

PHH Mortgage Correspondent Lending Addendum to the Encompass Investor Connect Lender User's Guide

Complete the following steps to successfully deliver loan packages to PHH Mortgage through Encompass Investor Connect.

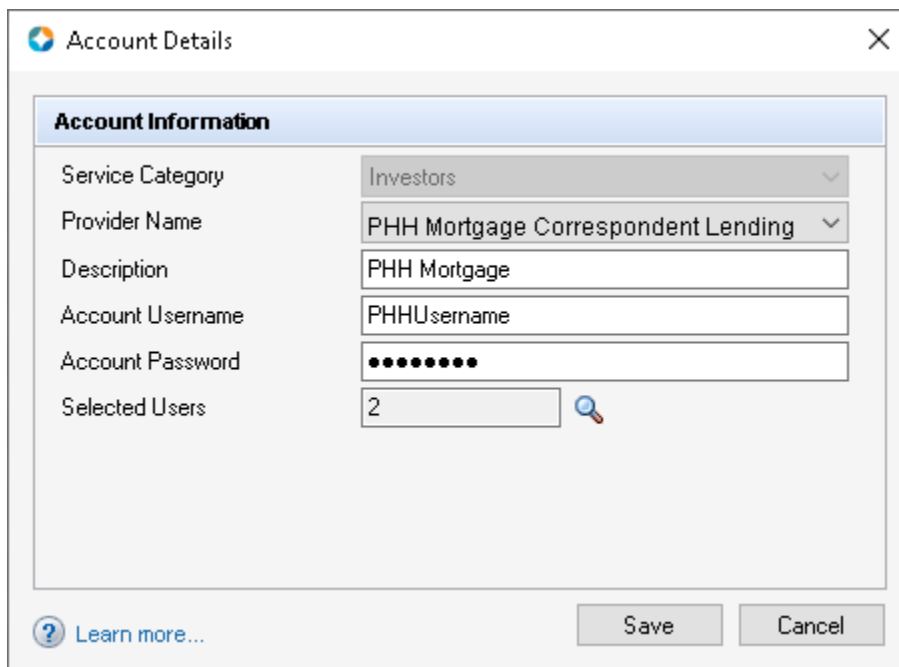
IMPORTANT: Use Encompass Investor Connect to deliver loans to PHH Mortgage only for Closed Loan Delivery

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 PHH Mortgage in the Services Password Management setting (**Encompass > Settings > Company/User Setup > Services Password Management**):



Account Information	
Service Category	Investors
Provider Name	PHH Mortgage Correspondent Lending
Description	PHH Mortgage
Account Username	PHHUsername
Account Password	••••••••
Selected Users	2


1. Account Username: **PHH Mortgage**
2. Account Password: Enter your 5-digit PHH Client ID. Please consult your Regional Sales Executive if you do not know your 5-digit PHH Client ID.

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:
 - Select **Closed Loan Delivery** from the **Submission Type** drop-down list.
 - Select a **Stacking Template** from the drop-down list.

Add Submission Details



Memo

Submission Type

Stacking Template

[REVIEW DOCUMENTS >](#)

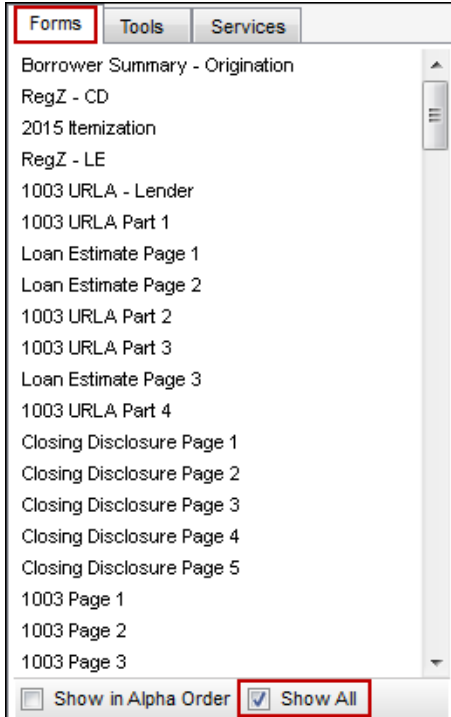
Review completed: All loans have required documents

Investor Loan Number Required

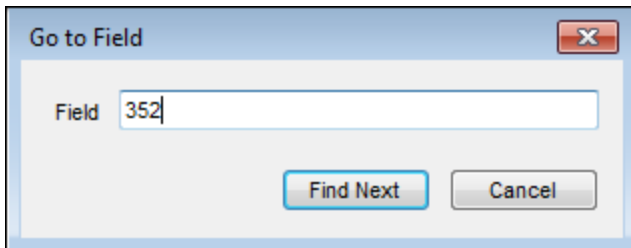
For all submissions, PHH Mortgage requires that the Investor Loan Number (field ID 352) in the loan file submitted through Encompass Investor Connect match the loan in PHH Mortgage's system.

To Enter the Investor Loan Number in Encompass:

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 the **Field ID** in the field and click **Find Next**.



4. This takes you to the field. Enter the Investor Loan Number, and then save the loan.