# Encompass®

# Mortgage Insurance Center in Encompass: Essent Guaranty Integration

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The MI Center in Encompass includes an enhanced integration with Essent MI for a more streamlined mortgage insurance ordering process. This integration provides Encompass customers process improvements, and access to data and alerts.

Use this document as a supplement to MI (Mortgage Insurance) Center in Encompass to configure and place your MI orders to Essent Guaranty.

NOTE: This integration is supported in Encompass 23.3 and later versions.

# Settings and configuration

In addition to configuring the service in Services Management, admins can also use the **Settings** link in the New Order form to customize certain fields and behaviors on the MI ordering form.

- 1. Log into the Web Version of Encompass.
- 2. Click the Applications menu, and from the drop-down menu, click Pipeline.



3. From the Pipeline, open the loan for which you want to place your MI order.

4. On the left navigation panel, click the **Forms** menu to collapse it (if applicable to your Encompass instance).



5. Click the **Services** menu, and from the drop-down, click **MI Center**.

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6. From the **New Order** drop-down list, click **ESSENT**.



#### 7. Click the **Settings** link in the top right corner.

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779 Mid-FICO	Birch St Burbank CA, 91502 Detached I Primary	\$200,000.00 Appraised Value	4.000% Note Rate	Not Locked Lock Status	FHA Fixed Rate Fixed Rate	\$200,000.00 Purchase Price	\$194,000.00 Total Loan Amount	23.524 / 23.524 DTI	97.000 / 97.000 / 97.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	💄 FS: Admin
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#### Admin Settings

Use the options in the Admin Settings window to configure each MI Service order type for Essent Guaranty.

1. **Branches**: Add and edit Branch information, including configuring the default branch for MI order submissions.

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Æ	Aus service Select											Cancel	ave	

- 2. Premium Paid By, Refund Option, Renewal Option: Configure what displays in these lists when a user places an order
- 3. **MI Coverage Percentage**: Values are pre-populated out of the box. Click the **pencil** icon to edit the field and type latest values from Fannie Mae and/or Freddie Mac

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779 Mid-FICO	Detached I Primary	bank CA, 91502	\$200,000.00 Appraised Value	4.000% Note Rate	Not Locked Lock Status	FHA Fixed Rate Fixed Rate	\$200,000.00 Purchase Price	\$194,000.00 Total Loan Amount	23.524 / 23.524 DTI	97.000 / 97.000 / 97.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	💄 FS: Ad	lmin User
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4. Click the **Save** button.

### New MI order

The following new order types are supported for Essent:

- Rate Quote -Pricing Only
- Rate Quote -Pricing with Eligibility
- Delegated MI
- Non Delegated
- Contract Underwriting with MI
- Contract Underwriting without MI

For the purpose of this exercise, we will place a Delegated MI order.

1. Go to the MI Center, and from the **New Order** drop-down list, click **ESSENT**.

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<	Birch Street Burbank CA, 91502 Mid-FICO Detached I Occupancy	<b>\$100,000.00</b> Estimated Value	0.000% Note Rate	Not Locked     Lock Status	No Loan Program Amortization	<b>\$0.00</b> Total Loan Amount	0.000 / 0.000 DTI	0.000 / 0.000 / 0.000 LTV / CLTV / HCLTV	Loan Purpose Lien Position	Est Closing Date
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2. Note that the default selection in the Order Type Request Type drop-down field is **Rate Quote -Pricing with Eligibility**).

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<	Mid-FICO	Birch Street Burbank CA, 91502 Detached   Occupancy	\$100,000.00 Estimated Value	0.000% Note Rate	Not Locked	No Loan Program Amortization	\$0.00 Total Loan Amount	0.000 / 0.000 DTI	0.000 / 0.000 / 0.000 LTV / CLTV / HCLTV	Loan Purpose Lien Position	MM/DD/YYYY Est Closing Date	💄 FS: Adr	nin Mid4567	7890 User 💙
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3. From the Request Type drop-down field, select **Delegated MI**.

Note that when you select **Delegated MI**, a *Rate Quote ID* field displays automatically. This feature can be used if you have already placed Rate Quote orders on the loan. For more information, see <u>Search Rate Quote ID</u>.

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<	Mid-FICO	Birch St Burbank CA, 91502- Detached I Primary	\$450,000.00 Appraised Value	3.500% Note Rate	Not Locked Lock Status	No Loan Program Fixed Rate	\$400,000.00 Purchase Price	\$340,000.00 Total Loan Amount	13.997 / 13.997 DTI	85.000 / 85.000 / 85.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	S: Admin Mid4567890 User	>
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4. Review the data displayed on this (New Order) page. Update if needed. For additional information on MI Coverage, see MI Coverage.

#### 5. Click the **Order** button.

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Invine CA, 92618	\$250,000.00 Appraised Value	3.375% Note Rate	Not Locked Lock Status	No Loan Program Fixed Rate	\$250,000.00 Purchase Price	\$220,000.00 Total Loan Amount	14.140 / 17.473 DTI	88.000 / 88.000 / 88.000 LTV / CLTV / HCLTV	Purchase First	08/31/2018 Est Closing Date	2 FS: David Anema	a Jan
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#### 6. Wait for your order to be processed.

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<	Kid-FICO Detached I Primary	\$250,000.0 Appraised Va	00 3.375%	Not Locked Lock Status	No Loan Program Fixed Rate	\$250,000.00 Purchase Price	\$220,000.00 Total Loan Amount	14.140 / 17.473 DTI	88.000 / 88.000 / 88.000	Purchase First	08/31/2018 Est Closing Date	💄 FS: David And	ema James >
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7. If your loan does not include all the required information and is not accepted, Essent sends back messages providing details on the issues with the loan. You can click the Error message window, go back to the loan file, update the information, and resubmit.



8. After your order is submitted successfully, click the **X** on the top right corner of the Approved message window to close it.



9. This launches the *Order Summary* page displaying your placed order.

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Birch St Bu Detached I Primary	rbank CA, 91502 \$45 App	50,000.00 araised Value	3.500% (	Not Locked	No Loan Program Fixed Rate	\$400,000.00 Purchase Price	\$340,000.00 Total Loan Amount	14.078 / 14.078 DTI	85.000 / 85.000 / 85.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	L FS: Admin Mid4567890 (
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Order Status: Approv	/ed				ACTIV	/E ORDER	Imported Rates					
Туре	Provider	r		Order Date					Percent %	Amount		Duration
Delegated	Essent			11/08/2023 03:13	PM		Initial Premium at Closing					
Premium Payment Plan Periodic Monthly	Premiun Deferre	n at Closing d		Paid By Borrower			First Renewal					
Refund Option Not Refundable	Renewa Declinir	al Option ng		Product Descriptio Borrower Paid Mo	n nthly		Second Renewal					
Certificate Expiration Date 03/08/2024	Premiun <b>No</b>	n Financed					Rates Imported On 11/08/2023 @ 03:14 PM by A	Admin Mid4567890 Us	er			
Rates												
PRODUCT	INITIAL PREMIUM / PERCENT %	AT CLOSING AMOUNT	DURATION		FIRST RENEWAL PERCENT %	AMOUNT	DURATION		SECOND RENEWAL PERCENT % AMOUNT	DURATIO	4	
Borrower Paid Monthly												
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11/08/2023 03:14 PM A	pproved. Thanks for doing busines	is with Essent!										

**NOTE**: Once you have placed your first MI order, you can click the **New Order** drop-down available as a header on all MI pages to place an MI order.

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<	Mid-FIC	D Birch Street Burbank C	A, 91502 \$0.00 Estimated Value	0.000% Note Rate	Not Locked Lock Status	No Loan Program Amortization	\$100,000.00 Purchase Price	\$75,000.00 Total Loan Amount	0.000 / 0.000 DTI	<b>75.000 / 0.000 / 0.000</b> LTV / CLTV / HCLTV	Purchase Lien Position	MM/DD/YYYY Est Closing Date	💄 FS: A 〉		
<b>₽</b>	Mortgage Insurance Center: Order History  New Order														
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Q	•	09/13/2023 01:10 PM	-		Essent		Delegated		-		Error		1		
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## Search Rate Quote ID

Use the Search Rate Quote ID feature, if you have previously ordered Rate Quotes on the loan, to review the rate quotes and apply a preferred one to your non-Rate Quote MI order.

1. In the *Essent: New Order* window, click the *Rate Quote ID* field **Search** icon to view all Rate Quotes previously ordered on the loan.

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23'		~ <u>I</u>												••• 🕒 Save	×
<	Mid-FICO	Birch St Burbank CA, 91502- Detached I Primary	\$450,000.00 Appraised Value	3.500% Note Rate	Not Locked	No Loan Program Fixed Rate	\$400,000. Purchase Price	0.00 5	340,000.00 Iotal Loan Amount	13.997 / 13.997 DTI	85.000 / 85.000 / 85.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	L FS: Admin Mid45678	390 User 💙
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	Renewal Option   Declining / Amorti	izing		Premium Financed				Relocation Lo	en						
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E														Cancel Ord	ler

2. In the *Search Rate Quote ID* window, review the list of rate quotes ordered on the loan.

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23	~ [±						··· 🕒 📃	Save X
<	Birch St Burbank CA, 91502 \$450,0 Mid-FICO Detached I Primary Appraise	000.00 3.500% Not Locked ad Value Note Rate Lock Status	No Loan Program	<b>\$400,000.00 \$340</b> , Purchase Price Total Lo	000.00 13.997 / 13.997 oan Amount DTI	85.000 / 85.000 / 85.000 LTV / CLTV / HCLTV	Purchase MM/ First Est Cl	DD/YYYY soing Date
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e *	Master Policy Number 055	Branch ID	<b>~</b>					
Ģ	Search Rate Quote ID ORL							×
÷	Re PATE QUOTE ID QUOTE TYPE	QUOTE DATE/TIME    EXPIRATION DATE	INITIAL PREMIUM A	AT CLOSING AMOUNT	DURATION	FIRST RENEWAL PERCENT % AMOUNT	DURATIC	N
	S995-1 Multi Quote	10/22/2023, 7:03:17 PM 01/20/2024	0.000000%	\$0.00	0 Months	0.250000% \$70.83	120 Mon	ths
	O ► 5995-2 Multi Quote	10/22/2023, 7:03:17 PM 01/20/2024	0.710000%	\$2,414.00	360 Months			
	ORE 5995-3 Multi Quote	10/22/2023, 7:03:17 PM 01/20/2024	1.170000%	\$3,978.00	360 Months			
	Pro							
	Re						Cancel	Select
	٥						Cancer	Select
	Special Loan Program	Special Pricing						
	MI COVERAGE							
	Mi Coverage %	Affordable Housing Type Select		MIC	COVERAGE % DETAILS			
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	AUS Service Select	AUS Document Walver		Originator Type • Lender / Retail				
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#### 3. Click the arrow corresponding to a rate quote...

arch R	ate Quote ID									
) F	ATE QUOTE ID	QUOTE TYPE	QUOTE DATE/TIME	EXPIRATION DATE	INITIAL PREMIUM AT CLO PERCENT %		DURATION	FIRST RENEWAL PERCENT %	AMOUNT	DURATION
	995-1	Multi Quote	10/22/2023, 7:03:17 PM	01/20/2024	0.00000%	\$0.00	0 Months	0.250000%	\$70.83	120 Months
) →	995-2	Multi Quote	10/22/2023, 7:03:17 PM	01/20/2024	0.710000%	\$2,414.00	360 Months			
•	995-3	Multi Quote	10/22/2023, 7:03:17 PM	01/20/2024	1.170000%	\$3,978.00	360 Months			

#### 4. ... to view details of the quote.

Search	Rate Quote ID										×
	RATE QUOTE ID	QUOTE TYPE	QUOTE DATE/TIME	EXPIRATION DATE	INITIAL PREMIUM AT CLO PERCENT %	SING	DURATION	FIRST RENEWAL PERCENT %	AMOUNT	DURATION	Â
•	.995-1	Multi Quote	10/22/2023, 7:03:17 PM	01/20/2024	0.000000%	\$0.00	0 Months	0.250000%	\$70.83	120 Months	
	Rate Quote ID Details										
1	Premium Plan Periodic Monthly	Premium at Closing 	Paid By Borrower	Refund Opt Not Refund	dable Constan	Option t	Product Description 67295995-1 BPMI Perio Monthly: Constant	Renewal dic Constant	Option t		Ŧ
										Cancel	Select

5. Click the radio button corresponding to the rate quote you want to apply, and then click the **Select** button.

		INITIAL DREMILIM AT C	N OCINIC				
TE TYPE QUOTE DATE/	TIME   EXPIRATION DATE	PERCENT %	AMOUNT	DURATION	FIRST RENEWAL PERCENT %	AMOUNT	DURATION
Quote 10/22/2023, 7	:03:17 PM 01/20/2024	0.000000%	\$0.00	0 Months	0.250000%	\$70.83	120 Months
Quote 10/22/2023, 7	:03:17 PM 01/20/2024	0.710000%	\$2,414.00	360 Months			
Quote 10/22/2023, 7	:03:17 PM 01/20/2024	1.170000%	\$3,978.00	360 Months			
	Quote 10/22/2023, 7 Quote 10/22/2023, 7 Quote 10/22/2023, 7	Quote         10/22/2023, 7:03:17 PM         01/20/2024           Quote         10/22/2023, 7:03:17 PM         01/20/2024           Quote         10/22/2023, 7:03:17 PM         01/20/2024	Quote         10/22/2023, 7/03/17 PM         OV/20/2024         0.000000%           Quote         10/22/2023, 7/03/17 PM         OV/20/2024         0.710000%           Quote         10/22/2023, 7/03/17 PM         OV/20/2024         1.170000%	Quote         10/22/2023, 7/0317 PM         01/20/2024         0.000000%         \$0.00           Quote         10/22/2023, 7/0317 PM         01/20/2024         0.7/0000%         \$2,414.00           Quote         10/22/2023, 7/0317 PM         01/20/2024         11/70000%         \$3,678.00	Quote         10/22/2023,7:03:17 PM         01/20/2024         0.000000%         \$0.00         0 Months           Quote         10/22/2023,7:03:17 PM         01/20/2024         0.710000%         \$2,414.00         360 Months           Quote         10/22/2023,7:03:17 PM         01/20/2024         1.70000%         \$2,414.00         360 Months           Quote         10/22/2023,7:03:17 PM         01/20/2024         1.170000%         \$3,978.00         360 Months	Quote         10/22/2023, 7:03:17 PM         0/20/2024         0.00000%         \$0.00         0 Months         0.260000%           Quote         10/22/2023, 7:03:17 PM         0/20/2024         0.710000%         \$2,414.00         360 Months            Quote         10/22/2023, 7:03:17 PM         0/20/2024         1.170000%         \$3,978.00         360 Months            Quote         10/22/2023, 7:03:17 PM         0/20/2024         1.170000%         \$3,978.00         360 Months	Quote         10/22/2023, 7/0317 PM         0/20/2024         0.00000%         \$0.00         0 Months         0.250000%         \$70.83           Quote         10/22/2023, 7/0317 PM         0/20/2024         0.70000%         \$2,414.00         360 Months          -           Quote         10/22/2023, 7/0317 PM         0/20/2024         1/70000%         \$3,978.00         360 Months         -         -           Quote         10/22/2023, 7/0317 PM         0/20/2024         1/70000%         \$3,978.00         360 Months         -         -

6. This returns you to the *Essent MI: New Order* window - note that the selected Rate Quote ID is applied to your order.

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Birch St Burbank CA, 91502 Mid-FICO Detached I Primary	\$450,000.00 3.500% Appraised Value Note Rate Lock Status	No Loan Program	<b>\$400,000.00</b> Purchase Price	\$340,000.00 Total Loan Amount	13.997 / 13.997 DTI	85.000 / 85.000 / 85.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	
MI Center / Essent: New Order (1)							State	Fraud Disclosures	Settir
MASTER POLICY INFORMATION									
Master Policy Number	Branch ID								
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Request Type • Delegated MI	Rate Quote ID	Q							
ORDER PARAMETERS			•						
Premium Payment Plan * Deferred Monthly	Split Premium Up Front Rate		Premium Paid By Borrower Paid	•		Refund Option • Vot Refundable			
Renewal Option • Declining / Amortizing	Premium Financed		Relocation L	ben					
Special Loan Program	Special Pricing								
MI COVERAGE									
MI Coverage % * 12	Affordable Housing Type Select	×		MI COVERAGE %	DETAILS				
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# MI Coverage

The *MI Coverage %* value is system-calculated auto-populated each time the *New Order* window is launched. You can update this value if needed.

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179 G	Birch St Burbank CA, 91502 Detached   Primary	\$200,000.00 Appraised Value	4.000% Note Rate	Not Locked Lock Status	FHA Fixed Rate	\$200,000.00 Purchase Price	\$194,000.00 Total Loan Amount	23.524 / 23.524 DTI	97.000 / 97.000 / 97.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	💄 FS: Admin
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						Orig	inator Type •					
AUS Service												

1. In the Essent New Order window, click the **MI COVERAGE % DETAILS** link.

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9 Birch St Burbank CA, 91502 d-FICO Detached I Primary	\$200,000.00 Appraised Value	4.000% Note Rate	Not Locked Lock Status	FHA Fixed Rate	\$200,000.00 Purchase Price	\$194,000.00 Total Loan Amount	23.524 / 23.524 DTI	97.000 / 97.000 / 97.000	Purchase First	MM/DD/YYYY Est Closing Date	💄 FS: Adr
Essent: New Order 🕕											
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Master Policy Number I 0599999930		B2   Branch2									
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ORDER PARAMETERS											
Premium Payment Plan *		Split Premium Up Fro	nt Rate		Premiur	Paid By		Refur	d Option •		
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35	0	Select				MICOV	VERAGE % DETAILS	J			
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					Orig	inator Type *					
AUS Service											

- 2. In the *MI Coverage % Details* window, review the details of the calculated value.
  - The value with the checkmark indicates the final value that is displayed in the *MI Coverage* % field.
  - Most of the fields in this window are read-only.
  - You can update the value in the **Affordable Housing Type** drop-down field.

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<	779 Mid-FICO	Birch St Burban Detached   Primary	k CA, 91502	\$200,000.00 Appraised Value	4.000% Note Rate	Not Locked Lock Status	FHA Fixed Rate Fixed Rate	\$200,000.00 Purchase Price	\$194,000.00 Total Loan Amount	23.524 / 23.524 DTI	97.000 / 97.000 / 97.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	💄 FS: A	Admin Use	er >
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	MI COVERAGI	E 90.01% - 95.0%	30		25	25	25		16					- 1		
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3. From the *Affordable Housing Type* drop-down list, select a value such as **HFA Preferred**.

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	ORDER PARAM	FNMA's Lending Product			Select		_							
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	Renewal Option *	Fixed			HFA Preferred Risk Sharing		30 y	Pars	or 360 mor	ths				
	Constant Special Loan Prog	BASE LTV TE	IMA STANDARD COVER	RAGE	Home Ready			HFA CHARTER						
		95.01% - 97.0% 35	~	35	HFA Advantage			18					- 8	
	MI COVERAGE	90.01% - 95.0% 30		25	25	25		16						
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4. Note that the *HFA CHARTER ANY TERM* value now displays a checkmark.

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	Constant Special Loan Proc	BASE LTV	FNMA STANDARD COVE TERM > 20 YEARS OR ARM	AGE TERM <	20 YEARS TERM > 20	EADY / HOME POSSIBL	E 20 YRS	HFA CHARTER							
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	MI COVERAGE	90.01% - 95.0%	30	25	25	25		16						- 1	
		85.01% - 90.0%	25	12	25	12		12						- 1	
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5. Go to the *MI Coverage %* field and click the **Refresh** icon.

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		95.01% - 97.0%	35	35		25	25		18	~					- 1	
	MI COVERAGE	90.01% - 95.0%	30	25		25	25		16							
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6. Confirm that the value in the checkmarked field also displays in the *MI Coverage* % field.

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779 (a) Mid-FICO (c)	Birch St Burbank ( Detached   Primary	CA, 91502 \$200,000.00 Appraised Value	4.000% Note Rate	Not Locked FHA Lock Status Fixed	Fixed Rate \$200 Rate Purcha	000.00 \$194,000.00 se Price Total Loan Amoun	23.524 / 23.524 DTI	97.000 / 97.000 / 97.000 LTV / CLTV / HCLTV	Purchase First	MM/DD/YYYY Est Closing Date	FS: Admin User
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MI COVERAGE	90.01% - 95.0%	30	25	25	25	16					
	85.01% - 90.0%	25	12	25	12	12					
AUS FINDINGS	85.0% & Under	12	6	12	6	6				_	
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#### 7. Click the **Close** button.

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779 G	Birch St Burbank Detached   Primary	CA, 91502 \$2 Apr	raised Value	4.000% Note Rate	Not Locked Lock Status	FHA Fixed Rate Fixed Rate	\$200,000.00 Purchase Price	\$194,000.00 Total Loan Amount	23.524 / 2 DTI	23.524 97.0 LTV	000 / 97.000 / 97.000 / CLTV / HCLTV	Purchase First	Est Closing Date	2 FS: Admin User
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