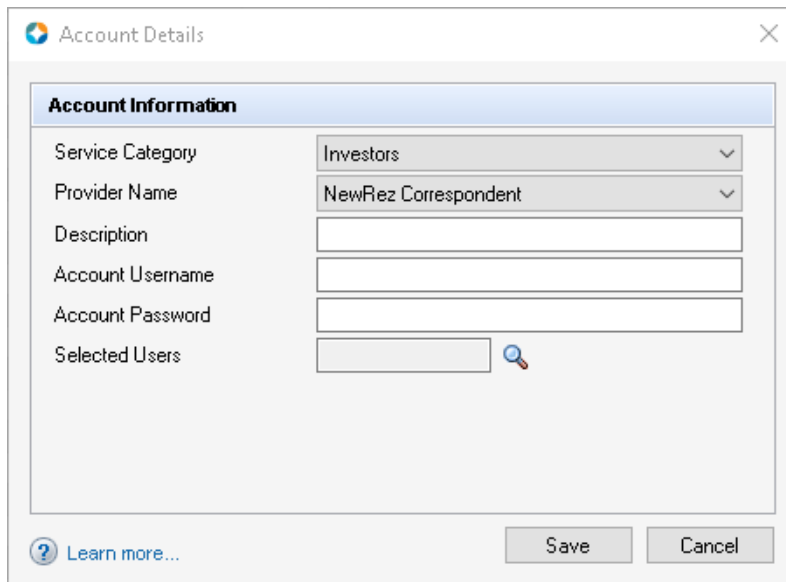


NewRez Correspondent Addendum to the Encompass Investor Connect Lender User's Guide


Complete the following steps to successfully deliver loan packages to NewRez Correspondent through Encompass Investor Connect.

Account Credentials

Your Encompass administrator must contact your Correspondent Records Management team at edelivery.ftw@newrez.com to obtain the account username to use when setting up the Account Details for NewRez in the Services Password Management setting (**Encompass > Settings > Company/User Setup > Services Password Management**).



The screenshot shows a web application window titled "Account Details" with a close button (X) in the top right corner. The window contains a form with the following fields:

Account Information	
Service Category	Investors
Provider Name	NewRez Correspondent
Description	<input type="text"/>
Account Username	<input type="text"/>
Account Password	<input type="password"/>
Selected Users	<input type="text"/> 

At the bottom left of the form is a "Learn more..." link with a question mark icon. At the bottom right are "Save" and "Cancel" buttons.

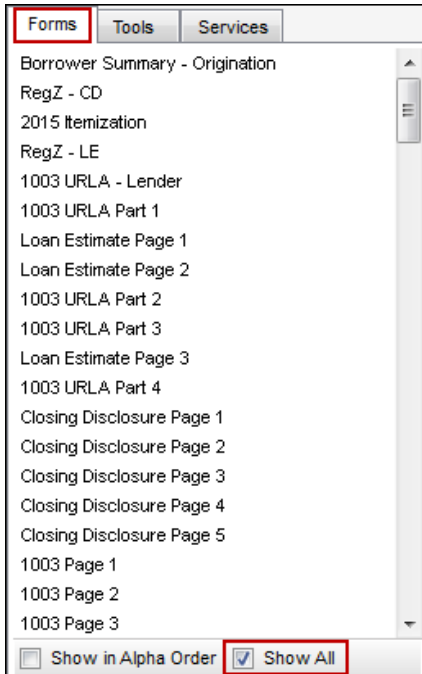
In the Account Password field, enter a password of your choice.

NewRez Investor Loan Number

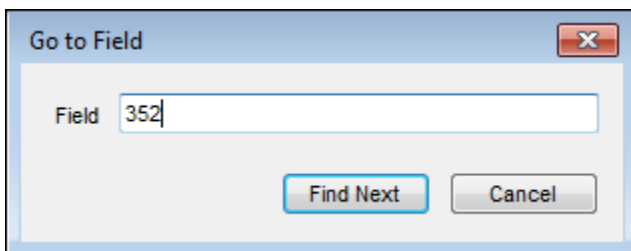
To successfully deliver loan packages, NewRez requires an Investor Loan Number in each loan file submitted through Encompass Investor Connect.

To Add the NewRez Investor 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 NewRez Investor Loan Number in the field, and then save the loan.

NOTE: The Loan Number must be the NewRez nine-digit loan number.

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:
 - A selection is not required from the **Submission Type** drop-down list. Leave **Closed Loan Delivery** as the default selection for this field.
 - Select a **Stacking Template** from the drop-down list.

Please note:

- Only delegated loans should be delivered via Encompass Investor Connect.
- You can only submit each loan through Encompass Investor Connect one time.
- Encompass Investor Connect deliveries are for closed loan deliveries only.
- Do not submit trailing docs through Encompass Investor Connect. Trailing docs must be delivered through image upload on the web.