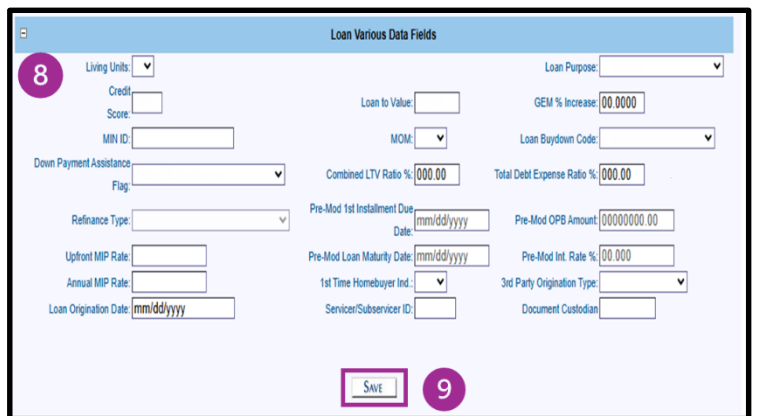
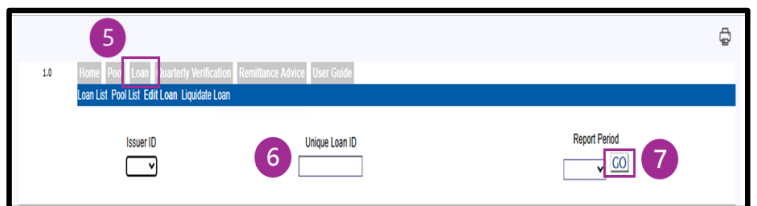
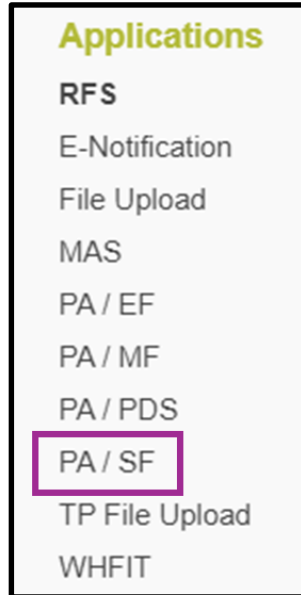
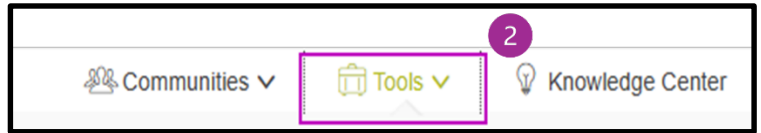


REPORTING VARIOUS ACTIVITY SINGLE FAMILY/MANUFACTURED HOUSING

ISSUER LOAN ACTIVITY QUICK REFERENCE CARD

REPORTING VARIOUS ACTIVITY SINGLE FAMILY

1. Log in to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select the **Tools** dropdown at the top of the Dashboard.
3. Click on **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**. Expand Various Field at the bottom of the page.
 - a. Living Units
 - b. Credit Score
 - c. MIN ID
 - d. Down Payment Assistance Flag
 - e. Refinance Type
 - f. Upfront MIP Rate
 - g. Annual MIP Rate
 - h. Loan Origination Date
 - i. Loan to Value
 - j. MOM
 - k. Combined LTV Ratio %
 - l. Pre-Mod 1st Installment Due Date
 - m. Pre-Mod Loan Maturity Date
 - n. 1st Time Homebuyer Ind
 - o. Servicer/Subservicer ID*
 - p. Loan Purpose
 - q. GEM % Increase
 - r. Loan Buydown Code
 - s. Total Debt Expense Ratio %
 - t. Pre-Mod OPB Amount
 - u. Pre-Mod Int Rate %
 - v. 3rd Party Origination Type
 - w. Document Custodian*
9. Click **Save** button when you have completed all entries.



REPORTING VARIOUS ACTIVITY SINGLE FAMILY/MANUFACTURED HOUSING

ISSUER LOAN ACTIVITY QUICK REFERENCE CARD

10. A pop-up box will appear.

11. Click **OK** to save or click **Cancel** to return to Loan Activity screen.

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

