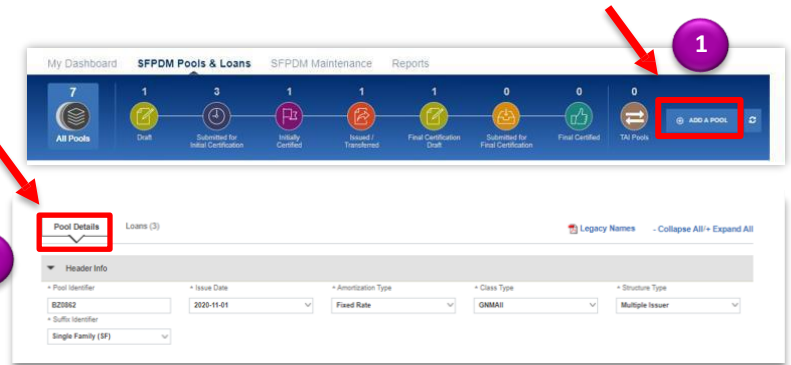
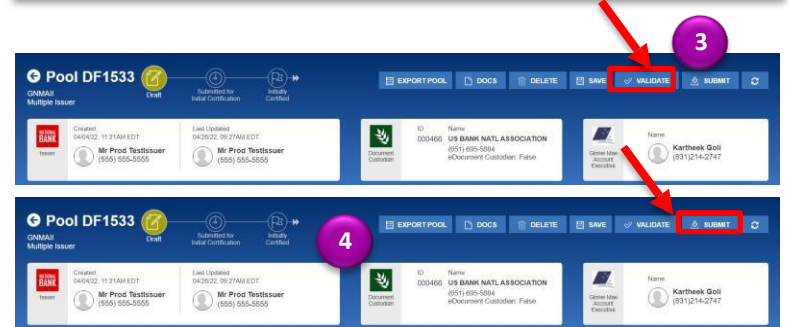


For MyGinnieMae Portal login instructions please refer to the MyGinnieMae Getting Started Manual. This Quick Reference Card provides an overview of the steps and screens required to submit a Single Family Pool for initial certification in SFPDM.

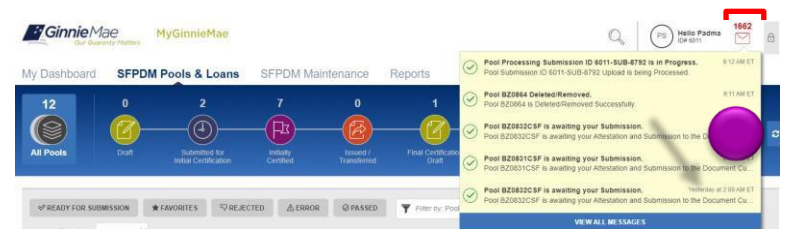
1. Select **Add a Pool** to add a Pool manually or by importing an XML.
2. After adding the pool review and edit Pool and Loans data points on the **Pool Details/Loans** screens.



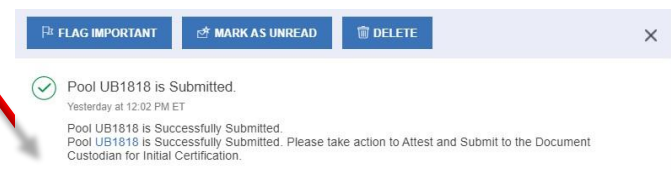
3. Select **Validate** and verify that the Pool Validated Successfully. Results of Validation are available through Portal notifications. If there are errors, individual pool or loan records must be corrected and business rules validation must be applied again.



4. Select **Submit**. This indicates that the Pool will be sent for Attestation in the next batch transfer of pools.



5. Select the messages icon to view the results of the submission.



6. Find the message that pertains to the pool you sent for submission.

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