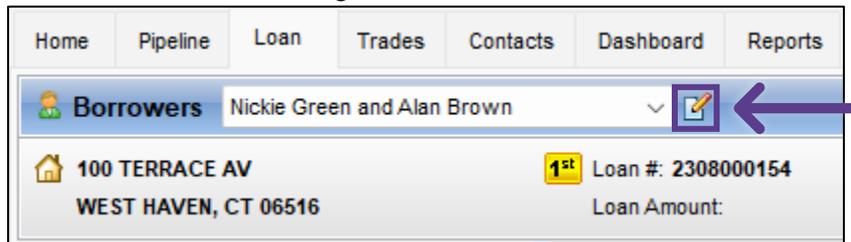


1. Start by logging in and opening the borrowers loan file.



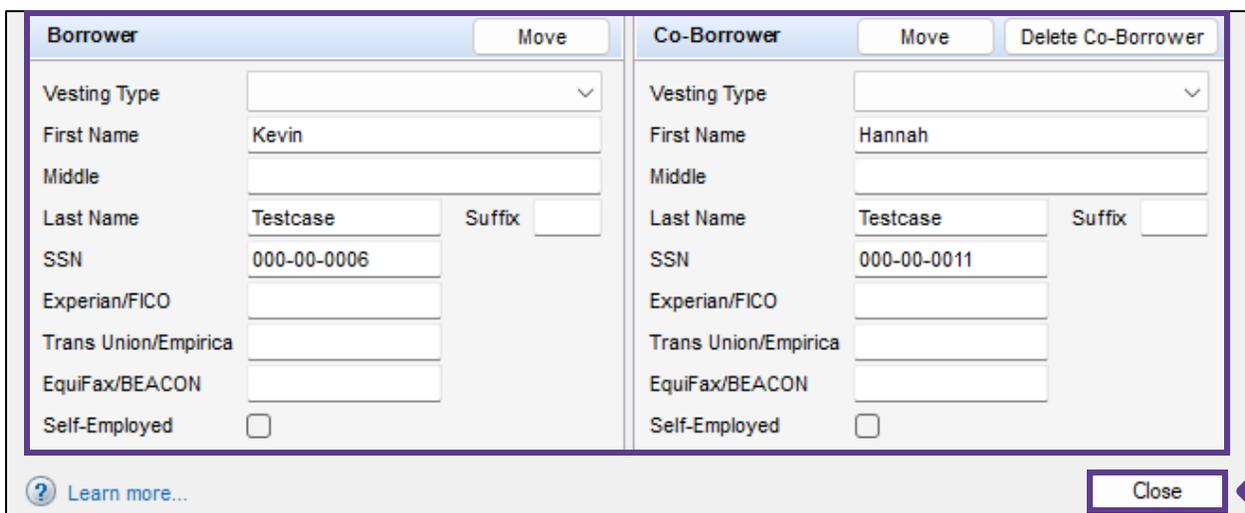
2. Then, click on the small icon to Manage Borrowers.



3. A window will pop-up showing the borrower pairs. Click the small icon to add a new borrower.



4. Add the borrower information at the bottom of the screen. Then click Close.



5. If an individual order is needed on only the Co-borrower, click Move.

Borrower		Move	Co-Borrower		Move	Delete Co-Borrower
Vesting Type	<input type="text"/>		Vesting Type	<input type="text"/>		
First Name	Kevin		First Name	Hannah		
Middle	<input type="text"/>		Middle	<input type="text"/>		
Last Name	Testcase	Suffix <input type="text"/>	Last Name	Testcase	Suffix <input type="text"/>	
SSN	000-00-0006		SSN	000-00-0011		

6. Select the borrower position to swap with the selected borrower.

Move Borrower

Choose a borrower position to swap with the selected borrower:

Borrower Pairs		
1	<input type="radio"/> Nickie Green	<input type="radio"/> Alan Brown
2	<input checked="" type="radio"/> Kevin Testcase	Hannah Testcase
3	<input type="radio"/>	
4	<input type="radio"/>	
5	<input type="radio"/>	
6	<input type="radio"/>	

Move Cancel

7. Select Yes.

Encompass

Are you sure you want to swap selected borrower information to another borrower?

Yes No

8. You will now notice that Hannah is the primary Borrower.

Manage Borrowers ✕

Borrower Pairs Import    Delete Borrower Pair

Pair	Borrower	Co-Borrower
1	Green, Nickie	Brown, Alan
2	Testcase, Hannah	Testcase, Kevin

Borrower Move		Co-Borrower Move Delete Co-Borrower	
Vesting Type	<input type="text" value=""/>	Vesting Type	<input type="text" value=""/>
First Name	<input type="text" value="Hannah"/>	First Name	<input type="text" value="Kevin"/>
Middle	<input type="text" value=""/>	Middle	<input type="text" value=""/>
Last Name	<input type="text" value="Testcase"/> Suffix <input type="text" value=""/>	Last Name	<input type="text" value="Testcase"/> Suffix <input type="text" value=""/>
SSN	<input type="text" value="000-00-0011"/>	SSN	<input type="text" value="000-00-0006"/>
Experian/FICO	<input type="text" value=""/>	Experian/FICO	<input type="text" value=""/>
Trans Union/Empirica	<input type="text" value=""/>	Trans Union/Empirica	<input type="text" value=""/>
EquiFax/BEACON	<input type="text" value=""/>	EquiFax/BEACON	<input type="text" value=""/>
Self-Employed	<input type="checkbox"/>	Self-Employed	<input type="checkbox"/>

[? Learn more...](#) Close

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.