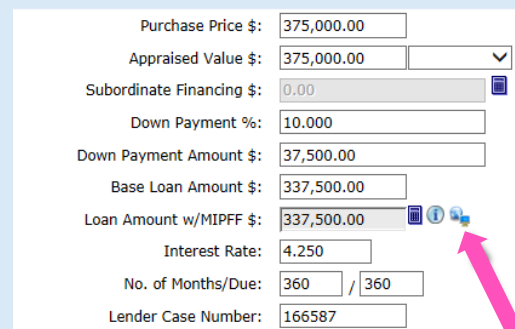# GET CONNECTED

Order MI through **LenderAssist**™

Last Revised Date: 12/14/2022

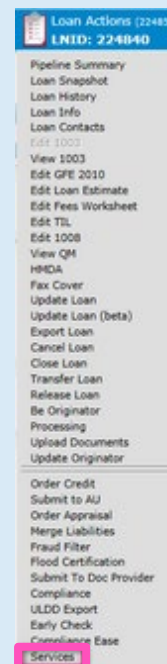### 1. Access the MI Request screen

The **Services** screen can be accessed by clicking the **MI Services** icon on any of the following screens:

a. **Loan Info** screen, **Loan Amount w/MIPFF $**

b. **Edit 1003** screen, **Types and Terms** tab, **Loan Amount w/MIPFF $**

c. **Edit Fees Worksheet** screen, **Loan Amt + Financed UFMPI/FF**

Or select **Services** from the **Loan Action** menu.

Contacts: MGIC Integration Services
Integration_services@mgic.com 1-888-644-2334

Your MGIC Representative
mgic.com/contact

#22-18064
12/14/2022

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2. Make your mortgage insurance selections

   a. Select **MGIC MI** as the **Service Provider**

   b. Select **MI Application – Delegated** or **MI Application – Standard** as the **Request Type.** If you previously ran and selected the Rate Quote, the **Rate Quote ID** will populate. If you pulled the Rate Quote outside of OpenClose, enter the **Rate Quote ID** in the **Special Pricing Description**

   c. Choose your MI options

   d. Click **Submit Request**

3. View results

Once complete, the **Certificate ID** will populate and MGIC's response will display.

If submitting **MI Application – Standard**, go to **MGIC's Loan Center** to submit documents to the **Certificate ID**, which is populated on the request screen. When notified by MGIC that the loan is approved, select **Status Query** as the **Request Type** to retrieve the Commitment Certificate.

4. View Certificate PDF

Click the **green arrow** to view the Certificate.

Or go to **EDocManager**, expand **Findings** and click on **MGIC MI Certificate**.