QRC SFPDM - 2.16.6

0

0

0

000466 US BAI

000466 US BANK NAT

000466 US BANK NAT

SFPDM QUICK REFERENCE CARD



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).

DH7125 2023-03-01

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.



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



ADD LOAN SCREEN



QRC SFPDM - 2.16.6

SFPDM QUICK REFERENCE CARD

6. Select the ENTER MANUALLY button. Add Loan \times Enter Loan Data Manually Import .xml file ENTER MANUALLY View rules for valid XML file BROWSE... LOAN DETAILS SCREEN Ualidate against Ginnie Mae Business Rules during import Overwrite prior xml file submission. 7. Complete the required fields (marked with an asterisk) in the General Section. CANCEL NOTE: Sections and fields on the screen are displayed conditionally based on prior selections. Additional fields as applicable LPI Due Da O Yes INO yyyy-mm should also be populated. MOM of F O Yes ON False Pool Issuer Loa MERS MIN Identifier Agency Case Identifie Mortgage Program Type O true
false Property 8. Complete the required fields in the inpayment Info Appraised Value Property section. * Property Valuation Amount 🕀 ADD Effective Date <u>**</u> Property Address Address Line * City Name * State Code Postal Code Other Information * Financed Unit Count * LTV Ratio Percent * Construction Method Type * Total Debt to Income Expense Ratio \sim * Combined LTV Ratio Percent Property Purchase Price Amount 9. Complete the required fields in the Borrower Info section.



QRC SFPDM - 2.16.6

SFPDM QUICK REFERENCE CARD

Primary				
Last Name	* First Name	Middle Name	Suffix Type	
Credit Score Value	* Social Security Number	* Borrower First Time Homeburg	uyer Indicator	
		○ Yes ○ No		

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

1							
.0 - Closing							
Loan Closing Info Maturity Date	Ê	* Period Count	* Pe	riod Type 🗸	* Note Amount	* Note Rate	
* Note Date		* Scheduled First Payment Date					

11. Select the SAVE button.



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