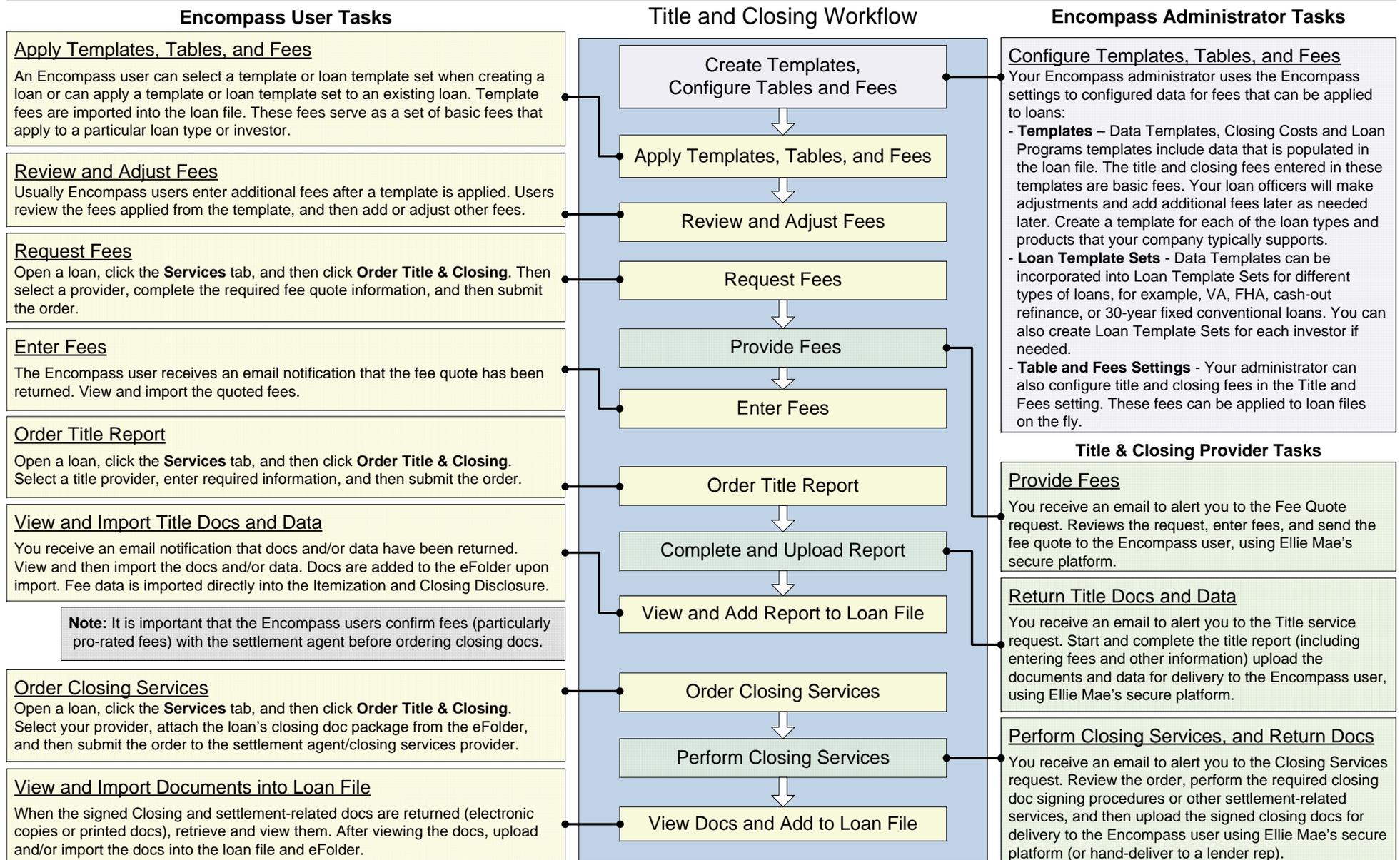


Ordering Title and Closing Services in Encompass



As loan files progress from origination to closing, loan team members perform common business tasks on a daily basis. Using Ellie Mae's Title & Closing Center, Encompass users can perform three of these common tasks without having to leave the secure Encompass environment: **order and receive title reports, order closing docs and services** electronically from their preferred providers, and **order and receive fee quotes**. After Encompass users order fee quotes, title reports, and closing products electronically from their preferred providers using the Title & Closing Center, the provider logs in to the Title & Closing Center to view and accept the orders, ask questions, and upload completed documents. Then the Encompass user views a list of uploaded documents and imports them into the Encompass loan file. The provider can also upload fees and other data in the Title & Closing Center that the Encompass user can retrieve and import into the 2015 Itemization form, closing forms, and other relevant areas in the Encompass loan file.



Ordering Title and Closing Services Outside the Ellie Mae Network

Encompass users can bypass the Ellie Mae Network and order title and closing services directly from services providers. Placing an order outside the Ellie Mae Network is more time-consuming and involves additional manual effort. This guide provides an overview of the workflow for ordering title and closing services outside the Ellie Mae Network.

