

TRV® Services VOE, 4506-C & SSA-89

Services provided by: SERVICE 1st INFO SYSTEMS (Service First Information Solutions)

* Note: The IRS will still accept both the 4506-T and 4506-C forms up until 4/30/2021, after which they will only support the 4506-C.

Encompass LENDING PLATFORMTM Encompass Integration User Guide

This User Guide will show a Lender how to access Service 1st services from within Encompass.

EllieMae Technology Powering the American Dream

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1. Encompass Input Screen

• Click on the service category in the bottom left corner.

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tome Pipeline Loan Trades Cor	tacts Dashboard	Reports	_			_				_
Borrowers John and Mary Homeowner	• 3	2			_				📫 ekoluar	
2505 S Essex ST Mesa, AZ 85208	Loan #: 130	3000025 nt: \$165,600.00	LTV: 82.800/82.80 DTI 33.646/56.84	ю Н	Rate: 5.125%		Est Closin Est Closin	g Date: // Admin User	-	
9 Alerts & Messages Log	Borrower Su	immary - Origina	tion							
Check APR expected 03/04/1 Closing Checklist Complete expect 03/04/1 USPS Address Verification expec 03/04/1	Channel Current Status	Active Loan	Y		Application	Date //	13			ľ
Obtain Flood Cert and Life of Ioan 03/06/1: Obtain Flood Cert and Life of Ioan 03/06/1:	Borrower In	formation		No co-appl	icant	Order F	aud			
Wiring Instructions expected 03/06/1	Borrower		68.0	Co-Borrowe	821	Copy From Born	ower			
Obtain CAIVRS Number expected 03/08/1	Type	-		Type						
Order Hazard insurance expected 03/11/1.	First Name	John		First Name	Mary					
	Middle	1000		Middle			_			
	Last Name	Homeowner	Suffix	Last Name	Homeowner	Suffix				
	SSN	300-40-5000		SSN	500-22-2000		_			
	DOB	11		DOB	11					
Forms Tools Services	Home Phone		a	Home Phone	÷	3				
Register MERS	Work Phone		3	Work Phone		3				
Order AVM	Cell			Cell	1					
Order Mortgage Insurance	Marital Status		×	Marital Status		Y	-			
Order Fraud/Audit Services	Home E-mail		2	Home E-mail			_ =			
* Request HM06 Management	Work E-mail			Work E-mail						
Order Additional Services	Social Secur	ity Number Verif	ication							
* Order Verifications	Borrower			Co-Borrowe						
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	THIS CURSENTS	s valu lui l	ou days	THIS CONSENT R	Valia Int	ou uays				



2. Select 'TRV Services'

From the All Providers tab click on TRV Services and click on the Add to My List button. Click on the Submit button to launch the order form.





3. Order Form

• Log in by entering the username and password that was assigned by NCS (National Credit-reporting System, Inc) onboarding team. Select either product tab (TRV, SSV, or VOE) to order:

TRV | 4506-C PROCESSING

Enter the taxpayer's information, then select the Product (report) format you desire, along with the IRS transcript type. *Please note, some accounts may have options removed to simplify ordering.

ncompass View Loan	Forms Verifs Too	ols Services Help	_	_			_		_		-
Home Pipeline Loan	National Credit-Rep	orting System, Inc. (NCS)								×	
Borrowers John and											
2505 S Essex ST Mesa, AZ 85208	Log in Information Usemame:	cstestcustomer@ncstrv.com	_,								
Alerts & Messages Check APR expected Closing Checklist Complete	Password:	Login Information	n								
USPS Address Verification Obtain Flood Cert and Life (Obtain Income/Asset docs Wiring Instructions expecte	TRV SSV Ched	k Status									1
Obtain CAIVRS Number exp	Туре		Loan Nu	mber							
4506T expected	Personal		130300	0025							
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	SSN	300-40-5000	•	SSN	500-22-2000		Street	175 13th Str	eet	•	
	First Name	John		First Name	Mary		City	Washington		-	
Forms Tools Service	Middle Name			Middle Name			State	DC			
 Crack Dec Freque cales Register MERS 	Last Name	Homeowner	1.	Last Name	Homeowner		Zip	20013	*	_	
S Order AVM	Products	V TRV Transcript Services	(1040)	- Year	2014 -	Esign					
» Order Mortgage Insurar		TRV Transcript Services	(1099) (W2)		V 2015 V 2016	4506T	C:\Users\n	ranfossen \Deskb	Browse		
Order Fraud/Audit Servi		T		L'U	2017	eSign Aude			Browse		
* Request HMDA Manager					L1	Bally Cambrowd	1		Remainer	1	
Order Additional Service	Transcript Type	Tax Return Transcript		• •		SAL SHIPPING	-		manag		
Dirder Verifications								Submit Order	Clase		
* View My Custom Links											

Next, upload an executed 4506-T. If you have a wet signed, or non-electronically signed 4506-C, simply • upload the 4506-C corresponding to the request.

ELECTRONICALLY SIGNED 4506-T

If the 4506-C is electronically signed, you will need to also provide a copy of the COC (Certificate of Completion), or the audit trail that accompanies an electronically signed 4506-C.

• Within the order screen, users have the option to upload a 4506-C and COC within a single document, or upload them as separate documents. See your EllieMae[®] administrator or quide regarding eFile or eVault form settings.

Log in Information Usemanne Password (7) Save	nostestoustoner@nostrv.com ,							
TRV SSV One	ck Status	al Attach	-					
Type Penional <u>1 Taggaver info</u> SSN Fest Name (Addle Name Last Name	Laan • 1212 30040-5000 John Honsenner	Select a brown attach to the a Browse for Browse for Browse for	ee location of the do reder on local hard drive on Encompleae eFol on Encompleae eFol Cantinue reameowner	cument you with to be n Vault Cancel	Street City State Zp	4420 Spring Selver Spring MD 2091D	• •	
Products	TRV Transcript Services (1040) TRV Transcript Services (1099) TRV Transcript Services (W2)		Year 2014 2015 2016 2017	• 😰 Eng 450 #Sgn Au	n ET dt		Browse	
			-	Both Combine	-	Submit Order	Browse	

Click Submit Order.



SSV | SSA-89 PROCESSING

- Enter date of birth and signature
- Upload completed SSA-89 form
- Click Submit Order.

Encompass View Loan	Forms Verifs Tools Services Help	
Home Pipeline Loan	a National Credit-Reporting System, Inc. (NCS)	
Borrowers John and 2605 S Essex ST Messa, AZ 85208 Alerts & Messages Check APR expected Closing Checklet Complete	Leg In Information Usemame: Imoffo Password: Save Login Information Login	
Usies Anareas Verification Octain Floor and Lifes Obtain Income/Asset docs Winng Instructions expects Oktain CAIVRS Number exp 45067 expected Ovter Hazerd Insurance ex	TRV SSV Check: Status Loan Number 1303000024 SSN 500-60-3333 + First Name Andy * Date of Birth /_/ + Middle Name Signature Date /_/ + First Name + + Last Name America * Form Browse +	
Forma Tools Service Content Version Comparison Register MERS Drider AVM Drider Mortgage Insuran Drider Mortgage Insuran Drider Mortgage Insuran Content Additional Service Order Additional Service Order Verifications Very My Custom Links	Submit Order Close	

VOE | VERIFICATION OF EMPLOYMENT

- Select the type of verification (VOE, VOI, VVOE).
- Select which borrower employer(s) to verify. Then, upload related documentation.

In Information Usemame: nostestoustomer Password:	* Łogin					
SSV VOE Check Status 1: Borro 1: Borro rowers 1 Loan # 130: Toggle All 1 Mode Status Indy America (000-00-0001) 1 ACME 123 Winding Way 856-555-1234 1	wer Information 3000024 Trile: Employment:	2. Upload Dov Test Title 1/1/2013 - 5/4/2019	Base Pay: Overtime Pay: Bonus Pay: Cormissions Pay: Other Pay: Total Pay:	3. Review Or \$2,000.00 \$200.00	der Self Employed	
ShopRite 456 Deer Circle Phe Hill, NJ 08021 855-9876	Title: Employment:	Produce Manager 7/1/2016 - Current	Base Pay: Overtime Pay: Bonus Pay: Commissions Pay: Other Pay: Total Pay:	\$2,500.00 \$300.00 \$2,800.00		
Giant Corp. 49201 Long Valley Rd	Title: Employment:	Deli Manager 1/1/2014 - 9/7/2014	Base Pay: Overtime Pay: Bonus Pay:	\$1,000.00		

• Submit Order.

n Information			
Usemame: nostestoustomer	*		
Password:	*		
V Save Login Information	Login		
SSV VOE Check Status	5		
1. Ba	rower Information 2.4	Upload Documentation 3. Review	Order
rowers 1 Loan #	1303000024		
ndy America (000-00-000	1)	Success	Size
ACME	Title: Test Title Employment: 1/1/2013 -		0.01 MB
Moorestown, NJ 08057	Total Pay: \$2,200.00	Order successfully submitted!	
856-555-1234	Jeil Enployed		
ShopRite 456 Deer Circle	Title: Produce Ma Employment: 7/1/2016 -		
Pine Hill, NJ 08021 856-555-9876	Total Pay: \$2,800.00	ОК	
1000000			
	Edit Borrowers / Employers		Edit Files
	Order Notes / Comm	ents:	Submit Order

4. Finding documents in the eFolder

• Click on the eFolder link located in the upper right section of the screen.

ncompass View	v Loan Forn	ns Verifs	Tools Servi	ces Help						
Home Pipeline	Loan Trad	co Cont	acta Dashboard	Reporta						
Borrowers	rayette Batz		- 2						🛄 anasar	
55 75TH AVE Nashua, IA 50	IE 658	1ª Loan A	08r.oan #: 1303000 mcoan Amount: \$1	025 LT 65,600.00 D1	V: 82.800/8	32.800 56.844	Rate: 5.126%	ed .	Est Closing D //	
Alerts & Messa	ges Lug	G	Borrower Su	mmary - Origi	nation				N	2
File started Verifications r Qualification	N eceived O	6/12/13 A	Channel Current Status	Active Loan	5	2		Application Date	B 03/01/2013	
Send to proce	esing		Borrower Int	ormation			No co-appl	icant	Order Fraud	
Cond. Approv	al	-	Borrower			3 8	Co-Borrower	Cop Cop	py From Borrower	
Resubmittal			Туре			~	Туре			
Duc Preparati	a 1		First Name	John			First Name	Mary		
Doc signing			Middle	1			Middle			
Funding		_	Last Name	Homeowner	5	Suffix	Last Name	Homeowner	Suffix	
Post closing	1777722222222	-	DOR	300-40-5000	_		DOR	500-22-2000	-	
 Forms Tools Order Mortgag 	e insurance		Home Phone	"	100		Home Phone	2	3	
» Order Fraud/Al	udit Services	-	Work Phone	1	123		Work Phone	3	3	
» Request Mortg	age Signing		Cell				Cell		E)	
» Order Tax Serv	ices		Marital Status	<u></u>	~		Marital Status		2	
» Request HMDA	Management		Home E-mail				Home E-mail			
» Urder Addition	al Services		Work E-mail				Work E-mail	L		
» Order Verifical	ions		Social Securi	ty Number Ve	rification					
View My Cust	om Linka	-	Borrower The Purpose o	f the Transactio			Co-Borrower	f the Transaction		
Show in Alpha	Order		Seeking a mor	tgage from the	company		Seeking a mor	tgage from the com	pany	
			This consent is	walid for	80 day	-	This consect is	walid for 6	fl days	

- The eFolder will list returned documents. Highlight the document associated with the order.
- Once highlighted, click the "Retrieve" button in the top right.
- The document will automatically be uploaded and stored into the e-folder.

Encompas	eFolder	-	-	-	-	_	_	_	_	
eFolder D	ocuments Help									
Documents	Prelimisary Conditions	Underwriting Conditions	Past-Closing Conditions	History						
Document	s View Standars View		102							
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Documents	(1)			1		eConsent Requ	est eDisclosures	Retrieve		
Att Fo Na	ne 🔺	Description		For Borrower Par	Type	Access	For Milestone	Status	Date	
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TIS	inscript Only			John and Mary For	neove Settlement Se se	AC, CL FN, LD,	Processing	Expected	01/05/18	
						2				
					10					

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