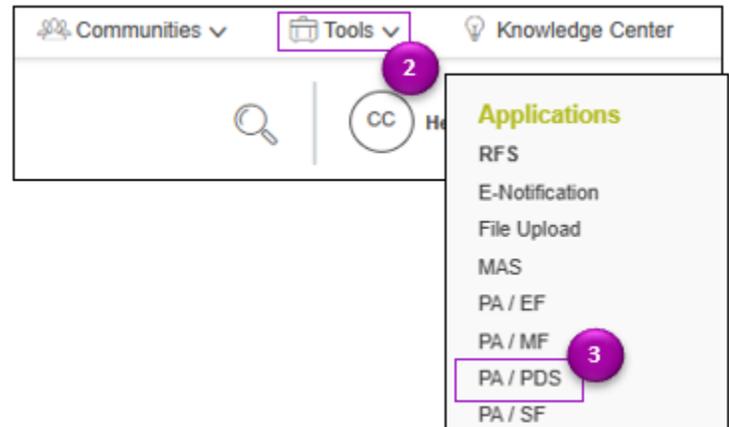


Single Family Issuers with defaulted loans must report on those loans each month. This may be done by providing Payment Default Status (PDS) data via the monthly Reporting and Feedback System (RFS) file upload or by manually entering the loan activity in the PDS system. This Quick Reference Card provides the steps needed to manually report Payment Default Status (PDS) records in MyGinnieMae.

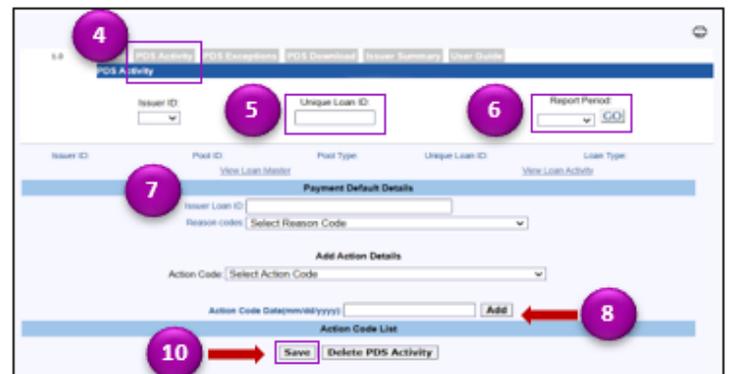
### Manually Reporting PDS Loan Activity

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/PDS for Payment Default Status**.



The Home screen will display which includes tabs for PDS Activity, PDS Exceptions, PDS Download and Issuer Summary.

4. Click on **PDS Activity**, the **PDS Activity Screen** is displayed.
5. Enter **Unique Loan ID**.
6. Select **Reporting Period** (Reporting Period defaults to current month). Click **GO**.
7. In the Payment Default Details section of the page, enter data as applicable in the following editable fields:
  - a) **Issuer Loan ID** (should populate automatically)
  - b) **Reason Codes** (select from dropdown)
  - c) **Action Code** (select from dropdown, maximum of 20 per loan)
  - d) **Action Code Date** (mm/dd/yyyy, an action code date must be specified for each action code reported)
8. Click **Add** button when you have completed all entries.
9. A pop-up box will appear. Click **OK**.
10. Click **Save** to save the PDS activity.
11. A pop-up box will appear. Click **OK**.



**NOTE:** Editable fields have a black border.

**NOTE:** Loan Record Fields and List of Exceptions are detailed in [Appendix VI-22](#) which provides the requirements for the Reporting and Feedback System (RFS) Single Family Issuer monthly Payment Default Status (PDS) loan level reporting.