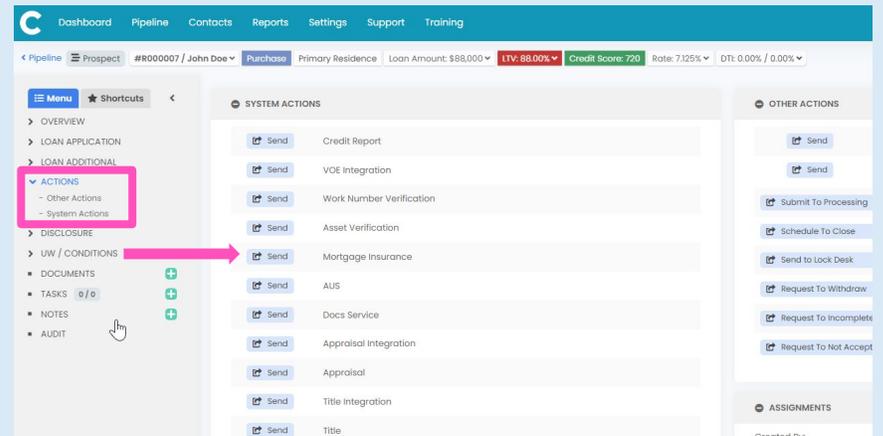# GET CONNECTED

Get MGIC Rates and Order MI through LendingPad®

Last Revised Date: 9/07/2022

1. Access Mortgage Insurance Request Screen

From within a loan, select **Actions** from the Menu in the left panel and click **Send** next to **Mortgage Insurance**.
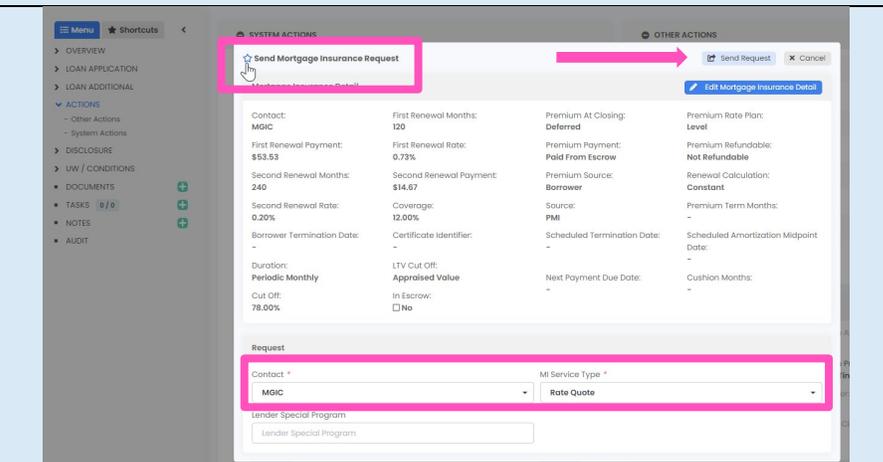

2. Get Rate Quote

On the **Send Mortgage Insurance Request** screen, select **MGIC** as the **Contact**.

Select **Rate Quote** as the **MI Service Type**.

Click **Send Request**.

See the next page for instructions to populate **Mortgage Insurance Detail** fields.

Note – Click the star symbol next to **Send Mortgage Insurance Request** to add this Action to your Shortcuts.

To populate the **Mortgage Insurance Detail** fields, click on the **Edit Mortgage Insurance Detail** button.

Use the **Lender Special Program** field to send a Special Deal Code with your request.

A window will open; select an option from the **Predefined Plan** dropdown, click **Use Plan Settings** and then **Save Changes**.

Note – If you are ordering a standard Split Premium plan, you will need to enter the split amount on the **PMI, MIP, Funding Fee** section of the **Details of Transaction** screen.

The **Mortgage Insurance Detail** section will now be populated with the plan information. Click **Send Request**.
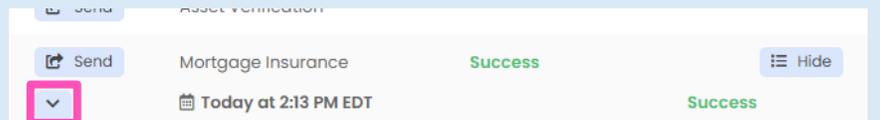
3. Access Rate Information

You will return to **Actions** and the submission status will be displayed.

Click the **View** button to access details about the rate quote.
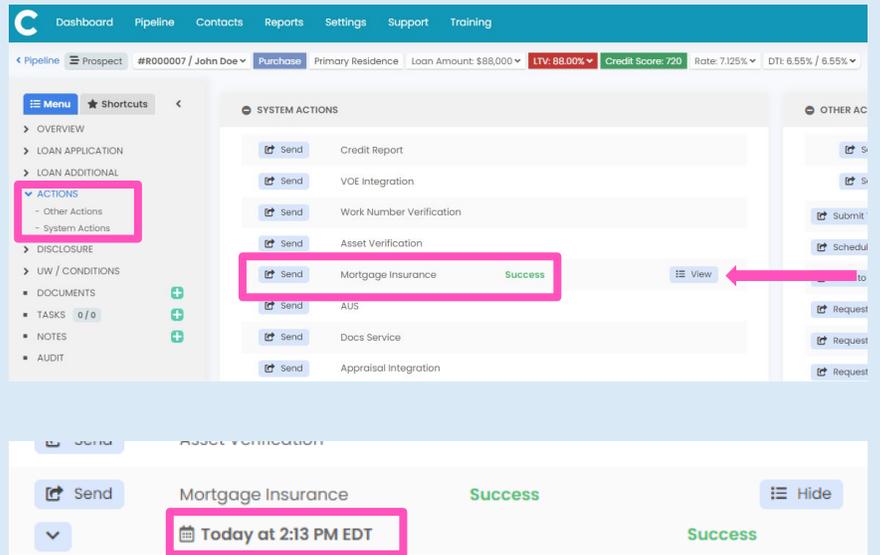
4. Open Rate Quote Details

Click the **Arrow** button to view more details.

5. View Rate Quote Details

Detailed information will appear, including the **Quote Identifier** and a link to the **rate quote PDF.**

Note – You can also view the **rate quote PDF** in **Documents** by expanding the **MI Certificate** section.

6. Order MI

To order MI, follow the steps noted above, except select **MI Application** as the **MI Service Type**.

Then select the applicable **MI Application Type**. Select **Delegated** for delegated loans or select **Standard** for non-delegated loans.

Click **Send Request**. As with rate quotes, use **Actions** and **Documents** from the menu for status, results, and to access the **Commitment/Certificate PDF**.