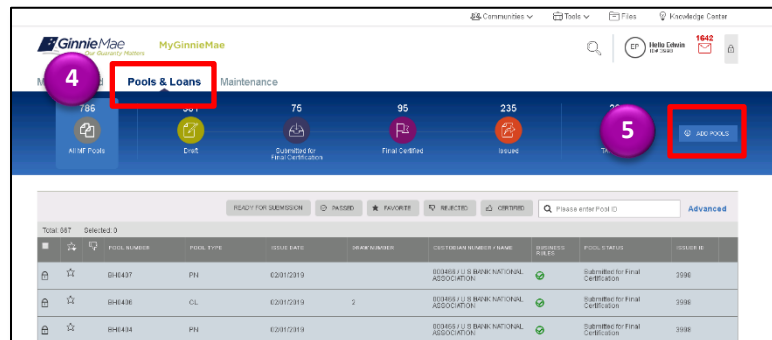


### USING THE SOLUTION (BATCH) TO IMPORT POOL AND LOAN DATA

1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with your MGM credentials.
4. Select the **Pools & Loans** tab to access the Pools & Loans Page.

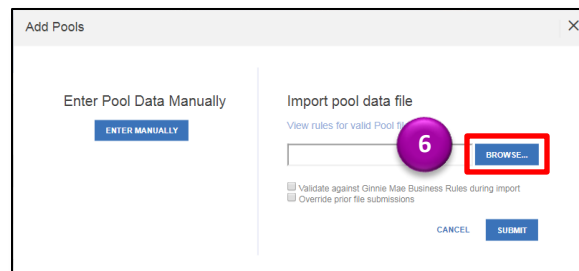
The Pools & Loans Page will display.

5. Select the **Add Pools** button in the header.

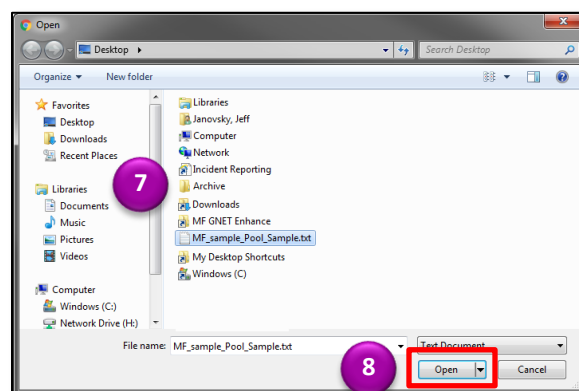


6. Select the **Browse** button to locate a compatible file containing pool/loan data to import.

**NOTE:** MFPDM requires a .TXT file for import.



7. Select a compatible file.
8. Select the **Open** button.



9. Select **either or both checkboxes** if desired:
- a. 'Validate against Ginnie Mae Business Rules during import', to run the Ginnie Mae validation process during file import.
  - b. 'Override prior file submission', to replace previously entered/imported data.

10. Select **Submit**.

**NOTE:** Clicking the Cancel button closes the file selection screen and removes the selected file from import.

**NOTE:** If there is an error on one of the Subscribers during import, all Subscriber entries are discarded (not saved).