

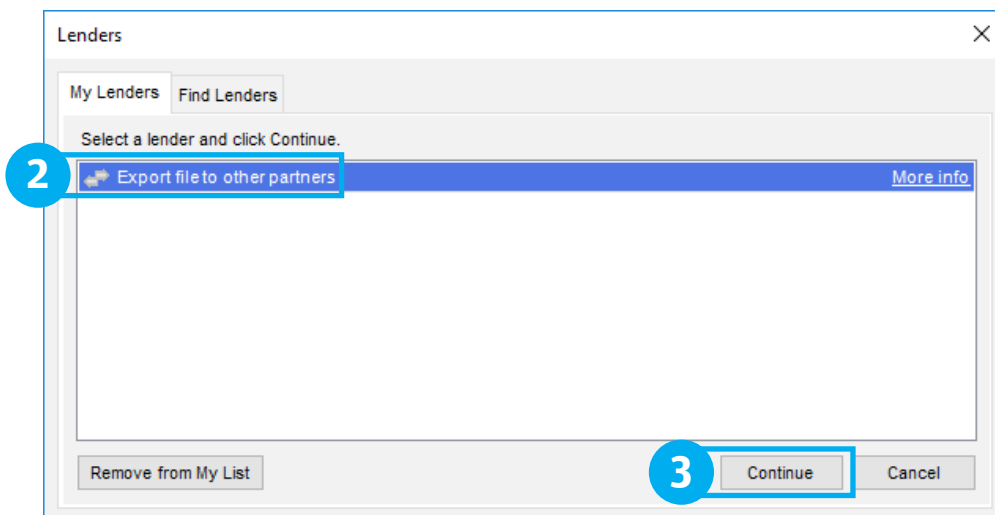
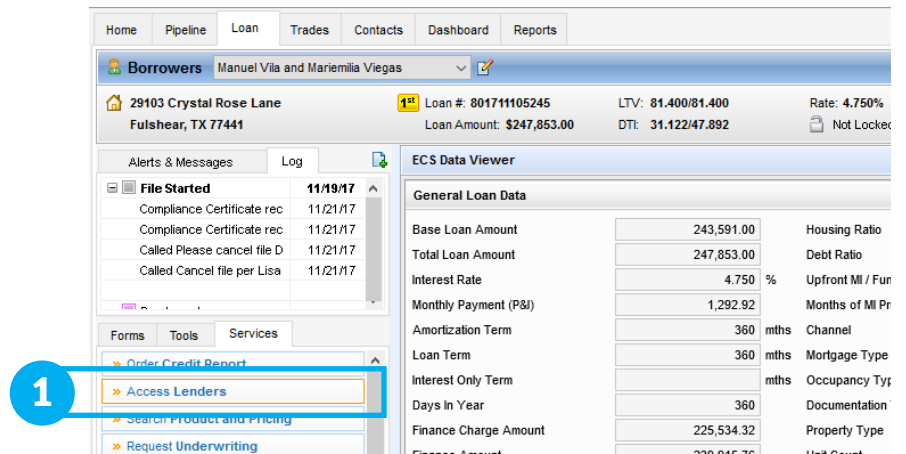


ENCOMPASS:

How To Export Fannie Mae 3.4 File

From the Services Tab:

- 1 Select **Access Lenders**.
- 2 Select **Export file to other partners**.
- 3 Click **Continue**.





- 4 Under the **Request Type** drop down box, select **Export Fannie Mae formatted file**.
- 5 Select the directory and folder location for the exported file.
- 6 Under **Create a Shortcut**, select **Other** as the export purpose and enter a file description.
- 7 Click **Continue**.
- 8 A message displays indicating the file has been created.
- 9 You can now find the saved document at the location specified in Step 5.

Lender Submission Request

Export file to other partners

Lender Login Information

No login information required.

Lender Transaction Options

Request Type: Export Fannie Mae formatted file v

Export to: Browse...

Set as default export directory

Include Log Entry

Loan Summary

Borrower: Keisha L Gist

Co-Borrower: Stanley X Gist

Property: 40105 FRENCH RD
Lady Lake, FL 32159-3519

Loan Number: 801611098119

Loan Amount: \$ 260,400.00

Loan Purpose: Purchase

Loan Term: 360 / 360

Loan Rate: 8.250 %

Create a Shortcut

Please enter the following information to help Ellie Mae keep the list of Encompass-connected partners up to date:

Export Purpose: Other v

Description:

[More information](#)

Continue Cancel

Export File

8 Export complete. The 'C:\Users\rmoore\Documents\Test.fnm' has been created.

OK

