GET CONNECTED

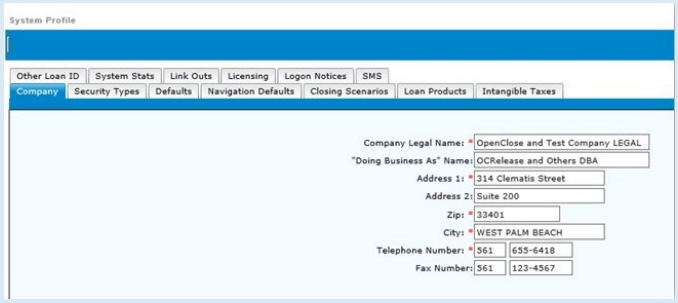
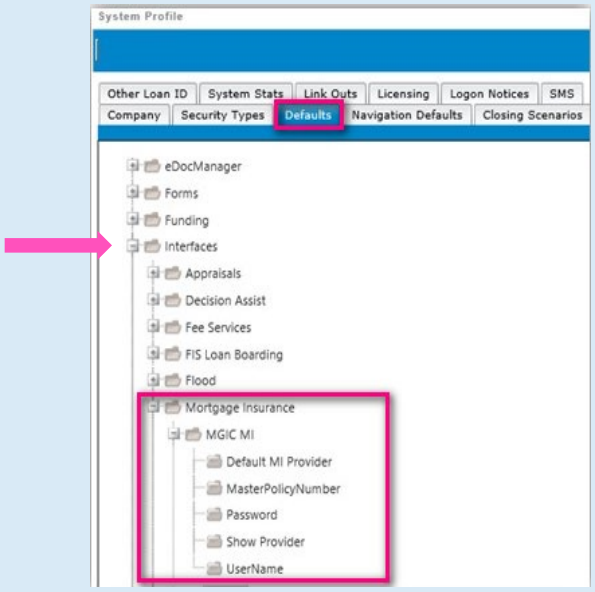
Administrator guide for **LenderAssist™**

Last Revised Date: 12/14/2022

1. Access the **Defaults** tab

When a System Administrator logs into OpenClose, the **System Profile** page opens.

a. Click the **Defaults** tab

b. Select **Interfaces** > **Mortgage Insurance** > **MGIC MI**

1. **Default MI Provider** – Set to **True** to default the MI Provider to **MGIC** on the **Order** screen
2. **Master Policy Number** – Enter the MGIC Master Policy Number
3. **Password** – Enter the password provided by MGIC
4. **Show Provider** – Set to **True** in order to display **MGIC** in the list
5. **User Name** – Enter the user name provided by MGIC