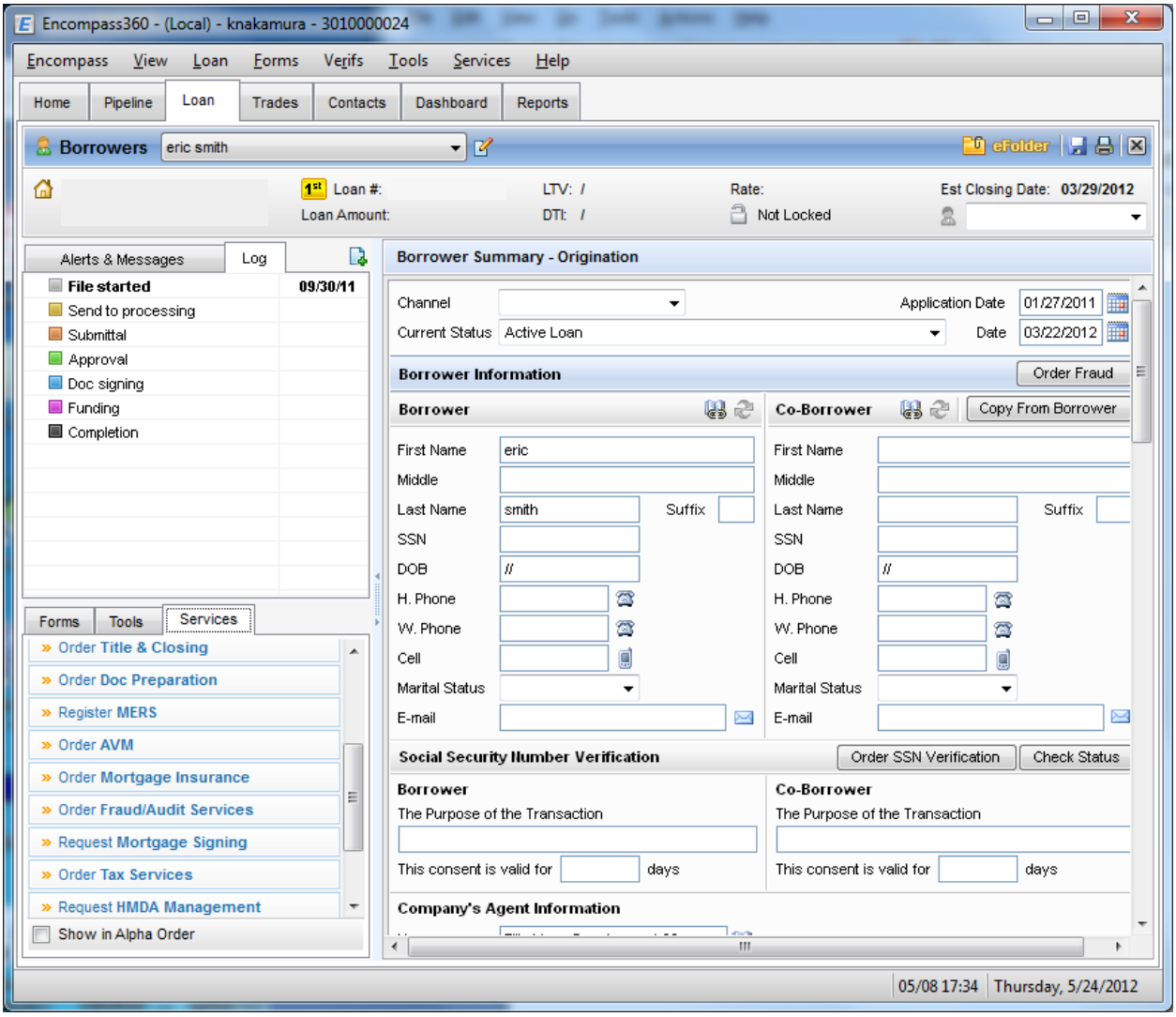
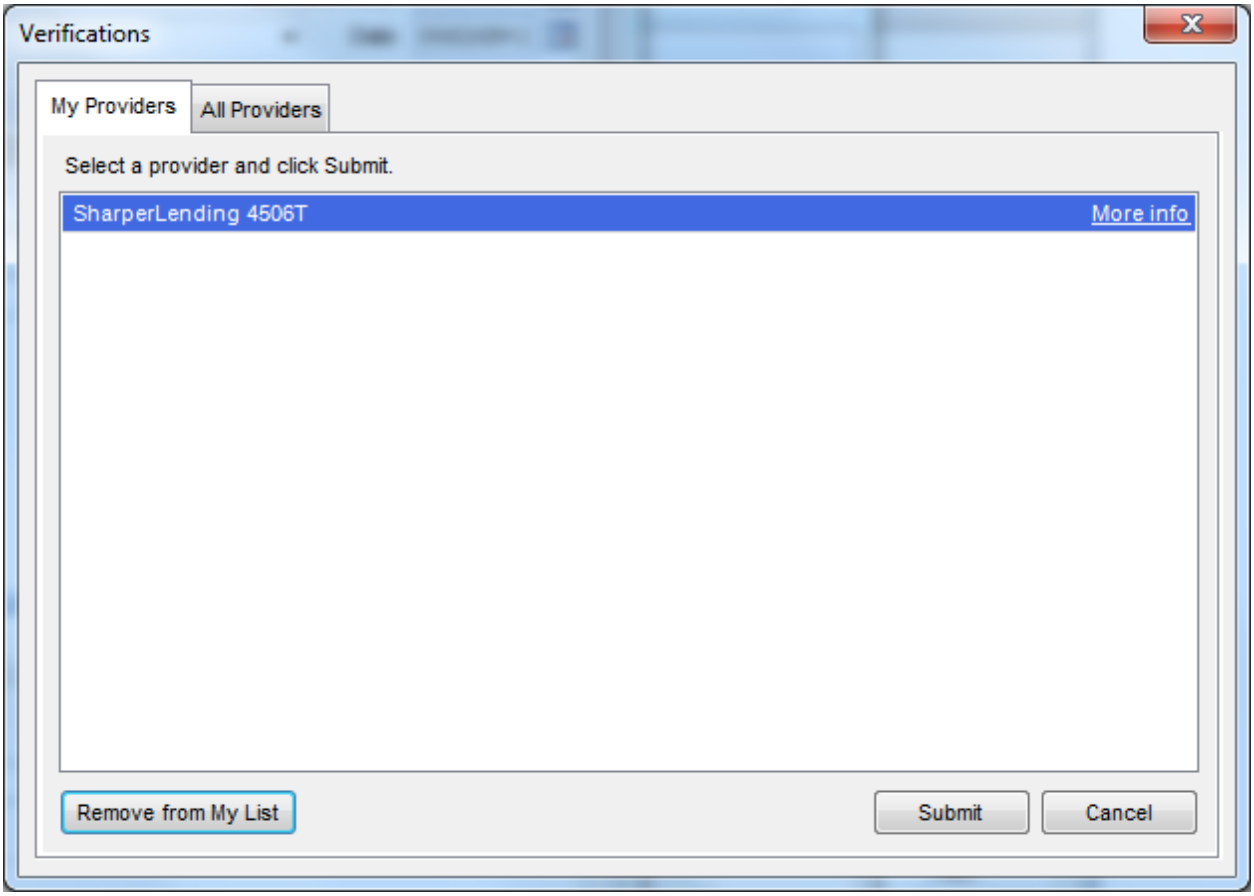
Guide for Ordering Data Facts TRVs in Encompass360

Select ‘Order Verifications’

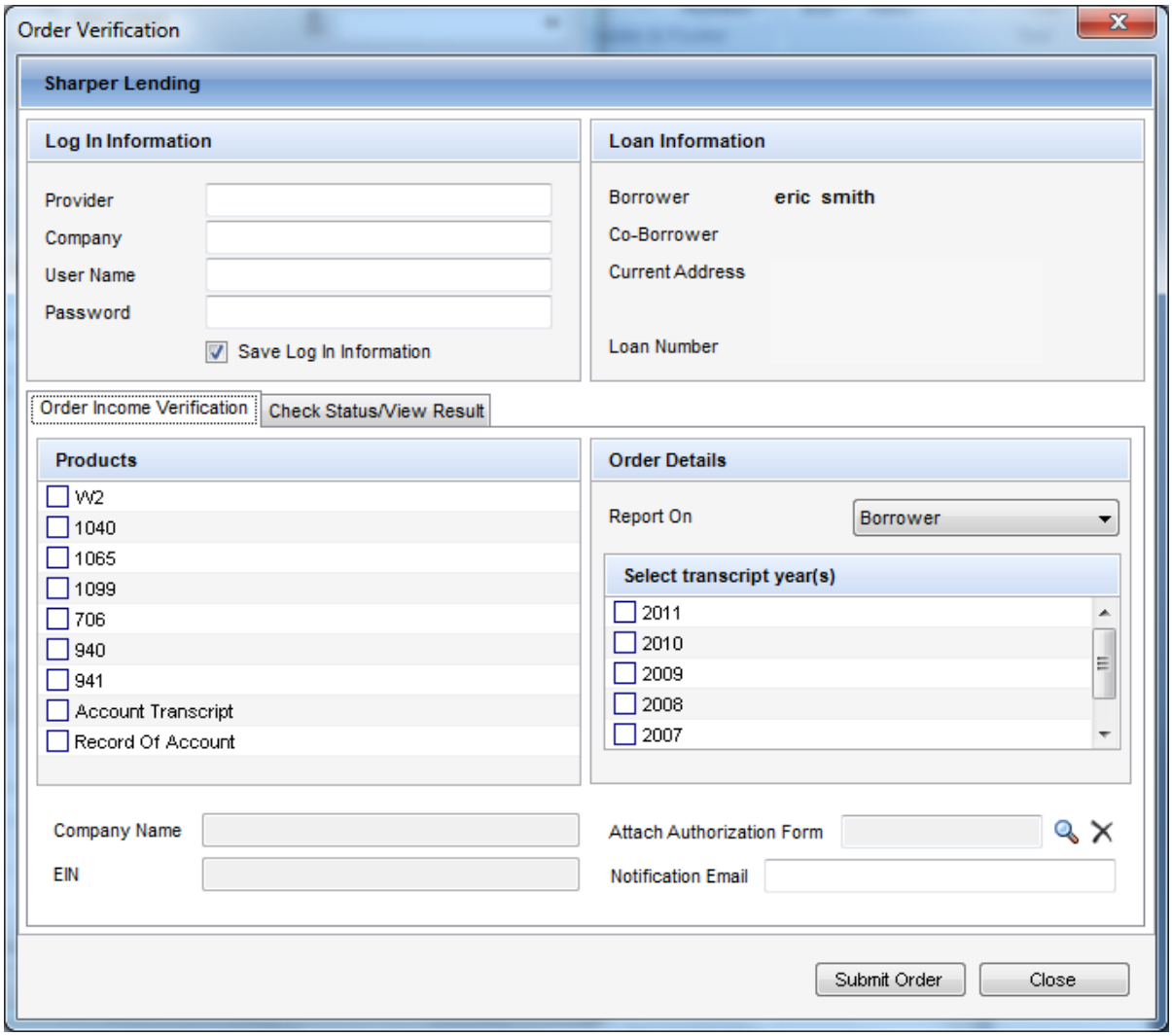


Select SharperLending. If ‘My Providers’ tab is blank, you can locate SharperLending in the ‘All Providers’ tab.

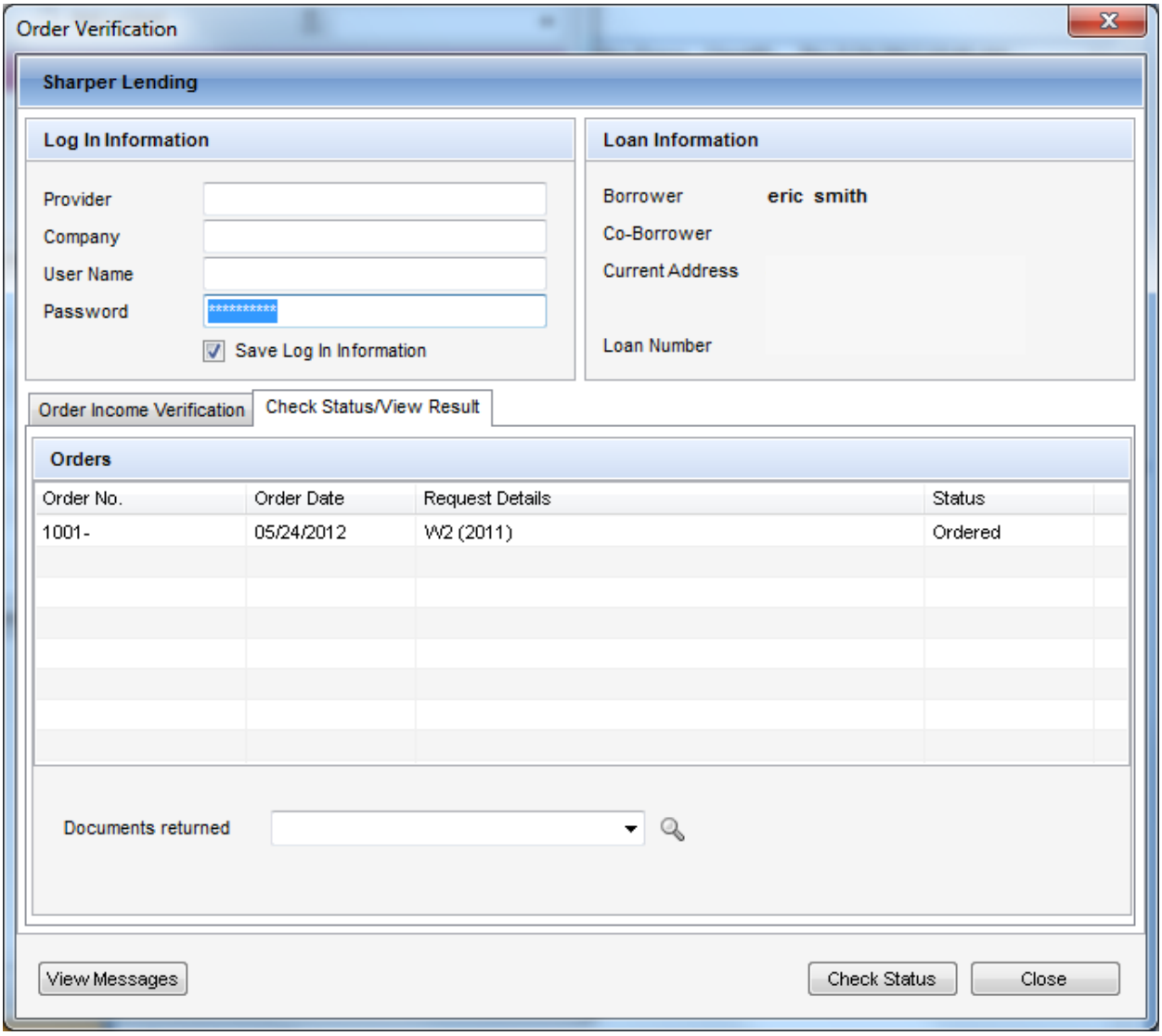
Click on ‘Submit’



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



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.