

Importing and Exporting a 3.4 File
and old instructions on exporting a Fannie Mae 3.2 File into and out of Encompass

Exporting a 3.4 File from Encompass:

In the loan file – click Services

Click – Additional Services

Click – Encompass Export ULAD

Identify the file you want to put it in so you can get to it. Be sure to save it to a location you can remember and find the file.

How to Import a Fannie 3.2 File into Encompass:

Importing the Downloaded File into Encompass:

1. Open **Encompass**.
2. Go to your Pipeline.
3. Select **Import** from the Pipeline Dropdown.
4. Select the Fannie Mae 3.2 file. The file must be located and saved on your C drive for the system to find it.
5. Click on the file you want to import, highlight it.
6. Apply the Loan Template you want to associate with the file. To do this click Browse and find the template.
7. Click Import
8. The **file** is then **imported**.
9. Return to your Pipeline and find the borrower
10. Verify that the **import** occurred successfully.

How to Export a Fannie Mae 3.2 File from Encompass:

1. Go into the Loan file you're exporting
2. Click on the Services Tab
3. Click Access Lenders
4. Select Export File To Other Partners – continue
5. Change the EXPORT TO information to save the file to your C: Drive where you can find it. (It's important to put it in a location that you can access later.)
6. Once the file location – export to is adjusted where you want it Click Continue
7. The file will save as a 3.2 file in the location you put it. If there is missing or incomplete information in the file the system may flag that and have you update the file information.