Sending Disclosures & CICs to B3, B5, B7

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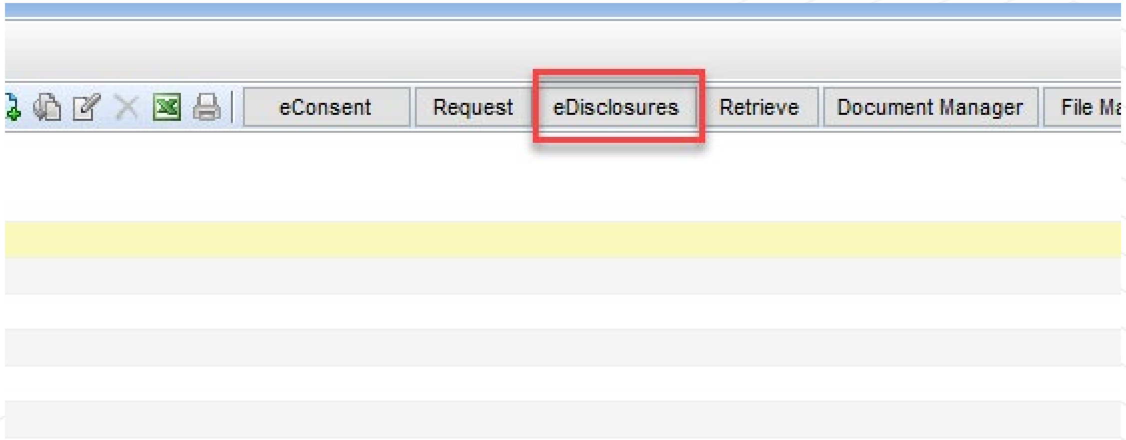
A Subsidiary of M/I Homes, Inc.

Disclosure

Disclosing for B3, B5 & B7 in Encompass requires an Additional steps as the disclosures will not automatically send to **ALL** borrower pairs

To start, follow your standard disclosure procedures. Once you've completed the disclosures, go to the **eFolder** and select **eDisclosures.**



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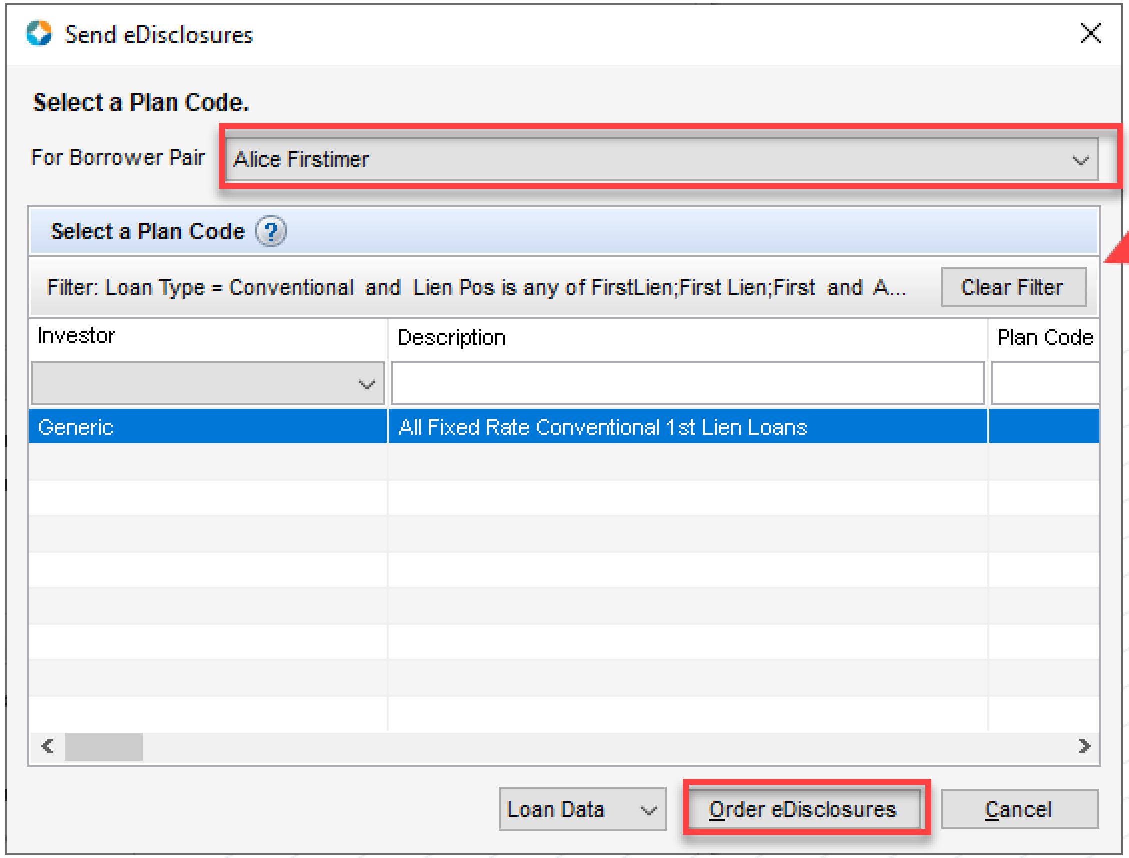
Select the **Borrower Pair** from the dropdown on the Send eDisclosure page



Select your first borrower pair (B1 B2) and click Order eDisclosures

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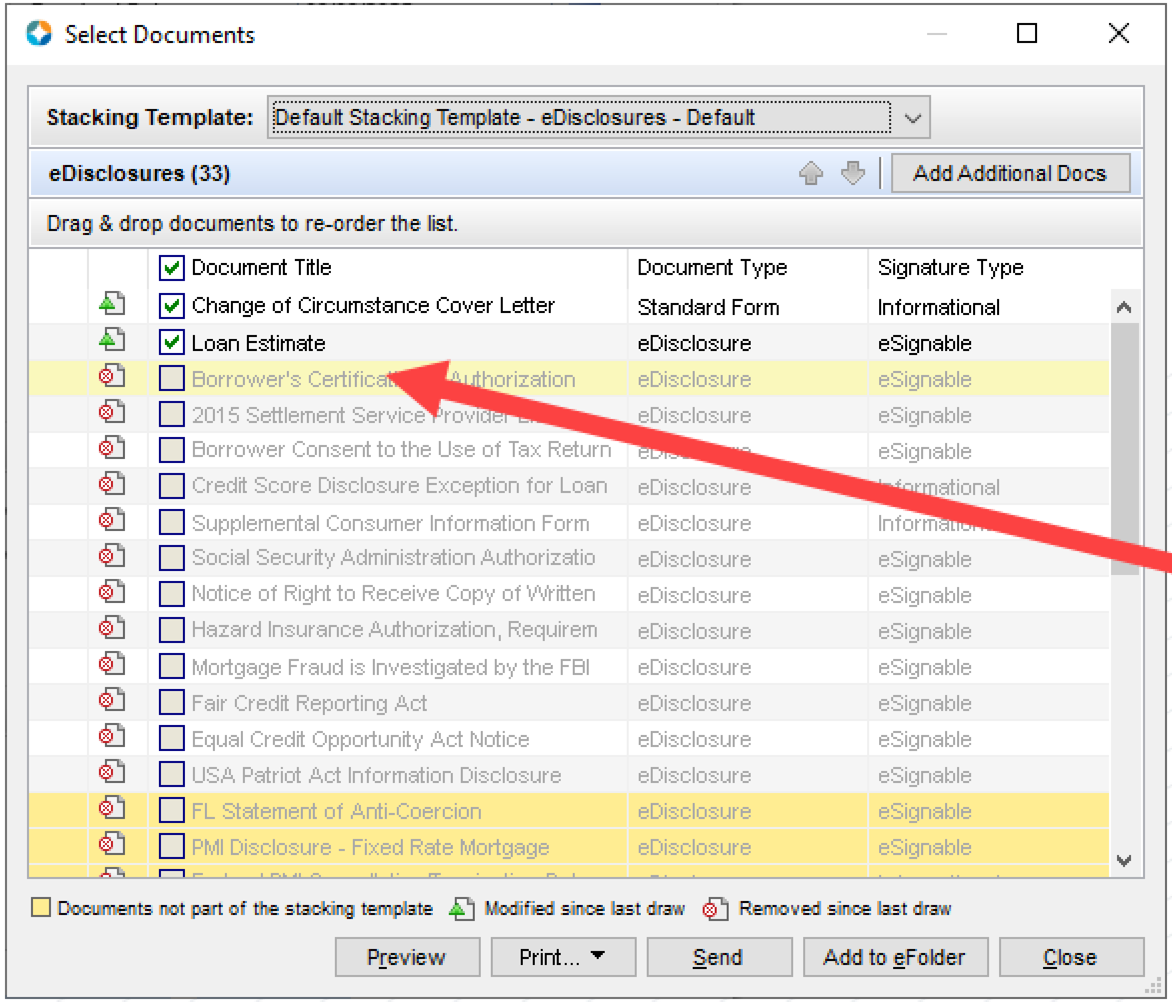
Click **Send**



Encompass automatically selects the documents that need to be disclosed. In this example, we are issuing a CIC.

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CIC disclosures for B3, B5, B7

To send a CIC to B3, B5, or B7, you will need to re-select the reason for CIC.

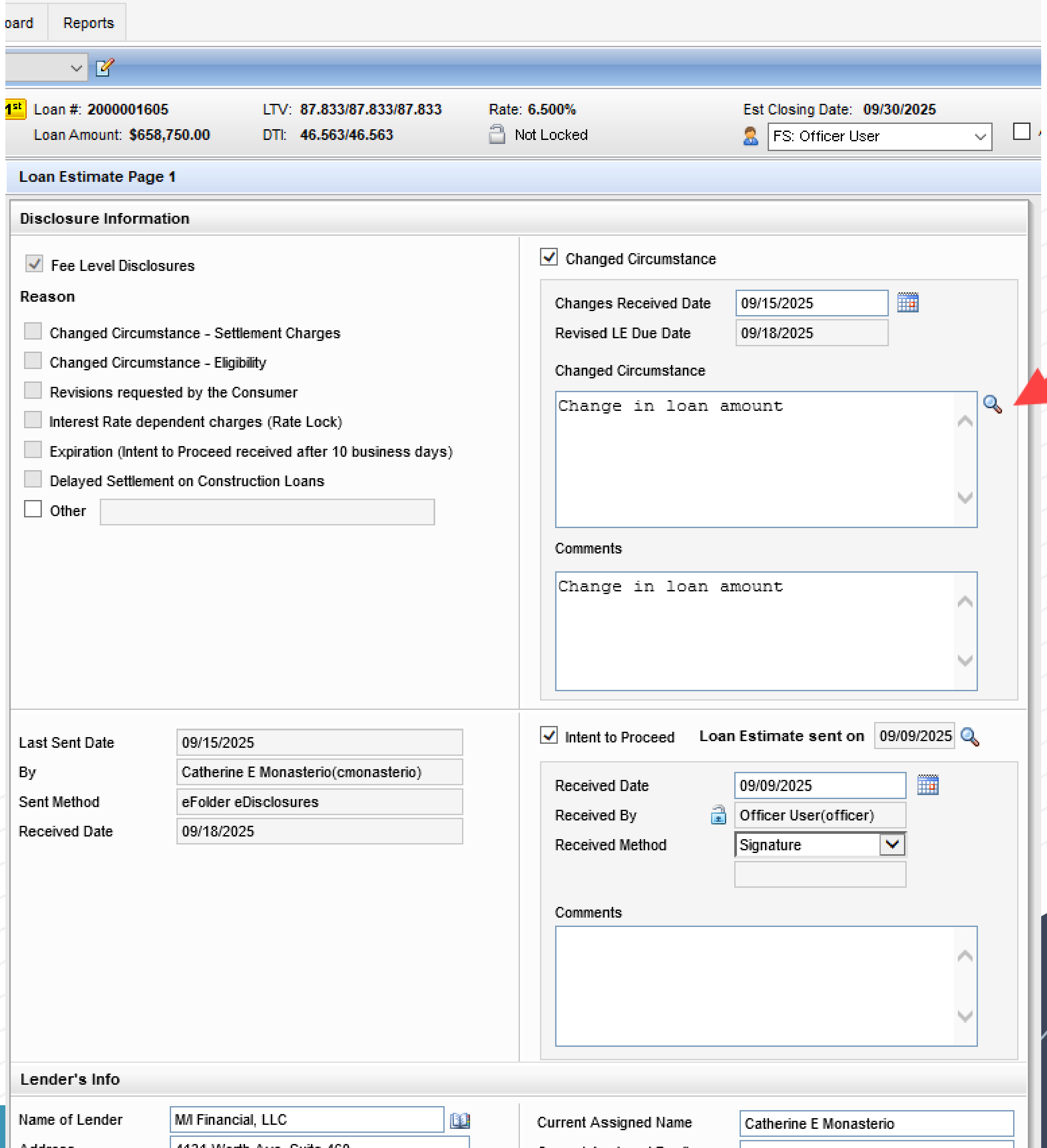
Multiple Borrower Pairs

When there are multiple borrower pairs, Encompass is looking for Disclosure Tracking records for **all** borrower pairs.

As the Reason and Changed Circumstance options clear upon disclosing of documents, **these options need to be re-selected for each borrower pair for Encompass to accept the records to satisfy the Compliance Timeline.**

CIC disclosures for B3, B5, B7

To send a CIC to B3, B5, or B7, you will need to re-select the reason for CIC.



Re-select the reason for CIC to disclose to additional borrower pairs (B3, B5, B7)

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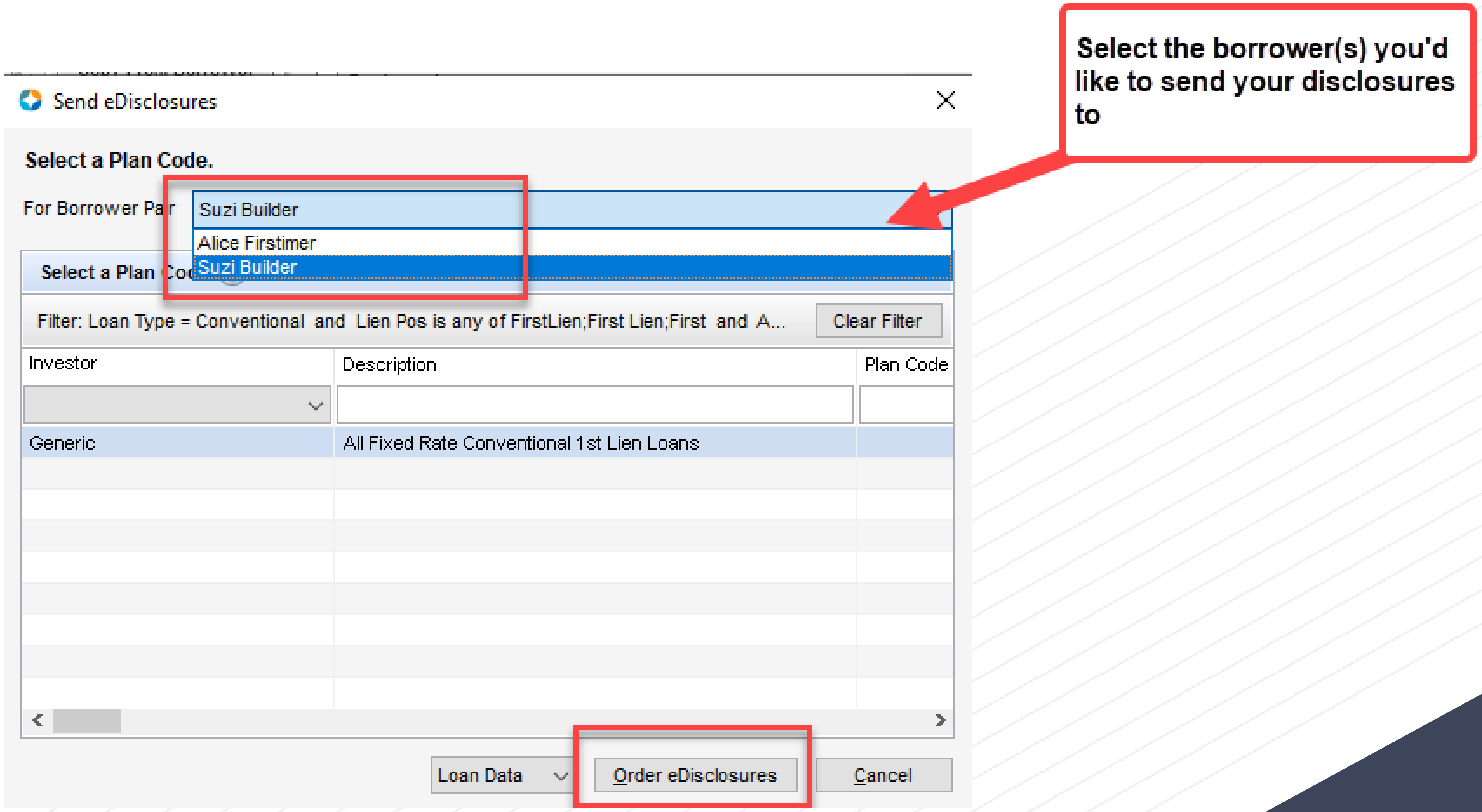
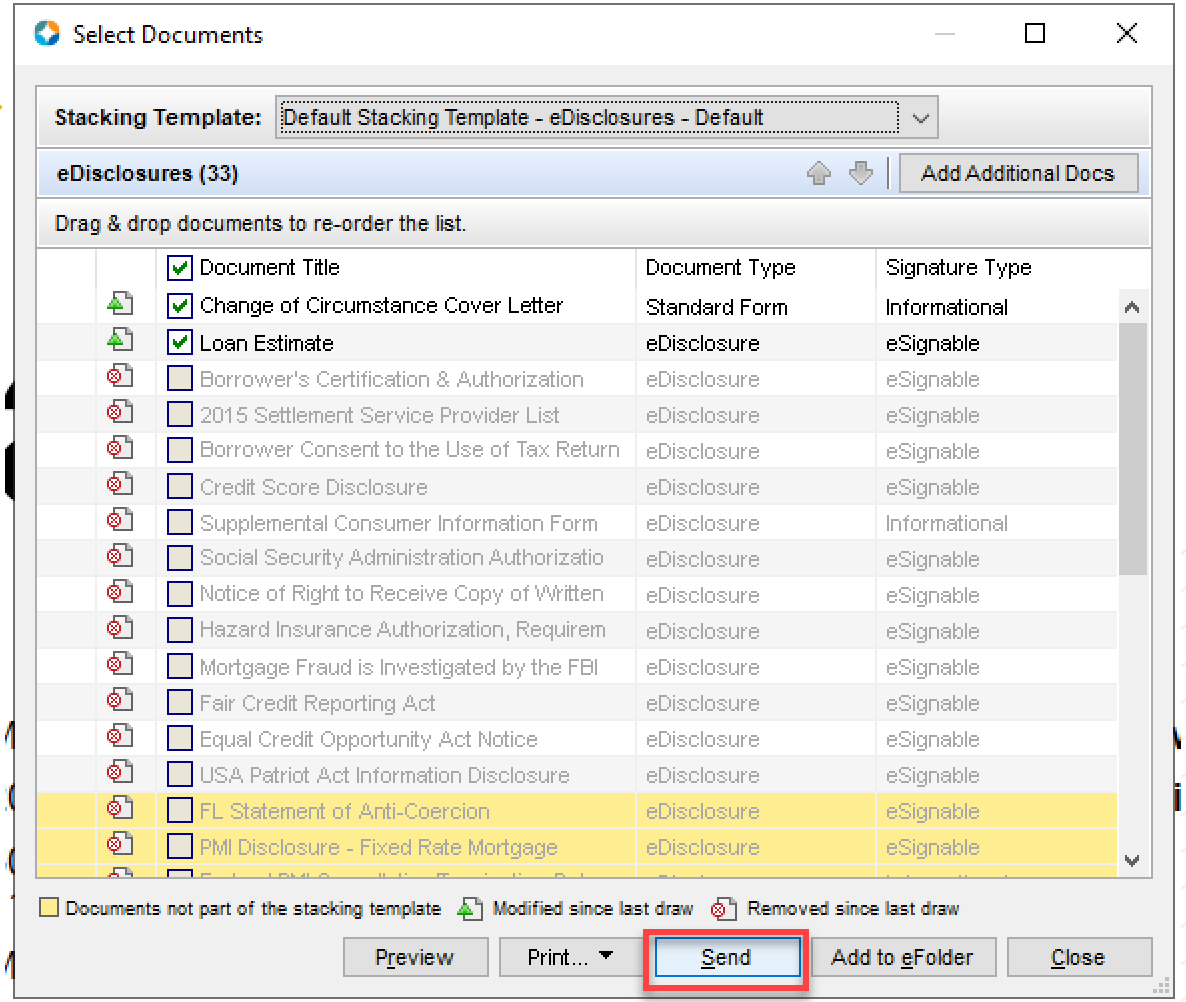
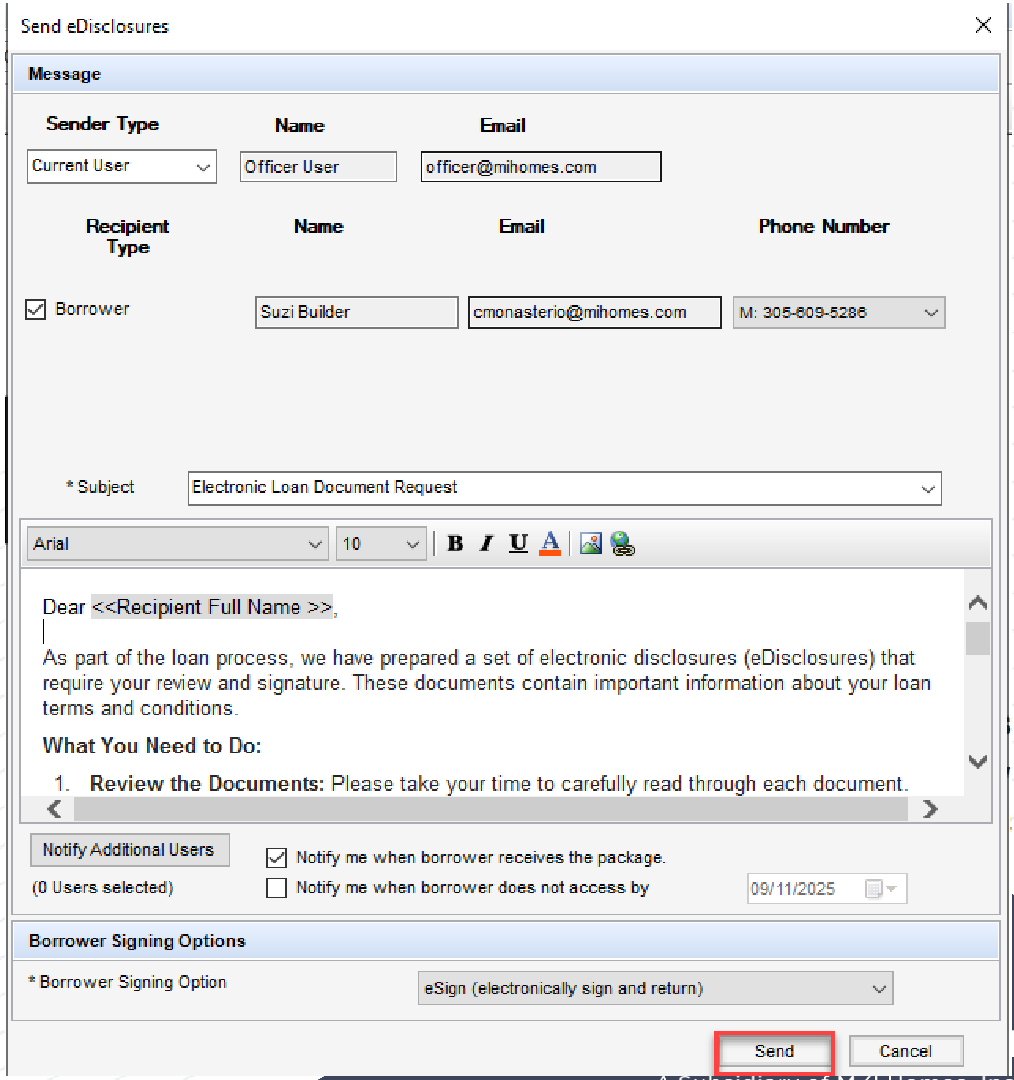
Select the **Borrower Pair** from the dropdown on the Send eDisclosure page. In this example, we'd select Suzi Builder (B3) as we've already disclosed to Alice Firstimer (B1)



The appropriate disclosures (initial/CIC) will generate and you can send to borrower(s).





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M/I TITLE AGENCY

M/I TITLE, LLC

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TransOhio Residential Title

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