ESSENT USER TIP SHEET



Streamlined Rate Quote and Non-Delegated Mortgage Insurance Order

Propert	ty Tax			\$150.00	0
l	Lease				
1 Mortgage Insur	rance		S	64.92	
Other Expe	enses				1
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Housing Pay	ment		-	1,552.02	•
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Paym	ent Period	Monthly				
Initi	al Payment	\$64.92		_		
	MI Rate	0.410%		_		
late Detai	ls					
Years	Rate	Start Year	End Year			
10	0.410%	1	10			
20	0.200%	11	30			

ACCESSING RATE QUOTES

ESSENT[®]

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**.

<u>MI</u> <u>Product</u>	<u>Payment</u> <u>Period</u>	<u>Renewal</u> <u>Type</u>	<u>Zero</u> <u>Due at</u> <u>Closing</u>	<u>Refundable</u>	<u>Coverage</u>	<u>Payment</u> <u>Type</u>
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

Below are the most frequently used product types and options:

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

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

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

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

	Lease		
7 (<u>M</u> ortgage Insurance	\$64.92	
	Other Expenses		

Mortgage Insurance provided by Essent Guaranty, Inc.

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SUBMITTING A MORTGAGE INSURANCE REQUEST



Export to Essent File Tools Vendo × 🖺 🗹 🗎 Reque: C Current A Payment Period Monthly Payment Period Monthly Renewal Type Constant Renewal Type Constant Zero Due At Closing Yes Zero Due At Closing Yes Refundable NotRefundable Refundable NotRefundable Coverage 30.000% Coverage 30.000% Rate Plan Type Level B Certificate Number 0614612 Payment Type BorrowerPaid Master Policy Number 5000010001 Request Type OriginalRequest Reissue Order Type Non-Delegated ⊆lick here to send the Mortgage Insurance Certificate request Task View Essent Guaranty Full File Click here to send Non-Delegated MI support documents





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:

<u>MI</u> <u>Product</u>	<u>Payment</u> <u>Period</u>	<u>Renewal</u> <u>Type</u>	<u>Zero</u> <u>Due at</u> <u>Closing</u>	<u>Refundable</u>	<u>Coverage</u>	<u>Payment</u> <u>Type</u>	<u>Order</u> <u>Type</u>
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.

6 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.

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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.

) Loan Overview for Sarah & Ro	onnie Sunshine, Loan	Number 12002293								
Home Analy	ze Manage	Services	Rates Help		🖂 Dat	a Checks (2)	🖉 Services (1)	🖻 Messages (0) 🔹		
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Qualification General Information Subject Property Sunshine, Sarah & Sunshine,	Loan Nu Address Rot D Print Form List	umber:12002293 N 900 San Marco Str	otes: eet_OccupanceOw	aer Purnose Purcha						
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	2426						Sarah Sunshine & R	onnie Sunshine		No
	5187		Essent Guaranty Me	ortgage Insurance Ce	rtificate		Imported on 4/6/201	8 4:22:54 PM		Yes
	1630 In	put	Transmittal Summar	vvorksneet			Sarah Sunshine & R	annie sunsnine annie Sunshine		Yes
	2608	iput	Statement of Unde	rstanding-Stated Inco	me Loans		Sarah Sunshine & R	onnie Sunshine		No
	5487 In	put	WFHM-Loan Submi	ssion Summary			Sarah Sunshine & R	onnie Sunshine		No
	3365		Conditions Sheet				Sarah Sunshine & Re	onnie Sunthine		Yes

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

Mortgage Insurance provided by Essent Guaranty, Inc.

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Export to Esser

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Last Update 2018-04-19 T09:59:25 Status Approved

> Data has been suc print the data.

- 0 2

Update Status Now

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