REPORTING VARIOUS ACTIVITY SINGLE FAMILY/MANUFACTURED HOUSING ISSUER LOAN ACTIVITY QUICK REFERENCE CARD

MAS

PA/EF

PA/MF

PA/PDS

TP File Upload

PA / SF

WHFIT

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.
- Enter data as applicable in the following editable fields. Editable fields have a black border.
 * Effective September 1, 2024.
 - 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 %
 - I. 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.



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Upfront MIP Rate	E	Pre-Mod Loan Maturity Date: mm/dd/yyyy	Pre-Mod Int. Rate %: 00.000
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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.

VARIOUS RECORD FIELDS AND LIST OF EXCEPTIONS ARE INCLUDED IN <u>APPENDIX VI-</u> <u>19</u> ISSUER MONTHLY REPORT OF POOL AND LOAN DATA.

Message from webpage	Х
Click OK to Save the Record Or, click Cancel to make Corrections before Saving the Record.	
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