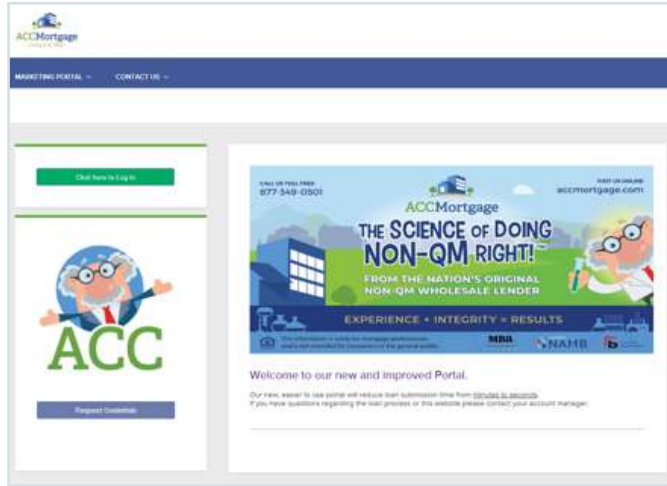


# ACC PORTAL GUIDE



*Step 1*

Go to <https://6288330090.encompasspoconnect.com/#/content/login> and enter your log in credentials.



*Step 2*

This screen is set up and defaulted to TPO Company, but the suggested best practice is to search by TPO User. Select the LO for the loan you are submitting:

Search by: <input type="radio"/> TPO Company <input checked="" type="radio"/> TPO User					
TPO Company Name	TPO Branch Name	TPO User First Name	TPO User Last Name	TPO User Email	TPO User Phone
Fast TPO	Kenny Brown	Tali	Processor	talprocessor@accmortgage.com	
Fast TPO	Kenny Brown	Kenny	Tali	kennytal@accmortgage.com	301-988-4121

*Step 3*

Select ADD NEW LOAN



*Step 4*

Select the Loan Officer & Loan Processor from the drop downs and then click next:

**Choose Contacts**

**LOAN OFFICER**

Organization:

User Name:

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**LOAN PROCESSOR**

Organization:

User Name:



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(240) 314-0399

Step 5

Drag and drop the 3.2 and then click next:

Step 8

Drag and drop or browse files to upload the Prequal Submission Form, 1003 and Credit into the correct folders:

Step 6

Review & ensure all info on this page is correct before clicking the green Prequal Registration button:

Step 9

Select Submit Prequal Request under the LOAN ACTIONS:

Step 7

Click EFOLDER DOCUMENTS:

Step 10

Click the continue box to complete the prequal submission process:

