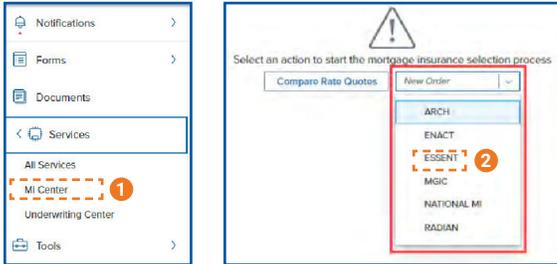


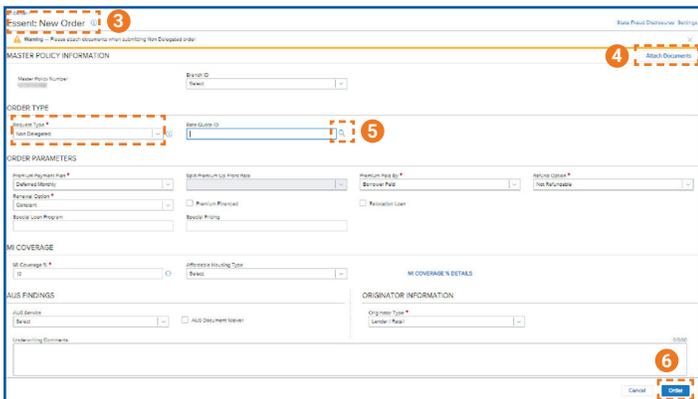
# ESSENT USER TIP SHEET

## ICE Mortgage Technology's Encompass Partner Connect® (EPC)

### Ordering Non-Delegated MI



1. In the menu, select **Services** and then **MI Center**.
2. To order Non-Delegated MI from Essent, choose **Essent** from the drop-down list on the MI Center screen.
3. Essent **New Order** Screen.
  - Choose **Non-Delegated**
  - Order Parameters are defaulted to Deferred Monthly, Borrower Paid, Not Refundable, Constant Renewal.
  - MI Coverage % is defaulted to the GSE standard coverage for the loan data.
  - AUS Findings will be pre-populated if already run through AUS
  - Originator Information is required.



4. To attach documents, click the **Attach Documents** button (refer to the Document Upload Tip Sheet).
5. To associate a quote to an order, click on the magnifying glass icon. The **Search Rate Quote ID** screen (see below) will open.
6. **Order** button will be available when all required fields are populated.
7. Search for a quote to link to the order.
8. Click the arrow to the left of the quote to view quote detail.
9. Choose a quote by clicking on the radio button on the left of the Quote ID, then click **Select**.

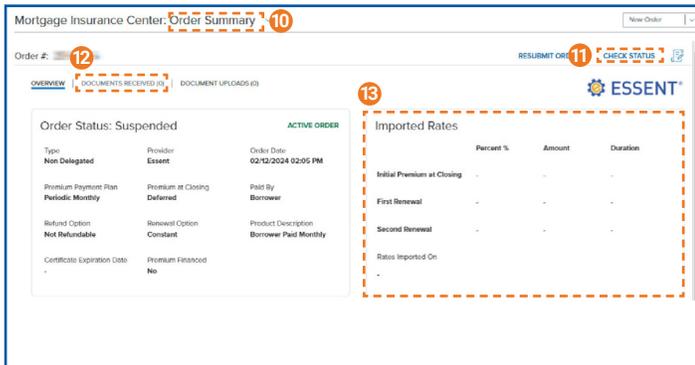


Encompass Partner Connect® is a registered trademark of ICE Mortgage Technology.

Mortgage Insurance provided by Essent Guaranty, Inc.

# ESSENT USER TIP SHEET

## ICE Mortgage Technology's Encompass Partner Connect® (EPC)



Mortgage Insurance Center: Order Summary **10**

Order #: **12**

OVERVIEW | DOCUMENTS RECEIVED (0) | DOCUMENT UPLOADS (0)

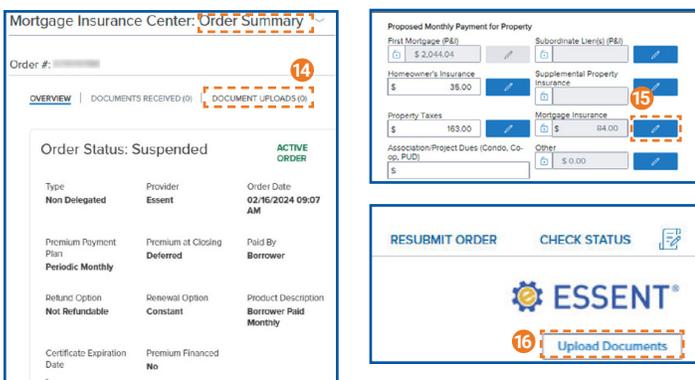
Order Status: Suspended **ACTIVE ORDER**

Type: Non Delegated	Provider: Essent	Order Date: 02/12/2024 02:05 PM
Premium Payment Plan: Periodic Monthly	Premium at Closing: Deferred	Paid By: Borrower
Refund Option: Not Refundable	Renewal Option: Constant	Product Description: Borrower Paid Monthly
Certificate Expiration Date:	Premium Financed: No	

Imported Rates	Percent %	Amount	Duration
Initial Premium at Closing	-	-	-
First Renewal	-	-	-
Second Renewal	-	-	-
Rates Imported On:	-	-	-

Non-Delegated MI orders will be in a Suspended status until Essent receives the loan documents and makes a decision.

- The **Order Summary** screen displays information on the selected order.
- Once loan has been approved, click the **Check Status** button to receive the approval back in the system.
- Click the **Documents Received** tab to view the MI Commitment once loan is approved.
- All rates will be displayed once the approval is received.
- To upload documents after the order has been placed, on the **Order Summary** screen click the **Document Uploads** tab.
- To view the Mortgage Insurance Premium in the Proposed Monthly Payment for Property section, click the pencil icon and click **OK**. The fees will now be included on the relevant Encompass forms.
- Click **Upload Documents**.
- Select from **Encompass Documents** by checking the boxes to the left of the document or choose from your **Local Drive**
- Upload Documents** section will show all documents that will be sent to Essent.
- Input any comments to Underwriting and click **Upload**.



Mortgage Insurance Center: Order Summary **14**

Order #: **14**

OVERVIEW | DOCUMENTS RECEIVED (0) | DOCUMENT UPLOADS (0)

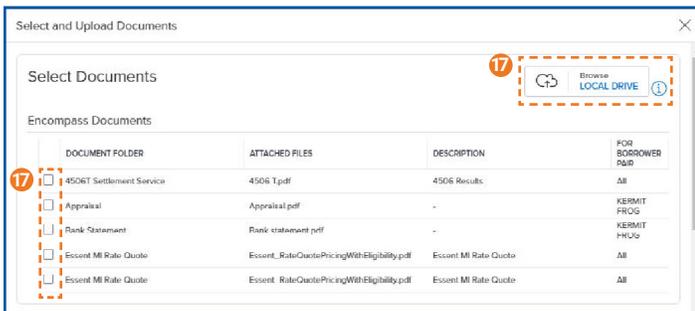
Order Status: Suspended **ACTIVE ORDER**

Type: Non Delegated	Provider: Essent	Order Date: 02/16/2024 09:07 AM
Premium Payment Plan: Periodic Monthly	Premium at Closing: Deferred	Paid By: Borrower
Refund Option: Not Refundable	Renewal Option: Constant	Product Description: Borrower Paid Monthly
Certificate Expiration Date:	Premium Financed: No	

Proposed Monthly Payment for Property	
First Mortgage (P&I)	\$ 2,044.04
Homeowner's Insurance	\$ 35.00
Property Taxes	\$ 163.00
Association/Project Dues (Condo, Co-ops, PUD)	\$
Subordinate Lien(s) (P&I)	\$
Supplemental Property Insurance	\$
Mortgage Insurance	\$ 84.00
Other	\$ 0.00

RESUBMIT ORDER | CHECK STATUS

**16** Upload Documents



Select and Upload Documents

Select Documents

Encompass Documents

DOCUMENT FOLDER	ATTACHED FILES	DESCRIPTION	FOR BORROWER PAID	
<input type="checkbox"/>	4506T Settlement Service	4506 T.pdf	4506 Results	All
<input type="checkbox"/>	Appraisal	Appraisal.pdf	-	KERMIT FROG
<input type="checkbox"/>	Bank Statement	Bank statement.pdf	-	KERMIT FROG
<input type="checkbox"/>	Essent MI Rate Quote	Essent_RateQuotePricingWithEligibility.pdf	Essent MI Rate Quote	All
<input type="checkbox"/>	Essent MI Rate Quote	Essent_RateQuotePricingWithEligibility.pdf	Essent MI Rate Quote	All



Upload Documents **18**

NAME	TYPE	SIZE(KB)	
1003.pdf	PDF	3270.86	
1008 - Copy.pdf	PDF	985.12	
1008.pdf	PDF	985.12	
4506 T.pdf	PDF	225.17	

Comments

Post Close Documents

Closing Date -

**19** Close Upload