

Step 1: In the top righthand corner, go to "Encompass", then "Settings".

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Step 2: Go to "Tables and Fees".





Step 3: Go to "Itemization Fee Management".

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Encompass Settings Go to Recent Import Help										
Weld	- Settings Overview	Itemization Fee Management								
	External Company Setup	Map fees to the Encompass Compliance	Service, map fees to UCD fees, manage	temization fee lists, and grant p	ersona rights to overwrite	fee lists.				
Lin:	Loan Setup eEolder Setup	Fee Management							🗹 Ap	ply to
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9	- Loan Templates	Create or import fees							Drag/drop to fee on left	
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Step 4: Please send all fee names within the Fee List.

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Company/User Setup	Itemization Fee Management							i i i i i i i i i i i i i i i i i i i		
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- City Tax	203(k) Initial Draw	68 203(k) Initial Draw	GB Not Mapped	✓	H					
- State Tax	203(k) Permits	GB 203(k) Permts	G D Not Mapped		H	H				
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- Special Feature Codes	Administration Fee	es Administration Fee	e s Not Mapped		H					
- Business Rules	Aggregate Adjustment	es Aggregate Adjustment	e e Not Mapped	H	H					
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