



Encompass - Utilizing FHA Connection



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

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To order your FHA Case number within Encompass start by going to Forms, FHA Management, and the third tab on Tracking.

You will press the Obtain button to start your order.

A log in and password box will open (information auto-populated).

Click OK

The screenshot displays the Encompass software interface for FHA Management. The 'Tracking' tab is selected and highlighted with a red box. Below the tab, the 'Obtain' button is highlighted with a red box. The interface includes several sections with input fields and buttons:

- FHA Case Number:** Includes fields for Date, By, and Case Number. A 'Validate' button is present.
- Address Validation:** Includes fields for Date and By, and a 'Validate' button.
- Refi Authorization:** Includes fields for Date, By, Old FHA Case #, MI Premium Refund, and Prior Endorsement Date. An 'Order' button is present.
- CAIVRS Number:** Includes fields for Date, By, Borrower CAIVRS #, and Co-Borrower CAIVRS #. An 'Obtain' button is present.
- LDP / SAM Search:** Includes fields for Date, By, Borrower, and Co-Borrower, with checkboxes for Yes/No.
- Total Scorecard:** Includes fields for Date, By, Loan Score ID, Risk Class, and Eligibility Assessment, with checkboxes for A/A, Refer, Eligible, and Ineligible.
- Condo PUD Lookup:** Includes fields for Date and Condo / PUD ID, and a 'Search' button.

The left sidebar shows a list of forms, with 'FHA Management' highlighted by a red box. The top navigation bar includes 'Alerts & Messages', 'Log', and 'eConsent Not Yet Received 11/24/25'. The bottom right corner of the interface shows the text 'L, LLC' and 'A Subsidiary of M/I Homes, Inc.'.

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Pressing the obtain button, will bring you to FHA Connection.

This is where you will upload your information for the case number.

You will complete the highlighted areas.

The screenshot displays the 'FHA Management' window with tabs for 'Basic Info', 'Prequalification', and 'Tracking'. The 'Obtain' button is highlighted in red. Below it is the 'Case Number Assignment' form, which includes the following sections and highlighted fields:

- Case Assignment Request:** Add (dropdown)
- Validate Property Address
- Validate Borrower
- FHA Streamlined Refinance:** None, With Appraisal, Without Appraisal
- FHA to FHA Refinance Type:** (dropdown)
- HUD Secondary Residence:** No (dropdown)
- FHA Prior Financing:** No (dropdown)
- Field Office:** Miami, FL (0414) (dropdown)
- Case Type:** RegularDE (dropdown)
- ADP Code:** 703 (text field)
- Program Identifier:** 00 (text field)
- Housing Program:** FHAStandardMortgageProgram203b (dropdown)
- Special Program:** NoSpecialProgram (dropdown)
- 203K Consultant ID:** (text field)
- 203K Type:** (dropdown)
- Appraiser Assignment:** LenderSelect (dropdown)
- Appraiser Assignment Date:** 02/03/2026 (calendar)
- Appraiser License ID/Type:** (text field) Licensed (dropdown)
- Property Address:** House No., Unit, Pre, Street Name, Type, Post (fields)
- Property Information:** Month, Year, Building Status (dropdowns)
- Loan Information:** Borrower, Co-Borrower, Property Address, Property County, Loan Type (FHA), Loan Amort (Fixed), Loan Purpose (Purchase), Property Type (PUD), FHA Case #, Old FHA Case #, Lender's ID # (7071000092), Lender Case # (200000), County Code (071), Sponsored Originator Case (checkbox)

At the bottom right, there is a checkbox for 'I certify that the lender associated with this case number request has an active loan application for this property address and listed borrower(s)' and buttons for 'Send Request' and 'Close'.

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Always confirm your ADP codes for different loan types:

703 – Fixed

796 – Buydown

729 – Arm

Your field office will vary depending on your branch, please see your operations manager for your field office number.

Once the highlighted areas are completed and you have reviewed the information for accuracy, click the Certify checkbox. Click the send request button.

The screenshot shows the 'Case Number Assignment' form in Encompass. The form is divided into several sections:

- Case Assignment Request:** Includes a dropdown for 'Add', checkboxes for 'Validate Property Address' and 'Validate Borrower', and radio buttons for 'FHA Streamlined Refinance' (None, With Appraisal, Without Appraisal).
- FHA to FHA Refinance Type:** A dropdown menu.
- HUD Secondary Residence:** A dropdown menu set to 'No'.
- FHA Prior Financing:** A dropdown menu set to 'No'.
- Field Office:** A dropdown menu set to 'Miami, FL (0414)'.
- Case Type:** A dropdown menu set to 'RegularDE'.
- ADP Code:** A text field containing '703'.
- Program Identifier:** A text field containing '00'.
- Housing Program:** A dropdown menu set to 'FHAStandardMortgageProgram203b'.
- Special Program:** A dropdown menu set to 'NoSpecialProgram'.
- 203K Consultant ID:** A text field.
- 203K Type:** A dropdown menu.
- Appraiser Assignment:** A dropdown menu set to 'LenderSelect'.
- Appraiser Assignment Date:** A date field set to '02/03/2026'.
- Appraiser License ID/Type:** A text field and a dropdown menu set to 'Licensed'.
- Property Address:** A table with columns for House No., Unit, Pre, Street Name, Type, and Post. The Street Name field is highlighted.
- Property Information:** A table with columns for Month, Year, and Building Status. The Year field is set to '2026' and the Building Status is set to 'New (Less than 1 Year)'. The Certify checkbox is highlighted with a red box.

The 'Loan Information' section on the right includes:

- Borrower:** A redacted field.
- Co-Borrower:** A redacted field.
- Property Address:** A redacted field.
- Property County:** A redacted field.
- Loan Type:** FHA
- Loan Amort:** Fixed
- Loan Purpose:** Purchase
- Property Type:** PUD
- FHA Case #:** A redacted field.
- Old FHA Case #:** A redacted field.
- Lender's ID #:** 7071000092
- Lender Case #:** 200000
- County Code:** 071
- Sponsored Originator Case:** A checkbox.
- Sponsored Originator EIN:** A text field.

At the bottom right, there are two buttons: 'Send Request' and 'Close'. The 'Send Request' button is highlighted with a red box.

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Once the send request button is pressed, you will receive a pop up with the case assignment request results.

If an error occurs and you do not receive the Case Assignment Request Results, uncheck the validate property address results, uncheck the validate property address option and send request again.

The screenshot displays the Encompass software interface. The main window is titled "FHA Management" and has tabs for "Basic Info", "Prequalification", and "Tracking". The "Basic Info" tab is active, showing various input fields for "FHA Case Number", "Address Validation", "Refi Authorization", "CAIVRS Number", "LDP / SAM Search", "Total Scorecard", and "Condo PUD Lookup". Each field includes a date selector and a "By" field.

Overlaid on the main window is a "Case Number Assignment" dialog box. It has a "Case Assignment Request:" dropdown set to "Add" and two checked checkboxes: "Validate Property Address" and "Validate Borrower". A red circle highlights the "Validate Property Address" checkbox, with a red arrow pointing from the text in the callout box to it. Below the checkboxes is a "View Results" button.

The "Case Assignment Request Results" pop-up window is open, showing the following information:

- Processing Results:**

Item Description	Value
Agency Case ID	0982
Lender Case ID	2000
Processing Status	Warning
- Processing Messages:**
 - CASE NUMBER HAS BEEN SUCCESSFULLY ASSIGNED
 - WARNING: PENDING BORROWER VALIDATION; CHECK HOLDS TRACKING NEXT BUSINESS DAY
- Underwriting:**

Item Description	Value
Appraiser License Identifier	
License Type	
Appraiser Assignment Date	
Appraiser Selection Indicator	LenderSelect

At the bottom of the pop-up, there are "Print" and "eFolder" buttons, a "Send Request" button, and a "Close" button. A checkbox at the bottom right is checked, with the text: "I certify that the lender associated with this case number request has an active loan application for this property address and listed borrower(s)."

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Once you have the Case Assignment Request Results, press the eFolder button, there will be a pop up showing that it saved to the eFolder, press okay.

Then press Import Results. An Import Results screen opens, keep Agency Case Number highlighted. Both the case number and CAIVRS information will upload to Encompass.

Case Number Assignment

Case Assignment Request: Add

Loan Information
Borrower: Richard Burek
Co-Borrower:

Validate Property Address Validate Borrower

FHA View Results

Case Assignment Request Results

Processing Results

Item Description	Value
Agency Case ID	0982
Lender Case ID	2000
Processing Status	Warning

Processing Messages

- CASE NUMBER HAS BEEN SUCCESSFULLY ASSIGNED
- WARNING: PENDING BORROWER VALIDATION; CHECK HOLDS TRACKING NEXT BUSINESS DAY

Underwriting

Item Description	Value
Appraiser License Identifier	
License Type	
Appraiser Assignment Date	
Appraiser Selection Indicator	LenderSelect

Print eFolder Import Results... Close

Month Year Built 02 2026 Building Status New (Less than 1 Year)

I certify that the lender associated with this case number request has an active loan application for this property address and listed borrower(s).

Send Request Close

Case Number Assignment

Case Assignment Request: Add

Loan Information
Borrower: [REDACTED]
Co-Borrower: [REDACTED]
Property Address: [REDACTED]
Property County: [REDACTED]
Loan Type: FHA
Loan Amort: Fixed

Validate Property Address Validate Borrower

FHA Streamlined Refinance: None With Appraisal Without Appraisal

FHA to FHA Refinance Type: [REDACTED]

HUD Secondary Residence: No

Import Results

If you click "Import Result Data", the following new values will be imported:

Description	Target Field	Existing Value	New Value
Agency Case Number	1040		0982
CAIVRS Authorization Number	1018		A068

Import Result Data Cancel

Property Address
House No. Unit Pre Street Name Type Post
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] CIR

Property Information
Month Year Built 02 2026 Building Status New (Less than 1 Year)

I certify that the lender associated with this case number request has an active loan application for this property address and listed borrower(s).

Send Request Close

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Once the import result data completes, it will bring you back to the FHA Management screen.

Both your CAIVRS and Case numbers will be listed within Encompass.

Description	Target Field	Existing Value	New Value
Agency Case Number	1040		0982
CAIVRS Authorization Number	1018		A068

Compliance review - URL NOT FOUND 02/11/26

LWV Data Comparison 02/23/26

ALUS Data Discrepancy Alert 03/09/26

Escrow Account Information expir 03/11/26

Agency Case # Missing 03/31/26

1 loan document(s) retrieved 02/11/26

Income analyzer has open issues 03/04/26

Forms Tools Services

MI Borrower Summary - Origination

FHA Management

1003 URLA - Lender

FHA Case Number Obtain Check Holdings View Findings

Date 03/09/2026 Case Number 0982

By [Redacted]

Address Validation Validate

Date // By

Refi Authorization Order

Date // Old FHA Case #

By MI Premium Refund

Prior Endorsement Date //

CAIVRS Number Obtain

Date // Borrower CAIVRS # A068

By Co-Borrower CAIVRS #

LDP / SAM Search LDP Search SAM Search

Date // Borrower Yes No

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Once the import result data is complete, go into your eFolder. The documentation will automatically upload to FHA Case # Assignment document placeholder.

You will need to change the folder name to CAIVRS Authorization.

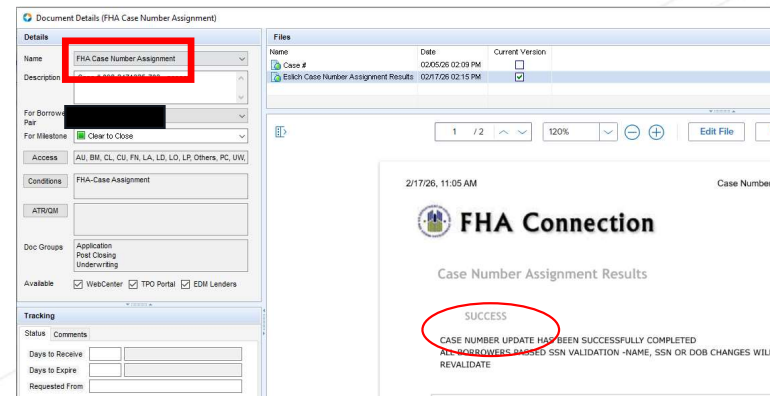
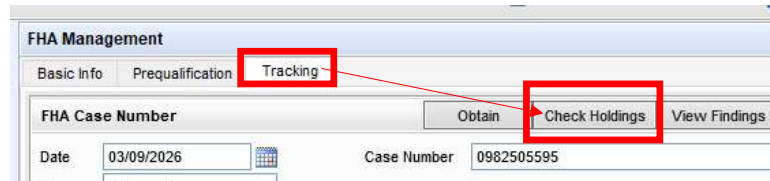
The screenshot displays the Encompass software interface. On the left, the 'Document Details (CAIVRS Authorization)' panel shows the document name 'CAIVRS Authorization' highlighted in a red box. Below this, the 'Tracking' section shows a status of 'Received' with a timestamp of '03/09/28 11:48 AM' and a user 'kabrucato'. On the right, the 'Files' panel shows a 'Case Number Assignment' document. The main content area displays 'Case Assignment Request Results' with three sections: 'Processing Results', 'Processing Messages', and 'Underwriting'. The 'Processing Results' table shows 'Agency Case ID' as '09[REDACTED]', 'Lender Case ID' as '20[REDACTED]', and 'Processing Status' as 'Warning'. The 'Processing Messages' section contains two bullet points: 'CASE NUMBER HAS BEEN SUCCESSFULLY ASSIGNED' and 'WARNING: PENDING BORROWER VALIDATION; CHECK HOLDS TRACKING NEXT BUSINESS DAY'. The 'Underwriting' table lists various fields such as 'Appraiser License Identifier', 'License Type', 'Appraiser Assignment Date', 'Appraiser Selection Indicator', 'Date Case Received', 'Case Type CD', 'Originator Identifier', 'Sponsor Identifier', 'Field Office Code', and 'Program Code Identifier'. The 'Borrower/Property' table at the bottom lists fields like 'Borrower Name', 'SSN', 'Birth Date', 'Borrower CAIVRS Authorization Code' (highlighted in a red box), 'So Borrower CAIVRS Authorization Code', 'Property City', 'Property Zipcode', 'Property County Code', and 'Year Built'.

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Wait 24 hours, go back into FHA Management screen, tracking tab, and press check holdings. Encompass will log you into FHA Connection.

Once you clear holds tracking, this document automatically goes into the FHA Connection document placeholder.

You will need to change the folder name to the FHA Case # Assignment document placeholder.



Processing Results

Item Description	Value
Case ID Number	[REDACTED]
Processing Status	SuccessNoUpdateAllowed
Last Action Taken	APRSL REQD
Last Action Date	20260204

Processing Messages

- CASE QUERY SUCCESSFULLY COMPLETED
- ALL BORROWERS PASSED SSN VALIDATION -NAME, SSN OR DOB CHANGES WILL REVALIDATE

Underwriting

Item Description	Value
Originator Identifier	7071000092
Sponsor Identifier	[REDACTED]
Case Type CD	RegularDE
Total Scorecard Case	Yes
Case Description	REGULAR DIRECT ENDORSEMENT
Date Case Received	20260204
Pre-processing Reject	[REDACTED]
Principal Reduction Required	NO
Amount (if required)	0000000
Indemnity Date	[REDACTED]

Borrower/Property

Item Description	Value
Borrower Name	[REDACTED]
Property Address	[REDACTED]
Property City, St, Zip	[REDACTED]
County Code	[REDACTED]
Appraiser License ID	[REDACTED]
Appraised Value	00000000
Legal Description Blk	[REDACTED]
Legal Description Pit	[REDACTED]
Legal Description Lot	[REDACTED]

Mortgage Insurance

Item Description	Value
Annual MIP Factor	0.000
Factor Exception	TBD
Upfront MIP Factor	0.000
Upfront MIP Factor Exception	TBD
Binder Status	NotRequested
Original Appraisal Amount	00000000

MI Amount Required	0.00
MI Amount Paid	0.00
MI Penalty	[REDACTED]



M/I TITLE AGENCY



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TransOhio Residential Title



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