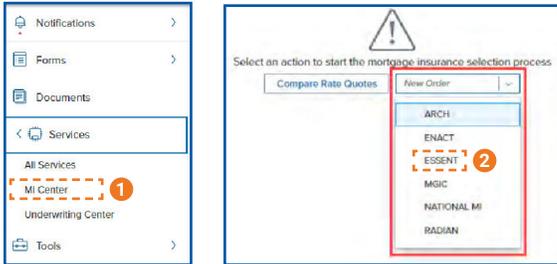


# ESSENT USER TIP SHEET

## ICE Mortgage Technology's Encompass Partner Connect® (EPC)

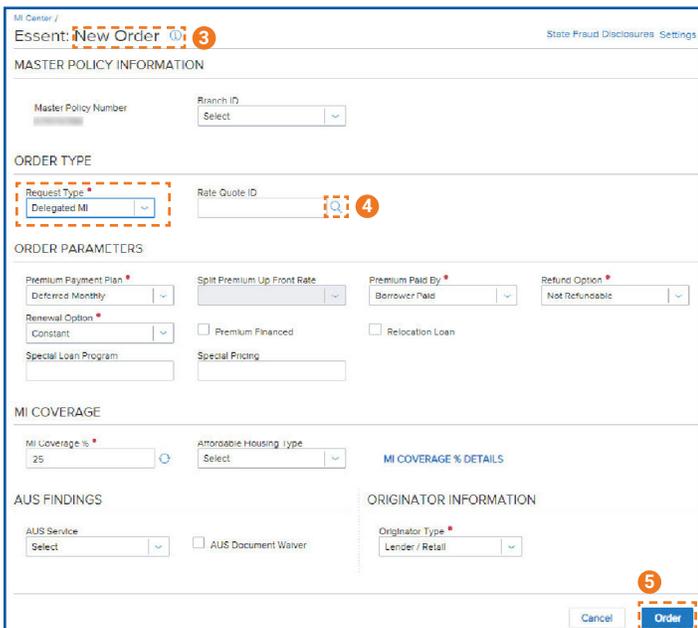
### Ordering Delegated MI



1. In the menu, select **Services** and then **MI Center**.
2. To order Delegated MI from Essent, Choose **Essent** from the drop-down list on the MI Center screen.

#### 3. Essent **New Order** Screen

- Choose **Delegated MI**
- Order Parameters are defaulted to Deferred Monthly, Borrower Paid, Not Refundable, Constant Renewal
- MI Coverage % is defaulted to the GSE standard coverage for the loan data
- AUS Findings will be pre-populated if already run through AUS
- Originator Information is required

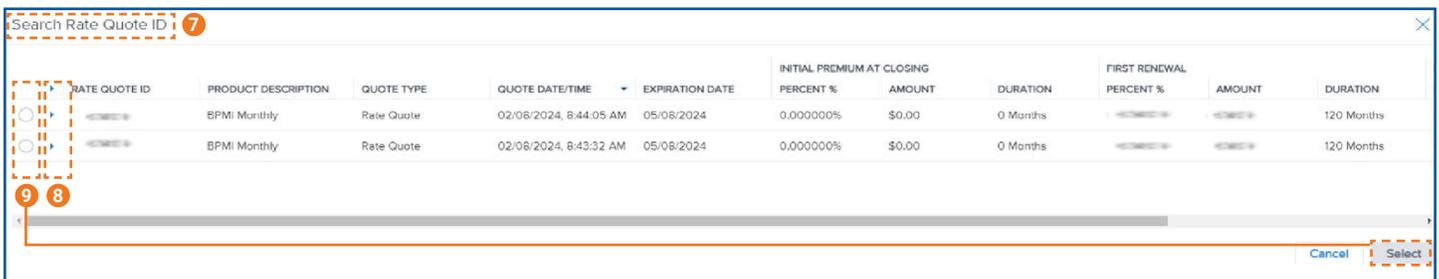
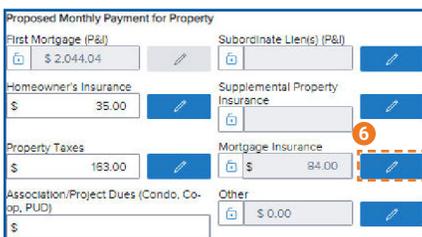


4. To associate a quote to an order, click on the magnifying glass icon. The **Search Rate Quote ID** screen (see 7 below) will open.

5. **Order** button will be available when all required fields are populated.

6. To view the Mortgage Insurance Premium in the Proposed Monthly Payment for Property section, click the pencil icon and click **OK**. The fees will now be included on the relevant Encompass forms.

7. Search for a quote to link to the order.
8. Click the arrow to the left of the Quote ID to view quote detail.
9. Choose a quote by clicking on the radio button on the left of the Quote ID, then click **Select**.

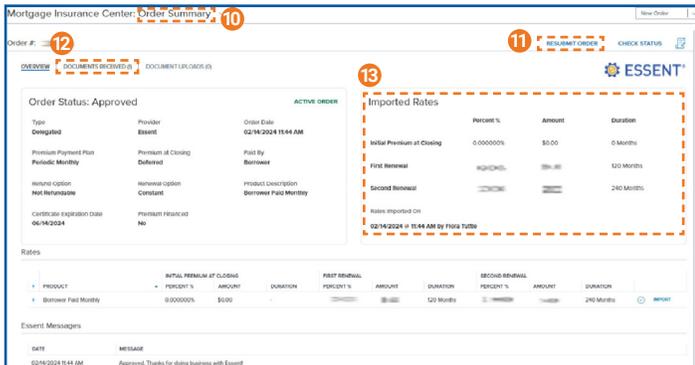


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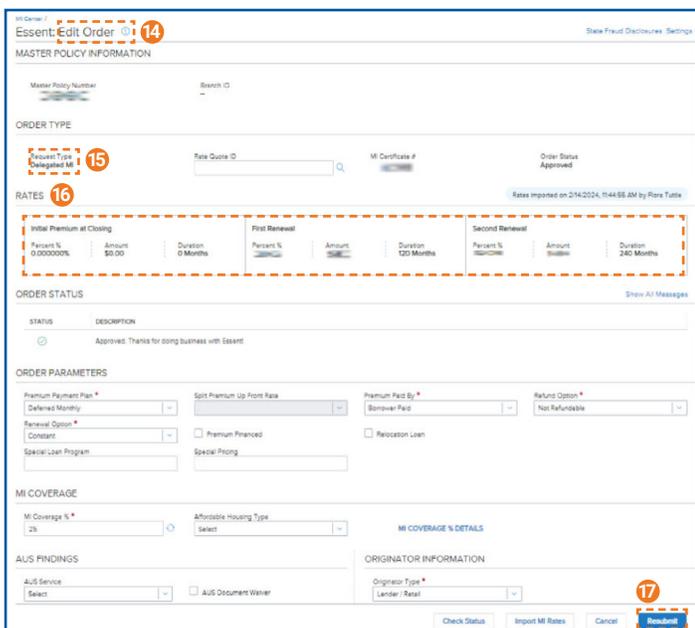
Mortgage Insurance provided by Essent Guaranty, Inc.

# ESSENT USER TIP SHEET

## ICE Mortgage Technology's Encompass Partner Connect® (EPC)



10. The **Order Summary** Screen displays information on the selected order.
11. To resubmit a Delegated order, click **Resubmit Order**. The Edit Order screen (see below) will open.
12. Click the **Documents Received** tab to view the MI Commitment.
13. All **imported rates** will be displayed here.
14. **Edit Order** screen will allow for resubmission of orders.
15. Request Type defaults to **Delegated MI**.
16. **Rates** for the active order are displayed here.
17. **Resubmit** button will be available when all required fields are populated.




Need Help? Contact our EssentConnect team at:  
 833.ESNT4MI (833.376.8464) | [essentconnectsupport@essent.us](mailto:essentconnectsupport@essent.us)

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Mortgage Insurance provided by Essent Guaranty, Inc.