

Instructions on how to print from the internet into the Encompass Efolder

Have the file open in Encompass.

Right click on the screen on the internet site and a pop up will show "Print".



Look Up a ZIP Code™

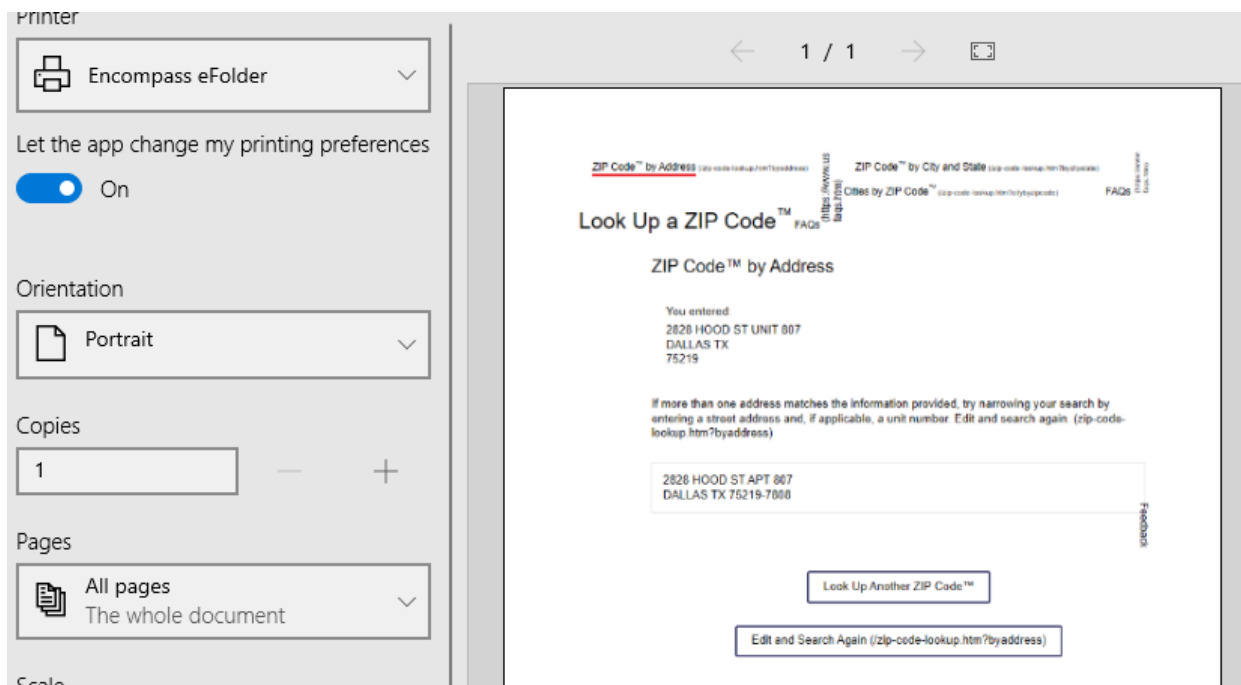
ZIP Code™ by Address

You entered:
2828 HOOD ST UNIT 807
DALLAS TX
75219

If more than one address matches the number, **Edit and search again.**

2828 HOOD ST APT 807
DALLAS TX **75219-7808**

In the top corner you will select Encompass Efolder.



It will then prompt you to login into Encompass.

You may need to watch the banner at the bottom of the screen for the Encompass pop up.

Then add your password.

Type in label for doc from internet "USPA Verified". Tag the loan so the bar turns blue. Then click the Add File button.

Encompass eFolder: Loan List (https://BE11210086.ea.elliemae.net\$BE11210086)

Enter File Name [Select Encompass Server](#)

Select Loan

Loan Folder (Required) Loan Number Borrower Last Name

Loan Number /	Borrower Last Name	Borrower First Name	Property Address	Loan Officer	Loan F
200300914	Bedford	Taylor	7 Creekmere Ct.	Rachel Porter	Lucy L

Click "Add as Unassigned" and then Click Continue

Encompass eFolder: Loan Document List

Select Loan document

Name /	For Borrower	Status	Date
1003 - URLA	Taylor Bedford and Madeline Siegrist	Received	03/19/2020 07:25 AM
1003/AUS/1008 or 92900A/929...	Taylor Bedford and Madeline Siegrist		
2015 Settlement Service Provid...	Taylor Bedford and Madeline Siegrist	Received	03/19/2020 07:25 AM
Acknowledgement of Intent to ...	Taylor Bedford and Madeline Siegrist	Received	03/19/2020 07:25 AM
Acknowledgement of Receipt o...	Taylor Bedford and Madeline Siegrist	Received	03/19/2020 07:25 AM
Anti-Steering Safe Harbor Discl...	Taylor Bedford and Madeline Siegrist	Received	03/19/2020 07:25 AM
Appraisal	Taylor Bedford and Madeline Siegrist	Excepted	03/31/2020 10:09 AM
Bank Statements (Most recent t...	Taylor Bedford and Madeline Siegrist		
Borrower Consent to the Use of...	Taylor Bedford and Madeline Siegrist	Received	03/19/2020 07:25 AM
Borrower's Certification & Auth...	Taylor Bedford and Madeline Siegrist	Received	03/19/2020 07:25 AM
Compliance Report	Taylor Bedford and Madeline Siegrist	Received	03/18/2020 11:42 AM
Credit Card to Order Your Appr...	Taylor Bedford and Madeline Siegrist		

Encompass eFolder

Your document was successfully sent to the Encompass360 eFolder.
You need to save the loan to commit the changes.

The document will then be in the unassigned section of the file manager in the Efolder. You may then add a placeholder and place the verification in the place holder.

USFS 132 KB 03/26/2

Select a file above and drag it to a document below

Documents

Sorting Order: None

File	Size	For...
1003 - URLA	660 KB	Taxf...
1003AUS/1008 or 92900A/2900LT		Taxf...
2015 Settlement Service Provider List	45 KB	Taxf...
Acknowledgement of Intent to Proceed	18 KB	Taxf...
Acknowledgement of Receipt of Loan	158 KB	Taxf...
Anti-Steering Safe Harbor Disclosure	173 KB	Taxf...
Appraisal		Taxf...
Back Statements (Most recent two m...		Taxf...
Borrower Consent to the Use of Tax I...	32 KB	Taxf...
Borrower's Certification & Authorizat...	383 KB	Taxf...
Compliance Report	1554 KB	Taxf...
Credit Card to Order Your Appraisal		Taxf...
Credit Explanation		Taxf...

Look Up a ZIP Code™ <https://faqs.hr> Cities by ZIP Code™ (zip-code-lookup.htm?citybyzipcode) FAQs

ZIP Code™ by Address

You entered:
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DALLAS TX
75219

If more than one address matches the information provided, try narrowing your search by entering a street address and, if applicable, a unit number. Edit and search again. (zip-code-lookup.htm?byaddress)

2828 HOOD ST APT 807
DALLAS TX 75219-7808