

# ESSENT ANNOUNCEMENT

*May 18, 2020*

**Re:** Enhancements to Essent Online MI Ordering  
**Effective:** May 17, 2020

We have made the following enhancement to Essent Online MI Ordering to improve your Delegated ordering experience.

- **Borrower Information.** This section has been updated to allow you to indicate if a Borrower does not have a credit score. You will be able to provide the credit score information on each Borrower associated with the loan. Borrowers without credit scores or with non-traditional credit must meet our Clear2Close® guidelines.

Our Online MI Ordering Tip Sheet (attached) has been updated to reflect the new change.

As always, we value your feedback and pledge to continue making changes to improve your Essent Online MI Ordering experience.

If you have any questions about MI Ordering or your account, please contact your [Essent account manager](#) or EssentCONNECT at 855.282.1483 | [essentconnect@essent.us](mailto:essentconnect@essent.us).

Mortgage Insurance provided by Essent Guaranty, Inc.

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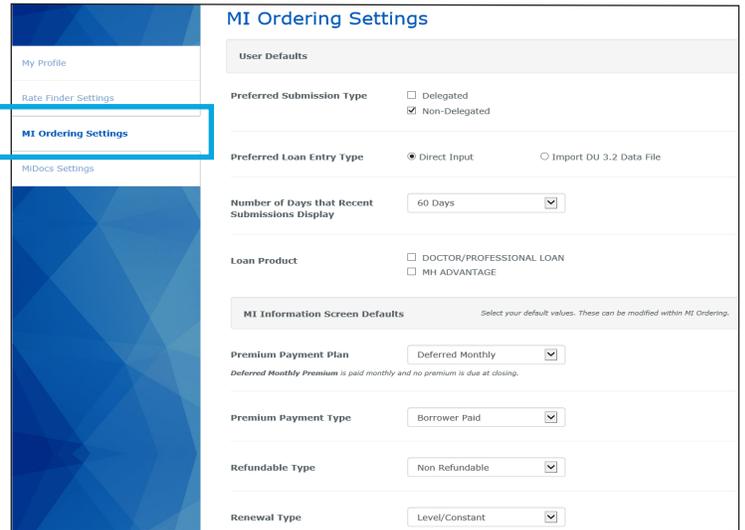
Two Radnor Corporate Center, 100 Matsonford Road, Radnor, PA 19087 | [essent.us](http://essent.us) | EGI-Announcement.096 (05/20)

# ESSENT MI ORDERING ONLINE TIP SHEET

## Tips for Delegated Submissions

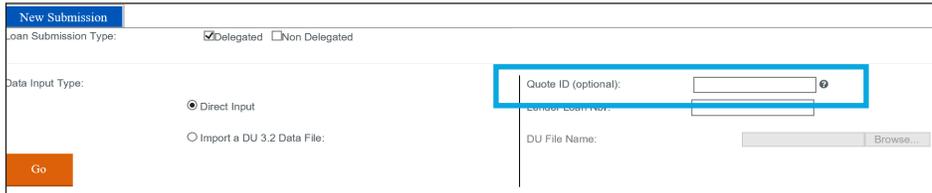
### Set Your Preferred Submission Type and MI Information in MI Ordering Settings of My Profile

- You may change your defaults at any time by clicking My Profile found at the upper right side of your screen. You may change all fields, as needed, while on the New Submission screen.
- Preferred Submission Type:** It is very important to set your Preferred Submission Type on your MI Ordering Settings screen.
- Preferred Screen View:** The system defaults to Tabbed View, but try them both to see which one works best for you.
- Preferred Loan Entry Type:** The system defaults to Direct Input. If you prefer to import a DU 3.2 Data File, click the “Import DU 3.2 Data File” radio button. When you import a DU 3.2 file, you are sending the loan data directly to the MI Ordering system and it will populate your screens.
- MI Information Screen Defaults:** By setting the premium plan, payment type, refundability and renewal type that you normally use when ordering, you will save yourself time on every application you submit. The Premium Payment Plan defaults to Deferred Monthly.



## New Submission

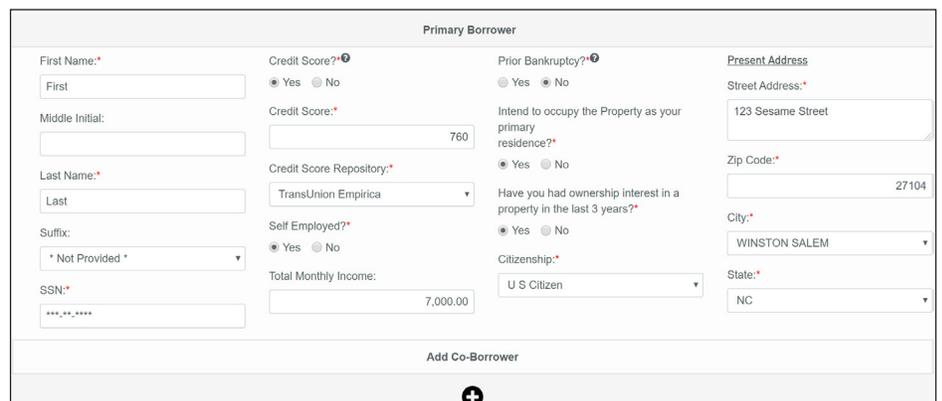
- If you have completed your profile, your choices will populate the New Submission Tab. You may update the fields as appropriate for each new submission.



- The **Quote ID** is optional. It can be found in the upper right corner of each Essent Rate Quote PDF. If you would like to associate a quote number from a previously submitted rate quote, enter it in this field.

## Entering Your Borrower Data

- If you are importing a DU 3.2 file, all borrowers will appear on the Borrower Screen. If you are keying your data, click **+** at the bottom of the screen to enter data for each additional borrower.



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## Entering Your Loan Info

The loan information screen is dynamic, so only fields needed for your loan will appear on the screen.

For example:

- If the loan is a **Purchase**, the Purchase Price field will appear.
- If the loan is a **Refinance**, the Purchase Price will be replaced with the Refinanced Essent Cert #.
- Data fields for **ARMs** will appear only if the Loan Amortization Type is Adjustable Rate.
- **NOTE:** Do not include the mortgage payment, taxes or insurance associated with the subject property in **Total Monthly Liabilities**.

## TPO Screen

- If you are a retail lender (that is, the Master Policyholder), simply click **Next** to move to the **MI Info Screen**.
- If the loan is one that your company purchased from a **Broker or Correspondent (Third Party Originator)**, chose the appropriate Origination Channel Type, and fields for the TPO Company Name and TPO Originator Name will appear. Completion of these fields is required to proceed to the next page. **NOTE:** One source of TPO information is at the bottom of page 4 of the Residential Loan Application—Fannie Mae Form 1003.

## MI Info Screen

- If you have set your MI defaults in your **MI Ordering Settings**, most of your MI data will pre-populate.
- The **Coverage Percent** will default to the most commonly used coverage for the type of loan you have specified in the Loan Info data.
- If you choose a **Single or Split Premium**, the Financed Premium Amount field will be open and you can enter the premium amount to be financed.

## Changing Your Submission Type

If you need to change your submission type to from Delegated to Non-Delegated, click on the Non-Delegated check box. You may update your submission type as many times as you need to **prior to submitting your data** (i.e., as long as the MI Cert# and Last Submitted fields are blank).

|                                                                                                              |                |                    |           |                                       |
|--------------------------------------------------------------------------------------------------------------|----------------|--------------------|-----------|---------------------------------------|
| Loan Submission Type<br><input checked="" type="checkbox"/> Delegated <input type="checkbox"/> Non Delegated | Loan #<br>0123 | Borrower<br>F Last | MI Cert # | Last Modified<br>11/6/2019 2:37:13 PM |
|                                                                                                              |                |                    | MI Status | Last Submitted                        |
| Saved                                                                                                        |                |                    |           |                                       |

## Retrieve Your Response

If your application is approved, click on “View Certificate” or “View Quote” function on the Submit and Response Screen to view, save or print your PDF commitment rate quote you associated with your submission.

You can also retrieve your Certificate and/or Quote PDF directly from your Home Page by clicking the links in [orange](#).

Congratulations! Your MI Application has been approved. Please see detail your MI needs.

|                       |          |                                  |
|-----------------------|----------|----------------------------------|
| Quote ID:             | 236130   | <a href="#">View Quote</a>       |
| MI Decision:          | Approved |                                  |
| Commit Certificate #: | 0580083  | <a href="#">View Certificate</a> |

or

|                      | Loan#                  | Borrower  | Address         | Quote ID       | MI Status | Cert#    | Originally Submitted By | Submitted On | Modified By         |          |
|----------------------|------------------------|-----------|-----------------|----------------|-----------|----------|-------------------------|--------------|---------------------|----------|
| <a href="#">Edit</a> | <a href="#">Upload</a> | DEL132435 | Henry Homebuyer | 123 Main Steet | 236145    | Approved | 0580323                 | MIO User     | 07/03/2017 03:32 PM | MIO User |

If you need to change your data after you have submitted, locate your loan on your Home Screen and click [Edit](#) at the far left; make your changes; and remember to resubmit for an updated commitment!

## Have a Question or Need Assistance?

The EssentCONNECT team is here to assist you and answer your questions from Monday - Friday from 8:00 AM to 8:00 PM Eastern time. If you are in MI Ordering and need help completing your submission, receive an error message, or are having trouble with your login ID or password, email [essentconnect@essent.us](mailto:essentconnect@essent.us) or call 855-282-1483. Email or call Essent’s Underwriting team at [underwriting@essent.us](mailto:underwriting@essent.us) or 877-331-8311 for assistance with guidelines, loan scenarios or exceptions.

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