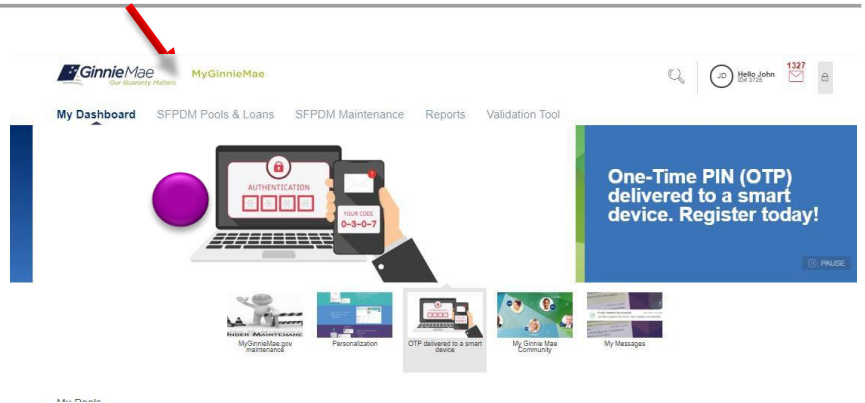


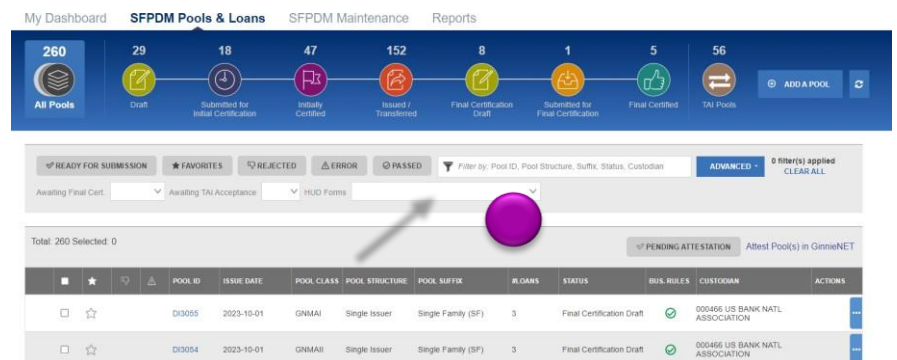
Follow the instructions in the MyGinnieMae Getting Started Guide to login to the MyGinnieMae portal. This Quick Reference Card provides an overview of the steps and instructions to Remove a Loan in a Draft Pool.

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

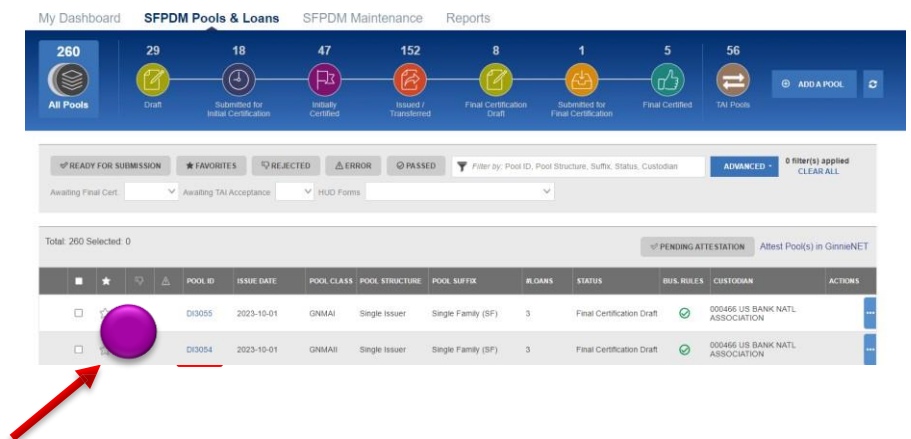


### SFPDM POOLS & LOANS SCREEN

2. Enter the Pool Number in the Filter By field, then press the Enter key to display the Pool ID.



3. Select the Pool ID link to display the Pool Details page.



### POOL DETAILS SCREEN

4. Select the **Loans** tab.

### LOAN DETAILS SCREEN

5. Select the Loan ID of the loan you want to remove and click the  button next to it to remove it. A pop-up will appear to give the reason why loan is being removed.

LOAN ID	ADDRESS	STATE	ZIP CODE	UPBI AMOUNT	INTEREST RATE	AGENCY CASE IDENTIFIER	REMOVE
LNUNQ00VB000004	1 Batman Drive	NY	11235	\$383,198.18	2.5%	005484643814241	<input checked="" type="checkbox"/>
LNUNQ00VB000005	1 Batman Drive	NY	11235	\$383,198.18	2.5%	005484643814242	<input type="checkbox"/>
LNUNQ00VB000006	1 Batman Drive	NY	11235	\$383,198.18	2.5%	005484643814243	<input type="checkbox"/>

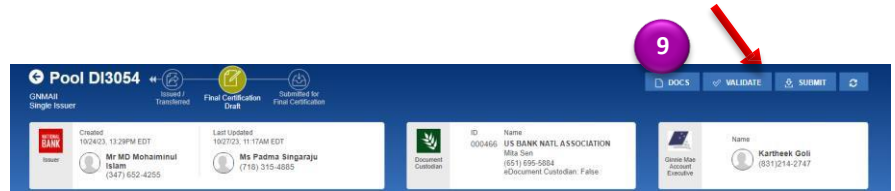
**NOTE:** Loans can only be removed when the Pool is in a Draft mode. A

6. Verify the loan number that appears in the Remove Loans window.

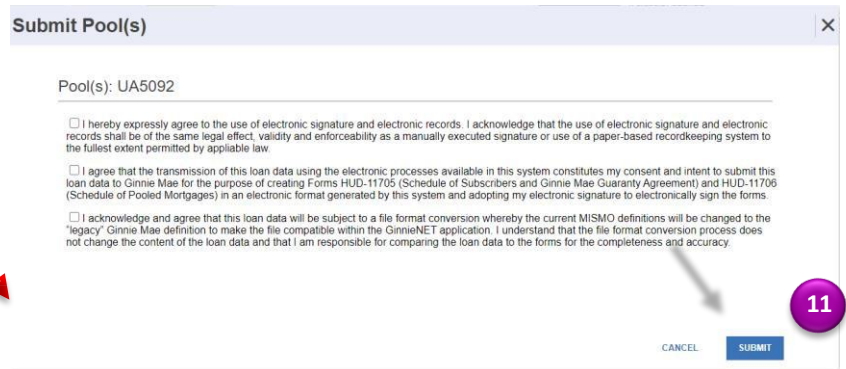
The number of loans in the All Loans section will be reduced by the number of loans you have removed.

7. Select the **Validate** button. The pool will be sent for validation. If there are no validation errors, the Success message displays.

8. Select the **OK** button to close the message and continue.



9. Select the **Submit** button to initiate the Issuer's certification of the data.



10. Select the certification checkboxes.
11. Select the **Submit** button to initiate the Issuer's attestation of the HUD 11705/11706 Forms.

For assistance contact **Ginnie Mae Customer Support** at 1-833-GNMA HELP / 1-833-466-2435 or [askGinnieMae@hud.gov](mailto:askGinnieMae@hud.gov).