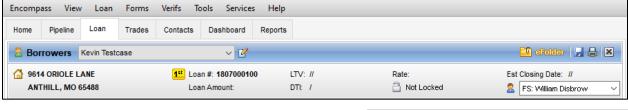
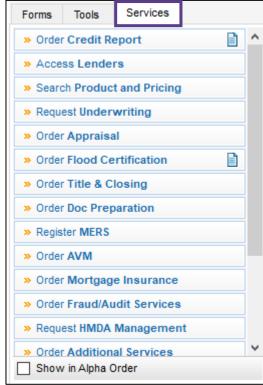


How to Add to My Providers Tab Within Encompass

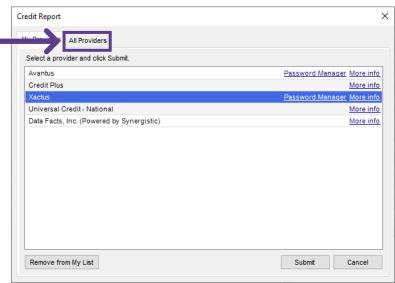
1. Start by logging in and opening the borrowers loan file.



2. Click on the Services tab in the bottom left corner and select a product to order.



A window will pop-up allowing you to choose your Provider. If the needed provider is missing, click All Providers.



3. Type in the field Search by Company Name and click Go to locate a specific provider. When the provider is highlighted in blue, click Add to My List.

