



Resending a Loan Estimate or Closing Disclosure to the Borrower



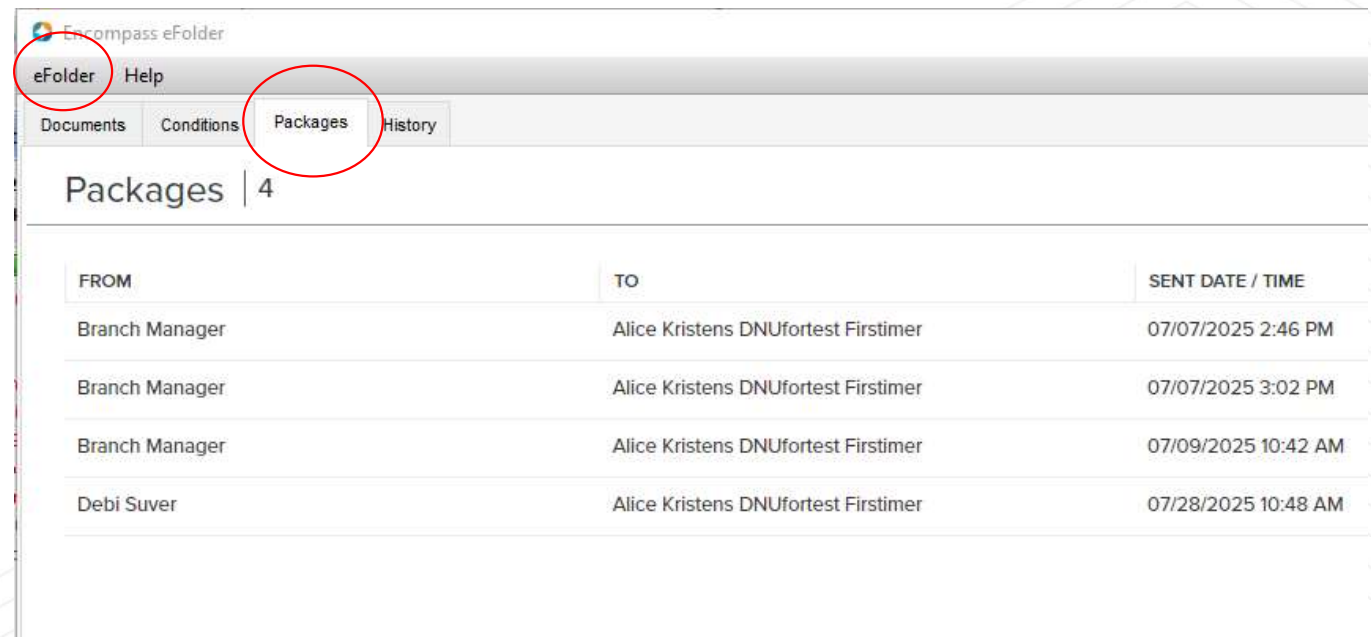
M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Resending a Disclosure to the Borrower

The Loan Estimate or Closing Disclosure has been sent out to the borrower.

If the borrower states that they haven't received the LE/CD you can resend it through Encompass.

Start by going to the eFolder and navigate to the Packages tab.



The screenshot shows the Encompass eFolder web application. The 'eFolder' and 'Help' links in the top navigation bar are circled in red. Below them, the 'Documents', 'Conditions', 'Packages', and 'History' tabs are visible, with 'Packages' also circled in red. The main content area displays a table titled 'Packages | 4' with the following data:

FROM	TO	SENT DATE / TIME
Branch Manager	Alice Kristens DNUfortest Firstimer	07/07/2025 2:46 PM
Branch Manager	Alice Kristens DNUfortest Firstimer	07/07/2025 3:02 PM
Branch Manager	Alice Kristens DNUfortest Firstimer	07/09/2025 10:42 AM
Debi Suver	Alice Kristens DNUfortest Firstimer	07/28/2025 10:48 AM

Resending a Disclosure to the Borrower

In the Packages tab, hit the arrow under the Details arrow on the righthand side.

eFolderHelp

DocumentsConditionsPackagesHistory

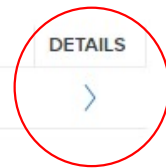
Packages | 4

FROM	TO	SENT DATE / TIME	DOCUMENTS	STATUS	DETAILS
Branch Manager	Alice Kristens DNUfortest Firsttimer	07/07/2025 2:46 PM	 3	 Incomplete	

Resending a Disclosure to the Borrower

Once you press the Details arrow, Encompass will open up the Package Details page.

Press the envelope under Email Message.



Package Details

FROM

Sender	Email	Sent Date / Time
Branch Manager	branchmgr@mihomes.com	07/07/2025 2:46 PM

TO

Borrower	Email	Email Message
Alice Kristens DNUfortest Firstimer	krstenjbrown2@gmail.com	

TASK	STATUS	VIEWED DATE / TIME	COMPLETED DATE / TIME
Review	Incomplete	—	—
WetSign	Incomplete	—	—



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Resending a Disclosure to the Borrower

The envelope in Email Message will open up the email that was sent to the borrower.

You will copy the URL from their original email and send to the borrower so they can access through their ECC portal.

Alice Kristens DNUfortest Firsttimer: Important: Documents Needed to Complete Your Loan Underwriting Process

Dear Alice Kristens DNUfortest Firsttimer,

As we move forward with your loan application, we need some additional documents to complete the underwriting process. Your prompt attention to this request will help us ensure a smooth and timely approval.

Documents Required:

Please review the following documents (no need to return):

* Prequalification Letter

Please sign and return the following documents:

* Loan Summary Worksheet

How to Submit: Please upload the requested documents through our secure portal by following [this link](#).

If you have any questions or need assistance with gathering these documents, please do not hesitate to reach out to me directly at 678-867-5309 or reply to branchmgr@mihomes.com. I am here to help you through every step of this process.

If you experience problems opening the link, copy and paste the URL below into your Web browser.

URL:

<https://mihomes.mymortgage-online.com?authentication&siteId=6851420489&token=5963015c-287a-4f56-a8b0-36c721573fea&ecc-userId=4f4aad9b-541c-4858-af59-61deb60dea51&ecc-bpname=Alice&packageId=f0660899-9346-48ab-a866-fc65bfe7551c>



M/I TITLE AGENCY



M/I TITLE, LLC



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TransOhio Residential Title



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