



Servicing Online User Guide

AUGUST 2016

Corporate Headquarters

Essent Guaranty, Inc.
Two Radnor Corporate Center
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Radnor, PA 19087
877.673.8190

Mortgage insurance provided by Essent Guaranty, Inc.

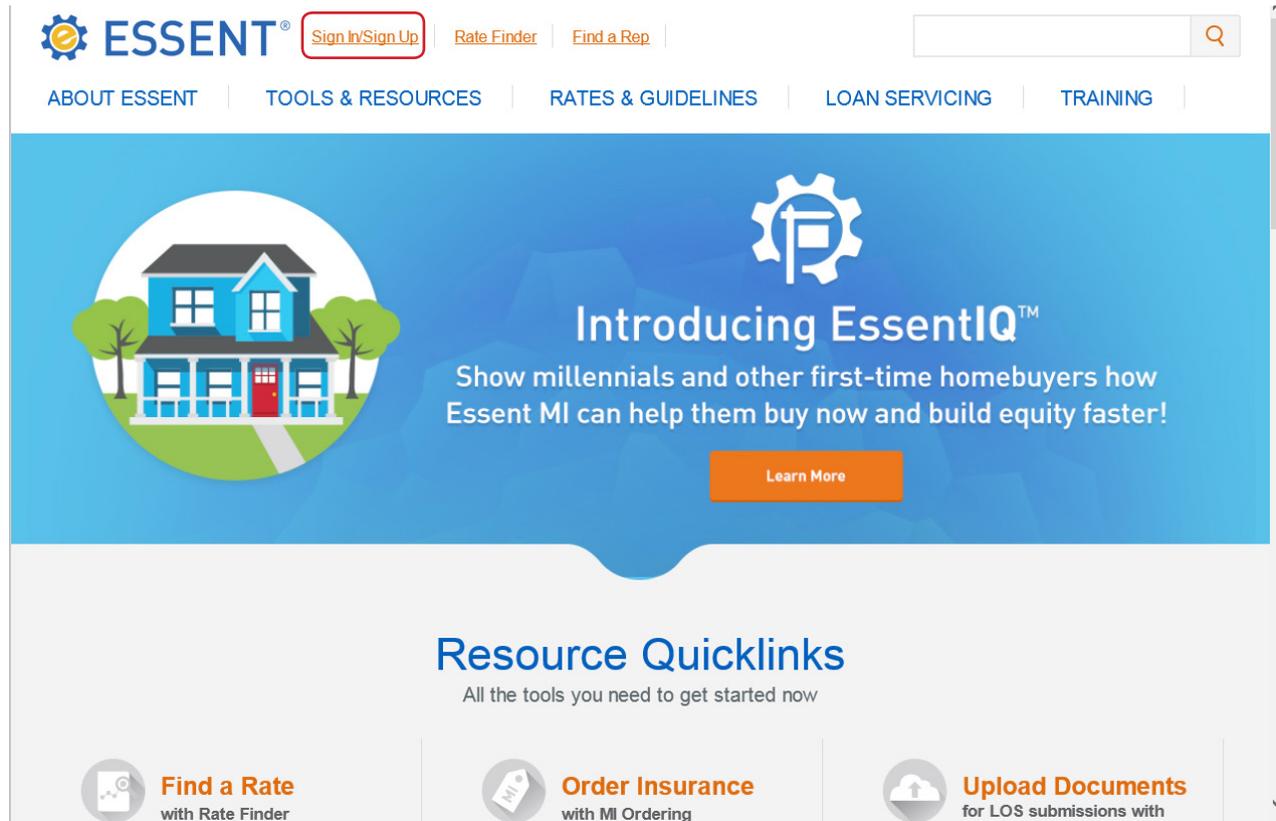


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1.0 How to Obtain Access

To get started you will need a login ID and password, which can be obtained by emailing clientservices@essent.us or request it through our website, essent.us. Click on **Sign In/Sign Up**.



The screenshot shows the ESSENT website homepage. At the top left is the ESSENT logo. To its right are navigation links: [Sign In/Sign Up](#) (highlighted with a red box), [Rate Finder](#), and [Find a Rep](#). A search bar is located to the right of these links. Below the navigation is a horizontal menu with links: [ABOUT ESSENT](#), [TOOLS & RESOURCES](#), [RATES & GUIDELINES](#), [LOAN SERVICING](#), and [TRAINING](#). The main content area features a blue banner with a house icon on the left and the text "Introducing EssentIQ™ Show millennials and other first-time homebuyers how Essent MI can help them buy now and build equity faster!" on the right. An orange "Learn More" button is positioned below the text. Below the banner is a section titled "Resource Quicklinks" with the subtitle "All the tools you need to get started now". This section contains three links: "Find a Rate with Rate Finder" (with a calculator icon), "Order Insurance with MI Ordering" (with a tag icon), and "Upload Documents for LOS submissions with" (with an upload icon).



Click on **Need an account? Sign up** now at the bottom of the screen.



I want to change my password after submitting my current Login ID and Password.

Login ID:

Password:

[Forgot Login ID?](#) [Forgot Password?](#)

[Need an account? Sign up now.](#)

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Select **MI Servicing**.

Create an account for Essent Online

1 Select the tools you would like to access



RATE FINDER

Get a rate and eligibility quote quickly and easily. *A default selection has been made to access Rate Finder.*



MI ORDERING

Submit a loan application for MI, modify a loan in commitment status or upload documents.



MIDOCs

Upload documents for LOS submissions via MiDocs.



MI SERVICING

Activate Certificates, oversee Servicing Portfolios and manage Certificate information.



LOSS MANAGEMENT

Submit a Notice of Default, provide a Monthly Status Update, file a Claim For Loss, obtain a Claim Status or EOB and upload documents.



HAVE QUESTIONS?

Rate Finder, MI Ordering, MiDocs & Loss Management Online
Contact EssentCONNECT at 855.282.1483 or essentconnect@essent.us

MI Servicing
Contact Client Services at 877.569.6547 or clientservices@essent.us



Complete the Account Information and click **Submit**. Client Services will receive your request and will send you an e-mail with a link to register for access to the website.

HAVE QUESTIONS?

Rate Finder, MI Ordering, MiDocs & Loss Management Online
Contact EssentCONNECT at 855.282.1483 or essentconnect@essent.us

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2 Account Information

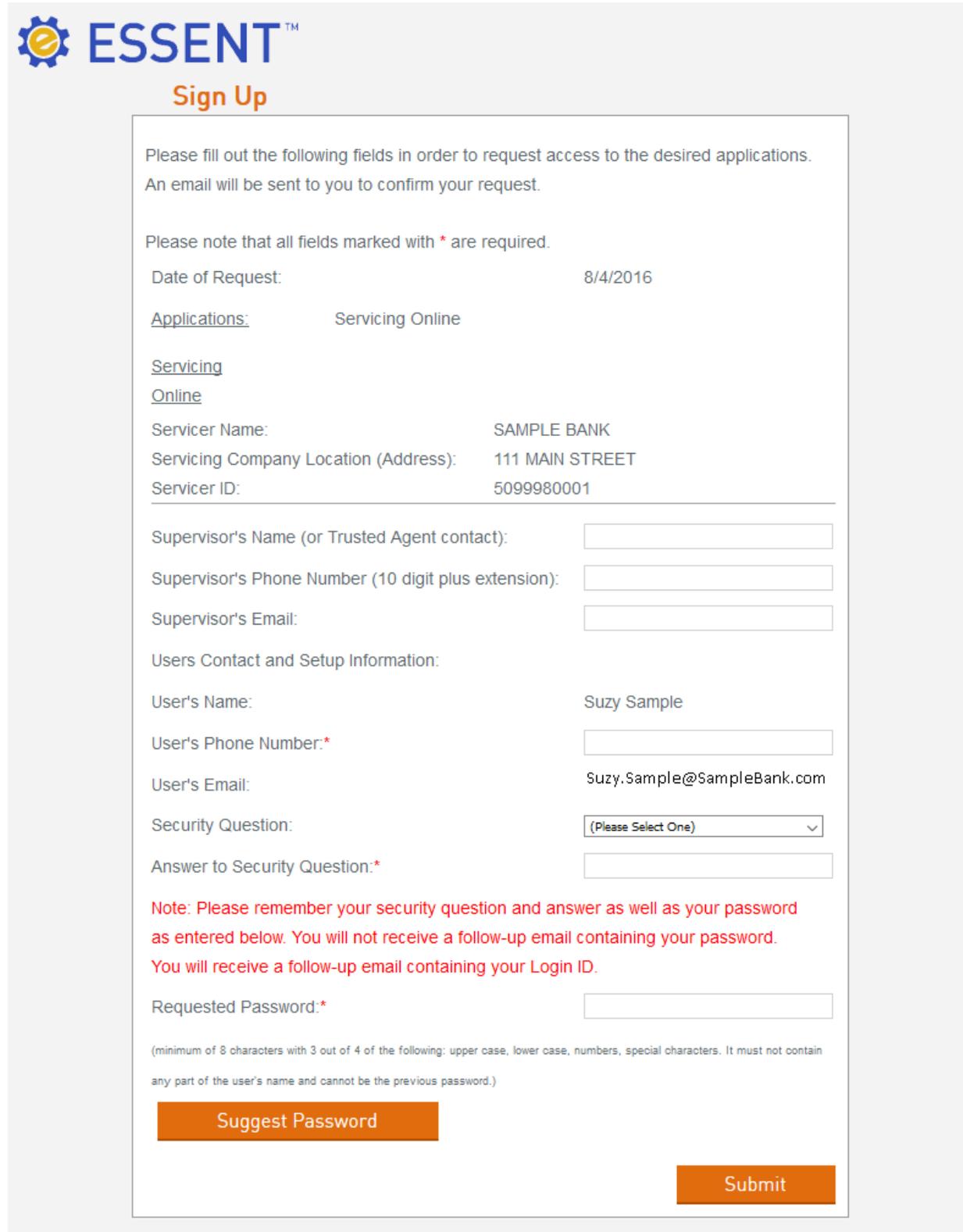
First Name **Last Name**

Corporate Email Address

3 Company Information

Company Name	<input type="text"/>	Phone Number	<input type="text"/>
Company Branch Address	<input type="text"/>	Zip Code	<input type="text"/>
Company Branch Address 2 (optional)	<input type="text"/>	City	<input type="text"/>
Branch Policy Number (optional)	<input type="text"/>	State	<input type="text" value="* Please Select One *"/>

This is the registration form you will receive from Client Services. **Complete** and **Submit**.



ESSENT™
Sign Up

Please fill out the following fields in order to request access to the desired applications.
An email will be sent to you to confirm your request.

Please note that all fields marked with * are required.

Date of Request: 8/4/2016

Applications: Servicing Online

Servicing Online

Servicer Name: SAMPLE BANK
Servicing Company Location (Address): 111 MAIN STREET
Servicer ID: 5099980001

Supervisor's Name (or Trusted Agent contact):

Supervisor's Phone Number (10 digit plus extension):

Supervisor's Email:

Users Contact and Setup Information:

User's Name: Suzy Sample

User's Phone Number:*

User's Email: Suzy.Sample@SampleBank.com

Security Question:

Answer to Security Question:*

Note: Please remember your security question and answer as well as your password as entered below. You will not receive a follow-up email containing your password. You will receive a follow-up email containing your Login ID.

Requested Password:*

(minimum of 8 characters with 3 out of 4 of the following: upper case, lower case, numbers, special characters. It must not contain any part of the user's name and cannot be the previous password.)



Once you have registered you will receive an e-mail with your login ID. You must **remember your password** since we do not send that information through email. You can begin by clicking on the link provided when your sign up is complete, as shown below.

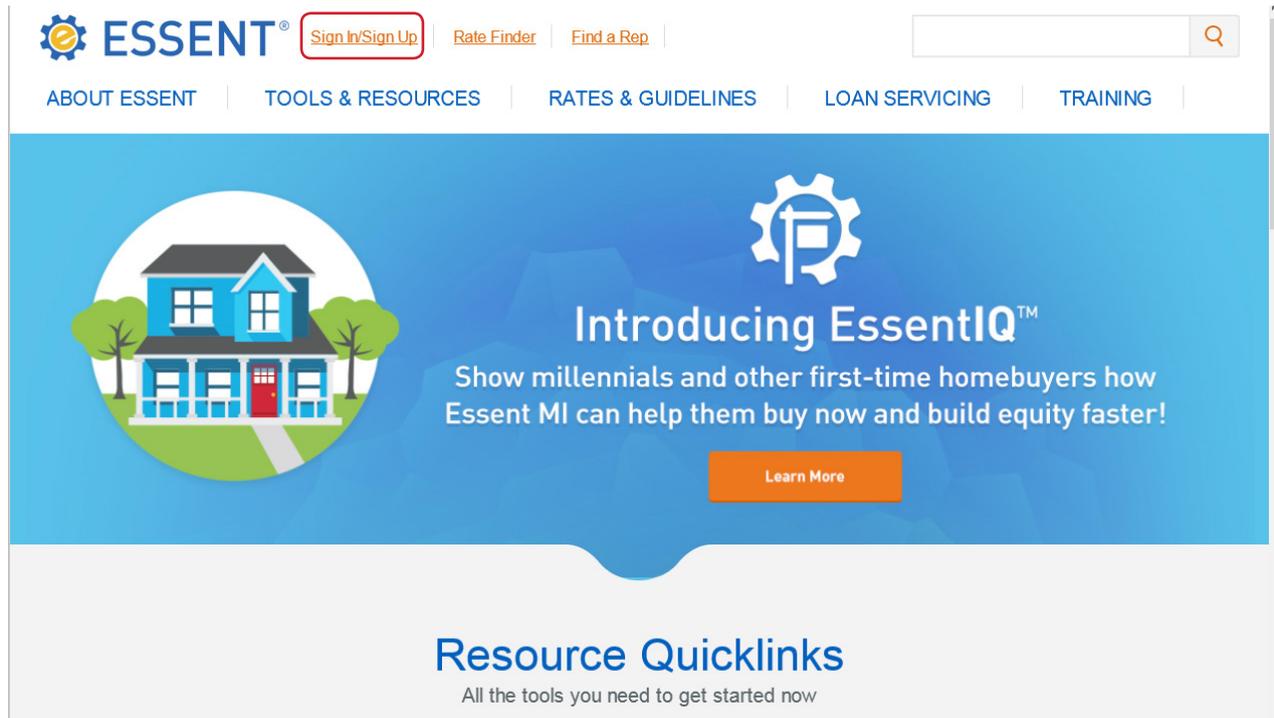
The screenshot shows a confirmation page with the ESSENT logo at the top left. Below the logo, the text reads "Sign Up Complete" in orange. Underneath, it says "Your account sign up has been completed. Your login ID has been sent to you in an email." The next line states "Your credentials are now active and you can" followed by a red-bordered box containing the text "access Servicing Online now" in blue, which is a clickable link. The page ends with "if you want to get started right away."

You will be directed to the login screen:

The screenshot shows the login screen with the ESSENT logo at the top left. Below the logo is a horizontal blue line. Underneath the line is a checkbox with the text "I want to change my password after submitting my current Login ID and Password." Below this are two input fields: "Login ID:" and "Password:". To the right of the "Password:" field is an orange "Submit" button. Below the input fields is another horizontal blue line. At the bottom of the screen, there are three links: "Forgot Login ID?" on the left, "Forgot Password?" on the right, and "Need an account? Sign up now." centered at the bottom right. At the very bottom left, there is a copyright notice: "© 2016 Essent Guaranty, Inc. All rights reserved."

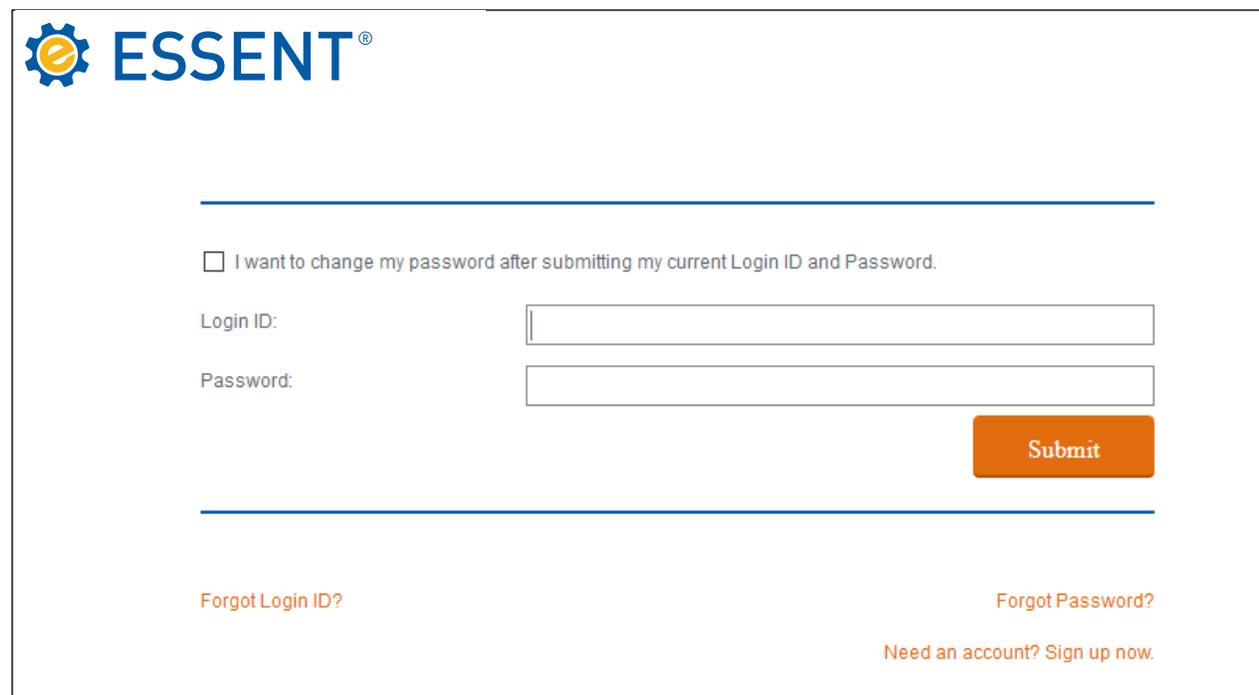
2.0 Logging in to Servicing

You can log directly into Servicing from the Sign Up Complete page as show on page , or you can go directly to our website, essent.us, click on **Sign In/Sign Up**.



The screenshot shows the ESSENT website homepage. At the top left is the ESSENT logo. To its right are navigation links: [Sign In/Sign Up](#) (highlighted with a red box), [Rate Finder](#), and [Find a Rep](#). Further right is a search bar with a magnifying glass icon. Below these are menu items: [ABOUT ESSENT](#), [TOOLS & RESOURCES](#), [RATES & GUIDELINES](#), [LOAN SERVICING](#), and [TRAINING](#). The main banner features a blue background with a house icon on the left and the text "Introducing EssentIQ™ Show millennials and other first-time homebuyers how Essent MI can help them buy now and build equity faster!" with a "Learn More" button. Below the banner is a section titled "Resource Quicklinks" with the subtitle "All the tools you need to get started now".

Complete the Login ID and Password and **Submit**.



The screenshot shows the ESSENT login form. At the top left is the ESSENT logo. Below it is a horizontal line. Underneath is a checkbox with the text "I want to change my password after submitting my current Login ID and Password." Below this are two input fields: "Login ID:" and "Password:". To the right of the "Password:" field is an orange "Submit" button. At the bottom of the form are three links: "Forgot Login ID?", "Forgot Password?", and "Need an account? Sign up now."



The first time you log in you will have to **accept our Licensing Agreement**. You will not be asked to accept the agreement after the first login unless your account expires and has to be reactivated.



ESSENT ONLINE LICENSE AGREEMENT

INTRODUCTION

Thank you for choosing Essent Guaranty, Inc.'s ("ESSENT's" or the "Company's") on-line servicing facility and MI Online platform (collectively, the "Essent Online"). Essent Online was designed to make your business life easier by permitting you to submit and update information and/or to queries mortgage insurance and to access all of your account information, as applicable, online.

We start every new Essent Online relationship with a license agreement ("Agreement"). The following Agreement spells out what you can expect from us, and what we expect from you, the customer ("You" or the "Customer"). By completing the registration process, obtaining a user ID and password, and using the online Essent Online service, You are indicating that

Accept Do Not Accept

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Once accepted, you will be able to select any tool you have access to. In this case the user only has Servicing access.
Click on **MI Servicing**.

Your Tools



MI Servicing

Activate
Certificates,
oversee
Servicing
Portfolios
and manage
Certificate
information.

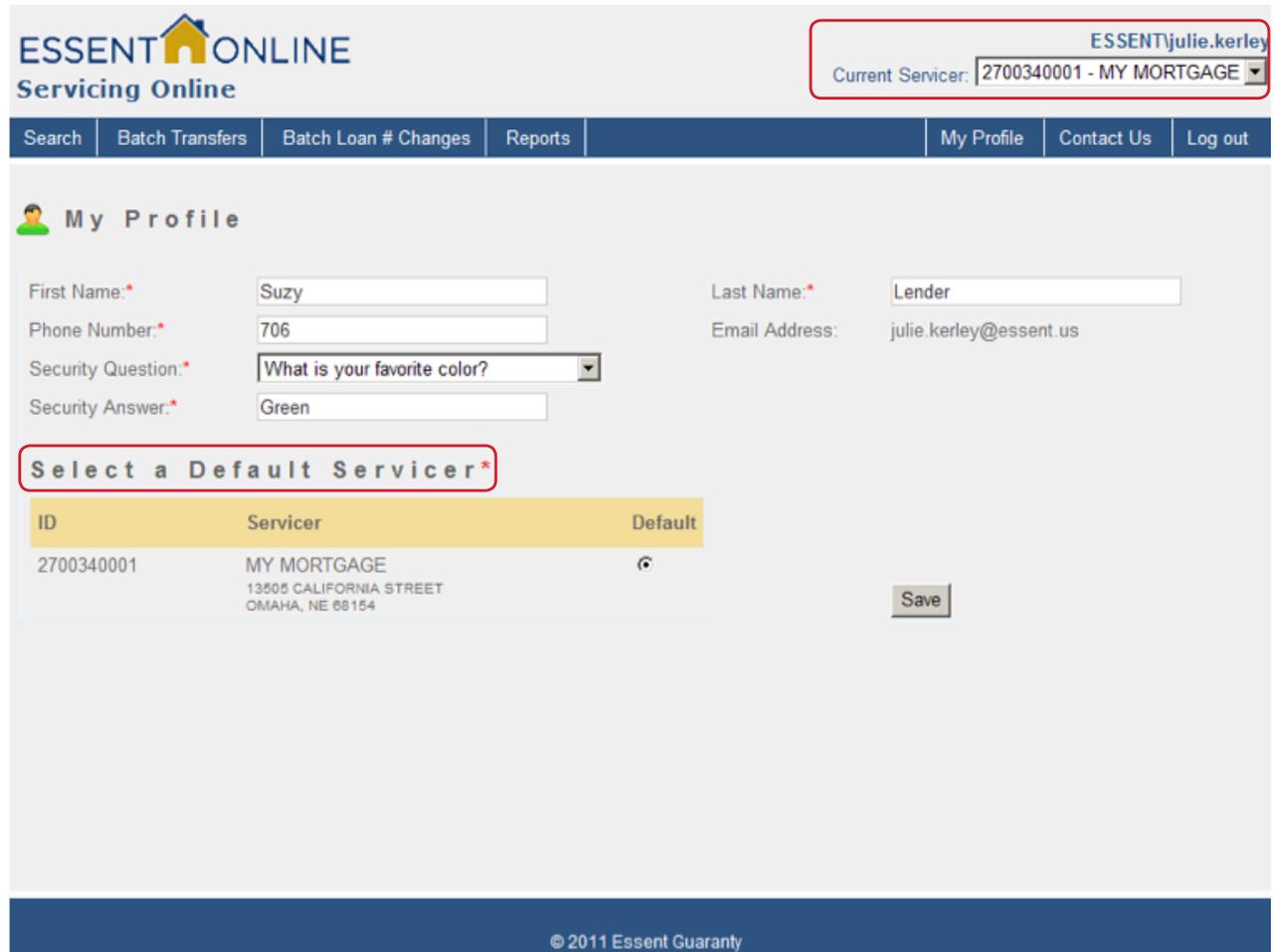
HAVE QUESTIONS?

Rate Finder, MI Ordering, MiDocs & Loss Management Online
Contact EssentCONNECT at 855.282.1483 or essentconnect@essent.us

MI Servicing
Contact Client Services at 877.569.6547 or clientservices@essent.us

Once you click on MI Servicing, the Servicing website opens up to your **My Profile** page. This is used primarily to set a default servicer if you have more than one portfolio, and is a refresher if you need to know what security question and answer we have on file. You must **SAVE** before you can continue. Once saved, a message will display at the top **"Your profile changes have been successfully saved."**

If you have more than one servicing account, you will be able to see both account here. You can select which account you would like to use as your primary default. That will be the account that comes up when you log in each time. You can use the drop down to toggle back and forth between portfolios. This drop down carries over on each screen.



ESSENT ONLINE
Servicing Online

ESSENTjulie.kerley
Current Servicer: 2700340001 - MY MORTGAGE

Search | Batch Transfers | Batch Loan # Changes | Reports | My Profile | Contact Us | Log out

My Profile

First Name: Suzy
Last Name: Lender
Phone Number: 706
Email Address: julie.kerley@essent.us
Security Question: What is your favorite color?
Security Answer: Green

Select a Default Servicer*

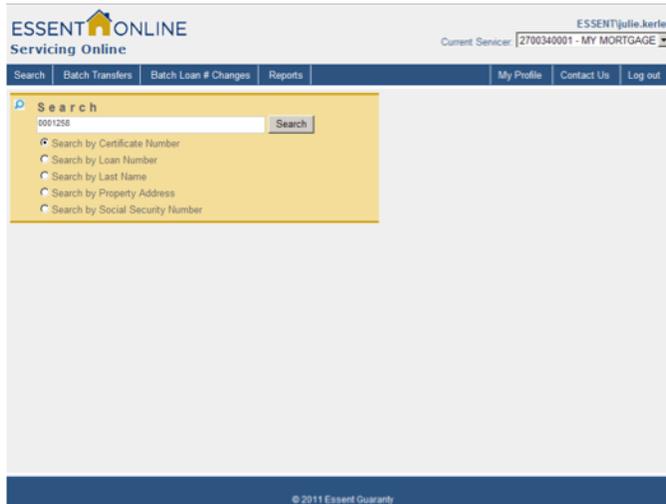
ID	Servicer	Default
2700340001	MY MORTGAGE 13505 CALIFORNIA STREET OMAHA, NE 68154	<input checked="" type="radio"/>

Save

© 2011 Essent Guaranty

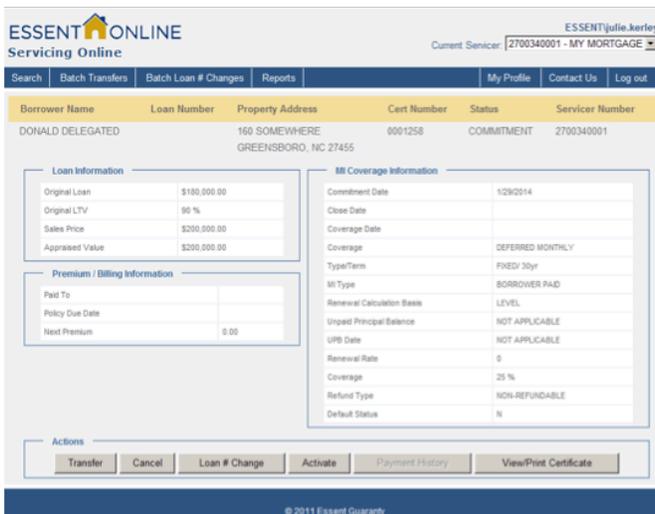
3.0 Searching for Your Certificate

You can search by any of the criteria listed on the search screen. Remember, Essent certificates are 7 digits, so you may need to enter preceding zeroes if you are trying to search by Certificate Number.



If you search by Social Security numbers a match will be displayed if found but it will not show the numbers for security reasons.

If the certificate you entered is in your portfolio, your **Search** should automatically display the certificate information. This screen provides you with the basic loan information, billing, and coverage information. From this screen, you can perform any of the functions displayed by the buttons at the bottom of the screen, as long as the buttons are bold.



If you are searching by **Name**, a list will display of all options if the results are more than one.



ESSENT ONLINE Servicing Online

Current Servicer: 2700

Search | Batch Transfers | Batch Loan # Changes | Reports

Search

Smith

Search by Certificate Number
 Search by Loan Number
 Search by Last Name
 Search by Property Address
 Search by Social Security Number

Just click on the one that matches:



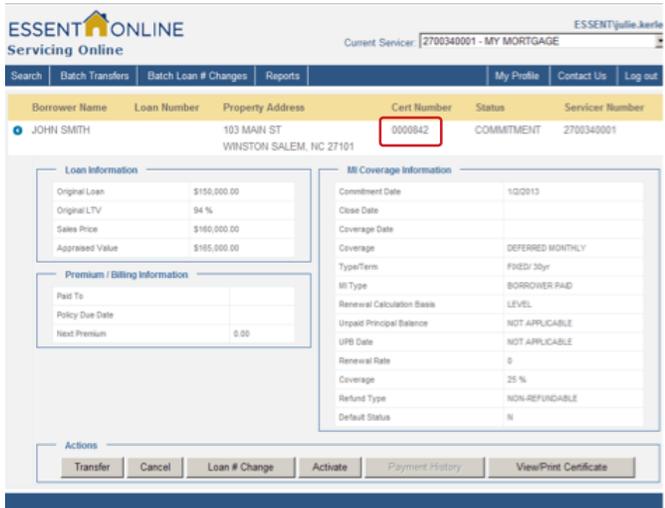
ESSENT ONLINE Servicing Online

Current Servicer: 2700340001 - MY MORTGAGE

Search | Batch Transfers | Batch Loan # Changes | Reports | My Profile | Co

Borrower Name	Loan Number	Property Address	Cert Number	Status	
JOHN SMITH		103 MAIN ST WINSTON SALEM, NC 27101	0000842	COMMITMENT	2
JOHN W SMITH		100 MAIN STREET SPRINGFIELD, PA 19064	0000132	COMMITMENT	2
JOHN W SMITH		546 4TH ST. WINSTON SALEM, NC 27104	0000135	COMMITMENT	2

The page will display:



ESSENT ONLINE Servicing Online

Current Servicer: 2700340001 - MY MORTGAGE

ESSENT\julia.berle

Search | Batch Transfers | Batch Loan # Changes | Reports | My Profile | Contact Us | Log out

Borrower Name	Loan Number	Property Address	Cert Number	Status	Servicer Number
JOHN SMITH		103 MAIN ST WINSTON SALEM, NC 27101	0000842	COMMITMENT	2700340001

Loan Information

Original Loan	\$150,000.00
Original LTV	94 %
Sales Price	\$160,000.00
Appraised Value	\$155,000.00

Premium / Billing Information

Paid To	
Policy Due Date	
Next Premium	0.00

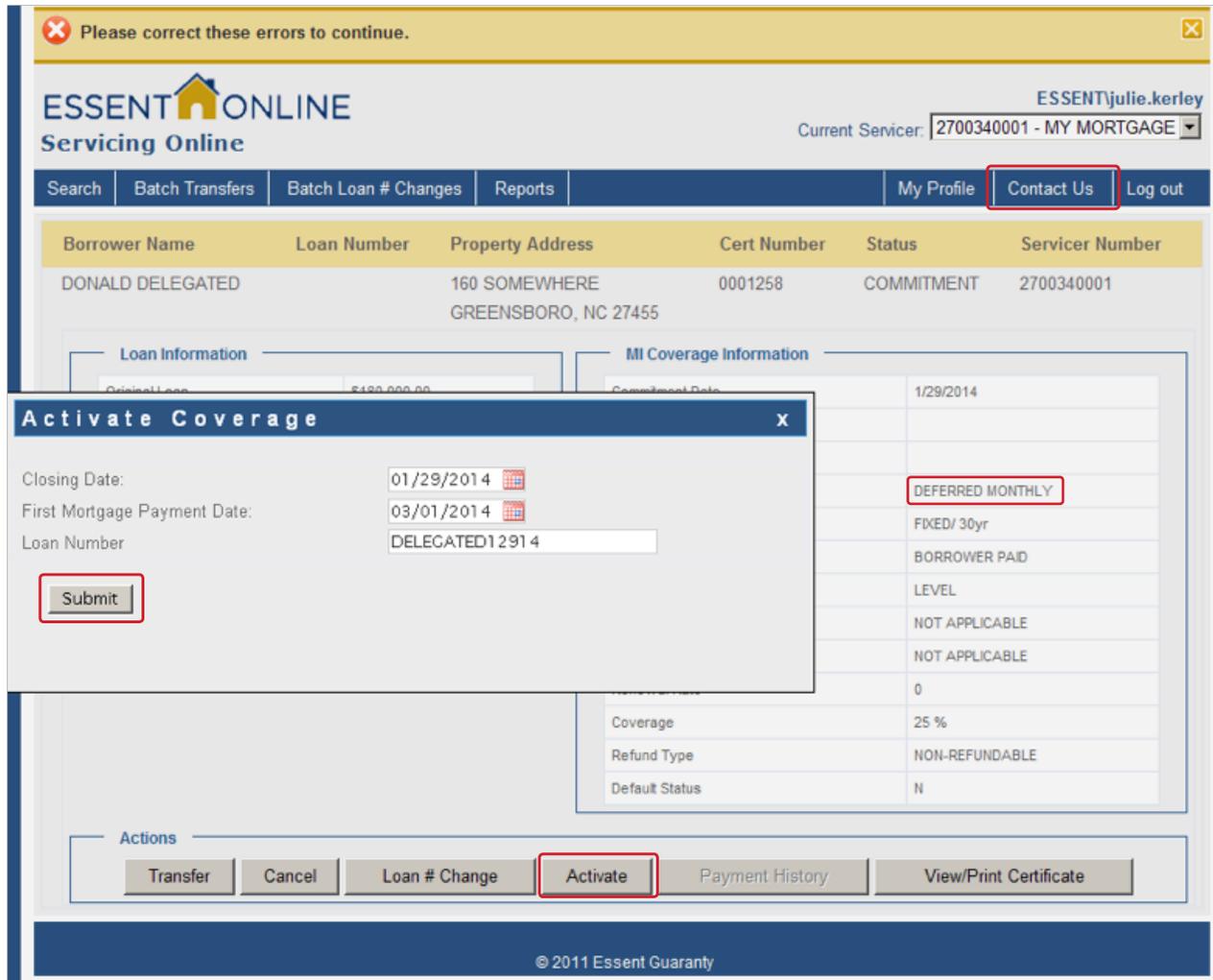
MI Coverage Information

Commitment Date	1/20/13
Close Date	
Coverage Date	
Coverage	DEFERRED MONTHLY
Type/Term	FIXED/ 30yr
Mi Type	BORROWER PAID
Renewal Calculation Basis	LEVEL
Unpaid Principal Balance	NOT APPLICABLE
UPB Date	NOT APPLICABLE
Renewal Rate	0
Coverage	25 %
Refund Type	NON-REFUNDABLE
Default Status	N

Actions

4.0 Activation

The only type of commitment that can be activated through our website is a **Deferred Monthly**. Please note that any other type can only be activated with premium. You would need to complete the commitment with the loan closing date, transfer information if applicable, and your signature. You can mail the commitment, along with your remittance, to the address located on the **Contact Us** button in the top right of your screen.



Please correct these errors to continue.

ESSENT ONLINE
Servicing Online

Current Servicer: **ESSENTjulie.kerley**
2700340001 - MY MORTGAGE

Search | Batch Transfers | Batch Loan # Changes | Reports | My Profile | **Contact Us** | Log out

Borrower Name	Loan Number	Property Address	Cert Number	Status	Servicer Number
DONALD DELEGATED		160 SOMEWHERE GREENSBORO, NC 27455	0001258	COMMITMENT	2700340001

Activate Coverage

Closing Date: 01/29/2014

First Mortgage Payment Date: 03/01/2014

Loan Number: DELEGATED12914

Submit

MI Coverage Information	
Closing Date	1/29/2014
MI Coverage Type	DEFERRED MONTHLY
Term	FIXED/ 30yr
MI Coverage Status	BORROWER PAID
MI Coverage Level	LEVEL
MI Coverage Amount	NOT APPLICABLE
MI Coverage Type	NOT APPLICABLE
MI Coverage Rate	0
Coverage	25 %
Refund Type	NON-REFUNDABLE
Default Status	N

Actions: Transfer | Cancel | Loan # Change | **Activate** | Payment History | View/Print Certificate

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Click on the **Activate** button. The Activation Coverage box will appear. Enter your closing date in the Closing Date box (you can use the calendar if you choose or just enter the date). The First Mortgage Payment Date will automatically populate. You can change the loan number if applicable. Click on **Submit**.

As you can see from the message box at the top of the screen, the commitment has been activated. Our website is real time so it will also show the status changed to **Active**.

i Coverage activated successfully.
✕



ESSENTjulie.kerley
 Current Servicer: 2700340001 - MY MORTGAGE

Search
Batch Transfers
Batch Loan # Changes
Reports
My Profile
Contact Us
Log out

Borrower Name	Loan Number	Property Address	Cert Number	Status	Servicer Number
1 DONALD DELEGATED	DELEGATED12914	160 SOMEWHERE GREENSBORO, NC 27455	0001258	ACTIVE	2700340001

Loan Information

Original Loan	\$180,000.00
Original LTV	90 %
Sales Price	\$200,000.00
Appraised Value	\$200,000.00

Premium / Billing Information

Paid To	
Policy Due Date	02/01/2014
Next Premium	66.00

MI Coverage Information

Commitment Date	1/29/2014
Close Date	1/29/2014
Coverage Date	1/29/2014
Coverage	DEFERRED MONTHLY
Type/Term	FIXED/ 30yr
MI Type	BORROWER PAID
Renewal Calculation Basis	LEVEL
Unpaid Principal Balance	NOT APPLICABLE
UPB Date	NOT APPLICABLE
Renewal Rate	0.44
Coverage	25 %
Refund Type	NON-REFUNDABLE
Default Status	N

Actions

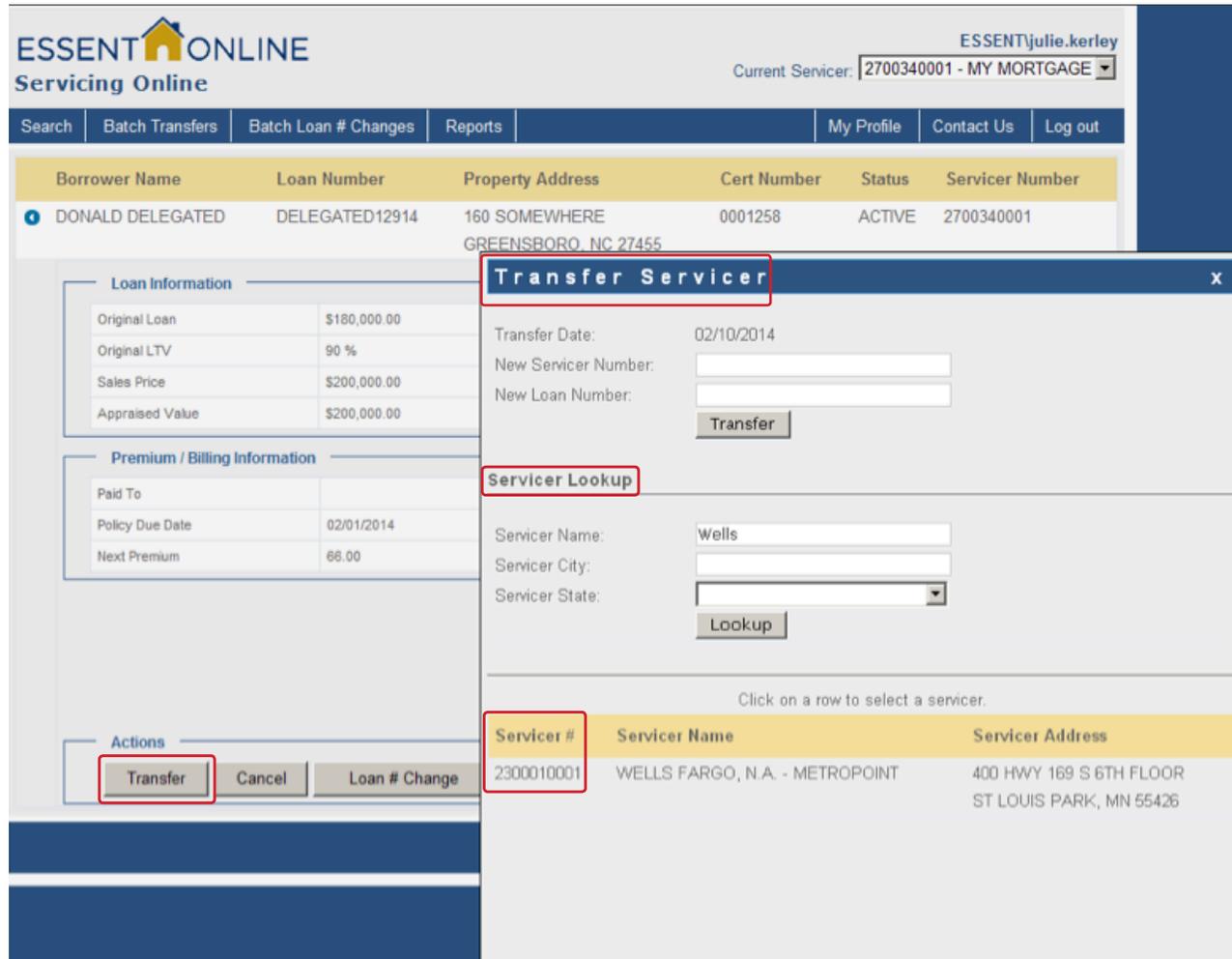
Transfer	Cancel	Loan # Change	Activate	Payment History	View/Print Certificate
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© 2011 Essent Guaranty

If you need proof of activation, you can print this screen.

5.0 Transfer

Once coverage has been activated, if the loan has been sold to a new investor and is ready to be transferred into their servicer number, you can accomplish this by clicking on the **Transfer** button at the bottom of the screen.



The screenshot shows the ESSENT ONLINE Servicing Online interface. At the top, the user is logged in as ESSENTjulie.kerley, and the current servicer is 2700340001 - MY MORTGAGE. The main navigation bar includes Search, Batch Transfers, Batch Loan # Changes, Reports, My Profile, Contact Us, and Log out. Below this is a table of loan information:

Borrower Name	Loan Number	Property Address	Cert Number	Status	Servicer Number
DONALD DELEGATED	DELEGATED12914	160 SOMEWHERE GREENSBORO, NC 27455	0001258	ACTIVE	2700340001

Below the table, there are sections for Loan Information and Premium / Billing Information. The **Transfer Servicer** modal is open, showing the following fields:

- Transfer Date: 02/10/2014
- New Servicer Number:
- New Loan Number:
- Transfer button

Below the Transfer Servicer modal is the **Servicer Lookup** section, which includes:

- Servicer Name: Wells
- Servicer City:
- Servicer State:
- Lookup button

Below the Servicer Lookup section is a table of servicers:

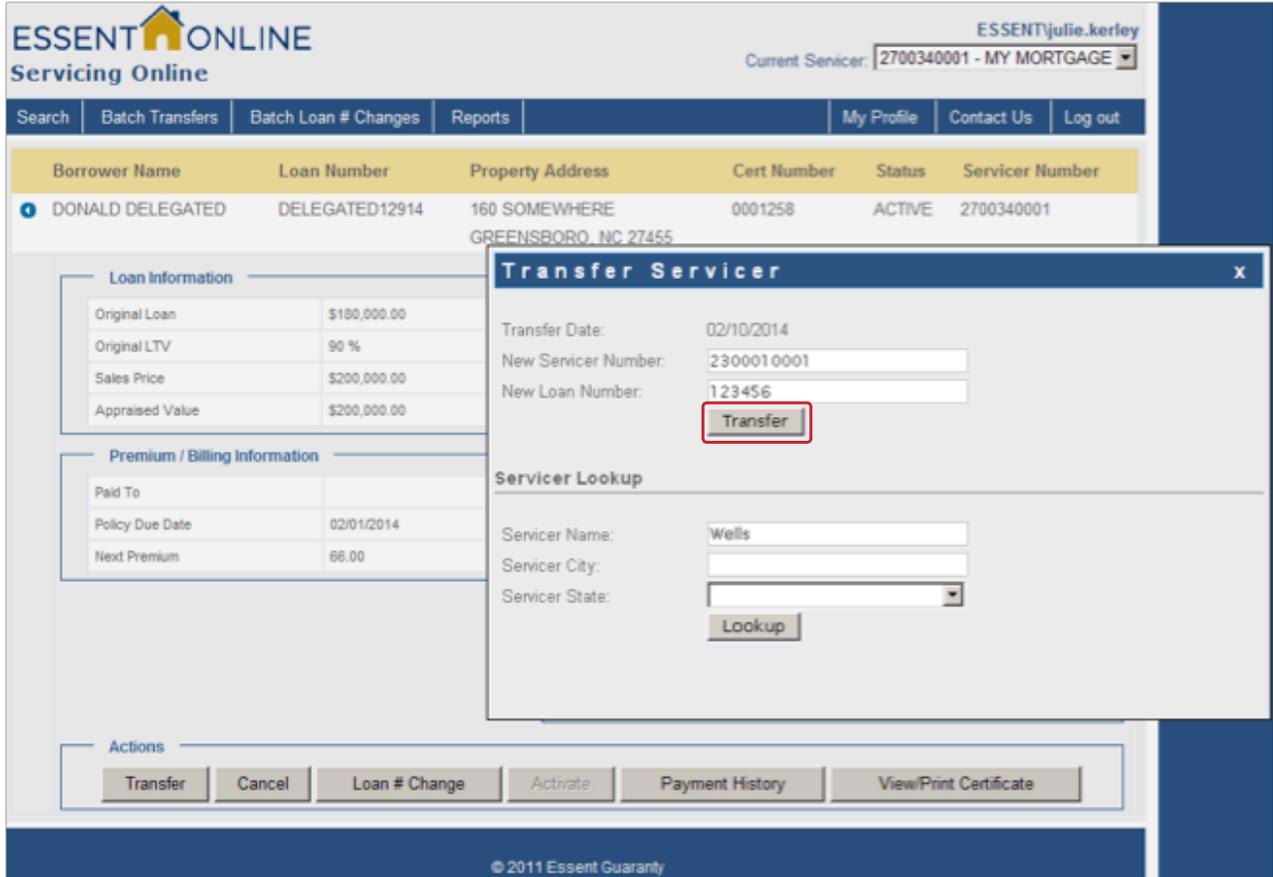
Servicer #	Servicer Name	Servicer Address
2300010001	WELLS FARGO, N.A. - METROPOINT	400 HWY 169 S 6TH FLOOR ST LOUIS PARK, MN 55426

At the bottom of the screen, there are three buttons: **Transfer**, **Cancel**, and **Loan # Change**. The **Transfer** button is highlighted with a red box.

The **Transfer Servicer** box will appear. If you do not know the servicer number for the new investor, you can look it up by entering the name in the **Servicer Lookup** field. It is suggested that you only enter the first word or two, rather than the entire name, and refrain from using the Servicer City and Servicer State unless you are unable to retrieve the servicer by name. The reason for this is this information has to match our record in order for the servicer to display, and the information you have and what we have on their servicer record may vary.

Click on the row showing the **Servicer** and it will automatically place this number in the **New Servicer Field** at the top of the pop up screen. See below.

As you can see, the **New Servicer Number** will appear in the box. If you have the new servicer's loan number, you can enter it in the **New Loan Number** field, or leave it blank. Once reviewed, click **Transfer**.



The screenshot shows the ESSENT ONLINE Servicing Online interface. At the top, the user is logged in as ESSENT\julie.kerley and the current servicer is 2700340001 - MY MORTGAGE. A table lists loan records, with the first row selected: DONALD DELEGATED, DELEGATED12914, 160 SOMEWHERE GREENSBORO, NC 27455, Cert Number 0001258, Status ACTIVE, Servicer Number 2700340001. A pop-up window titled 'Transfer Servicer' is open, showing a 'Transfer Date' of 02/10/2014, a 'New Servicer Number' of 2300010001, and a 'New Loan Number' of 123456. A red box highlights the 'Transfer' button. Below the pop-up, there is a 'Servicer Lookup' section with fields for Servicer Name (Wells), Servicer City, and Servicer State, and a 'Lookup' button. At the bottom of the main interface, there are buttons for 'Transfer', 'Cancel', 'Loan # Change', 'Activate', 'Payment History', and 'View/Print Certificate'.

The message box at the top of the screen confirms your transfer has been completed. You will no longer be able to view this certificate.

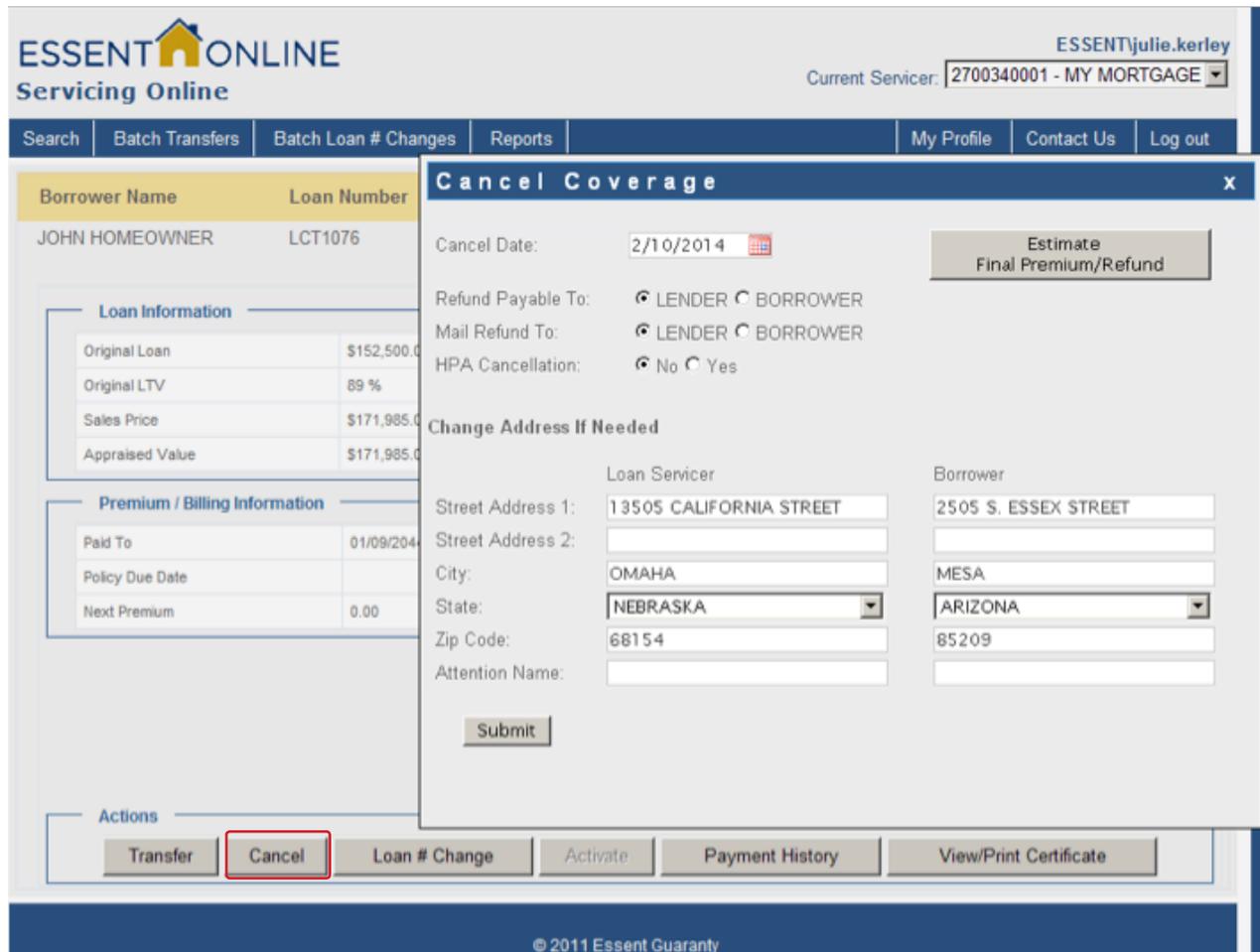


The screenshot shows the ESSENT ONLINE Servicing Online interface after the transfer. A yellow message box at the top states: 'Transferred certificate 0001258 from 2700340001 to 2300010001'. Below the message box, the user is still logged in as ESSENT\julie.kerley and the current servicer is 2700340001 - MY MORTGAGE. The table below the navigation bar is empty, with a message in parentheses: '(This certificate has been transferred to another servicer. There were no other certificates in your search results.)'

6.0 Cancellation

You may cancel a certificate on our website, however you cannot backdate beyond 60 days. If you need to cancel using a date beyond 60 days from the current date, you will need to contact Client Services.

Click the **Cancel** button at the bottom of the screen.



The screenshot shows the ESSENT ONLINE Servicing Online interface. At the top, the user is logged in as ESSENTjulie.kerley and the current servicer is 2700340001 - MY MORTGAGE. The main navigation bar includes Search, Batch Transfers, Batch Loan # Changes, Reports, My Profile, Contact Us, and Log out. The main content area displays borrower information for JOHN HOMEOWNER with loan number LCT1076. A 'Cancel Coverage' modal form is open, containing the following fields and options:

- Cancel Date:** 2/10/2014
- Estimate Final Premium/Refund:** (button)
- Refund Payable To:** LENDER BORROWER
- Mail Refund To:** LENDER BORROWER
- HPA Cancellation:** No Yes
- Change Address If Needed:**
 - Loan Servicer:**
 - Street Address 1: 13505 CALIFORNIA STREET
 - Street Address 2: (empty)
 - City: OMAHA
 - State: NEBRASKA
 - Zip Code: 68154
 - Attention Name: (empty)
 - Borrower:**
 - Street Address 1: 2505 S. ESSEX STREET
 - Street Address 2: (empty)
 - City: MESA
 - State: ARIZONA
 - Zip Code: 85209
 - Attention Name: (empty)
- Submit:** (button)

At the bottom of the screen, there is an 'Actions' bar with buttons for Transfer, Cancel (highlighted with a red box), Loan # Change, Activate, Payment History, and View/Print Certificate. The footer contains the copyright notice: © 2011 Essent Guaranty.

The **Cancel Coverage** box will appear with current date pre-populated. You can request the refund (if applicable), payable to either you as the lender, or the borrower. If the certificate you are cancelling is a Lender Paid policy, you can only select Lender as the payee. You will need to indicate if the reason for cancellation is due to HPA. Please refer to your guidelines regarding the HPA law. You can also change the address of the borrower if different from the property address. Once you have completed the information, click on **Submit**.

Estimate Final Premium/Refund

There is no refund or premium due.

You can use the Estimate Final Premium/Refund tool to see if any remaining premiums are due or if there will be a refund. You will need to select this prior to completing the cancellation.

The **Message Box** indicates the certificate has been cancelled, the status shows Cancelled, and there is no refund indicated in the **Refund Information box**.

 **Coverage was cancelled successfully.**
✕



ESSENTjulie.kerley
 Current Servicer: 2700340001 - MY MORTGAGE

Search
Batch Transfers
Batch Loan # Changes
Reports
My Profile
Contact Us
Log out

Borrower Name	Loan Number	Property Address	Cert Number	Status	Servicer Number
 JOHN HOMEOWNER	LCT1076	2505 S. ESSEX STREET MESA, AZ 85209	0001089	CANCELLED	2700340001

Loan Information

Original Loan	\$152,500.00
Original LTV	89 %
Sales Price	\$171,985.00
Appraised Value	\$171,985.00

Premium / Billing Information

Paid To	02/10/2014
Policy Due Date	
Next Premium	0.00

Refund Information

No Refund

MI Coverage Information

Commitment Date	8/6/2013
Close Date	1/10/2014
Coverage Date	1/10/2014
Coverage	SINGLE PREMIUM
Type/Term	NON-FIXED/ 30yr
MI Type	BORROWER PAID
Renewal Calculation Basis	LEVEL
Unpaid Principal Balance	NOT APPLICABLE
UPB Date	NOT APPLICABLE
Renewal Rate	0
Coverage	25 %
Refund Type	NON-REFUNDABLE
Default Status	N

Actions

Transfer
Cancel
Loan # Change
Activate
Payment History
View/Print Certificate

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7.0 Reports

You have the capability to run various reports to help manage your portfolio by clicking on the Reports tab. If you would like to save the template for future reports, you can do this by entering your report name and clicking on **Insert**. The items you have selected will save. The next time you need to run the report, you can just use the drop down and select your report. You can add or delete a field and once you save it will update your template.



ESSENT [julie.kerley](#)

Current Servicer: 2600020001 - MANN MORTGAGE, LLC

Search
Batch Transfers
Batch Loan # Changes
Reports
My Profile
Contact Us
Log out

Servicing Report

Settings

Output: (Choose one)
 Online Report EXCEL
If you open this file with Excel, please apply a Custom format to the Certificate column and specify "0000000" (seven zeros) as the format structure. This reformatting step will correct the loss of the leading zeros in the certificate numbers.

Date Range
 From: - To:

Sort Options
 Certificate No. Next Due Date Loan No. Status Borrower Name Property State

Premium Paid By
 Lender Borrower Both

Status Type
 Active Commitments Expired Commitments Active Certificates Cancelled Certificates Terminated Certificates

Saved Report Templates:

Report Columns

Borrower

 Name
 Property Address

Co-Borrower

 Name
 Property Address

Coverage

 Type
 Percent
 Commitment Date
 Commitment Exp Date
 Cancellation Date
 Cancellation Process Date
 Effective Date
 Termination Date
 Renewal Calc Basis
 Last Reported Unpaid Principal Balance

Premium / Billing

 Premium Paid By
 Next Due Date
 Renewal Rate
 Tax/Assessment Amount
 Tax/Assessment Rate
 Base Premium
 Total Premium
 Total Premium due on Cancelled Certs

Refund

 Type
 Amount
 Check Date
 Check Number
 Payee
 Payee Address

Loan

 Number
 Loan Type/Term
 Loan Closing Date
 Loan Amount
 Original LTV
 Sales Price
 Appraised Value



Below is a description of each section of the Reports tab.

- **Output**
We suggest using Excel, however you do need to remember that our commitment/certificates are 7 digits, so you may need to add preceding zeroes.
- **Date Range**
Unless you are running a report to capture information for a particular period of time, it is best to leave this area blank. A Cancellation report showing data for the 1st – 31st is an example of a report where you would need to enter dates.
- **Sort Options**
You can select the report to sort by the column that would be most advantageous to you.
- **Premium Paid By**
You can run individual reports for LPMI and BPMI or you can combine the two by clicking on **Both**.
- **Status Type**
Depending on the type of information you need you can click on one or as many of these choices as needed.
- **Report Columns**
This area will customize your report and give you the exact information you are looking for. You can select all columns by clicking on the box next to the coverage heading, or you can click on individual boxes to get specific columns.

This concludes the procedures for Essent's Servicing Online website. Should you have questions or need assistance, please contact clientservices@essent.us or call us 877-569-6547. Website demonstrations are available upon request.