

ENCOMPASS – HOW TO SUBMIT A NEW LOAN

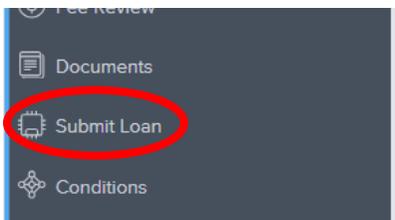
To Submit a new Loan:

To submit a loan, you will need to follow these steps.

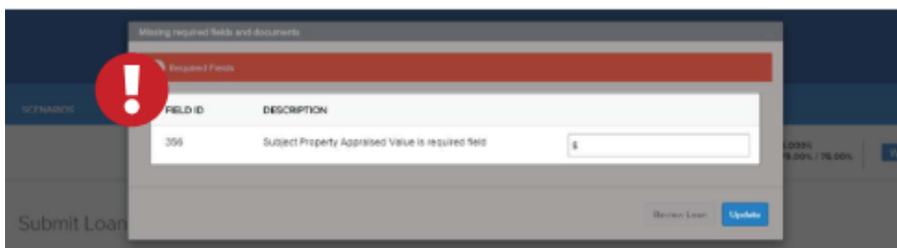
1. On the left menu tab, click on the document section, you will upload your full credit package (if GMFS disclosed) or your full credit and disclosure package (If you disclosed) to the efolder called “TPO – Full Initial Package”. ****Note all the efolders are in alphabetical order ****



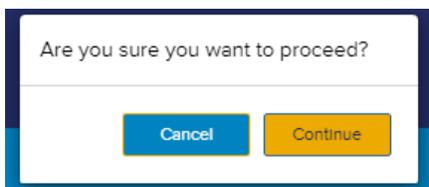
2. Click on the Submit Loan under the Document menu tab.



 An error message will appear for missing or incomplete required information



3. Select Continue to proceed with the loan submission.



****Once the loan has been successfully submitted, the submit option in the workflow will disappear and you will receive an auto email stating your file has been submitted****



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Congratulations, your loan file has been successfully submitted and is in line for GMFS Loan Setup/Processing. You can view the processing turn times on the GMFS Partners page on the left-hand side. Please see the following How to Guides for next steps.

Working Conditions
Requesting a Prelim CD/Closing
Ordering an Appraisal