

ESSENT USER TIP SHEET

PC lender®

Streamlined Rate Quote and Non-Delegated Mortgage Insurance Order

ACCESSING RATE QUOTES

1 To enter Rate Quote data, open the loan **Qualification** screen and click on the ellipsis (...) located on the **Mortgage** tab.

Note: The Mortgage Insurance field will be pre-populated but will not update with the accurate MI amount until the below steps are complete.

2 The **Mortgage Insurance Edit** screen will open. Click the **Rate Quote Request** button.

3 The **Rate Quote** screen will open. Enter the applicable Rate Quote data and be sure that **Essent** is selected as the **Vendor**.

Below are the most frequently used product types and options:

MI Product	Payment Period	Renewal Type	Zero Due at Closing	Refundable	Coverage	Payment Type
Borrow Paid Deferred Monthly Premium	Monthly	Constant	Yes	Not Refundable	Standard Coverage Calculated	Borrower Paid
Borrow Paid Single Premium	Single	Constant	No	Refundable or Not Refundable	Standard Coverage Calculated	Borrower Paid
Lender Paid Single Premium	Single	Constant	No	Not Refundable	Standard Coverage Calculated	Lender Paid

4 Once the information is complete, click **Send Rate Quote Request**.

5 The **Rate Quote Confirmation** screen will populate the **Rate Details**. The Rate Quote ID will be located in the **Notes** section.

6 Click **Import** to apply the rate data to the loan. Save and close the screen.

7 Under **Mortgage Insurance**, the updated premium rate will be populated.

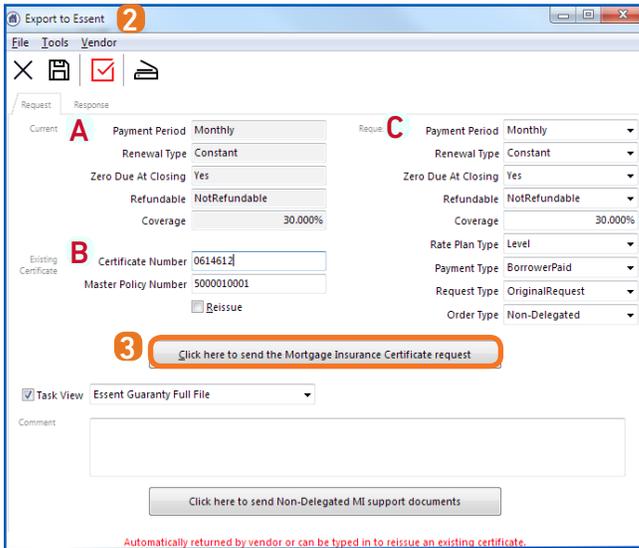
Mortgage Insurance provided by Essent Guaranty, Inc.

SUBMITTING A MORTGAGE INSURANCE REQUEST



- 1 Submit a Mortgage Insurance request from the **Loan Overview** screen by clicking on the **Services** tab and then the **MI** icon - this will open the **Export to Essent** screen where you can order or reissue an MI Request.

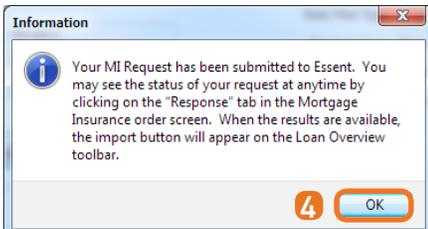
Note: Be sure that Essent is always selected as the Vendor.



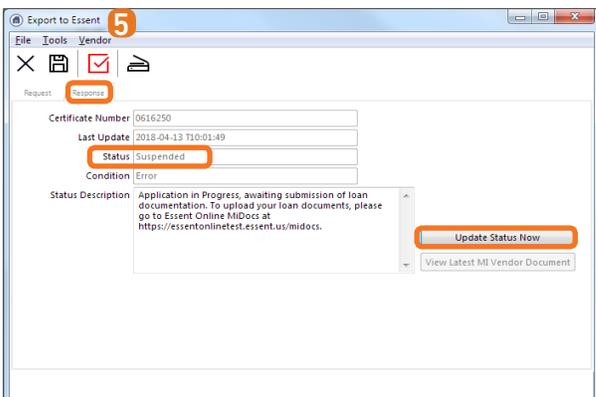
- 2 On the **Export to Essent** screen:
 - A. The **Current** section will be automatically populated. These fields are not editable.
 - B. The **Existing Certificate** section will populate the **Certificate Number** and **Master Policy Number**, on original request. You may also type in new information to reissue an existing certificate.
 - C. The **Request** section contains a list of data fields that are required in order to complete a request for an MI Certificate.

Below are the most frequently used product types and options:

MI Product	Payment Period	Renewal Type	Zero Due at Closing	Refundable	Coverage	Payment Type	Order Type
Borrow Paid Deferred Monthly Premium	Monthly	Constant	Yes	Not Refundable	Standard Coverage Calculated	Borrower Paid	Non-Delegated
Borrow Paid Single Premium	Single	Constant	No	Refundable or Not Refundable	Standard Coverage Calculated	Borrower Paid	Non-Delegated
Lender Paid Single Premium	Single	Constant	No	Not Refundable	Standard Coverage Calculated	Lender Paid	Non-Delegated

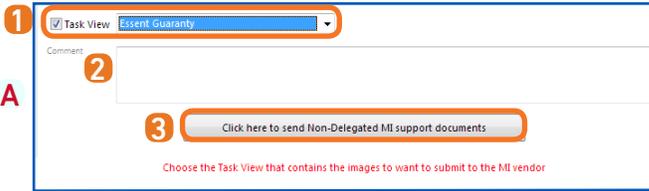


- 3 When complete, click the **Click here to send the Mortgage Insurance Certificate request** button to submit the MI Order Request.
- 4 The **Information** pop-up screen will let you know that your MI Request has been submitted to Essent. Click **OK**.
- 5 Click the **Response** tab to check the status of a loan request. You may need to wait a few seconds and click **Update Status Now**. The status will be returned as **Suspended**, as an Essent underwriter will need to review your loan documentation before issuing an approval.
- 6 To submit loan documentation to Essent, return to the **Request** tab.



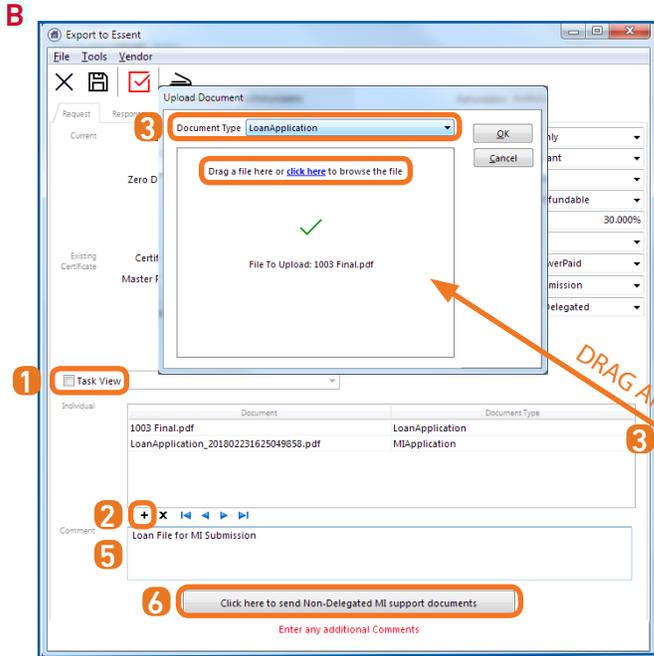
Mortgage Insurance provided by Essent Guaranty, Inc.

SUBMITTING DOCUMENTS FOR REVIEW

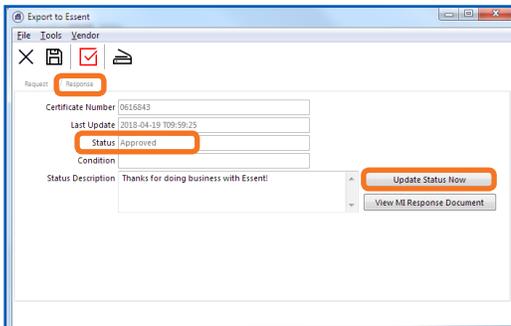
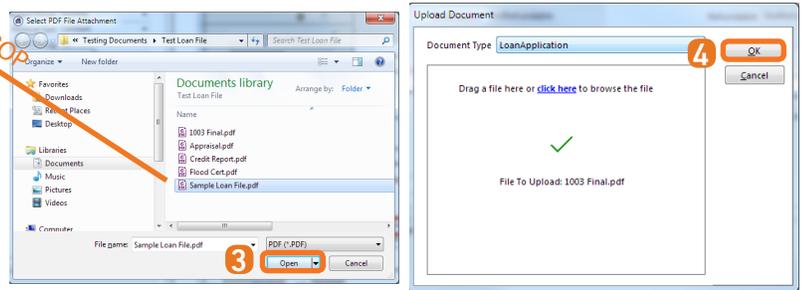


To send documents to Essent, use either method A or B below:

- A**
- 1 Choose the Essent document package from the **Task View** dropdown menu*
 - 2 Add **Comments** for the Essent Underwriter in the comment section
 - 3 Finally, **Click here to send Non-Delegated MI support documents**
*Note: Your PC Lender Administrator has to set up this option



- B**
- 1 Uncheck the **Task View** box to begin selecting documents from your computer.
 - 2 Click the **+** icon and the Upload Document window will appear
 - 3 Documents may be added here by first selecting the document label from the Document Type dropdown. You may **Drag the File** into the window or selecting the **Click Here** link to browse your computer.
Note: The thumbs up image will change to a check mark when the file is ready to upload
 - 4 Click OK to close the window
Repeat steps 2-3 as needed for additional documents
 - 5 Add **Comments** for the Essent Underwriter in the comment section
 - 6 Finally, **Click here to send Non-Delegated MI support documents**



Essent's Underwriting Team will notify you when a decision has been made on your loan.

To retrieve an updated status, go to the **Response** tab of the Essent Screen, PCLender will automatically check with Essent for an updated status.

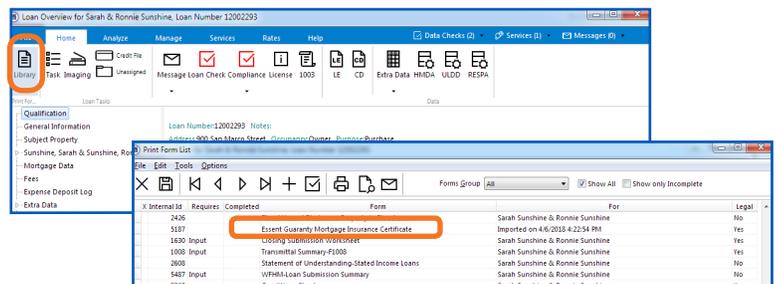
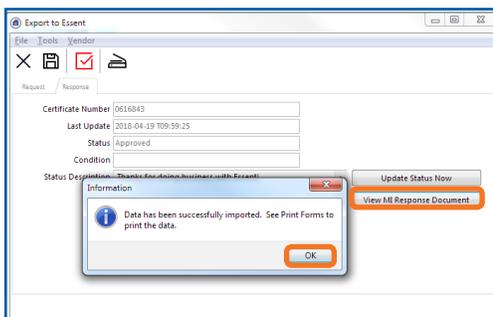
If needed, click on the **Update Status Now** button to see the most recent update.

Click the **View MI Response Document** button to import the premiums.

Click **Okay** at the information prompt to view the PDF Document.

Documents returned by Essent will be stored as PDF's in the **PCLender Library**.

To view the certificate, double click on the **File Name**.



Questions? Contact the EssentCONNECT Team, Monday-Friday from 8:00 AM to 8:00 PM Eastern time at essentconnect@essent.us or at 855-282-1483 if you have any questions on submitting through PCLender or uploading your documents via MIDocs.

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