ESSENT®

ESSENT USER TIP SHEET

PCLender®

Streamlined Rate Quote and Delegated Mortgage Insurance Order

1

Property Tax	$150.00 ⓘ
Lease	
Mortgage Insurance	$64.92 ...
Other Expenses	
Housing Payment	$1,532.62

2

Mortgage Insurance Edit

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2 Rate Quote Request...

3

Rate Quote

File Tools

✕ 💾 ✓

3 Vendor	Essent
Payment Period	Monthly
Renewal Type	Constant
Zero Due At Closing	No
Refundable	NotRefundable
Coverage	30%
Payment Type	BorrowerPaid
Rate Quote ID	

Status Description

4 Send Rate Quote Request

5

Rate Quote Confirmation

5 MI Name	Essent Import
Payment Period	Monthly
Initial Payment	$64.92
MI Rate	0.410%

Rate Details

	Years	Rate	Start Year	End Year
▶	10	0.410%	1	10
	20	0.200%	11	30

Notes

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- If you have questions, please contact EssentCONNECT at 855-282-1483 or EssentCONNECT@essent.us. To review Guidelines and Rates for Essent, please visit www.essent.us.

6 Import   Cancel   Help

ACCESSING RATE QUOTES

1 To enter Rate Quote data, open the loan **Qualification** screen and click on the ellipsis (...) located on the **Mortgage** tab.

Note: The Mortgage Insurance field will be pre-populated but will not update with the accurate MI amount until the below steps are complete.

2 The **Mortgage Insurance Edit** screen will open. Click the **Rate Quote Request** button.

3 The **Rate Quote** screen will open. Enter the applicable Rate Quote data and be sure that **Essent** is selected as the **Vendor**.

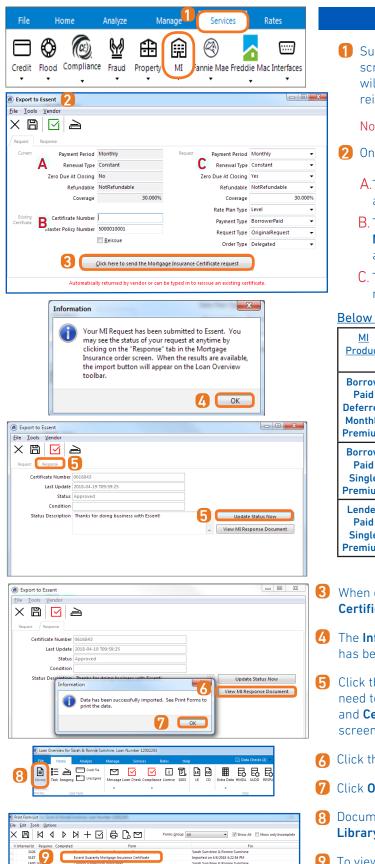Below are the most frequently used product types and options:

MI Product	Payment Period	Renewal Type	Zero Due at Closing	Refundable	Coverage	Payment Type
Borrow Paid Deferred Monthly Premium	Monthly	Constant	Yes	Not Refundable	Standard Coverage Calculated	Borrower Paid
Borrow Paid Single Premium	Single	Constant	No	Refundable or Not Refundable	Standard Coverage Calculated	Borrower Paid
Lender Paid Single Premium	Single	Constant	No	Not Refundable	Standard Coverage Calculated	Lender Paid

4 Once the information is complete, click **Send Rate Quote Request**.

5 The **Rate Quote Confirmation** screen will populate the **Rate Details**. The Rate Quote ID will be located in the **Notes** section.

6 Click **Import** to apply the rate data to the loan. Save and close the screen.

7 Under **Mortgage Insurance**, the updated premium rate will be populated.

Lease	
7 Mortgage Insurance	$64.92 ...
Other Expenses	

SUBMITTING A MORTGAGE INSURANCE REQUEST

1 Submit a Mortgage Insurance request from the **Loan Overview** screen by clicking on the **Services** tab and then the **MI** icon - this will open the **Export to Essent** screen where you can order or reissue an MI Request.

Note: Be sure that Essent is always selected as the Vendor.

2 On the **Export to Essent** screen:

A. The **Current** section will be automatically populated. These fields are not editable.

B. The **Existing Certificate** section will populate the **Certificate Number** and **Master Policy Number**, on original request. You may also type in new information to reissue an existing certificate.

C. The **Request** section contains a list of data fields that are required in order to complete a request for an MI Certificate.

Below are the most frequently used product types and options

MI Product	Payment Period	Renewal Type	Zero Due at Closing	Refundable	Coverage	Payment Type	Order Type
Borrow Paid Deferred Monthly Premium	Monthly	Constant	Yes	Not Refundable	Standard Coverage Calculated	Borrower Paid	Delegated
Borrow Paid Single Premium	Single	Constant	No	Refundable or Not Refundable	Standard Coverage Calculated	Borrower Paid	Delegated
Lender Paid Single Premium	Single	Constant	No	Not Refundable	Standard Coverage Calculated	Lender Paid	Delegated

3 When complete, click the **Click here to send the Mortgage Insurance Certificate request** button to submit the MI Order Request.

4 The **Information** pop-up screen will let you know that your MI Request has been submitted to Essent. Click **OK**.

5 Click the **Response** tab to check the status of a loan request. You may need to wait a few seconds and click **Update Status Now**. The **Status** and **Certificate Number** are populated on the **Response** tab of this screen.

6 Click the **View MI Response Document** button to import the premiums.

7 Click **OK** in the information prompt to view the PDF document.

8 Documents returned by Essent will be stored as PDF's in the **PCLender Library**.

9 To view the certificate, double click on the **File Name**.

Questions? Contact the EssentCONNECT℠ Team, Monday-Friday from 8:00 AM to 8:00 PM Eastern time at essentconnect@essent.us or at 855-282-1483 if you have any questions on submitting through PCLender or uploading your documents via MiDocs.