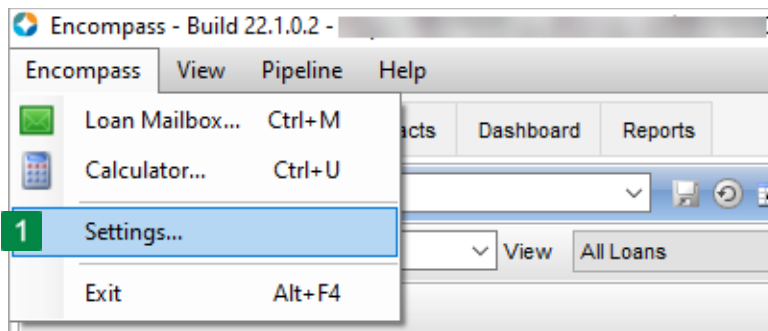


# Encompass<sup>®</sup>

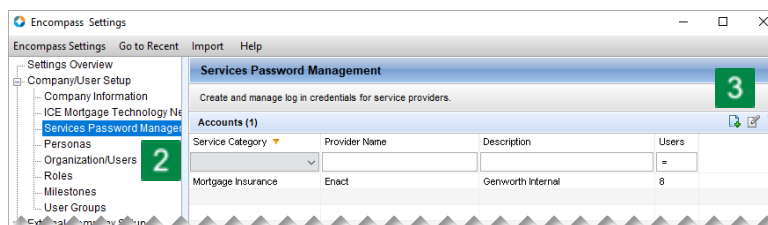
## Admin Guide

### Creating a Password Manager Profile

- 1) From the Encompass tab, select **Settings**.

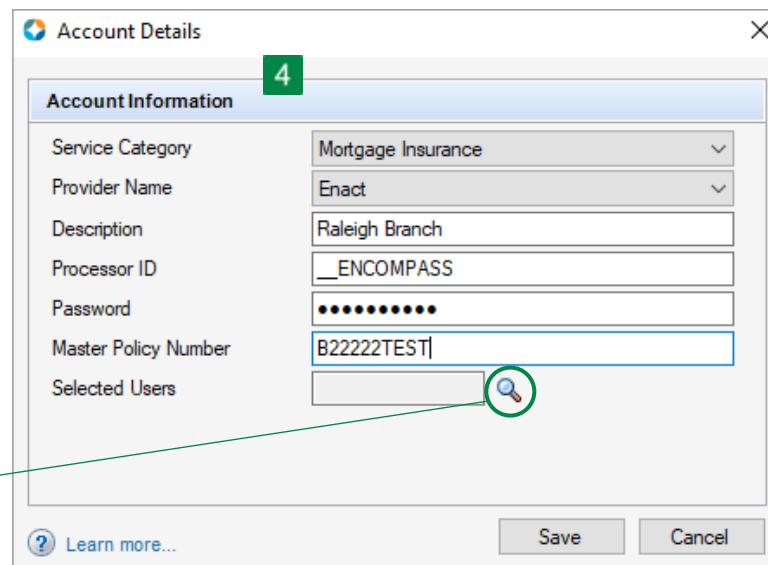


- 2) Then select **Company/User Setup > Services Password Manager**.
- 3) Click the **Add** icon.



- 4) In the **Account Detail** box:

- Select **Mortgage Insurance** as the Service Category.
- Select **Enact** for Provider Name.
- Enter the **Profile Name** in the Description box.
- Type in **Processor ID**, **Password** and **Master Policy Number** (provided by Enact)
- Click the **Magnifying Icon** to begin selecting users (see next step)



## Adding User(s) to the Profile

- Select the users that belong to the profile.
- Click the right arrow icon to add these users to the selected lists in the right section.
- Click the **Select** button.
- The number of Selected Users now appear in the Account Details box. Click **Save**.
- The users may now submit requests to Enact using the saved credentials.

**NOTE: The Profiles will not display in the user interface, though they will be active for all assigned users.**

## Helping Users Get Started

- 1) Instruct the new users to
  - Exit application, then log back into Encompass.
  - Select **Mortgage Insurance > All Providers**.
  - Select **Enact**.
  - Click **Add to My List**.
- 2) Enact interface is ready to use! The Master Policy Number, Processor ID and Password will be pre-filled. Users can reference the Delegated and Non-Delegated User Guides for step-by-step instructions and tips.

### FOR MORE INFORMATION

Our ActionCenter® representatives are happy to help! 800-444-5664  
Enact | 8325 Six Forks Road | Raleigh, NC 27615 | enactmi.com

For Encompass support, call 800-777-1718.