Encompass **USER GUIDE**

DISCLOSE & SUBMIT A LOAN with ACC

Step 1

Log into ACC Encompass TPO Portal
https://www.accwholesaleportal.com/

Select Login (Click Here to Log In) located in the lower center section of the landing page.
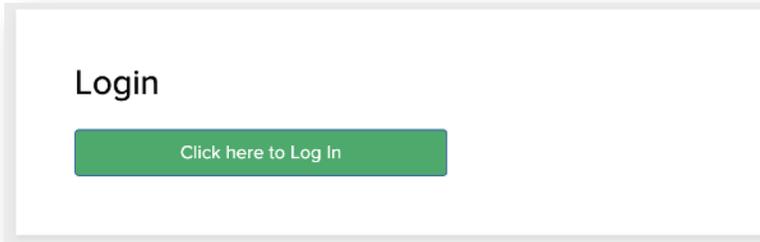
Login

Click here to Log In

Step 2

Enter your credentials.
(located in the upper right corner)
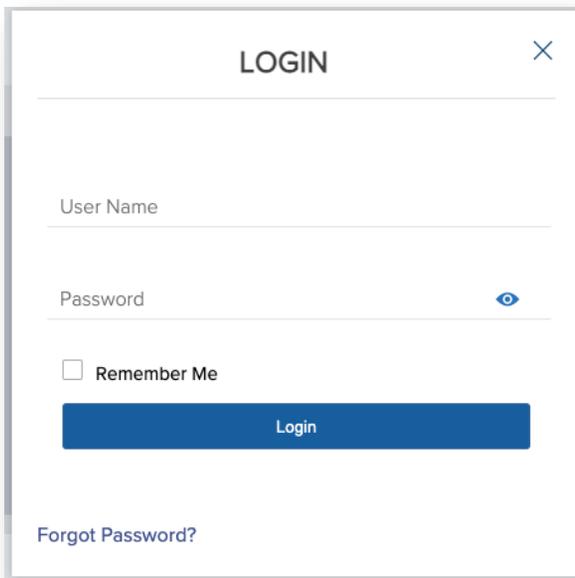
LOGIN ✕

User Name

Password 👁

☐ Remember Me

Login

Forgot Password?

Step 3 Click on TPO User and search for the Loan Officer

Step 4 Click on "Add New Loan"

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Step 5   Select the Loan Officer and Loan Processor from the drop down menus

Step 6   Import the Fannie Mae 3.2 file

Step 7

Fill in the application date and save the loan

Step 8

Click on Documents tab and upload the required items

Step 9 Click on "Submit for Disclosures" and then continue by submitting the loan

Your loan file is now ready for disclosures to be created and distributed!