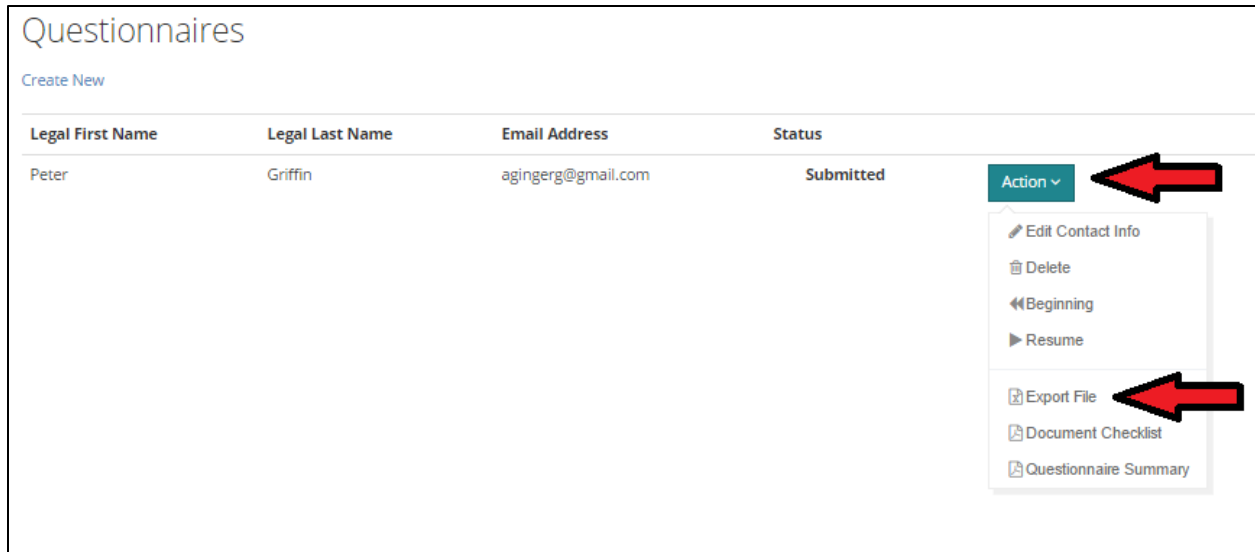
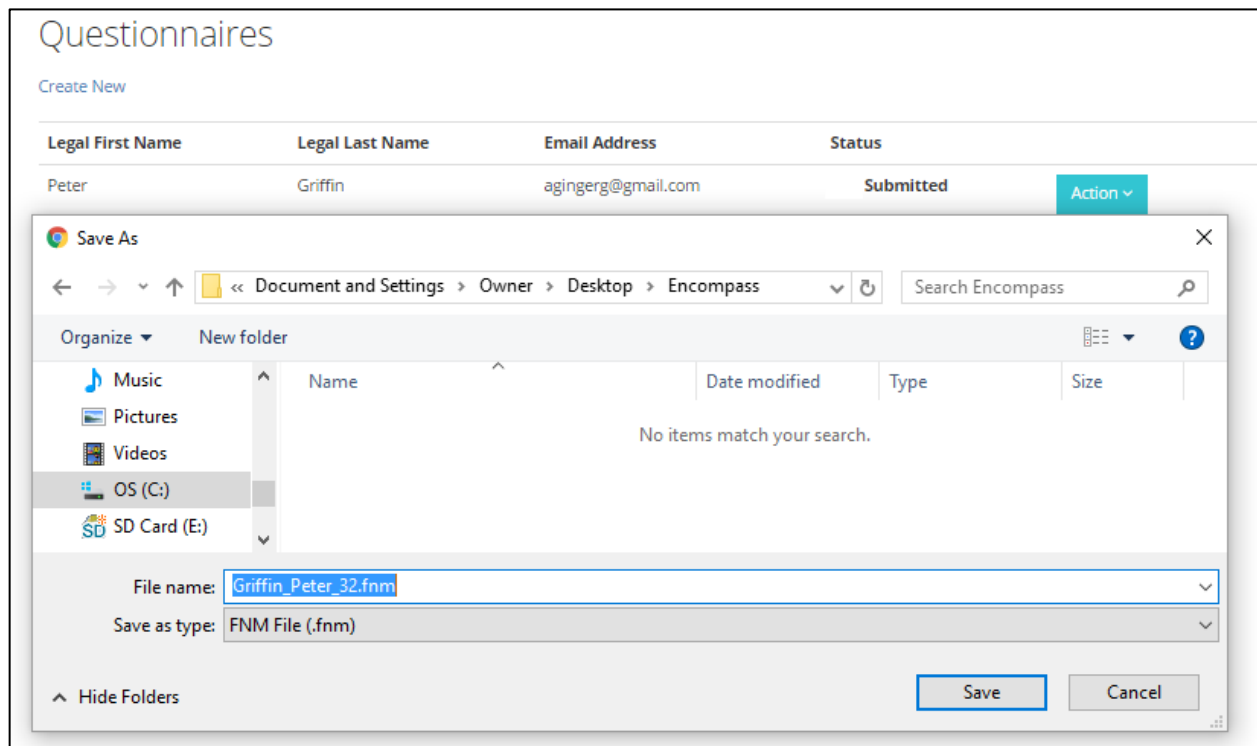


EXPORT A FILE FROM YOUR PERFECTLO DASHBOARD AND IMPORT INTO ENCOMPASS

1. Open your PerfectLO dashboard and click on the **"Action"** button next to your borrower. In the drop-down menu, click on **"Export File"**

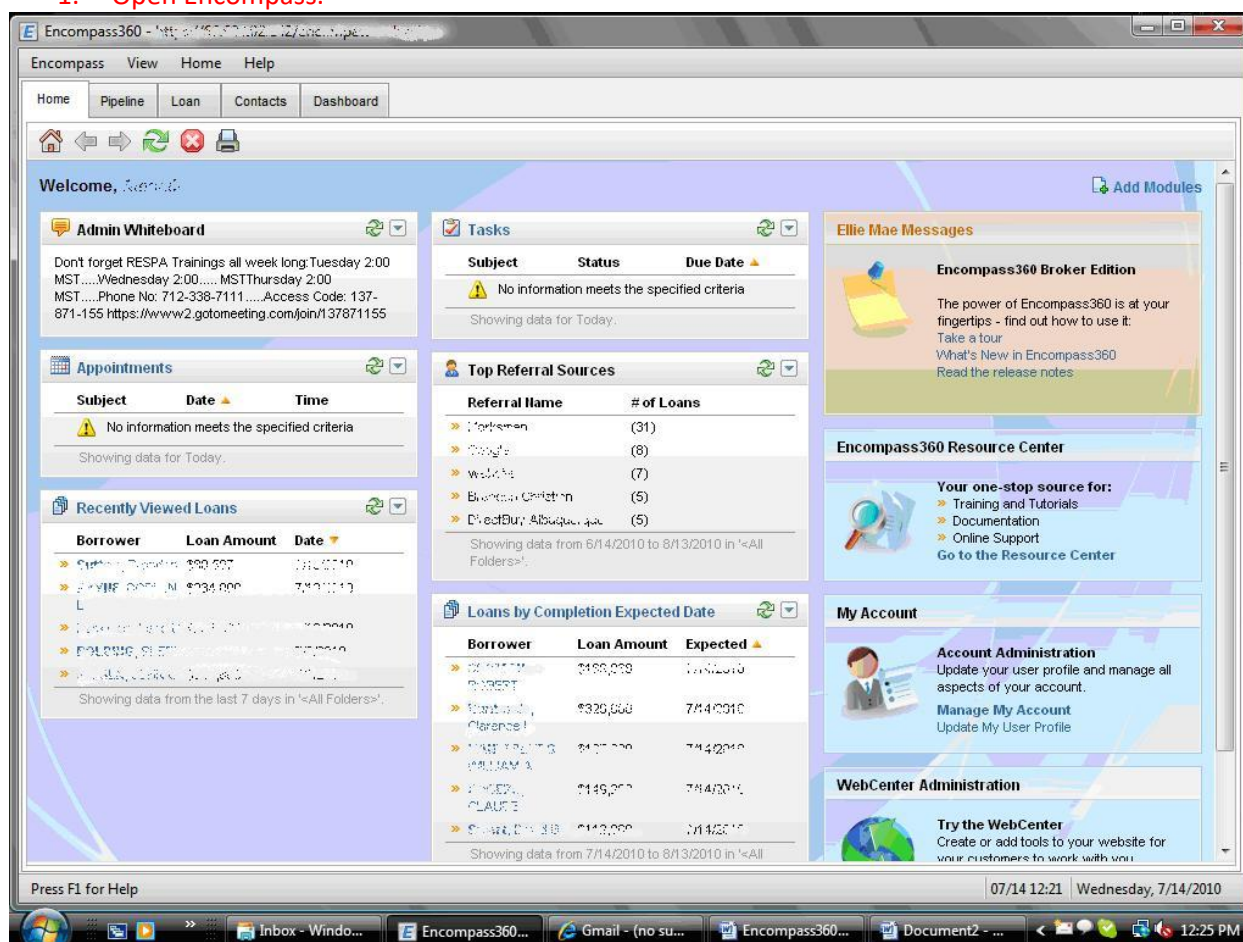


2. Choose the location to save your file. You can save to any location that you wish but it is important to remember the location of where you saved the file. NOTE: the file will save as the borrower's last name. Click **"Save"** and then close the download window once the file transfer is complete.

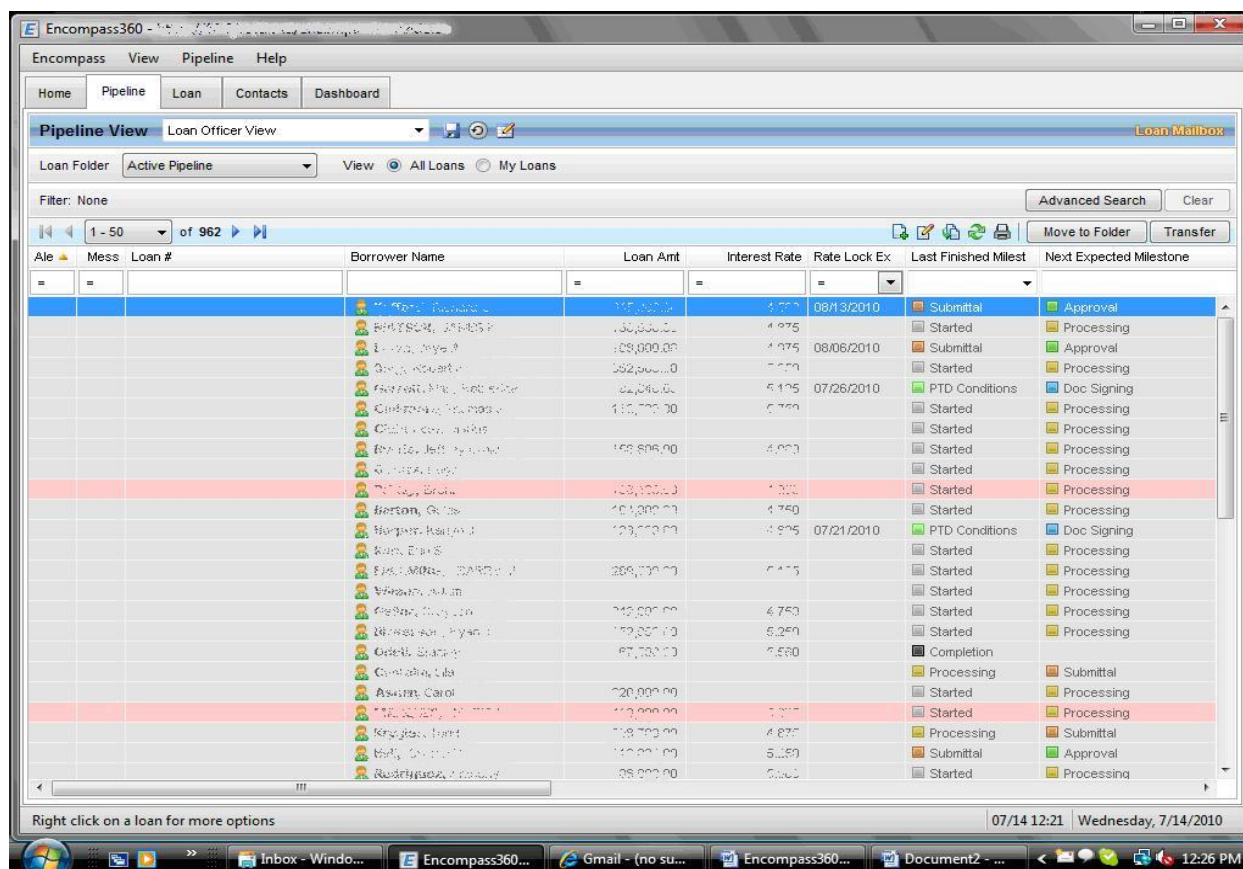


Import the Downloaded File into Encompass:

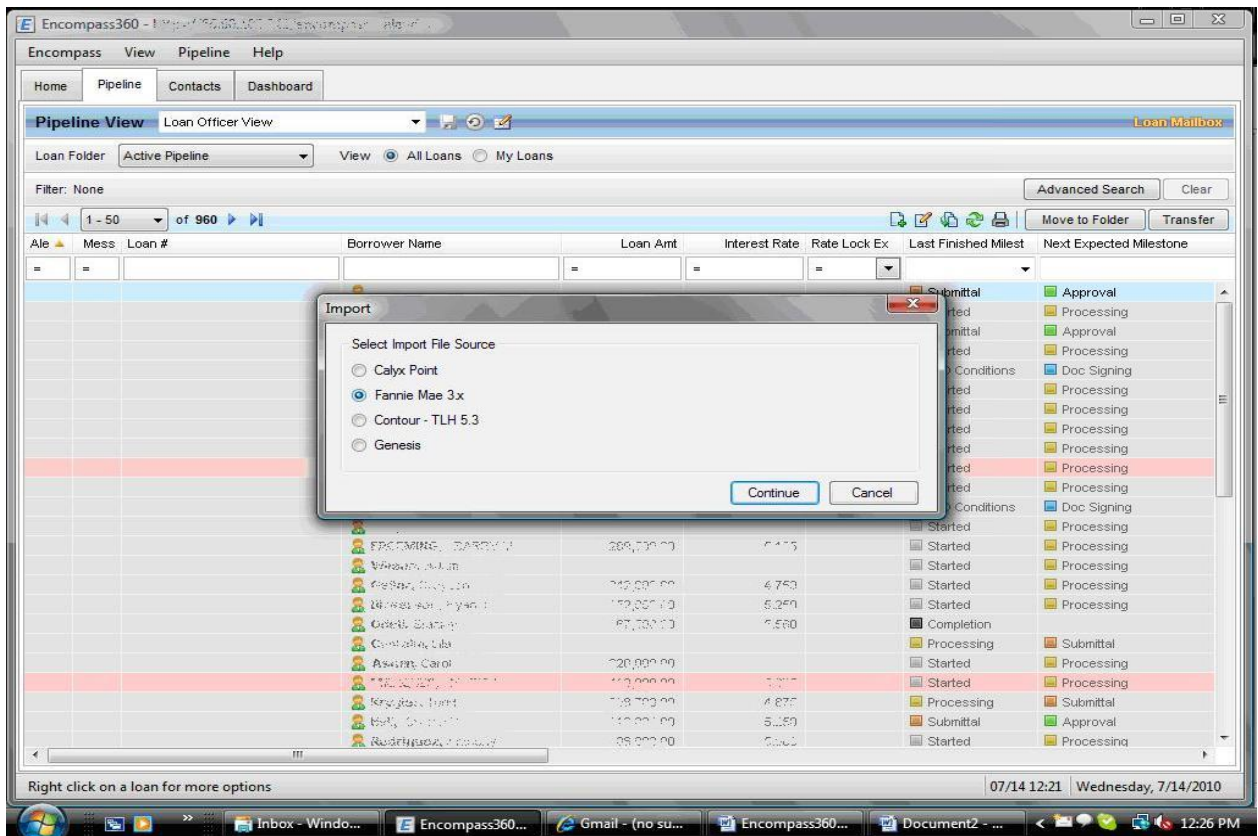
1. Open Encompass.



2. Go to your Pipeline.



4. Select Fannie Mae 3.x



5. Browse to and Select the downloaded Fannie Mae File.

STEP 1

- MAKE SURE TO CHOSE THE C: DRIVE FROM THE DROPDOWN BOX
- CLICK ON THE "C:\\" FOLDER IN THE BOX BELOW THE DROPDOWN TO OPEN FILES BELOW
- FIND AND CLICK ON THE "USERS" FOLDER
- CLICK THE FILE THAT HAS YOUR NAME AS THE USER (BELOW IT SHOWS AS "YourWindowsUser")
- CLICK ON THE "DOWNLOADS (OR DESKTOP)"

STEP 2

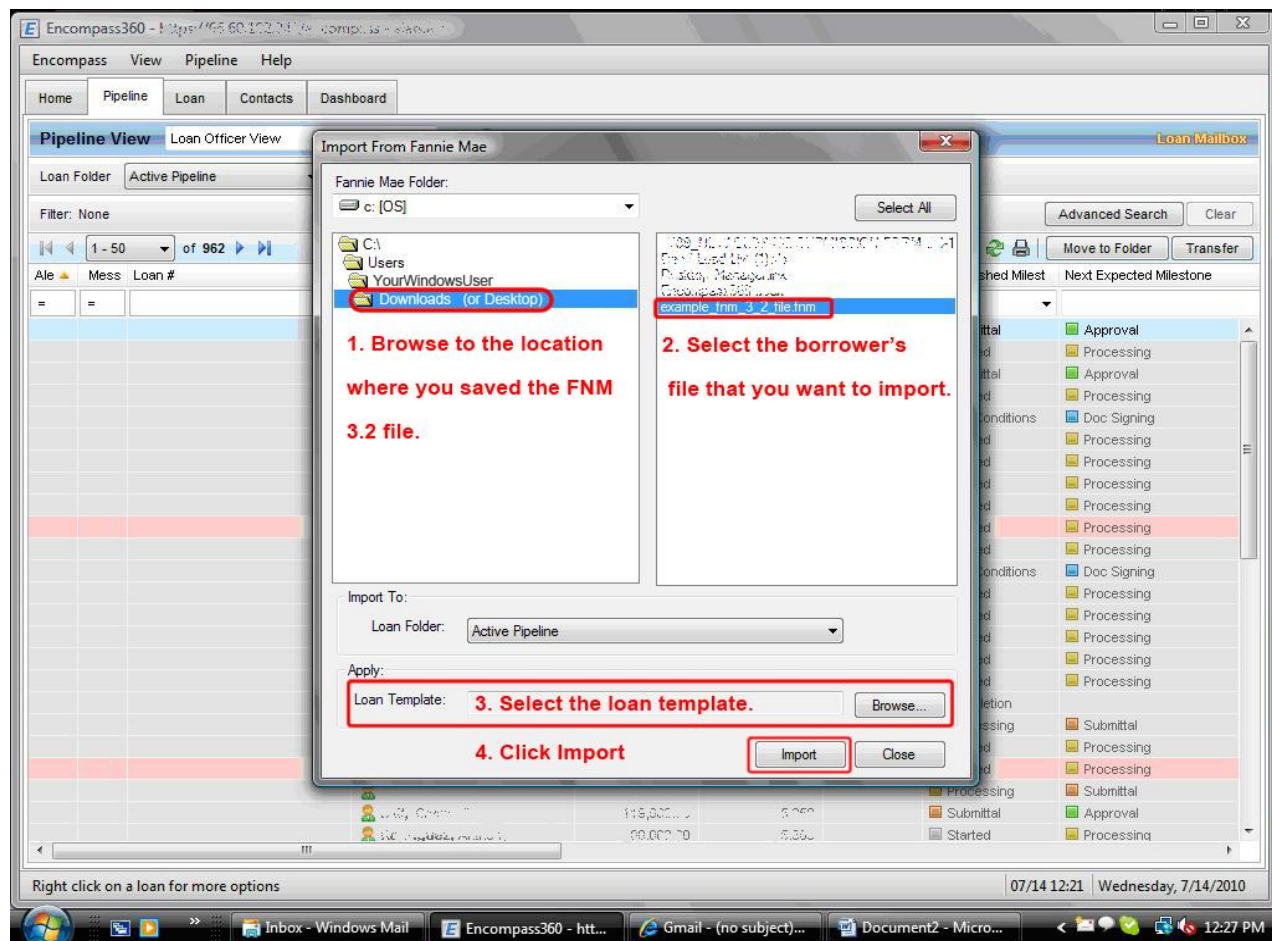
- FIND THE BORROWER FILE THAT YOU SAVED

STEP 3

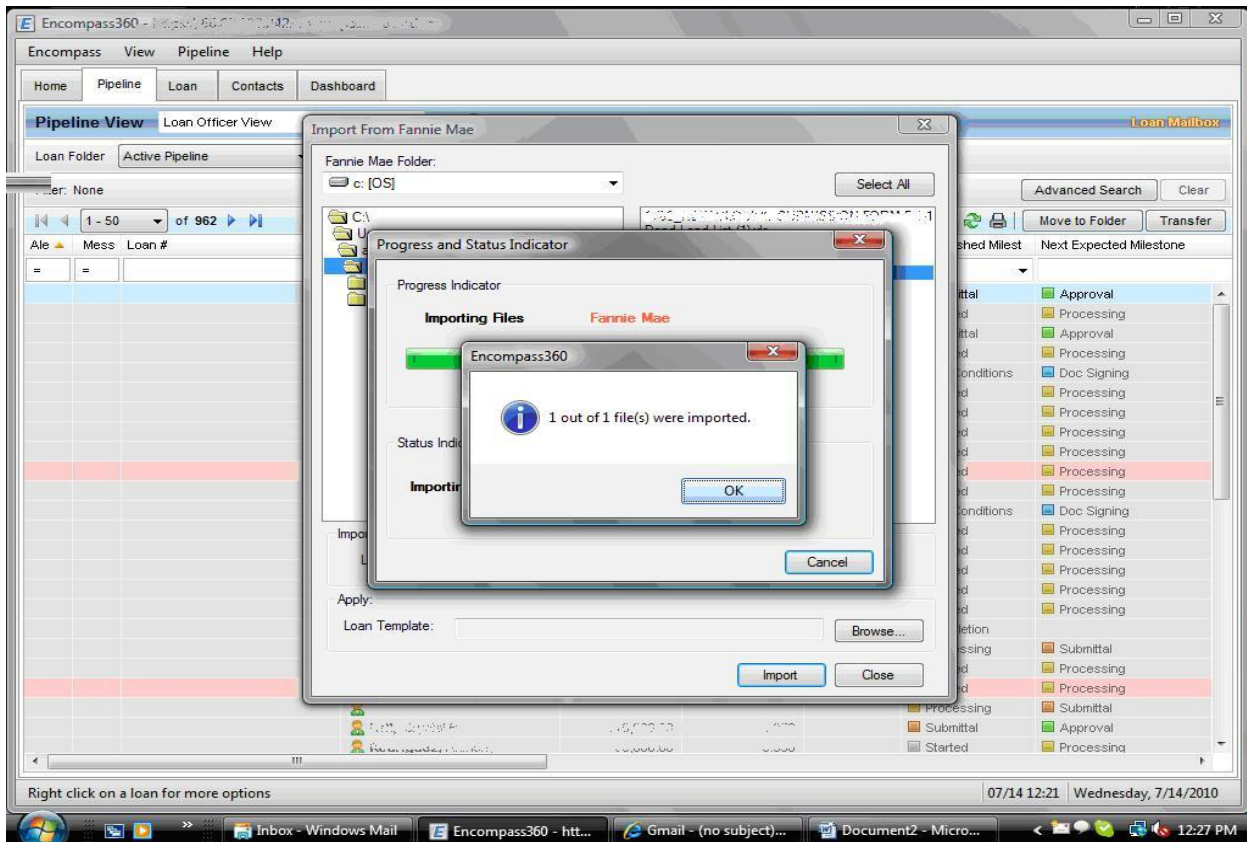
- SELECT THE LOAN TEMPLATE (FHA, REFI, ETC...)

STEP 4

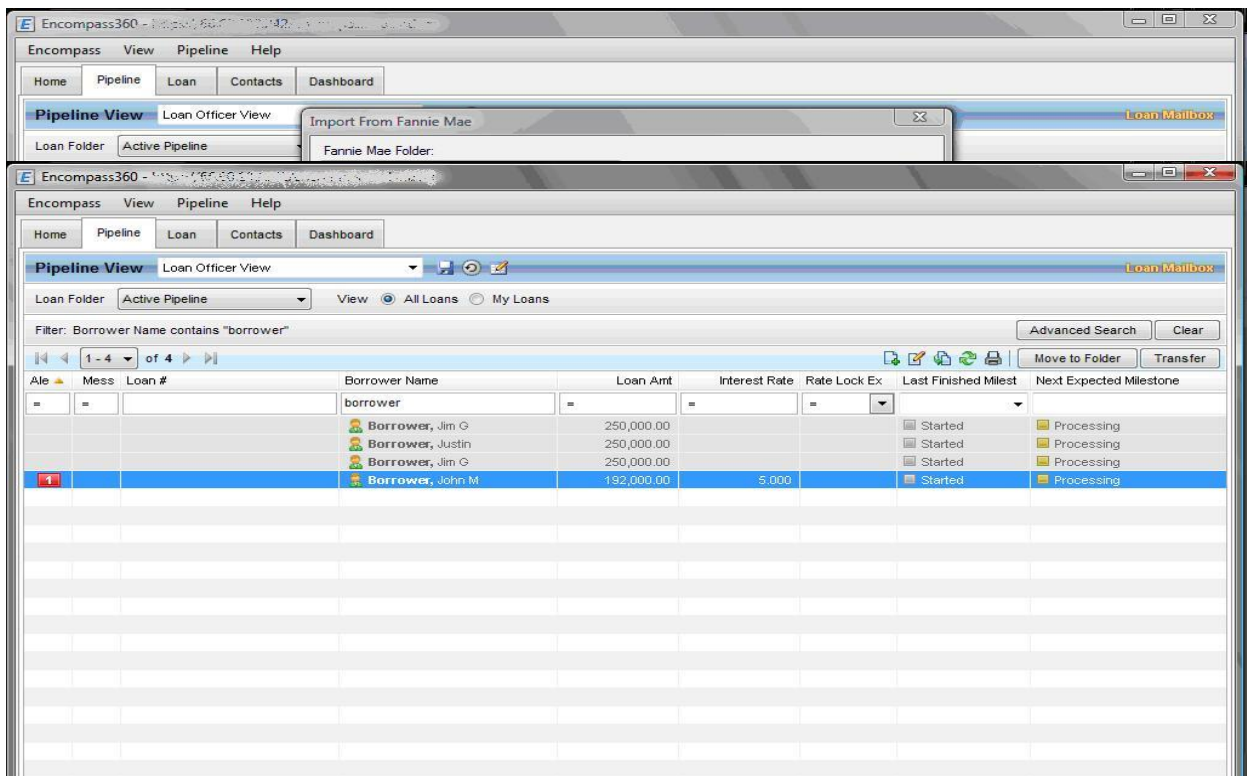
- Click "IMPORT"



6. The file is then imported.



7. Return to your Pipeline and find the borrower.



8. Verify that the import occurred successfully.

Encompass360 - [http://158.48.103.270:4000/](#)

Encompass View Loan Forms Verifs Tools Services Help

Home Pipeline Loan Contacts Dashboard

Borrowers John M and Sally Q Borrower eFolder

460 N. University Ave, Suite 100
Provo, UT 84601

Loan #: **141** LTV: 96.000/96.000 Rate: 5.000% Est Closing Date: //
Loan Amount: \$192,000.00 DTI: / Not Locked

Alerts & Messages Log 07/14/10

Loan has been started

Borrower Summary - Origination

Channel: Application Date: //
Current Status: Active Loan Date: //

Borrower Information

Borrower	Co-Borrower
First Name: John	First Name: Sally
Middle: M	Middle: Q
Last Name: Borrower	Last Name: Borrower
SSN: 555-55-5555	SSN: 666-66-6666
DOB: 02/22/1922	DOB: 01/01/1945
H. Phone: 801-221-9400	H. Phone: 801-221-9400
W. Phone: 801-221-9400	W. Phone: <input type="text"/>
Cell: <input type="text"/>	Cell: <input type="text"/>
Marital Status: <input type="text"/>	Marital Status: <input type="text"/>
E-mail: support@etrafficers.com	E-mail: <input type="text"/>

Present Address

Borrower	Co-Borrower
Address: 109 W 920 S	Address: <input type="text"/>
City: Provo	City: <input type="text"/>
State: UT Zip: 84601	State: <input type="text"/> Zip: <input type="text"/>
# of Years: <input type="text"/> Y <input type="text"/> M <input type="checkbox"/> Own <input type="checkbox"/> Rent	# of Years: <input type="text"/> Y <input type="text"/> M <input type="checkbox"/> Own <input type="checkbox"/> Rent

Previous Address

07/14 12:21 Wednesday, 7/14/2010

Forms Tools Services

Borrower Summary - Origination

- 1003 Page 1
- 1003 Page 2
- 1003 Page 3
- 1003 Page 4
- FNMA Streamlined 1003
- HUD 1003 Addendum
- 2010 GFE
- 2010 Itemization
- Settlement Service Provider List
- 2010 HUD-1 Page 1

☐ Show in Alpha Order ☐ Show All

Inbox - Windows Mail Encompass360 - http... Gmail - (no subject)... Document2 - Micro... 12:29 PM