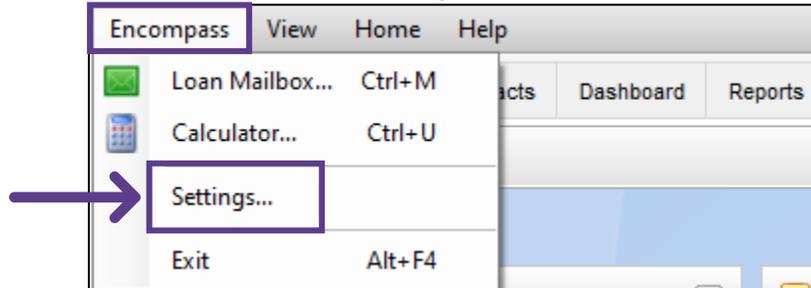
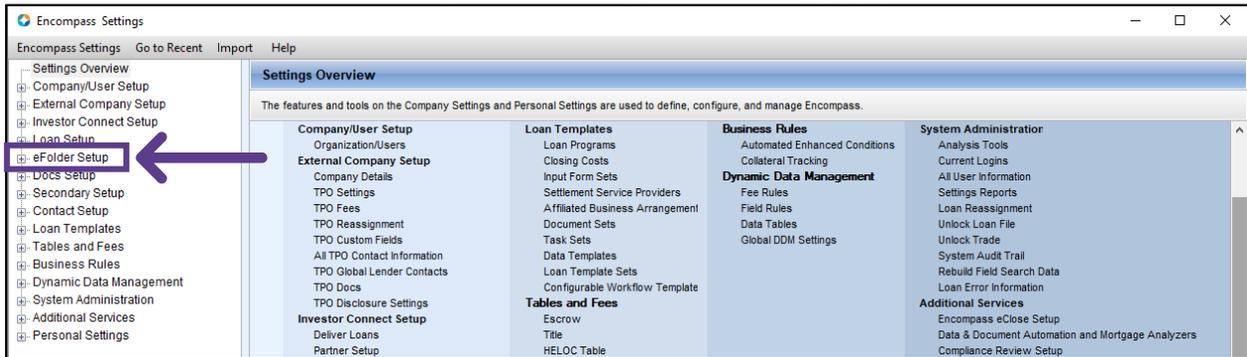


To redirect orders to your preferred folder, follow these instructions to setup Document Mapping.

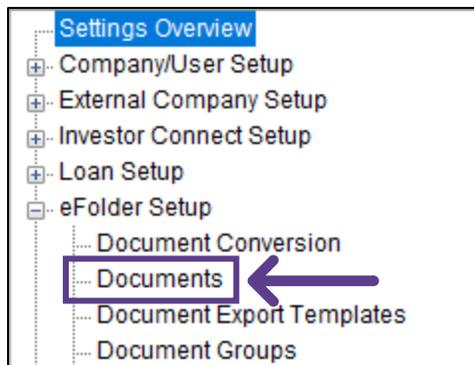
1. Under the Encompass menu, select Settings.



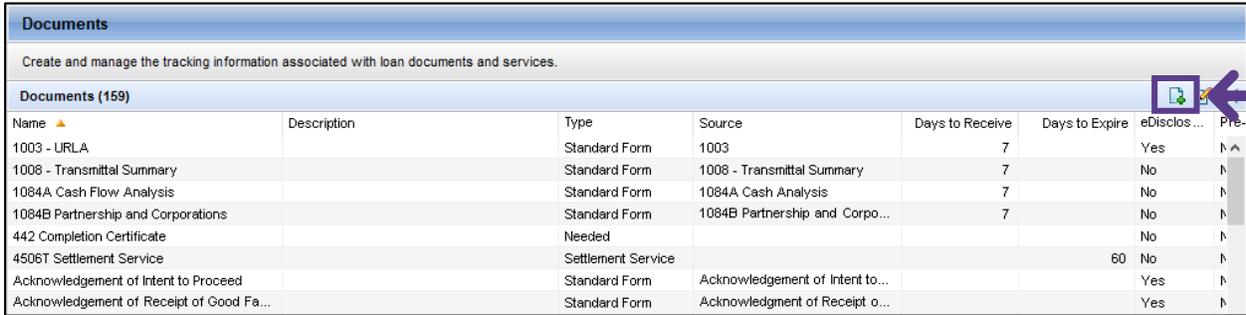
2. Then, click the link for eFolder Setup.



3. Then, click Documents.



4. Click the icon to create a new folder.



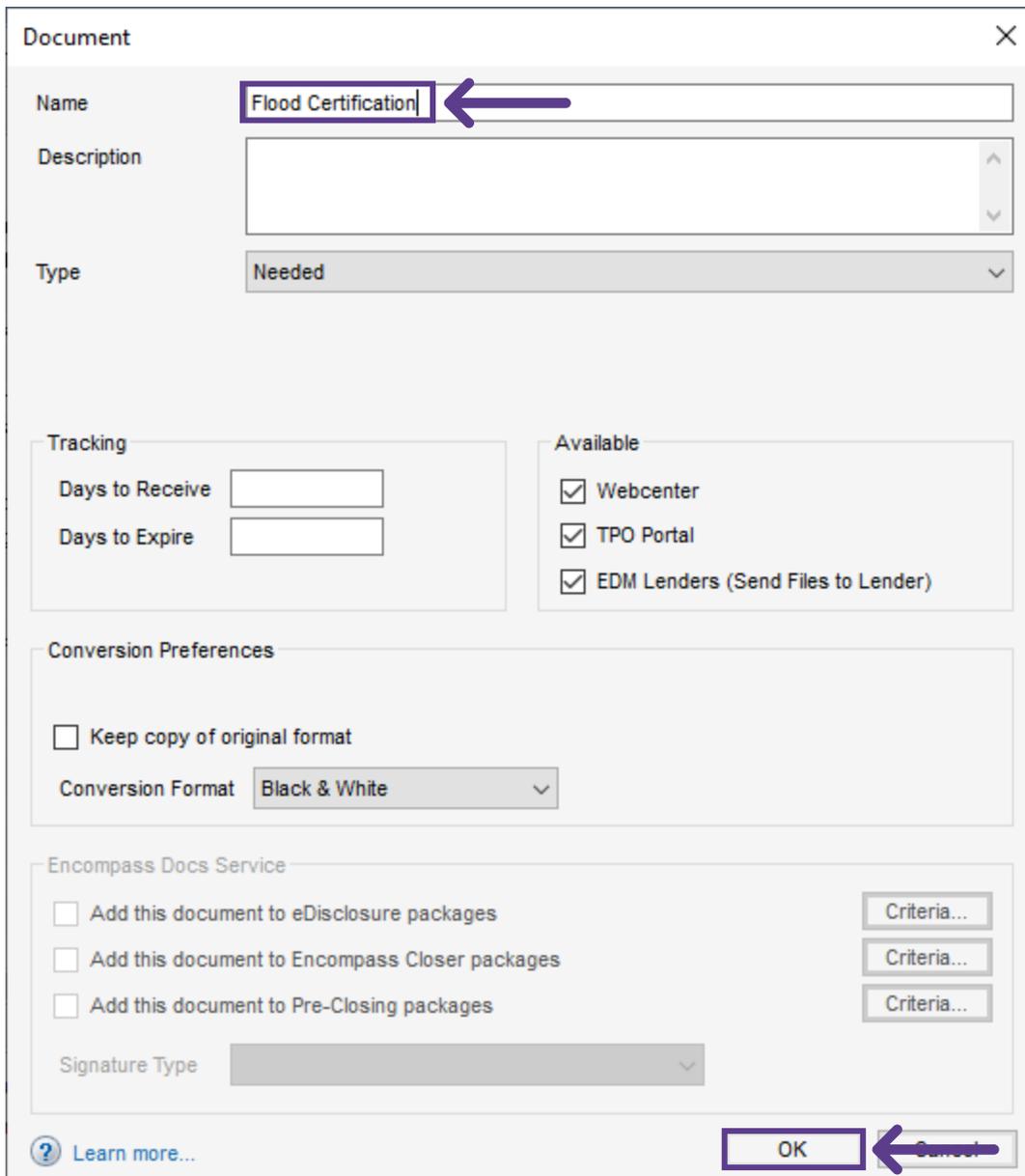
Documents

Create and manage the tracking information associated with loan documents and services.

Documents (159)

Name ▲	Description	Type	Source	Days to Receive	Days to Expire	eDisclos...	Pre-
1003 - URLA		Standard Form	1003	7		Yes	▶ ▲
1008 - Transmittal Summary		Standard Form	1008 - Transmittal Summary	7		No	▶
1084A Cash Flow Analysis		Standard Form	1084A Cash Analysis	7		No	▶
1084B Partnership and Corporations		Standard Form	1084B Partnership and Corpo...	7		No	▶
442 Completion Certificate		Needed				No	▶
4506T Settlement Service		Settlement Service			60	No	▶
Acknowledgement of Intent to Proceed		Standard Form	Acknowledgement of Intent to...			Yes	▶
Acknowledgement of Receipt of Good Fa...		Standard Form	Acknowledgment of Receipt o...			Yes	▶

5. Type the preferred name of the folder to direct your flood orders to. Any other settings can be updated based on your preference including Tracking, Conversion Format, etc. Then, click OK.



Document

Name

Description

Type

Tracking

Days to Receive

Days to Expire

Available

Webcenter

TPO Portal

EDM Lenders (Send Files to Lender)

Conversion Preferences

Keep copy of original format

Conversion Format

Encompass Docs Service

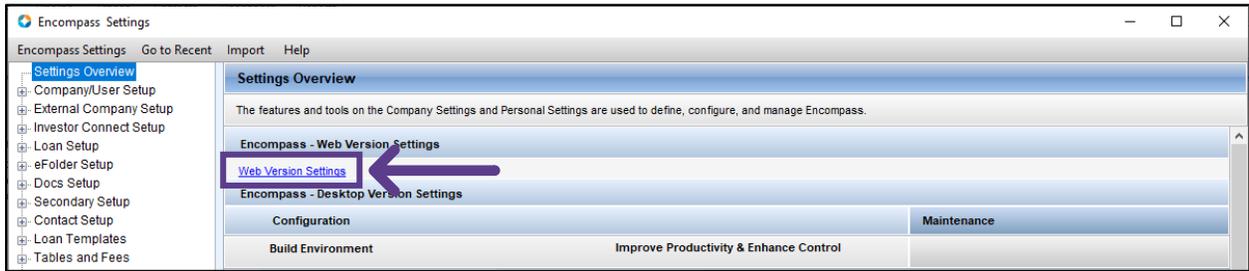
Add this document to eDisclosure packages

Add this document to Encompass Closer packages

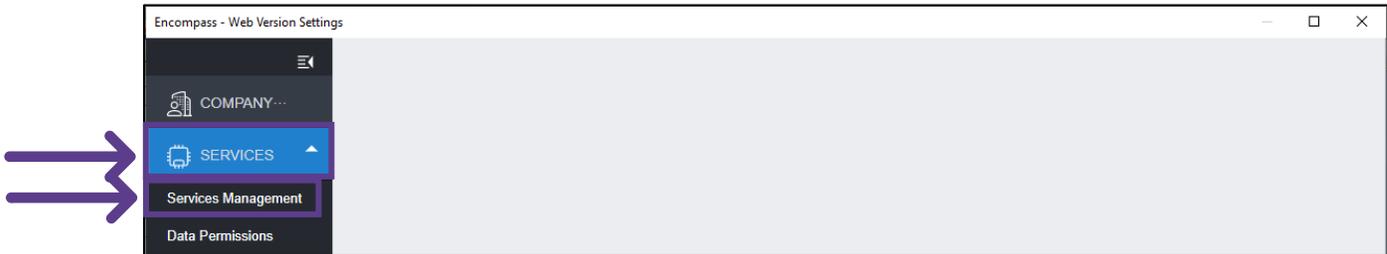
Add this document to Pre-Closing packages

Signature Type

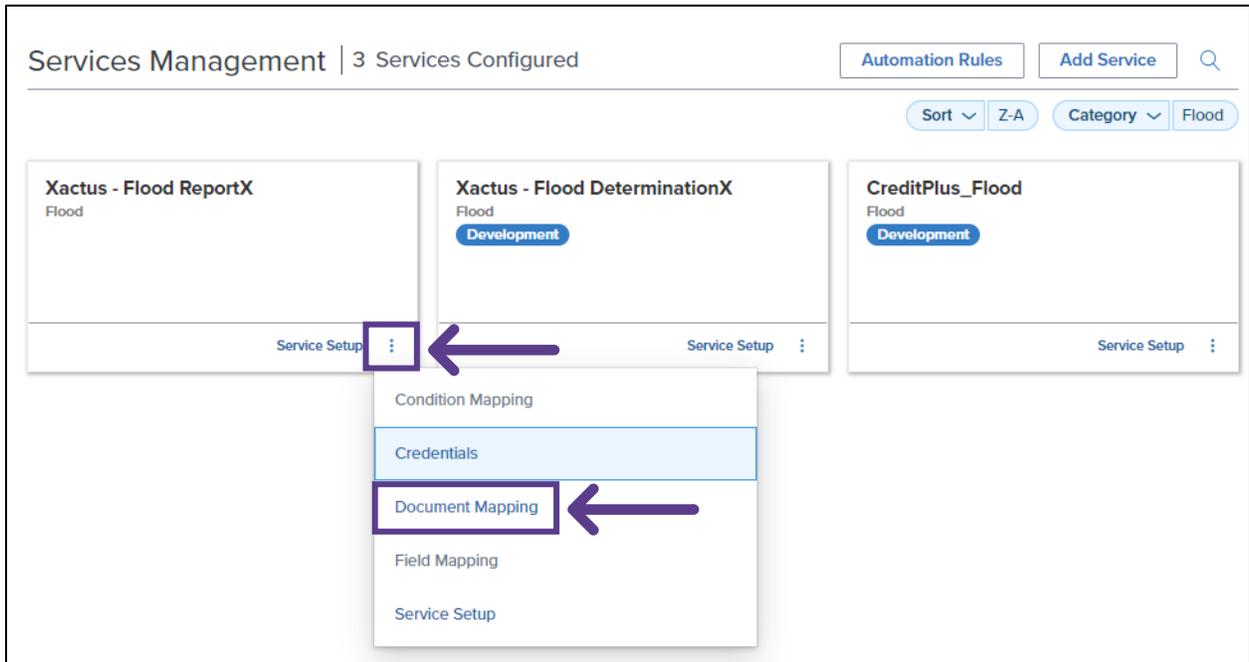
6. Then, click Settings Overview and select the link for Web Version Settings.



7. Select SERVICES then choose Services Management.



8. Click the three dots to open Xactus – Flood ReportX and choose Document Mapping.



- From the Document Type dropdown menu, select Flood ReportX. From the eFolder Document Folder dropdown menu, choose the name of the folder previously added. Then, click Save.

Services Management / Xactus - Flood ReportX Document Mapping

Please Note: By default, all document types go into the **Flood Certificate** document folder unless otherwise specified here. [Link to download Document Mapping Template.](#)

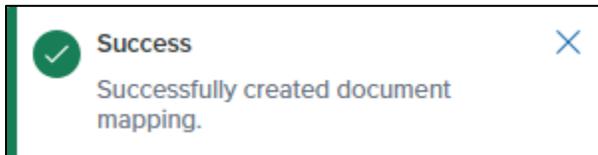
Document Types: Flood ReportX x

eFolder Document Folder: Flood Certification x

+ ADD ANOTHER

Cancel Save

- The Document Mapping is now complete.



- Once a new order has been placed, from the Encompass eFolder, you will now see the name of the folder previously added. In this case it is called Flood Certification. Instant orders may take up to 20 minutes to return.

Documents View Standard View

Document Group (All Documents) Stacking Order None

Alt	Fo	Name	Description	For Borrower Pair	Type	Access	For Milestone	Status	Date
		flood							
		Flood Certificate	Flood Certification	All	Settlement Service	AC, CL, FN, LD,...	Processing	Requested	05/29/24
		Flood Certification	Flood Determination	All	Settlement Service	AC, CL, FN, LD,...	Processing	Received	05/29/24
		Flood ReportX	Flood Determination	All	Settlement Service	AC, CL, FN, LD,...	Processing	Received	02/05/24

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