

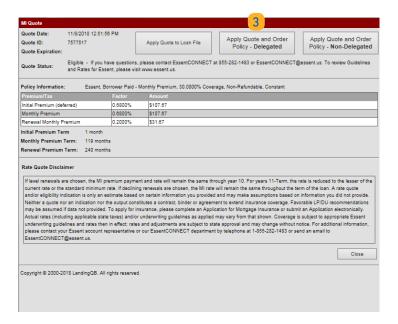
ESSENT USER TIP SHEET

LendingQB

Delegated Submission











TO SUBMIT A DELEGATED MI APPLICATION

Note: It is necessary to request a rate quote or have a saved rate quote prior to submitting an MI application (Order MI Policy). Please see the **Rate Quote Tip Sheet** for guidance.

You can submit immediately upon receiving an MI Quote, or submit at a later time via the following steps:

- 1 Open the loan and access the Order MI Policy screen.
- 2 After a Rate Quote has been received from Essent, click on the **View Quote** link to open the **MI Quote** screen.
- 3 Click on the **Apply Quote and Order Policy Delegated** button to submit your MI application.

A pop-up will let you know that Essent has received your submission. Click **OK**, and then click **Close**.

- When you refresh the **Order MI Policy** screen your latest **MI Policy Order on File** for the loan will be displayed.
- 5 The MI Policy Order will indicate if the application was **Approved** or **Suspended**.

If the application is **Suspended**, a member of the EssentCONNECT team will contact you to review or you may contact them at 855-282-1483 or essentconnect@essent.us.

You may need to correct data or resubmit the request or, if Essent decisions the loan, the updated status and documents will automatically be posted back to your loan in LendingQB.

- 6 Your Essent documents --Rate Quote or MI Certificate-- are located in the EDocs folder under Document List. If you have just submitted and your document does not appear in the list it may be necessary to wait a few moments and re-open the Document List window.
- 7 To view the document, click on view pdf.

Questions? The EssentCONNECT team is here to assist you and answer your questions Monday-Friday from 8:00 AM to 8:00 PM Eastern time. Contact them at essentconnect@essent.us or 855-282-1483.