**Loan Application: Encompass Consumer Connect**

* Go to **Pipeline**
* Select “**Loan Officer – Prequals**”
* The **M/I Borrower Summary – Origination** screen will open on your desktop.
* Assign yourself as the loan officer. Go to **Log – File Started, then click the magnifying glass and select your name.**
* **Assign LOA, if applicable**
* Complete the required ﬁelds on the following pages:
  + **M/I Borrower Summary**
    - Verify no information is missing – if so, complete.
      * View **credit** and review
      * Please note, ECC applications will import with most required ﬁelds completed. LO must review and ensure accuracy.
    - Add **Subdivision**
    - Complete **Estimated Value**
    - Enter **City, State, Zip Code**
    - **At PQ, please leave the address “TBD” if you are not intending to turn into an application immediately.**

***\*If RESPA is triggered, we CANNOT move back to PQ in Encompass\****

* + - Enter **Close Est date.**
    - Enter **Homeowner’s Insurance, Taxes, HOA Dues** under the proposed monthly payment for property.
    - Review **income**
    - Click the **Lock** icon (Products & Pricing) at the top of screen to price the loan.
      * Select desired pricing (do not check box, click the pricing – for example **98.00**), then proceed to lock, andclick the **Update LOS** button to push the pricing into loan.
* **Review of the URLA Screens** 
  + **1003 URLA – Lender**
    - Enter seller credit on line **M3. Non-Specific Seller Credit**
  + **1003 URLA Part 1**
    - Review borrower information for completion (blue fields indicate a required field)
  + **1003 URLA Part 2**
    - Review information for completion:
      * Employer
      * Income
  + **1003 URLA Part 3**
    - Review information for completion:
      * Assets
      * Liabilities – use Show All VOL to see all liabilities and make changes.
      * Real Estate
    - **2b Other Assets** - Enter EMD in assets – it will ﬂow to 2015 **M6. “Cash Deposit on Sales Contract”**
  + **1003 URLA Part 4 (if applicable)**
* Gifts or Grants – Add
* This screen also serves to add Bond loan information.
* Verify Declarations are complete and accurate.
  + Run **ICE fees** by clicking the **“ICE Fees”** button on the **M/I Borrower Summary – Origination** page**.** 
    - This will trigger your title fees to update on the 2015 Itemization screen.
    - This must be run anytime there is a Sales Price or Loan Amount change.
  + **2015 Itemization**
    - Review fees for accuracy.
    - If you are floating the rate, you can delete up to 2% discount points in the 800 section (Origination/Discount Point Adjustment).
  + Quote MI on **Tools - MI Center** (if applicable)
    - Go to MI Center (Tools) and Compare Rate Quotes
  + **Prequaliﬁcation** Screen (Tools) can be helpful in seeing all loan data in one centralized area. Review and determine if PQ is OK TO PROCEED.
  + If so, complete the **M/I Prequal Letter Screen** and issue PQ docs:
    - Issue **PQ Letter** & **Loan Summary Worksheet** – OK to Proceed
    - If not OK to proceed notify Borrower and NHC
  + Go to eFolder – request and Send the Documents to the borrower.

**Once the Loan Officer receives the contract, they can ﬁnish the application**.

* Add **address** on the M**/I Borrower Summary – Origination** screen.
* Add **File contacts** – Builder NHC info **(#29)**
* Enter **Contract Date on M/I Borrower Summary - Origination screen.**
  + **Loan Estimate Page 1**
    - Enter **LE Date Issued**
  + Re-price and review fees, if applicable
  + Run Mavent “**Preview**”
* Generate & send Disclosures to the borrower in the eFolder.
* Request documents needed from borrower from the eFolder.
* You will receive a message notification once the borrower(s) uploads request documents.
  + Review and update loan, as needed.
* Enter **intent to proceed** on the Disclose tracking page (this requires manual entry)
* Before submitting for initial review, Run Services:
  + Run your **AUS ﬁndings** (DU or LP – Make sure corresponds to your loan product)
    - Ratios need to match Encompass.
  + Run **DRIVE** Report (**Services – Fraud/Audit Services**)
  + Run and review **Income & Credit Analyzers**, if applicable
    - Address any required ﬁndings before submittal.
* Once ﬁle structure and docs are complete, Select **Initial UW** submittal dropdown on **M/I**

**Borrower – Summary Page**

* Add notes to **Conversation Log**
* Then, go to the **Submittal Milestone**, assign **Corp UW,** and **Finish** the milestone.

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