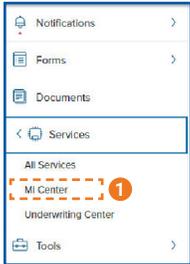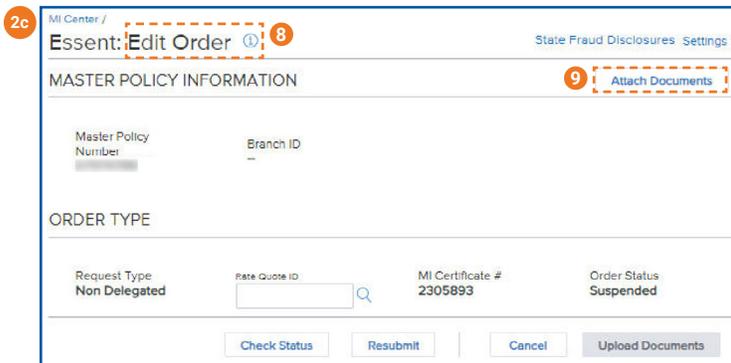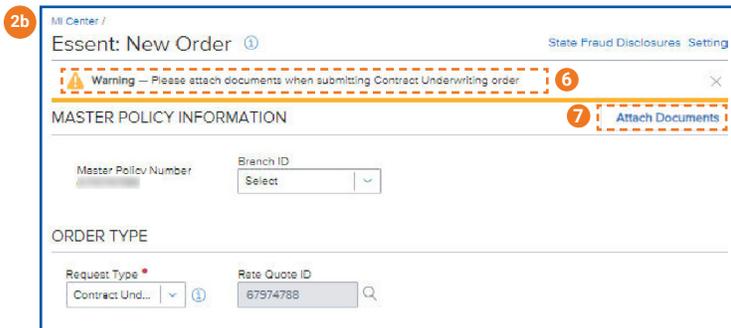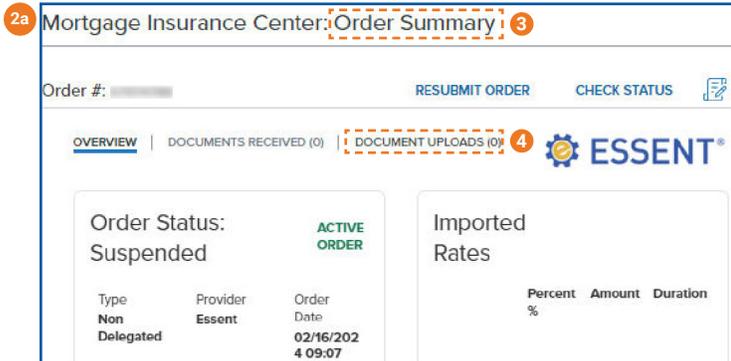# ESSENT USER TIP SHEET
ICE Mortgage Technology's Encompass Partner Connect® (EPC)

Uploading Documents

1. In the menu, select **Services** and then **MI Center**.

2. To upload documents into a specific order, there are a few places to achieve this:

   a. **Order Summary** Screen

   b. **New Order** screen (Non-Delegated and Contract UW only)

   c. **Edit Order** Screen

3. The **Order Summary** Screen displays information on the Active order.

4. To upload documents after the order has been placed, go to the **Order Summary** screen, and click the **Document Uploads** tab.

5. Click **Upload Documents**.

6. For Non-Delegated and Contract UW loans, you will have the option to upload documents when placing the order.

7. Click **Attach Documents**.

8. When editing an order, the Request Type will remain the same as the previous order.
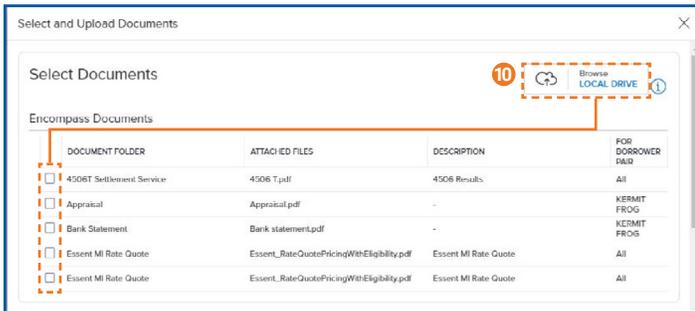
9. Click **Attach Documents**.

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After clicking the **Attach Documents** or **Upload Documents** button, upload the documents that will be transmitted to Essent in the following screens:

10. Select from **Encompass Documents** by checking the boxes to the left of the document or choose from your **Local Drive**.

11. **Upload Documents** section will show all documents that will be sent to Essent.

12. Input any comments to Underwriting here and click **Upload**.