



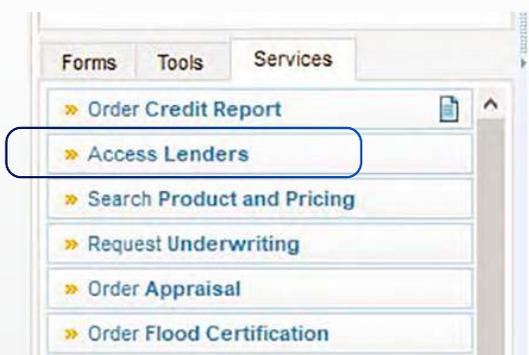
We have home lending down to a science  
**ACC Mortgage**

# ENCOMPASS *Tutorial*

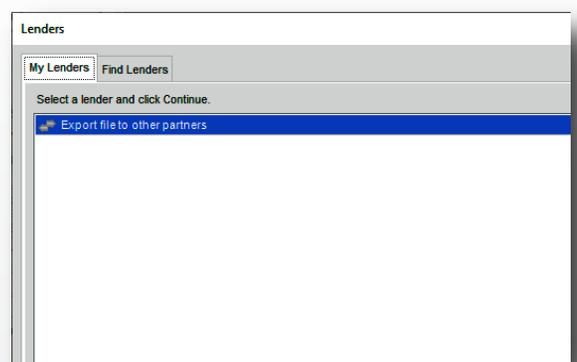
## Exporting Your FNMA 3.4 File

### — Located on the Services Tab —

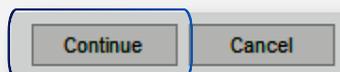
01 Select **ACCESS LENDERS**



02 Select **EXPORT FILE TO OTHER PARTNERS**



03 Click **CONTINUE**



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04

Located under **REQUEST TYPE** select **EXPORT FANNIE MAE FORMATTED FILE**

05

Select **BROWSE** to specify the location on your computer for the exported file

## — Located under Create Shortcut Tab —

06

Select **OTHER** as the export purpose and enter file description

07

Click **CONTINUE**

08

Confirmation of **EXPORTED FILE** will be displayed with the file path specified in Step 5.

Export File

Export complete.

