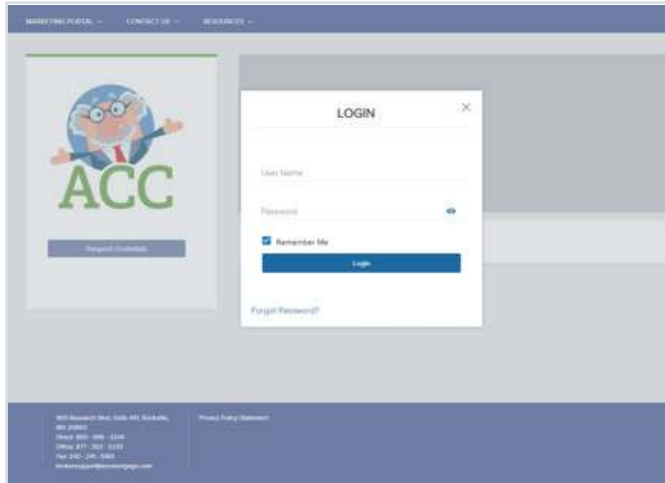


HOW TO SUBMIT A FILE TO ACC FOR DISCLOSURES



Step 1

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



Step 3

Select the loan you want to submit for disclosures:



Step 4

Click EFOLDER DOCUMENTS:



Step 2

Click on your name (ACC employees would click on the loan officers name):



Step 5

Click the Add Document tab:



Step 6

Select all documents you want to add and save:

Document View Settings

Select the Documents you want to add

Borrower Pair

All Borrowers

Michael Hartenstein

Documents Select all

- 1003
- 1003 Final
- 1003 Initial From Broker
- 1008 - Transmittal Summary
- 1084 Cash Flow Analysis
- 2015 Settlement Service Provider List
- 442 Completion Certificate
- 4506-T IRS Form Final
- 4506-T IRS Form Initial
- 4506-T Transcripts

Cancel Save

Step 9

Review the information on this page is correct, then click Ready to Disclose:

Disclosures

Disclosure Status

Application Date: Ready to Disclose Date: Completed By:

Borrower Information

Select Borrower Pp:

Borrower

Borrower First Name: Borrower Middle Name: Borrower Last Name: Suffix: Call Phone Number: Email Address: SSN: [Redacted]

Co-Borrower

Co-Borrower First Name: Co-Borrower Middle Name: Co-Borrower Last Name: Suffix: Call Phone Number: Email Address: SSN: [Redacted]

Subject Property Address

Ready to Disclose

Step 7

Drag and drop or upload documents into the correct folders:

ACC PREQUAL SUBMISSION FORM Comments: Drag & Drop files here or [Browse for files](#)

ADDITIONAL BROKER DOCUMENTS Comments: Drag & Drop files here or [Browse for files](#)

BROKER 1003 Comments: Drag & Drop files here or [Browse for files](#)

CREDIT REPORT Comments: Drag & Drop files here or [Browse for files](#)

Step 10

Click Continue:

By clicking "Ready to Disclose", you are indicating that the loan data necessary to disclose has been provided.

Cancel Continue

Step 8

Select Request Disclosures:

DISCLOSURE TRACKING

LOAN ACTIONS

- Submit Prequal Req...
- Reissue Credit
- Import Updated 3.2 ...
- Request Disclosures**
- LoanNEX

Step 11

Once you see the date populate your file is ready to disclose:

Disclosures

Disclosure Status

Application Date: Ready to Disclose Date: 03-04-2020 Completed By: Kenneth Brown

Borrower Information

