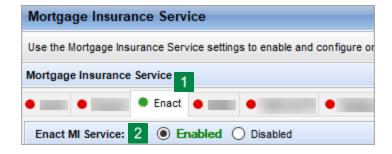# Total Quality Loan (TQL®) Program
Admin Guide

TQL Admins:

It's easy to enable Enact Mortgage Insurance and customize the TQL Mortgage Insurance Service user interface to meet your user needs. We've put together these tips with you in mind! To access the Encompass admin settings, form the menu bar, select **Encompass > Settings > Additional Services > Mortgage Insurance Service.**
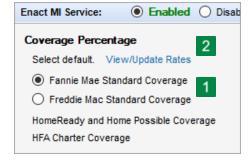
Enabling Enact Mortgage Insurance

Within the Mortgage Insurance Service screen:

1) **Click on the Enact Tab**

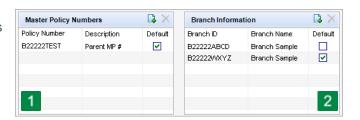2) **Select Enabled.** Once Enabled, Enact tab displays a green indicator.

Configuring the MI Coverage Percentage Defaults

1) In the **Coverage Percentage** section, selecting one of the GSE default coverages populates their Standard Coverage requirement for Mortgage Insurance.

2) You can customize the coverages by clicking on **View/Update Rates**.

Entering Your Company's Enact Master Policy Number(s)

1) Enter your company's **Enact Master Policy Number(s)** to identify your organization. (TQL does not require user log-in credentials). **Important:** One Policy Number must be checked as default.

2) You can enter Branch IDs in the **Branch Information** section for tracking purposes, but this information is not required.
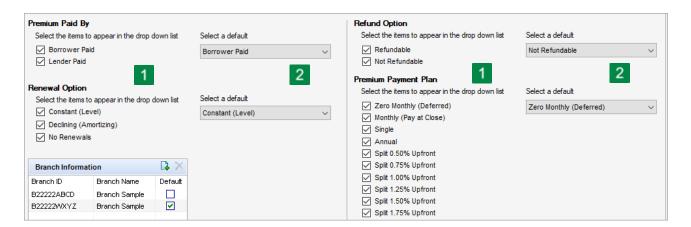

- Add more Master Policy Numbers or Branch IDs by clicking + in the upper right of the corresponding group.
- Indicate the desired default Policy Number/Branch ID by enabling the checkbox.
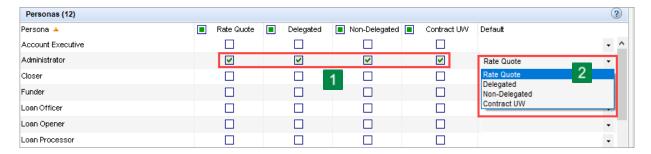
Configuring Ordering Defaults

1) Any values that are checked will display as options available in the User Interface.

2) The associated default value will be the selected value in the MI Order Request.

Assigning Personas

1) Designate which personas are eligible to order for each MI request type by enabling the checkbox aligned to each persona.

2) Default to an order type by choosing an option from the drop-down list and clicking save in the upper right-hand corner.

FOR MORE INFORMATION

Our ActionCenter® representatives are happy to help! 800-444-5664

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For Encompass support, call 800-777-1718.

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