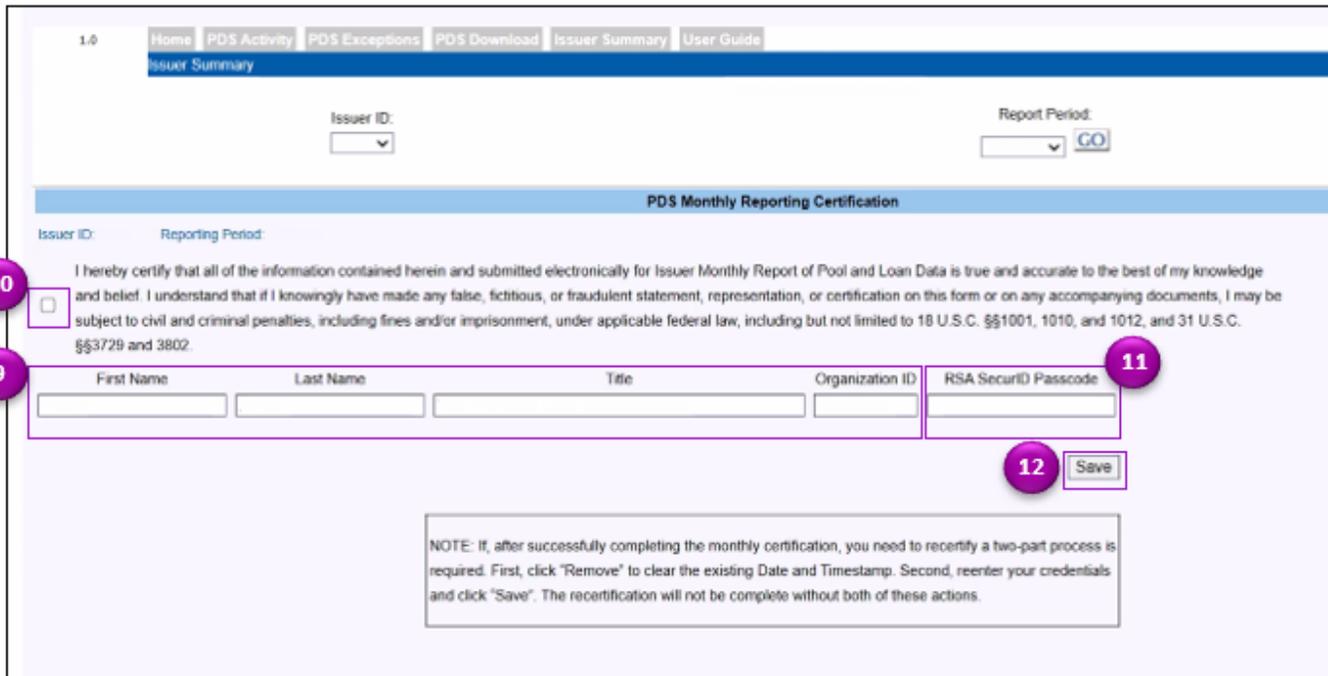All Single Family Issuers are required to submit a certification of Payment Default Status (PDS) data each month. After providing PDS data via Reporting and Feedback System (RFS) file upload or via manually entry in the PDS system, Single Family Issuers may follow the steps in this Quick Reference Card to certify the data.

Submitting Monthly PDS Certification

1. Log in to MyGinnieMae via https://my.ginniemae.gov.

2. Select the **Tools** dropdown at the top of the Dashboard.

3. Select **PA/PDS** (Pool Accounting/Payment Default Status) under Applications. MGM will open.

4. Select **Issuer Summary** menu tab.

5. Select **GO**.

6. Review the information displayed on the **Issuer Summary** screen.

7. Select the **Monthly Certification** link to add a new Certification.
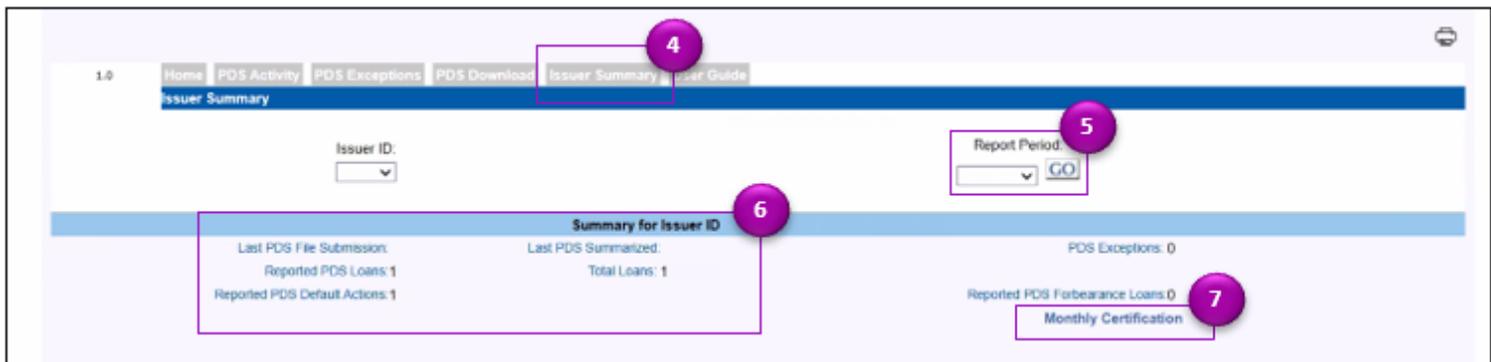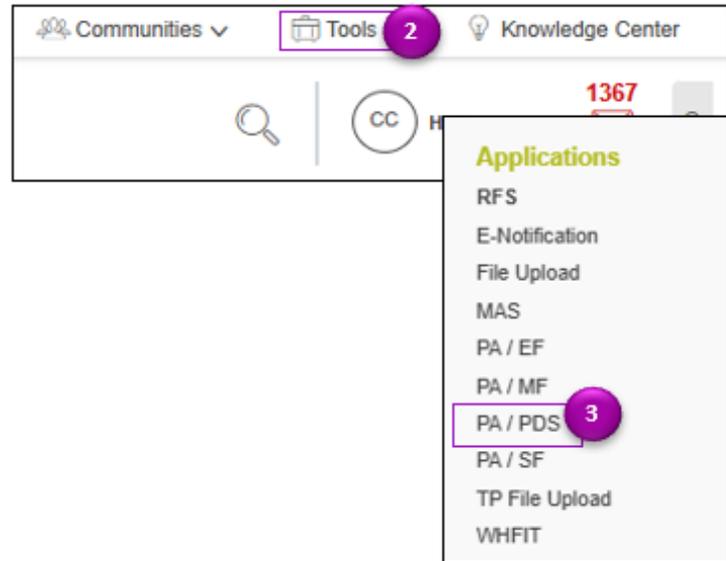
8. A pop-up box will be displayed instructing the user to complete the form and click **Save**. Select **OK**.

9. Verify the information displayed in the Name, Title and Organization ID fields is accurate.

10. Click the **check box** located to the left of the Certification statement to indicate your agreement.

11. Enter your **RSA SecurID Passcode** value.

12. Select **Save** to save your PDS Monthly Certification.

13. A pop-up box will say "Monthly Reporting Certification Saved." Click **OK**.

NOTE: The PDS Monthly Certification information will be displayed. If needed for internal record keeping, the user may print or save a screen print for audit purposes.