



HOW TO: Submit and ReSubmit Conditions to the Loan Reviewer

The process below will be a 2-step process. Step one is going to be how to initially submit your file to u/w. Step two will be how to resubmit your file after you receive the conditional approval and conditions have been attached to the file.

Step 1: When your loan is ready to go to the Loan Reviewer you will want to upload your 3 main Corr packages in the Documents tab which are Corr: Credit Package submission, Corr: Appraisal and Corr: Closing Package submission. When the items are in their placeholders and its ready to go, you will click Submit for Review. (Please note there are arrows next to the headers to expand the placeholder, when this is done the documents will appear, Also you can bring in the documents by dragging and dropping the file or browsing and attaching.)

The screenshot shows the Encompass interface with the 'DOCUMENTS' tab selected. The left sidebar contains 'LOAN SUMMARY', '1003', 'PRODUCT PRICING & LOCK', 'DOCUMENTS', 'PURCHASE CONDITIONS', and 'LOAN ACTIONS'. The 'DOCUMENTS' tab is highlighted. The main area shows 'All Borrowers' with four rows of document placeholders. Each row has a right-pointing arrow and a 'Drag & Drop files here or Browse for files' button. The rows are: [UNASSIGNED], CORR: APPRAISAL, CORR: CREDIT PACKAGE SUBMISSION, and CORR: CLOSING PACKAGE SUBMISSION. At the top right, there are buttons for '+ Add Document', 'Print Fax Cover Sheet', and icons for XLS and PDF. A note says 'Max attachment size is 200 MB. View Supported Files.'

Step 2: This step will apply when your loan is sent back to you conditionally approved and you will attach your files (condition files) into one placeholder under Documents, which is Corr: Purchase Conditions Submission.

The screenshot shows the Encompass interface with the 'DOCUMENTS' tab selected. The left sidebar is the same as in the previous screenshot. The main area shows 'All Borrowers' with two rows of document placeholders. The first row is [UNASSIGNED] and the second row is CORR: PURCHASE CONDITIONS SUBMISSION. Each row has a right-pointing arrow and a 'Drag & Drop files here or Browse for files' button. The 'CORR: PURCHASE CONDITIONS SUBMISSION' row is highlighted with a red box. At the top right, there are buttons for '+ Add Document', 'Print Fax Cover Sheet', and icons for XLS and PDF. A note says 'Max attachment size is 200 MB. View Supported Files.'

Encompass How To – Submit and ReSubmit Conditions (Corr)

Once you have completed the above step you will need to go into the tab Purchase Conditions and click the Notify Lender button to resubmit to underwriting.

LOAN SUMMARY

1003

PRODUCT PRICING & LOCK

DOCUMENTS

PURCHASE CONDITIONS

LOAN ACTIONS

Import Additional Data

Submit for Review

FILTER BY

Prior To

Purchase

Expand All

Collapse All

Last Notified: 01/03/2018

Notify Lender

Max attachment size is 200 MB. View Supported Files.

Category	Condition	Prior to	Borrower Pair	Status	Status Date		Action
	FHA UFMIP Document UFMIP paid in full	Purchase		Cleared	01/04/2018	0	Re-Open
	Initial LE Document delivery of Initial LE to borrower	Purchase		Cleared	01/04/2018	0	Re-Open
	PreLim CD Document delivery of PreLim CD to borrower & borrower acknowledgment	Purchase		Cleared	01/04/2018	0	Re-Open