Enact®

Master Policy Agreement

How to Request an Enact Master Policy

First, let's get ready.

Collect the following information prior to beginning the Master Policy Agreement application to ensure the application can be completed within the suggested timeframe:

- Street address and mailing address, if different
- Names and contact information for Executives, Underwriting Manager and names of processors, underwriters and/or loan officers
- Fannie Mae and/or Freddie Mac seller/servicer number, if applicable
- Servicing contact name/address/phone
- FDIC, NCUSIF, NMLS, FHA and/or VA number, if applicable

The following documents may be required as part of the application process:

- Resumes for all principals

If these documents are required, a system prompt to upload the documents will appear, or an email will be sent requesting the required documents be emailed to Enact.

Submission of the information does not constitute Master Policy approval with Enact, as additional information may be requested.

Once the application is submitted and all documents are received, Enact will review the information and provide a decision, typically within one to three business days.

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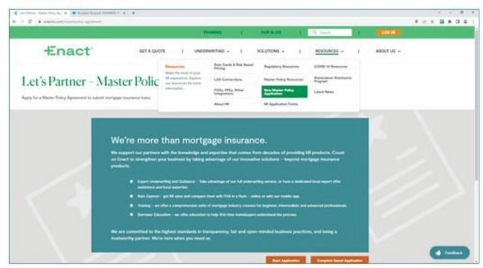
Second, let's apply.

1. Visit our website at EnactMI.com.

2. From the **Resources** tab on the menu bar, select **New Master Policy Application** (Fig 1).

(Fig 1)



3. To begin the application, click **Start Application** (Fig 2a). To complete an existing application, click **Complete Saved Application** (Fig 2b).

(Fig 2a)

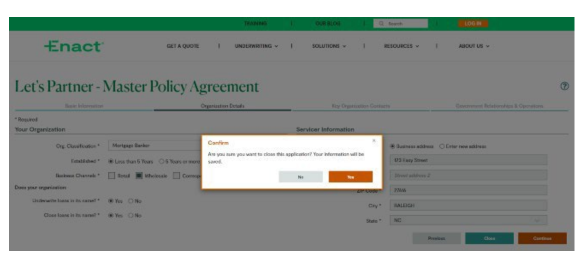
(Fig 2b)

4. Complete the required fields of the **Basic Information** section (including **Partnership Type** and **Underwriting Authority**) (Fig 3). When finished click **Continue** (Fig 4).

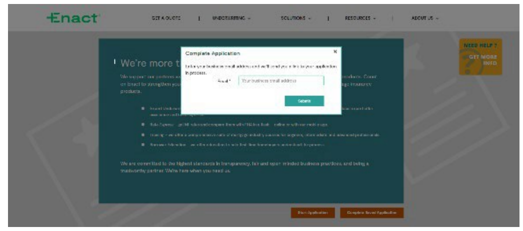
(Fig 3)

(Fig 4)

Tip: Once you have completed the **Basic Information** section you can close the application at any time and return later. To save, Click on the **Close** tab, the **Confirm** box will appear. Click **Yes**.



Your information will be saved. When you return later, click **Complete Saved Application**, and use your email to pick up where you left off.



5. Complete the **Organization Details** (Fig 5) and click **Continue.**

(Fig 5)

6. Add the **Key Organization Contacts** (Fig 6). If you need to add additional contacts, click **Add Another Contact.** Then click **Continue.**

(Fig 6)

7. Complete the **Government Relationships and Operations** section (Fig 7). All fields are required. Enter any additional comments in the **Notes** section before submitting. Click **Continue.**

(Fig 7)

8. A summary page containing your application responses will generate. Review all details and make any needed edits. Be sure to read the **Terms and Conditions** and check the acknowledgment box. Click **Submit.**

9. You will receive a confirmation with the application reference number (Fig 8). Enact will contact you shortly if further information is needed.

(Fig 8)

For More Information:
If you need further assistance, contact your Enact representative or the Enact ActionCenter at 800-444-5664.

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