

# US MORTGAGE ENCOMPASS TRAINING MANUAL

## Table of Contents

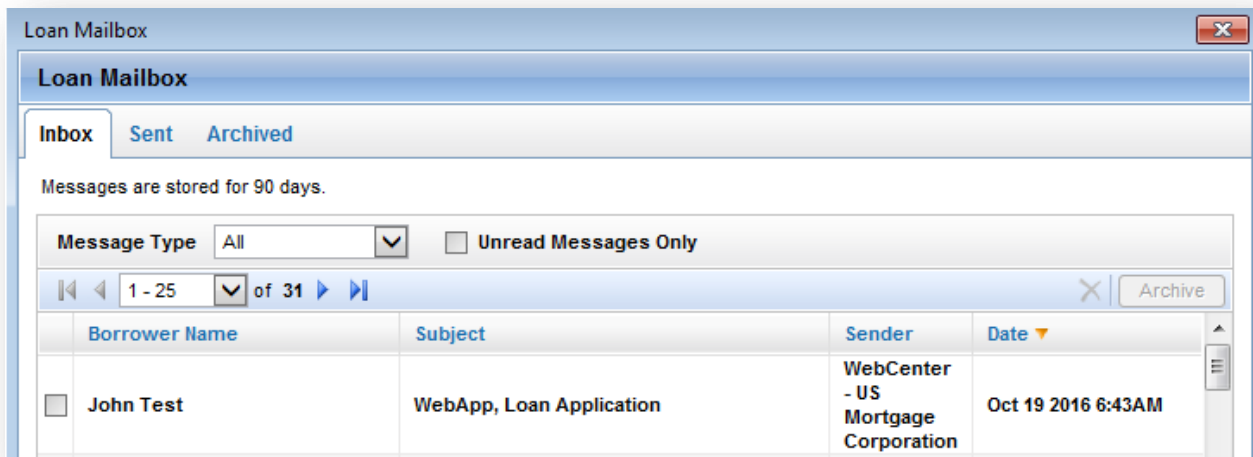
Importing an online application.....	2
Creating a New File in Encompass .....	5
Borrowers Summary.....	6
Pulling Credit .....	14
Completing the 1003 - Page 1.....	16
Completing the 1003 – Page 2 .....	23
Completing the 1003 – Page 3 .....	29
2015 Itemization .....	33
Smart GFE .....	36
Completing the Application and Requesting Disclosures .....	39
Pricing and Locking Loan in Optimal Blue .....	42
Running DU Findings in Encompass .....	49
Uploading Borrower Documentation .....	53
Re-Subordinating a Second .....	55
How to add a Second Lien to a Loan .....	57
Exporting a Fannie Mae format file from Encompass360.....	60
Importing a Fannie Mae 3.2 File.....	62
Managing Borrower Pairs.....	64
Pipeline ~ Searching and Customizing Views.....	65

## Importing an online application

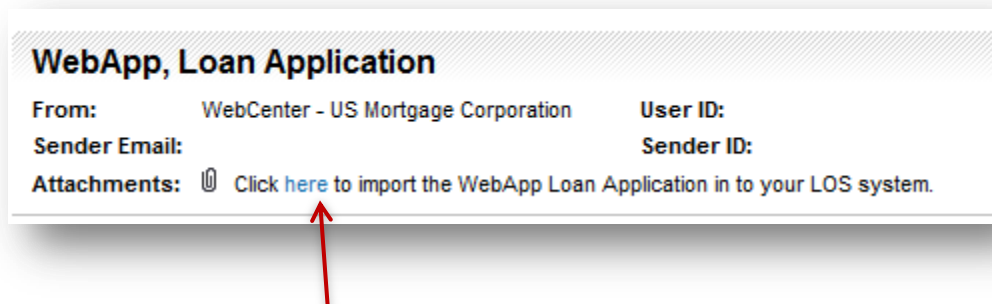
1. Click on the Loan Mailbox link in the upper right corner of your pipeline view or click on the Encompass tab and choose Loan Mailbox



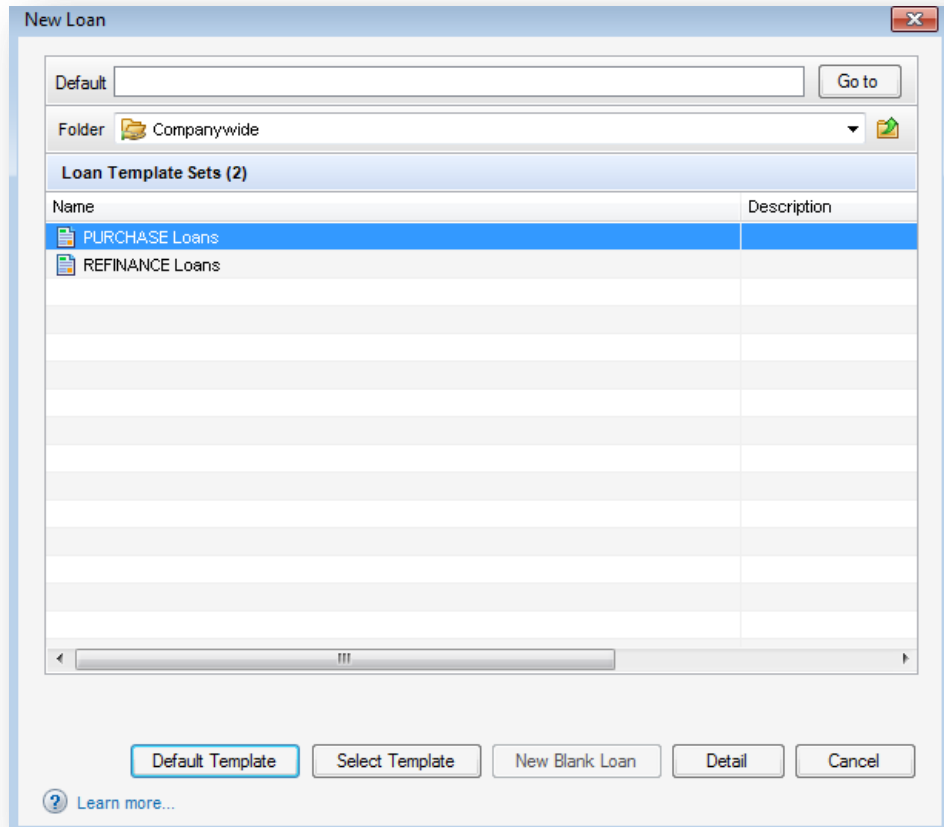
2. When the loan Mailbox is opened click on the Borrower name that you would like to import.



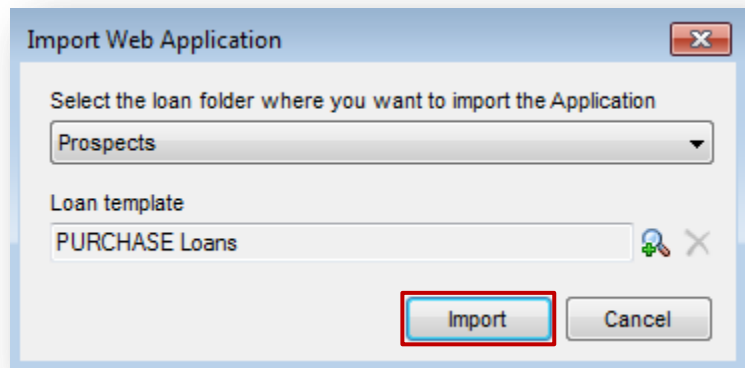
3. Once you click on the name the image below will show at the bottom of the loan mailbox. Click "here" to import the application.



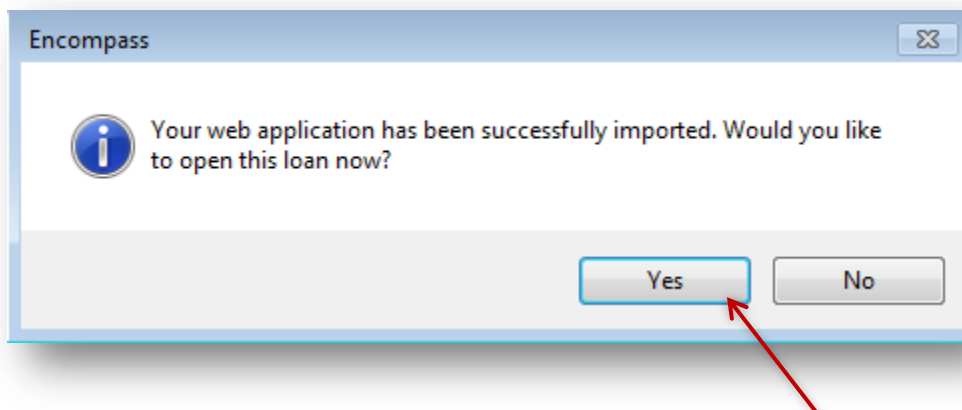
4. Before importing the application you will need to choose a loan template. Click on the magnifying glass with the plus sign and the template choices will appear. Double click on the appropriate template.



5. Once you choose your template click the import button.

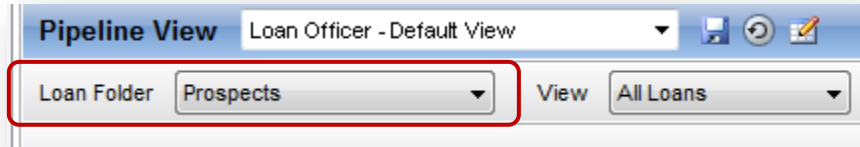


6. Once imported you will get a prompt to open the loan. If you are ready to view the application click "yes"



## Creating a New File in Encompass

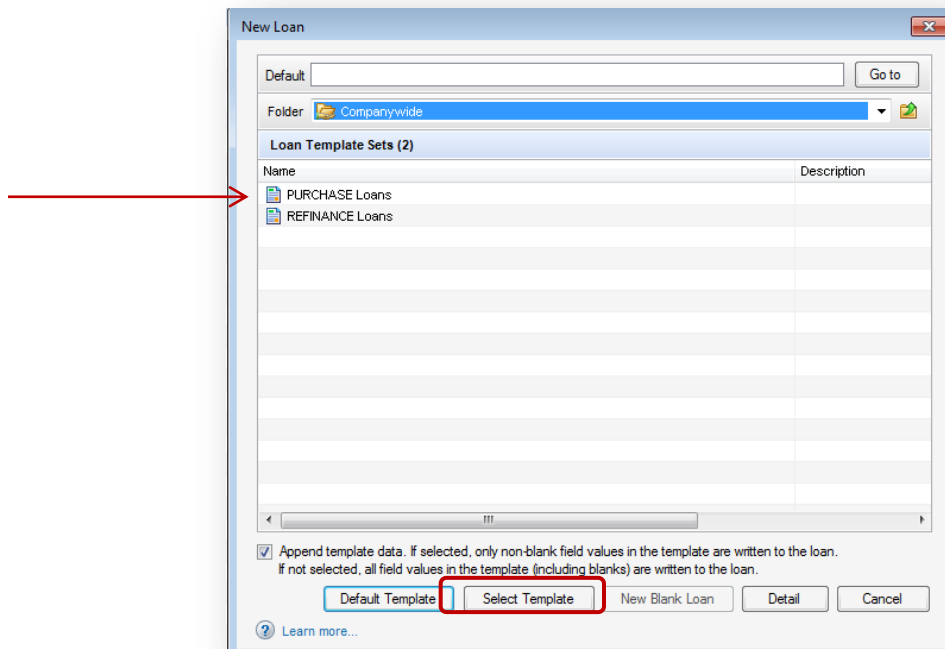
1. Make sure that you are in the “prospects” loan folder in Encompass



2. Click on the Page with the green plus sign to create a new loan



3. A page will open up that will allow you to choose the correct template. Choose select on the template you would like to choose and a new file will open.



## Borrowers Summary

The first page that will open up is the borrower's summary. This page is where you will go to pull credit, choose the loan template, closing costs, etc.

1. The first section is the borrower's information. Double check to make sure that all the fields are completed and correct. If there is a co-borrower you can click the copy from borrower button and it will copy over the current and subject property information.

Borrower Information		CoMortgagors	0	Copy From Borrower	<input type="checkbox"/> No co-applicant
Borrower		Individual			
First Name	John				
Middle					
Last Name	Test	Suffix			
SSN	111-11-1111				
DOB	02/11/1980				
H. Phone	770-123-4567				
W. Phone	678-765-4321				
Cell	770-123-4567				
Marital Status	Unmarried				
E-mail	jtest@yahoo.com				
Co-Borrower					
First Name					
Middle					
Last Name		Suffix			
SSN					
DOB	//				
H. Phone					
W. Phone					
Cell					
Marital Status					
E-mail					

2. If there is an individual is going to be on title only enter their information in the Title Only & NonPurchasing Spouse section



Title ONLY & NonPurchasing Spouse	
Associated w/ Bwr	<input type="text"/>
NonBwr Type	<input type="text"/>
First Name	<input type="text"/>
Middle	<input type="text"/>
Last Name	<input type="text"/>
SSN	<input type="text"/>
Phone	<input type="text"/>
Cell Phone	<input type="text"/>
E-mail	<input type="text"/>

3. Next you will complete the present address. We have to show a minimum of two years address history so if the borrower hasn't lived at their current address for over 2 years make sure to complete the previous address information as well.

Present Address	Present Address
Address <input type="text" value="1 Sample Street"/>	Address <input type="text"/>
City <input type="text" value="Kennesaw"/>	City <input type="text"/>
State <input type="text" value="GA"/> Zip <input type="text" value="30152"/>	State <input type="text"/> Zip <input type="text"/>
# of Years <input type="text" value="2"/> Y <input type="text"/> M <input type="checkbox"/> Own <input checked="" type="checkbox"/> Rent	# of Years <input type="text"/> Y <input type="text"/> M <input type="checkbox"/> Own <input type="checkbox"/> Rent
Previous Address	Previous Address
Address <input type="text"/>	Address <input type="text"/>
City <input type="text"/>	City <input type="text"/>
State <input type="text"/> Zip <input type="text"/>	State <input type="text"/> Zip <input type="text"/>
# of Years <input type="text"/> Y <input type="text"/> M <input type="checkbox"/> Own <input type="checkbox"/> Rent	# of Years <input type="text"/> Y <input type="text"/> M <input type="checkbox"/> Own <input type="checkbox"/> Rent



4. The next section is the credit information. This is where you will order credit, view previous credit reports and import liabilities. – Please see the Ordering Credit section for more details on how to pull credit.

Credit Information		Order Credit	View Credit	Import Liabilities
<b>Credit Authorization</b>		For the purpose of securing a home mortgage loan.		
Borrower #1	// 	Borrower #2	// 	
Authorized:	<input type="text"/>	Authorized:	<input type="text"/>	
<b>Borrower</b>		<b>Co-Borrower</b>		
Experian / FICO	<input type="text"/>	Experian / FICO	<input type="text"/>	
TransUnion / Empirica	<input type="text"/>	TransUnion / Empirica	<input type="text"/>	
Equifax / BEACON	<input type="text"/>	Equifax / BEACON	<input type="text"/>	
Minimum Required FICO	<input type="text"/>	Minimum Required FICO	<input type="text"/>	
Credit Score for Decision Making	<input type="text"/>	Credit Reference #	<input type="text"/>	
<input type="checkbox"/> Borrower can demonstrate a 12-month mortgage/rental history				

5. subject property information
  - a. If it is a purchase and they are getting pre-qualified you will use TBD as the address
  - b. If this is a refinance of their current residence you may click copy from present
  - c. Always make sure you choose the correct property type since this will affect pricing
  - d. Enter in the appraised value

Subject Property Info		Copy from Present	Zillow	Appraisal Access	Order Appraisal
Address	TBD		Units Type	1 unit	
City	Kennesaw		Property Type	Detached	
State	GA	Zip	30152	Appraised Value	300,000
<input type="checkbox"/> PIW (Property Inspection Waiver)					

6. Transaction Details – this is where you will choose the loan program, closing cost template, closing date, etc.
  - a. To choose the loan program and Closing Cost template click on the magnifying glass for each to choose and the template pages will appear.

Transaction Details		Product and Pricing	Access Lenders	Order Flood	Order Title
Lender	US Mortgage Corporation		<input checked="" type="checkbox"/> Copy Loan Number to lender case number		
Loan Program			Loan Number	20516109190	
Closing Cost			MERS MIN	100388111000568936	

b. Double click on the correct loan program

**Select Loan Program Template**

Folder: \Public Loan Programs\Companywide

**Loan Programs**

Name	Program Description	Plan Type	Investor
Closed End Second 1C	Not Complete		
Conventional 10/1 ARM			
Conventional 3/1 ARM			
Conventional 5/1 ARM			
Conventional 7/1 ARM			
Conventional 7/1 Intere			
Conventional Construc			
<b>Conventional Fixed</b>	<b>Fixed rate term conventio</b>		
DU Refi Plus			
Fannie Mae Homepath	Fannie Mae Homepath		
Fannie Mae HomeReac	Fannie Mae HomeReady		
Fannie Mae Homestyle	Fannie Mae Homestyle		
FHA \$100 Down Fixec			
FHA 203K - Limited			
FHA 203K - Standard			
FHA 5/1 ARM			
FHA Construction to P			
FHA Fixed			
FHA Fixed - Section 18			
FHA Streamline - Cred			

☒ Only apply Loan Program template fields that contain a value  
☐ Only apply Closing Cost template fields that contain a value

**Details**

Closing Cost:   
Doc Type: (F) Full Documentation

**Type of Mortgage and Terms of Loan**

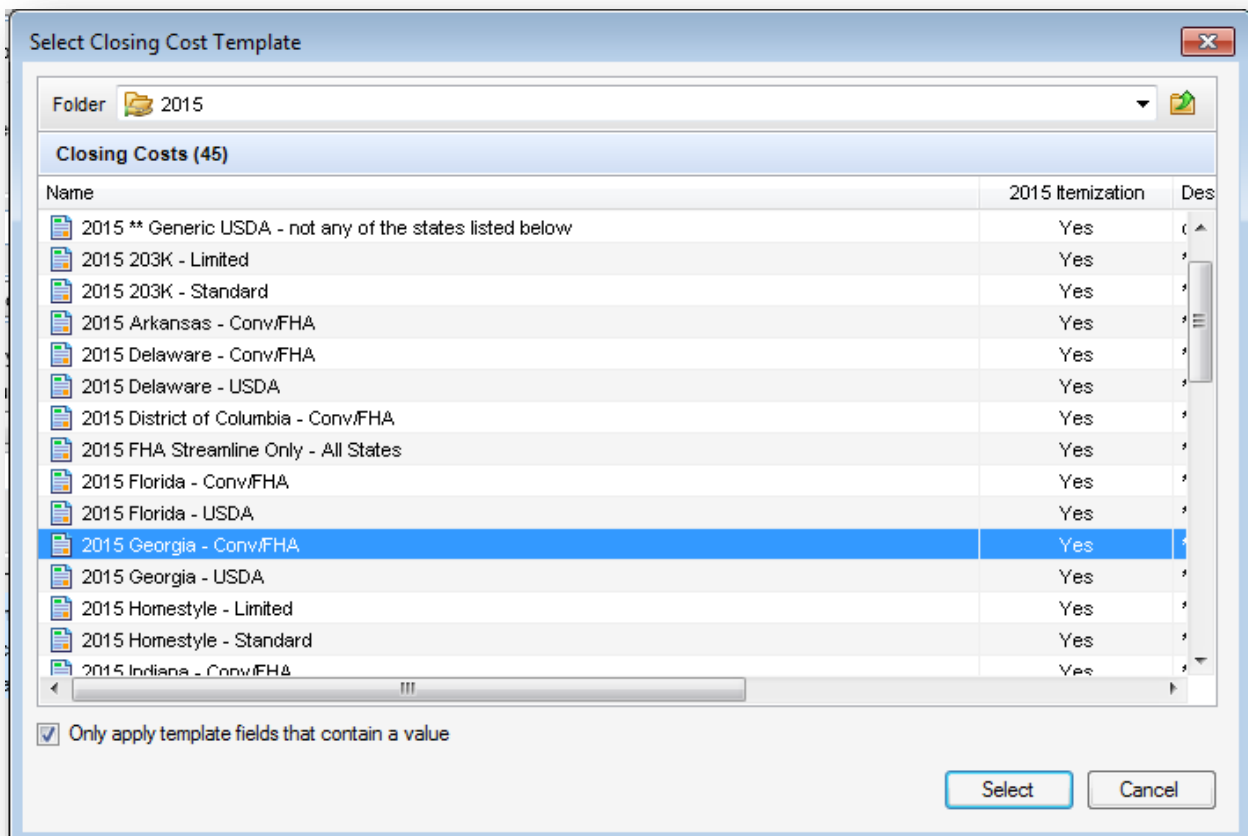
Loan Purpose:   
☐ Use Alternate

Property Will Be:   
Gross Rent:   
Occup Rate:  %  
Loan Type: Conventional  
Gov't Loan Type:   
Lien Position: First  
Amortization Type: Fixed Rate

Note Rate:  %  
Qual Rate:  %  
Term:  mths  
Due in:  mths  
Balloon Loan: ☐

Select Cancel

- c. Click on the magnifying glass to choose your closing cost template and double click on the correct one.



- d. If this is a purchase enter in the purchase price and down payment amount
- e. Choose the Est. Closing Date (this will affect your odd days interest you collect)
- f. Enter in the Note/Qual rate and the term in months.

Purchase Price	300,000.00	Note Rate	3.750 %
Down Payment 10.000 %	30,000.00	Qual Rate	3.750 %
Loan Amount	270,000.00	UnDiscounted Rate	%
Est Closing Date	08/31/2016	Term	360 mths
Commitment Due Date	//	Due in	360 mths
Purchase / Sales Contract Date	//	Monthly Payment	1,250.41
<input type="checkbox"/> Rate is Locked		<b>Total Monthly Payment</b>	1,250.41
		Income (monthly)	10,000.00

7. Enter in the Lead Source – this is important to enter in correctly because it will help you keep track of your referral business.

Lead Source	
Lead Category	REFERRAL LEAD
Lead Company Name	NA
Lead Source	RL - Realtor
Person's Name	Jason Baller
CL - Source of File	WebCenter
CL - Creation Date	10/19/2016 9:46 AM
CL - Lead Source	Internet

8. At the bottom of the page you will see a button that says “Click here to Complete Application” **DO NOT** complete this unless you are ready to send disclosures to your borrower!! However if you are ready to disclose click here to do so.



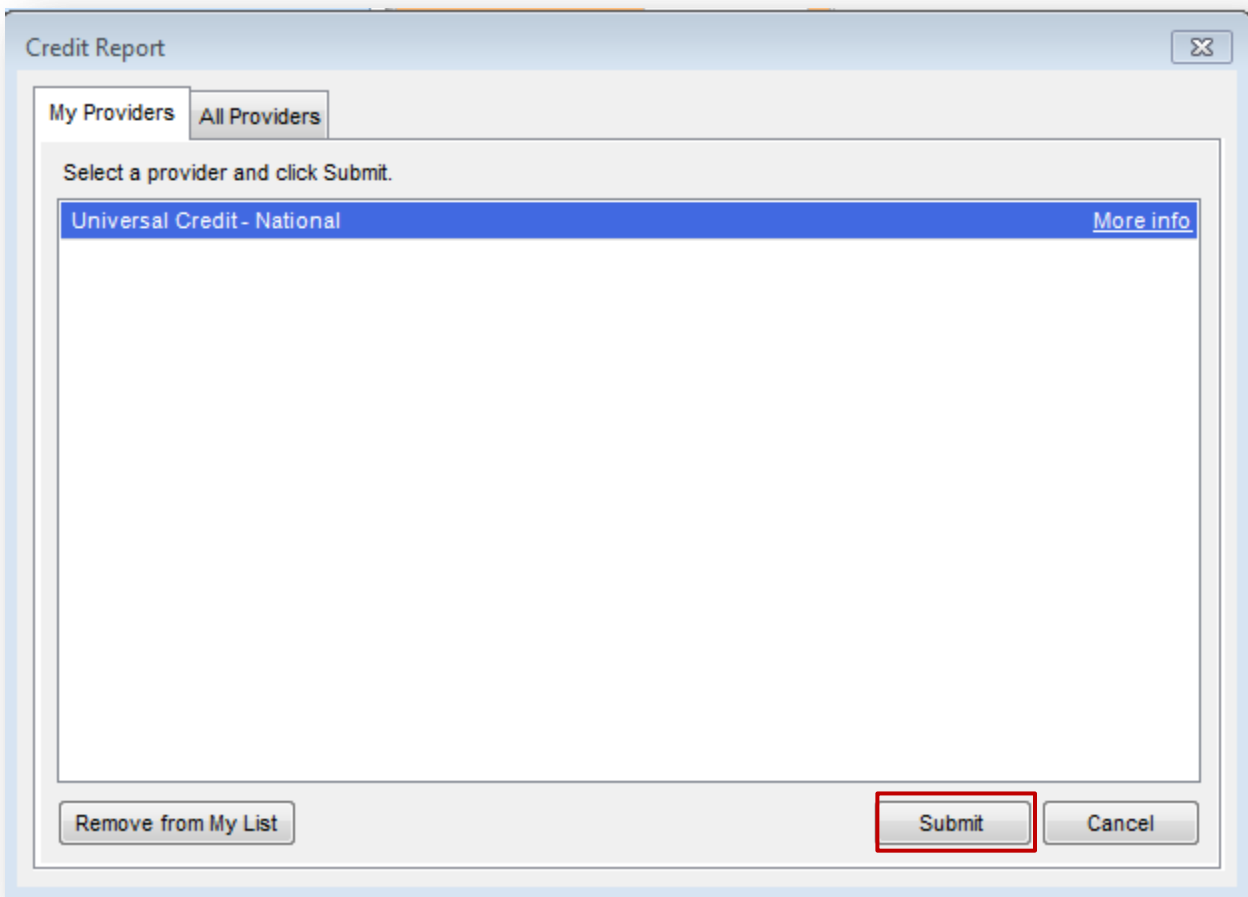
**Click here to Complete Application**

## Pulling Credit

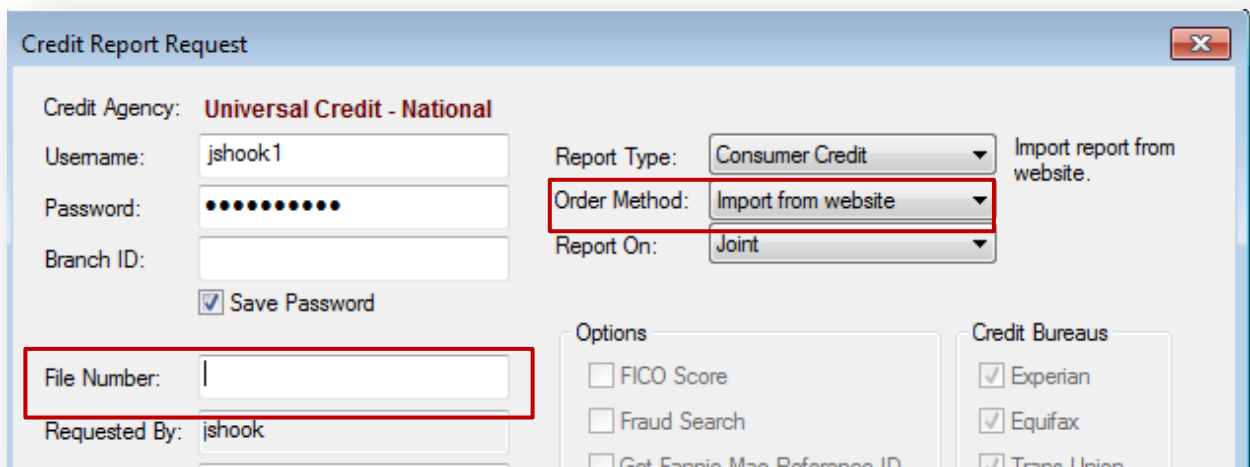
1. On the borrower's Summary click on Order Credit. If you don't have enough information entered to pull credit Encompass will prompt you to enter the missing information before you can order the report.



2. Choose Universal Credit from the providers list and click Submit



3. Verify that the borrower's information is correct and click finish. Once the report is pulled a new services view tab will open with the new report
4. If you would like to remove a borrower from a report contact Universal Credit (their phone number is at the top of the credit report). Universal will issue you a new file number for the report.
  - a. Once you have the new file number go to the borrower's summary and click on order credit, choose universal credit and click submit
  - b. Once the report request box opens choose "import from website" from the Order method dropdown, enter the new file number and click finish



**Credit Report Request**

Credit Agency: **Universal Credit - National**

Username: jshook1

Password: ••••••••

Branch ID:

☒ Save Password

Report Type: Consumer Credit

Order Method: Import from website

Report On: Joint

Import report from website.

File Number:

Requested By: jshook

Options

- ☐ FICO Score
- ☐ Fraud Search
- ☐ Get Fannie Mae Reference ID

Credit Bureaus

- ☒ Experian
- ☒ Equifax
- ☒ Trans Union



## Completing the 1003 - Page 1

### *I. Types of Mortgage and Terms of Loan*

- a. This information will pull over from the borrower's Summary but it is good to double check and make sure this information is correct.

I. Types of Mortgage and Terms of Loan					
<b>Loan Type</b>		<b>Lien Position</b>		<b>Amortization Type</b>	
<input checked="" type="checkbox"/> Conventional		<input checked="" type="checkbox"/> First		<input checked="" type="checkbox"/> Fixed Rate	
<input type="checkbox"/> FHA		<input type="checkbox"/> Second		<input type="checkbox"/> GPM - Rate    %    Years	
<input type="checkbox"/> VA		<input type="button" value="Sub. Financing"/>		<input type="checkbox"/> ARM -	
<input type="checkbox"/> USDA-RHS				<input type="checkbox"/> Other -	
<input type="checkbox"/> Other -					
Purchase Price    300,000.00		Total Loan Amt    270,000.00		Term    360	
Loan Amount    270,000.00		Interest Rate    3.750 %		Due In    360	
MIP / FF <input type="text"/>		Qual Rate    3.750 %		Monthly Pmt    1,250.41	

### *II. Property Information and Purpose of Loan*

- a. If you have a subject property look to see what year it was built and enter that information.

II. Property Information and Purpose of Loan					
<b>Subject Property</b>					
Address    TBD		County    Cobb			
City    Kennesaw		No Units    1		Year Built    2011	
State    GA		Zip    30152			
Legal Description					
<b>Purpose of Loan</b>			<b>Property will be</b>		
<input checked="" type="checkbox"/> Purchase			<input checked="" type="checkbox"/> Primary		
<input type="checkbox"/> Cash-Out Refi			<input type="checkbox"/> Secondary    Gross Rent		
<input type="checkbox"/> No Cash-Out Refi			<input type="checkbox"/> Investment    Occup. Rate    %		
<input type="checkbox"/> Construction					
<input type="checkbox"/> Construction - Perm					
<input type="checkbox"/> Other -					

- b. Choose the manner in which title will be held. You are unable to choose “to be decided in Escrow.” Choose your source of Down Payment.

The screenshot shows a form with two main sections: "Title will be held" and "Estate will be held in".

**Title will be held**

- Names**: A text box containing "John Test" and a small lock icon.
- Manner**: A dropdown menu currently set to "Single man". A red arrow points to this dropdown.

**Estate will be held in**

- Fee Simple**: A dropdown menu.
- If Leasehold, enter expiration date:**: A text box with "//" and a calendar icon.

**Source of Down Payment**: A dropdown menu currently set to "Checking/Savings".

**Explanation of Down Payment**: A large yellow text area.

### III. Borrower's Information

- a. Enter in the number of years for school and if there are dependents enter the ages separated by a comma

The screenshot shows a form titled "III. Borrower Information" with a sub-section "Borrower".

**Borrower**

- First Name**: Text box with "John".
- Middle**: Empty text box.
- Last Name**: Text box with "Test".
- Suffix**: Empty text box.
- SSN**: Text box with "111-11-1111".
- H. Phone**: Text box with "770-123-4567" and a phone icon.
- DOB**: Text box with "02/11/1980".
- School**: Text box with "16".
- E-mail**: Text box with "jtest@yahoo.com" and an email icon.
- Marital Status**: Dropdown menu set to "Unmarried".
- Dependents #**: Text box with "0".
- Ages**: Empty text box.

- b. If the mailing address is the same click the “same as present box”.
- c. If the borrower is renting and you need to enter in the landlord information click the “Show All (VOR) button. This is also where you will go to enter in multiple addresses if the borrower has lived at more than two places over the previous two years.

Present Address		Show All (VOR)	
Address	1 Sample Street		
City	Kennesaw		
State	GA	Zip	30152
# of Years	2 Y		M
		<input type="checkbox"/> Own	<input checked="" type="checkbox"/> Rent
Mailing Address		<input checked="" type="checkbox"/> Same as present	
Address	1 Sample Street		
City	Kennesaw		
State	GA	Zip	30152

- d. After clicking the Show All VOR button the Quick Entry page will appear. This is where you will enter in the landlord information. If you need to enter in an additional residence click on the page with the green plus sign.

Residence For	Residence Type	Address
Borrower	Current	1 Sample Street

VOR is for Borrower Date //

☐ Print "See attached borrower's authorization" on signature line.

**To: (Name & Address of Landlord)**

Name  Phone

Attn  Fax

Address  Email

City

State  Zip

Landlord Comments

- e. Choose if the additional residence if for the borrower or co-borrower and if it is current or prior. Complete the information and click close.

**New Residence**

**Borrower Type**

☒ Borrower

☐ CoBorrower

**Residence Type**

☒ Current



☐ Prior

OK

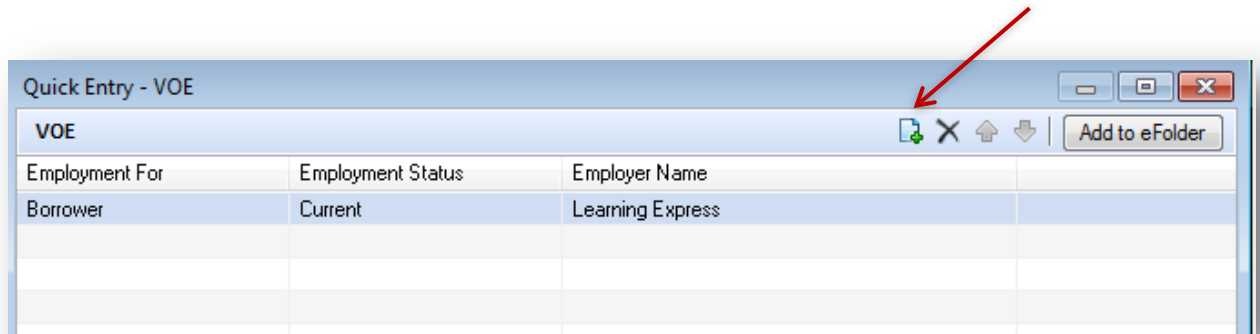
Cancel

*IV. Employment Information*

- a. It is important to be as accurate as possible since this is the information your processor will use to order the Verification(s) of employment.
- b. You are required to have a two year minimum history or employment; if you need to enter an additional employer click on the Show All (VOE) button.

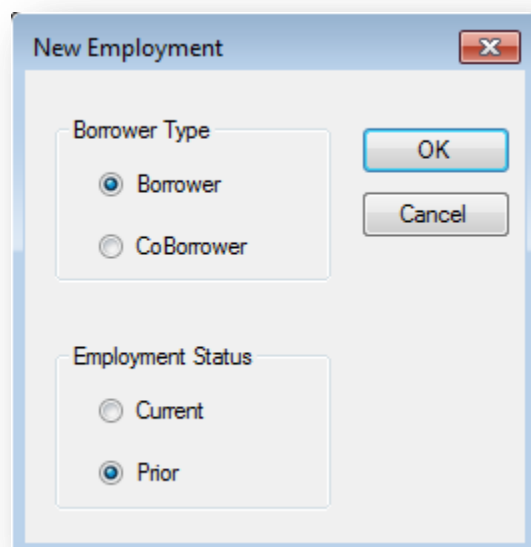
IV. Employment Information	
<b>Borrower</b>	<b>Show All (VOE)</b>
<input type="checkbox"/> Self-Employed	
Employer	Learning Express 
Address	123 Wild Street
City	Kennesaw
State	GA
Zip	30152
Position	Teacher
B. Phone	678-765-4321 
Years on Job	1 Y 6 M
Years in Line of Work	7

- c. After clicking on that the Quick Entry – VOE page will appear. Click on the page with the green plus sign to enter the information and choose whether the new employment is for the borrower or co-borrower and if it is current or prior.



Quick Entry - VOE

Employment For	Employment Status	Employer Name
Borrower	Current	Learning Express



New Employment

Borrower Type

☒ Borrower

☐ CoBorrower

Employment Status

☐ Current

☒ Prior

OK

Cancel

- d. Click ok and enter in the employer information. Again, make sure to be as detailed as possible to ensure the VOE is current. Always enter the correct address, contact information, employment period and monthly income.

Employer Information	
Business Name	Money Hungry
Business Phone	678-122-5556
Position / Title / Type Business	Director of Sales

Employment	Gross Monthly Income
Employment is <input type="text" value="Prior"/>	Base Pay <input type="text" value="8,000.00"/>
Date Hired <input type="text" value="12/01/2011"/>	Overtime <input type="text"/>
Date Terminated <input type="text" value="12/01/2014"/>	Bonus <input type="text"/>
Years in this Job <input type="text" value="3"/> Y <input type="text"/> M	Commissions <input type="text"/>
Years in Line of work <input type="text" value="7"/>	Other <input type="text"/>
<input type="checkbox"/> Self Employed	Total <input type="text" value="8,000"/>
% Business Owned <input type="text"/>	

## Completing the 1003 – Page 2

### *V. Monthly Income and Combined Housing Expense Information:*

#### *Gross Monthly Income*

1. Enter their base monthly income, overtime, bonus, and commission- make sure it is split up into the correct category, do not lump everything into Base. If you are using OT/Bonus or Commission make sure you have two years history of receiving it.
2. If they have another source of income enter under “other income” (foster care, SSI, child support, alimony, etc.) Make sure you select B / C for Borrower / Co-borrower
3. If you see they have unreimbursed business expenses showing on their tax returns (If borrower is receiving over 25% of their income through commissions we must look for this – it can be found on Schedule A line 21) enter this as a negative number in the Other Income section and type URE in the description.

1003 Page 2

**V. Monthly Income and Combined Housing Expense Information**

Gross Monthly Income			Monthly Housing Expenses		
	Borrower	Co-Borrower	Total		
Base	3,250.00		3,250.00	Rent	
Overtime				First Mtg.	1,211.00
Bonuses				Other Fin.	
Commissions				Haz. Ins	77.34
Div. / Interest				RE Taxes	167.09
Net Rent Inc.				Mtg. Ins	
Other				HOA Dues	8.34
Other	-51.42		-51.42	Other	0.00
<b>Total</b>	<b>3,198.58</b>		<b>3,198.58</b>	<b>Total</b>	<b>1,221.06</b>








**Other Income**

B / C	Description	Monthly Income
B	URE	-51.42



### *Monthly Housing Expenses*

1. Enter their current mortgage in the present section \*\*\* Please note that the present must ALWAYS represent the primary residence; regardless of the occupancy of the loan you are working on.\*\*\*
2. If there is a second lien on the loan it must appear in the Other Fin field for present and proposed unless it is being paid off through this mortgage transaction.
3. If renting enter the rent amount and if they are living rent free enter 0
4. Enter the HOI and taxes in the proposed

Monthly Housing Expenses		
	Present	Proposed
Rent	<input type="text"/>	<input type="text"/>
First Mtg.	3,012.00	  2,842.13
Other Fin.	1,830.00	 1,830.00
Haz. Ins	<input type="text"/>	 190.28
RE Taxes	<input type="text"/>	 618.36
Mtg. Ins	<input type="text"/>	 <input type="text"/>
HOA Dues	58.33	58.33
Other	<input type="text"/>	 0.00
<b>Total</b>	4,900.33	5,539.10

5. Enter in the mortgage insurance by clicking on the Pencil and Notepad Icon next to Mtg. Ins.
- For FHA make sure it is calculating off of the base loan amount and click “get MI” this will automatically enter the upfront and monthly MI amounts
  - If it is an FHA SL endorsed before May 31, 2009 you will need to manually enter .01 in the upfront section and .55 in the monthly MI section

**MIP/PMI/Guarantee Fee Calculation**

**Upfront Mortgage Insurance Premium / Funding / Guarantee Fee**

Base Loan Amount		289,500.00
MIP / Funding / Guarantee	1.750000 %	5,066.25
Amount Paid in Cash	<input type="checkbox"/> Lock	0.25
Upfront MIP/Funding/Guarantee Fee Financed		5,066.00
Loan Amount with Upfront MIP/Funding Fee		294,566.00

☐ Refund prorated unearned Up Front  
☐ Round to nearest \$50  
☐ Charges for the insurance are added to your loan payments  
☐ Charges for the insurance are collected upfront at loan closing  
☐ Lender Paid Mortgage Insurance  
☐ MI Factor Field Locked

**Monthly Mortgage Insurance**

Calculated Based On: **Base Loan Amount** Get MI

1. 0.850 % 360 Months  
2. % Months  
Cancel At %

☒ Calculate based on remaining balance  
☐ Midpoint payment cancellation  
☐ Declining Renewals

Number of Months MI being Collected ☐ Prepaid  
Prepaid Amount

**Mortgage Insurance (FHA and VA)**

Type of Veteran  
☐ Is this the first use of the VA loan program?

[? Learn more...](#) OK Cancel

For Conventional loans you will need to price out MI via Optimal blue and enter the insurance in the format you see below. Make sure that you are entering in 360 for months and cancelling at 78%

\*\*\* Always make sure that you are your MI quote and placing it in the file manager this is part of QM and cannot change after disclosed \*\*\*

**MIP/PMI/Guarantee Fee Calculation**

**Upfront Mortgage Insurance Premium / Funding / Guarantee Fee**

Base Loan Amount: 289,500.00

MIP / Funding / Guarantee: %

Amount Paid in Cash: ☐ Lock

Upfront MIP/Funding/Guarantee Fee Financed:

Loan Amount with Upfront MIP/Funding Fee: 289,500.00

☐ Refund prorated unearned Up Front

☐ Round to nearest \$50

☐ Charges for the insurance are added to your loan payments

☐ Charges for the insurance are collected upfront at loan closing

☐ Lender Paid Mortgage Insurance

☐ MI Factor Field Locked

**Monthly Mortgage Insurance**

Calculated Based On: Base Loan Amount

1. 0.450000 % 360 Months

2. % Months

Cancel At: 78 %

☒ Calculate based on remaining balance

☐ Midpoint payment cancellation

☐ Declining Renewals

Number of Months MI being Collected: ☐ Prepaid

Prepaid Amount:

**Mortgage Insurance (FHA and VA)**

Type of Veteran:

☐ Is this the first use of the VA loan program?

[? Learn more...](#)

VI. *Assets and Liabilities*

1. To enter in assets click the Show All VOD button
2. Click the page with the green plus sign to add a new account,
3. Choose who the VOD is for, borrower, co-borrower or both.
4. Enter the name of the depository.

VOD is for **Borrower** Date //

☒ Print "See attached borrower's authorization" on signature line.

**To: (Name & Address of Depository)**

Name  Phone

Attn  Fax

Address  Email

City

State  Zip

5. Select the account type, the "Account in the name" of will auto-fill, enter the account #, and balance.
  - a. If they have more than 1 account at the same institution, add under account type. The Total Balance will adjust.
  - b. If they have an acct at a different institution, click the page with the green arrow and fill it out with the other accounts info.

Account Type	Account in Name of	Account Number	Balance
Savings Account	Jane E Doe	999999	15,000.00
Checking Account	Jane E Doe	11111	28,000.00
Total			43,000.00

## Liabilities

1. Click "Import Liabilities" to pull all liabilities over from the credit report.
2. To view all the liabilities or exclude a liability click on the "Show All (VOL)" button
  - a. Make sure you put a check in the box under "Paid off" for any liabilities being paid off through the proceeds of the loan.
  - b. Double check all student loans to make sure that you are using the correct amount to qualify
  - c. If you would like to exclude a debt that is going to be paid off prior to closing choose the debt in the Show All (VOL) page and check the box to exclude it

The 'Liabilities' window contains a table with the following data:

Company Name	Type	Balance	Payment	Mos Left	Paid Off
Wells Fargo	Mortgage	63,500.00	580.00	336	<input checked="" type="checkbox"/>
Car Note	Installment	15,000.00	300.00	42	<input type="checkbox"/>
Credit Card	Revolving	2,300.00	50.00		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Description	Payment	Mos Left
Alimony / Child Support		
Job Related Expense		

Summary:

Net Worth	-45,200.00	Total Liabilities	80,800.00	Total Monthly Payments	350.00
-----------	------------	-------------------	-----------	------------------------	--------

The 'Debt Information' window contains the following fields:

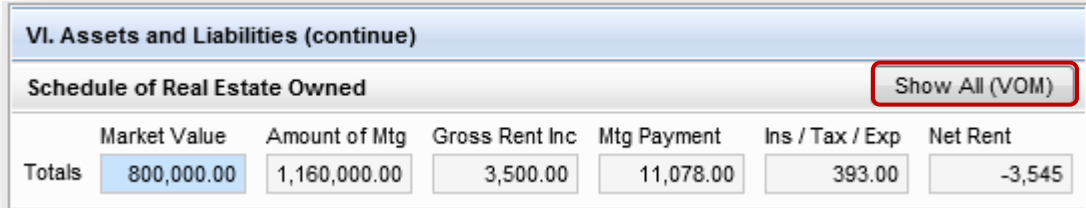
Factor for Revolving Debt		Balance	
No. Months to exclude from installment debts		Months Left	
<input type="checkbox"/> Will be paid off (*)		Payment	
Purpose			
UCD Payoff Type			
<input type="checkbox"/> This Debt is NOT secured to Subject Property?		Prepayment Penalty	
<input type="checkbox"/> Exclude from URLA page 2 Liabilities Total		Payoff Amount	
<input type="checkbox"/> Resubordinated Indicator			

A red arrow points to the checkbox labeled "Exclude from URLA page 2 Liabilities Total".

## Completing the 1003 – Page 3

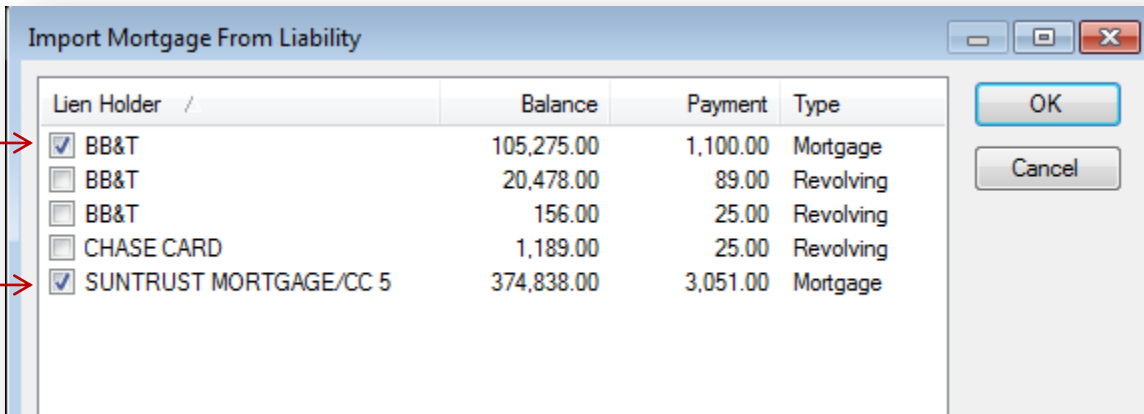
### *VI. Assets and Liabilities (continued)*

1. Click the Show All (VOM) button to fill out the schedule of real estate owned.
  - a. You must enter all properties that the borrower and/or co-borrower own even if they aren't showing on credit.



VI. Assets and Liabilities (continue)						
Schedule of Real Estate Owned						Show All (VOM)
	Market Value	Amount of Mtg	Gross Rent Inc	Mtg Payment	Ins / Tax / Exp	Net Rent
Totals	800,000.00	1,160,000.00	3,500.00	11,078.00	393.00	-3,545

2. Click on the page with the green plus sign and the liabilities will pull up
3. Click on the mortgage(s) associated with the property and click ok.
  - a. If there is a second on a property make sure you attach both liabilities



Lien Holder /	Balance	Payment	Type
<input checked="" type="checkbox"/> BB&T	105,275.00	1,100.00	Mortgage
<input type="checkbox"/> BB&T	20,478.00	89.00	Revolving
<input type="checkbox"/> BB&T	156.00	25.00	Revolving
<input type="checkbox"/> CHASE CARD	1,189.00	25.00	Revolving
<input checked="" type="checkbox"/> SUNTRUST MORTGAGE/CC 5	374,838.00	3,051.00	Mortgage

OK  
Cancel

4. Enter the property information
  - a. Check next to “Subject Property” if it’s the property they are refinancing.
5. Make sure you enter the correct occupancy in the “Property is used as”
6. Enter the property status, type of property and all expenses associated with the property
  - a. If the property is an investment property but not the subject property enter the gross rental income using off the income calculation worksheet
  - b. If the subject property is also an investment property you will enter the gross rental income in the transaction details of the borrower’s summary page.

Address	990 B Cobb Parkway S			<input type="checkbox"/> Subject Property
City	Marietta			Property is used as <span>Investment Property</span> ▼
State	GA	Zip	30067	
<b>Attach/Show Liens</b>				
Present Market Value				Mortgage Balance <span>179,887.00</span>
				Mortgage Payment <span>4,227.00</span>
Property Status (S,PS,R)	R ▼			Gross Rental Income <span>3,500.00</span>
Type of Property	Commercial ▼			Taxes, Ins, Expenses <span>inc</span>
Purchase Price				Percentage of Rental <span>100.00</span>
Date Acquired	//			Participation % <span>100.00</span>
				Net Income / Loss <span>-727</span>

<b>Property Will Be</b>	
<input type="checkbox"/> Primary	
<input type="checkbox"/> Secondary	Gross Rent <span>4,800.00</span>
<input checked="" type="checkbox"/> Investment	Occup Rate <span>100.00 %</span>

If subject property is an investment property enter the gross rent on the borrower’s summary. If you are using the gross rent calculated from the income calculation worksheet, use 100% Occup Rate. If you are using a lease agreement enter 75% in the Occup

## VII. Details of Transaction

1. If it is a purchase enter the earnest money amount in Cash Deposit on sales contract field
2. If the seller is paying seller concessions enter that in the seller credit field
3. Verify the borrower isn't receiving too much money back at closing
  - a. Conventional Rate and Term – borrowers can get back \$2000 or 2% of the loan amount; whichever is less
  - b. FHA Rate and Term – Borrowers are not allowed to get cash back unless its incidental cash back up to \$500
  - c. Cash-out – Borrower can get any amount back up to 80% LTV
  - d. DURP/LP – Borrowers cannot get more than \$250 back
  - e. USDA to USDA – no cash back allowed
  - f. VA Purchase – borrower can receive back the amount of their earnest money
4. Make sure that if the borrower is bringing any cash to close that you have assets in the file.

VII. Details of Transaction	
a. Purchase Price	<input type="text"/>
b. Alterations	<input type="text"/>
c. Land	<input type="text"/>
d. Refinance	<input type="text" value="500,000.00"/>
e. Estimated prepaid items	<input type="text" value="104.25"/>
f. Estimated closing costs	<input type="text" value="4,655.65"/>
g. PMI, MIP, Funding Fee	<input type="text"/>
h. Discount (if Borrower will pay)	<input type="text"/>
i. <b>Total Costs ( a through h )</b>	<b>504,759.90</b>
j. Subordinate financing	<input type="text" value="0.00"/>
k. CC paid by seller	<input type="text"/>
l. <b>Cash Deposit on sales c</b>	<input type="text"/>
<b>Seller Credit</b>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
New First Mortgage	<input type="text"/>
CC from 2nd	<input type="text"/>
CC paid by Broker, Lender, Oth.	<input type="text" value="1,042.50"/>
m. Loan Amount	<input type="text" value="417,000.00"/>
n. PMI, MIP Financed	<input type="text"/>
o. Loan Amount ( m + n )	<input type="text" value="417,000.00"/>
<b>Total Credits ( j through n )</b>	<b>418,042.50</b>
p. <b>Cash from borrower</b>	<input type="text" value="86,717.40"/>



### *VIII. Declarations:*

1. *Make sure that the declarations section is complete and accurate.*

*a-f* When reviewing Credit Report review the public records section to verify this information.

*g.* if yes make sure it's in the liabilities and there is a divorce decree and/or child support order in the file manager and vice versa (if they have this in the liabilities and divorce decree make sure this says yes)

*i.* make sure this is not showing on credit report

*j* vs. *K.* if not U.S. citizen make sure we have a green card and other required documentation in file.

*l.* If subject is primary make sure this says yes, and if second/investment make sure this says no

*m.* if this says No make sure to get have a First Time Homebuyers cert in the file.

(1) PR: Primary SH: Second Home IP: Investment Property

(2) S: Sole Ownership, SP: With Spouse, O: with Other

### *X. Information for Government Monitoring:*

- i. Enter in the borrower and/or coborrower information, even if they do not wish to provide this we have to fill out based on our best observation.
- ii. Use the drop down to next to "Information Provided By" to choose how you disclosed to your borrower.

## 2015 Itemization

### Section 800. Items payable in Connection with the loan

801. The origination fee will automatically fill out once you've selected your closing cost template but verify that it is correct

802 Do not enter in a lender credit here: enter it on page 3 of the 1003. The lock desk will update this section after you lock the loan.

803 The appraisal fee will also already be populated, to make sure that it is marked paid outside of closing click the small arrow to the left and the fee amount will be in the POC box. To have the appraisal be paid through closing clear this field \*\*\* you must get permission from management to do this\*\*\*

Amount Paid by					
	Financed	PTC	PAC	POC	Amount Paid
Borrower	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>	+ <input type="text" value="550.00"/>	= <input type="text" value="550.00"/>

805. This field will automatically populate. DO NOT change this fee before disclosing. The closing department will update this field with the correct amount.

### Section 900. Items Required by Lender to be paid in Advance

901. The daily Interest Charges will calculate based on the closing date you entered on the borrower summary

902. This will automatically populate on an FHA loan when you click the get MI button on page 2 of the 1003

903. Enter 12 months of homeowner's insurance if this is a Purchase or if the HOI is due within 60 days of closing

904. If taxes are due within 60 days of closing enter 12 or if the buyer owes the seller taxes for the fiscal year enter number of months that they owe.

905. The VA funding fee will automatically fill out when you choose the closing cost template. Do not change this unless you have a COE showing they are exempt

## Section 1000. Reserves Deposited with Lender

1101 \_To correctly set up your escrow account click on the aggregate adjustment button

- When the initial Escrow Account Setup page appears enter in 2 months of cushion.
- Enter 12 in the month/year field that the taxes are due. If they are due in multiple installments enter the amount of months due in the correct month/year field. To look up this information online go to [www.netronline.com](http://www.netronline.com) to find the tax bill
- Enter 12 in the correct month/year in which HOI will be due. If it is a purchase enter the month that the transaction closed for the following year
- If city taxes are due separately enter the month/year in which they are due

Initial Escrow Account Setup

First Payment Date: 12/01/2016

Prepaid

Date	Tax	Haz Ins	Mtg Ins	Fld Ins	City Taxes	User #1	User #2	User #3	Annual Fee
Cushion	2	2	1						
Due Date 1	05/01/2017	07/01/2017							
Due Date 2	09/01/2017								
Due Date 3									
Due Date 4									
12/2016									
01/2017									
02/2017									
03/2017									
04/2017									
05/2017	6								
06/2017									
07/2017		12							
08/2017									
09/2017	6								
10/2017									

☐ Servicer to refund Mtg Ins Cushion upon termination

OK Clear All Impound Settings Cancel

### Sections 1100 – 1200 Title Charges & Government Recording Fees

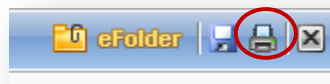
- This is where you will set up your title/recording fees. Please see the Smart GFE section to view how to import these

### Section 1300. Additional Services you can shop for

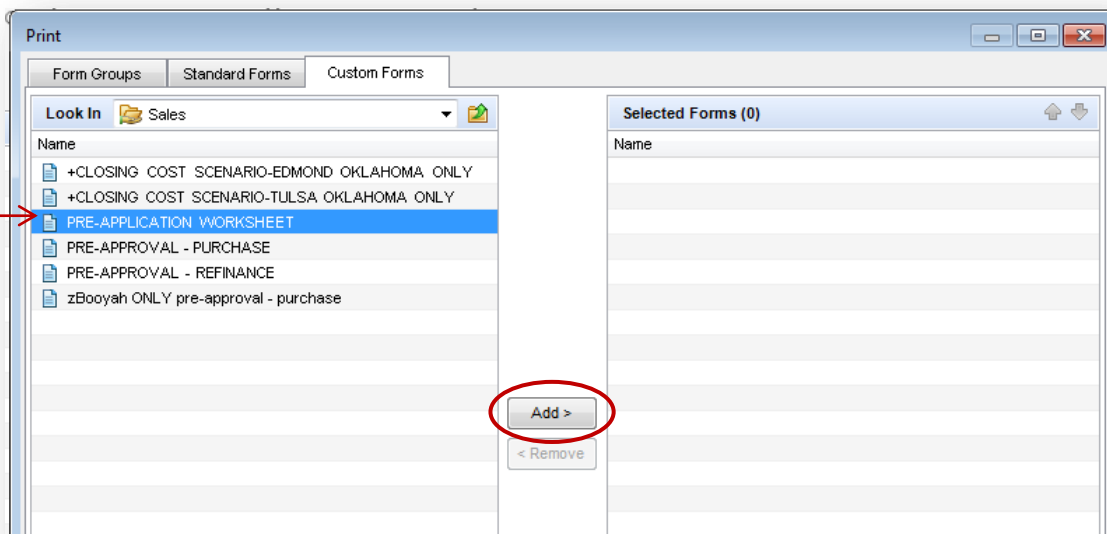
1310 – 1320 If there are any HOA transfer fees or initial fees enter them in these fields. Make sure that they are in one of the fields with a \*\*

### Printing out itemized fee sheet

1. To print out an estimated fee sheet to provide your borrower click on the print icon in the top right corner of encompass

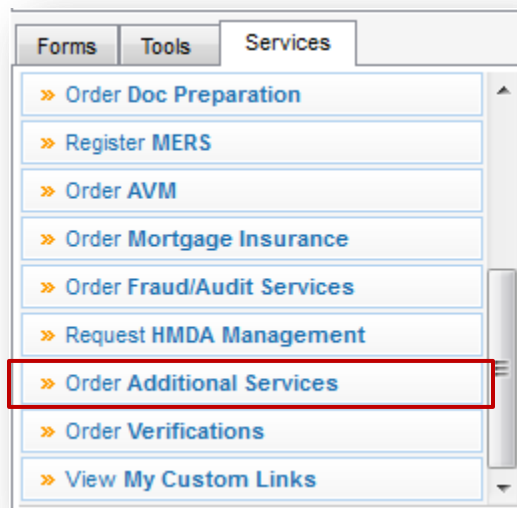


2. Go to the custom forms tab and in the sales folder you will highlight “Pre-Application Worksheet”, click the add button, and print

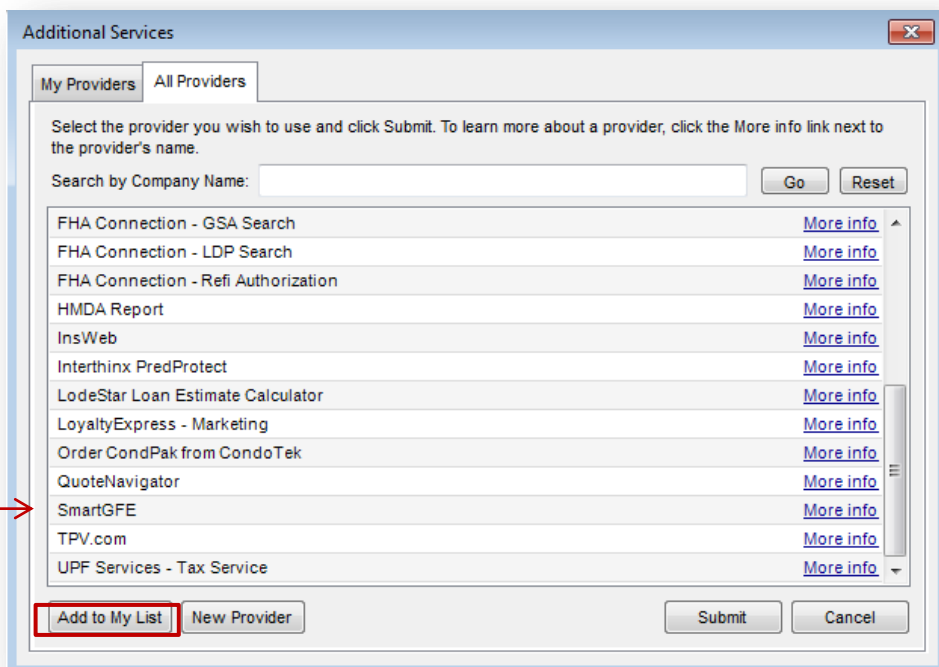


## Smart GFE

1. Go to the Services tab and click on Order Additional Services



2. When the additional Services screen opens you may have to add SmartGFE to your providers if you are using it for the first time. You can do so by clicking on the All Providers tab, finding SmartGFE on the list and clicking Add to My List.



3. When you have added SmartGFE go back to the My Providers tab, click on SmartGFE and press submit
4. In the Questions section complete the required fields, most of the items should have pulled from Encompass except for the Appraisal Product Name and the Estimated Property Value.
5. Once all fields are completed click on the Continue to Fees Button

The screenshot displays a web application interface with a top navigation bar containing tabs: 'File Data', 'Questions' (active), 'Fees', 'SmartFees Reports', and 'Audit Log'. Below the navigation bar is a 'Required Fields' section with the following elements:

- Total Loan Amount\***: Text input field containing '\$345,600'.
- Amortization Type\***: Dropdown menu showing 'Fixed'.
- Is this Transaction a Streamline Refinance\***: Radio buttons for 'Yes' and 'No' (selected).
- Is this Transaction a Cash-Out Refinance\***: Radio buttons for 'Yes' and 'No' (selected).
- Is this property a Planned Unit Development (PUD)\***: Radio buttons for 'Yes' and 'No' (selected).
- Appraisal Product Name\***: Text input field containing a blue link '1004 Uniform Residential Appraisal Report'.
- Estimated Property Value\***: Text input field containing '\$450,000'.
- Occupancy Type\***: Dropdown menu showing 'Primary Residence'.
- Tax Criteria**: Section header.
- Are individuals being added to or removed from property title?\***: Radio buttons for 'Yes' and 'No' (selected).

At the bottom of the form is a 'Customize' button with a right-pointing arrow. In the bottom right corner, a blue button labeled 'CONTINUE TO FEES' is highlighted with a red rectangular box.

6. Once you are on the fees page you can choose the appropriate title company by clicking on select provider. Once you have the correct company chosen click on Export to Encompass. The fees will automatically be placed in the correct fields of the 2015 Itemization once exported.
7. To view the fees in Encompass go to the file Manager and a certificate will be in the compliance certificate placeholder.
8. Always double check your fees to ensure they exported correctly before you disclose

The screenshot displays a web interface for managing services and fees. At the top, there are two buttons: 'ADD ADDITIONAL SERVICES' and 'EXPORT TO ENCOMPASS'. The 'EXPORT TO ENCOMPASS' button is circled in red. Below the buttons, the interface is divided into three sections: 'Lender Selected Services', 'Title and Closing Services', and 'Recording Fees/Transfer Taxes'.

Lender Selected Services		
Appraisal Management Company	TriServ Appraisal Management Solutions	\$450.00
	<a href="#">Details</a>   <a href="#">Remove</a>   <a href="#">Select Provider ▶</a>	

Title and Closing Services		
Title Insurance	Campbell & Brannon, Attorneys At Law	\$868.50
	<a href="#">Details</a>   <a href="#">Remove</a>   <a href="#">Select Provider ▶</a>	
Settlement Services	Campbell & Brannon, Attorneys At Law	\$975.00
	<a href="#">Details</a>   <a href="#">Remove</a>   <a href="#">Select Provider ▶</a>	

Recording Fees/Transfer Taxes		
<a href="#">Edit Recording Fees / Transfer Taxes</a>		

## Completing the Application and Requesting Disclosures

1. When you are ready to request disclosures go to the Borrower Summary and scroll down to the bottom of the page and press the “click here to complete Application” button

Click here to Complete Application

2. Enter in the Estimated Value and click Close, this will alert you that the initial disclosures are due and must be sent within three business days

Quick Entry - How To Disclosures

How To Send eDisclosures

**I. Complete the 6 pieces of RESPA information**

1. Name	Jerry	Hardin
2. Social Security #		
3. Income	20,013.00	
4. Est Value		
5. Loan Amount	345,600.00	
6. Subject Property Address	4327 White Hickory Lane	
	Kennesaw	
	GA	30152

**RESPA alert will Fire!!!**

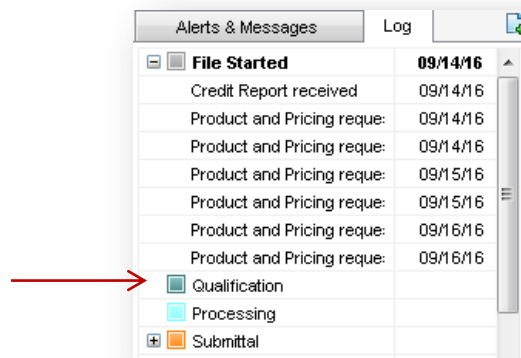
Alerts & Messages

Send Initial Disclosures

Close




3. To request disclosures go to the Encompass Log and Click on the Qualification milestone



4. The Qualification Worksheet will open up and if you are missing any of the required fields it will list them for you. You must complete these before moving it to the next milestone.

The screenshot shows the 'Required Fields' window. It has a title bar with 'Required Fields' and two buttons: 'Go to Fields' and 'Field Summary'. The main area is a list of fields that need to be completed. The fields are: 'Loan Info Refi Yr Acquired', 'Loan Info Refi Original Cost', 'Loan Info Refi Existing Lien', 'Loan Info Refi Purpose', 'Assets Real Estate Owned', 'Lead Source Dropdown', 'Loan Officer Comments', and 'Subject Property Est Value'. Each field has a corresponding input box or dropdown menu.

5. Once all the required fields are completed click on the Magnifying glass next to the Loan Opener field and choose the correct loan team member you would like to push the file to.
6. Check the finished box and save the loan. This will automatically put the loan in the qualification milestone, notifying the loan team member that disclosures have been requested.

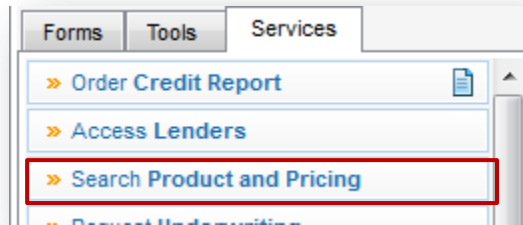


The image shows a software interface titled "Qualification Worksheet for Jennifer Lee Shook". It contains three rows of input fields: "File Started By" with "Jennifer Lee Shook (jshook)", "Loan Officer" with "Jennifer Lee Shook (jshook)", and "Loan Opener" with "John Richard Downs (jrdowns)". Each field has a magnifying glass icon to its right. To the right of these fields is a section labeled "Days to Finish" which contains a checkbox and the word "Finished". A red arrow points to the "Finished" checkbox.

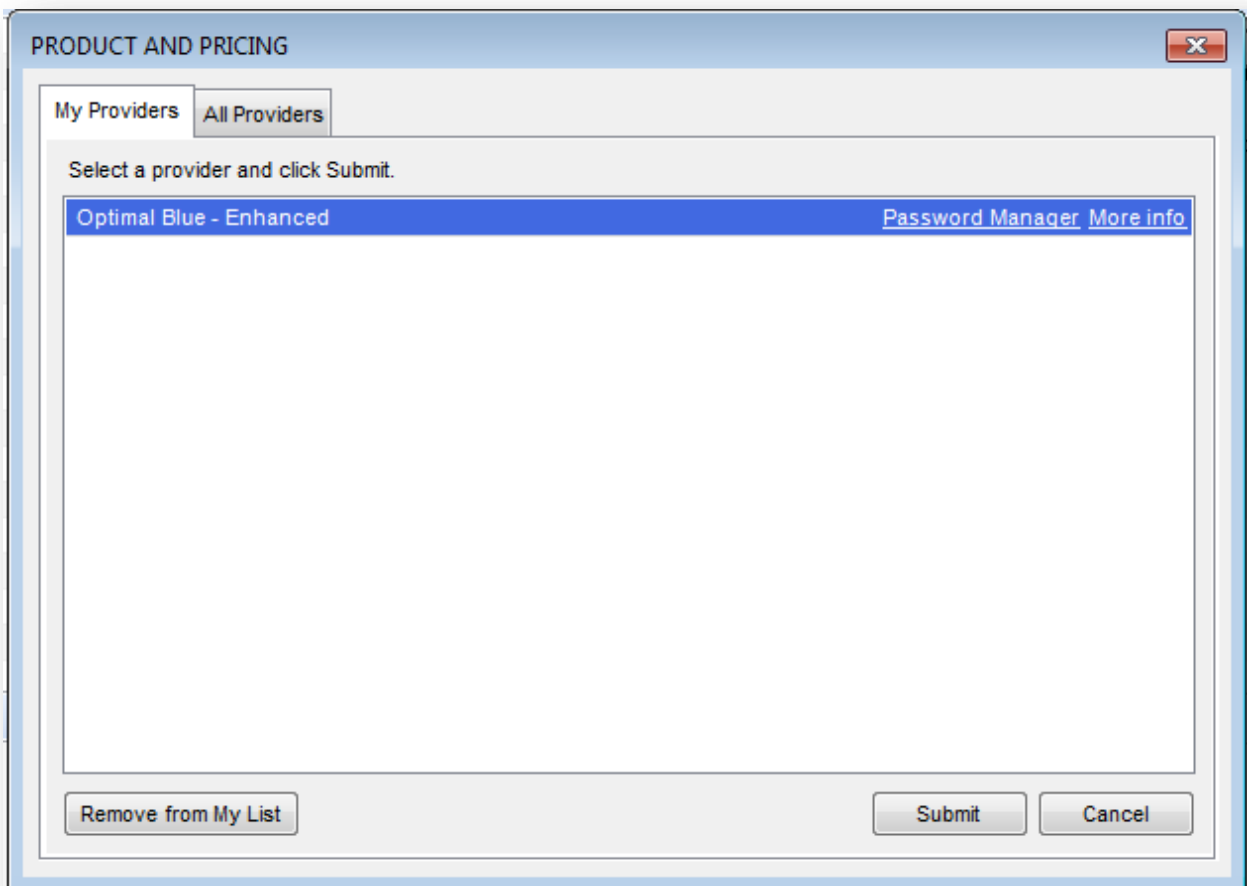
Qualification Worksheet for Jennifer Lee Shook	
File Started By	Jennifer Lee Shook (jshook)
Loan Officer	Jennifer Lee Shook (jshook)
Loan Opener	John Richard Downs (jrdowns)
Days to Finish	
<input type="checkbox"/> Finished	

## Pricing and Locking Loan in Optimal Blue

1. Go to the service tab and click on “Search Product and Pricing”






2. Select Optimal Blue- Enhanced from the product and pricing pop-up window and click on the Submit button.

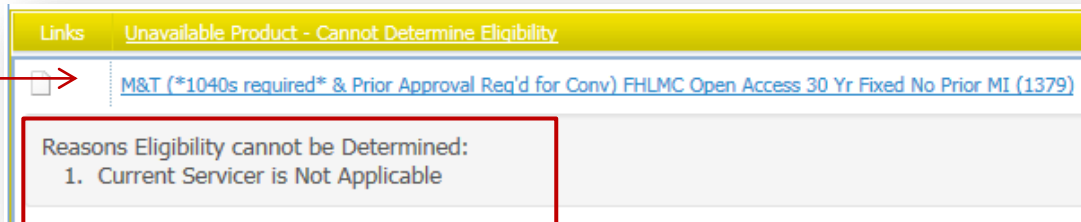


3. Once the pricing request box opens enter in your Optimal Blue username and password and click continue.
4. The information from Encompass will automatically pull over in to optimal blue. Make sure to review the information and that you have all the required fields completed (these are marked with a ● red dot). Any field that is greyed out is read only and can only be updated in Encompass.
  - a. Lien Information
    - i. If you are doing a second mortgage make sure that this is entered in the second lien amount section because it will affect pricing
    - ii. If you enter the second in the HELOC amt. field and they are taking out a new heloc make sure that you also enter it in the HELOC Draw Amt. field as well to get accurate pricing.
  - b. Loan Information
    - i. LTV is going to be based off of what you have entered in the Appraisal Amount field, not the Price/Estimated Value field. So make sure that the correct amount is entered.
  - c. Borrower Information
    - i. Most of this information is pulled from Encompass but this is also where many loan officers will adjust a borrower's fico score to see if an increase in their score would positively affect pricing.
  - d. Property Information
    - i. The property type will pull over from encompass, however make sure that the correct property type, number of units and number of stories is selected because this will affect pricing.
    - ii. If searching for a multi-unit property make sure the correct number of units is selected

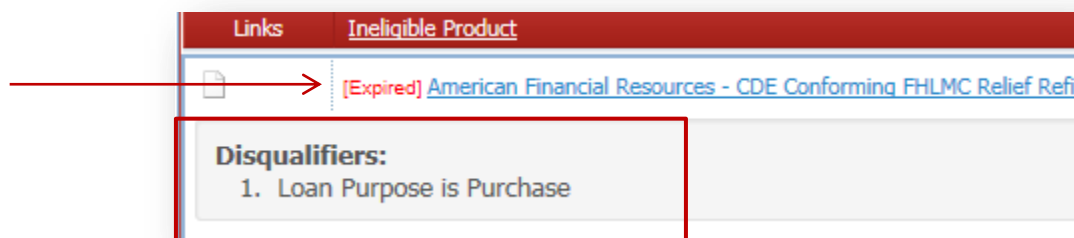
- f. First Lien Search Criteria – this section is where you will select the correct loan type/term/price that you would like to see in your search.
    - i. Place checkboxes next to the loan type(s)/term(s) that you would like to see in your search
      - If you would like to price an ARM make sure that you have selected both the ARM checkbox in the amortization section as well as the ARM fixed term(s) that you would like to see.
      - If you leave the Desired Price, Desired Rate or Desired Lock Period fields blank, the system automatically displays the results in order from the lowest rate, closest to par, on a 30-day lock.
5. Click Submit and Optimal Blue will give you your search results. You will notice that your results will come back as Eligible, Cannot Determine Eligibility, or ineligible.
- a. Eligible – the product meets eligibility requirements and the products display under a green header ranked by the first lien search criteria

Links	Eligible Product
<div>333 QM</div> <div>   </div>	<a href="#">Franklin American Conforming 30 Year Fixed</a>
<div>333 QM</div> <div>  </div>	<a href="#">Pacific Union Conforming FHLMC 30 Yr Fixed (CFH30)</a>


- b. Cannot Determine Eligibility – These products display under a yellow header and the system cannot determine if they qualify based on the information that was entered
  - i. To see why the eligibility cannot be determined click on the product name and it will display the reasons eligibility cannot be determined.



- c. Ineligible Product – the products are displayed under a red header and do not meet the requirements for that particular lender.
  - i. To see why the loan is ineligible click on the product name and the disqualifiers will be displayed.



6. To display the entire pricing Grid for an investor click on the product name.
7. You can select different lock periods by choosing the value in the “view Pricing for Lock period” on the pricing grid.

Links	Eligible Product	Rate	ARM Margin				
	<a href="#">AmeriHome Mortgage - FHA 30 Yr Fixed (FAF30)</a>	4.250	0.000				
View Pricing for lock period: <a href="#">15</a> <b><a href="#">30</a></b> <a href="#">45</a> <a href="#">60</a>   Expiration: <b>01/27/17</b>							
Rate	APR	P&I	Closing Cost (\$)	Price	Discount/Rebate(\$/%)	Origination Charges(\$)	Compe
3.250	3.739	\$1130	\$11,031	95.750	4.250% (\$11031)	\$11,031	
3.375	4.843	\$1147	\$9,733	96.250	3.750% (\$9733)	\$9,733	
3.500	4.948	\$1166	\$9,084	96.500	3.500% (\$9084)	\$9,084	
3.625	5.065	\$1184	\$8,760	96.625	3.375% (\$8760)	\$8,760	
3.750	5.007	\$1202	\$3,569	98.625	1.375% (\$3569)	\$3,569	
3.875	5.099	\$1221	\$2,596	99.000	1.000% (\$2596)	\$2,596	
4.000	5.214	\$1239	\$2,271	99.125	0.875% (\$2271)	\$2,271	

*Updating Search Criteria – If you would like to change the parameters of the loan and create a new search there are two ways which are listed below.*

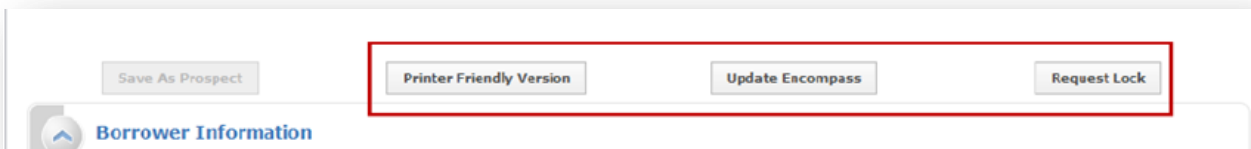
- If you want to make quick/simple modifications (desired rate, price, lock, etc.) you can change them on the pricing list and click re-submit.

- If there is a parameter you would like to revise that isn't available on the list click on the revise search button and make the changes on that screen then click submit
8. After reviewing the pricing and you are ready to lock click on the lock Icon next to the product you would like to select.

ts	QM Fee Cap	Remaining Fees Below Cap	QM	QM Trace	Select
	\$7,787	\$1,622	✗	333 QM	
	\$7,787	\$2,920	✗	333 QM	
	\$7,787	\$3,569	✗	333 QM	
	\$7,787	\$3,893	✗	333 QM	



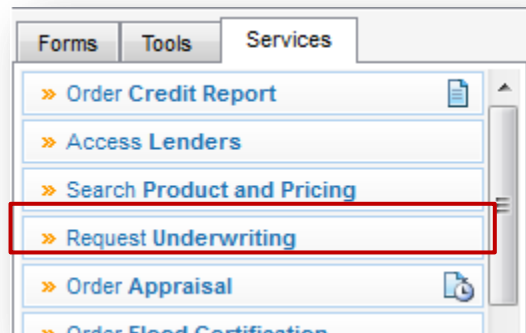
9. After clicking on the lock symbol the Lock form will appear and you can choose one of the following options
  - a. Printer Friendly Version - Displays a printer version of the Lock Form. If desired, click Print. To return to the Lock Form screen, click the Back button.
  - b. Update Encompass - Sends all of the loan information to the Encompass Lock Request Snapshot, including product and pricing.
  - c. Request Lock - Updates the loan status in Optimal Blue to “Lock Pending” and to “Lock Requested” in Encompass. The system sends all of the loan information to the Encompass Lock Request Form, including product and pricing, and triggers an email to secondary indicating that a lock has been requested.



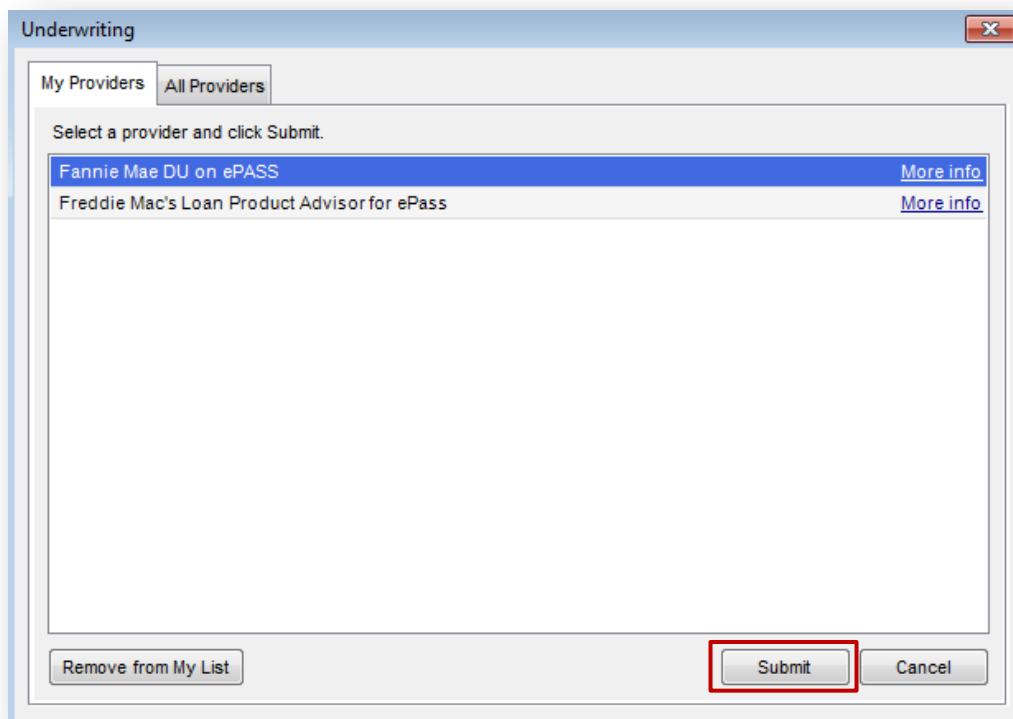
10. If you choose to request a lock a box will appear showing you which fields have been updated in encompass. Click close
11. In order for the lock to go through you must choose to exit the loan so that the lock desk can process the request.

## Running DU Findings in Encompass

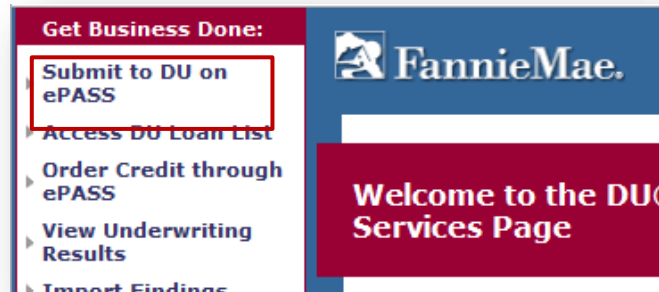
1. To get your username/password for DU please see the “how to Manual”
2. When you are ready to run findings you will click on the “request underwriting” link in the Services tab.



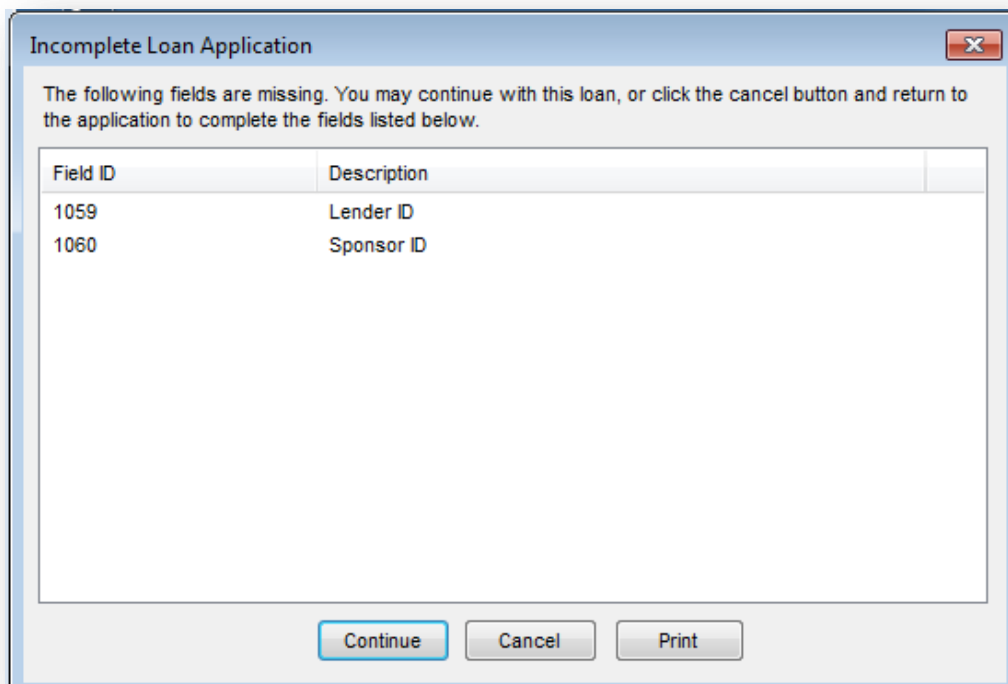
3. Select Fannie Mae DU on ePASS and press Submit.



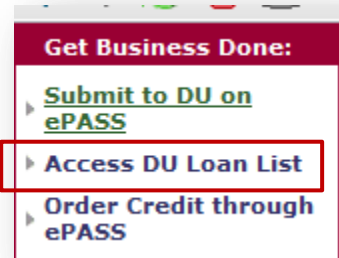
4. The services tab will open up with the Fannie Mae DU page. Click on Submit to DU on ePASS



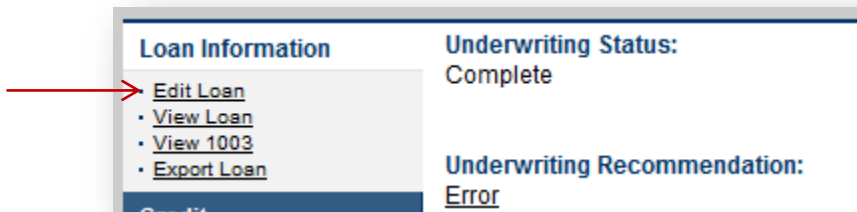
5. Enter your Universal Credit Username/Password and click Submit.
6. If you get an Incomplete Loan Application Message, click Continue. These are items that were not entered on the application. If the field is required for DU to run it will let you know that findings couldn't be run. Go back to the application, complete the missing fields and then request underwriting again.



7. Your findings results will open up in the services tab. If you get an Approve Eligible you are good. However if you get an error or approve/ineligible and would like to re run findings Click on the Acces DU Loan List tab To edit the loan in DO, click on “Access DO Loan List”.



8. To make changes to the loan click on Edit Loan



9. Starting with “Borrower’s Information”, continue clicking “Next” to make any changes to the loan
10. On the following page choose “Underwriting Only” from the drop down and choose Next



11. Once you have an approve eligible make sure to read through the entire condition list so that you have a good understanding of what is going to be required from the borrower

## Uploading Borrower Documentation

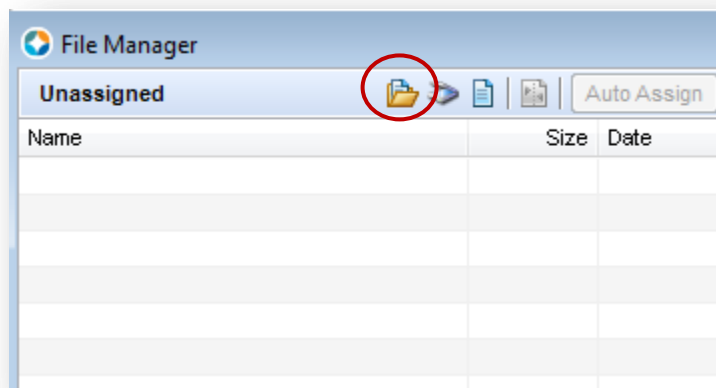
1. Click on the eFolder link in the top right of the screen



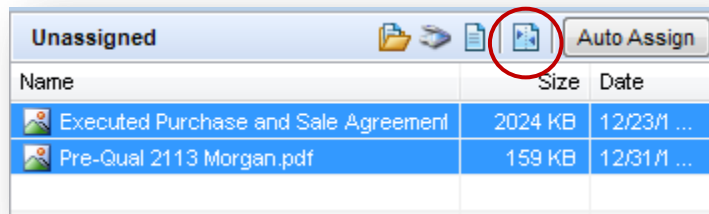
2. When the eFolder opens up click on the File Manager button



3. Click on the Folder Icon and Choose the correct borrower documents that you would like to upload
4. Click Open and the documents will automatically upload

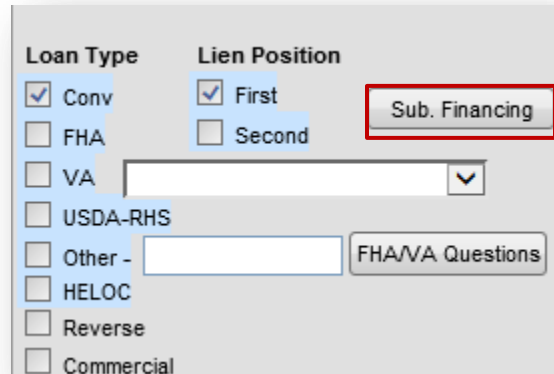


5. Keep the documents in the Unassigned section of the File Manager, your processor will drag them to the appropriate place
6. To rename a document click the document once and it will allow you to rename it
7. To pull a page out of a document highlight the page(s) you would like to remove and drag to the unassigned section of the file manager. Encompass will prompt you to name the new file
8. To Merge Documents highlight the files you would like to merge by holding down the Ctrl Key (they must be in the unassigned section) and click on the icon of the two arrows facing inwards next to the auto assign button



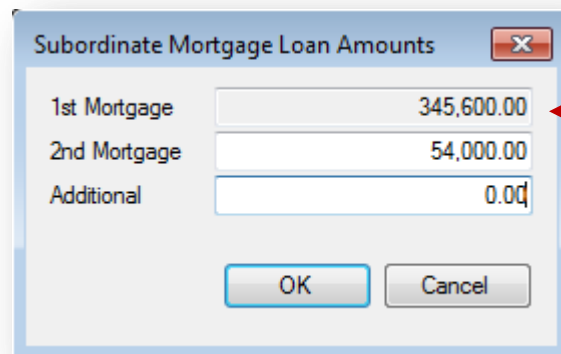
## Re-Subordinating a Second

1. Click on the “Sub financing” button on the Borrower Summary Origination and enter the subordination amount



The screenshot shows a form with two columns: "Loan Type" and "Lien Position". Under "Loan Type", "Conv" is checked. Under "Lien Position", "First" is checked. A red box highlights the "Sub. Financing" button. Other options include FHA, VA, USDA-RHS, Other - (with a text box), HELOC, Reverse, and Commercial. There is also an "FHA/VA Questions" button.

2. Enter in the subordination amount in the second mortgage box and click ok.



The screenshot shows a dialog box titled "Subordinate Mortgage Loan Amounts". It has three rows: "1st Mortgage" with a value of 345,600.00, "2nd Mortgage" with a value of 54,000.00, and "Additional" with a value of 0.00. A red arrow points to the "2nd Mortgage" value. At the bottom are "OK" and "Cancel" buttons.



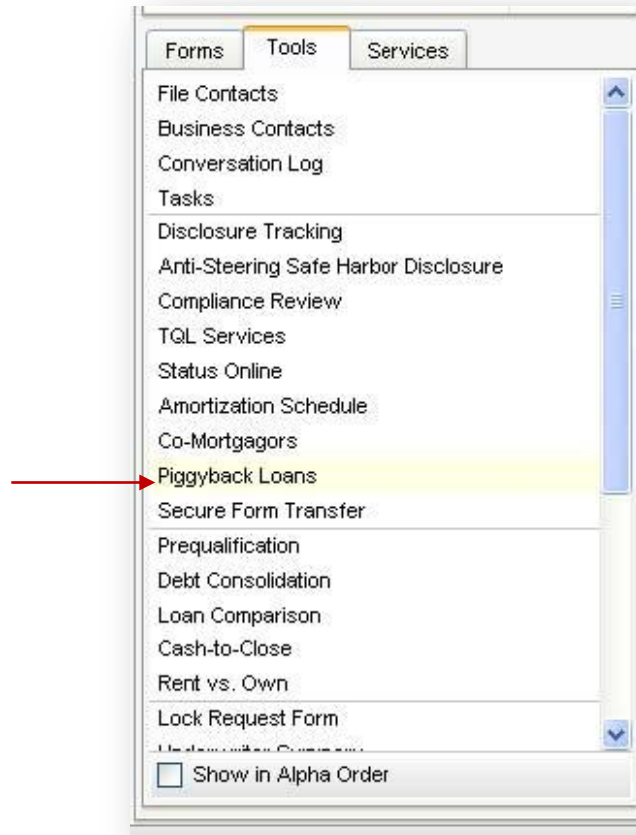
3. Encompass will automatically populate it on page 3 of the 1003, Section VII, line j. which reads “Subordinate Financing”. You will have to make sure that you go in manually and **delete the amount shown in this space**. If this isn’t deleted the amount will populate in the Cash to borrower section.

VII. Details of Transaction			
a. Purchase Price	<input type="text"/>	j. Subordinate financing	54,000.00
b. Alterations	<input type="text"/>	k. CC paid by seller	<input type="text"/>
c. Land	<input type="text"/>	l. <input type="text"/>	<input type="text"/>
d. Refinance	<input type="text" value="340,000.00"/>	<input type="text"/>	<input type="text"/>
e. Estimated prepaid items	<input type="text" value="3,231.60"/>	<input type="text"/>	<input type="text"/>

## How to add a Second Lien to a Loan

In Encompass, there is a specific way that a second lien must be created in order to have the data synchronize properly. To add a second lien, please refer to the following steps:

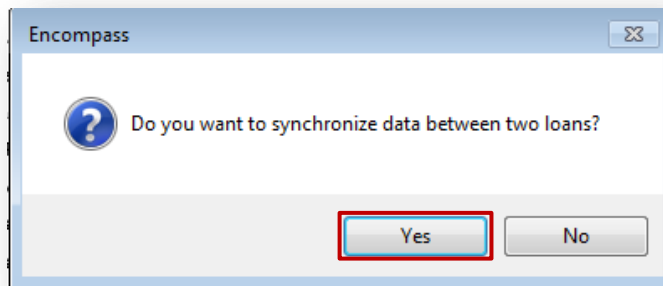
1. Open your 1<sup>st</sup> lien loan and then go to Tools -> Piggyback Loans



2. For those loans that **DO NOT** have a second lien already created, click on New 2nd



3. Then click on Yes to allow the data to synchronize



Now your 2nd Lien is created and synchronized. Simply fill in the now available fields in order to update the information. You can use this page to go back and forth between the two loans.

Piggyback Loans	
1st Loan Position (Current Input)	2nd Loan Position
<a href="#">New 2nd</a> <a href="#">Link to Loan</a> <a href="#">Remove Link</a>	<a href="#">Go to 2nd</a> <a href="#">Sync Data</a>
Loan Program: 30 YR FHA Closing Cost Program: FHA Loan Type: FHA Property Will Be: Primary Lien Position: First Purpose of Loan: No Cash-Out Refi Appraised Value: 165,000 Purchase Price: Down Payment: % Loan Amount: Sub. Financing 161,287.00 Note Rate: RegZ 5.500 % Qual Rate: % Term: 360 mths Due in: 360 mths Monthly Payment: 924.92 LTV: 97.750 % CLTV: 97.750 % TLTV: 98.727 % Top Ratio: 26.953 % Bottom Ratio: 32.559 % Interest Only: mths <input type="checkbox"/> Qualify using P&I	Loan Program: Closing Cost Program: Loan Type: Property Will Be: Primary Lien Position: Second Purpose of Loan: No Cash-Out Refi Appraised Value: 165,000 Purchase Price: Down Payment: % Loan Amount: Sub. Financing Note Rate: RegZ % Qual Rate: % Term: mths Due in: mths Monthly Payment: LTV: % CLTV: 97.750 % TLTV: 97.750 % Top Ratio: 25.953 % Bottom Ratio: 32.559 % Interest Only: mths <input type="checkbox"/> Qualify using P&I
<b>Details of Transaction</b> a. Purchase Price: b. Alterations: c. Land: d. Refinance: Payoff 166,461.00 e. Estimated prepaid items: 1,392.45 f. Estimated closing costs: 3,111.92 g. PMI, MIP, Funding Fee: 1,612.87 h. Discount (if Borrower will pay): i. Total Costs ( a through h ) 172,578.24	<b>Details of Transaction</b> a. Purchase Price: b. Alterations: c. Land: d. Refinance: Payoff 66,461.00 e. Estimated prepaid items: f. Estimated closing costs: g. PMI, MIP, Funding Fee: h. Discount (if Borrower will pay): i. Total Costs ( a through h ) 66,461.00

4. For those loans that DO HAVE A 2nd LIEN ALREADY CREATED, Click on Link to Loan.  
 \*NOTE\* THIS WILL TAKE A WHILE TO POPULATE.

**Piggyback Loans**

**1st Loan Position (Current Input)**

New 2nd Link to Loan Remove Link

Loan Program

Closing Cost Program

Loan Type

Property Will Be

Lien Position

5. Find the loan in the appropriate folder and click Link.

**Link to a Loan**

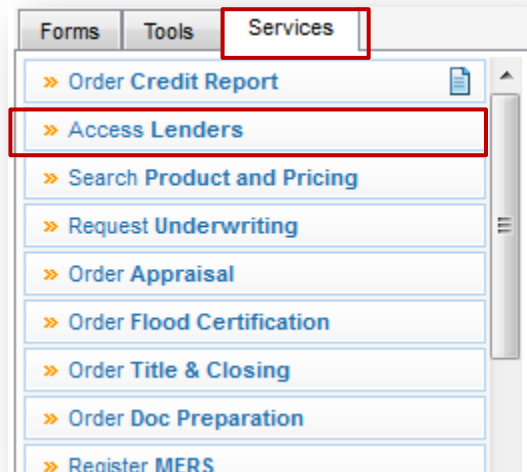
Loan Folder: Prospects

Loan Number	Last Name	First Name	LO	LP	CL	File Status	Address	Loan Amount	Loan Type
20516031784	Mitchell	Olivia	Jennifer			Not Locked		71,250.00	
20515119236	Bockman	Lindsey Nicol	Jennifer			Not Locked	TBD	76,000.00	FHA
20515108126	Bailey	Janice	Jennifer			Not Locked	109 Holly R	360,000.00	
20516054203	Bryant	Kevin	Jennifer			Not Locked	TBD	144,750.00	FHA
20516098387	Kirkman	Tianyi	Jennifer			Not Locked	3326 Sweetl	87,770.00	
20516109190	Test	John	Jennifer			Not Locked	TBD	270,000.00	Convention
20515119093	Lam	Tracy	Jennifer			Not Locked	3710 Rams	245,000.00	Convention
20516087690	Steedley	Debra	Jennifer			Not Locked	TBD	241,250.00	FHA
20516054654	Slinde	Billie	Jennifer			Not Locked	TBD	400,000.00	Convention
20515108480	Hite	Stephan	Jennifer			Not Locked	TBD	71,500.00	FHA
20516098058	Houston	Nicholas	Jennifer			Not Locked	3215 New R	324,900.00	Convention
20516086786	Poitevint	John	Jennifer			Not Locked	TBD	105,000.00	Convention
20516020854	Bush	Brandon Jac	Jennifer			Not Locked	1265 Old W	417,000.00	Convention
20516021149	Overton	Stephanie	Jennifer			Not Locked	TBD	300,000.00	
20516032483	Thakur	Kristen	Jennifer			Not Locked	TBD	284,675.00	FHA
20515129730	Sundukov	Maksim	Jennifer			Not Locked	TBD	306,000.00	Convention
20516021129	DuBois	Brent Allen	Jennifer			Not Locked	TBD	227,750.00	FHA

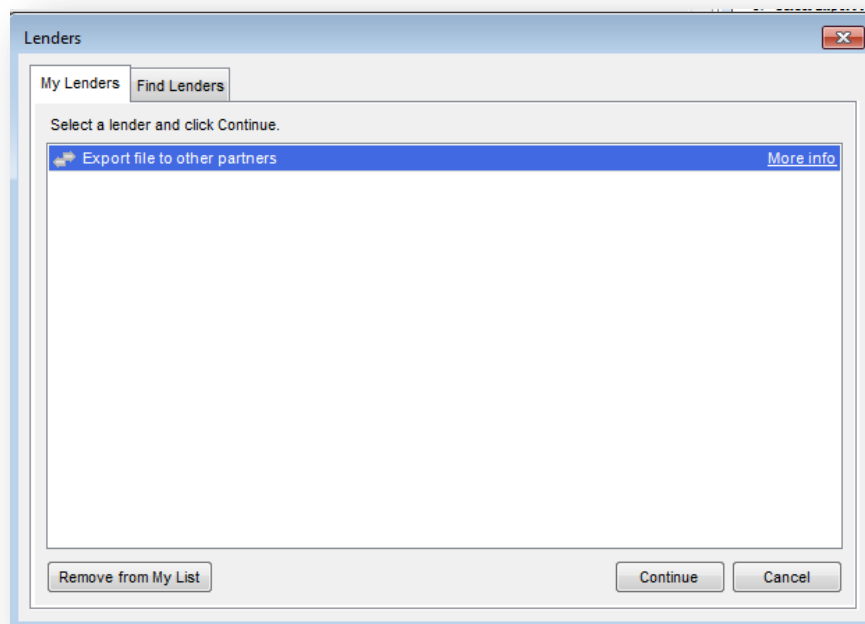
Link Cancel

## Exporting a Fannie Mae format file from Encompass360

1. Open the file you'd like to Export
2. Click on the Services tab and choose access Lenders



3. Choose to Export to other partners and click continue



4. Complete the Lender Transaction Options Section
  - For request type choose Export Fannie Mae Formatted File
  - Click the browse button to choose the location where you would like the file to save
  - Choose the Export purpose “other” and click continue
  - Click continue
5. The file will be saved in the location you’ve selected

The screenshot shows a window titled "Lender Submission Request" with a close button in the top right corner. The main heading is "Export file to other partners".

The window is divided into four sections:

- Lender Login Information:** A box containing the text "No login information required."
- Lender Transaction Options:**
  - Request Type:** A dropdown menu with "Export Fannie Mae formatted file" selected.
  - Export to:** A text field containing "C:\Users\jshook\Documents\Jerry Harc" and a "Browse..." button.
  - ☐ Set as default export directory
  - ☒ Include Log Entry
- Loan Summary:**
  - Borrower:** Jerry Hardin
  - Co-Borrower:** Sharon Hardin
  - Property:** 4327 White Hickory Lane, Kennesaw, GA 30152
  - Loan Number:** 20516098133
  - Loan Amount:** \$ 345,600.00
  - Loan Purpose:** No Cash-Out Refinance
  - Loan Term:** 360 / 360
  - Loan Rate:** 4.000 %
- Create a Shortcut:**
  - Text: "Please enter the following information to help Ellie Mae keep the list of Encompass-connected partners up to date:"
  - Export Purpose:** A dropdown menu with "Other" selected.
  - Description:** A text field containing "other".
  - [More information](#)

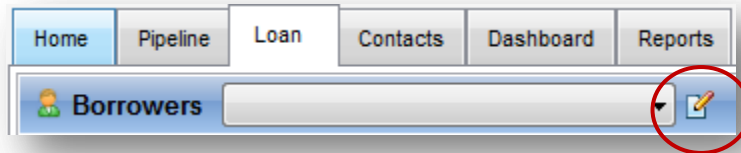
At the bottom right, there are "Continue" and "Cancel" buttons.

## Importing a Fannie Mae 3.2 File

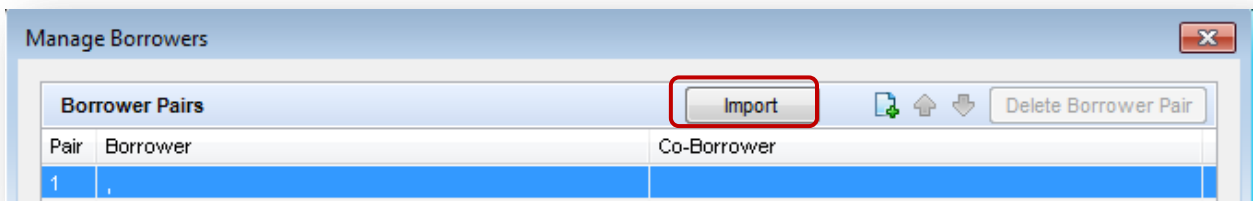
1. Go to your prospects folder and click on the page with the green plus sign to create a new loan.



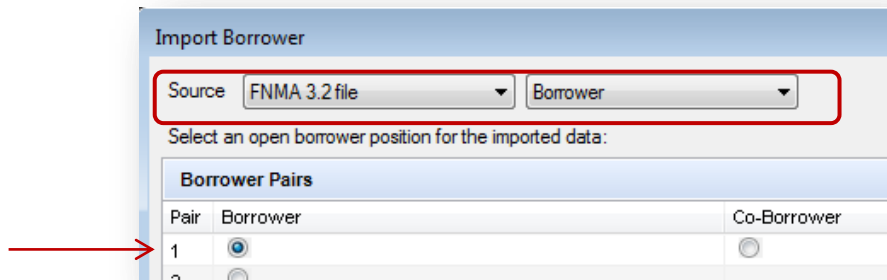
2. Choose the correct loan template and a new blank file will open.
3. Go to the Borrowers dropdown in the upper left hand corner and click on the pencil/pad icon.



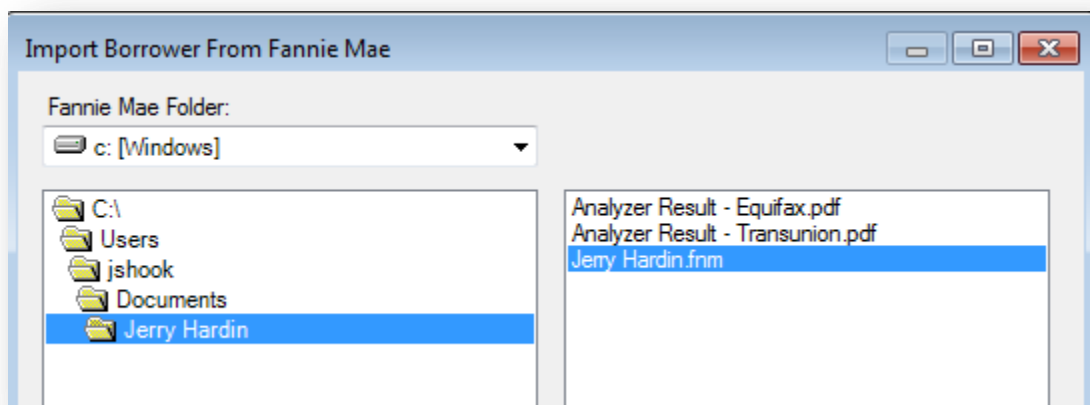
4. The Manage Borrowers page will open up, Click on the import button.



5. In the source drop down choose FNMA 3.2 file, choose if you are importing a borrower or co-borrower and check the borrower pair you are importing. Then click “next”



6. Find where you saved the fnma 3.2 file and click import. Once the file has imported click the close button and the new file will open with all the borrower information.





## Managing Borrower Pairs

You can use the managing borrower pairs to delete a borrower, create two separate 1003's in the case there is a non-occupying co-borrower or two borrowers that are unrelated, or switch the borrower/co-borrower

### *Deleting a Co-Borrower*

1. Click on the pencil/pad icon next to the borrowers dropdown.
2. When open choose Click on delete Co-Borrower.

### *Swapping Borrower/Co-Borrower or Creating two 1003s*

1. When the Manage Borrowers page opens click on the Move button to move the borrower or coborrower and then click Move again.
2. By Moving the Borrower to the number two selection you are going to be creating two 1003s

Borrower Pairs		
1	<input checked="" type="radio"/> Sharon Hardin	Jerry Hardin
2	<input type="radio"/>	
3	<input type="radio"/>	

### *Adding an additional Borrower Pair*

1. Click on the page with the green plus sign on the Manage Borrower's page.
2. Once the second Borrower Pair Appears enter in the borrower's information.
3. To move between Borrower Pairs click on the dropdown box next to Borrowers in the top left of the screen and you can toggle back and forth between them.

## Pipeline ~ Searching and Customizing Views

### Borrower Contact Information

- You can access the borrower contact information at any time by clicking on the figure next to the borrower's name.
  - This will allow you to get the borrower's phone numbers and email address without having to open up the file.
  - You are able to email the borrower through outlook by clicking on their email address

The screenshot shows the 'Pipeline View' interface with the following components:

- Navigation tabs: Home, Pipeline, Loan, Contacts, Dashboard, Reports.
- Section: Pipeline View, Branch Manager - Default View.
- Loan Folder: Prospects.
- View: All Loans (selected), My Loans.
- Filter: Loan Officer Name contains "test".
- Table with columns: Ale, Mess, Loan #, Borrower Name, Loan Officer Name.
- Table data:






Ale	Mess	Loan #	Borrower Name	Loan Officer Name
=	=			test
2		9011081382	Adam, Jenny	Test ATL
1		9011081407	Bwr, John	Test ATL
1		9011091414		Test ATL
		9011081410		Test ATL
		9011081408		Test ATL


A red arrow points to the contact icon for 'Adam, Jenny'. A dropdown menu for 'Bwr, John' is open, displaying the following information:

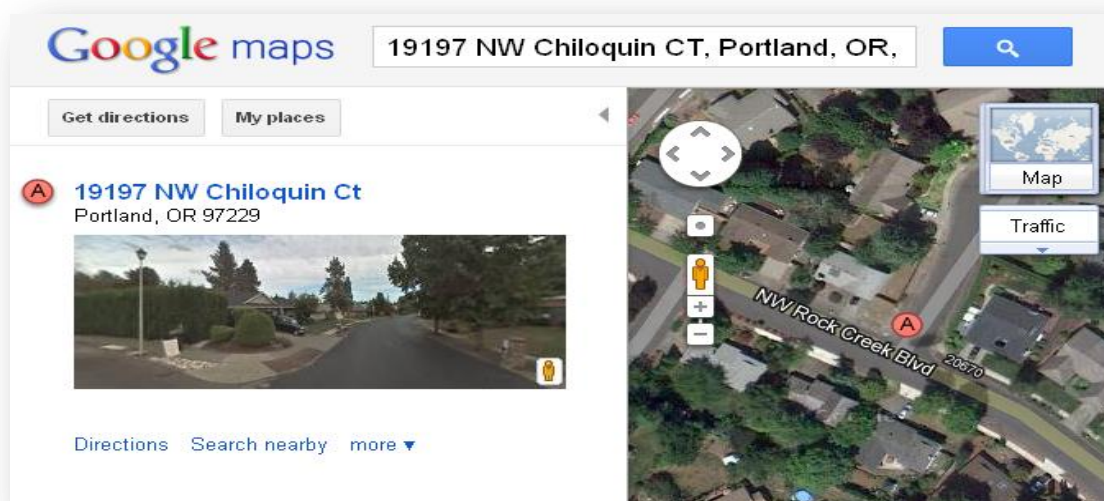
- Bwr, John**
- H: 480-217-4915
- W: 602-622-8888
- Email: bwr71@cox.net
- Create Appointment
- Order Credit

### Subject Property Information

- You are able to view the subject property information and appraised value by clicking on the house icon next to the subject property street.
  - If you click on “view map” it will show you the address on Google Maps

Subject Property Street	Subject Property City
<input type="text"/>	<input type="text"/>
 123 Main	Salt Lake City
 16631 n 170th lane	Surprise
 456 Main St	Scottsdale
 19197 NW Chiloquin CT	Portland
 19197 NW Chiloquin CT	Portland

 **19197 NW Chiloquin CT**  
Appraised Value: \$250,000  
View Map  
Order Appraisal  
Order Title



## Lock Information

- To view lock information you can click on the lock icon on the file.
  - This will provide you with basic lock information
  - You can access Optimal Blue by clicking on the search for product and pricing
  - Click on the Lock request form/confirmation to view the lock details

## Searching in your Pipeline

1. To search in your pipeline you can either
  - a. Enter in the specific borrower name/address or
  - b. Click on the column header to sort all loans in ascending/descending order.
    - i. This can be done for be numerical or alphabetical order based on the information in that column

Borrower Name ▲	Loan Amo ▲	Loan Type
<input type="text"/>	=	<input type="text"/>
<b>Ackerley</b> , Joseph	92,500.00	VA
<b>Alacommon</b> , Rosa	128,700.00	Conventional
<b>Bell</b> , James Murray	160,000.00	Conventional
<b>Butler</b> , Gary Francis	163,800.00	Conventional
<b>Chen</b> , Paul	192,039.00	Conventional
<b>Ellis</b> , Amy	204,800.00	Conventional
<b>Fisher</b> , Dale	223,200.00	FHA
<b>Gonzales Jr</b> , Michael	270,000.00	Conventional
<b>Greene</b> , Harold	304,000.00	FHA
<b>Griffin</b> , Owen	315,000.00	Conventional
<b>Harris</b> , Jacinda Lynne		
<b>Harrison</b> , Jennifer		

- If you want to search for specific loan programs or milestones you can click the drop down box so that only files that match those criteria will appear.

Loan Type	Subject Property Address	Subject Property
FHA		
FHA	901 Jansen Lane	Pleasanton
FHA	903 Lincoln Street	Walnut Creek
FHA	99823 Peterson Avenue	Pleasant Hill
FHA	652 Marvel Street	Pleasant Hill
FHA	35563 Round Barn Drive	Walnut Creek

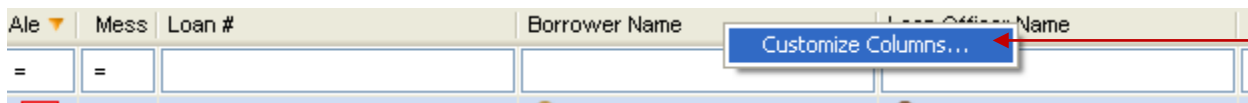
Loan Purpose	Subject Property Street
No Cash-Out Refi	
No Cash-Out Refi	3928 W. Windrose Dr.
No Cash-Out Refi	771 Crimson Peak Pl
No Cash-Out Refi	33026 N 53rd Place
No Cash-Out Refi	5109 Magic Lantern Drive
No Cash-Out Refi	5380 Cameron Forest Parkway

Last Finished Milest	Next Expected Milestone
Processing	
Processing	Processor Review
Processing	Processor Review
Processing	Processor Review
Processing	Processor Review
Processing	Processor Review

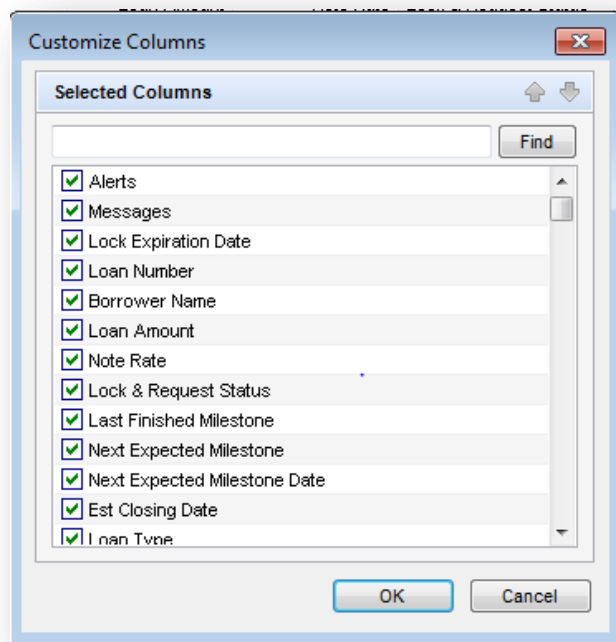
## Customizing your Pipeline View

A standard view is set in Encompass for each loan team member; however you can create a custom view to suit your needs.

1. You can resize your columns by clicking on the column edge and then dragging it to the desired size.
2. Columns can be added or removed from your pipeline view by right clicking on one of the columns, and selecting customize columns



3. A customize columns box will appear and here you can check or uncheck the columns/loan information you would like to appear on your pipeline.
4. Change the column order by using the arrows to move columns up or down in the list. The column at the top of the list displays on the far left of the pipeline.
5. Click OK to save your changes.



6. To save your customized view click the save icon next to the Pipeline View and Enter the name you would like for your customized view to be called and press the save button. The customized view will appear now when you click the drop down next to pipeline view.

