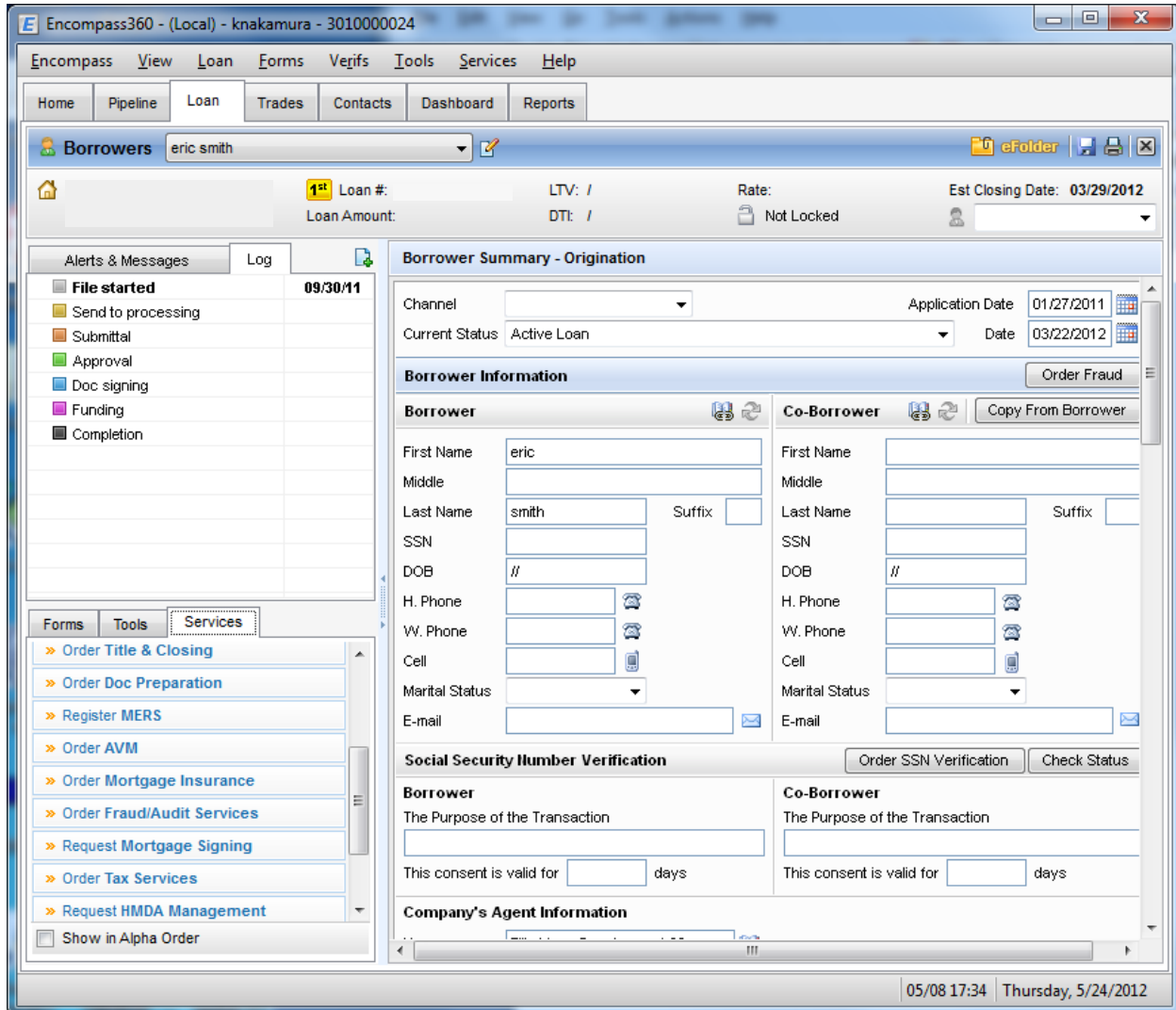


## Guide for Ordering Data Facts TRVs in Encompass360

Select 'Order Verifications'



Encompass360 - (Local) - knakamura - 3010000024

Encompass View Loan Forms Verifs Tools Services Help

Home Pipeline Loan Trades Contacts Dashboard Reports

**Borrowers** eric smith eFolder

1<sup>st</sup> Loan #: LTV: / Rate: Est Closing Date: 03/29/2012  
Loan Amount: DTI: / Not Locked

Alerts & Messages Log

**File started** 09/30/11

- Send to processing
- Submittal
- Approval
- Doc signing
- Funding
- Completion

Forms Tools **Services**

- Order Title & Closing
- Order Doc Preparation
- Register MERS
- Order AVM
- Order Mortgage Insurance
- Order Fraud/Audit Services
- Request Mortgage Signing
- Order Tax Services
- Request HMDA Management
- Show in Alpha Order

**Borrower Summary - Origination**

Channel Application Date 01/27/2011  
Current Status Active Loan Date 03/22/2012

**Borrower Information** Order Fraud

**Borrower** **Co-Borrower** Copy From Borrower

First Name eric First Name  
Middle Middle  
Last Name smith Suffix Last Name Suffix  
SSN SSN  
DOB // DOB  
H. Phone H. Phone  
W. Phone W. Phone  
Cell Cell  
Marital Status Marital Status  
E-mail E-mail

**Social Security Number Verification** Order SSN Verification Check Status

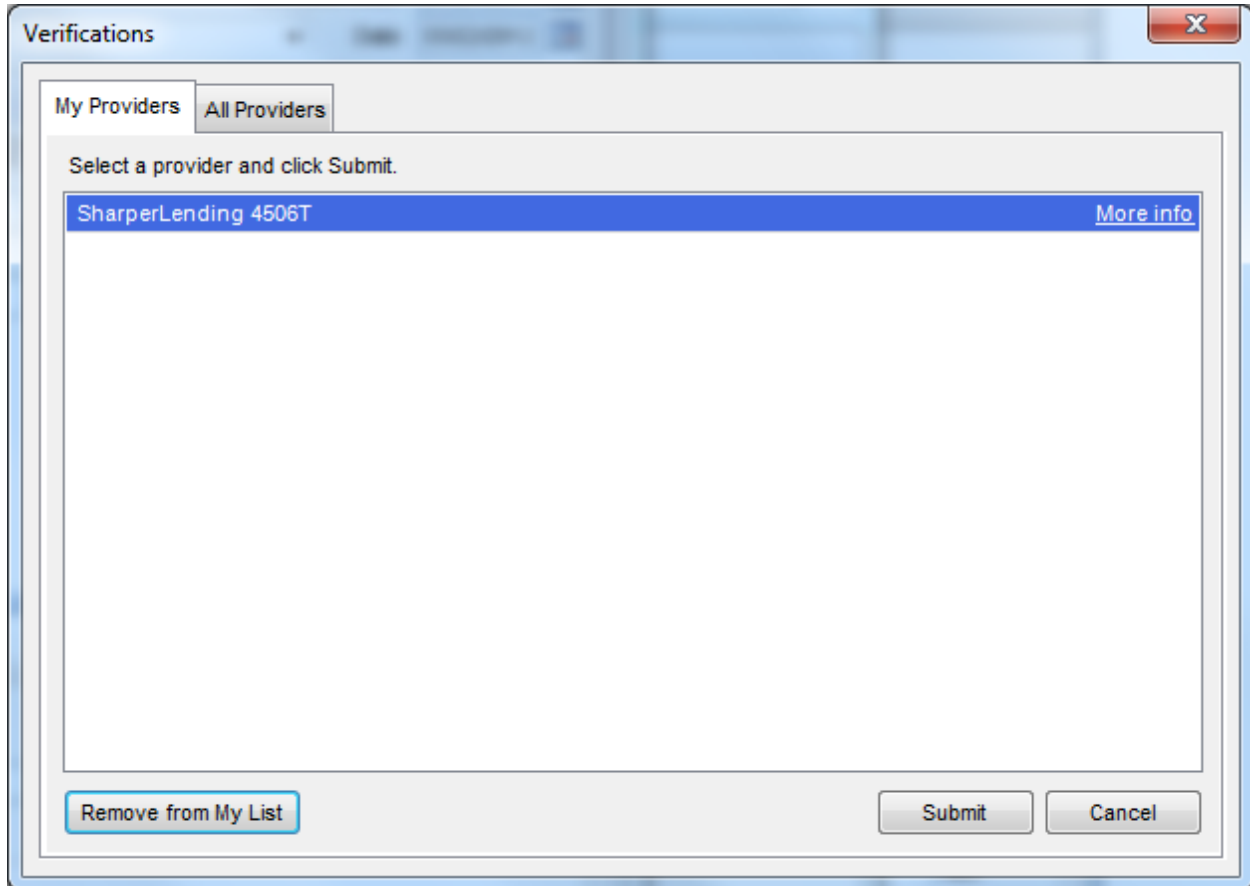
**Borrower** **Co-Borrower**  
The Purpose of the Transaction The Purpose of the Transaction  
This consent is valid for days This consent is valid for days

**Company's Agent Information**

05/08 17:34 Thursday, 5/24/2012

Select SharperLending. If 'My Providers' tab is blank, you can locate SharperLending in the 'All Providers' tab.

Click on 'Submit'

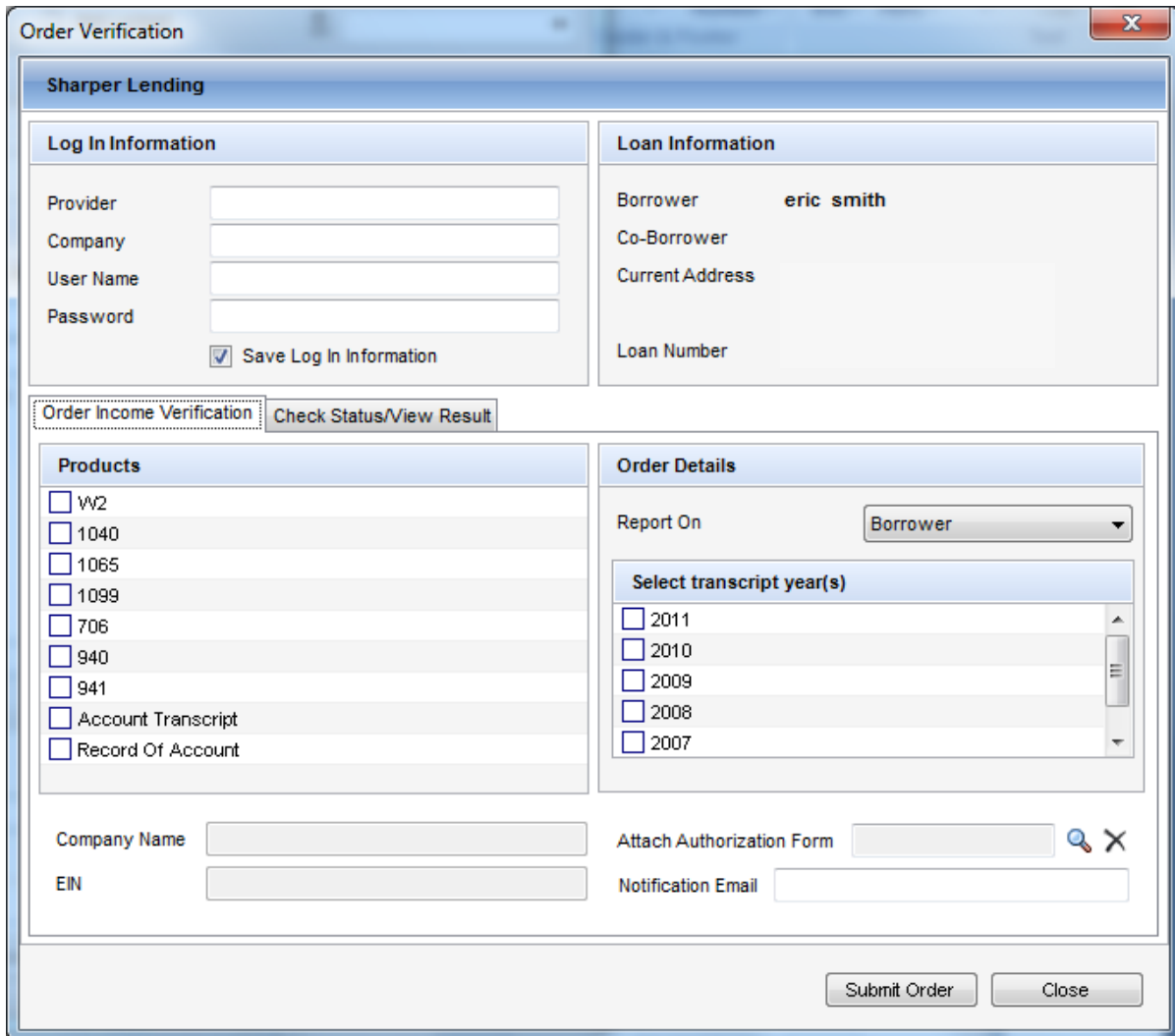


The screenshot shows a web application window titled "Verifications". It has two tabs: "My Providers" and "All Providers". The "All Providers" tab is active, displaying a list of providers. The first item in the list is "SharperLending 4506T", which is highlighted in blue. To the right of this item is a link labeled "More info". Below the list, there are three buttons: "Remove from My List", "Submit", and "Cancel".

Provider Name	Action
SharperLending 4506T	<a href="#">More info</a>

Buttons: [Remove from My List](#) [Submit](#) [Cancel](#)

SharperLending order form.



Order form data entry fields	
Provider	Provided by Data Facts
Company	Provided by Data Facts
User Name	Provided by Data Facts
Password	Provided by Data Facts
Save Log in Information	Saves Credentials
Order Income Verification tab	
Products	Order one or many
Report on	Select one
Transcripts years	Order one or many
Company Name	Business name
EIN	Employers Identification Number
Attach Auth Form	Select storage of signed 4506T
Notification Email	Will populate if exist

Order Verification

**Sharper Lending**

**Log In Information**

Provider
Company
User Name
Password
☒ Save Log In Information

**Loan Information**

Borrower **eric smith**
Co-Borrower
Current Address
Loan Number

Order Income Verification
Check Status/View Result

**Orders**

Order No.	Order Date	Request Details	Status
1001-	05/24/2012	W2 (2011)	Ordered

Documents returned

### Check Status/View result tab

Orders No.	Each order will have an Order number. By selecting the order and clicking on the Check Status button will retrieve the report if completed.
Order Date	Date of order
Request Details	Product and years ordered are displayed.
Status	Current status of order
Documents Returned	View the document by the order number selected.
View messages	Also messages to be sent and receive on the order number selected.

If you have any questions, call Diana Agee at 800.264.4110.