

Homepoint Addendum to the Encompass Investor Connect Lender User's Guide

Complete the following steps to successfully deliver closed loan packages to Homepoint through Encompass Investor Connect.

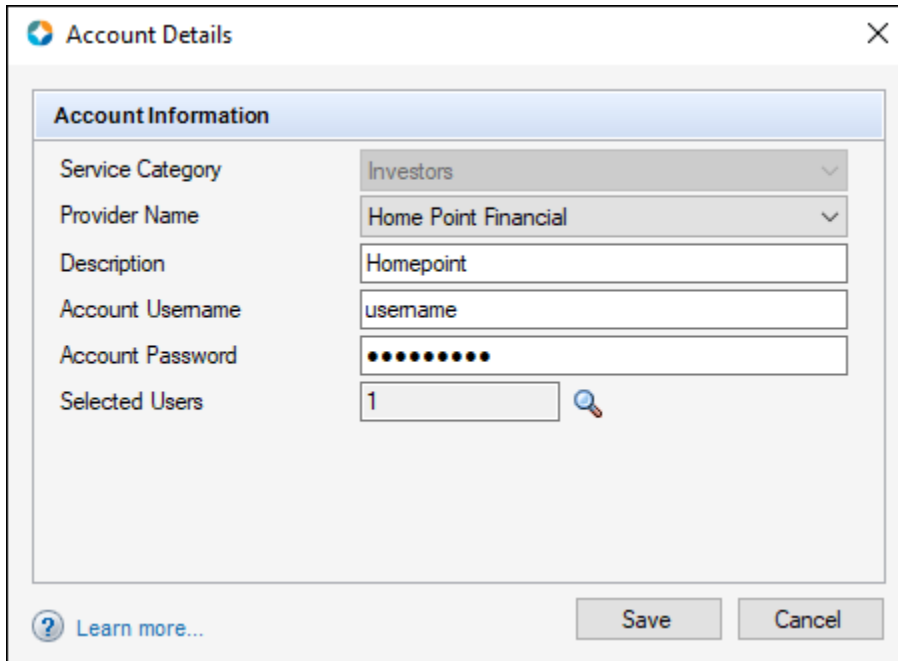
IMPORTANT: Use Encompass Investor Connect to deliver loans to Homepoint only for closed loan delivery.

Configuring Your Investor Connect Setup

Your administrator needs to complete the following steps when configuring Encompass Investor Connect in the Encompass settings.

Services Password Management

Your Encompass administrator must follow these guidelines when creating the Account Details entry for Homepoint in the Services Password Management setting (**Encompass > Settings > Company/User Setup > Services Password Management**):



Account Information	
Service Category	Investors
Provider Name	Home Point Financial
Description	Homepoint
Account Username	username
Account Password	••••••••••
Selected Users	1

- Enter your company's NMLS ID in the Account Username field.
- Enter **Homepoint** in the Account Password field.

Submitting Data and Document Packages

Encompass users must follow these guidelines when submitting data and document packages:

- On the Add Submission Details section of the Deliver Loans window:
 - Make sure **Closed Loan Delivery** is selected from the **Submission Type** drop-down list.
 - Select a **Stacking Template** from the drop-down list.

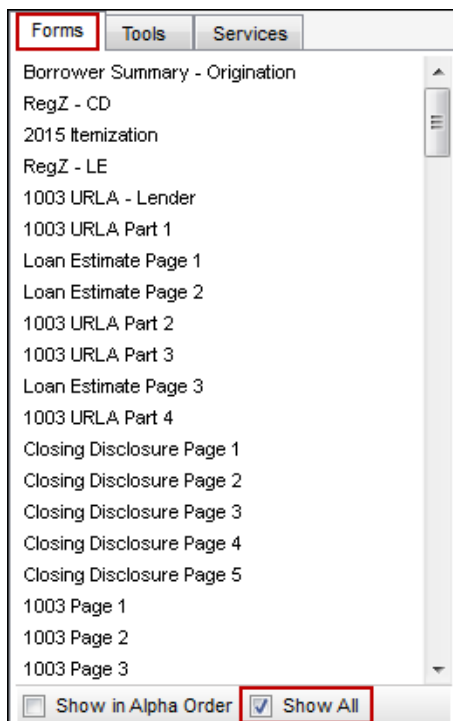
NOTE: Your Encompass Administrator should set up stacking templates according to the *Submission Checklist* provided by Homepoint. The Submission Checklists may be found on the portal under **Resources > Forms**. If you need a copy of this document, please contact your Client Advocate.

Investor Loan Number

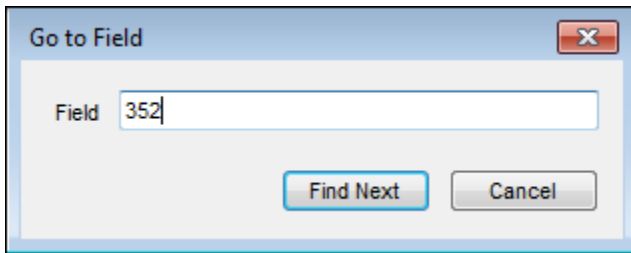
To successfully deliver closed loan packages, Homepoint requires an Investor Loan Number in each loan file submitted through Encompass Investor Connect. Your Homepoint loan number may be found on your lock confirmation or The Point portal.

To Add the Homepoint Loan Number:

1. Open the loan file, click the **Forms** tab in the lower-left panel, and then select the **Show All** check box.



2. Press **Ctrl+G**.
3. Type **352** in the field and click **Find Next**.



4. The first form on which the field is found opens with the field highlighted. Enter the Homepoint Loan Number in the field, and then save the loan.