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ESSENT USER TIP SHEET

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

Ordering Delegated MI





- 1. In the menu, select **Services** and then **MI Center**.
- 2. To order Delegated MI from Essent, Choose **Essent** from the drop-down list on the MI Center screen.
- 3. Essent New Order Screen
 - Choose Delegated MI
 - 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
- To associate a quote to an order, click on the magnifying glass icon. The Search Rate Quote ID screen (see 7 below) will open.
- 5. **Order** button will be available when all required fields are populated.
- 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.
- 7. Search for a quote to link to the order.
- 8. Click the arrow to the left of the Quote ID to view quote detail.
- 9. Choose a quote by clicking on the radio button on the left of the Quote ID, then click **Select**.

					INITIAL PREMIUM	AT CLOSING		FIRST RENEWAL		
RATE QUOTE ID	PRODUCT DESCRIPTION	QUOTE TYPE	QUOTE DATE/TIME	EXPIRATION DATE	PERCENT %	AMOUNT	DURATION	PERCENT %	AMOUNT	DURATION
	BPMI Monthly	Rate Quote	02/08/2024, 8:44:05 AM	05/08/2024	0.000000%	\$0.00	0 Months	-0.5602-0-	10823	120 Months
, energy	BPMI Monthly	Rate Quote	02/08/2024, 8:43:32 AM	05/08/2024	0.000000%	\$0.00	0 Months	100000	CHECK	120 Months
#11										
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Mortgage Insurance provided by Essent Guaranty, Inc.

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- 10. The **Order Summary** Screen displays information on the selected order.
- 11. To resubmit a Delegated order, click **Resubmit Order**. The Edit Order screen (see below) will open.
- 12. Click the **Documents Received** tab to view the MI Commitment.
- 13. All imported rates will be displayed here.
- 14. Edit Order screen will allow for resubmission of orders.
- 15. Request Type defaults to Delegated MI.
- 16. **Rates** for the active order are displayed here.
- 17. **Resubmit** button will be available when all required fields are populated.

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Need Help? Contact our EssentConnect team at: 833.ESNT4MI (833.376.8464) | essentconnectsupport@essent.us

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