



1. Login to your website's Site Admin Area (www.yourdomain.com/setup). Click on the Leads button to the left. Next, click on the words Complete 1003 from the lead management page.

Welcome Demo Site 2

Select	Type of Leads	No of Leads	View
<input type="checkbox"/>	Complete 1003	6	View
<input type="checkbox"/>	Short Application	2	View
<input type="checkbox"/>	Pre-Qualify	37	View
<input type="checkbox"/>	Contact Us	3	View
<input type="checkbox"/>	Consultation	14	View

Select All

Export Selected

Delete Selected

Search Leads By:

Lead Type:

All

Show Leads since:

All

State:

All

2. Download the online application in Fannie Mae 3.2 format.



Search

Applicant Name :

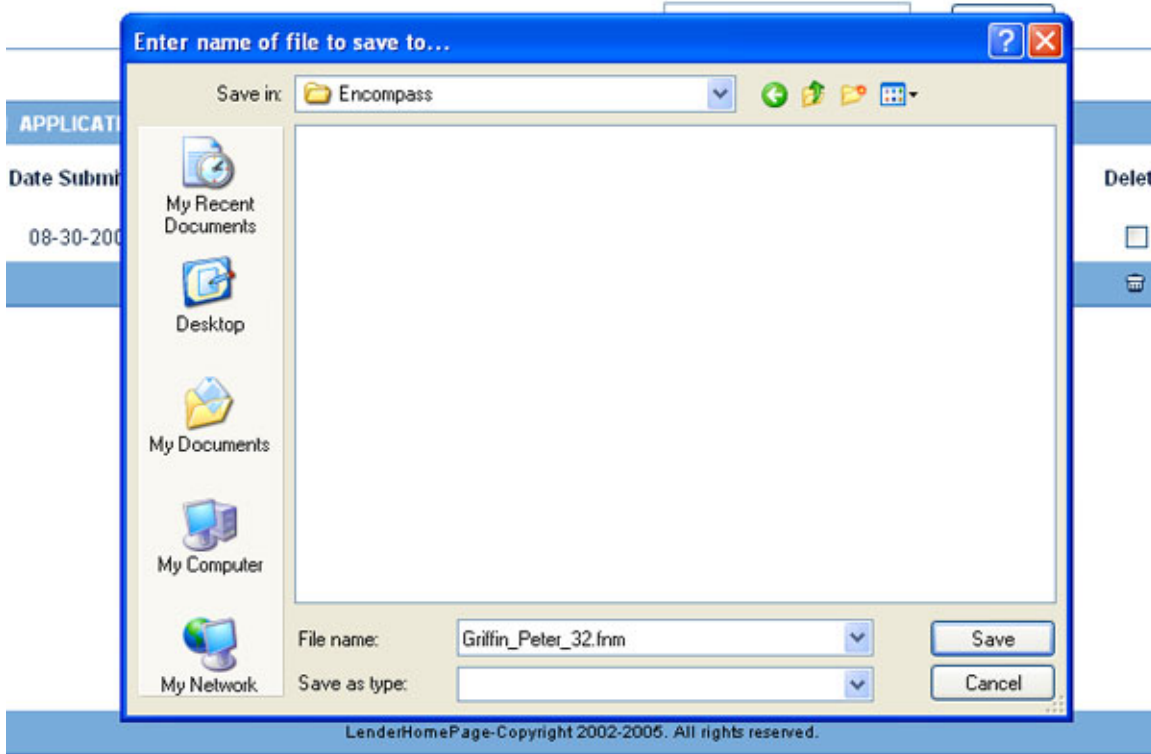
Submit

APPLICATION LISTS :

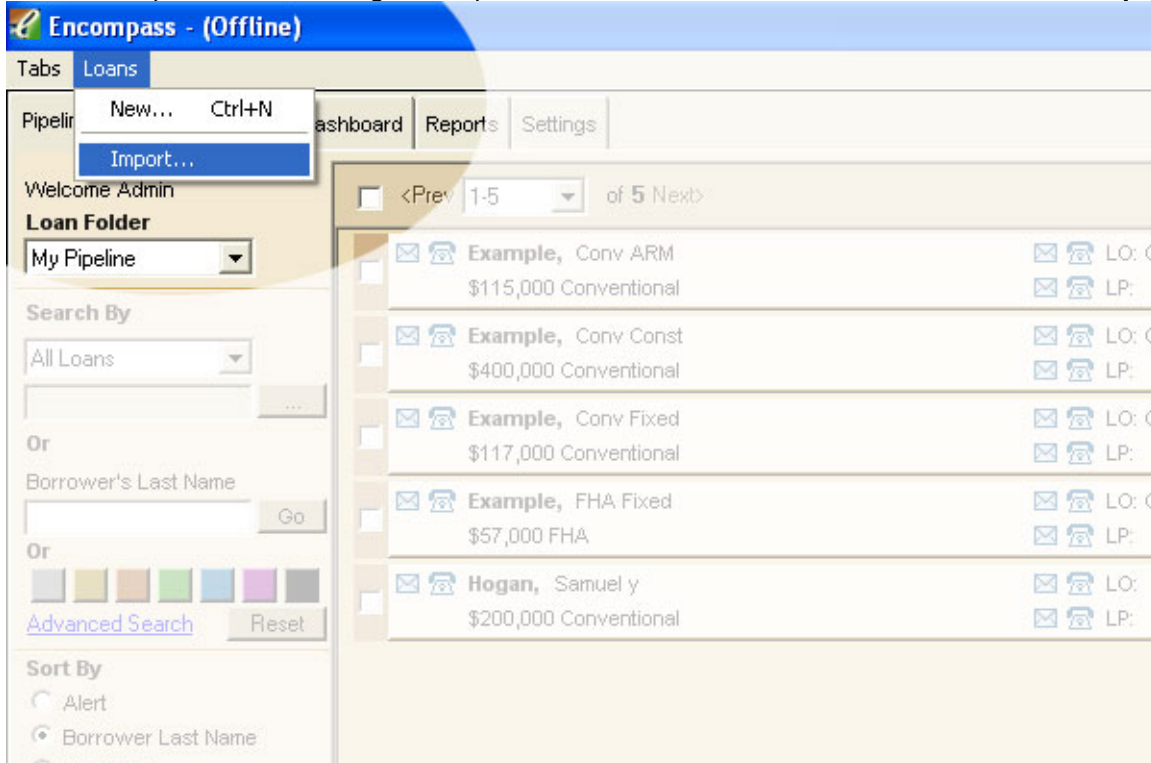
Date Submitted	Applicant Name	Owner	View	Edit	Download Fannie Mae 3.0	Download Fannie Mae 3.2	Delete
08-30-2006	Griffin Peter	Site Owner					



3. Save the file to your Desktop (You can save to any directory you want, but it is important to remember the location of where you saved the file). Close the download window when file transfer is complete.

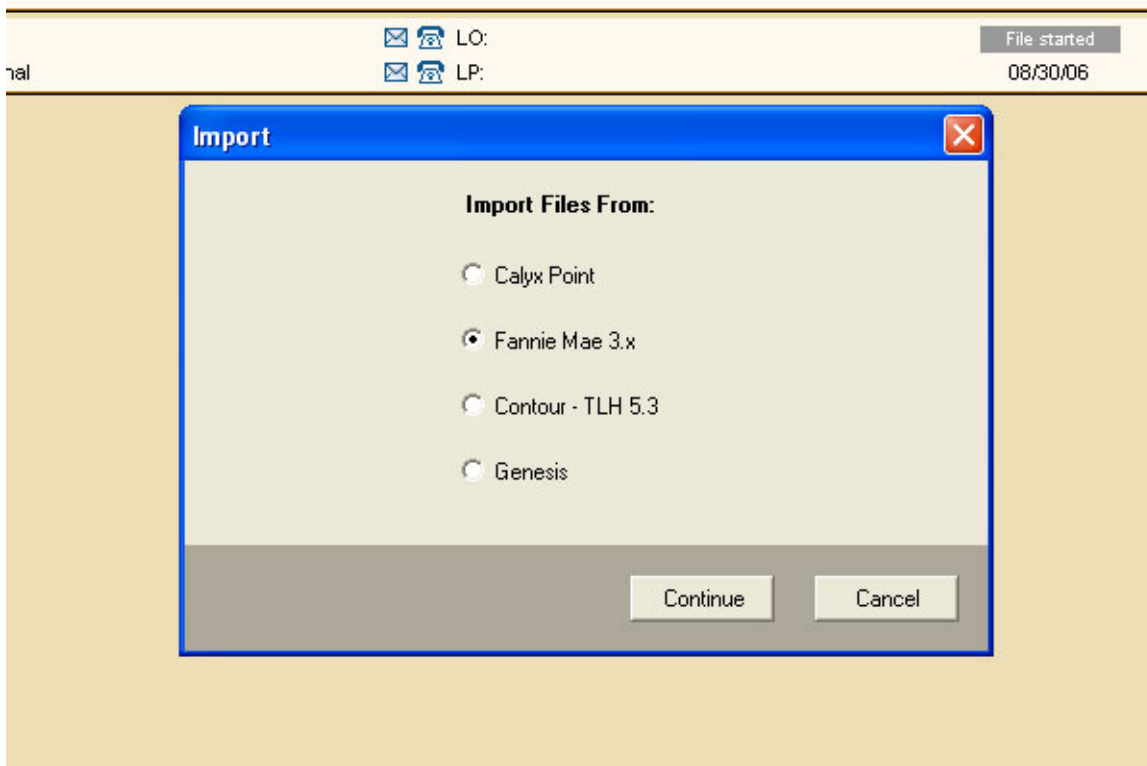


4. Start Encompass. Once running Encompass, click **Loans** in the menu bar and then click on **Import**

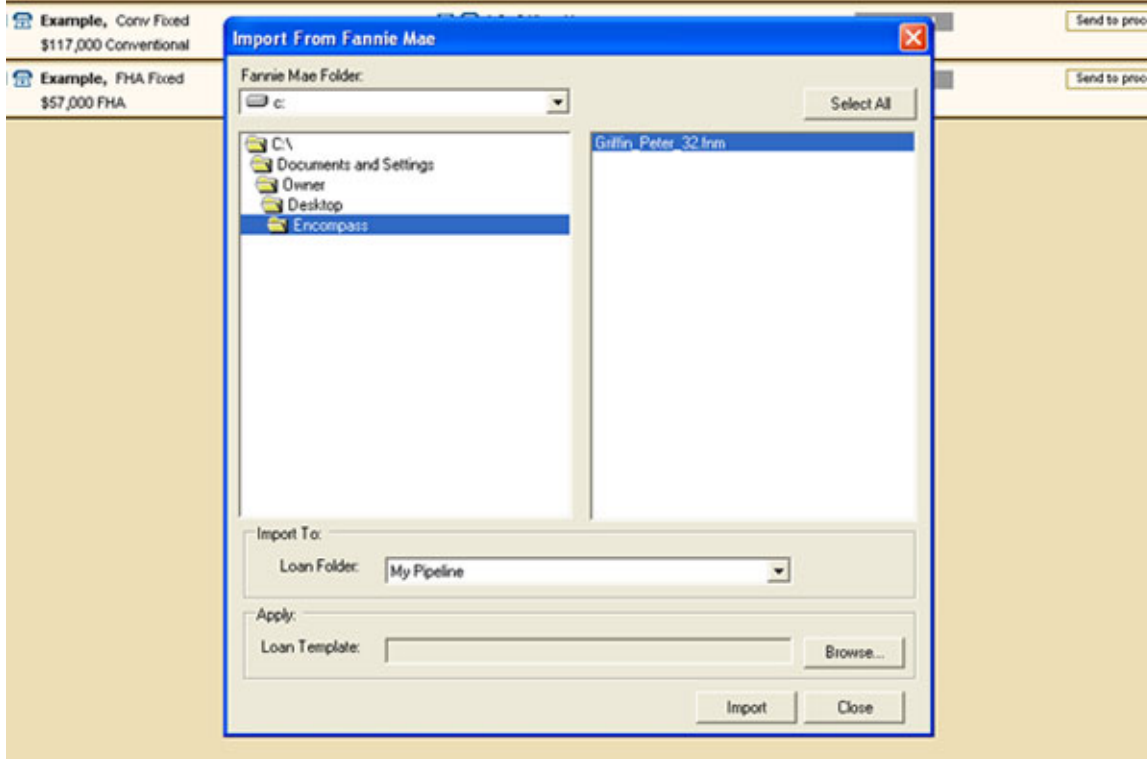




5. Select **Fannie Mae 3.x** and then click continue.

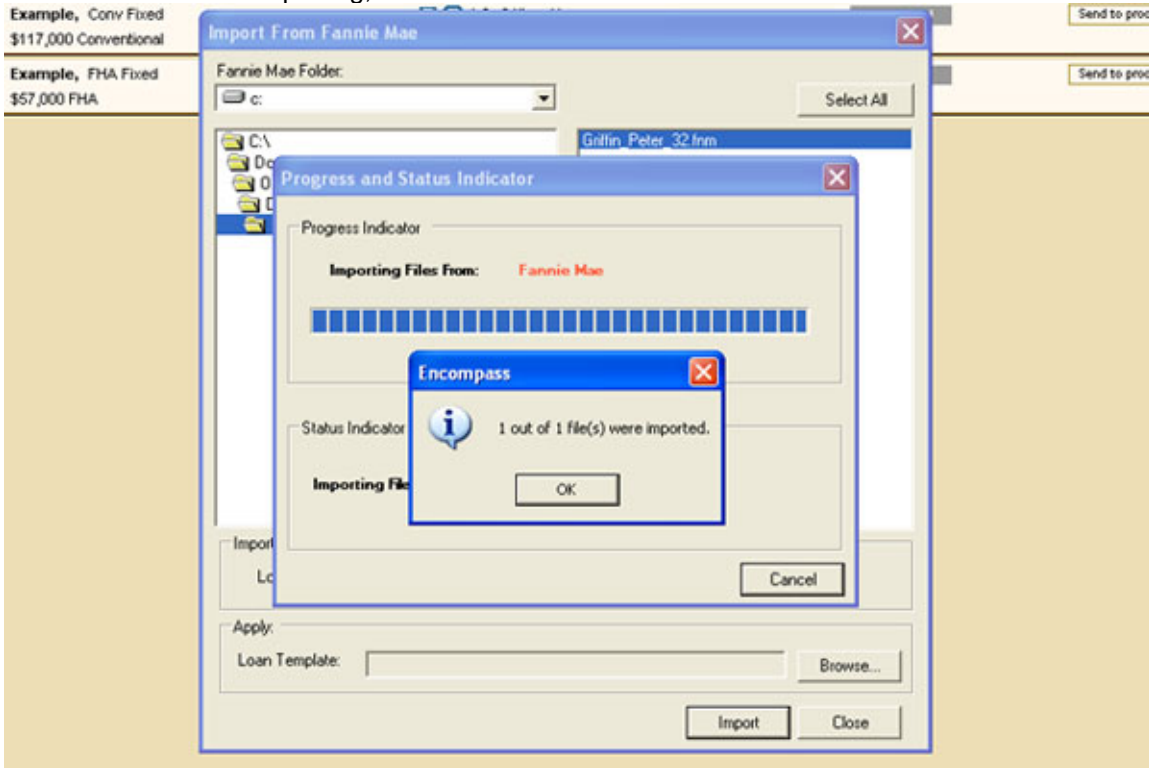


6. Browse to the location of where you saved the Fannie Mae file from the LenderHomePage website admin. Highlight the file in the file you want to import and then click the **Import** button. Encompass will not automatically import the form.





7. Once the file is done importing, click **OK** to continue.



8. You will now see the account you just imported in your pipeline. You can now click on the file and work on it.

