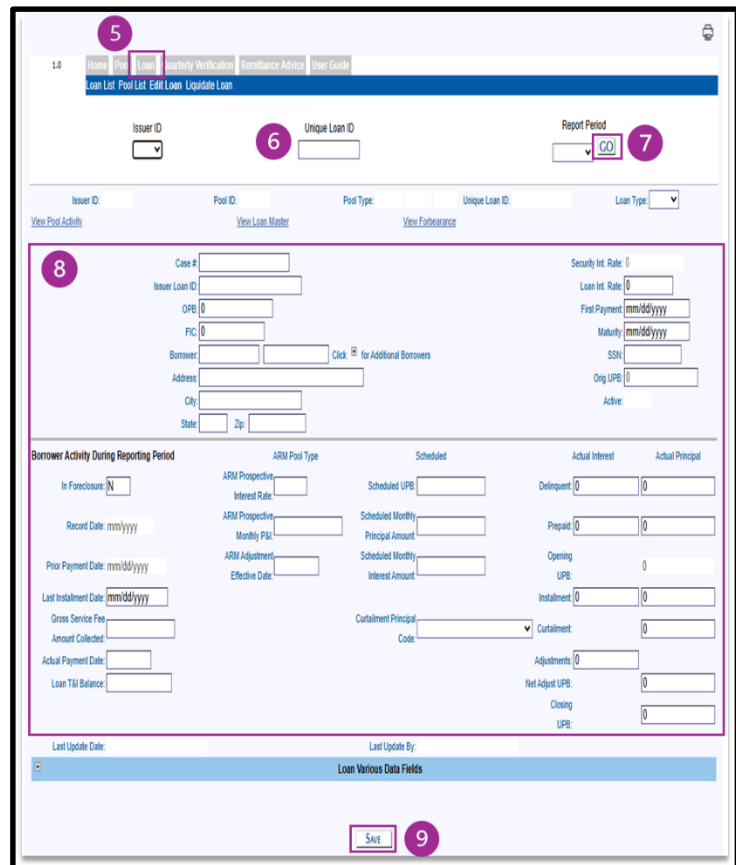
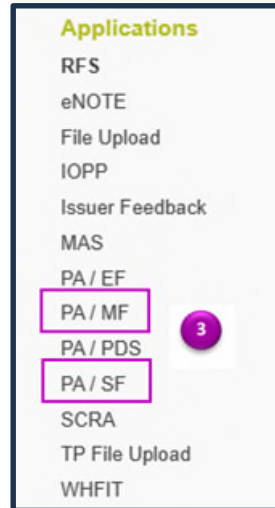
# REPORTING LOAN ACTIVITY

## ISSUER LOAN ACTIVITY QUICK REFERENCE CARD

### REPORTING LOAN ACTIVITY

1. Log in to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select the **Tools** dropdown at the top of the Dashboard.
3. Select **PA/MF** for Pool Accounting – Multifamily or **PA/SF** for Pool Accounting – Single Family.
4. The Home screen will display, which includes tabs for **Pool, Loan, Quarterly Verification, Remittance Advice** and **User Guide**.
5. Click on **Loan Tab**, the **Loan Activity Screen** is displayed.
6. Enter **Unique Loan ID** and select **Reporting Period** (Reporting Period defaults to current month).
7. Click **GO**.
8. Enter data as applicable in the following editable fields. Editable fields have a black border.
  - \*Effective September 1, 2024.
  - a. Case Number
  - b. Issuer Loan ID
  - c. OPB
  - d. FIC
  - e. Loan Interest Rate
  - f. First Payment Date
  - g. Maturity Date
  - h. Foreclosure Flag
  - i. Last Paid Installment
  - j. Gross Service Fee Amount Collected\*
  - k. Actual Payment Date\*
  - l. T&I Balance
  - m. ARM Prospective Interest Rate, if SF ARM\*
  - n. ARM Prospective Monthly P&I, if SF ARM\*
  - o. ARM Adjustment Effective Date, if SF ARM\*
  - p. Scheduled UPB\*
  - q. Scheduled Monthly Principal Amount\*
  - r. Scheduled Monthly Interest Amount\*
  - s. Curtailment Principal Code\*
  - t. Delinquent P&I
  - u. Prepaid P&I
  - v. Actual Installment Collected
  - w. Actual Principal Collected
  - x. Curtailment
  - y. Adjustments
  - z. Net Adjust UPB
  - aa. Closing UPB

9. Click **Save** button when you have completed all entries.



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10. A pop-up box will appear.
11. Click **OK** to save or click **Cancel** to return to Loan Activity screen.

**LOAN RECORD FIELDS AND LIST OF EXCEPTIONS ARE INCLUDED IN [APPENDIX VI-19](#) ISSUER MONTHLY REPORT OF POOL AND LOAN DATA.**

