Encompass®
by EllieMae®

Using the Encompass Docs Solution

For use with Encompass Broker & Banker Editions (version 7.5.0.0 or later)

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EllieMae | | |

Copyright Statement

Using the Encompass Docs Solution - Encompass Broker and Banker Editions (version 7.5.0.0 or later)

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Chapter 1

Introduction

The Encompass Docs Solution™ is Ellie Mae's integrated application used to generate initial disclosures and closing documents. This document generation application provides the following benefits and features:

- Faster document generation
- Data and calculations transferred directly from the loan in Encompass to the initial disclosures and closing documents
- Built-in Encompass Compliance Service compliance tests included with audit results
- Docs Setup settings that enable administrators to create custom plan codes and stacking templates used to control the documents that are generated, as well as the order in which they are delivered.

Encompass administrators can use the Docs Setup and other settings in Encompass Settings to tailor the Encompass Docs Solution to meet their company's needs. These settings determine the level of control loan originators and closers have when generating initial disclosures and closing documents, including the ability to:

- Select their own documents.
- Manage documents in a package.
- View and adjust lender and investor data being populated to closing documents prior to ordering closing documents.

This document provides detailed information about the administrator's configuration tasks, fee mapping, and the workflow loan originators and closers follow when generating initial disclosures and closing documents:

- Chapter 2, "Configuring the Encompass Docs Solution", provides detailed instructions for configuring the settings for the Encompass Docs Solution, including initial disclosure and closing plan codes, stacking templates, and persona-based permissions.
- Chapter 3, "Fee Mapping", explains how to map the fees used by the Encompass Compliance Service to audit loans files when ordering closing documents.
- Chapter 4, "Generating Initial Disclosures", explains how to generate and send initial disclosures (i.e., "eDisclosures" and/or "eDisclosure packages").

- Chapter 6, "Generating Pre-Closing Disclosures", explains how to generate and send pre-closing disclosure packages.
- Chapter 6, "The Closing Process in Encompass", explains how to generate and order closing documents.

To access the Docs Setup settings described in this guide, you must be logged in to Encompass as the *admin* user. In order for loan originators and closers to access all of the features described in this guide, the *admin* user must set up the required permissions for each user.

Chapter 2

Configuring the Encompass Docs Solution

Encompass Docs Solution Prerequisites

During the Encompass installation and implementation process, the Ellie Mae team will guide you through the following set up and configuration tasks in the Encompass Settings. If you previously moved from Ellie Mae Docs to the Encompass Docs Solution, the Ellie Mae team will have completed the configuration process for these settings during the move. Encompass administrators can use these settings to tailor the Encompass Docs Solution to meet their company's needs:

• Docs Setup

• eFolder Setup

• Loan Templates

• Persona Settings

NOTE: *They will also set up custom disclosures (if necessary) and address any additional document needs your company may have.*

Docs Setup

Use the Docs Setup settings to create and manage the initial disclosures and closing document packages that will be provided to users when they generate documents. In addition, you must also use the Compliance Audit Settings to help ensure compliance with regulations regarding high cost loans and to help prevent users from originating high cost loans for states in which they are not permitted to do so.

NOTE: *The settings provided under Docs Setup are determined by your company's Encompass Docs Solution license. The eDisclosure Plan Codes and eDisclosure Stacking Templates settings are provided only for customers licensed to generate initial disclosures using the Encompass Docs Solution. The Closing Doc Plan Codes, Closing Doc Stacking Templates, and Compliance Audit Settings settings are provided only for customers licensed to order closing documents using the Encompass Docs Solution.*
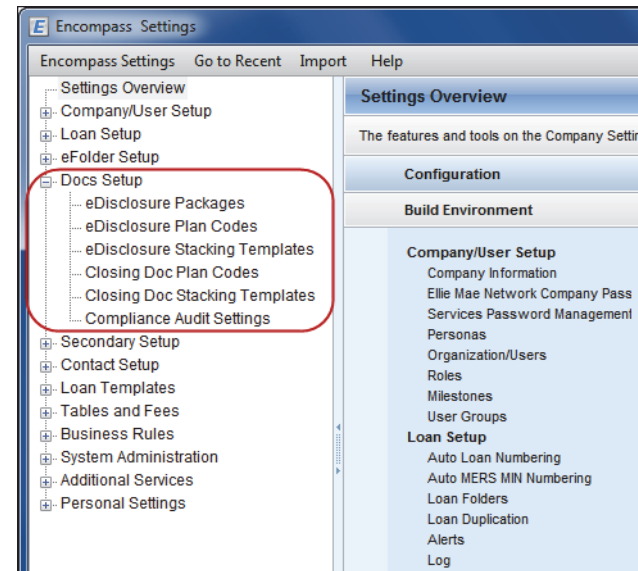
Set Up Initial Disclosure Packages

Use the eDisclosure Packages tool to select the initial disclosure packages that will be sent to borrowers by your users and to enable or disable the eSigning option for loans.

NOTE: *In Encompass, "initial disclosure packages" are known as "eDisclosure packages".*

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eDisclosure packages include forms that are selected based on the subject property state, loan channel, and other information selected in the loan file (for example, loan program, loan type, lien type, and subject property location), as well as your company's status as a lender or broker. A package can contain standard forms and custom forms from Encompass, as well as additional Ellie Mae disclosure forms that are dynamically selected based on the information entered in the loan file.

The administrator can select one or more predefined eDisclosure packages to use for all loans, or set criteria that make different packages available when specified milestones or fields have been completed. Administrators can also allow individual users to select their eDisclosure packages, and personas who have permission can add and remove documents from packages before sending them to borrowers.

NOTE: *Add/remove permission is configured in the Persona settings on the Loans tab in the Closing Docs section. For more information, refer to "Personas Settings" on page 16.*

The content of the predefined eDisclosure packages is designed to meet the requirements for the stages in the loan process listed below:

• At Application

• Three-day

• At Lock

• Approval

Three additional options enable you to include the 2010 GFE, REGZ-TIL, or Loan Estimate in a package:

• Include GFE

• Include TIL

• Include LE

NOTE: *To view the list of forms that are inside the different eDisclosure packages, refer to the* eDisclosure Matrix *document, which is available in the Encompass Resource Center and the Ellie Mae Knowledge Base.*

The eSigning option enables borrowers to access the documents online via a secure website. After consenting to receive electronic disclosures, the borrower reviews the documents online and then signs the documents electronically. Your users will receive an email notification that the signed documents are available.

TIP: *If the eSigning option is enabled and the eDisclosure package contains custom forms that require a signature, be sure you have inserted eSigning signature points in the forms. For detailed instructions, refer to the* Custom Print Forms *topic in the Encompass online help.*

To Set Up eDisclosure Packages:

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup,** and then click **eDisclosure Packages**.
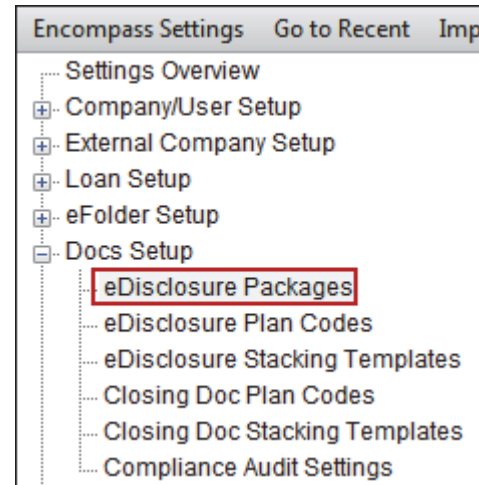
3 On the upper-right, select a default option to use if no channel is selected for a loan file.
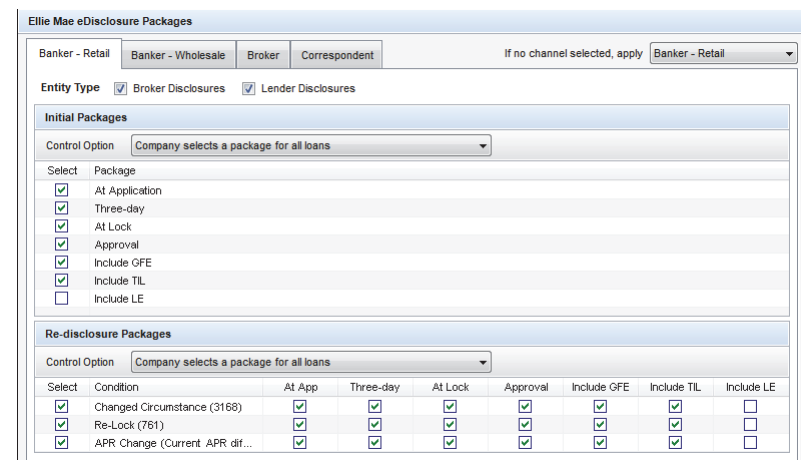
4 Click a channel tab at the top of the Ellie Mae eDisclosure Packages section.

5 For the Entity Type, select **Broker Disclosures**, **Lender Disclosures,** or both.

NOTE: *If you select both entity types, the packages will include all forms used by brokers and all forms used by lenders. The packages include only one copy of forms that are used by both.*

6 For Banker-Wholesale loans, you can select the **Make the Package Informational Only** check box to make all disclosures informational. The packages will not provide signing options or fax cover sheets.

7 On the Initial Packages section, select a Control Option from the list.

Company selects a package for all loans

• Select the check box for one or more packages on the list.

NOTE: If multiple packages are selected, the package contains all the forms listed in each package. The package includes only one copy of forms that are used by multiple packages.

Company selects a different package based on condition

1 Click to select a package on the list, and then click **Modify Condition**.

2 On the Condition window, in the Select Condition Type field, select **Milestone Finished** or **Field Value Entered**.

3 If you selected **Milestone Finished**, select a milestone from the Finished Milestone list, and then click **Save**.

4 If you selected **Field Value Entered**, click the **New** icon, enter the Field IDs for the fields that must be completed before the condition is met, and then click **Add**.

• Or, to locate a field on a form, click the **Find** icon (magnifying glass), select a field on the left panel, right-click a field on the form, and then click **OK**.

5 After all the fields have been selected, click **Save**.

NOTE: When multiple fields are selected, all the fields must be completed before the eDisclosure package selection is triggered.

6 Repeat steps 1-5 to modify conditions for additional packages.

7 Select the check box for a package to make it available to users when the condition is met.

8 Select the check boxes in the Include GFE, Include TIL, and Include LE columns to include those forms in a package.

NOTE: If a user sends additional disclosures and no loan data has changed, a message asks the user to confirm that the same eDisclosure package will be sent again. If changes to the loan data have triggered a new condition, a new eDisclosure package will be sent and a message will not display.

User selects a package for each loan (no company control)

• No additional configuration is required when you select this option. The user is allowed to select the package when generating an eDisclosure package.

8 On the Re-disclosure Package section, select an option from the Control Option list.

Company selects a package for all loans

• Select the check box for one or more conditions that require different eDisclosure packages.

• For each condition you have selected, select the check box for one or more preconfigured packages that will be used when the condition exists.

NOTE: If multiple packages are selected, the package contains all the forms listed in each package. Duplicate copies of forms should not be included in the final package.

User selects a package for each loan (no company control)

• No additional configuration is required when you select this option. The user is allowed to select the package when generating an eDisclosure package.

9 For each channel tab, repeat steps 5-8 in the *"To Set Up eDisclosure Packages"* instructions starting on page 3.

10 When finished, click the **Save** icon.

To Set the Borrower Signing Option:

• In the Borrower Signing section, clear or select the Provide eSigning option check box to disable or enable the option, and then clear or select the check boxes to disable or enable the option for each loan type.

To Set the Consent Options:

1 Select a Consent Required option:

• **Once per loan** - With this option (known as loan-level consent), the borrower is required to consent only once per loan to receive any documents electronically. This loan-level consent status is applied and tracked on all current and future electronic document packages. When a borrower accept consent, all loan documents are accessible electronically. When a borrower declines consent, no loan documents are accessible electronically. During

the loan process, borrowers can change their minds and accept or decline the agreement at any time. When the loan-level consent status changes, the following rules apply:

- When a borrower changes the loan-level consent status from decline to accept, all document packages are accessible electronically, even packages that were sent previously when consent was declined.

- When a borrower changes the loan-level consent status from accept to decline:

  - Packages where consent was accepted prior to the status change accepted are still accessible electronically.

  - Packages sent after the consent status change are not accessible electronically.

  - Packages sent that were not accessed prior to the consent status change are no longer accessible electronically.

- **For loan and each package** - With this option (known as loan-and-package-level consent), an initial consent agreement is sent to the borrower before any electronic documents are sent. Separate consent agreements are also sent with each document package. Borrowers must accept the agreement for each document package in order to receive the documents electronically.

  NOTE: This option provides an easy way to reaffirm prior loan level consent with each package. The package level consent is not a replacement for the loan-level consent. It is important to get prior loan-level consent before sending any eDisclosure.

  With loan-and-package-level consent, a record is maintained for each package, regardless of the accept/decline option selected for other packages.

  Example: When a borrower accepts packages 1 and 2, declines package 3, and then accepts package 4, packages 1, 2, and 4 are still accessible electronically, but package 3 is not.

  The loan-and-package-level consent method also maintains a loan-level consent status for the borrower that changes based on whether the borrower has accepted or declined the previous disclosure package.

  Example: When a borrower accepts the initial loan-level consent request, receives an eDisclosure, and then declines a package-level consent request, the borrower's loan-level consent status is set to Declined.

  The loan-level consent for the borrower is used to ensure compliance with RESPA-TILA regulations that require a borrower's eConsent prior to sending electronic disclosures. A separate attribute, loan-level consent when eDisclosure was sent, tracks this prior loan-level consent. When a borrower's loan-level consent status has been changed to declined, you must send a

new loan-level eConsent request to the borrower before you send any additional packages. This ensures that your packages continue to be compliant with 2015 RESPA-TILA regulations.

2 Clear or select the option to use your company's branch office address in the eDisclosure Agreement that borrowers must accept before they can receive loan documents electronically.

- The agreement uses the address in the Organization Details window (**Encompass Settings** > **Company Details** > **Organization/Users**) for the Organization hierarchy folder that contains the Encompass user who is sending the consent.

3 Clear or select the **The eDisclosure Consent form will state...** check box to include or exclude a statement on the eDisclosure Agreement stating the amount of any additional fees that will be charged if the borrower opts to receive printed copies of documents rather than electronic ones.

- Enter the dollar amount that will be charged for printed copies in the text box.

4 When finished, click the **Save** icon.

## Set Up eDisclosure Plan Codes

Use the eDisclosure Plan Codes tool to set up the plan codes your company will use when generating initial disclosures (i.e., eDisclosures). When users generate initial disclosures, they will select one of these plan codes and apply its loan program data to the initial disclosures. Here you can select from a list of generic plan codes or create your own custom plan code.

To Add eDisclosure Plan Codes:

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **eDisclosure Plan Codes**.

3 Click the **New** icon.

4 At the top of the Select Plan Code window, select **Generic** from the drop-down list.

- A list of loan programs is displayed.
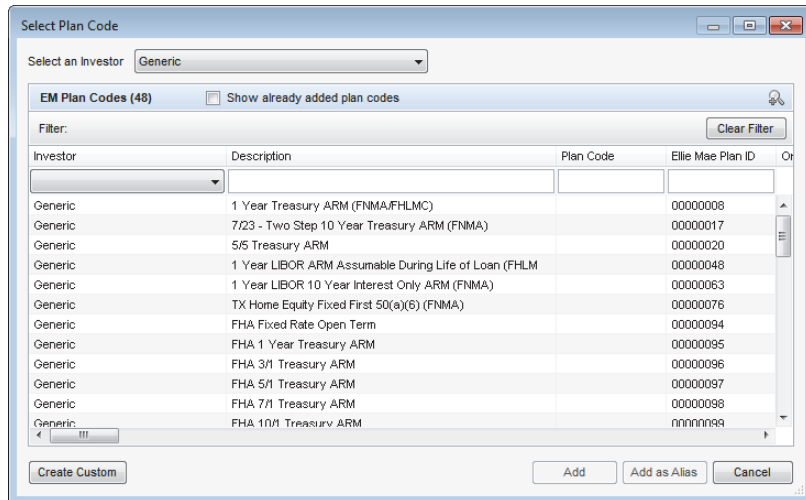
5 To view details about the loan program, including the values that will be added to the loan file if selected, select the loan program, and then click the **View Plan Code Details** icon (magnifying glass).

6 To add the program to your company's plan codes list that users can select from when generating initial disclosures, select one or more plans, and then click **Add**.

7 Click **Yes** to confirm the addition of the plan to your company's plan code list.

- The program is added to the Company Plan Codes list.

**8** To add additional plans to your company's plan codes list, repeat steps 4 through 7.

*NOTE: To add one or more programs to your company's plan codes list at the same time, press **Ctrl** on your keyboard, and then click to select the programs to add.*

Creating an Alias for a Plan Code

You can add a loan program to your company's plan codes list, but change the program's plan code ID, description, and investor name beforehand by using the **Add as Alias** option. The loan program itself does not change, but when the user is selecting a plan code for their initial disclosure (i.e., eDisclosure) package, the plan code ID, description, and investor name will be displayed to them according to your settings.

1 Follow steps 1 through 4 in the *"To Add eDisclosure Plan Codes"* instructions starting on page 5.

2 To create an alias for a program and then add it to your company's plan codes list that users can select from when generating initial disclosures, click to select a plan, and then click **Add as Alias**.
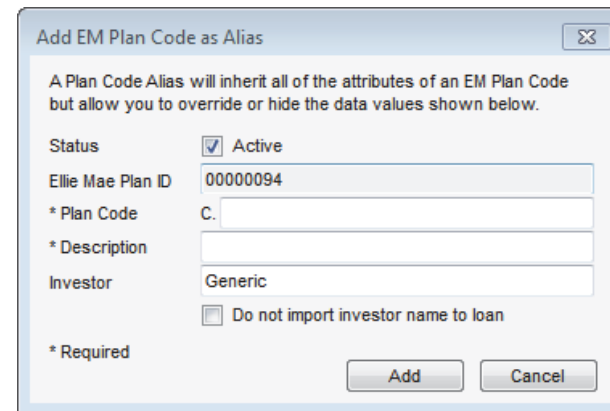
3 In the Add EM Plan Code as Alias window:

- On the Status line, select the **Active** check box to include the program in the plan codes list that users select from when generating initial disclosures.

- Enter the desired plan code ID, Description, and Investor name.

  - The plan code ID is an investor-specific or company-specific identifier for the program. Users selecting a plan code for their initial disclosure (i.e., eDisclosure) package may find it helpful if you create a plan code ID that helps describe the program (for example, *C.30YRFIXED*) so it's easy for them to look at the plan code and know what's being used for the loan.
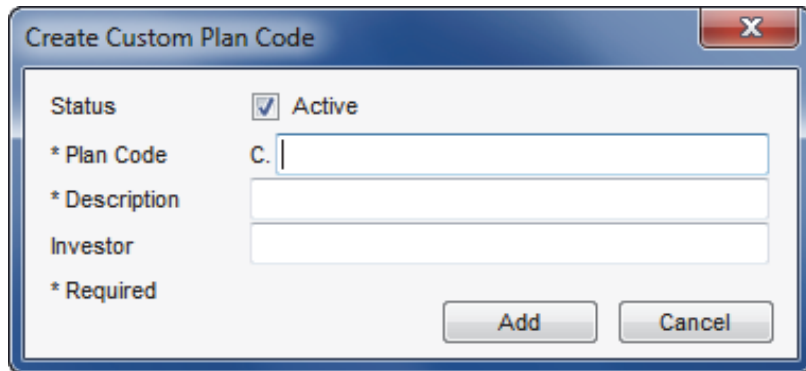
- Select the **Do not import investor name to loan** check box to prevent the investor name from being automatically populated to the loan file when selected. When selected, the investor name will be blank in the plan codes list that users select from when generating initial disclosures.

4 Click **Add**.

Creating a Custom Plan Code

You can create your own custom plan codes to add to your company's plan codes list.

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **eDisclosure Plan Codes**.

3 Click the **New** icon.

4 In the lower-left corner, click **Create Custom**.

5 Enter a custom plan code ID, Description, and Investor name.

6 Select the **Active** check box to include the program in the plan codes list that users select from when generating initial disclosures.

7 Click **Add**.

*NOTE: To include field values in the plan code that will populate to the loan file when the plan code is selected for the eDisclosure package, use the **Create a Loan Program** button to create a loan program template based on the plan code. (See the "To Create a Loan Program Based on a Plan Code" instructions below.) Or, you can use the Loan Programs template setting to apply the plan code to a loan program template and enter the desired field values. (The Loan Programs setting is located under the Loan Templates folder in Encompass Settings.)*

To Create a Loan Program Based on a Plan Code:

When working with the Loan Templates setting in Encompass Settings, a "loan program" is a template of predefined values that display primarily on the Truth-In-Lending Disclosure statement and the 1003 application. You can significantly reduce data entry time and improve accuracy by setting up loan programs for the types of loans you process most often.
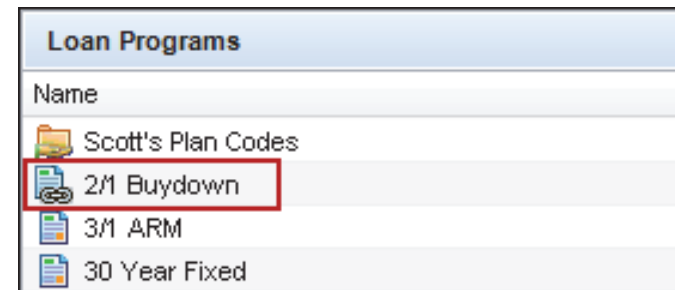
Here you can create a loan program based on the predefined values set up in a plan code. When a user selects the plan code to use with a loan, the data from the loan program template is copied to the loan forms. The user can leave the data as is, or change values as needed. The original data on the template is not affected.

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **eDisclosure Plan Codes**.

3 Select a plan code, and then click the **Create Loan Programs** button.

4 In the Select Folder window, browse to the folder where you want to store the loan program, and then click **OK**.

• The loan program template is saved to the location you selected. This loan program is also added to the **Loan Programs** list in the Loan Programs setting. Use this setting to update field values in the loan program template as needed.

NOTE: When added to the Loan Programs template setting, the program's Name and Program Description are based on the plan code's Description (i.e., the plan code's Description matches the loan program's Name and Product Description).

• A **link** icon displays next to loan programs that are created based on a plan code.

• When working with the loan program, you cannot change any of the plan code data that is included in it. (Fields populated with plan code data are not editable in the loan program.) In order to change plan code properties (plan code status, description, and investor), you must use the eDisclosure Plan Code setting. Any changes you make to the plan code properties are automatically applied to the loan programs that are "linked" to the plan code.

• To create multiple loan programs based on multiple plan codes, press **Ctrl** on your keyboard, select one or more plan codes, and then click the **Create Loan Programs** button. A new loan program is created for each plan code selected.

Set Up eDisclosure Stacking Templates

Use the eDisclosure Stacking Templates tool to set up the order in which the initial disclosures (i.e., eDisclosures) are organized and sent to the borrower. Here you can control which documents are included in the initial disclosure package, and the order in which they are organized. When a user generates the initial disclosures, they can select the eDisclosure Stacking Template they want to apply to the initial disclosure package.

*NOTE: The **Default Stacking Template - eDisclosures** template is provided by default with Encompass. Administrators can rename this template and modify the documents within the template as needed.*

To Create an eDisclosure Stacking Template:

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **eDisclosure Stacking Templates**.

3 In the Stacking Templates section, click the **New** icon.

4 To rename the template, double-click the **New Stacking Template** entry to make the name editable. You can then enter the new template name.

5 With the template selected, click the **New** icon in the Documents section to add documents to the template.
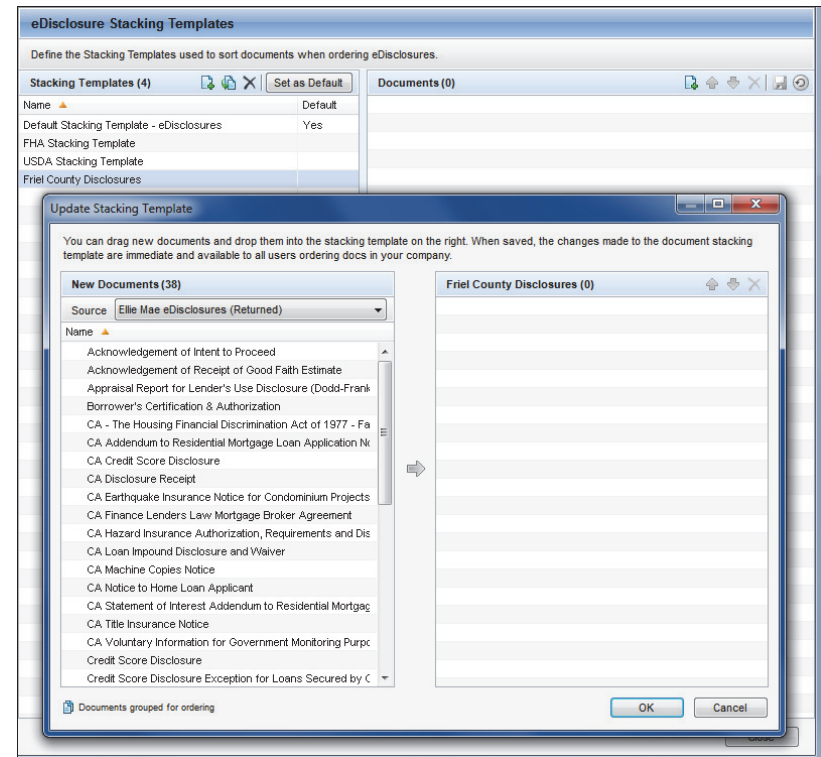
6 In the New Documents section, select a Source for the documents.

- The **Ellie Mae eDisclosures (Returned)** source option lists only the documents that have been returned to the user via Encompass at least once.

- The **Ellie Mae eDisclosures (Default)** source option lists all the documents included in the original Default Stacking Template - eDisclosures stacking template shipped with Encompass.

- The **eFolder Documents** source option lists all of the documents set up in the Documents setting under eFolder Setup (in Encompass Settings).

7 To add documents to the template, click to select a document and then drag it to the New Stacking Template section.

OR

Click to select a document and then click the **right arrow** to add it to the New Stacking Template section.

- To add multiple documents, select a document, press **Ctrl** on your keyboard, and then click to select additional documents. Then use one of the methods described in step 7 to add the documents to the template.

- To change the order in which the documents are organized in the template, click a document, and then click the **up arrow** or **down arrow** to move the document up or down in the list.

- To remove a document from the template, select the document, and then click the **Delete** icon.

  NOTE: The documents are returned to the New Documents section.

8 To save the template, click **OK**, and then click the **Save** icon.

NOTE: Documents that are returned when the loan originator generates their eDisclosure package that are not part of the eDisclosure stacking template will be placed at the bottom of the document list, highlighted in yellow.

Set Up Closing Doc Plan Codes

Use the Closing Doc Plan Codes tool to set up the plan codes your company will use when ordering closing documents. When users order closing documents, they will select one of these plan codes and apply its loan program data to the closing documents. Here you can select from a list of investor-specific plan codes or create your own custom plan codes.

To Add Closing Doc Plan Codes:

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **Closing Doc Plan Codes**.

3 Click the **New** icon.

4 At the top of the Select Plan Code window, select an investor from the drop-down list.
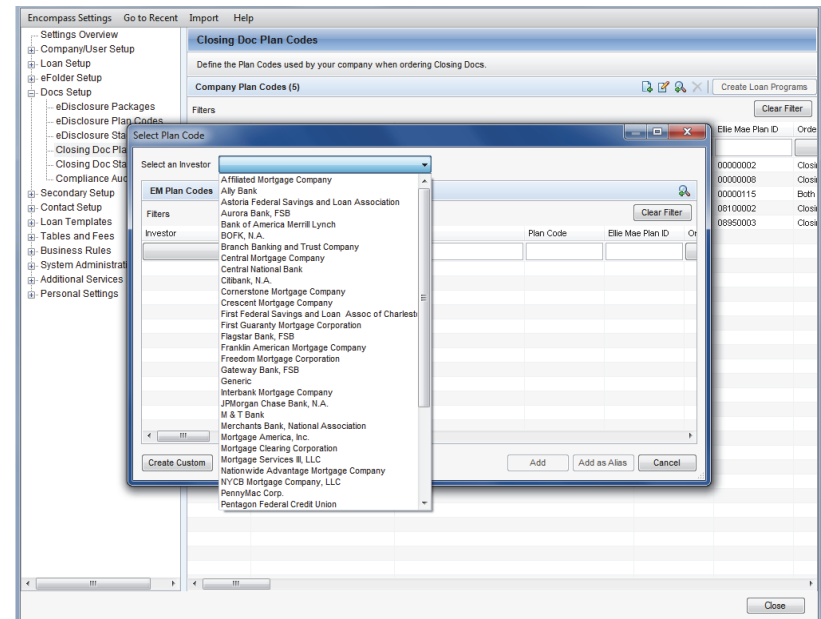

- A list of loan programs provided by the selected investor is displayed.

5 To view details about the loan program, including the values that will be added to the loan file if selected, click the **View Plan Code Details** icon (magnifying glass).

6 To add the program to your company's plan codes list that users can select from when ordering closing documents, click to select one or more plans, and then click **Add**.

7 Click **Yes** to confirm the addition of the plan to your company's plan code list.

- The program is added to the Company Plan Codes list.

8 To add additional plans to your company's plan codes list, repeat steps 4 through 7.

Creating an Alias for a Plan Code

You can add an investor's loan program to your company's plan codes list, but change the program's plan code ID, description, and investor name beforehand by using the Add as Alias option. The loan program itself does not change, but when the user is selecting a plan code for their closing document package, the plan code ID, description, and investor name will be displayed to them according to your settings.

1 Follow steps 1 through 5 in the *"To Add Closing Doc Plan Codes"* instructions starting on page 9.

2 To create an alias for a program and then add it to your company's plan codes list that users can select from when ordering closing documents, click to select a plan, and then click **Add as Alias**.

3 In the Add EM Plan Code as Alias window:

- On the Status line, select the **Active** check box to include the program in the plan codes list that users select from when ordering closing documents.

- Enter the desired plan code ID, Description, and Investor name.

  - The plan code ID is an investor-specific or company-specific identifier for the program. Users selecting a plan code for their closing document package may find it helpful if you create a plan code ID that helps describe the program (for example, *C.30YRFIXED*) so it's easy for them to look at the plan code and know what's being used for the loan.

4 Select the **Do not import investor name to loan** check box to prevent the investor name from being automatically populated to the loan file when selected. When selected, the investor name will be blank in the plan codes list that users select from when ordering closing documents.
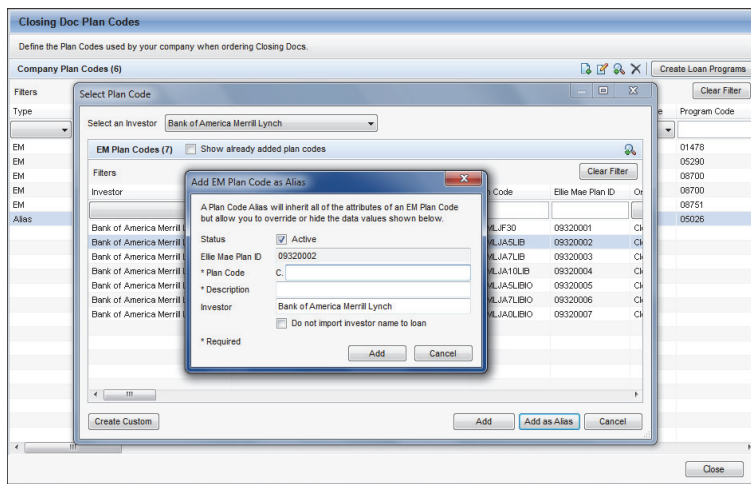
5 Click **Add**.

Creating a Custom Plan Code

You can create your own custom plan codes to add to your company's plan codes list.

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **Closing Docs Plan Codes**.

3 Click the **New** icon.

4 In the lower-left corner, click **Create Custom**.

5 Enter a custom plan code ID, Description, and Investor name.

6 Select the **Active** check box to include the program in the plan codes list that users select from when ordering closing documents.

7 Click **Add**.

*NOTE: To include field values in the plan code that will populate to the loan file when the plan code is selected for the closing document package, use the **Create a Loan Program** button to create a loan program template based on the plan code. (See the "To Create a Loan Program Based on a Plan Code" instructions on page 10.) Or, you can use the Loan Programs template setting to apply the plan code to a loan program template and enter the desired field values. (The Loan Programs setting is located under the Loan Templates folder in Encompass Settings.)*

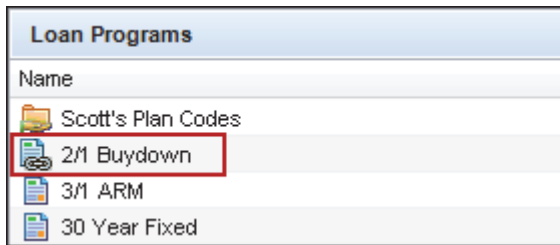**To Create a Loan Program Based on a Plan Code:**

When working with the Loan Templates setting in Encompass Settings, a "loan program" is a template of predefined values that display primarily on the Truth-In-Lending Disclosure statement and the 1003 application. You can significantly reduce data entry time and improve accuracy by setting up loan programs for the types of loans you process most often.

Here you can create a loan program based on the predefined values set up in a plan code. When a user selects the plan code to use with a loan, the data from the loan program template is copied to the loan forms. The user can leave the data as is, or change values as needed. The original data on the template is not affected.

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **Closing Doc Plan Codes**.

3 Select a plan code, and then click the **Create Loan Programs** button.

4 In the Select Folder window, browse to the folder where you want to store the loan program, and then click **OK**.

- The loan program is saved to the location you selected. This loan program is also added to the Loan Programs list in the Loan Programs template setting. Use this setting to update field values in the loan program template as needed.

NOTE: When added to the Loan Programs template setting, the program's Name and Program Description are based on the plan code's Description (i.e., the plan code's Description matches the loan program's Name and Product Description).

- A **link** icon displays next to loan programs that are created based on a plan code.

- When working with the loan program, you cannot change any of the plan code data that is included in it. (Fields populated with plan code data are not editable in the loan program.) In order to change plan code properties (plan code status, description, and investor), you must use the Closing Doc Plan Codes setting. Any changes you make to the plan code properties are automatically applied to the loan programs that are "linked" to the plan code.

- To create multiple loan programs based on multiple plan codes, select one or more plan codes, and then click the **Create Loan Programs** button. A new loan program will be created for each plan code selected.

Set Up Closing Doc Stacking Templates

Use the Closing Doc Stacking Templates tool to set up the list order in which the closing documents are organized. Here you can control which documents are included in the closing document package, and the order in which they organized. When a user orders the closing documents, they can select the Closing Doc Stacking Template they want to apply to the closing document package.

*NOTE: The **Default Stacking Template - Closing** template is provided by default with Encompass. Administrators can rename this template and modify the documents within the template as needed.*

To Create a Closing Doc Stacking Template:

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **Closing Doc Stacking Templates**.

3 In the Stacking Templates section, click the **New** icon.

4 To rename the template, double-click the **New Stacking Template** entry to make the name editable. You can then enter the new template name.
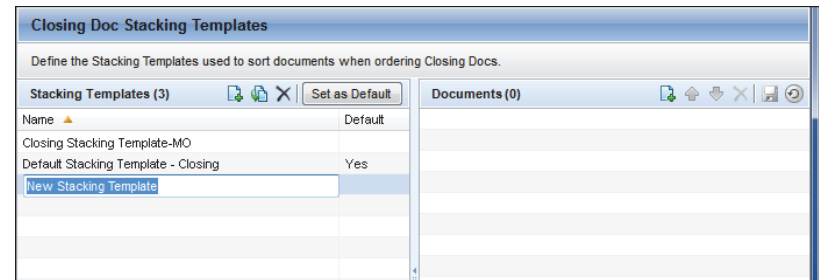
5 With the template selected, click the **New** icon in the Documents section to add documents to the template.

6 In the New Documents section, select a **Source** for the documents.

- The **Ellie Mae Closing Docs (Returned)** source option lists only the disclosures that have been returned to the user via Encompass at least once.

- The **Ellie Mae Closing Docs (Default)** source option lists all the documents included in the original Default Stacking Template - Closing stacking template shipped with Encompass.

- The **eFolder Documents** source option lists all of the documents set up in the Documents setting under eFolder Setup (in Encompass Settings).

7 To add documents to the template, click to select a document and then drag it to the New Stacking Template section.

OR

Click to select a document and then click the **right arrow** to add it to the New Stacking Template section.

- To add multiple documents, select a document, press **Ctrl** on your keyboard, and then click to select additional documents. Then use one of the methods described in step 7 to add the documents to the template.

- To change the order in which the documents are organized in the template, click a document, and then click the **up arrow** or **down arrow** to move the document up or down in the list.

- To remove a document from the template, select the document, and then click the **Delete** icon.

  NOTE: The documents are returned to the New Documents section.

8 To save the template, click **OK**, and then click the **Save** icon.

NOTE: Documents that are returned when a closer generates a closing document package that are not part of the closing documents stacking template are placed at the bottom of the document list, highlighted in yellow.

Configure Compliance Audit Settings

The Encompass Compliance Service (powered by Mavent) provides an instant loan file check and determines if a loan complies with selected state and federal regulations.

The Compliance Audit Settings tool allows administrators to select whether their company supports Federal high cost loans (Section 32) and to select the individual states in which the company supports state/local high cost loans. Configure this setting to help ensure compliance with regulations regarding high cost loans and to help prevent users from originating high cost loans for states in which they are not permitted to do so.

NOTE: Many of the settings on the Compliance Audit Settings screen are also available in the Compliance Review Setup tool. If you are a current Encompass Compliance Service customer, the settings configured in the Compliance Review Setup tool will be applied to the Compliance Audit Settings screen (and vice versa). For non-Encompass Compliance Service users, the Ellie Mae team will guide you through the process of configuring these Compliance Audit Settings, including mapping fees to specific fields in the Encompass Compliance Service. Refer to Chapter 3, "Fee Mapping" for instructions on setting up fee mapping.

To Configure Compliance Audit Settings:

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **Docs Setup**, and then click **Compliance Audit Settings**.
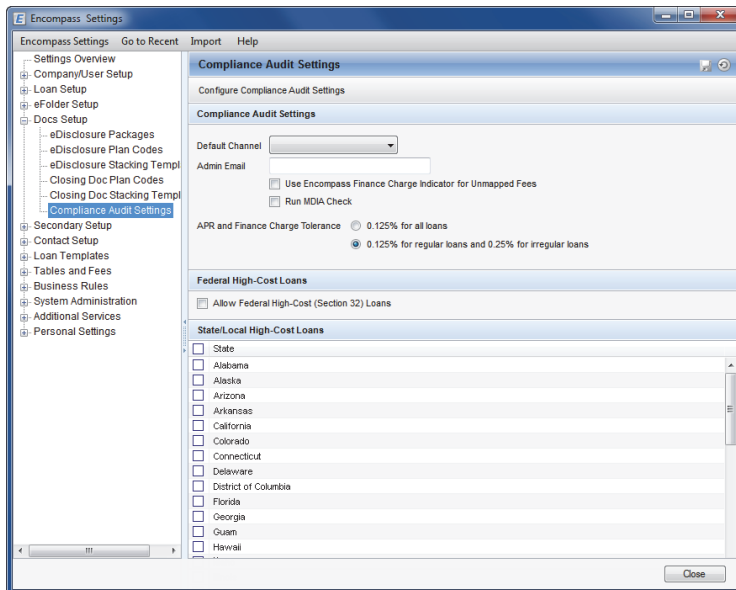
3 Select a Default Channel option to indicate how your company is handling loan files, such as Brokered or Banked.

4 Enter one or more email addresses in the Admin Email text box. If a processing error occurs during the loan review due to a fee that was not mapped or was mapped incorrectly, an email alert message will be sent to these email addresses.

- Please note, fees must be mapped to specific fields in the Encompass Compliance Service in order for the compliance reports to produce complete and accurate results. The Encompass Compliance Service uses the mapping configured in the Itemization Fee Management setting. Refer to Chapter 3, "Fee Mapping" of this guide for instructions on setting up this fee mapping.

- When adding multiple email addresses, separate each one using a comma or semicolon.

5 Select the **Use Encompass Finance Charge Indicator for Unmapped Fees** check box to enable the loan's APR setting to determine how unmapped fees are categorized by the Encompass Compliance Service.

- When selected, an unmapped fee will be categorized as Other - Non-Finance Charge (Fee ID 998) if the fee's APR indicator check box (field ID SYS.X17) on the 2010 Itemization form is not selected.

- An unmapped fee will be categorized as Other - Finance Charge (fee ID 999) if the fee's APR indicator check box on the 2010 Itemization form is selected.

NOTE: If you are a current Encompass Compliance Service customer and have already mapped fees, you can proceed to the next step below. Non-Encompass Compliance Service customers need to work with the Ellie Mae team to map fees to specific fields in the Encompass Compliance Service before proceeding. Refer to Chapter 3, "Fee Mapping" of this guide for instructions on setting up fee mapping.

6 Select the **Run MDIA Check** check box to include the MDIA review in the loan check. When this check box is selected, the MDIA review will be performed on all loans, including investment properties.

- The MDIA check includes comparisons, tests, functions and calculations based on the Truth In Lending Act and Mortgage Disclosure Improvement Act (MDIA). Specifically, the Encompass Compliance Service recalculates the finance charge amount, amount financed, APR, total of payments, payment schedule, and the amortization schedule. The MDIA check validates that the loan's disclosure dates are in compliance with the "3-7-3 rules" set forth in the MDIA.

7 Select the tolerance to apply to loan reviews using the APR and Finance Charge Tolerance options.

- Select **0.125% for all loans** to set up the report to note a violation if there is a difference between the disclosed APR and the current APR greater than .125% when reviewing any type of loan.

- Select the **0.125% for regular loans...** option to set up the report to note a violation if there is difference between the disclosed APR and the current APR greater than .125% when reviewing a loan or if there is a difference between the disclosed APR and current APR greater than .25% when reviewing an irregular loan.

8 To enable users to originate Federal high cost (Section 32) loans, select the **Allow Federal High-Cost (Section 32) Loans** check box.

- The Encompass Compliance Service calculates the high cost thresholds as defined in HOEPA and by applicable state and local jurisdictions to determine if a loan is considered a high cost loan. The federal, state, and local APR and Points and Fees threshold calculations ensure proper classification of fees by ascertaining to whom the fee is paid (for example, lender, affiliate, originator, or provider) and by whom the fee is paid.

9 Select the individual states in which your company supports state/local high cost loans.

10 Click the **Save** icon.

eFolder Setup

Use the Documents tool (under the eFolder Setup setting) to create and manage the tracking information associated with loan documents and services, including standard forms, custom forms, settlement services, verifications (verifs), and needed documents (documents that are supplied by the borrower). Here you can specify when the document is to be included in an initial disclosure (i.e., eDisclosure) package or closing document package based on specific criteria. The document is included only when one or more of the criteria are met.

To Indicate When a Document is to be Included in Document Packages:

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 On the left panel, click **eFolder Setup**, and then click **Documents**.

3 On the Documents list, select a document, and then click the **Edit** icon.

4 In the Encompass Docs Service section, select the appropriate check box to add the document to all eDisclosure, closing, or pre-closing electronic disclosure packages.

- If the document is a custom form that requires eSigning, be sure the form includes the required eSigning signature points.

- Click the **Criteria** button to specify criteria for including the document in an electronic disclosure package. The document is included only when one or more of the criteria are met. When finished, click **OK**.

    *NOTE: To include the document any time a specific plan code is applied to the disclosure package, select the **Plan Code** check box, and then select the specific plan code(s). Only custom plan codes or plan codes created as an alias are available to select here. (For instructions for creating custom plan codes or adding a plan code as an alias, refer to "Creating a Custom Plan Code" and "Creating an Alias for a Plan Code" on page 6.)*

5 Click **OK**.

Loan Templates

Use the Loan Programs setting (under the Loan Templates setting) to create templates of predefined values that display primarily on the Truth-In-Lending Disclosure statement, the 1003 application, and the 2015 RESPA-TILA disclosure forms. You can significantly reduce data entry time and improve accuracy by setting up loan programs for the types of loans you process most often.You can also use the Input Form Sets setting to create a template (a set of specified closing forms) that closers can apply to the list of forms in the loan workspace.

Loan Program Templates Based on Plan Codes

Loan program templates that you created based on eDisclosure or Closing Doc plan codes are automatically added to the Loan Programs setting. Here you can update field values in the loan program template as needed.

- A **link** icon displays next to loan program templates that are created based on a plan code.

- When working with the loan program, you cannot change any of the plan code data that is included in it. (Fields populated with plan code data are not editable in the loan program.) In order to change plan code properties (plan code status, description, and investor), you must use the eDisclosure Plan Codes or Closing Doc Plan Codes settings. Any changes you make to the plan code properties are automatically applied to the loan programs that are "linked" to the plan code.

- When you select a loan program to use with a loan, the data from the template is copied to the loan forms. Users can leave the data as is, or change values as needed. The original data on the template is not affected.

To Create or Update a Loan Program:

1 On the menu bar, click **Encompass**, and then click **Settings**.

2 In the left panel, click **Loan Templates**, and then click **Loan Programs**.

3 On the Loan Programs screen, select the **Public** or **Personal** folder in which to add the template.

4 Click the **New** icon, enter the name of the program, pres the **Enter** key, and then double-click the program.

   OR

To update field values in a loan program template you created when you set up eDisclosure or Closing Doc plan codes, and then double-click the template.

5 On the Loan Program Details window, enter a **Description**.

6 If the data in a template conflicts with a business rule, select the **Template data will ignore business rules** check box to ignore the conflicting business rule and apply the template data to the loan.

   - If the check box is not selected, the business rule will take precedence over the template data.

   NOTE: This feature is available only if it has been enabled by your system administrator (Admin Tools > Settings Manager) and applies only to public templates.

7 Complete the form as described below, and then click **Save**.

Heading Fields

- If you want to associate a closing cost program with the loan program, click the **Find** icon to select the appropriate template.

- Select a **Loan Doc. Type Code**.

Plan Code

To apply plan code data to the template, click **Plan Code** and select the desired plan code. The remaining fields in this section are populated with the plan code data.

Type of Mortgage and Terms of Loan

Enter loan type and property information as needed. Enter any additional terms required for the loan program type. For example, rates for buydown and ARM mortgages, biweekly payments, potential negative amortization, and construction mortgage details.

HELOC - Draw/Repayment Period

Use the HELOC section to set up example payment data that is used on the HELOC custom form, *Important Terms of Our Home Equity Line of Credit*. You can apply data from a predefined template, edit the applied template data, or set up data from scratch.

Mortgage Insurance

Click the **Edit** icons to calculate the mortgage insurance premiums and terms. For detailed instructions, refer to *Calculating Mortgage Insurance Premiums* online help topic.

Program Requirements

Enter the minimum requirements for the borrower to qualify for this loan program.

Insurance

Indicate the types of insurance required and, if purchased from the creditor, the annual premium.

Late Charge and Assumption

Use these sections to enter information related to late charges and assumability.

Input Form Sets

Use the Input Form Sets tool to create a template (set of closing forms) to display in the Forms list on the loan workspace. Your closer can apply the template before beginning work on the loan.

To Create an Input Form Set:

1   On the menu bar, click **Encompass**, and then click **Settings**.

2   In the left panel, click **Loan Templates**, and then click **Input Form Sets.**

3   On the Input Form Sets screen, select the Public or Personal folder in which to add the set.

4   Click the **New** icon, type the name of the input form set, and then (with the new form set selected) click the **Edit** icon.

5   On the Input Form Set Details window, type a Description.

6   Select one or more forms from the Predefined Input Forms list and click **Add**.

   • Use the **---Line---** option at the bottom of the left panel to add a separation line between groups of forms.

7   To remove forms, select one or more forms from the Selected Input Forms list, and then click **Remove**.

8   To change the display order, select a form in the Selected Input Forms list, and then click **Up** or **Down**.

9   When finished, click **Save**.
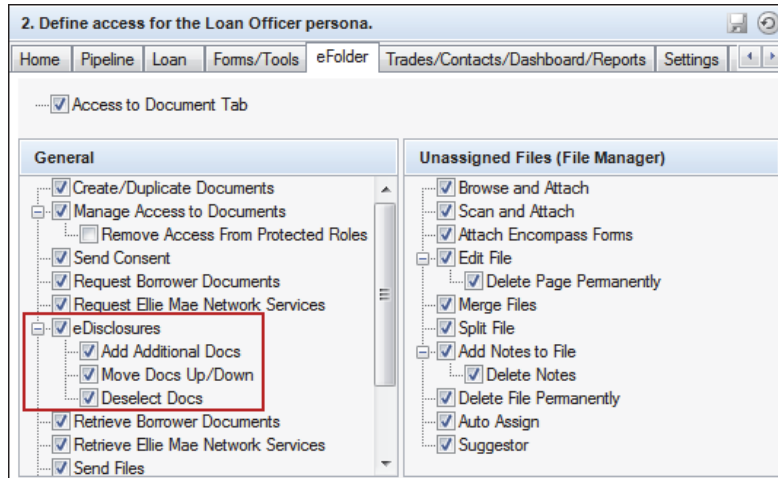
Personas Settings

Personas represent job functions in your company. Each persona defines access to functions, forms, and tools. One or more personas are assigned to each user.

Use the Personas settings to grant a persona permission to access and work with eDisclosures, eDisclosure and Closing Doc plan codes, and eDisclosure and Closing Doc Stacking Templates when generating initial disclosures and closing documents.

NOTE: The Personas settings described in this section are available in Encompass Banker Edition only.

To Define Persona Access:

1   On the menu bar, click **Encompass**, and then click **Settings**.

2   On the left panel, click **Company/User Setup**, and then click **Personas**.

3   In the left panel, select a persona.

4   In the General section of the **eFolder** tab, select the **eDisclosures** check box to enable the persona to generate and send eDisclosures packages. Select the related check boxes to enable the persona to add, remove, or reorganize documents in the initial disclosure package.

5   In the Company Settings section of the **Settings** tab, select check boxes to enable the persona to access eDisclosure and Closing plan codes and eDisclosure and Closing stacking templates when generating eDisclosure packages and closing documents.
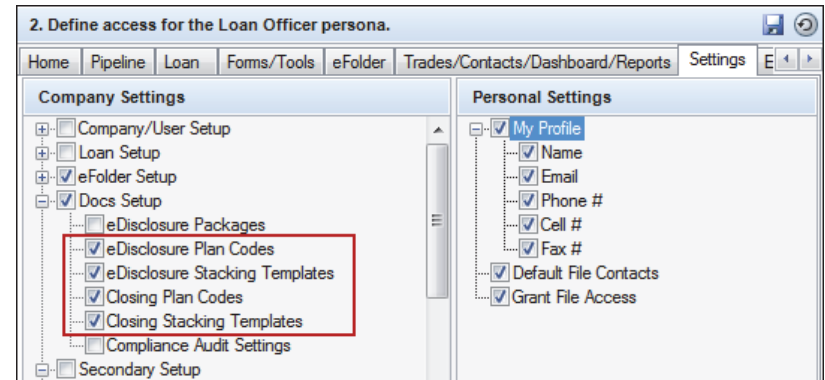
- Select **eDisclosure Plan Codes** to enable the persona to select a plan code (and update it as needed) to apply to the eDisclosures.

- Select **eDisclosure Stacking Templates** to enable the persona to select a stacking template (and update it as needed) to apply to the eDisclosures.

- Select **Closing Plan Codes** to allow the persona to select a plan code (and update it as needed) to apply to the closing documents.

- Select **Closing Stacking Templates** to allow the persona to select a stacking template (and update it as needed) to apply to the closing documents.

6 Select check boxes in the Closing Docs section of the **Loan** tab to enable the persona to order closing documents and access the **Closing Document Data** button on the Closing RegZ and RegZ-CD input forms.

- Select **Order Closing Docs** to enable the persona to order closing documents. Select the related check boxes to enable the persona to manage and reorganize documents in the closing document package.

- Select the **View Closing Document Data fields** and **Override Closing Document Data fields** check boxes to enable the persona to access the **Closing Document Data** button and to override the closing document data that displays when the user clicks the button.

7 Select the following forms in the Input Forms section of the **Forms/Tools** tab to grant the persona access to the required closing forms:

- 2010 HUD-1 Page 1
- 2010 HUD-1 Page 2
- Aggregate Escrow Account
- Borrower Information - Vesting
- Closing Conditions
- Closing Conditions
- Closing Disclosure Page 1
- Closing Disclosure Page 2
- Closing Disclosure Page 3
- Closing Disclosure Page 4
- Closing Disclosure Page 5
- Closing RegZ
- Closing Vendor Information
- Property Information
- RegZ - CD
- Additional Forms as needed, for example, state-specific disclosure forms, the FHA Management Form, and the VA Management form.

8 When finished, click the **Save** icon to save the persona settings.

Chapter 3

Fee Mapping

Before using the Encompass Docs Solution to order closing documents, you must map the fees that are used by the Encompass Compliance Service to audit each loan. The Encompass Compliance Service performs an analysis based upon a specifically defined list of fees. To take advantage of this analysis and approach, you must maintain a consistent set of fees, and then map each fee to the corresponding compliance fee using the Itemization Fee Management tool.

Managing Standard Fees

It is highly recommended that you maintain a consistent list of fees used by your company and review it on a regular basis to ensure the list does not include redundant fees.

Create a Standard Fee List

You can develop your own standard list of fees used by your company or simply use the default fee list available in the Itemization Fee Management setting. This fee list has been used for more than 28 million loan reviews by a wide variety of lenders and investors, so it should be comprehensive enough to meet your needs.

Review your Standard Fee List

If your fee list has not been reviewed recently, now is a good time to make sure the list does not contain redundant fees or use similar names or different variations for the same fee, such as *Loan Processing*, *Processing*, or *process.*

Once your list has been thoroughly reviewed, compare it to the Encompass Compliance Service fee definitions. Pay particular attention when there are two fees with similar names in this fee list.

For example, be sure you understand the difference between the Flood Certification Fee and a Flood Determination Fee. The Flood Certification Fee includes the life of loan monitoring, while the Flood Determination Fee does not, which means one is a finance charge and the other is not. Similarly, Recordation Tax/Mortgage Tax and Recording Fees - Mortgage/Deed of Trust have very similar definitions, but one is a tax and the other is a fee. As with all taxes, in certain jurisdictions there may be no tax of that variety so it will be included in the High Cost and State Consumer Credit Rule calculations because, if it is not a tax that exists, it cannot be bona fide and reasonable.

How Does the Compliance Audit Interpret and Treat Fees?

This section discusses assumptions the Encompass Compliance Service makes about the fees included in the loan being reviewed, as well as how it manages these fees.

- When a Standard report is ordered, fees used in finance charge calculations under Regulation Z and high cost threshold calculations under various federal, state and local laws, are properly classified by analysis of the definition and, to the extent it is relevant, ascertaining to whom the fee is paid (e.g. lender, affiliate, originator, or provider) and by whom the fee is paid. When a Premium Report is ordered, the Encompass Compliance Service uses this same methodology to determine compliance with state consumer credit fee limitations and restrictions.

- All fees entered into Encompass are treated as non-financed (POC /PTC) by default. Many of the Encompass Compliance Service's high cost and state consumer credit rules take into account whether or not each loan fee is "financed". Use the POC/PTC pop-up window to indicate whether or not each loan fee is financed to ensure accurate treatment of each fee by the Encompass Compliance Service. To indicate the fee or a portion of the fee is "financed", select the **Financed** check box. For purposes of the Encompass Compliance Service, "financed" means the fee amount is paid from the loan proceeds; it is not paid outside of closing or paid separately in cash or by check at closing.

- The Encompass Compliance Service assumes, but does not verify, that all fees included in the loan are reasonable and necessary. Many state laws and regulations deem any amount in excess of the actual cost for a service "unreasonable and unnecessary." Therefore, the Encompass Compliance Service assumes that the dollar amount of any fee submitted in the loan represents the "actual cost" of the service related to that fee and does not verify that there is no up-charge or surcharge included in the fee amount. The Encompass Compliance Service will not review the amount of the fee or percentage for "reasonableness" or "necessity".

- In general, the Encompass Compliance Service assumes all fees are allowed when a law is silent with regard to particular fees. If a law provides that all fees are prohibited except those specifically permitted by the statute, the Encompass Compliance Service will fail a loan that includes any fee not specifically itemized as a permitted fee in that law.

- If special disclosures, elections, waivers, or other documentation is needed in order to charge a particular fee, or to exclude such a fee from a calculation, the Encompass Compliance Service assumes, but does not verify, that the disclosure and documentation requirements have been met. Examples of some fees that fall within this assumption are:
    - Property Insurance Premiums (hazard, flood, earthquake, windstorm, etc.)
    - Credit Insurance Premiums
    - Attorney's Fees - Borrower Chosen

- **Services Performed By An Attorney -** The Encompass Compliance Service assumes that fees for specific services performed by an attorney relating to the loan closing (such as document preparation or settlement services) will be included in the loan under those specific fee names. For example, if an attorney prepares the loan documents, the Encompass Compliance Service assumes the fee for that service will be reflected in the loan as a Document Preparation Fee rather than as an Attorney's Fee. The Encompass Compliance Service treats all fees designated as Attorney's Fees in the loan file as fees for general legal services performed by the attorney rather than fees attributable to a particular service.

- **Fees Paid To A Provider -** Unless information is included in the loan showing that a particular fee is being paid to an affiliate of the lender or broker, the Encompass Compliance Service assumes that fees paid to a third party provider are paid to individuals or companies that are not owned by, and that do not have directors, stockholders, or employees in common with the lender or broker. Although this assumption applies to all fees, some instances in which it is particularly relevant concern differing treatment of such fees as Appraisal Fee or Title Charges in some jurisdictions dependent upon whether the fees are paid to an affiliate of the lender or the broker.

Specific Fees

- **Application Fee and Application Deposit -** The Encompass Compliance Service assumes that the Application Fee or Application Deposit is refunded to the borrower if the loan is funded and therefore is not charged to all borrowers regardless of whether or not credit is extended. Thus, the Encompass Compliance Service will treat these fees as finance charges.

- **Attorney's Fees - Borrower Chosen -** Some jurisdictions will permit Attorney's Fees to be excluded from interest rate or high cost points and fees calculations (or be charged when Attorney's Fees are otherwise prohibited) if the borrower has the right to choose the attorney and that right has been disclosed to the borrower. If the Attorney's Fees - Borrower Chosen fee is included in the loan, the Encompass Compliance Service assumes, but does not verify, that the proper disclosures have been provided and that the borrower has made the choice of attorney. If the disclosures and choice have not been provided, the general Attorney's Fees fee selection or mapping should be used.

- **Courier Fee -** The Encompass Compliance Service assumes that the lender, not the borrower, has required the use of the courier for all Courier Fees. Thus, the Encompass Compliance Service will treat this fee as a finance charge.

- **Settlement/Closing Fee -** The Encompass Compliance Service assumes that it is the lender, not the borrower, who requires the use of the closing agent in performing the settlement services and that it is the lender who has selected the closing agent to be used. Thus, the Encompass Compliance Service will treat this fee as a finance charge.

- **Discount Fees -** The Encompass Compliance Service assumes that all Discount Fees or Discount Points included in the loan are not bona fide with regard to high cost threshold tests and assumes they are bona fide as used in various state laws. In order for the Encompass Compliance Service to determine whether Discount Points should be treated as "bona fide" for certain high cost thresholds tests, a user also must check the "Bone Fide" box associated with the Discount Points and provide an Undiscounted Rate.

- **Flood Certification Fee and Tax Service Contract Fee -** The Encompass Compliance Service assumes these fees include life of loan monitoring as well as initial determination.

- **Credit Insurance Premiums -** The Encompass Compliance Service assumes, but does not verify, that if a credit insurance premium is included in the loan, the credit insurance policy is in compliance with any limitations or restrictions provided by law. For example, if a state law requires that for credit life insurance, only decreasing term life insurance in an amount not exceeding the loan amount and a period not exceeding the term of the loan may be provided, the Encompass Compliance Service assumes the credit life insurance plan for which a credit life insurance premium is included in the loan does comply with this requirement.

- **Escrow Account -** Other than reviewing the loan to determine whether the laws applicable to it permit a fee for setting up or maintaining the account, the Encompass Compliance Service does not address issues relating to the establishment or ongoing maintenance of an Escrow Account. For example, the Encompass Compliance Service does not address requirements to segregate funds in escrow accounts or to accrue interest on the account in favor of the borrower (although the compliance report may include warnings concerning some of these issues.)

Fee Mapping Procedures

Use the Itemization Fee Management tool to set up and manage the fees used by the Encompass Compliance Service.

Access the Itemization Fee Management Tool

1 Log in to Encompass as the *admin* user, or a user who has been assigned rights to the Itemization Fee Management tool.

2 On the menu bar, click **Encompass**, and then click **Settings**.

3 On the left panel, click **Tables and Fees**, and then click **Itemization Fee Management**.
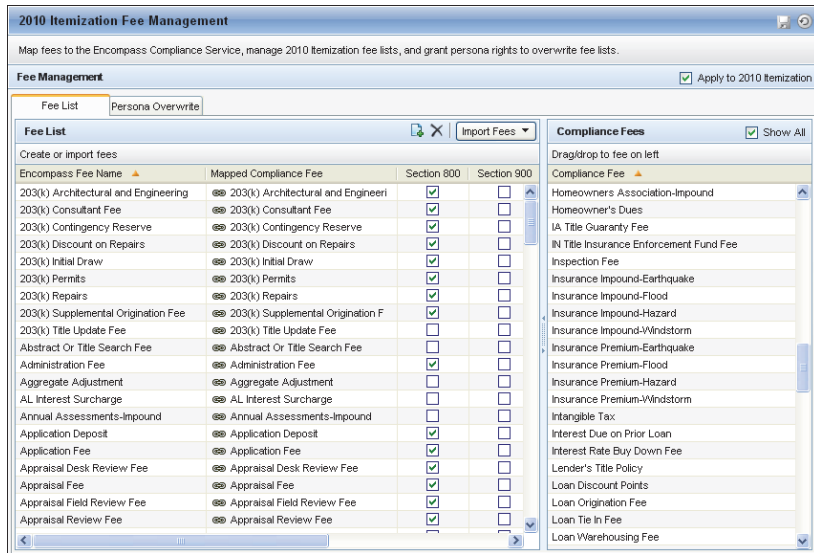
Adding Fees

You can add fees by importing a standard list of compliance default fees or fees from closing cost templates. You can also manually create individual fees and map them to the appropriate compliance fee.

Import Compliance Default Fees

This is the quickest method of setting up your fees and mappings. The Fee List is populated with the entire list of compliance fees from the "Encompass Compliance Service Default Fees Table" (beginning on page 22 of this guide).

The imported fees are mapped to the appropriate fee on the Compliance Fees list and are associated with the sections of the 2010 Itemization and 2010 HUD-1 in which they can be selected from a drop-down list.

NOTE: All existing entries on the Fee List are cleared before importing the default list is of fees.

1 Click the **Import Fees** button, click **Import Compliance Default Fees**, and then click **Yes** in response to the confirmation message.

2 Click the **Save** icon.

Import Fees from Closing Cost Templates

This option populates the Fee List with the fees from a selected Closing Cost Template. The imported fees are added to any existing entries on the Fee List and are associated with the sections of the 2010 Itemization and 2010 HUD-1 in which they can be selected from a drop-down list.

NOTE: The imported fees are not automatically mapped to a fee on the Compliance Fees list. You must manually map each entry to the appropriate fee.

1 Click the **Import Fees** button, and then click **Import Fees from Closing Cost Templates**.

2 Select a template, and then click **Select**.

3 Back on the Itemization Fee Management main window, select a fee from the Compliance Fees list (select the **Show All** check box to display all available compliance fees), and drag it to one of the newly imported fees.

   The red broken-link icon will change to a black closed-link icon and the *Not Mapped* text will be replaced with the name of the linked compliance fee.

4 When finished, click the **Save** icon.

Add Individual Fees

This option allows you to add individual fees to the list of entries on the Fee List as needed. You must manually map each new fee to the appropriate compliance fee and manually associate each fee with the sections of the 2010 Itemization and 2010 HUD-1 in which they can be selected from a drop-down list.

1 Click the **New** icon, enter the Encompass Fee Name, and then click **OK**.

2 Back on the Itemization Fee Management main window, select a fee from the Compliance Fees list (select the **Show All** check box to display all available compliance fees), and drag it to one of the newly imported fees.

   The red broken-link icon will change to a black closed-link icon and the *Not Mapped* text will be replaced with the name of the linked compliance fee.

3 Select check boxes for the sections of the 2010 Itemization and HUD-1 in which the new fee will be available for selection from a drop-down list.

4 When finished, click the **Save** icon.

Restricting Entry of Free-Form Fees

By default, the 2010 Itemization and HUD input forms enable users to either select pre-defined fee names from a drop-down list or enter a fee name into a free-form text field. If a fee name is entered that is not already mapped, the Encompass Compliance Service will automatically treat the fee as a Regulation Z finance charge, possibly increasing the calculated finance charge amount as well as any applicable high cost points and fees amounts.

To force users to select fees from the pre-defined drop-down lists, select the **Apply to Itemization** check box at the top of the Itemization Fee Management screen. This will prohibit entry of free-form fee names in text boxes.

You can also grant specific personas the ability to overwrite the restriction as needed. This enables the specified persona to enter free-form fee names in designated section of the 2010 Itemization and HUD-1.

1 With the **Apply to Itemization** check box selected, click the **Persona Overwrite** tab.

2 Select the name of a persona, and then select check boxes for the specific HUD sections in which the persona is permitted to enter free-form fees.

Encompass Compliance Service Default Fees Table

This table lists the standard fees used by the Encompass Compliance Service, as well as a description of each fee. Consult these descriptions when determining which field you should map the fees on the 2010 Itemization or 2015 Itemization form using the Itemization Fee Management tool in Encompass.

Mapped Compliance Field	Description
HUD Section 800 – Items Payable in Connection with the Loan	
203(k) Architectural and Engineering Fee	Fee paid for architectural and engineering designs, services, review, and costs associated with an FHA 203(k) mortgage loan. It includes amount(s) for original design and review and ongoing supervision performed after closing.
203(k) Consultant Fee	Fee paid to a consultant for visiting the property and other services to ensure compliance with FHA 203(k) mortgage loan program requirements. Includes amounts paid to the consultant for initial consultation and for ongoing services during construction.
203(k) Discount on Repairs	The amount of discount points paid on the rehabilitation, repair, and (when applicable), the refinance portion of the mortgage.
203(k) Supplemental Origination Fee	Fee collected by a Lender as compensation for making an FHA 203(k) mortgage loan when it involves insurance of advances. The supplemental origination fee is collected in addition to a loan origination fee.
Administration Fee	Fee to cover the administrative costs of processing a loan request. This fee is expressed as a flat dollar amount.
Application Deposit	A deposit paid in advance for taking a loan application, which may be credited against closing costs at loan closing for an approved loan.
Application Fee	Fee paid in advance for taking a loan application.
Appraisal Desk Review Fee	Fee charged for reviewing an appraisal report and performing some basic research on value without going out to the field to view the property or the comparable properties included in the appraisal report.
Appraisal Fee	Fee paid to an appraiser for appraising and preparing an appraisal report for the property securing the loan.
Appraisal Field Review Fee	Fee charged for performing an appraisal review in the field – actually inspecting the property and comparable properties.
Appraisal Review Fee	Fee charged to review the appraisal report.
Assumption Fee	Fee paid by borrower in the current loan to allow the loan to be assumed by another borrower in the future under the same loan terms.
Attendance/Pickup Fee	Fee charged by title agent or escrow company for the service of taking the payoff funds and delivering them to the existing lien holder.
Bond Fee	Fee paid to a state or local housing agency to participate in a special lending program.
Broker Fee	General points or fees paid to a broker.
CLO Access Fee	Fee charged to access a computer loan origination system.
Commitment (Rate Lock) Fee	Fee charged for locking in a rate for the loan.
Compliance Testing Fee	Fee paid for use of an automated compliance system for compliance testing on a loan.
Courier Fee	Fee paid for courier, messenger, or expedited delivery services.

Mapped Compliance Field	Description
Credit Report Fee	Fee paid to a provider of a credit report for the cost of the report.
Document Assembly Fee	Fee charged to prepare documents for review by someone else (such as an attorney); also may be a fee for redrawing documents when the need to redraw was due to no fault of the borrower; also may be a fee to prepare documents that are desired but not essential to the closing of the transaction (such as an amortization schedule).
Document Preparation Fee	Fee charged for preparing the loan documents.
Document Redraw Fee	Fee charged because loan documents were required to be redrawn due to some action or inaction by the borrower.
Electronic Document Delivery Fee	Fee for transmitting or receiving the loan documents through email or by some other electronic means.
Escrow Account Servicing Fee	Fee to set up and service the escrow account for the loan.
Escrow Waiver Fee	Fee charged because the borrower waives the establishment of an escrow account.
Flood Certification Fee	Fee charged to perform and provide flood certification for the property securing the loan. Flood Certification includes both the original flood hazard determination and the ongoing monitoring of the property for flood hazard designations.
Flood Determination Fee	Fee charged to perform and provide initial flood zone determination for the property securing the loan. Includes the original flood hazard determination, but DOES NOT include the ongoing life of loan monitoring of the property.
Funding Fee	Fee charged by the lender for making the loan. This fee is expressed as a flat dollar amount.
HOA Certification Handling Fee	Fee charged to prepare and submit to the Home Owner's Association, Condominium Association, or Co-Op Association a Certification for the property securing the loan.
Homeowner's Dues	Amount of initial payment (paid at closing) for dues for the homeowner's association for the property securing the loan.
Inspection Fee	Fee charged for an inspection of the property securing the loan.
Interest Rate Buy Down Fee	Charge to reduce the interest rate on the loan for a given period.
Loan Discount	Fee charged to reduce (buy down) the market rate of the note for the life of the loan.
Loan Origination Fee	Fee charged by lender (or paid to the broker) as compensation for making (or brokering) the loan. This fee is expressed as a percentage of the loan amount.
Loan Warehousing Fee	Fee charged for the use of a Warehouse line of credit to fund the loan.
MERS® Registration Fee	Fee charged for registering/transferring the loan onto the Mortgage Electronic Registration System.
Mortgage Insurance Application Fee	Application fee required by a private mortgage insurance company for mortgage insurance included in the loan.
Mortgage Insurance Premium Credit	Mortgage Insurance Premiums refunded from a prior loan.
Office Expenses	Fee charged for general expenses such as fax fees, copy fees, and postage.

Mapped Compliance Field	Description
Our Origination Charge	All charges received by the loan originator (lender or mortgage broker), except for any charge for the specific rate chosen (points). Includes but is not limited to amounts received for origination, administrative, and processing services performed by or on behalf of the loan originator. There is insufficient information to determine this amount's true purpose/use; so the System ALWAYS treats it as a finance charge under TILA, as a point and fee for high cost thresholds, and as a prohibited/limited fee in jurisdictions which prohibit or limit certain fees.
Processing Fee	Fee charged for processing the loan request. This fee is expressed as a flat dollar amount.
Program Participation Fee	Fee paid to the lender as the result of the loan being part of a special lending program operated by state or local agency or authority.
Rebate to Borrower	A rebate or credit to the Borrower.
Recording Service Fee	Service fee related to sending documents to be recorded.
Rush Fee	Fee charged to rush the loan process to obtain a quick closing.
Servicing Release Premium	Premium, usually paid by the Lender to the broker or correspondent lender, for the value of the servicing on the loan.
Signing Agent Fee	Fee charged for the services of a signing agent who, as an accommodation to the borrower, conducts the loan closing at a specific time or at a location requested by the borrower (such as the borrower's home or office).
Subordination Fee	Fee paid to a lien holder with an existing lien on the property to subordinate its lien position to the lender in the current loan.
Subordination Preparation Fee	Fee charged for the preparation of a subordination agreement to subordinate an existing loan to the new loan being created.
Tax Related Service Fee	Fee charged to research and monitor property tax payments. Includes both up front payment research and life-of-loan monitoring. For upfront payment research only, see *Tax Status Research Fee*, below.
Tax Status Research Fee	Fee charged for to research the status/currency of property tax payments for the property securing the loan. Includes upfront tax payment status research only and DOES NOT include ongoing life of loan monitoring of the tax payments. For upfront payment research and life-of-loan monitoring, see *Tax Related Service Fee*, above.
Underwriting Fee	Fee charged by an underwriter to underwrite a loan file.
USDA/RHS Upfront Guarantee Fee	In a loan guaranteed by the USDA Rural Development, Rural Housing Service (RHS), the fee the borrower must pay to help defray the costs of the USDA Rural Housing Service home loan program.
Verification Fee	Fee for verifying such things as borrower's income, employment, tax returns, etc.
Village Property Tax/County Property Tax	Taxes on the property, due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Wire Transfer Fee	Fee for wiring funds in connection with the loan.
Yield Spread Premium/Rebate	Premium, usually paid by Lender to the broker, for obtaining a higher rate for the loan.
Your Credit for the Interest Rate Chosen	A credit to the Borrower for the interest rate chosen, represented as a lump sum amount.

Mapped Compliance Field	Description
HUD Section 900 – Items Required by the Lender to be Paid in Advance	
Credit Disability Premium	Cost of credit disability insurance premium due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Credit Life Premium	Cost of credit life insurance premium due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Credit Unemployment Premium	Cost of credit unemployment insurance premium due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Insurance Premium - Earthquake	Cost of earthquake insurance premium due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Insurance Premium - Flood	Cost of flood insurance premium due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Insurance Premium - Hazard	Cost of property hazard insurance premium due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Insurance Premium - Windstorm	Cost of windstorm insurance premium due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Interest Due on Prior Loan	The amount of interest due on the prior loan that will be paid off by the current refinance transaction.
Mortgage Insurance Premium	Cost of mortgage insurance premium due at closing; this reflects the amount due at closing only and does not include amounts put into an escrow account for future payment.
Prepaid Interest	Amount of interest collected at settlement for the period between the disbursement date and the date from which accrued interest will be included in the first regular monthly payment.
USDA/RHS Upfront Guarantee Fee	In a loan guaranteed by the USDA Rural Development, Rural Housing Service (RHS), the fee the borrower must pay to help defray the costs of the USDA Rural Housing Service home loan program.
VA Funding Fee	In a loan guaranteed by the Department of Veterans' Affairs (VA), the fee the veteran must pay to help defray the costs of the VA home loan program.
HUD Section 1000 – Reserves Deposited with the Lender	
203 (k) Contingency Reserve	An amount to be placed into a separate escrow account that is specifically held for unforeseen circumstances during the rehabilitation/construction period on an FHA 203(k) mortgage.
203(k) Repairs	An amount for the cost of repairs and rehabilitation, including materials, labor, overhead and construction on an FHA 203(k) mortgage loan.
Aggregate Adjustment	An adjustment equal to the difference between the deposit required under aggregate accounting and the sum of the deposits required under single-item accounting for deposits itemized in the 1000 series of the HUD-1. The adjustment will always be a negative number or zero. The amount of the adjustment is entered on a final line in the 1000 series of the HUD-1.

Mapped Compliance Field	Description
Annual Assessments - Impound	Amount collected and held in an escrow, impound, or trust account for future payments of amounts that are due annually in connection with the property, but which are not specifically identified. The Encompass Compliance Service treats all amounts included as Annual Assessments as finance charges under TILA.
City Property Taxes - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of city property taxes.
County Property Taxes - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of county property tax.
Credit Disability Insurance - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of credit disability insurance premiums.
Credit Life Insurance - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of credit life insurance premiums.
Credit Unemployment Insurance - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of credit unemployment insurance premiums.
Homeowner's Association - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of homeowner association dues.
Insurance Impound - Earthquake	Amount collected and held in an escrow, impound, or trust account for the future payment of earthquake insurance premiums.
Insurance Impound - Flood	Amount collected and held in an escrow, impound, or trust account for the future payment of flood insurance premiums.
Insurance Impound - Hazard	Amount collected and held in an escrow, impound, or trust account for the future payment of hazard insurance premiums.
Insurance Impound - Windstorm	Amount collected and held in an escrow, impound, or trust account for the future payment of windstorm insurance premiums.
Mortgage Insurance - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of mortgage insurance premiums.
Other Impound	Amount collected and held in an escrow, impound, or trust account for future payments of amounts that are not identified specifically. Often, this is used as a catch-all impound itemization on the HUD-1. The Encompass Compliance Service treats all amounts included as Other Impounds as finance charges under TILA.
School Taxes - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of school taxes.
State Property Taxes - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of state property taxes.
USDA/RHS Annual Fee Monthly Premium - Impound	Amount collected and held in an escrow, impound, or trust account for future payments of the USDA/RHS premium (paid monthly) and due annually in connection with the property.
HUD Section 1100 – Title Charges	
203(k) Permits	Fee paid for building and other government permits associated with an FHA 203(k) mortgage loan.
203(k) Title Update Fee	Fee charged by a title company to protect the validity of the mortgage position from mechanic's liens on the property on an FHA 203(k) mortgage loan. Includes both upfront and post-closing monitoring.
Abstract or Title Search Fee	Fee charged to search an abstract of title or to perform a title search.
Attendance/Pickup Fee	Fee charged by title agent or escrow company for the service of taking the payoff funds and delivering them to the existing lien holder.

Mapped Compliance Field	Description
Attorney's Fees	General uncategorized fees paid to an attorney for services rendered in connection with closing the loan. It is assumed that attorney's fees for specific services will be entered under the specific category for which the services are performed (i.e., services for preparing loan documents will be entered as Document Preparations Fees; services for performing title work will be entered as appropriate title fees; and fees for closing or settlement services will be entered as Settlement or Closing Fees).
Attorney's Fees - Borrower Chosen	The same type of fee described in the Attorney's Fees description, but for which a borrower has been provided with a choice of the attorney to use and for which all necessary disclosures concerning such a choice have been provided to the borrower.
Closing Protection Letter	Fee charged for a statement or document issued by title insurance underwriters that sets forth an underwriter's responsibility for negligence, fraud, and errors in closings performed by the underwriter's agents and approved attorneys.
Courier Fee	Fee paid for courier, messenger, or expedited delivery services.
Document Preparation Fee	Fee charged for preparing the loan documents.
Document Redraw Fee	Fee charged because loan documents were required to be redrawn due to some action or inaction by the borrower.
Flood Determination Fee	Fee charged to perform and provide initial flood zone determination for the property securing the loan. Includes the original flood hazard determination, but DOES NOT include the ongoing life of loan monitoring of the property.
Lender's Title Policy	Fee for the cost of a title insurance policy covering the lender.
Loan Tie-in Fee	Fee charged by the settlement/escrow agent either to tie together the closing of a purchase of the property with the closing of the buyer's loan for that property or to tie together a 1st lien closing and a 2nd lien closing for a combined (piggyback) transaction.
Municipal Lien Fee	Fee charged to obtain a municipal lien certificate from a municipality showing all taxes and assessments on the property being secured by the loan.
Notary Fee	Fee charged by a notary public to authenticate the execution of the loan documents.
Owner's Title Policy	Fee for the cost of a title insurance policy covering the owner of the property securing the loan.
Settlement or Closing Fee	Fees paid to settlement or closing agents for their services.
Subordination Preparation Fee	Fee charged for the preparation of a subordination agreement to subordinate an existing loan to the new loan being created.
Tax Status Research Fee	Fee charged for to research the status/currency of property tax payments for the property securing the loan. Includes upfront tax payment status research only and DOES NOT include ongoing life of loan monitoring of the tax payments.
Title Endorsement Fee	Fee charged for obtaining a title endorsement (for which the original lender and/or borrower are the beneficiaries) that relates to the closing of the mortgage loan.
Title Examination	Fee charged to examine the title and create a title report or opinion.
Title Insurance	Fee for the cost of a title insurance policy.
Title Insurance Binder	Fee to obtain a title insurance binder – a written commitment of a title insurance company to insure title to the property).
Title Search	Fee charged to perform a Title Search.

Mapped Compliance Field	Description
Title Services and Lender's Title Insurance	Amount for services involved in the provision of title insurance, including but not limited to: title examination and evaluation, preparation and issuance of commitment, clearance of underwriting objections, preparation and issuance of polices, processing and administrative services (e.g., document preparation or delivery, copying, wiring, endorsements, notary), and conducting a settlement. This amount does not itemize the specific service it covers, so the System ALWAYS treats it as a finance charge under TILA, as a point and fee for high cost thresholds, and a prohibited/limited fee in jurisdictions which prohibit or limit certain fees.
Wire Transfer Fee	Fee for wiring funds in connection with the loan.
HUD Section 1200 – Government Recording and Transfer Charges	
203(k) Permits	Fee paid for building and other government permits associated with an FHA 203(k) mortgage loan.
Doc Tax Stamps for Note	Fee or tax imposed by certain state or local governments on a promissory note.
Doc Tax Stamps/Transfer Taxes - City/County	Fee or tax imposed by certain local governments upon recording a document to either transfer title to the property or to obtain a security interest in the property. This may be either a documentary tax stamp or a transfer tax.
Doc Tax Stamps/Transfer Taxes - State	Fee or tax imposed by certain states upon recording a document to either transfer title to the property or to obtain a security interest in the property. This may be either a documentary tax stamp or a transfer tax.
Filing Fees	Filing fees, such as UCC filing fees, paid to a public official. Does not include recording fees or recordation taxes.
Intangible Tax	Fee or tax imposed in certain states on instruments relating to real property secured loans.
Municipal Lien Certificate Recording Fee	Fee charged to record a municipal lien certificate.
Reconveyance Fee	Recording Fee to record the reconveyance, cancellation, or release of lien for a mortgage that is being paid off with funds from the current loan.
Recordation Tax/Mortgage Tax	Fee or tax imposed by certain state or local governments upon recording a mortgage or deed of trust.
Recording Fees - Assignment	Fees paid to a public official for recording an assignment of a mortgage or deed of trust.
Recording Fees - Mortgage/Deed of Trust	Fees paid to a public official for recording mortgages or deeds of trust.
HUD Section 1300 – Additional Settlement Charges	
203(k) Architectural and Engineering Fee	Fee paid for architectural and engineering designs, services, review, and costs associated with an FHA 203(k) mortgage loan. It includes amount(s) for original design and review and ongoing supervision performed after closing.
203(k) Consultant Fee	Fee paid to a consultant for visiting the property and other services to ensure compliance with FHA 203(k) mortgage loan program requirements. Includes amounts paid to the consultant for initial consultation and for ongoing services during construction.
203 (k) Contingency Reserve	An amount to be placed into a separate escrow account that is specifically held for unforeseen circumstances during the rehabilitation/construction period on an FHA 203(k) mortgage.
203(k) Initial Draw	The initial amount drawn at loan closing in an FHA 203(k) mortgage loan.
203(k) Permits	Fee paid for building and other government permits associated with an FHA 203(k) mortgage loan.

Mapped Compliance Field	Description
203(k) Repairs	An amount for the cost of repairs and rehabilitation, including materials, labor, overhead and construction on an FHA 203(k) mortgage loan.
203(k) Supplemental Origination Fee	Fee collected by a Lender as compensation for making an FHA 203(k) mortgage loan when it involves insurance of advances. The supplemental origination fee is collected in addition to a loan origination fee.
203(k) Title Update Fee	Fee charged by a title company to protect the validity of the mortgage position from mechanic's liens on the property on an FHA 203(k) mortgage loan. Includes both upfront and post-closing monitoring.
AK Program Administration Fee	A $10 program administration fee that the mortgage lender submits to the Alaska Department of Commerce for each mortgage loan transaction closed by the mortgage lender.
AL Interest Surcharge	Fee permitted in Alabama but required to be separately itemized as a unique charge.
Assignment Fee	Fee charged to cover the costs associated with the transfer or assignment of the loan to another lender, servicer, or purchaser.
Attendance/Pickup Fee	Fee charged by title agent or escrow company for the service of taking the payoff funds and delivering them to the existing lien holder.
Bankruptcy Monitoring Fee	Monitoring or Proof of Claim Fee charged as a result of a bankruptcy filing by the Borrower.
Bond Review Fee	Fee charged for review of the terms of the bond documents relating to a federal, state, or local agency to qualify for a special lending program.
CLO Access Fee	Fee charged to access a computer loan origination system.
Courier Fee	Fee paid for courier, messenger, or expedited delivery services.
Down Payment Assistance Credit	A credit in an amount equal to the funds supplied by a third party to assist the borrower with the down payment on the property securing the loan.
Escrow Holdback - Impound	Amount collected and held in an escrow, impound, or trust account for the future payment of holdbacks for improvement or construction.
GA Residential Mortgage Act Per Loan Fee	Fee, imposed by the state of Georgia, on every mortgage loan closed in Georgia (to be paid by the borrower).
Homeowner's Dues	Amount of initial payment (paid at closing) for dues for the homeowner's association for the property securing the loan.
IA Title Guaranty Fee	Fee, imposed by the state of Iowa, going toward the funding and administrative costs for the Iowa Title Guaranty program administered by the Iowa Finance Authority.
IN Title Insurance Enforcement Fund Fee	Fee, imposed by the state of Indiana, going toward the funding and administrative costs for the Indiana Title Insurance Enforcement Fund.
Inspection Fee	Fee charged for an inspection of the property securing the loan.
Lump Sum Lender Credit	A credit from the lender to the borrower represented as a lump sum amount.
Lump Sum Seller Credit	A credit from the seller to the borrower in a purchase-money transaction represented as a lump sum.
Modification/Amendment Fee	Fee charged for modifying, amending, or extending the terms of the loan or renewing the loan under the same terms.

Mapped Compliance Field	Description
Municipal Lien Fee	Fee charged to obtain a municipal lien certificate from a municipality showing all taxes and assessments on the property being secured by the loan.
Payoff Demand Fee	In refinances, fee paid to prior lender to prepare and provide a bookkeeping statement of how much is owed on the loan being refinanced.
Pest Inspection Fee	Fee paid to have a pest inspection performed on the property securing the loan.
Promotional Coupon Credit	A promotional credit provided to the borrower by the lender or the broker to offset the total amount of fees paid by the borrower in the loan.
Reinspection Fee	Fee charged for a reinspection of the property securing the loan. This fee is generally charged to reinspect a home after construction or improvements are completed and differs from an Inspection Fee in that the reinspection is performed after loan closing.
Relocation Assistance Credit	A credit in an amount equal to funds supplied by the borrower's employer or another third party to assist the borrower in relocating to a new residence.
Subordination Fee	Fee paid to a lien holder with an existing lien on the property to subordinate its lien position to the lender in the current loan.
Survey Fee	Fee paid for a survey of the property securing the loan.
TN Service Charge	Fee allowed to Tennessee Industrial Loan & Thrift licensees in lieu of other expenses directly incident to the loan.
Water Allotment Payment	Amount of initial payment (paid at closing) for irrigation reserve or other water allotment if the property securing the loan is subject to such a reserve.
Wire Transfer Fee	Fee for wiring funds in connection with the loan.
Other Fees	
Other - Finance Charge	Fee for which there is insufficient information to determine the true purpose/use of the fee. These fees are ALWAYS treated as finance charges, points and fees for high cost thresholds, and prohibited fees in jurisdictions.
Other - Non-Finance Charge	Any fee that is not mapped to one of the existing compliance fees but that is NOT A FINANCE CHARGE and NOT A HIGH COST POINT AND FEE under ANY Federal or State law. THIS FEE SHOULD BE USED WITH GREAT CAUTION! All fees mapped to this field will be excluded from ALL finance charge and high cost calculations. However, they will be included in any prohibited fee rules or as part of any limited fee calculations in jurisdictions that prohibit or limit certain fees.

Chapter 4

Generating Initial Disclosures

Use the eDisclosures feature to generate an initial disclosure package (i.e., eDisclosure package) and send it to your borrowers. Your borrowers are notified by email that disclosure documents are available on a secure website (the Ellie Mae Loan Center, the WebCenter, or an Encompass Consumer Direct website). Borrowers can print and then return the documents by fax (using the provided fax cover sheet) or by mail, or they can provide an electronic signature and you can then retrieve the documents from the secure website.

Your Encompass administrator determines whether you can select your own packages or whether the packages are automatically selected for you. Authorized users can also reorganize, add, or remove documents from the package. The documents in the package are based on the selected plan code, as well as loan-specific information (for example, the state in which the subject property is located).

Select a Plan Code

The first step in generating initial disclosures is to select a plan code.

To Select a Plan Code:

1 Open the loan file, and then click the **eFolder** icon in the upper-right corner of the screen.

2 In the eFolder, on the **Documents** tab, click the **eDisclosures** button.

3 Select a borrower (or borrowers) from the For Borrower Pair list.
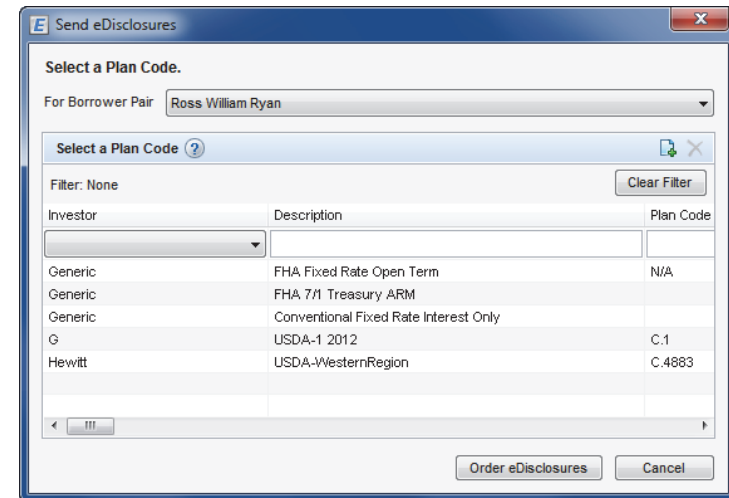
4 Click to select a plan code, and then click **Order eDisclosures**.

- Only plan codes that match the current loan data are listed. To view all plan codes, click the **Clear Filter** button.

- You can perform a search by typing data into a field above a plan code column or by selecting an option from a column's drop-down list. Only plan codes containing the specified data are displayed.

- Click a column header to sort all plan codes in ascending or descending order based on the information in a column.

- To add a plan code to the list, click the **New** icon, and then select the plan code to add. To view a plan code's details, including the values that will be added to the loan file if selected, select the plan code, and then click the **View Plan Code Details** icon (magnifying glass). For detailed instructions about working with plan codes, view the *eDisclosure Plan Codes* help topic.

- For loans using the 2010, if the loan file's GFE Date (field ID 3170) is blank, a warning message displays. As stated in the message, if you click **Yes**, the GFE Date will be auto-populated with the current date ("today's date") and you can proceed to generate the eDisclosure package. If you click **No**, the GFE Date is left blank and you will not be able to generate an eDisclosure package until a date is supplied.

5 If any values in the loan file are different from the corresponding values in the selected plan code, the Plan Code Conflict window displays showing the affected fields. Conflicting loan data is identified by an alert icon.

- Click the **Import Plan Data** button to overwrite the current loan data with the selected plan code data. These changes are applied to the loan immediately.

- Click **Skip Import** to proceed without overwriting the loan file.

- Click **Cancel** to close the Plan Code Conflict window without making any changes to the loan data. You can then update the applicable fields in the loan file to resolve any conflicts that were found.

Audit the Loan Data

When you order docs, an audit identifies missing or incorrect data.

To Resolve the Audit Results:

1 If the Disclosures Audit window opens with a list of required issues, warnings, or recommended updates (typically due to inconsistent data), click the link in the Go to Field column to open a form with the field highlighted for data entry.

NOTE: If a virtual field is included in audit results, a hyperlink will not be provided.

2 Correct the described issue, and then return to the Disclosures Audit window. Click **Refresh Audit** to update the Data Audit Results list.

- You must resolve all required errors before generating initial disclosures.

- After you update a field, the issues that are resolved are highlighted in yellow in the Disclosures Audit window.

- Select the **Always show this window on top** check box to always display the Disclosure Audit window on top of all other Encompass windows.

3 Repeat steps 6-7 to correct any remaining issues.

4 Click **Order eDisclosures**.

- A message displays if no packages are available based on the selection process configured by your administrator.

Apply Stacking Templates

When the Select Documents window displays, the documents are listed in the order configured in the stacking template by your administrator in the eDisclosure Stacking Templates setting in the Docs Setup setting. If your administrator has created multiple stacking templates, you can apply a different stacking order template now.
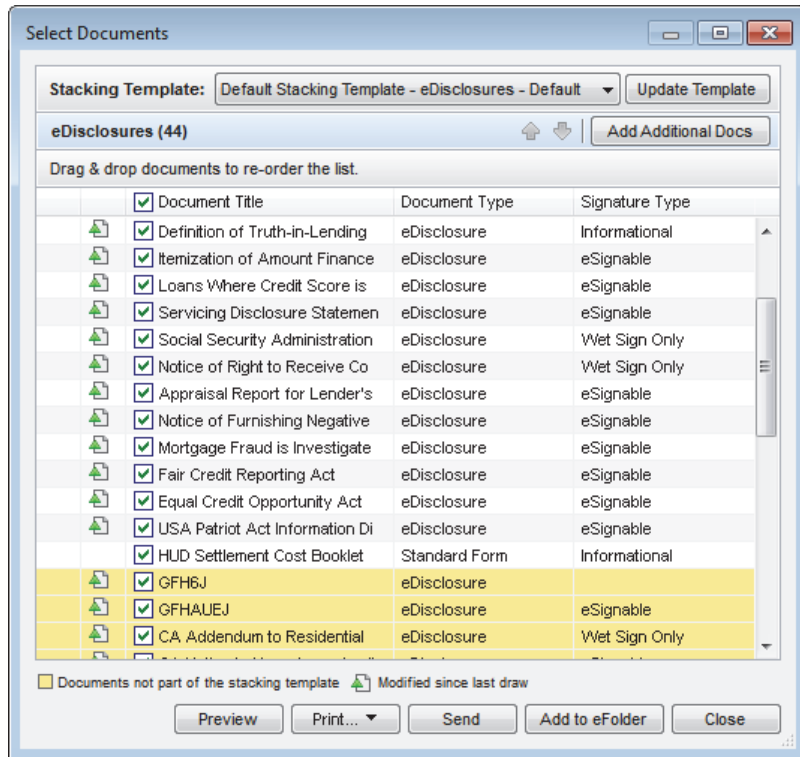
- Documents highlighted in yellow are documents that are not included in the stacking template, but are still included in the eDisclosure package.

- When an eDisclosure document package has been ordered and is then redrawn, the list of returned documents on the Select Documents window displays a **Modified since last draw** icon next to each document that has changed since the initial order. Users can view the list to identify changed documents to print or send instead of printing or sending the entire package. Additionally, a **Removed since last draw** icon displays next to documents that were included in the initial draw, but are no longer required.

- To use a different template, select an option from the Stacking Template drop-down list.

- To move a document up or down in the list, click to select the document and then use the **up** or **down arrows** to move the document.

    OR

    Click to select a document, and then drag it to the desired location in the list.

- To update the selected template for all loans going forward, click the **Update Template** button, and then add, remove, or reorganize the documents as needed. For detailed instructions for updating the stacking template, view the *eDisclosure Stacking Templates* help topic.

    NOTE: *If your administrator has not given you permission to move documents up or down in the list or to update the template, the up and down arrows and the Update Template button will not be visible.*

Select Documents

After applying a stacking template, remove or add documents to select the specific documents that are included in the eDisclosure package.

1 Clear the check box of any document you do not want to include in the eDisclosure package.

    NOTE: *The Signature Type column indicates whether a document is eSignable (can be signed electronically), Wet Sign Only (a paper copy must be signed and returned by mail or fax), or Informational (no signature required).*

2 Click **Add Additional Docs** to select additional forms to add to the package.

    NOTE: *If your administrator has not given you permission to add or remove forms from the package, the selection check boxes and the Add Additional Docs button will not be visible.*

3 Address any Data Overflow alerts (if applicable).

Documents Modified or Removed Since Last Draw

When an eDisclosure document package has been ordered and is then redrawn, the list of returned documents on the Select Documents window displays a **Modified since last draw** icon next to each document that has changed since the initial order. Users can view the list to identify changed documents to print or send instead of printing or sending the entire package. Additionally, a **Removed since last draw** icon displays next to documents that were included in the initial draw, but are no longer required.
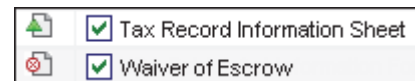
Data Overflow Alerts for Initial Disclosures

When generating initial disclosures, the Encompass Docs Solution provides Data Overflow alerts when data entered on an input form is too long to completely fit in a field on an output form. The alert (orange flag) is displayed next to each output form that is affected. Click the **Data Overflow** alert icon to view the affected output forms.

NOTE: When working with initial disclosures, Data Overflow alerts are triggered for eDisclosure document types only. Standard Form and Custom Form document types are not monitored for data overflows.
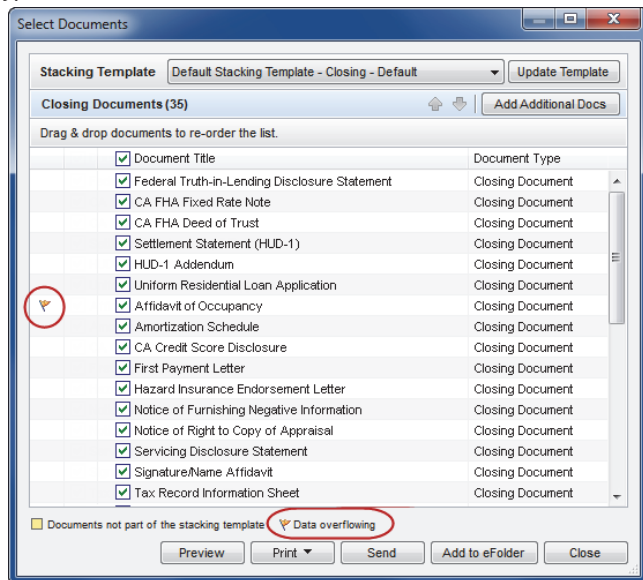
After clicking the **Data Overflow** alert icon, the PDF Form Selection window displays. A list of the output forms where data overflow occurs is provided in the left panel, along with the affected pages. Click a page number to view the affected field and how the data will print on the output form. (The affected fields are highlighted in yellow.) The data entered on the input form is provided in the Original Text section near the bottom of the window.
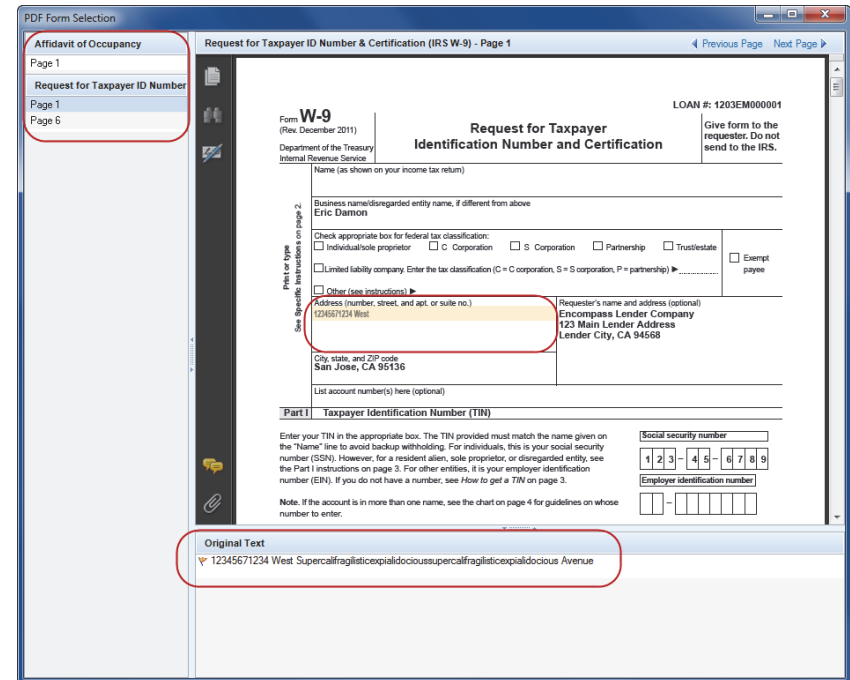
Preview, Print, and Send eDisclosure Docs

After you select the documents, you can preview, print, and send the docs from the Select Documents window:

- Click **Preview** to view, and optionally print, the selected documents.
- Click **Print**, and then click **Print Selected Documents** to print the selected documents.
- Click **Print**, and then click **Print Checklist** to print an eDisclosure Documents Checklist that lists each document in the package for your reference.

To Send the Document Package:

1 To add one or more document to the Documents tab in the eFolder, select the documents, and then click **Add to eFolder**.

2 Click **Send** to open the Send eDisclosures window.

3 On the Send eDisclosures window, enter the borrower's email address in the Borrower field (if not already displayed) and then enter additional email addresses and the Subject as needed. You can also modify the Message text if necessary.

4 Select the **Notify me when borrower receives the package** check box to receive an email notification and an Encompass notification when the borrower accesses the package on the Loan Center or WebCenter.

5 To be notified if the borrower does not accept the loan by a specified date, select the **Notify me when the borrower does not accept by** check box, and then click the **Calendar** icon to set the date.

6 Select a Borrower Signing Option:

- **eSign (electronically sign and return) -** Borrowers will access the documents from a secure Loan Center, WebCenter, or Consumer Direct website and, after consenting to receive electronic disclosures, review the documents online, and then sign the documents electronically (known as eSigning). You will receive an email notification that the signed documents are available. Click the **Retrieve** button in the eFolder to retrieve the documents.

   *NOTE: If the eDisclosure package contains documents that can be eSigned and documents that must be wet signed, the eSign option will be replaced with an **eSign + Wet Sign (for wet sign documents only)** option. Borrowers will sign and return eSign documents electronically as described above, and will print sign and return the wet sign documents as described below.*

- **Wet Sign (print, sign, and fax) -** Borrowers will retrieve the documents from the Loan Center (or WebCenter), print, sign, and then return the documents by fax or by mail.

   TIP: If you select eSign and the eDisclosure package contains custom forms that require a signature, be sure you have inserted eSigning signature points in the forms.

7 If you selected **eSign**, select a method for the borrower to verify their identity before accessing the documents:

- **Answer security questions -** When selected, the borrower will need to correctly answer 4 out of 5 questions related to their loan in order to access the documents.

   NOTE: If the borrower fails to correctly answer 4 out of the 5 questions three times, they will not be able to eSign the documents. The system automatically removes the eSigning signature points from the documents and informs the borrower that they must print, sign, and then return the documents by fax or by mail.

- **Authorization Code -** Enter the authorization code that the borrower and co-borrower will use to access the documents.

   NOTE: Be sure to provide the authorization code to the borrowers. It is not automatically sent to them and it is different than the log in password the borrower creates for themselves to log in to the Loan Center (or WebCenter). The borrowers have five chances to enter the correct authorization code. If they fail to do so, they will not be able to eSign the documents. After the fifth attempt, the system automatically removes the eSigning signature points from the documents and informs the borrower that they must print, wet sign, and then return the documents by fax or by mail.

8 If your company has enabled the eDisclosure Fulfillment service, select the check box at the top of the Fulfillment section to schedule the service for the package.

9 Enter your phone number and the phone number of the recipient. The remaining information in the section will be copied from the loan file.

10 Click **Send**.

- A standard email containing a link to a Loan Center, WebCenter, or Consumer Direct website is sent. The email recipients create their own login information, log in to the website, and then view the data on the website.

   NOTE: If you previously sent an eDisclosure package and no loan data has changed, a message asks you to confirm that the same eDisclosure package will be sent again. If changes to the loan data have triggered a new condition, a new eDisclosure package is sent and a message does not display.

11 If you are the loan originator and the eDisclosure package includes one or more forms that require the originator's electronic signature, a message asks you to add your electronic signature to the forms before sending the eDisclosure package.

- Click **Yes** to access a secure website and electronically sign the documents before sending the eDisclosure package.

- Click **No** to electronically sign the documents later.

- If you are the loan originator and you select **Yes** or **No**, you will receive an email with a link to a secure website where you can access the documents and electronically sign them if needed.

- *For loans where the Subject Property is in South Carolina, the originator must electronically sign all required documents before Encompass will send the eDisclosure package to the borrower.*

12 If you are not the loan originator and the eDisclosure package includes one or more forms that require the originator's eSignature, a message informs you that an email will be sent to the loan originator with a link to the Loan Center (or WebCenter) where the loan originator can electronically sign the disclosures.

• An entry is added to the Loan Log each time you send initial disclosures. Click an **eDisclosures Ordered** entry to view a list of the documents included in the eDisclosure package.

Loan Log Entry

An entry is added to the Loan Log each time you send initial disclosures. Click an **eDisclosures Ordered** entry to view a list of the documents included in the eDisclosure package.

To View Loan Log Entry:

1 On the Loan tab, click the **Log** tab on the Loan Log.

2 Click the **eDisclosures Ordered** entry.

Each document included in the eDisclosure package is listed. The results of the data audit are also displayed for your review.

You can click the **View** button to open the Select Documents window, where you can preview, print and manage the documents in the package.

Chapter 5

Generating Pre-Closing Disclosures

For loans using the 2015 RESPA-TILA forms, you can send pre-closing disclosure packages to issue the Closing Disclosure and any other documents that you need to disclosed to the borrower prior to closing (based on your company policies).

Select a Plan Code

The first step in generating pre-closing disclosures is to select a plan code.

To Select a Plan Code:

1   On the RegZ-CD or Closing Conditions form, click the **Order Docs** button on the upper-right area of the form.
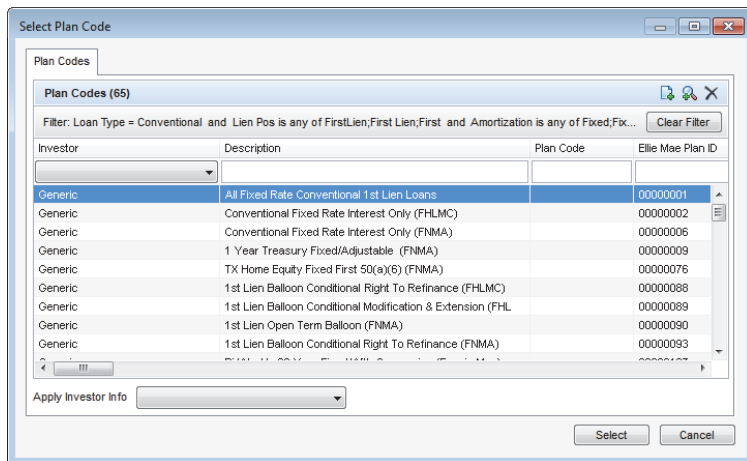
2   On the Select Plan Code window, click to select a plan code, and then click **Select**.

- Only plan codes that match the current loan data are listed. To view all plan codes, click the **Clear Filter** button.

- You can perform a search by typing data into a field above a plan code column or by selecting an option from a column's drop-down list. Only plan codes containing the specified data are displayed.

- Click a column header to sort all plan codes in ascending or descending order based on the information in a column.

- To add a plan code to the list, click the **New** icon, and then select the plan code to add. To view a plan code's details, including the values that will be added to the loan file if selected, select the plan code, and then click the **View Plan Code Details** icon (magnifying glass). For detailed instructions about working with plan codes, view the *eDisclosure Plan Codes* topic in the encompass online help system.

- If there is an investor associated with the plan code, the **Apply Investor Info** drop-down list displays in the lower-left corner of the Select Plan Code window. To apply investor information to the loan file and pre-closing documents, select the investor from the drop-down list.

- If any values in the loan file are different from the corresponding values in the selected plan code, the Plan Code Conflict window displays showing the affected fields. Conflicting loan data is identified by an alert icon.

- Click the **Import Plan Data** button to overwrite the current loan data with the selected plan code data. These changes are applied to the loan immediately.

- Click **Skip Import** to proceed without overwriting the loan file.

- Click **Cancel** to close the Plan Code Conflict window without making any changes to the loan data. You can then update the applicable fields in the loan file to resolve any conflicts that were found.

Audit the Loan Data

When you order docs, an audit identifies missing or incorrect data.

To Resolve the Audit Results:

1 On the Closing Docs Audit window, select **Pre-Closing** as the Order Type and then select a borrower pair.
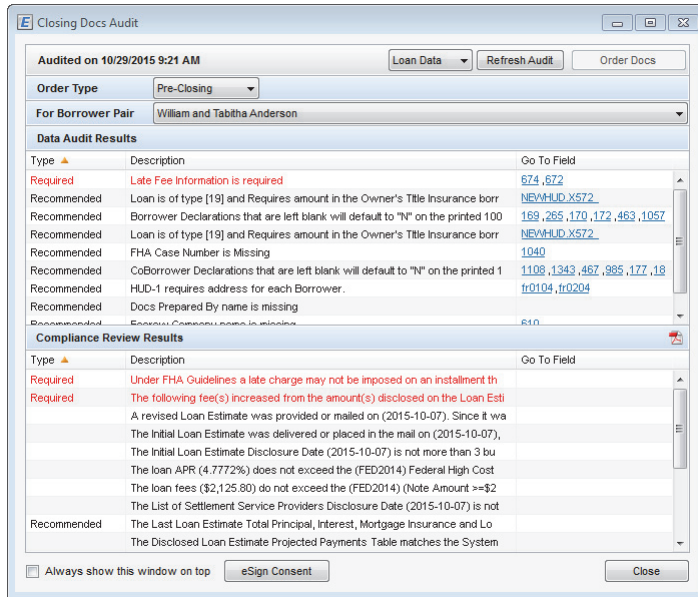
2 If the Closing Docs Audit window opens with a list of required issues (in red), warnings, or recommended updates (typically due to inconsistent data), click the link in the Go to Field column to open a form with the field highlighted for data entry.

> *NOTE: If a virtual field is included in audit results, a hyperlink is not provided.*

3 Correct the described issue, and then return to the Disclosures Audit window. Click **Refresh Audit** to update the Data Audit Results list.

- You must resolve all required errors before generating initial disclosures.
- After you update a field, the issues that are resolved are highlighted in yellow in the Disclosures Audit window.
- Select the **Always show this window on top** check box to always display the Disclosure Audit window on top of all other Encompass windows.

4 Repeat steps 2-3 to correct any remaining issues, and then click **Order Docs**.

- A message displays if no packages are available based on the selection process configured by your administrator.

Apply Stacking Templates

When the Select Documents window displays, the closing documents are listed in the order configured in the stacking template by your administrator. Pre-closing doc stacking templates are configured by your Encompass administrator in the Closing Doc Stacking Templates setting in the Docs Setup setting.

- Documents highlighted in yellow are documents that are not included in the stacking template, but are still intended to be sent in the closing document package.

NOTE: Access to the following options and features are controlled by your administrator. If not accessible, contact your administrator.

- To use a different template, select an option from the Stacking Template drop-down list.
- To move a document up or down in the list, click to select the document and then use the **up** or **down** arrows to move the document.
  - Or drag and drop a document to a new location in the list.
- To update the selected template for all loans going forward, click the **Update Template** button, and then add, remove, or reorganize the documents as needed. For detailed instructions for updating the Stacking Template, view the *Closing Doc Stacking Templates* topic in the Encompass help.

Select Documents

After applying a stacking template, remove or add pre-closing documents to select the specific documents that are included in the pre-closing package.

To Edit the List of Pre-Closing Documents:

1   Clear the **Document Title** check box to clear all of the document check boxes, and then select the check box for each document you want to send.

2   Click **Add Additional Docs** to select additional forms to add to the package.

   • On the Add Additional Docs window, select the **Add Encompass Forms** or **Add eFolder Files** option.

   • Select the borrower from the **For Borrower** drop-down list.

   • Select the document to add, click **Add**, and then click **OK** to close the confirmation message.

   • The document is added to the bottom of the list.

3   Address any Data Overflow alerts (if applicable).

Documents Modified or Removed Since Last Draw

When a pre-closing document package has been ordered and is then redrawn, the list of returned documents on the Select Documents window displays a **Modified since last draw** icon next to each document that has changed since the initial order. Users can view the list to identify changed documents to print or send instead of printing or sending the entire package. Additionally, a **Removed since last draw** icon displays next to documents that were included in the initial draw, but are no longer required.
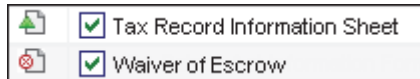
Data Overflow Alerts for Pre-Closing Documents

When generating pre-closing documents, the Encompass Docs Solution provides Data Overflow alerts when data entered on an input form is too long to completely fit in a field on an output form. The alert (orange flag) is displayed next to each output form that is affected. Click the **Data Overflow** alert icon to view the affected output forms.

NOTE: When working with pre-closing documents, the alerts are triggered only for Closing Document document types. Standard Form and Custom Form document types are not monitored for data overflows.

Select Documents (Closing Documents)

After clicking the **Data Overflow** alert icon, the PDF Form Selection window displays. A list of the output forms where data overflow occurs is provided in the left panel, along with the affected pages. Click a page number to view the affected field and how the data will print on the output form. (The affected fields are highlighted in yellow.) The data entered on the input form is provided in the Original Text section near the bottom of the window.

PDF Form Selection (Fields where data overflow has occurred)

Preview, Print, and Send Pre-Closing Docs

After you select the documents, preview, print, and send the pre-closing docs from the Select Documents window. You can also preview, print, and send the pre-closing documents at a later time by clicking the **View** button that displays on the upper-right of the RegZ-CD or Closing Conditions input form.

To Preview:

- Click **Preview** to view the selected documents. You can also print the documents from the Preview window by clicking the **Print** icon.

To Print:

- Click **Print**, and then click **Print Selected Documents** to print the selected documents.
- Click **Print**, and then click **Print Checklist** to print a Closing Documents Checklist that lists each document in the package for your reference.

To Add Closing Docs to the eFolder:

- Click **Add to eFolder** to add electronic copies of the closing docs to the loan file eFolder.

To Send:

1   Click **Send** to send borrowers an email with a link to a secure website where the borrower can access the documents.

2   Edit the email address for the borrower and co-borrower as needed.

3   Edit the email message as needed.

- Manually edit the message.

- If your administrator has created templates with email messages for different scenarios, select a template from the **Subject** drop-down list.

4   Select the **Notify me when borrower receives the package** check box to receive an email notification and an Encompass notification when the borrower accesses the package on the Loan Center or WebCenter.

5   To be notified if the borrower does not accept the loan by a specified date, select the **Notify me when the borrower does not accept by** check box, and then click the **Calendar** icon to set the date.

6   Select a Borrower Signing Option:

- **eSign (electronically sign and return)** - Borrowers will access the documents from the Loan Center (or WebCenter) and, after consenting to receive electronic disclosures, review the documents online, and then sign the documents electronically (known as eSigning). You will receive an email notification that the signed documents are available. Click the **Retrieve** button in the eFolder to retrieve the documents.

*NOTE: If the eDisclosure package contains documents that can be eSigned and documents that must be wet signed, the eSign option will be replaced with an **eSign + Wet Sign (for wet sign documents only)** option. Borrowers will sign and return eSign documents electronically as described above, and will print sign and return the wet sign documents as described below.*

- **Wet Sign (print, sign, and fax)** - Borrowers will retrieve the documents from the Loan Center (or WebCenter), print, sign, and then return the documents by fax or by mail.

*TIP:If you select **eSign (electronically sign and return)** and the eDisclosure package contains custom forms that require a signature, be sure you have inserted eSigning signature points in the forms.*

7   If you selected **eSign**, select a method for the borrower to verify their identity before accessing the documents:

- **Answering security questions** - When selected, the borrower must correctly answer 4 of 5 questions related to their loan to access documents.

NOTE: If the borrower fails to correctly answer 4 out of the 5 questions three times, they will not be able to eSign the documents. The system automatically removes the eSigning signature points from the documents and informs the borrower that they must print, sign, and then return the documents by fax or by mail.

- **Authorization Code** - Type the authorization code that the borrower and co-borrower will use to access the documents.

NOTE: Be sure to provide the authorization code to the borrowers. It is not automatically sent to them and it is different than the log in password the borrower creates to log in to the Loan Center (or WebCenter). The borrowers have five chances to enter the correct authorization code. If they fail to do so, they will not be able to eSign the documents. After the fifth attempt, the system automatically removes the eSigning signature points from the documents and informs the borrower that they must print, wet sign, and then return the documents by fax or by mail.

8   When finished, click **Send**.

Loan Log Entry

An entry is added to the Loan Log each time you order closing documents. Click a **Closing Documents Ordered** entry to view a list of the documents included in the pre-closing document package.

To View Loan Log Entry:

1 On the **Loan** tab, click the **Log** tab on the Loan Log.

2 Click the **Closing Documents Ordered** entry.

- Each document included in the pre-closing document package is listed. The results of the data audit and the compliance audit are also displayed for your review.

3 Click the **View** button to open the Select Documents window, where you can preview, print and manage the documents in the package.

4 In the Data Review section, select **Data Audit Results** to view the data audit results. The issues listed here are the issues that were not addressed or resolved before the pre-closing documents package was sent.

5 Select **Compliance Review Results** to view the compliance audit results. The issues listed here are the compliance issues that were not addressed or resolved before the pre-closing documents package was sent.

Chapter 6

The Closing Process in Encompass

The closing process in Encompass enables you to order and receive closing documents using a single source of information without leaving Encompass. When closing documents are returned, the closer can view, print, and then send the document package.

This chapter discusses the steps and guidelines to follow when proceeding through the closing process using the Encompass Docs Solution. The closing work flow consists of the following steps:

- Assign the loan to a closer
- Apply an Input Form Set template for closing
- Complete the required forms
- Check closing document data
- Audit the loan file
- Order the closing documents
- Preview, print, and send the closing documents

Step 1: Assign the Loan to a Closer

When the Doc Preparation milestone is completed, the processor assigns the loan to a closer. The closer then accepts the loan file.

Step 2: Apply an Input Form Set Template

Your administrator can create Input Form Set templates to be used by different loan team members. When you apply a template, the **Forms** tab displays only the forms needed to complete the loan work performed for a specific set of tasks. If your company has an input form template for closing, apply the template before you begin the closing process.

To Apply an Input Form Template:

1 On the Loan menu, click **Apply Input Form Set Template**.

- This option replaces the current list of input forms on the **Forms** tab.

2 Double-click a template to apply it to the loan.

Step 3: Complete the Required Forms

Different closing forms are available for loans using the 2010 RESPA and 2015 RESPA-TILA forms. Use the appropriate work flow outlined below to complete the closing forms for loans using the 2010 RESPA or 2015 RESPA-TILA forms.

2010 RESPA Closing Forms

The following forms are provided for entry of the data needed to order closing documents for loans using the 2010 RESPA forms. The data required on each form will vary based on the requirements of each loan.

- Closing RegZ
- Borrower Information - Vesting
- Closing Vendor Information
- Property Information
- 2010 HUD-1 Page 1
- 2010 HUD-1 Page 2
- Aggregate Escrow Account
- Closing Conditions
- Additional Forms

Closing RegZ

The Closing RegZ input form provides the borrower with an overall view of the terms of the loan and its costs over time. It also contains information specific to the requirements for requesting closing documents. Many of the fields are already completed, based on entries on the 1003 and Truth-In-Lending Disclosure statement. Review the data on the Closing RegZ to make sure enough loan data has been entered so that you can order closing docs.

Review Closing Document Data
Use the **Closing Document Data** button on the Closing RegZ input form to review and confirm the accuracy of the lender and investor data that will be applied to closing documents. If necessary, change the data here and in the loan file. Please note that any changes you make here apply to the current loan file only.

To Review Closing Document Data:

1 On the Closing RegZ input form, click the **Closing Document Data** button on the top-right of the form.

2 In the Closing Document Data window, click the **Lender Info** and **Lender Info Cont.** tabs to view lender data that is currently included in the lender settings. This information is added as part of the initial Encompass Docs Solution set up performed by Ellie Mae and your administrator.

3 Click the **Investor Info** tab to view the investor data that is currently in the loan file. This information is populated based on the plan code currently applied to the loan.

4 To change a field on either tab, click the slider to the left of the field and enter or select a value. Changes made here are applied to the current loan file only.

- To make changes to the default lender and investor data that is applied to the closing documents, contact your Ellie Mae account representative.

NOTE: Trustee beneficiary language on state-require security instruments will default to whoever your company is using for the title company unless your company has decided to use a specified trustee. States where non-title company trustees can be selected include AK, AR, AZ, CA, DC, ID, MD, MO, MS, MT, NC, NE, NM, NV, OR, TN, TX, UT, VA, WA, and WV.

- When finished, click **OK**.

Plan Codes

The plan code is used to select a loan program to apply to a loan. Plan codes include information about the closing documents that are required for the loan, plus data related o the terms of the loan program. For example, ARM plan codes may contain data specific to an ARM loan program.

Plan codes can also include additional data that is used when preparing the closing docs, for example the mailing address that is used on the payment coupon. A plan code can be investor-specific, or your company can create your own plan codes.

NOTE: There are different plan codes used for eDisclosures and closing docs. Even if a plan code was previously applied when the eDisclosures were sent, you must apply a plan code on the Closing RegZ before you order closing docs.

Use the Plan Code feature to select a loan program that will be applied to the closing documents. Here you can select from a list of investor-specific plan codes or create your own custom plan code.

To Apply a New Plan Code to the Loan File and Closing Documents:

1 Click the **Plan Code** button.

- Only plan codes that match the current loan data are listed. To view all plan codes, click the **Clear Filter** button.

- If there is an investor associated with the plan code, the **Apply Investor Info** drop-down list displays in the lower-left corner of the Select Plan Code window. To apply investor information to the loan file and closing documents, select the investor from the drop-down list. The forms to include in the closing documents and/or the address to print on the forms for servicing may be determined by the investor you select here.

- You can perform a search by typing data into a field above a plan code column or by selecting an option from a column's drop-down list. Only plan codes containing the specified data are displayed.

- Click a column header to sort all plan codes in ascending or descending order based on the information in a column.

- To add a plan code to the list, click the **New** icon, and then select the plan code to add.

- To view a plan code's details, including the values that will be added to the loan file if selected, select the plan code, and then click the **View Plan Code Details** icon (magnifying glass).

2 Select a plan code, and then click **Select**.

- If any values in the loan file are different from the corresponding values in the selected plan code, the Plan Code Conflict window displays showing the affected fields. Conflicting loan data is identified by a red alert icon.

- Click the **Import Plan Data** button to overwrite the current loan data with the selected plan code data. These changes are applied to the loan immediately.

- Click **Skip Import** to continue ordering the closing documents without resolving the plan code conflicts.

- Click **Cancel** to close the Plan Code Conflict window without making any changes to the loan data. You can then update the applicable fields in the loan file to resolve any conflicts that were found.

The plan code data is populated into the Closing RegZ.

Alt Lenders

Use the Alternate Lender feature to view or select alternate lender information (description and code number) that displays on the closing documents. Ellie Mae will create your default Alternate Lender information during implementation or as the need arises.

To View or Select Lenders:

1. Open the Closing RegZ form and click the **Alt Lender** button.

   • The default lenders display on the Alt Lenders window.

2. To select a different lender, select a lender, and then click **Select**.

Disclosure and Loan Information

The information in the Disclosure Information and Loan Information sections should already be populated by Encompass users who performed the processing, underwriting, and secondary marketing tasks. Perform a validation check on the data, complete any missing data, and correct data that needs to be adjusted. In particular, complete the following fields:

• **Final disclosure based on contract terms** - Select this check box at the top of the form when running a final set of closing documents.

• **Document Date** - Typically today's date.

• **Closing Date** - Tentative closing date.

• **Rescission Date** - Date after which the borrower cannot cancel the loan. Typically, this is three days after the document date.

• **Disbursement Date** - Date on which the loan funds are transferred or disbursed.

• **Doc Signing Date** - Actual date that the loan documents were signed.

• **Sync with Prepaid Interest Date** - Select this check box, which will automatically update the prepaid interest on the HUD-1.

• **Days Per Year section** - The Number of days should default to the option your company has selected. Use the drop-down list to override the selection if needed.

• **"E" means an estimate and all dates and numerical disclosures** - Clear these two check boxes near the bottom of the form to make sure the estimate text does not display on your final TIL.

Borrower Information - Vesting

Use the Borrower Information-Vesting form to enter borrower information and define the ownership rights in the property, to enter corporation and trust information, if needed, and to create the vesting statement that is used in loan documents. You can also use the form to associate signers with borrower pairs, which configures the sequence of signers on the loan documents.

When closing docs are ordered, the Borrower Type selection controls the closing documents each borrower signs, and the Final Vesting to Read field is used to populate the Signature block on the Mortgage/Deed of Trust/Security Instrument.

NOTE: By default, borrower information is copied from the 1003 form. If you add or edit borrower information on the Borrower Information-Vesting form, the changes are used to create the final vesting statement, but the changes are not copied back to the 1003 with the exception of changes to Social Security Numbers, which are copied back to the 1003.

There are three types of entities recorded for vesting purposes:

• Individuals

• Trusts, including Inter Vivos trusts

• Corporations

Use the Corporation/Trust 1 and Trust 2 sections to enter information about a corporation or trust. Individual borrowers are copied from the 1003 Page 1 to the Vesting Information section. If a borrower is associated with a trust or corporation, use the Vesting Information section to assign the borrower to the trust or corporation. When you have completed all the necessary information for borrowers, trusts, and corporations, use the Vesting Information section to build the final vesting information that displays on closing docs.

NOTE: If you have questions on your selection for trusts, refer to your in-house council or the attorney's opinion letter for the trust.

Individuals
Use the Vesting Information section to edit the borrower information and create the vesting statement for individual borrowers who are not in a corporation of trust.

To Edit Vesting Information:

1 To edit borrower vesting information, double-click a name in the Vesting information section. The Borrower Vesting window opens.

NOTE: When you edit the borrower name on the Borrower Vesting window, it affects the borrower names and signature lines on the closing docs only. With the exception of Social Security Numbers, changes made to borrower vesting information are not reflected in the loan file and do not flow back to the 1003 and other input form. The initial disclosures continue to maintain the original borrower name as entered on the 1003.

- In the Borrower Name field, make sure the name displays as you want it to appear on the closing documents.
- In the Also Known As field, enter a name that the borrower has also used, if any. Use semicolons to separate additional names.
- In the Social Security No. field, edit the borrower's social security number if necessary.
- In the Borrower Type field, select the option that describes the borrower's financial responsibility related to the loan and whether the borrower is listed on the title. The selected Type affects the documents included in the document set.

  - **Individual** - Obligated on loan, on title, signs all documents
  - **Co-signer** - Obligated on loan, not on title, signs documents related to loan such as the note, but not documents related to the property such as the security instrument

  NOTE: For a description of all borrower types, refer to the Borrower Types table on page 54.

- In the POA Borrower field, enter the name of the individual who has the power of attorney, if applicable. The name is printed on the closing docs.
- In the POA Signature field, enter the title or any additional signature text for the POA attorney.
  - This text is printed on closing docs directly after the attorney name.
  - If the field is blank, the text after the attorney name will default to the appropriate state-specific language, for example, Attorney-in-fact.
- On the **Vesting** list, click the option that describes the ownership rights of the borrower.

2 When finished, click **OK**.

3 Click the **Build Final Vesting** button to create the text for the vesting statement based on the vesting information above.

4 In the **Manner in which Title will be held** field, select the appropriate option.

Non-Borrowing Owners
When adding non-borrowing owners in Encompass 18.3 and later, it is important to always add them as non-borrowing owner contacts via the File Contacts tool. This ensures that the non-borrowing owner has full eFolder and eSigning functionality for the loan. When a non-borrowing owner is added via the Borrower Information - Vesting form, the borrower is not available as a recipient when sending eConsent requests, document requests, eDisclosure packages, files, and Status Online updates. Additionally, non-borrowing owners added via the Borrower Information - Vesting form will not have eSigning points added to eSignable documents.

To Add a Non-Borrowing Owner Contact:

1 Open a loan, click the **Tools** tab, and then click **File Contacts.**

2 In the File Contacts header, click the **Add** icon.

- A Non-Borrowing Owner file contact is added to the end of the File Contacts list. When you click this file contact, a Non-Borrowing Owner contact record displays in the lower panel.

3 In the lower panel, enter the non-borrowing owner's name, contact information, vesting type, email address, and date of birth.

The contact is automatically copied to the Vesting Information section of the Borrower Information - Vesting form. (A minimum of the first name, last name, and vesting type must be provided in the non-borrowing owner file contact record in order for the non-borrowing owner information to copy to the Vesting Information section of the form.) By default, Encompass associates the non-borrowing owner with the first borrower pair. You can update this association on the Borrower Information – Vesting form as needed.

Trusts

If the borrower is a trust, use the Corporation/Trust 1 and Trust 2 sections to enter information for as many as two trusts. After you add information for a trust, you can assign borrowers as trustees or settlors of the trust. The Final Vesting to Read field is used to populate all Signature lines in the closing docs as well as the Final Vesting to Read on the Mortgage/Deed of Trust/Security Instrument.

To Add a Trust:

1 In the Corporation/Trust 1 section, in the Corp/Trust Name field, enter the name of the trust.

2 In the Org. State field, select the name of the state in which the trust was formed.

3 In the Org. Type field, select **A [state name] Trust**.

4 Optionally, in the Tax ID/Trust No. field, enter the number of the trust instrument.

5 Optionally, in the Trust Date/Year field, enter the date the trust was incorporated.

6 Optionally, in the Amended Date/Year field, enter the date the original trust agreement was amended, if applicable.

7 If there is a second trust involved, enter the information in the Trust 2 fields.

8 In the Vesting Information section, double-click a borrower or co-borrower who is a member of the trust. The Borrower Vesting window opens.

9 Select the appropriate Borrower Type.

NOTE: For a description of all borrower types, refer to the Borrower Types table on page 54.

10 In the Trustee Of field, select Trust 1 or Trust 2 as appropriate.

11 In the POA Borrower field, enter the name of the individual who has the power of attorney, if applicable. The name is printed on the closing docs.

12 In the POA Signature field, enter the title or any additional signature text for the POA attorney.

- This text is printed on closing docs directly after the attorney name.
- If the field is blank, the text after the attorney name will default to the appropriate state-specific language, for example, Attorney-in-fact.

13 Select the **Authorized to Sign for Non-Intervivos Trusts** check box to authorize the borrower or co-borrower to sign closing documents.

14 On the **Vesting** list, select **Trustee** for all trustee types except Settlor. Leave the selection blank for a Settlor.

15 Click **OK**.

16 To add beneficiaries of the trust, click **Build Beneficiary** in the Corporation/Trust 1 or Trust 2 section. The names of the applicable borrowers and co-borrowers listed in the Vesting Information section are added to the beneficiary list.

- Manually add, remove, and edit the names on the beneficiary list as needed.

17 Leave the **Manner in which Title will be held** field blank.

18 For the Final Vesting To Read field, click the **Build Final Vesting** button to create the text for the vesting statement based on the vesting information.

- Manually edit the Final Vesting to Read text as needed.

19 In the **Manner in which Title will be held** field, select an option.

Inter Vivos Trusts

If the borrower is an Inter Vivos trust use the Corporation/Trust 1 and Trust 2 sections to enter information for as many as two Inter Vivos trusts. After you add information for a trust, you can assign borrowers as trustees or settlors of the trust. The Final Vesting to Read field is used to populate all Signature lines in the closing docs as well as the Final Vesting to Read on the Mortgage/Deed of Trust/Security Instrument.

To Add an Inter Vivos Trust:

1 In the Corporation/Trust 1 section, in the Corp/Trust Name field, enter the name of the trust.

2 In the Org. State field, select the name of the state in which the trust was formed.

3 In the Org. Type field, select An Inter Vivos Trust.

4 Optionally, in the Tax Id/Trust No. field, enter the number of the trust instrument.

5 Optionally, in the Trust Date/Year field, enter the date the trust was incorporated.

6 Optionally, in the Amended Date/Year field, enter the date the original trust agreement was amended, if applicable.

7 If there is a second trust involved, enter the information in the Trust 2 fields.

8 In the Vesting Information section, double-click the borrower or co-borrower who is a beneficiary of the trust.

9 Select the appropriate settlor/ trustee type from the Borrower Type list:

- **Settlor Trustee** - Obligated, on title. In the case of a *self-declared trust*, this individual is both the settlor and the trustee. They sign all documents in the package some documents as an individual, some as the trustee.

- **Settlor** - Obligated, not on title. This person owns the property and transferred their rights to a Trust. The person signs a limited number of documents as settlor.

- **Trustee** - Obligated, on title. This person has legal rights to the property and manages it on behalf of the Settlor for the beneficiaries. The person signs all documents in the package, some documents as an individual, some as the trustee.

- **Title Only Settlor Trustee** - Not obligated, on title. This person is a settlor trustee but is not on the loan. The person signs documents related to the property such as the security instrument, but not documents related to the loan such as the note.

- **Title Only Trustee** - Not obligated, on title. This person is a trustee but is not on the loan. The person signs documents related to the property such as the security instrument, but not documents related to the loan such as the note.

NOTE: For a description of all borrower types, refer to the Borrower Types table on page 54. If you have questions on your selection for trusts, refer to your in-house council or the attorney's opinion letter for the trust.

10 On the **Trustee Of** list, select the appropriate trust for the borrower.

11 In the POA Borrower field, enter the name of the individual who has the power of attorney, if applicable. The name is printed on the closing docs.

12 In the POA Signature field, enter the title or any additional signature text for the POA attorney.

• This text is printed on closing docs directly after the attorney name.

• If the field is blank, the text after the attorney name will default to the appropriate state-specific language, for example, Attorney-in-fact.

13 On the Vesting list, select Trustee for all trustee types except Settlor. Leave the selection blank for a Settlor.

14 Click **OK**.

15 To add beneficiaries of the trust, click **Build Beneficiary** in the Corporation/Trust 1 and/or Trust 2 section. The names of the applicable borrowers and co-borrowers listed in the Vesting Information section are added to the beneficiary list.

16 Click the **Build Final Vesting** button to generate the Final Vesting To Read field based on the vesting information.

• Manually edit the Final Vesting to Read text as needed.

17 In the Manner in which Title will be held field, select an option.

Corporations

Corporations are business entities, such as a corporations, LLC (limited liability company) or partnership. After you add information for a corporation, you can assign borrowers as officers of the corporation. The corporation name is pulled into the Borrower(s) field on the closing docs and the Build Final Vesting screen on the Borrower Information-Vesting form. The signature block on the closing docs includes the corporation name and the names/titles of corporation officers.

To Add a Corporation:

1 In the Corporation/Trust 1 section, in the Corp/Trust Name field, enter the name of the corporation.

2 In the Org. State field, click the name of the state in which the corporation was formed.

3 In the Org. Type field, select the type of business entity.

4 Optionally, in the Tax ID/Trust No. field, enter the tax identification number of the corporation.

5 In the Vesting Information section, double-click a borrower or co-borrower who is an officer of the corporation.

6 In the Type field, select **Officer**.

NOTE: For a description of all borrower types, refer to the Borrower Types table below. If you have questions on your selection for trusts, refer to your in-house council or the attorney's opinion letter for the trust.

7 In the POA Borrower field, enter the name of the individual who has the power of attorney, if applicable. The name is printed on the closing docs.

8 In the POA Signature field, enter the title or any additional signature text for the POA attorney.

  • This text is printed on closing docs directly after the attorney name.

  • If the field is blank, the text after the attorney name will default to the appropriate state-specific language, for example, Attorney-in-fact.

9 On the **Vesting** list, select the title of the officer.

10 Click **OK**.

11 Repeat steps 5-10 for additional borrowers who are officers of the corporation.

12 For the **Final Vesting To Read** field, click the **Build Final Vesting** button to create the text for the vesting statement based on the vesting information.

  • Manually edit the **Final Vesting to Read** text as needed.

13 In the **Manner in which Title will be held** field, select an option.

Borrower Types

The table below describes each borrower type, and indicates whether the borrower type is obligated to pay back the loan and is on the title (has rights to the property).

Type	Obligated	On Title	Description
Individual	✔	✔	Most common borrower type. Responsible for paying the loan. Full rights to the property. Signs all documents in the closing package.
Co-signer	✔		Responsible for paying loan if the individual defaults, but no rights to the property. Signs documents related to loan portion such as the note, but not documents related to the property such as the security instrument (mortgage/deed).
Title Only		✔	Not on the loan, but has rights to the property. Signs documents related to the property such as the security instrument, but not documents related to the loan such as the note. (Most common is Husband and Wife, but could be a parent and child.)
Non-Title Spouse			Not on the loan, no ownership rights to the property, but a security interest in contents inside the property. Signs documents to waive marital rights (also known as homestead or dower) indicating no claim to the property itself.
Trustee	✔	✔	Legal rights to the property. Manages it on behalf of the Settlor for the beneficiaries. Signs all documents in the package, some as individual, some as trustee.
Title Only Trustee		✔	A trustee, but not on the loan. Signs documents related to the property such as the security instrument, but not documents related to the loan such as the note.
Settlor Trustee	✔	✔	Both the settlor and the trustee for a self-declared trust. Signs all documents in the package, some documents as an individual, some as the trustee.
Settlor	✔		Owns the property and transfers the rights to the property to a Trust. Signs a limited number of documents as settlor.
Title Only Settlor Trustee		✔	A settlor trustee but not on the loan. Signs documents related to the property such as the security instrument, but not documents related to the loan such as the note.
Officer	✔	✔	Signs on behalf of the corporation or business entity that is on the title. All documents have the corporation name in the borrower field and the corporation name and officer name/title in the signature block.

Sellers

For Individual borrowers, trusts and corporations, use the Seller section to enter information for as many as four sellers. Completing this section is optional.

To Enter Seller Information:

1   Enter up to four individual seller names in the Seller fields in the left column.

Seller	
Seller 1	
Seller 2	
Seller 3	
Seller 4	

NOTE: By default, seller names are copied into this section from the File Contacts tool. Names entered manually in this section are copied back to the File contacts tool.

2   If the Seller is a corporation or trust, enter the corporation or trust information in the right column.

Corp Name	
Org. State	▼
Org. Type	▼
Tax ID	
Officer 1 Name	
Officer 1 Title	
Officer 2 Name	
Officer 2 Title	

3   Enter the corporation or trust name in the Corp Name field.

4   Select the Org. State in which the trust or corporation was formed.

5   Select an Org. Type from the list.

6   Enter the tax identification number of the corporation or the number of the trust instrument.

7   Enter the name and title for as many as two officers who are authorized to sign the loan documents for the corporation or trust.

Closing Vendor Information

The Closing Vendor Information form contains vendors associated with the closing process for a specific loan. The tool provides a convenient means of viewing and maintaining a loan's closing vendor information from one location. Some of the entries may already be populated based on information in the File Contacts tool. If you make changes to closing vendor information on this form, the changes will also be updated in the associated entry in the File Contacts tool.

Review the sections listed below before drawing closing docs to make sure the information is correct. Make sure the capitalization and punctuation are exactly as you want them to display on the closing docs.

• Lender

• Title Insurance Company

• Docs Prepared by - This name displays on the Lender Instructions

To Enter or Change Vendor Information:

1   Click the **Address Book** icon to select a vendor from your business contacts.

   • On the Business Contacts window, select a vendor, and then click **Select**.

   NOTE: If the appropriate category of vendors does not display when the Business Contacts window opens, click Clear and then select a Category.

2   Or, enter the vendor information.

   • You can then right-click the contact fields to add a new contact to your business contacts.

3   Complete loan-specific information (such as Line Item Number, Reference Number, Relationship, and Comments) as required.

Property Information

Most of the information in the Subject Property section is already completed using data from the loan application. Review the information on the form and complete the fields listed below.

To Complete the Subject Property Section:

1 Validate the subject property address.

2 Select a Flood Zone designation from the list, as indicated on the FEMA Flood Insurance Rate Map for the subject property.

3 If required, enter a Condo/PUD project HOA Name. The name of the condo development or PUD (planned unit development) exactly as you want it to display on the Mortgage/Deed of Trust/Security Instrument. This entry generates the name on the condo/PUD riders.

4 If the # of Stories field is not already populated, enter the number of stories in the condominium unit.

5 If the Flood Cert Number field is not already populated, enter the certification number listed on the report from the flood certification provider for the property.

6 If the subject property is located on land that is not part of an incorporated city, town, or village, enter the information in the Unincorporated Area field using parentheses with the words **area of** preceding the name.

  • Example: (area of Greenlawn Springs).

  • The legal description on the Mortgage/Deed of Trust/Security Instrument will display as:

    123 Main Street, (area of Greenlawn Springs) City of _____

7 Select a Flood Zone designation from the list, as indicated on the FEMA Flood Insurance Rate Map for the subject property.

  • If the property is located in a flood zone, in the Notice of Flood Hazard section, select the appropriate check box and enter the Community Name, if applicable.

To Complete the Prelim Information Section:

Enter the book number and page number of the county records where the prior mortgage is recorded. The information displays on the tax information sheet.

1 Enter the Original Principal and Current Principal (any outstanding unpaid principal balance) for the prior mortgage.

2 Enter the Original Principal and Current Principal (any outstanding unpaid principal balance) for the prior mortgage.

3 From the title report, enter the property's identification information in the Parcel Number, Lot, Block, and Section fields. The information displays on the tax information sheet.

4 In the Title Report Date field, enter the date the title report was issued.

5 In the Approved Items field, enter the item numbers (separated by commas) associated with the approved items on the title report. This information displays on the lenders instructions.

6 In the Tax Message field, enter notes related to taxes. This information is often related to property tax installments that are due.

7 In the Special Endorsements field, enter any specific title endorsements.

8 In the Legal Description field:

  • Enter a legal description or copy and paste it from an electronic version of the title commitment

  • Or click **Copy from Page 1 of 1003** to copy the description from the 1003.

  • Or select the **Attach legal description** check box to indicate that the legal description will be included as a separate attachment.

   • The text "See exhibit A made to and here apart of" will be added to the Mortgage/Deed of Trust/Security Instrument.

   • The legal description is NOT attached automatically to the closing documents. You will need to do that once you draw the documents. For more information about adding the description, see "Select Documents" on page 84.

9 In the Mineral Rights/Abbreviated Legal Description area, enter mineral rights information from the title report, if applicable. This area is also used to enter an abbreviated legal description if applicable.

Manufactured Housing Details

If the property includes a manufactured home, enter information to describe and identify the home.

1 Enter details such as the Make, Year, Manufacturer, and dimensions. This information is typically obtained from the seller of the manufactured home.

2 In the Serial # field, enter the number found on the front steel cross-member of the chassis or on the data plate (a document attached in the interior of the home).

3 In the HUD Label # field, enter the number on the HUD Label, a red metal plate attached to the exterior of the home.

Renewal and Extension

If draw closing docs in Texas, use the Renewal and Extension section to enter notes or comments for the attorney who will be preparing the loan documents.

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Type of Loan

At the top of the form, make sure the correct option is selected on Line B for the Type of Loan.

Seller-Paid Credit

If there are any seller credits:

- On line 206, enter a description and amount for the seller credits.

- On line 506, enter a description for the reduction in the seller's proceeds, and then enter the same amount that you entered for the seller credits on line 206.

2010 HUD-1 Page 2

Set Up Impounds

Use the Aggregate Setup tool to set up impounds for the loan. The tool has columns for Tax, Hazard Ins, Mortgage Ins, Flood Ins, City Taxes, three additional insurance payments (labeled Users #1, User #2, and User #3), and an Annual Fee column used for USDA loans.

To Set Up Impounds:

1 On line 1011 of the 2010 HUD-1 Page 2, click the **Aggregate Setup** button.

2 If there are any existing entries on the window, click **Clear All Impounds**.

*NOTE: If the loan is a redraw and the borrower has decided against having impounds, use the **Clear All Impounds** button to remove any previously entered impounds. Removing the number of months for the impounds on the 2015 Itemization form does not remove the impounds from the amortization schedule. If impound dates are not removed from the Initial Escrow Account Setup window, the impounds are still included in the amortization schedule.*

3 In the Cushion row, in each of the fee columns, enter the number of months for which a payment is required. This will establish a minimum balance in the escrow account.

NOTE: Your administrator may have created business rules to automatically populate some of the cushions.

4 In each fee column, click the row that matches the month when a payment is due, and then enter the number of months of payment required.

- Scenario: The borrower will pay School Tax twice a year, in March and November. In the Tax column enter **6** on the row for March and then enter **6** on the row for November. This indicates that six months of school tax are due in March and six months of school tax are due in November.

- When you complete an entry, the Due Date rows are populated.

5 To indicate that a payment is prepaid, right click the payment, and then click Prepaid.

6 Repeat the procedure for each column that requires impounds.

7 In addition to columns for Tax, Hazard Ins, Mortgage Ins, Flood Ins, City Taxes, the window includes columns for three user-defined fees and an Annual Fee for USDA loans. For the USDA Annual Fee, enter a 12 in the month when the next disbursement occurs.

8 Select the **Servicer to refund Mtg Ins Cushion upon termination** check box at the bottom of the tool if the servicer will refund the upfront mortgage insurance payments when the mortgage insurance coverage is terminated. Calculations on the Amortization Schedule and other applicable forms will be updated accordingly.

9 When finished, click **OK**.

Setting Up Mortgage Insurance in the Aggregate Setup Tool
Mortgage insurance is set up differently than other impounds in the Aggregate Setup tool. Since Mortgage insurance is due monthly, enter **1** in the payment fields for twelve consecutive due date payment rows.

To Set Up Mortgage Insurance Impounds:

1 In the Mortgage Insurance column, enter **0** in the Cushion row.

2 To enter the monthly payments for one year of mortgage insurance, enter **1** in the first payment date field (located below the Due Date 4 row), and then enter **1** in each of the following 11 payment fields for a total of 12 entries.

- If you enter 13 payments, a pop-up message informs you that mortgage insurance impounds cannot exceed 12 months.

NOTE: A pop-up message does not display if you enter less than 12 payments, so make sure you verify the total number of monthly payment entries before completing the Aggregate Setup.

Mortgage Insurance
Based on your company's policy, review or complete the MI information on the 2010 HUD-1 Page 2. Mortgage Insurance is recorded on line 902 of the HUD-1 Page 2. Use the MIP/PMI/Guarantee Fee Calculation tool to view details and recalculate mortgage insurance premiums and monthly payments if needed.

To Access the MIP/PMI/Guarantee Fee Calculation Tool:

1 On the 2010 HUD-1 Page 2, clicking the **Edit** icon on line 902.

2 Review the MI details on the MIP/PMI/Guarantee Fee Calculation tool and make adjustments as needed.

*IMPORTANT:If you are recalculating mortgage insurance on the MIP/PMI/Guarantee Fee Calculation tool, check to see if there is an Amount Paid in Cash already entered on the screen. If there is, make note of the amount and re-enter it after you click the **GET MI** button. Otherwise, the amount will be deleted.*

APR and Financed Fees

Validate that the APR and Financed fees are entered correctly. Fees marked as Financed are included in the Estimated closing costs and Estimated prepaid items calculations in the Details of Transaction section of the 1003 Page 3, as well as in the Total of Financed Fees field at the bottom of the 2010 Itemization.

IMPORTANT:The Financed check box is used by the Encompass Compliance Service or third-party compliance services such as ComplianceEase when running a state or federal high-cost loan test. If the check box is not used to indicated the fees that are being financed as part of the loan amount, the services will make assumptions on your behalf that could skew the test results.

To View and Select APR Fees:

• APR fees are indicated by selecting the check box in the **A** column.

To View and Select Financed Fees:

• Hover over a **P** check box on the 2010 Itemization or HUD-1 Page 2. A pop-up window indicates whether the fee is financed.

To Clear Financed Fees:

1 Click the **P** check box.

2 Clear the **Financed** check box, and then click **OK**.

Aggregate Escrow Account

Use the Aggregate Escrow Account form to estimate the activity in the borrower's escrow account for the coming year based on anticipated payments from that account. This information is used to generate the initial escrow account disclosure statement (HUD1-ES).

To Complete the Form:

1 On the **Forms** tab, click **Aggregate Escrow Account**.

2 The escrow servicer name, address, and phone should already be populated from the File Contacts tool. If not, enter the information.

3 Enter the **1st Payment Date**.

4 On the Tax line, click the **Edit** icon.

5 Enter the county tax payment information and the address and phone number for the country tax collector. When finished, click **Close**.

6 On the Hazard Insurance line, click the **Edit** icon.

7 Enter the hazard insurance policy information and the name/contact information for the hazard insurance company. In particular, be sure to enter the Policy Number and Coverage Amount. When finished, click **Close**.

8 Use the blank fields in the left column (below the City Property Tax line) to enter descriptions of any additional impounds. These rows are used to record the same impounds that you listed in the User #1, User #2 and User #3 columns on the Aggregate Setup tool.

- Click the **Edit** icon to enter details information about each additional impound.

- Enter contact information for the service provider or agency associated with the impounds.

- Select the **Tax Escrow Payment or Insurance Escrow Payment** check box, and then complete the appropriate fields. When finished, click Close.

9 Click the **Setup** button to open the Initial Escrow Account Setup window to make revisions to impounds and due dates.

NOTE: For detailed information about revising impounds, refer to "To Set Up Impounds:" on page 76.

Closing Conditions

Use the Closing Conditions form to:

- Enter the location where closing documents are drawn.

- Enter the county where the loan will close (optional).

- List closing instructions and conditions, which will pull over to the lender's instructions.

To Work with Closing Conditions:

1 On the **Forms** tab, click **Aggregate Escrow**.

2 In the Draw City and Draw State fields, enter the city and state in which the closing documents will be drawn if not already completed. Typically, this is the location of the lender. These fields are required before you can run an audit.

3 The information in the Closing County and Closing State fields displays in the notary section of your legal documents. These are not required fields.

- If you know the county and state in which the loan will close, enter it here. Typically, this is the location of the subject property.

NOTE: Leave these fields blank if you are not certain or intend to have the notary complete the information. Leaving the field blank prevents the need for a redraw if the notary needs to enter a different location.

4 Enter the number of hours that the signed documents are required prior to disbursement of the loan proceeds. This information displays on the escrow instructions.

- If you leave the field blank, the escrow instructions are populated using the default number selected by your company.

5 Select **Yes** or **No** to indicate whether or not a termite report is required prior to closing the loan.

6 In the Closing Instructions/Conditions area, enter closing instructions, and then manually enter conditions and/or click the **Add** icon to add existing conditions.

- If you click the **Add** icon, the Add Condition window opens and enables you to add conditions from a Condition Set or an Underwriting Condition, as described below.

NOTE: You can also add a standard set of closing conditions to your loans by including the conditions in a Data Template that can be applied to your loans.

To Add Conditions from a Condition Set:

1 On the Add Condition window, select the **Append to current list** check box to append the new conditions to the current entries in the Closing Instructions/Conditions area. Clear the check box to overwrite any existing conditions.

2 Select **Add conditions from Condition Sets**, and then click **OK**.

3 Use the **Cond. Set** drop-down list to navigate to the folder containing the appropriate condition set.

4 On the Condition Sets window, select one or more conditions from the left panel, and then click the **Add** button in the center of the window to move the condition to the right panel.

5 When finished, click the **Add** button on the lower-right.

6 Back on the Closing Conditions form, edit the conditions as needed.

To Add Conditions from Underwriter Conditions:

1 On the Add Condition window, select the **Append to current list** check box to append the new conditions to the current entries in the Closing Instructions/Conditions area. Clear the check box to overwrite any existing conditions.

2 Select **Add conditions from Underwriter Conditions**, and then click **OK**.

3 Select one or more conditions, and then click **Add**.

4 Back on the Closing Conditions form, edit the conditions as needed.

Additional Forms
You may be required to review or complete information on additional forms, depending on a number of additional factors.

State-Specific Disclosures
Depending on the state in which the subject property is located, you may be required to complete additional information on the state-specific disclosure form.

Examples:

- Texas - Select the **Continuous Purchase Money Loan** check box in the Title Information section if the loan is a refinance loan in the state of Texas; and select the check box in the Veterans Land Board section if the loan is being made subject to the Texas Veterans Land Board.

- New York - Complete the CEMA section of the form for a CEMA (consolidation extension modification agreement) loan.

FHA Loans
Review the FHA Management form for an FHA loan. Data on the form drives validation of the section of act.

VA Loans
Review the VA Management form for a VA loan.

2015 RESPA-TILA Closing Forms

The following forms are provided for the entry of data needed to order closing documents for loans using the 2015 RESPA-TILA forms. The data required on each form varies based on the requirements of each loan.

- RegZ-CD
- Borrower Information - Vesting
- Closing Vendor Information
- Property Information
- Aggregate Escrow Account
- Closing Disclosure Page 1
- Closing Disclosure Page 2
- Closing Disclosure Page 3
- Closing Disclosure Page 4
- Closing Disclosure Page 5
- Closing Conditions
- Additional Forms

RegZ-CD

The RegZ-CD input form provides the borrower with an overall view of the terms of the loan and its costs over time. It also contains information specific to the requirements for requesting closing documents. Many of the fields are already completed, based on entries on the 1003 and the Loan Estimate disclosure input forms. Review the data on the RegZ-CD to make sure enough loan data has been entered so that you can order closing docs.

Review Closing Document Data
Use the **Closing Document Data** button to review and confirm the accuracy of the lender and investor data that will be applied to closing documents. If necessary, change the data here and in the loan file. Please note that any changes you make here apply to the current loan file only.

To Review Closing Document Data:

1 On the RegZ-CD input form, click the **Closing Document Data** button on the top-right of the form.

2 In the Closing Document Data window, click the **Lender Info** and **Lender Info Cont.** tabs to view lender data that is currently included in the lender settings. This information is added as part of the initial Encompass Docs Solution set up performed by Ellie Mae and your administrator.

3 Click the **Investor Info** tab to view the investor data that is currently in the loan file. This information is populated based on the plan code currently applied to the loan.

4 To change a field on either tab, click the slider to the left of the field and enter or select a value. Changes made here are applied to the current loan file only.

- To make changes to the default lender and investor data that is applied to the closing documents, contact your Ellie Mae account representative.

NOTE: Trustee beneficiary language on state-require security instruments will default to whoever your company is using for the title company unless your company has decided to use a specified trustee. States where non-title company trustees can be selected include AK, AR, AZ, CA, DC, ID, MD, MO, MS, MT, NC, NE, NM, NV, OR, TN, TX, UT, VA, WA, and WV.

- When finished, click **OK**.

Plan Codes

The plan code is used to select a loan program to apply to a loan. Plan codes include information about the closing documents that are required for the loan, plus data related o the terms of the loan program. For example, ARM plan codes may contain data specific to an ARM loan program.

Plan codes can also include additional data that is used when preparing the closing docs, for example the mailing address that is used on the payment coupon. A plan code can be investor-specific, or your company can create your own plan codes.

NOTE: There are different plan codes used for eDisclosures and closing docs. Even if a plan code was previously applied when the eDisclosures were sent, you must apply a plan code on the RegZ-CD before you order closing docs.

Use the Plan Code feature to select a loan program to apply to the closing documents. Here you can select from a list of investor-specific plan codes or create your own custom plan code.

To Apply a New Plan Code to the Loan File and Closing Documents:

1 Click the **Plan Code** button.

- Only plan codes that match the current loan data are listed. To view all plan codes, click the **Clear Filter** button.

- If there is an investor associated with the plan code, the **Apply Investor Info** drop-down list displays in the lower-left corner of the Select Plan Code window. To apply investor information to the loan file and closing documents, select the investor from the drop-down list. The forms to include in the closing documents and/or the address to print on the forms for servicing may be determined by the investor you select here.

- You can perform a search by typing data into a field above a plan code column or by selecting an option from a column's drop-down list. Only plan codes containing the specified data are displayed.
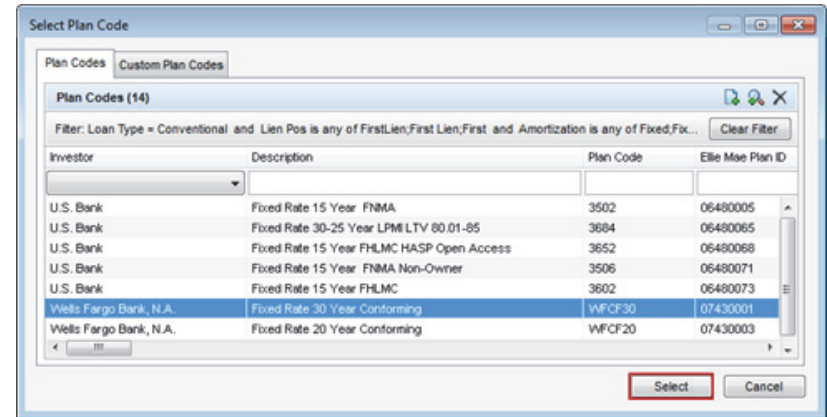

- Click a column header to sort all plan codes in ascending or descending order based on the information in a column.
- To add a plan code to the list, click the **New** icon, and then select the plan code to add.
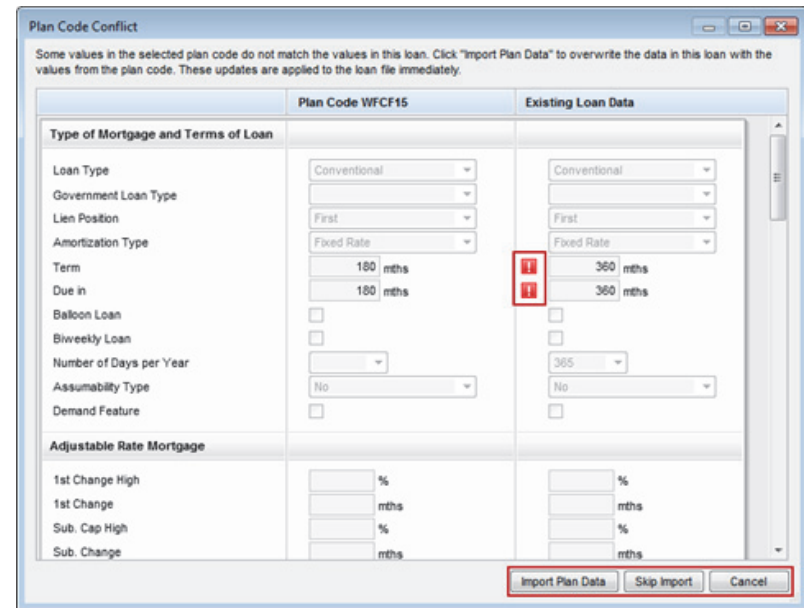

- To view a plan code's details, including the values that will be added to the loan file if selected, select the plan code, and then click the **View Plan Code Details** icon (magnifying glass).

2 Select a plan code, and then click **Select**.

- If any values in the loan file are different from the corresponding values in the selected plan code, the Plan Code Conflict window displays showing the affected fields. Conflicting loan data is identified by a red alert icon.

- Click the **Import Plan Data** button to overwrite the current loan data with the selected plan code data. These changes are applied to the loan immediately.
- Click **Skip Import** to continue ordering the closing documents without resolving the plan code conflicts.

- Click **Cancel** to close the Plan Code Conflict window without making any changes to the loan data. You can then update the applicable fields in the loan file to resolve any conflicts that were found.

The plan code data is populated into the RegZ-CD.

Alt Lenders

Use the Alternate Lender feature to view or select alternate lender information (description and code number) that displays on the closing documents. Ellie Mae will create your default Alternate Lender information during implementation or as the need arises.

To View or Select Lenders:

1. Open the RegZ-CD form and click the **Alt Lender** button.

   - The default lenders display on the Alt Lenders window.

2. To select a different lender, select a lender, and then click **Select**.

Loan Information

Review and complete the Loan Information section.

To Complete the Loan Information Section:

1 Make sure the Purchase Price is entered correctly, and then enter the 1st Payment Date and the CD Date Issued.

2 If you are using MERS, the MERS MIN field is populated from the Borrower Summery - Origination form.

3 Complete the following dates if they are not already populated:

- Application Date
- Rate Lock Date
- Rate Lock Expiration Date
- Document Date
- Closing Date
- Doc Signing Date
- Disbursement Date

4 Review the selections in the Purpose of Loan, Property Will Be section, and Loan Terms sections.

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5 In the Days Per Year section, select an option from the **Number of Days** dropdown.

6 For interest only or adjustable rate mortgages, complete the Interest Only or Adjustable Rate Mortgage sections.

- For ARM loans, complete any information that is not already populated from other forms or from the plan code, and make sure the Floor Vrbg field contains the correct floor verbiage for the loan.

NOTE: For ARM loans, two tables displays near the Adjustable Rate Mortgage section on the RegZ-CD: the Adjustable Payment (AP) Table and the Adjustable Interest Rate (AIR) Table. These tables display payment and interest information based on the Adjustable Rate Mortgage entries.

7 In the Late Charge section, enter the number of late days and select an option from the drop-down list to select the amount used to calculate the late fee.

Mortgage Insurance

In the Mortgage Insurance section, review or complete the mortgage insurance information based on your company's policy.

Borrower Information - Vesting

Use the Borrower Information-Vesting form to enter borrower information and define the ownership rights in the property, to enter corporation and trust information, if needed, and to create the vesting statement that is used in loan documents. You can also use the form to associate signers with borrower pairs, which configures the sequence of signers on the loan documents.

When closing docs are ordered, the Borrower Type selection controls the closing documents each borrower signs, and the Final Vesting to Read field is used to populate the Signature block on the Mortgage/Deed of Trust/Security Instrument.

NOTE: By default, borrower information is copied from the 1003 form. If you add or edit borrower information on the Borrower Information-Vesting form, the changes are used to create the final vesting statement, but the changes are not copied back to the 1003 with the exception of changes to Social Security Numbers, which are copied back to the 1003.

There are three types of entities recorded for vesting purposes:

- Individuals
- Trusts, including Inter Vivos trusts
- Corporations

Use the Corporation/Trust 1 and Trust 2 sections to enter information about a corporation or trust. Individual borrowers are copied from the 1003 Page 1 to the Vesting Information section. If a borrower is associated with a trust or corporation, use the Vesting Information section to assign the borrower to the trust or corporation. When you have completed all the necessary information for borrowers, trusts, and corporations, use the Vesting Information section to build the final vesting information that displays on closing docs.

NOTE: If you have questions on your selection for trusts, refer to your in-house council or the attorney's opinion letter for the trust.

Individuals

Use the Vesting Information section to edit the borrower information and create the vesting statement for individual borrowers who are not in a corporation of trust.

To Edit Vesting Information:

1 To edit borrower vesting information, double-click a name in the Vesting information section. The Borrower Vesting window opens.

NOTE: When you edit the borrower name on the Borrower Vesting window, it affects the borrower names and signature lines on the closing docs only. With the exception of Social Security Numbers, changes made to borrower vesting information are not reflected in the loan file and do not flow back to the 1003 and other input form. The initial disclosures continue to maintain the original borrower name as entered on the 1003.

• In the Borrower Name field, make sure the name displays as you want it to appear on the closing documents.

• In the Also Known As field, enter a name that the borrower has also used, if any. Use semicolons to separate additional names.

• In the Social Security No. field, edit the borrower's social security number if necessary.

• In the Borrower Type field, select the option that describes the borrower's financial responsibility related to the loan and whether the borrower is listed on the title. The selected Type affects the documents included in the document set.

• **Individual** - Obligated on loan, on title, signs all documents

• **Co-signer** - Obligated on loan, not on title, signs documents related to loan such as the note, but not documents related to the property such as the security instrument

NOTE: For a description of all borrower types, refer to the Borrower Types table on page 54.

• In the POA Borrower field, enter the name of the individual who has the power of attorney, if applicable. The name is printed on the closing docs.

• In the POA Signature field, enter the title or any additional signature text for the POA attorney.

• This text is printed on closing docs directly after the attorney name.

• If the field is blank, the text after the attorney name will default to the appropriate state-specific language, for example, Attorney-in-fact.

• On the **Vesting** list, click the option that describes the ownership rights of the borrower.

2 When finished, click **OK**.

3 Click the **Build Final Vesting** button to create the text for the vesting statement based on the vesting information above.

4 In the **Manner in which Title will be held** field, select the appropriate option.

Non-Borrowing Owners

When adding non-borrowing owners in Encompass 18.3 and later, it is important to always add them as non-borrowing owner contacts via the File Contacts tool. This ensures that the non-borrowing owner has full eFolder and eSigning functionality for the loan. When a non-borrowing owner is added via the Borrower Information - Vesting form, the borrower is not available as a recipient when sending eConsent requests, document requests, eDisclosure packages, files, and Status Online updates. Additionally, non-borrowing owners added via the Borrower Information - Vesting form will not have eSigning points added to eSignable documents.

To Add a Non-Borrowing Owner File Contact:

1 Open a loan, click the **Tools** tab, and then click **File Contacts**.

2 In the File Contacts header, click the **Add** icon.

A Non-Borrowing Owner file contact is added to the end of the File Contacts list. When you click this file contact, a Non-Borrowing Owner contact record displays in the lower panel.

3 In the lower panel, enter the non-borrowing owner's name, contact information, vesting type, email address, and date of birth.

After adding a non-borrowing owner in the File Contacts tool, the contact is automatically copied to the Vesting Information section of the Borrower Information - Vesting form. (A minimum of the first name, last name, and vesting

type must be provided in the non-borrowing owner file contact record in order for the non-borrowing owner information to copy to the Vesting Information section of the form.) By default, Encompass associates the non-borrowing owner with the first borrower pair. You can update this association on the Borrower Information – Vesting form as needed.

Trusts

If the borrower is a trust, use the Corporation/Trust 1 and Trust 2 sections to enter information for as many as two trusts. After you add information for a trust, you can assign borrowers as trustees or settlors of the trust. The Final Vesting to Read field is used to populate all Signature lines in the closing docs as well as the Final Vesting to Read on the Mortgage/Deed of Trust/Security Instrument.

To Add a Trust:

1 In the Corporation/Trust 1 section, in the Corp/Trust Name field, enter the name of the trust.

2 In the Org. State field, select the name of the state in which the trust was formed.

3 In the Org. Type field, select **A [state name] Trust**.

4 Optionally, in the Tax ID/Trust No. field, enter the number of the trust instrument.

5 Optionally, in the Trust Date/Year field, enter the date the trust was incorporated.

6 Optionally, in the Amended Date/Year field, enter the date the original trust agreement was amended, if applicable.

7 If there is a second trust involved, enter the information in the Trust 2 fields.

8 In the Vesting Information section, double-click a borrower or co-borrower who is a member of the trust. The Borrower Vesting window opens.

9 Select the appropriate Borrower Type.

   NOTE: *For a description of all borrower types, refer to the Borrower Types table on page 54.*

10 In the Trustee Of field, select Trust 1 or Trust 2 as appropriate.

11 In the POA Borrower field, enter the name of the individual who has the power of attorney, if applicable. The name is printed on the closing docs.

12 In the POA Signature field, enter the title or any additional signature text for the POA attorney.

   • This text is printed on closing docs directly after the attorney name.

   • If the field is blank, the text after the attorney name will default to the appropriate state-specific language, for example, Attorney-in-fact.

13 Select the **Authorized to Sign for Non-Intervivos Trusts** check box to authorize the borrower or co-borrower to sign closing documents.

14 On the **Vesting** list, select **Trustee** for all trustee types except Settlor. Leave the selection blank for a Settlor.

15 Click **OK**.

16 To add beneficiaries of the trust, click **Build Beneficiary** in the Corporation/Trust 1 or Trust 2 section. The names of the applicable borrowers and co-borrowers listed in the Vesting Information section are added to the beneficiary list.

- Manually add, remove, and edit the names on the beneficiary list as needed.

17 Leave the **Manner in which Title will be held** field blank.

18 For the Final Vesting To Read field, click the **Build Final Vesting** button to create the text for the vesting statement based on the vesting information.

- Manually edit the Final Vesting to Read text as needed.

19 In the **Manner in which Title will be held** field, select an option.

Inter Vivos Trusts

If the borrower is an Inter Vivos trust use the Corporation/Trust 1 and Trust 2 sections to enter information for as many as two Inter Vivos trusts. After you add information for a trust, you can assign borrowers as trustees or settlors of the trust. The Final Vesting to Read field is used to populate all Signature lines in the closing docs as well as the Final Vesting to Read on the Mortgage/Deed of Trust/Security Instrument.

To Add an Inter Vivos Trust:

1 In the Corporation/Trust 1 section, in the Corp/Trust Name field, enter the name of the trust.

2 In the Org. State field, select the name of the state in which the trust was formed.

3 In the Org. Type field, select An Inter Vivos Trust.

4 Optionally, in the Tax Id/Trust No. field, enter the number of the trust instrument.

5 Optionally, in the Trust Date/Year field, enter the date the trust was incorporated.

6 Optionally, in the Amended Date/Year field, enter the date the original trust agreement was amended, if applicable.

7 If there is a second trust involved, enter the information in the Trust 2 fields.

8 In the Vesting Information section, double-click the borrower or co-borrower who is a beneficiary of the trust.

9 Select the appropriate settlor/ trustee type from the Borrower Type list:

• **Settlor Trustee** - Obligated, on title. In the case of a *self-declared trust*, this individual is both the settlor and the trustee. They sign all documents in the package some documents as an individual, some as the trustee.

• **Settlor** - Obligated, not on title. This person owns the property and transferred their rights to a Trust. The person signs a limited number of documents as settlor.

• **Trustee** - Obligated, on title. This person has legal rights to the property and manages it on behalf of the Settlor for the beneficiaries. The person signs all documents in the package, some documents as an individual, some as the trustee.

• **Title Only Settlor Trustee** - Not obligated, on title. This person is a settlor trustee but is not on the loan. The person signs documents related to the property such as the security instrument, but not documents related to the loan such as the note.

• **Title Only Trustee** - Not obligated, on title. This person is a trustee but is not on the loan. The person signs documents related to the property such as the security instrument, but not documents related to the loan such as the note.

NOTE: *For a description of all borrower types, refer to the Borrower Types table on page 54. If you have questions on your selection for trusts, refer to your in-house council or the attorney's opinion letter for the trust.*

10 On the **Trustee Of** list, select the appropriate trust for the borrower.

11 In the POA Borrower field, enter the name of the individual who has the power of attorney, if applicable. The name is printed on the closing docs.

12 In the POA Signature field, enter the title or any additional signature text for the POA attorney.

• This text is printed on closing docs directly after the attorney name.

• If the field is blank, the text after the attorney name will default to the appropriate state-specific language, for example, Attorney-in-fact.

13 On the Vesting list, select Trustee for all trustee types except Settlor. Leave the selection blank for a Settlor.

14 Click **OK**.

15 To add beneficiaries of the trust, click **Build Beneficiary** in the Corporation/Trust 1 and/or Trust 2 section. The names of the applicable borrowers and co-borrowers listed in the Vesting Information section are added to the beneficiary list.

16 Click the **Build Final Vesting** button to generate the Final Vesting To Read field based on the vesting information.

• Manually edit the Final Vesting to Read text as needed.

17 In the Manner in which Title will be held field, select an option.

Corporations

Corporations are business entities, such as a corporations, LLC (limited liability company) or partnership. After you add information for a corporation, you can assign borrowers as officers of the corporation. The corporation name is pulled into the Borrower(s) field on the closing docs and the Build Final Vesting screen on the Borrower Information-Vesting form. The signature block on the closing docs includes the corporation name and the names/titles of corporation officers.

To Add a Corporation:

1 In the Corporation/Trust 1 section, in the Corp/Trust Name field, enter the name of the corporation.

2 In the Org. State field, click the name of the state in which the corporation was formed.

3 In the Org. Type field, select the type of business entity.

4 Optionally, in the Tax ID/Trust No. field, enter the tax identification number of the corporation.

5 In the Vesting Information section, double-click a borrower or co-borrower who is an officer of the corporation.

6 In the Type field, select **Officer**.

NOTE: For a description of all borrower types, refer to the Borrower Types table below. If you have questions on your selection for trusts, refer to your in-house council or the attorney's opinion letter for the trust.

7 In the POA Borrower field, enter the name of the individual who has the power of attorney, if applicable. The name is printed on the closing docs.

8 In the POA Signature field, enter the title or any additional signature text for the POA attorney.

• This text is printed on closing docs directly after the attorney name.

• If the field is blank, the text after the attorney name will default to the appropriate state-specific language, for example, Attorney-in-fact.

9 On the **Vesting** list, select the title of the officer.

10 Click **OK**.

11 Repeat steps 5-10 for additional borrowers who are officers of the corporation.

12 For the **Final Vesting To Read** field, click the **Build Final Vesting** button to create the text for the vesting statement based on the vesting information.

 • Manually edit the **Final Vesting to Read** text as needed.

13 In the **Manner in which Title will be held** field, select an option.

Borrower Types

The table below describes each borrower type, and indicates whether the borrower type is obligated to pay back the loan and is on the title (has rights to the property).

Type	Obligated	On Title	Description
Individual	✔	✔	Most common borrower type. Responsible for paying the loan. Full rights to the property. Signs all documents in the closing package.
Co-signer	✔		Responsible for paying loan if the individual defaults, but no rights to the property. Signs documents related to loan portion such as the note, but not documents related to the property such as the security instrument (mortgage/deed).
Title Only		✔	Not on the loan, but has rights to the property. Signs documents related to the property such as the security instrument, but not documents related to the loan such as the note. (Most common is Husband and Wife, but could be a parent and child.)
Non-Title Spouse			Not on the loan, no ownership rights to the property, but a security interest in contents inside the property. Signs documents to waive marital rights (also known as homestead or dower) indicating no claim to the property itself.
Trustee	✔	✔	Legal rights to the property. Manages it on behalf of the Settlor for the beneficiaries. Signs all documents in the package, some as individual, some as trustee.
Title Only Trustee		✔	A trustee, but not on the loan. Signs documents related to the property such as the security instrument, but not documents related to the loan such as the note.
Settlor Trustee	✔	✔	Both the settlor and the trustee for a self-declared trust. Signs all documents in the package, some documents as an individual, some as the trustee.
Settlor	✔		Owns the property and transfers the rights to the property to a Trust. Signs a limited number of documents as settlor.
Title Only Settlor Trustee		✔	A settlor trustee but not on the loan. Signs documents related to the property such as the security instrument, but not documents related to the loan such as the note.
Officer	✔	✔	Signs on behalf of the corporation or business entity that is on the title. All documents have the corporation name in the borrower field and the corporation name and officer name/title in the signature block.

Sellers

For Individual borrowers, trusts and corporations, use the Seller section to enter information for as many as four sellers. Completing this section is optional.

To Enter Seller Information:

1 Enter up to four individual seller names in the Seller fields in the left column.

Seller	
Seller 1	
Seller 2	
Seller 3	
Seller 4	

NOTE: By default, seller names are copied into this section from the File Contacts tool. Names entered manually in this section are copied back to the File contacts tool.

2 If the Seller is a corporation or trust, enter the corporation or trust information in the right column.

Corp Name	
Org. State	▼
Org. Type	▼
Tax ID	
Officer 1 Name	
Officer 1 Title	
Officer 2 Name	
Officer 2 Title	

3 Enter the corporation or trust name in the Corp Name field.

4 Select the Org. State in which the trust or corporation was formed.

5 Select an Org. Type from the list.

6 Enter the tax identification number of the corporation or the number of the trust instrument.

7 Enter the name and title for as many as two officers who are authorized to sign the loan documents for the corporation or trust.

Closing Vendor Information

The Closing Vendor Information form contains vendors associated with the closing process for a specific loan. The tool provides a convenient means of viewing and maintaining a loan's closing vendor information from one location. Some of the entries may already be populated based on information in the File Contacts tool. If you make changes to closing vendor information on this form, the changes will also be updated in the associated entry in the File Contacts tool.

Review the sections listed below before drawing closing docs to make sure the information is correct. Make sure the capitalization and punctuation are exactly as you want them to display on the closing docs.

• Lender

• Title Insurance Company

• Docs Prepared by - This name displays on the Lender Instructions

To Enter or Change Vendor Information:

1 Click the **Address Book** icon to select a vendor from your business contacts.

   • On the Business Contacts window, select a vendor, and then click **Select**.

   *NOTE: If the appropriate category of vendors does not display when the Business Contacts window opens, click **Clear** and then select a Category.*

2 Or, enter the vendor information.

   • You can then right-click the contact fields to add a new contact to your business contacts.

3 Complete loan-specific information (such as Line Item Number, Reference Number, Relationship, and Comments) as required.

Property Information

Most of the information in the Subject Property section is already completed using data from the loan application. Review the information on the form and complete the fields listed below.

To Complete the Subject Property Section:

1 Validate the subject property address.

2 If required, enter a Condo/PUD project HOA Name. The name of the condo development or PUD (planned unit development) exactly as you want it to display on the Mortgage/Deed of Trust/Security Instrument. This entry generates the name on the condo/PUD riders.

3 If the # of Stories field is not already populated, enter the number of stories in the condominium unit.

4 If the Flood Cert Number field is not already populated, enter the certification number listed on the report from the flood certification provider for the property.

5 If the subject property is located on land that is not part of an incorporated city, town, or village, enter the information in the Unincorporated Area field using parentheses with the words **area of** preceding the name.

   • Example: (area of Greenlawn Springs).

   • The legal description on the Mortgage/Deed of Trust/Security Instrument will display as:

     123 Main Street, (area of Greenlawn Springs) City of _____

6 Select a Flood Zone designation from the list, as indicated on the FEMA Flood Insurance Rate Map for the subject property.

   • If the property is located in a flood zone, in the Notice of Special Flood Hazard and Availability of Federal Disaster Assistance section, select the appropriate check box and enter the Community Name, if applicable.

To Complete the Prelim Information Section:

Enter the book number and page number of the county records where the prior mortgage is recorded. The information displays on the tax information sheet.

1 Enter the Original Principal and Current Principal (any outstanding unpaid principal balance) for the prior mortgage.

2 Enter the Original Principal and Current Principal (any outstanding unpaid principal balance) for the prior mortgage.

3 From the title report, enter the property's identification information in the Parcel Number, Lot, Block, and Section fields. The information displays on the tax information sheet.

4 In the Title Report Date field, enter the date the title report was issued.

5 In the Approved Items field, enter the item numbers (separated by commas) associated with the approved items on the title report. This information displays on the lenders instructions.

6 In the Tax Message field, enter notes related to taxes. This information is often related to property tax installments that are due.

7 In the Special Endorsements field, enter any specific title endorsements.

8 In the Legal Description field:

   • Enter a legal description or copy and paste it from an electronic version of the title commitment

   • Or click **Copy from Page 1 of 1003** to copy the description from the 1003.

   • Or select the **Attach legal description** check box to indicate that the legal description will be included as a separate attachment.

     • The text "See exhibit A made to and here apart of" will be added to the Mortgage/Deed of Trust/Security Instrument.

- The legal description is NOT attached automatically to the closing documents package. You will need to do that when you draw the documents. For more information about adding the description, refer to "Select Documents" on page 84.

9 In the Mineral Rights/Abbreviated Legal Description area, enter mineral rights information from the title report, if applicable. This area is also used to enter an abbreviated legal description if applicable.

Manufactured Housing Details

If the property includes a manufactured home, enter information to describe and identify the home.

1 Enter details such as the Make, Year, Manufacturer, and dimensions. This information is typically obtained from the seller of the manufactured home.

2 In the Serial # field, enter the number found on the front steel cross-member of the chassis or on the data plate (a document attached in the interior of the home).

3 In the HUD Label # field, enter the number on the HUD Label, a red metal plate attached to the exterior of the home.

Renewal and Extension

If draw closing docs in Texas, use the Renewal and Extension section to enter notes or comments for the attorney preparing the loan documents. Enter all prior liens for owner occupied, no-cash-out refinance transactions.

Aggregate Escrow Account

Use the Aggregate Escrow Account form to review the impounds for the loan. In this scenario, you will clear any existing escrow entries and create your entries as new entries. If you have existing entries in the Aggregate Escrow Account form, you could also use the existing entries or edit them as needed.

To Set Up Impounds:

1 Click the **Forms** tab in the panel on the lower-left of the loan file, and then click **Aggregate Escrow Account**.

2 Click the **Setup** button to open the Initial Escrow Account Setup window.

3 If there are any existing entries, click **Clear All Impound Settings**.

NOTE: *If the loan is a redraw and the borrower has decided against having impounds, use the **Clear All Impounds** button to remove any previously entered impounds. Removing the number of months for the impounds on the 2015 Itemization form does not remove the impounds from the amortization schedule. If impound dates are not removed from the Initial Escrow Account Setup window, the impounds are still included in the amortization schedule.*

4 In the Cushion row, in each of the fee columns, enter the number of months for which a payment is required. This will establish a minimum balance in the escrow account.

NOTE: *Your administrator may have created business rules to automatically populate some of the cushions.*

5 In each fee column, click the row that matches the month when a payment is due, and then enter the number of months of payment required.

- Scenario: The borrower will pay School Tax twice a year, in March and November. In the Tax column enter **6** on the row for March and then enter **6** on the row for November. This indicates that six months of school tax are due in March and six months of school tax are due in November.

- When you complete an entry, the Due Date rows are populated.

6 To indicate that a payment is prepaid, right click the payment, and then click Prepaid.

7 Repeat the procedure for each column that requires impounds.

8 In addition to columns for Tax, Hazard Ins, Mortgage Ins, Flood Ins, City Taxes, the window includes columns for three user-defined fees and an Annual Fee for USDA loans. For the USDA Annual Fee, enter a 12 in the month when the next disbursement occurs.

9 Select the **Servicer to refund Mtg Ins Cushion upon termination** check box at the bottom of the tool if the servicer will refund the upfront mortgage insurance payments when the mortgage insurance coverage is terminated. Calculations on the Amortization Schedule and other applicable forms will be updated accordingly.

10 When finished, click **OK**.

NOTE: Use the Fee Details window for a fee on the 2015 Itemization to indicate that a fee is Paid at Closing. Click the icon to the left of the fee to open the Fee Details window, and then enter the amount in the PAC column for the entity paying the amount at closing.

Setting Up Mortgage Insurance in the Aggregate Setup Tool
Mortgage insurance is set up differently than other impounds in the Aggregate Setup tool. Since Mortgage insurance is due monthly, enter **1** in the payment fields for twelve consecutive due date payment rows.

To Set Up Mortgage Insurance Impounds:

1 In the Mortgage Insurance column, enter **0** in the Cushion row.

2 To enter the monthly payments for one year of mortgage insurance, enter **1** in the first payment date field (located below the Due Date 4 row), and then enter **1** in each of the following 11 payment fields for a total of 12 entries.

- If you enter 13 payments, a pop-up message informs you that mortgage insurance impounds cannot exceed 12 months.

NOTE: A pop-up message does not display if you enter less than 12 payments, so make sure you verify the total number of monthly payment entries before completing the Aggregate Setup.

3 Can click the **Lock** icon to adjust the amount as needed, for example, to fix rounding issues for annual amounts.

Calculating Mortgage Insurance

Based on your company's policy, review or complete the MI information on the Aggregate Escrow Account form. Use the MIP/PMI/Guarantee Fee Calculation tool to view details and recalculate mortgage insurance premiums and monthly payments if needed.

To Access the MIP/PMI/Guarantee Fee Calculation Tool:

1 On the Aggregate Escrow Account form, click the **Edit** icon for Mortgage Insurance.

2 Review the MI details on the MIP/PMI/Guarantee Fee Calculation tool and make adjustments as needed.

*IMPORTANT: If you are recalculating mortgage insurance on the MIP/PMI/Guarantee Fee Calculation tool, check to see if there is an Amount Paid in Cash already entered on the screen. If there is, make note of the amount and re-enter it after you click the **GET MI** button. Otherwise, the amount will be deleted.*

To Complete the Aggregate Escrow Account Form:

1 At the top of the form, the escrow servicer name, address, and phone should already be populated from the File Contacts tool. If not, enter the information.

2 Enter the **1st Payment Date**.

3 On the Tax line, click the **Edit** icon.

4 Enter the county tax payment information and the address and phone number for the country tax collector. When finished, click **Close**.

5 On the Hazard Insurance line, click the **Edit** icon.

6 Enter the hazard insurance policy information and the name/contact information for the hazard insurance company. In particular, be sure to enter the Policy Number and Coverage Amount. When finished, click **Close**.

7 Use the blank fields in the left column (below the City Property Tax line) to enter descriptions of any additional impounds. These rows are used to record the same impounds that you listed in the User #1, User #2, and User #3 columns on the Aggregate Setup tool.

- Click the **Edit** icon to enter details information about each additional impound.

- Enter contact information for the service provider or agency associated with the impounds.

- Select the **Tax Escrow Payment or Insurance Escrow Payment** check box, and then complete the appropriate fields. When finished, click **Close**.

8 Click the **Setup** button to open the Initial Escrow Account Setup window to make revisions to impounds and due dates.

NOTE: *For detailed information about revising impounds, refer to "To Set Up Impounds:" on page 76.*

Closing Disclosure Input Forms

The Closing Disclosure input forms (pages 1-5) enable you to review, edit, or enter information that is populated to the Closing Disclosure output form provided to the borrower at least three business days prior to consummation. Much of the information on these forms is populated from other Encompass forms.

Closing Disclosure Page 1
Review the mortgage insurance information based on your company's policy.

Closing Disclosure Page 2
Review the fees. If changes are needed, enter the revisions on the 2015 Itemization input form.

Closing Disclosure Page 3
Review the Calculating Cash to Close table, complete the Summaries of Transactions section, and enter seller-paid credits, if any.

Closing Disclosure Page 4
Review your Loan Disclosures and review the impounds.

Closing Disclosure Page 5
Review the Loan Calculations section and complete the Contact Information section. Click the **Copy from 1003** button to copy the Lender information from the 1003.

Closing Conditions

Use the Closing Conditions form to:

- Enter the location where closing documents are drawn.

- Enter the county where the loan will close (optional).

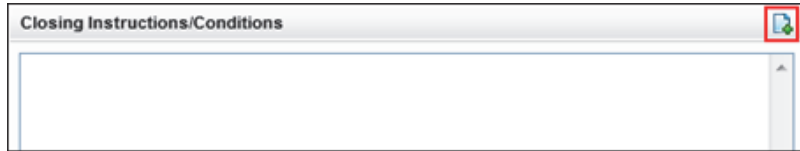- List closing instructions and conditions, which will pull over to the lender's instructions.

To Work with Closing Conditions:

1 On the **Forms** tab, click **Aggregate Escrow**.

2 In the Draw City and Draw State fields, enter the city and state in which the closing documents will be drawn if not already completed. Typically, this is the location of the lender. These fields are required before you can run an audit.

3 The information in the Closing County and Closing State fields displays in the notary section of your legal documents. These are not required fields.

- If you know the county and state in which the loan will close, enter it here. Typically, this is the location of the subject property.

NOTE: Leave these fields blank if you are not certain or intend to have the notary complete the information. Leaving the field blank prevents the need for a redraw if the notary needs to enter a different location.

4 Enter the number of hours that the signed documents are required prior to disbursement of the loan proceeds. This information displays on the escrow instructions.

- If you leave the field blank, the escrow instructions are populated using the default number selected by your company.

5 Select **Yes** or **No** to indicate whether or not a termite report is required prior to closing the loan.

6 In the Closing Instructions/Conditions area, enter closing instructions, and then manually enter conditions and/or click the **Add** icon to add existing conditions.

- If you click the **Add** icon, the Add Condition window opens and enables you to add conditions from a Condition Set or an Underwriting Condition, as described below.

NOTE: You can also add a standard set of closing conditions to your loans by including the conditions in a Data Template that can be applied to your loans.
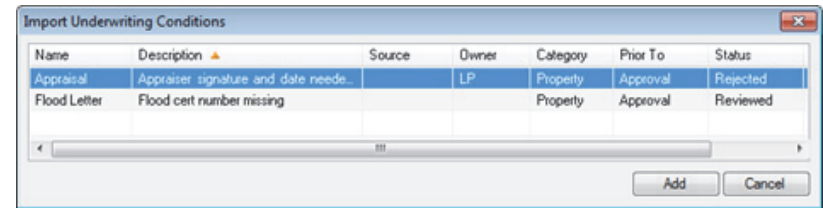
To Add Conditions from a Condition Set:

1 On the Add Condition window, select the **Append to current list** check box to append the new conditions to the current entries in the Closing Instructions/Conditions area. Clear the check box to overwrite any existing conditions.

2 Select **Add conditions from Condition Sets**, and then click **OK**.

3 Use the Cond. Set drop-down list to navigate to the folder containing the appropriate condition set.

4 On the Condition Sets window, select one or more conditions from the left panel, and then click the **Add** button in the center of the window to move the condition to the right panel.

5 When finished, click the **Add** button on the lower-right.

6 Back on the Closing Conditions form, edit the conditions as needed.
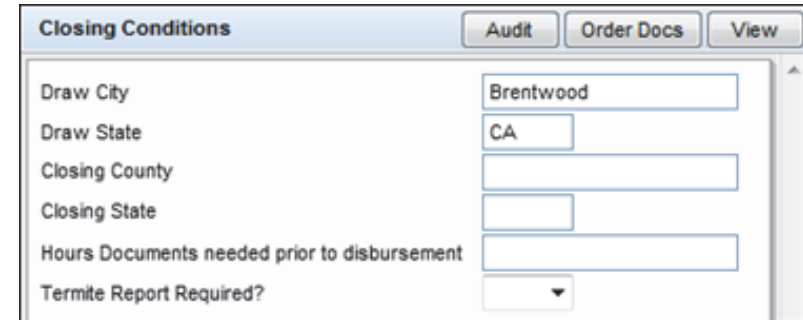
To Add Conditions from Underwriter Conditions:

1 On the Add Condition window, select the **Append to current list** check box to append the new conditions to the current entries in the Closing Instructions/Conditions area. Clear the check box to overwrite any existing conditions.

2 Select **Add conditions from Underwriter Conditions**, and then click **OK**.

3 Select one or more conditions, and then click **Add**.

4 Back on the Closing Conditions form, edit the conditions as needed.

To Work with Closing Conditions:

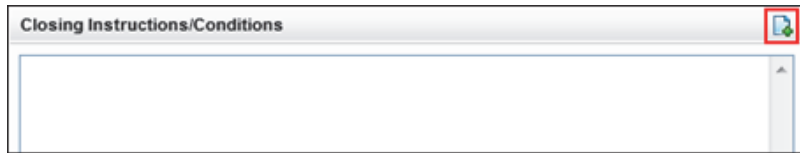**1** On the **Forms** tab, click **Aggregate Escrow**.

2 In the Draw City and Draw State fields, enter the city and state in which the closing documents will be drawn if not already completed. Typically, this is the location of the lender. These fields are required before you can run an audit.

3 The information in the Closing County and Closing State fields displays in the notary section of your legal documents. These are not required fields.

- If you know the county and state in which the loan will close, enter it here. Typically, this is the location of the subject property.

NOTE: Leave these fields blank if you are not certain or intend to have the notary complete the information. Leaving the field blank prevents the need for a redraw if the notary needs to enter a different location.

4 Enter the number of hours that the signed documents are required prior to disbursement of the loan proceeds. This information displays on the escrow instructions.

- If you leave the field blank, the escrow instructions are populated using the default number selected by your company.

5 Select **Yes** or **No** to indicate whether or not a termite report is required prior to closing the loan.

6 In the Closing Instructions/Conditions area, enter closing instructions, and then manually enter conditions and/or click the **Add** icon to add existing conditions.
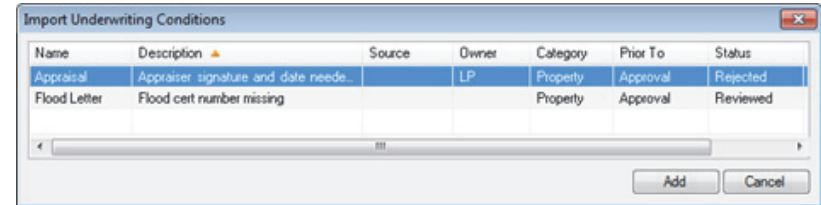

- If you click the **Add** icon, the Add Condition window opens and enables you to add conditions from a Condition Set or an Underwriting Condition, as described below.

To Add Conditions from a Condition Set:

1 On the Add Condition window, select the **Append to current list** check box to append the new conditions to the current entries in the Closing Instructions/Conditions area. Clear the check box to overwrite any existing conditions.

2 Select **Add conditions from Condition Sets**, and then click **OK**.

3 Use the **Cond. Set** drop-down list to navigate to the folder containing the appropriate condition set.

4 On the Condition Sets window, select one or more conditions from the left panel, and then click the **Add** button in the center of the window to move the condition to the right panel.

5 When finished, click the **Add** button on the lower-right.

6 Back on the Closing Conditions form, edit the conditions as needed.

To Add Conditions from Underwriter Conditions:

1 On the Add Condition window, select the **Append to current list** check box to append the new conditions to the current entries in the Closing Instructions/Conditions area. Clear the check box to overwrite any existing conditions.

2 Select **Add conditions from Underwriter Conditions**, and then click **OK**.

3 Select one or more conditions, and then click **Add**.

4 Back on the Closing Conditions form, edit the conditions as needed.

Additional Forms

You may be required to review or complete information on additional forms, depending on a number of additional factors.

State-Specific Disclosures

Depending on the state in which the subject property is located, you may be required to complete additional information on the state-specific disclosure form.

Examples:

- **Texas** - Select the **Continuous Purchase Money Loan** check box in the Title Information section if the loan is a refinance loan in the state of Texas; and select the check box in the Veterans Land Board section if the loan is being made subject to the Texas Veterans Land Board.

- **New York** - Complete the CEMA section of the form for a CEMA (consolidation extension modification agreement) loan.

FHA Loans

Review the FHA Management form for an FHA loan. Data on the form drives validation of the section of act.

VA Loans

Review the VA Management form for a VA loan.

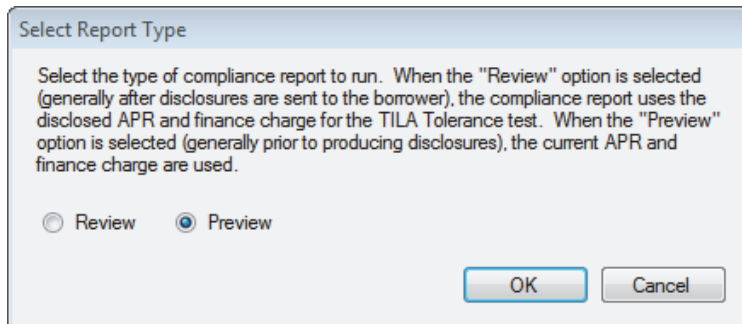**Request for Copy of Tax Return and Request for Transcript of Tax**
If your company policy requires that closing documents include a signed Request for Copy of Tax Return (4506) or Request for Transcript of Tax (4506-T), use the Request for Copy of Tax Return or Request for Transcript of Tax input forms to request these documents from the borrower if the borrower, attach the signed documents to the eFolder, and include them in the closing documents.

NOTE: For closing documents, do not use the Classic version of the Request for Copy of Tax Return *or* Request for Transcript of Tax *when requesting the documents.*

Step 4: Audit the Loan File

For 2010 RESPA loans, you can run an audit from any of the Closing forms (excluding the 2010 HUD-1 and Closing Vendor Information forms). For 2015 RESPA-TILA loans, run an audit from the Closing Conditions or RegZ-CD form.

1   Click the **Audit** button on the top-right of the form.

   • During the audit, the loan file is analyzed by the Encompass Docs Solution and the Encompass Compliance Service (powered by Mavent) for any form or closing document issues and any compliance issues based on a Truth in Lending (TIL), Home Ownership and Equity Protection Act (HOEPA), State and Local High Cost, and Federal High Cost (Section 32) industry regulations and mandates. An ECS Preview report is displayed that, for purposes of the TILA tolerance test, compares the Current APR (Field ID 799) and the Current Finance Charge (field ID 1206) to the ECS's recalculated APR and finance charge.

   • Any additional compliance tests that your company has configured using the Compliance Review Setup tool in Encompass Settings will also be performed during this audit.

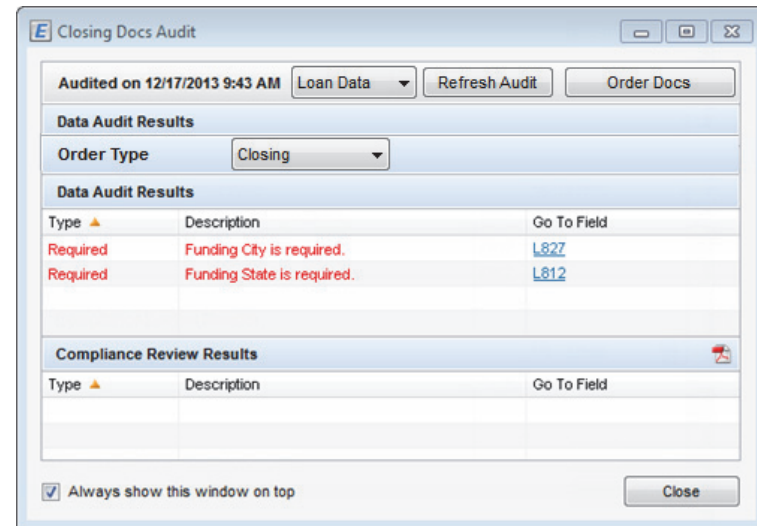2   When prompted, select the **Preview** report option, and then click **OK**.

   • When running the Preview report, the Encompass Compliance Service uses the current APR (field ID 799) and current finance charge (field ID 1206) for the TILA tolerance test.

3   On the Closing Docs Audit window, select **Closing** from the **Order Type** drop-down list, and then review the list of issues, if any.

   • The Data Audit Results section lists issues that were found during the Encompass Docs Solution review. The Compliance Review Results section lists compliance issues found during the Encompass Compliance Service review or preview.

   • The Compliance Review Results section lists compliance issues found during the Encompass Compliance Service preview. By the time you draw docs for closing, you should not have any compliance issues. If you do, it is recommended that you resolve all compliance issues, but you can order closing documents without resolving these issues if the administrator has given you permission. Click the **PDF** icon in the Compliance review section to view the Mavent compliance report.

   • Two types of issues display. *Required* issues must be resolved before ordering docs. Recommended issues should be reviewed, but you are not required to resolve them before you order docs.

4 To jump to a field in Encompass and update its value, click the field ID hyperlink in the Go To Field column. An Encompass form opens with the selected field highlighted.

Data Audit Results		
Type ▲	Description	Go To Field
Required	Funding City is required.	L827
Required	Funding State is required.	L812

*NOTE: Select the **Always show this window on top** check box to display the Closing Docs Audit window on top of all other Encompass windows.*

5 After resolving an issue, the issues that are resolved are highlighted in yellow in the Closing Docs Audit window. Click the **Refresh Audit** button to clear the resolved issues from the list.

- Click the **PDF** icon in the Compliance Review Results section to view the review or preview compliance report. The report contains separate sections for each review/preview that was performed and provides the result of each review/preview. When a compliance issue occurs, the data (or missing data) causing the issue is explained in the report.

MAVENT EXPERT SYSTEM

Preview Results Analysis	Review of the final loan data has not occurred. The results are based on LOS APR & finance charge amounts, not the disclosed values.

Customer:	Wind River Mortgage (3010000024)	Review Status:	FAIL
Loan ID:	1107000059	Review Date:	2013-05-20
Review ID:	301000002411070000598861829120130520200622284	State:	MA
Location:	Main		
Borrower:	Jerry Hathaway		

Step 5: Order the Closing Documents

For 2010 RESPA loans, on any of the Closing forms (excluding the 2010 HUD-1 and Closing Vendor Information forms) or from inside the Closing Docs Audit window, click the **Order Docs** button on the top-right of the form/window. For 2015 RESPA-TILA loans, on the Closing Conditions or RegZ-CD, click the **Order Docs** button on the top-right of the form/window, and then select the **Closing** option from the **Order Type** drop-down list.

The loan file is analyzed by the Encompass Docs Solution and the Encompass Compliance Service (powered by Mavent) for any form or closing document issues and any compliance issues based on a Truth in Lending (TIL). An ECS Preview report is displayed that, for purposes of the TILA tolerance test, compares the Current APR (field ID 799) and Current Finance Charge (field ID 1206) to the ECS's recalculated APR and finance charge.

Then, when the closing documents are printed or sent to their recipient, the following fields are automatically updated with the values that were disclosed to the borrower on the final Truth In Lending disclosure or on the RegZ-CD:
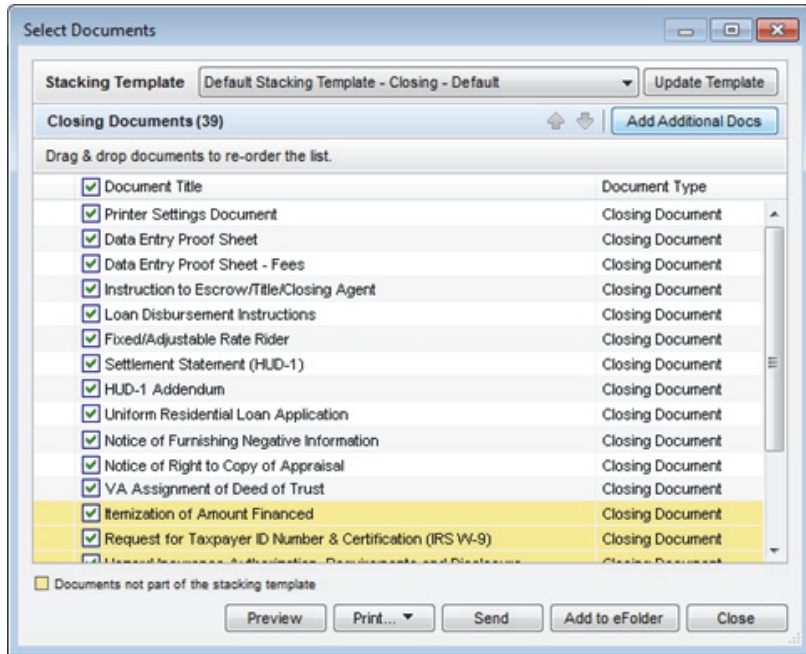
- **Disclosed APR** (field ID 3121) - Field is updated with the Current APR (field ID 799)
- **Disclosed Finance Charge** (field ID 3246) - Field is updated with the Current Finance Charge (field ID 1206)
- **Last CD Sent Date** (field ID CD1.X47 on the RegZ CD) - Updated to the current date (today's date)
- **Last CD Received Date** (field ID CD1.X51 on the RegZ CD) - Updated to the current date (today's date)
- **Last TIL Sent Date** (field ID 3156 on the RegZ-TIL) - Updated to current date (today's date)
- **Borrower Received Date** (field ID 3247 on the RegZ-TIL) - Updated to current date (today's date)

*NOTE: After printing or sending closing documents, you must click **Save** in order for the updated values to display on the RegZ-TIL or RegZ-CD input form.*

Apply Stacking Templates

When the Select Documents window displays, the closing documents are listed in the order configured in the stacking template by your administrator. There are three types of stacking order templates in Encompass. Each is configured in its own setting and is applied from a different area of Encompass. Closing Doc stacking templates are configured by your Encompass administrator in the Doc Setup setting and are applied to the documents in the closing document package.

- Documents highlighted in yellow are documents that are not included in the stacking template, but are still intended to be sent in the closing document package.

NOTE: *Access to the following options and features are controlled by your administrator. If not accessible, contact your administrator.*

- To use a different template, select an option from the Stacking Template drop-down list.

- To move a document up or down in the list, click to select the document and then use the **up** or **down** arrows to move the document.

  - Or drag and drop a document to a new location in the list.

- To update the selected template for all loans going forward, click the **Update Template** button, and then add, remove, or reorganize the documents as needed. For detailed instructions for updating the Stacking Template, view the *Closing Doc Stacking Templates* topic in the Encompass help.

Select Documents

After applying a stacking template, remove or add closing documents on the list to select the specific documents that will be included in the closing package.

To Edit the List of Closing Documents:

1 Clear the **Document Title** check box to clear all of the document check boxes, and then select the check box for each document you want to send.

2 Click **Add Additional Docs** to select additional forms to add to the package.

  - On the Add Additional Docs window, select the **Add Encompass Forms** or **Add eFolder Files** option.

  - Select the borrower from the **For Borrower** drop-down list.

  - Select the document to add, click **Add**, and then click **OK** to close the confirmation message.

  - The document is added to the bottom of the list.

3 Address any Data Overflow alerts (if applicable).

  - *Refer to "Data Overflow Alerts for Closing Documents" on page 85 for information about these alerts.*

Documents Modified or Removed Since Last Draw

When a closing document package has been ordered and is then redrawn, the list of returned documents on the Select Documents window displays a **Modified since last draw** icon next to each document that has changed since the initial order. Users can view the list to identify changed documents to print or send instead of printing or sending the entire package. Additionally, a **Removed since last draw** icon displays next to documents that were included in the initial draw, but are no longer required.
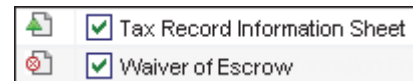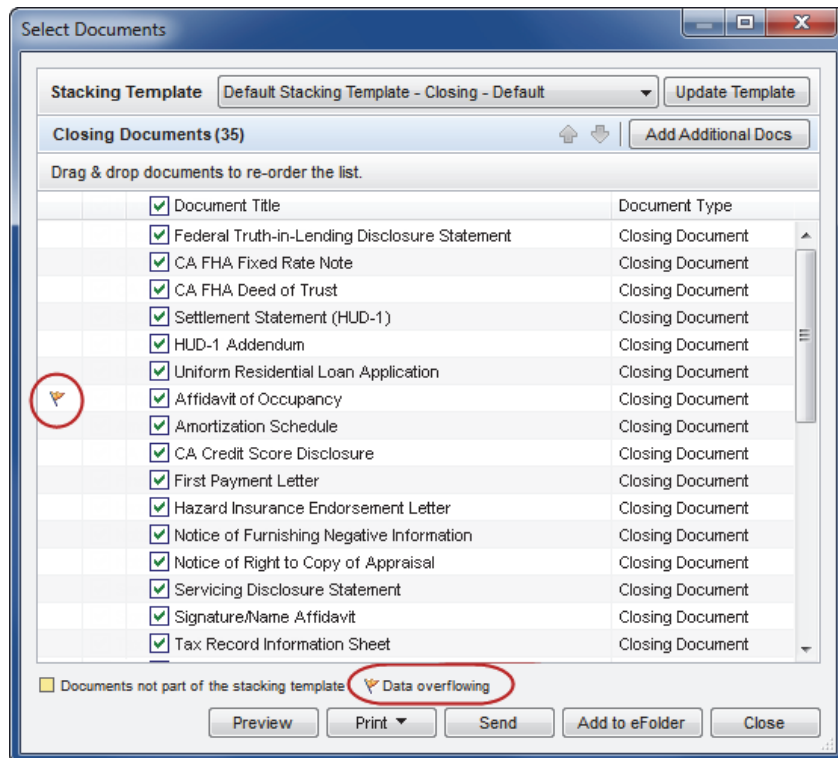
Data Overflow Alerts for Closing Documents

When generating closing documents, the Encompass Docs Solution provides Data Overflow alerts when data entered on an input form is too long to completely fit in a field on an output form. The alert (orange flag) is displayed next to each output form that is affected. Click the **Data Overflow** alert icon to view the affected output forms.

NOTE: *When working with closing documents, the alerts are triggered only for Closing Documents. Standard Form and Custom Form document types are not monitored for data overflows.*

Select Documents (Closing Documents)

After clicking the **Data Overflow** alert icon, the PDF Form Selection window displays. A list of the output forms where data overflow occurs is provided in the left panel, along with the affected pages. Click a page number to view the affected field and how the data will print on the output form. (The affected fields are highlighted in yellow.) The data entered on the input form is provided in the Original Text section near the bottom of the window.

PDF Form Selection (Fields where data overflow has occurred)
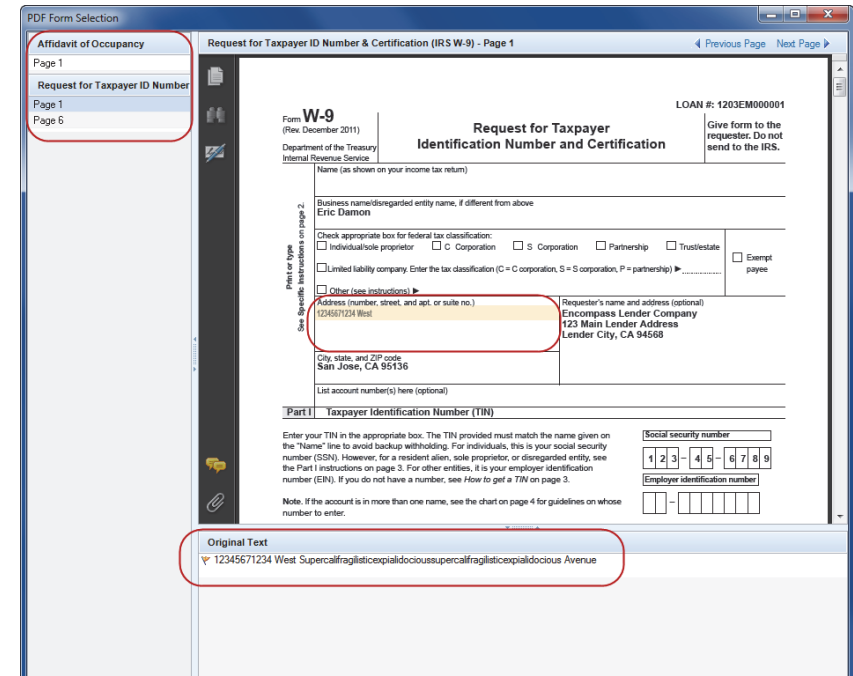
Step 6: Preview, Print, and Send Closing Docs

After you select the documents, preview, print, and send the closing docs from the Select Documents window. You can also preview, print, and send the closing documents at a later time by clicking the **View** button that displays in the following locations:

• For 2010 loans, on the top-right of any of the any of the Closing forms (excluding the HUD-1 and Closing Vendor Information forms).

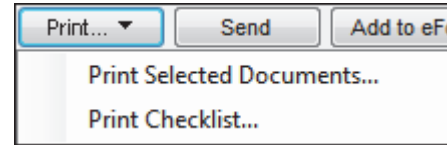• For 2015 loans, on the top-right of the RegZ-CD or Closing Conditions input form.
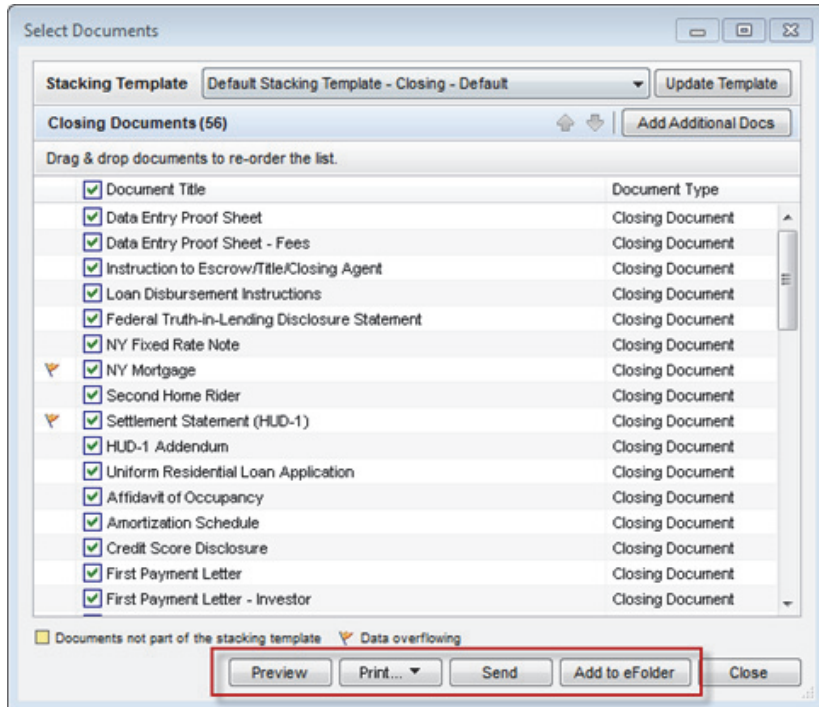
To Preview:

• Click **Preview** to view the selected documents. You can also print the documents from the Preview window by clicking the **Print** icon.

To Print:

• Click **Print**, and then click **Print Selected Documents** to print the selected documents.

• Click **Print**, and then click **Print Checklist** to print a Closing Documents Checklist that lists each document in the package for your reference.
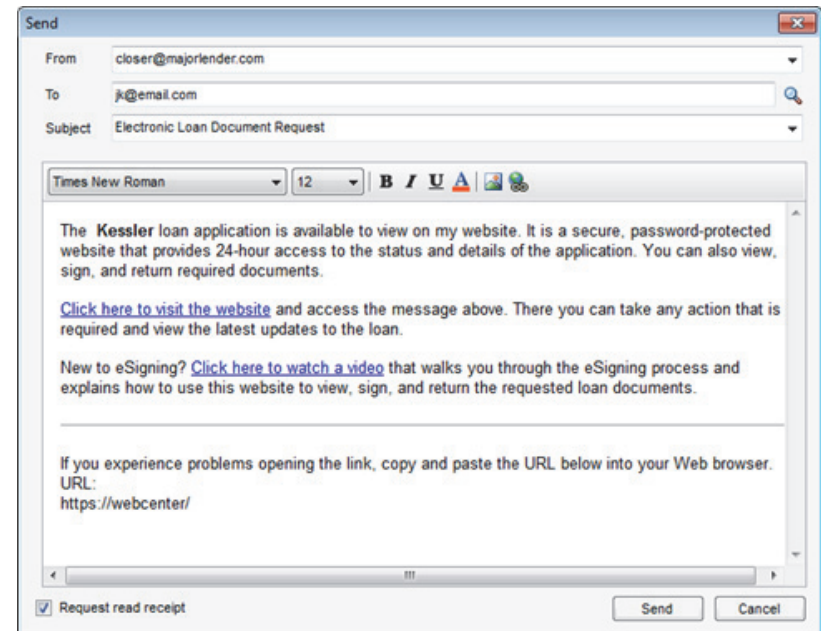

To Add Closing Docs to the eFolder:

• Click **Add to eFolder** to add electronic copies of the closing docs to the loan file eFolder.

To Send:

1 Click **Send** to send selected documents using the Secure Form Transfer tool.

2 Select the **Request read receipt** check box on the lower-left to receive a notification when the recipient opens the email.

3 Edit the email message as needed.

- Manually edit the message.
- If your administrator has created templates with email messages for different scenarios, select a template from the **Subject** drop-down list.

4 On the Send window, enter the email address for one or more recipients in the To field

- Or click the **Find** icon (magnifying glass) to select recipients form the Files Contact tool.

5 When finished, click **Send**.

Automatic Updates

When the closing documents are printed or sent to the recipient via the Order Docs button, the following fields are automatically updated with the values that were disclosed to the borrower on the final Truth In Lending disclosure:

- **Disclosed APR** (field ID 3121) - Updated with the Current APR (field ID 799)
- **Disclosed Finance Charge** (field ID 3246) - Updated with the Current Finance Charge (field ID 1206)
- **Last TIL Sent Date** (field ID 3156) - For loans using the 2010 RESPA forms, this field is updated to the current date (i.e., today's date)
- **Borrower Received Date** (field ID 3247) - For loans using the 2010 RESPA forms, this field is updated to the current date (i.e., today's date)

  - A Document Tracking entry is added to the Loan Log any time one of these actions is performed.
  - After saving the loan, the Disclosed APR (field ID 3121), Disclosed Finance Charge (field ID 3246), Last TIL Sent Date (field ID 3156), and Borrower Received Date (field ID 3247) fields are updated with the relevant information from the final TIL.

*NOTE: You can also open the Select Documents window from any of the 2010 Closing forms (excluding the 2010 HUD-1 and Closing Vendor Information forms) or from the 2015 RegZ-CD and Closing Conditions forms, by clicking the **View** button on the top-right of the form.*
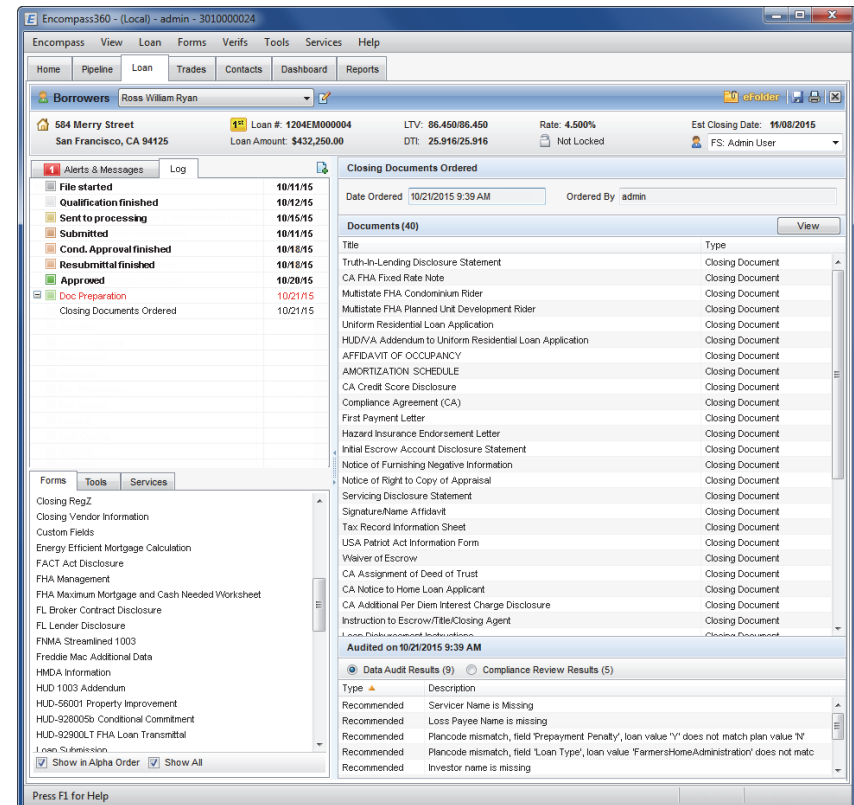
Loan Log Entry

An entry is added to the Loan Log each time you order closing documents. Click a **Closing Documents Ordered** entry to view a list of the documents included in the closing document package.

To View Loan Log Entry:

1 On the **Loan** tab, click the **Log** tab on the Loan Log.

2 Click the **Closing Documents Ordered** entry.

- Each document included in the closing document package is listed. The results of the data audit and the compliance audit are also displayed for your review.

3 Click the **View** button to open the Select Documents window, where you can preview, print and manage the documents in the package.

4 Select **Data Audit Results** to view the data audit results. The issues listed here are the issues that were not addressed or resolved before the closing documents package was sent.

5 Select **Compliance Review Results** to view the compliance audit results. The issues listed here are the compliance issues that were not addressed or resolved before the closing documents package was sent.