

# ESSENT USER TIP SHEET

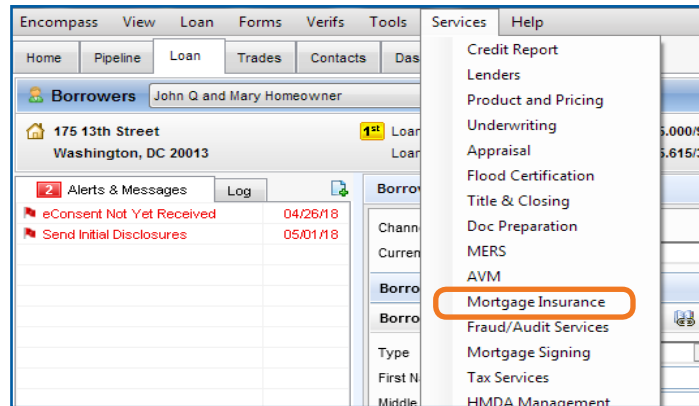
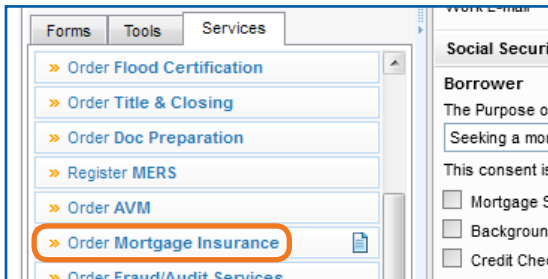
## Ellie Mae's Encompass®

### Rate Quote Submissions

#### Add Essent to Your Providers List

From Encompass, go to **Pipeline** and select loan.

Under the Services tab on the left, click on **Order Mortgage Insurance**, or from Services drop-down on the top Menu Ribbon, select **Mortgage Insurance**.

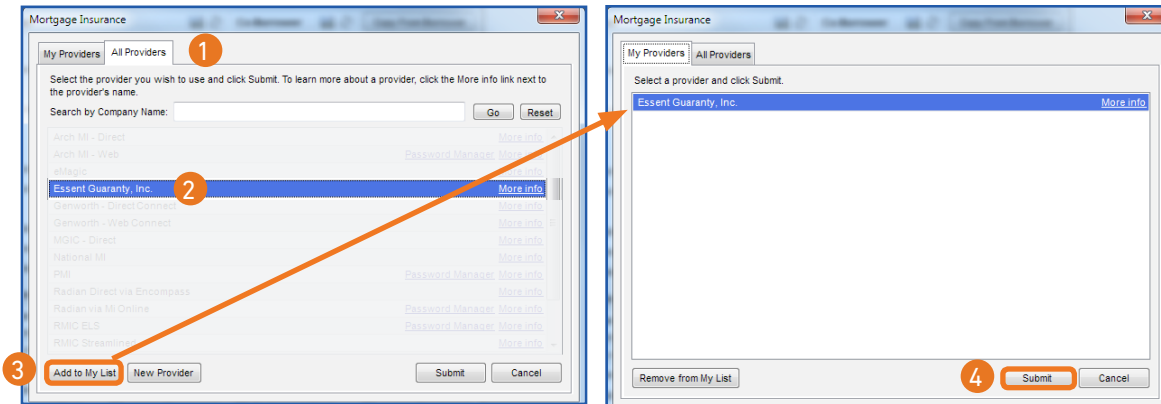


Your **My Providers** list will appear.

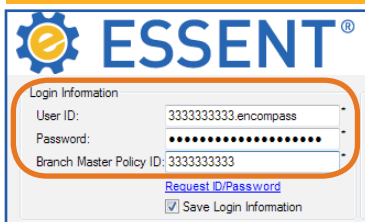
If Essent is not already listed on your **My Providers** Tab:

1. Switch to **All Providers** tab
2. Highlight **Essent Guaranty, Inc.**
3. Click on **Add to My List**
4. Click on **Submit** to order Rate Quote

Once **Essent Guaranty, Inc.** is added to My Providers, it will remain there as a default MI provider each time you log in.



#### Check Your Login Information



**Note: If the Login Information fields are not already populated, contact your Encompass Super Admin.**

Continue to Page 2 for tips on ordering a **Rate Quote**.

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Mortgage insurance provided by Essent Guaranty, Inc.

## Order Rate Quote

**Rate Quote-Pricing with Eligibility**

If quoting for a Doctor/Professional Loan, enter the loan product code **DRPROG** into the Special Program ID field.

If quoting for an HFA Loan, check the State Housing Agency checkbox. This box will be checked by default if a DU HFA or LPA HFA program is selected.

On the **Order** tab, select one of the two Rate Quote options as the Request Type.

- **Rate Quote-Pricing with Eligibility** - Will check Essent rates and MI guidelines and returns a rate quote based on data you provide.
- **Rate Quote-Pricing Only** - Will check Essent rates and returns a rate quote based on data you provide.

The following fields will default to the most frequently used values:

Field	Value
Request Type	Rate Quote-Pricing with Eligibility
Premium Pmt Plan	Monthly
Deferred*	Checked
Premium Pmt Type	Borrower Paid
MI Coverage %**	GSE/HFA Standard Coverage
Refundable?	Non-Refundable
Renewal Type	Level
Originator Channel Type	Lender/Retail

\*When the **Monthly Premium Pmt Plan** is chosen, and the **Deferred Check Box** is checked, no premium is due at closing.

\*\*The **MI Coverage %** submitted on your initial request will remain on the Order screen for all subsequent requests. If loan data changes after your initial request, please click on the green icon to recalculate and apply the Standard Agency MI Requirements.

You can request as many rate quotes as you need to determine the best alternative for your borrower, or you can go directly to Order MI.

Note: Once an MI order has been requested for a loan, you can no longer request a rate quote.

## View Essent Rate Quote

ESSENT

Login Information: User ID: 3333333333.encompass, Password: [REDACTED], Branch Master Policy ID: 3333333333

Loan Information: Borrower: B1test, Borrower1, CoBorrower: B2test, Borrower, Loan Number: 1804000833

Order No.	Order Date	Requested Service	Status	Status Date
3030973	04-30-2018 04:25 PM	Rate Quote-Pricing with Eligibility	Eligible	04-30-2018 04:25 PM
3030972	04-30-2018 04:24 PM	Rate Quote-Pricing Only	Rate Found	04-30-2018 04:24 PM

Attachments: RateQuoteResponse (04-30-2018 04:25 PM)

When the system completes processing, your results will be returned in the **Check Status/View Result** tab.

1. Click on **View** or double click on the **RateQuoteResponse** to bring up a PDF of the rate quote. All Rate Quote PDFs can also be retrieved from the eFolder.

Note: A PDF will be returned for each Rate Quote requested.

If you have any questions about your quote, please contact the EssentCONNECT team and reference your Order No.

2. Click on **Import MI** to see the actual premium rate information on the **MI Fee Import** screen.
3. Click on **Import Fees**. A pop up will let you know that the MI fees have imported successfully.

Note: MI Taxes will be included in the MI Premium Rate and MI Premium Payment when applicable.

To complete Import MI process, go to the **1003, Page 2** and click the pencil icon beside Mtg. Ins. under Proposed Monthly Housing Expenses to view the **MIP/PMI/Guarantee Fee Calculations** screen and click **OK**. The fees will now be included on the relevant Encompass forms.

Description	Value
First Renewal Rate	0.300000
First Renewal Duration Months	120
Second Renewal Rate	0.200000
Second Renewal Duration Months	240

Essent

MI fees imported successfully

	Present	Proposed
Rent		
First Mtg.	650.00	858.50
Other Fin.		
Haz. Ins	30	33.54
RE Taxes	95	135.42
Mtg. Ins	95	42.90
HOA Dues		
Other		0.00

## We Are Here to Assist You!

We are here to answer your questions Monday - Friday from 8:00 AM to 8:00 PM Eastern time. If you need assistance with Encompass, contact the EssentCONNECT team at [essentconnect@essent.us](mailto:essentconnect@essent.us) or 855-282-1483. For rates, guidelines, loan status, scenarios or turn-times, contact our Underwriting team at [underwriting@essent.us](mailto:underwriting@essent.us) or 877-331-8311.

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