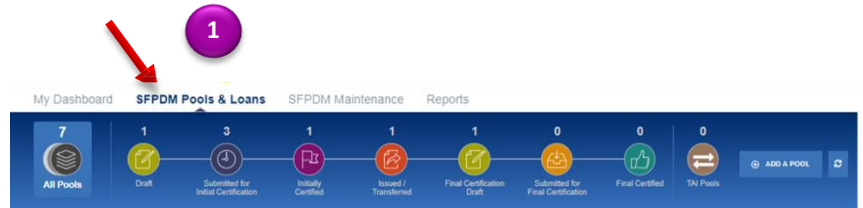


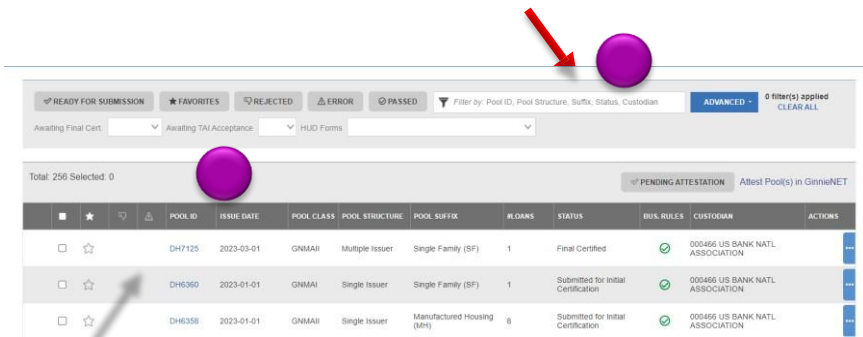
This Quick Reference Card provides an overview of the steps and instructions to manually add a Loan after creating a Pool (either via Pool Import or entered manually).

1. From the **MyGinnieMae** screen, select **SFPDM Pools & Loans**.

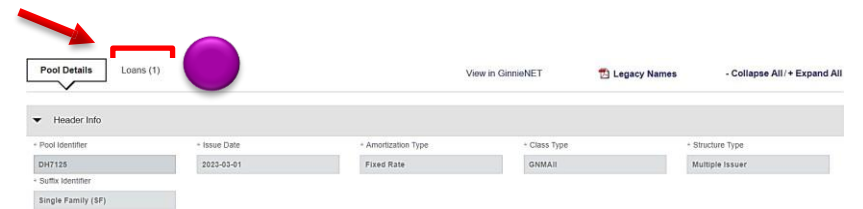


SFPDM POOLS & LOANS SCREEN

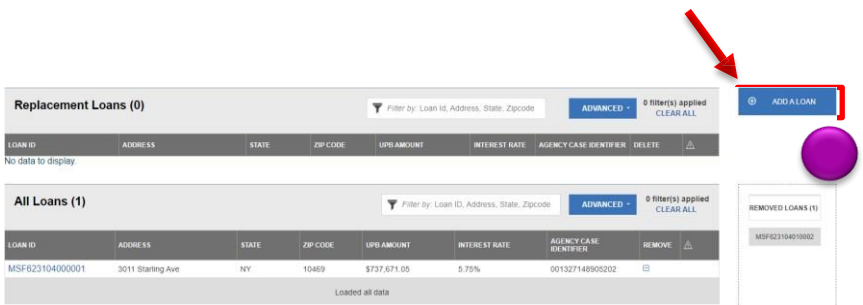
2. Search for a Pool using the Quick Filter Search.
3. Select the Pool ID link to display the Pool Details page.



4. Select the **Loans** tab.

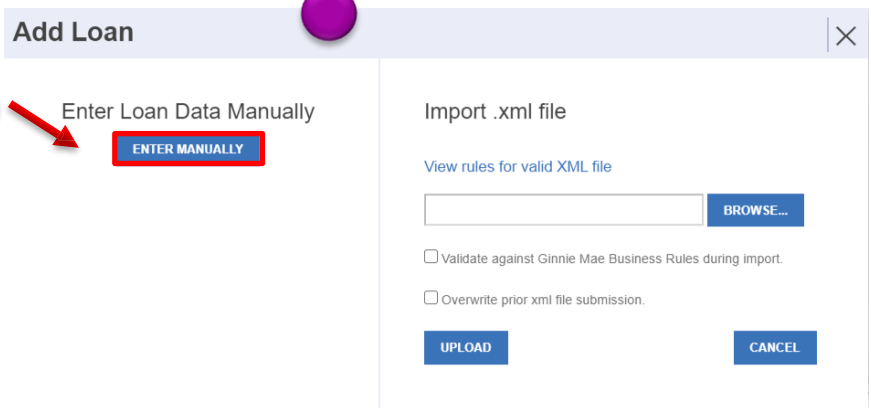


5. Select the **ADD A LOAN** button next to the All Loans section.



ADD LOAN SCREEN

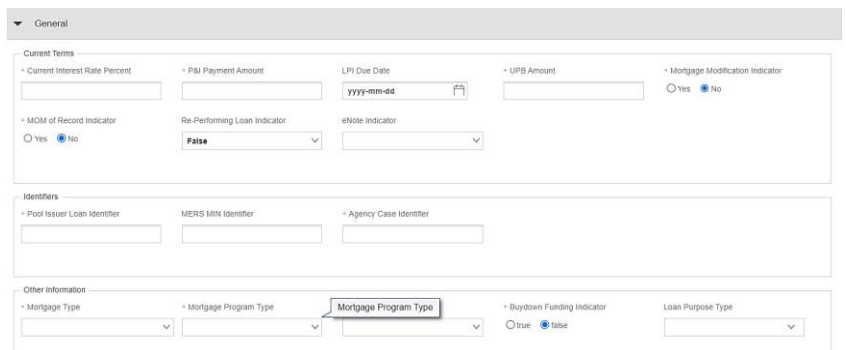
6. Select the **ENTER MANUALLY** button.



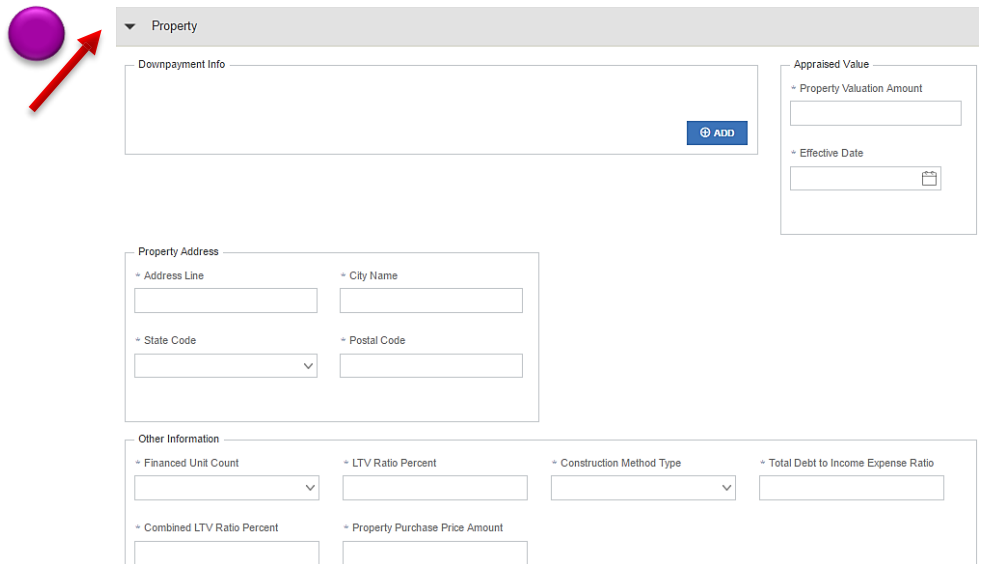
LOAN DETAILS SCREEN

7. Complete the required fields (marked with an asterisk) in the **General** Section.

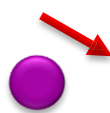
NOTE: Sections and fields on the screen are displayed conditionally based on prior selections. Additional fields as applicable should also be populated.



8. Complete the required fields in the **Property** section.



9. Complete the required fields in the **Borrower Info** section.



▼ Borrower Info

Primary

* Last Name	* First Name	Middle Name	Suffix Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Credit Score Value	* Social Security Number	* Borrower First Time Homebuyer Indicator	
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	

10. Complete the required fields in the **Closing** section.



▼ Closing

Loan Closing Info

* Maturity Date	* Period Count	* Period Type	* Note Amount	* Note Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Note Date	* Scheduled First Payment Date			
<input type="text"/>	<input type="text"/>			

11. Select the **SAVE** button.



For assistance contact **Ginnie Mae Customer Support** at 1-833-GNMA HELP / 1-833-466-2435 or askGinnieMae@hud.gov.