

How to find a SoftPro provider in Ellie Mae's Encompass®

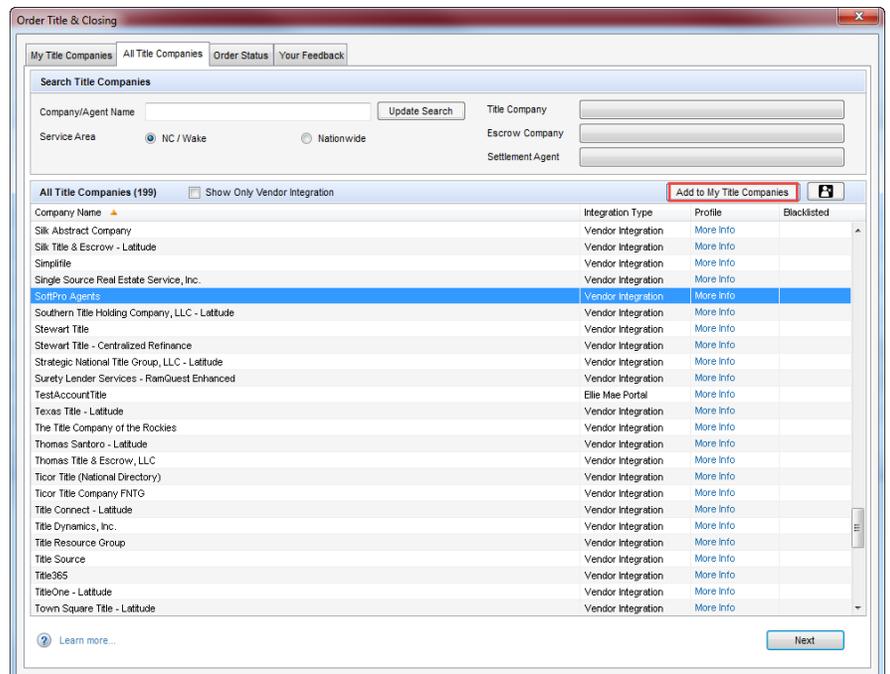
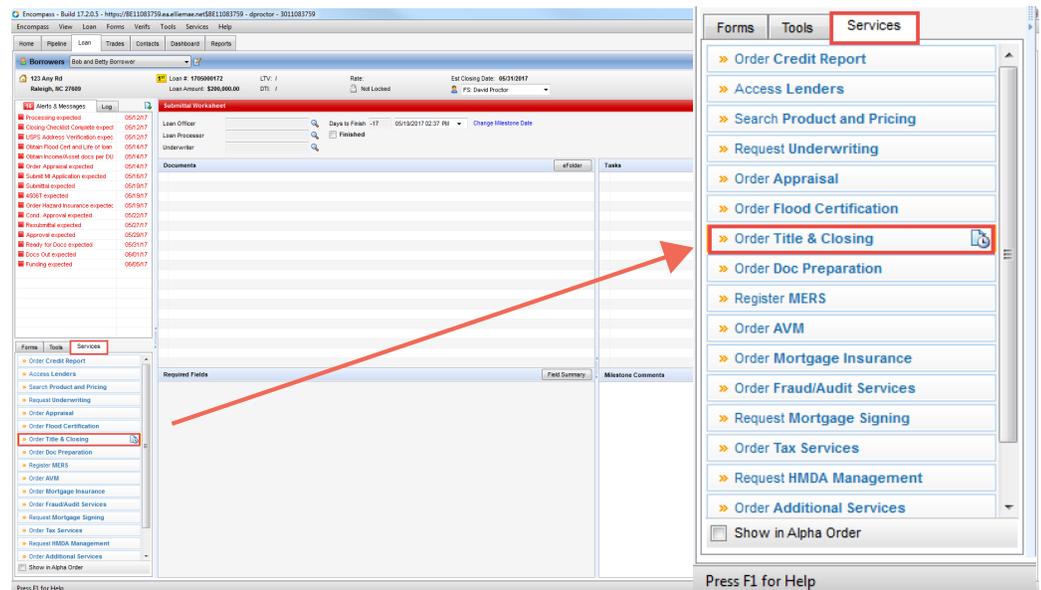
Quickly and easily find providers by following the instructions below:

1. While working on a loan within Ellie Mae's Encompass, click the "Services" tab on the left-hand toolbar.

2. Under "Services", click the "Order Title & Closing" button. A new dialog box will open.

3. Search for "SoftPro" or scroll through the list of Title Companies until you find "SoftPro Agents."

4. Select "SoftPro Agents" and click the "Add to My Title Companies" button. "SoftPro Agents" is now permanently saved to your Title Companies - you will not have to repeat this search for future orders.



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Quickly and easily find providers by following the instructions below:

5. In the same dialog box, click the “My Title Companies” tab.
6. Using the search box, search for the desired provider by company name.
7. Once the provider is found, select the company name and click the “Add to My SoftPro Agents” button. This provider is now permanently saved to your SoftPro Agents – you will not have to repeat this search for future orders.

