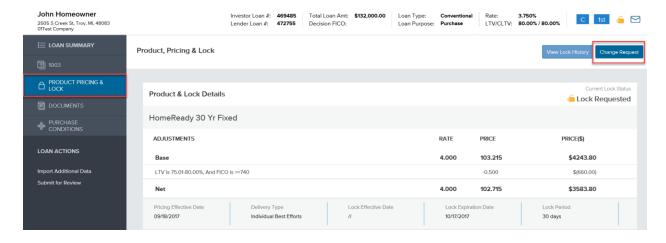


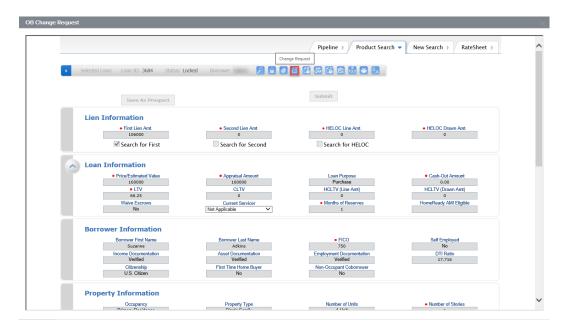
HOW TO: Request a Profile Change

If a profile change is needed on your already locked loan, you may request that under the Product Pricing and Lock Tab. This feature gives you the ability to change the loan amount, appraisal amount,, Purchase Price, waiving escrows, property type, rate, program.

Step 1: Click on Change Request



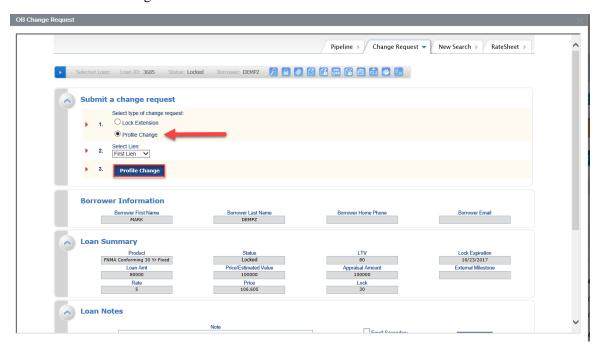
Step 2: Click on Change Request



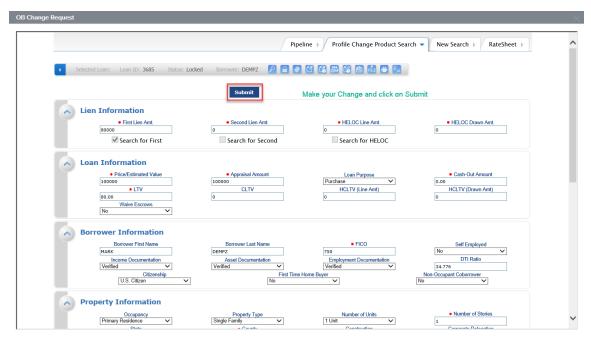
Encompass How To – Request a Profile Change

Step 3:

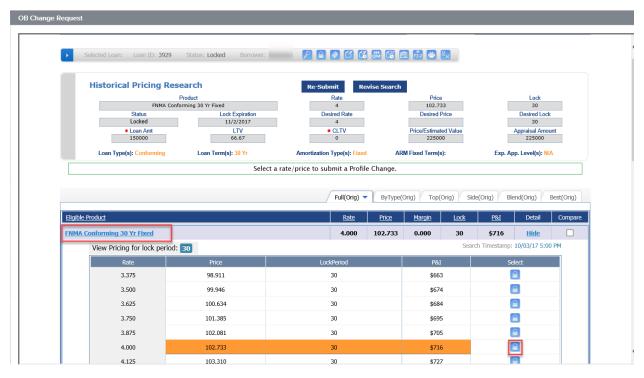
- Select Profile Change
- Select Lien
- Click Profile Change



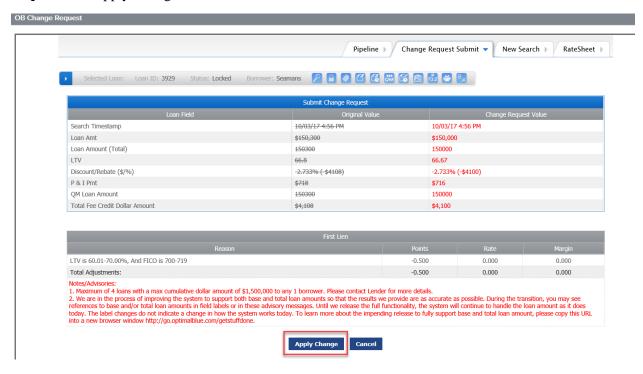
Step 4: Make your changes, click submit



Step 5: Select the product and click on the lock



Step 6: Click Apply Change



Note: Lock changes will appear side by side to show difference in pricing.