Encompass®

Mortgage Insurance Center in Encompass:
Essent Guaranty Integration

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Contents

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.
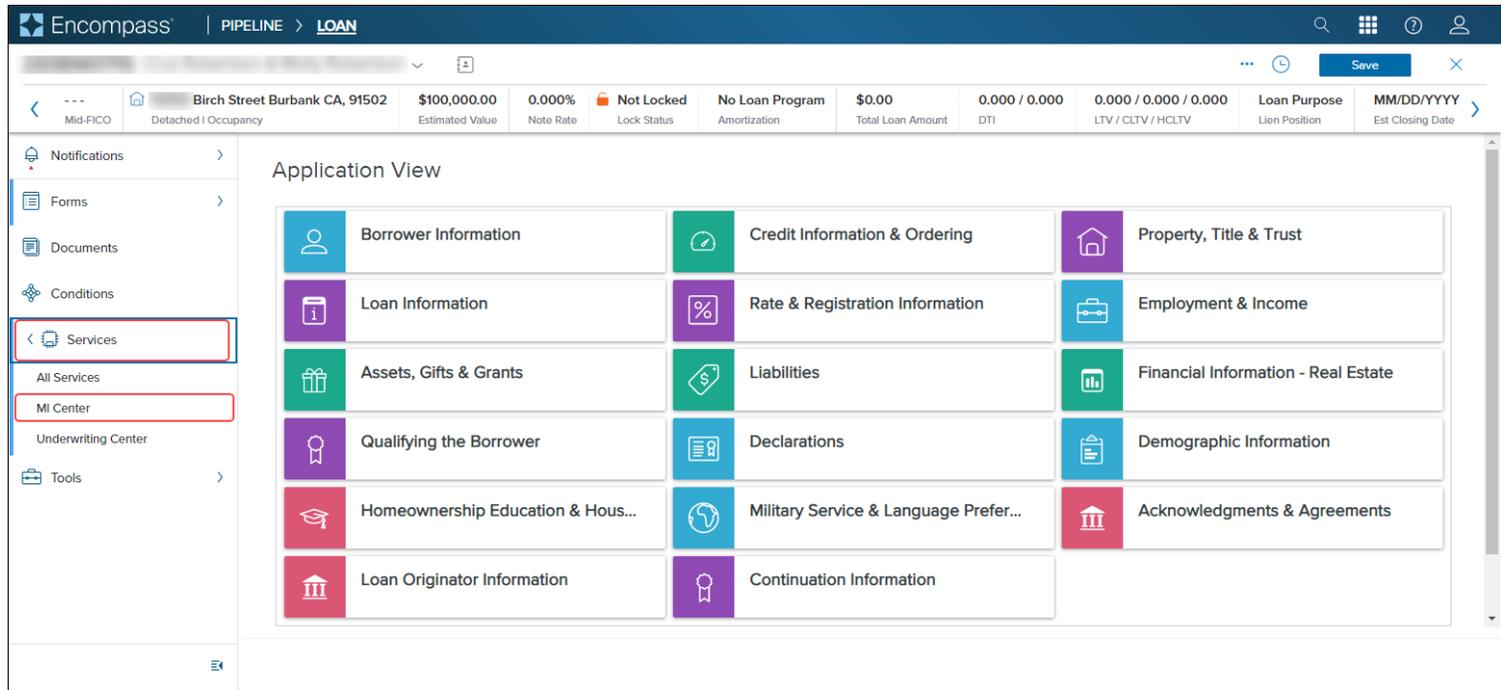2. Click the **Applications** menu, and from the drop-down menu, click **Pipeline**.
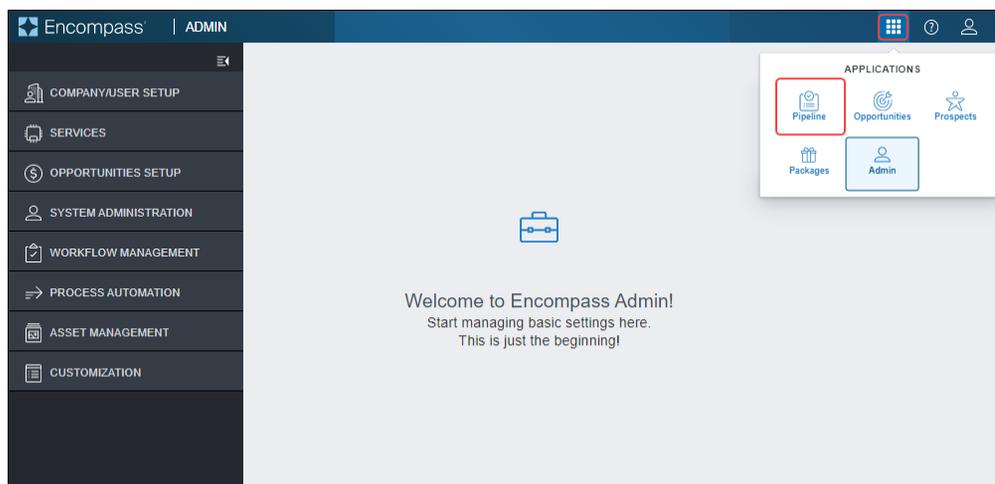
3. From the Pipeline, open the loan for which you want to place your MI order.

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**.

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

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

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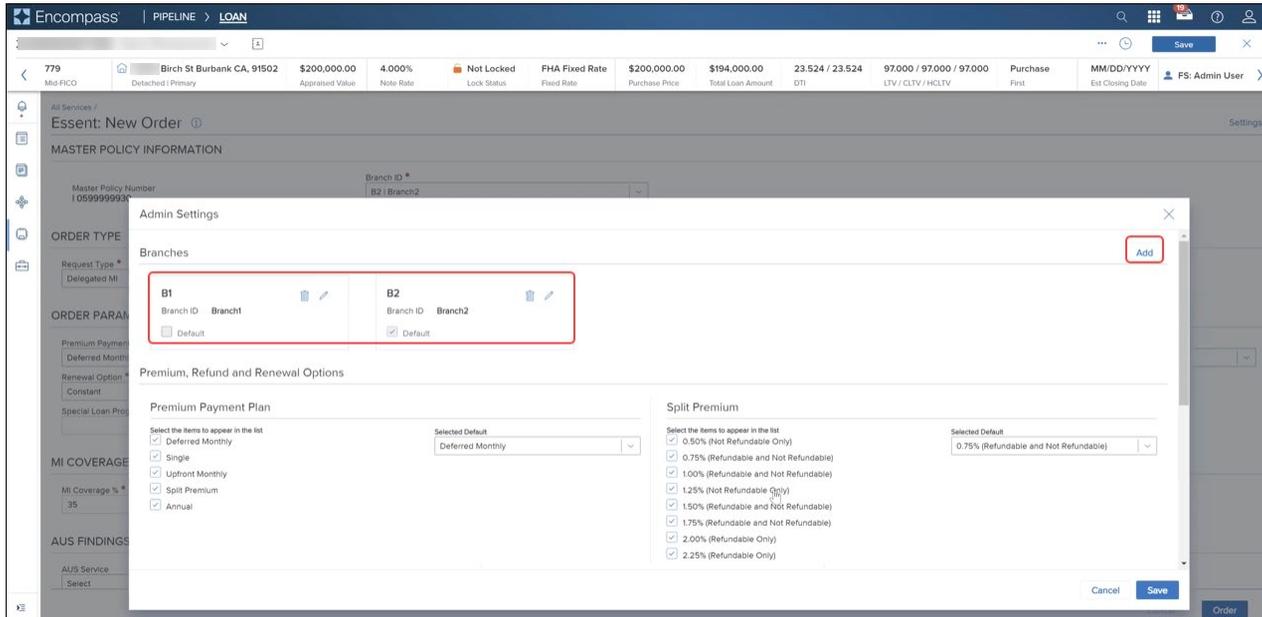
2. **Premium Paid By, Refund Option, Renewal Option**: Configure what displays in these lists when a user places an order
3. **MI Coverage Percentage**: Values are pre-populated out of the box. Click the **pencil** icon to edit the field and type latest values from Fannie Mae and/or Freddie Mac

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**.
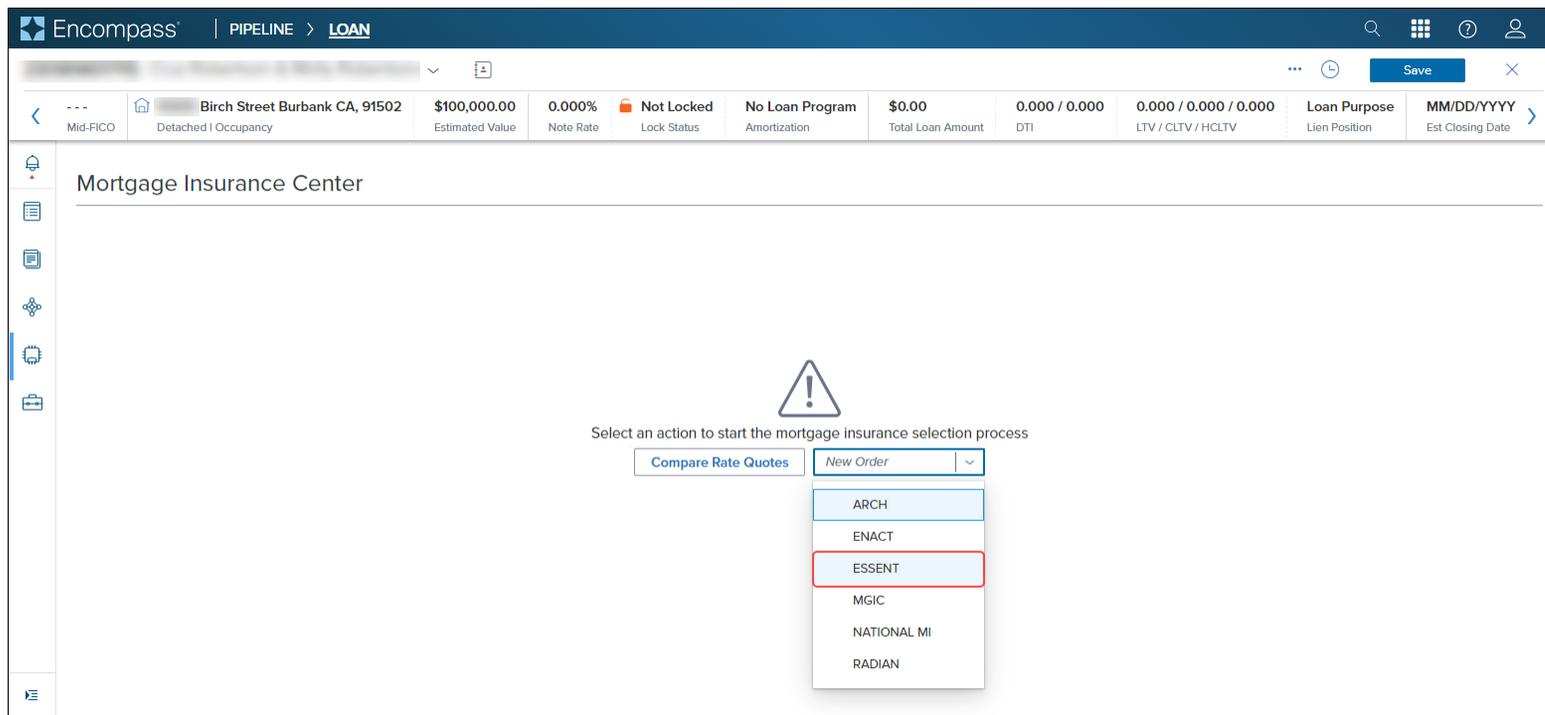
2. Note that the default selection in the Order Type Request Type drop-down field is **Rate Quote -Pricing with Eligibility**).

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 Search Rate Quote ID.

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.

6. Wait for your order to be processed.

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.

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.

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.

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

3. Click the arrow corresponding to a rate quote…

4. … to view details of the quote.

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

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

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.

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

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.

3. From the *Affordable Housing Type* drop-down list, select a value such as **HFA Preferred**.

4. Note that the *HFA CHARTER ANY TERM* value now displays a checkmark.

5. Go to the *MI Coverage %* field and click the **Refresh** icon.

6. Confirm that the value in the checkmarked field also displays in the *MI Coverage %* field.

7. Click the **Close** button.