REPORTING VARIOUS ACTIVITY MULTIFAMILY

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/MF for Pool Accounting – Multifamily.**

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.*

8.
   a. Loan to Value
   b. MIN ID
   c. MOM
   d. Debt Service Ratio
   e. Servicer/Subservicer ID*

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

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.