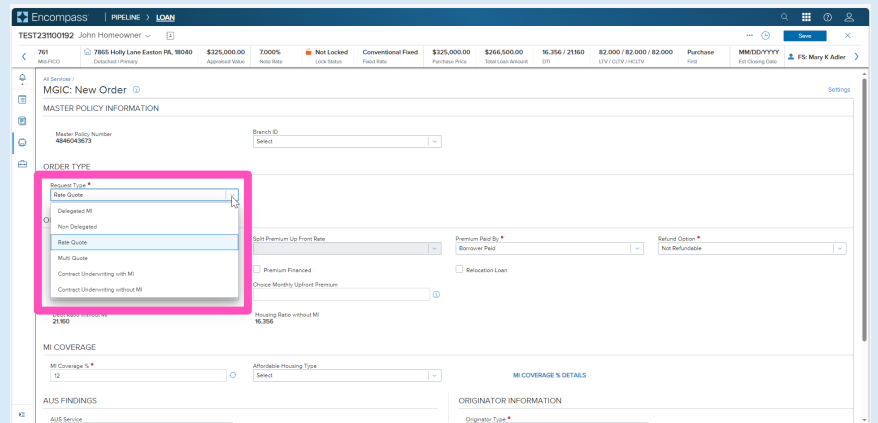# GET CONNECTED

Quick Guides – Get a Rate Quote through Encompass Partner Connect™
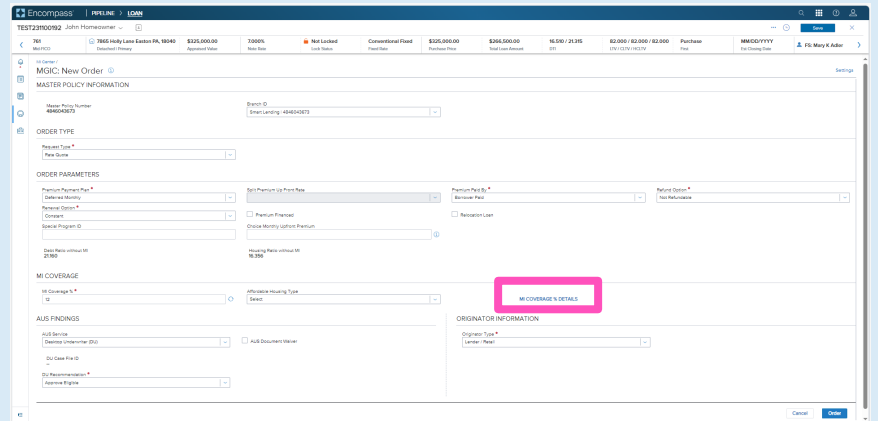
Last Revised Date: 01/22/2024

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1. Select Rate Quote

From the **MGIC: New Order** screen, select **Rate Quote** from the **Request Type** drop-down.

Coverage percent will be defaulted, however you can access the other coverage options by clicking the **MI COVERAGE % DETAILS** link in the MI Coverage section.

Click the **Close** button to return to the order screen.

Once you verify all data is correct and all required fields have been completed, click **Order**.

A spinner will appear to let you know your request is in process.

2. **Import MI Rates**

Once the order response appears, click **Import MI Rates** to import the MI pricing into the loan. This is one option for importing a rate. A second option is described below.

Use the **Close without Importing** if you do not want to import the MI pricing.

Note – Importing MI pricing is necessary for populating disclosures as well saving the quote for it to be available to select for subsequent MI orders.

A spinner will appear letting you know the request is in process.

You will then receive a message indicating that the rates imported successfully.

Close the message when you are finished.

3. View Rate Quote

You will be directed back to the **Order Summary** screen.

You will notice the following navigation tabs: OVERVIEW, DOCUMENTS RECEIVED, DOCUMENTS UPLOADED. You will also notice the **toggle arrow** next to **Order Summary** which will navigate you back to the **Order History** screen.

The **OVERVIEW** tab provides status and rates details, the quote expiration date, and messaging returned by MGIC with a reference number and new Quote ID.
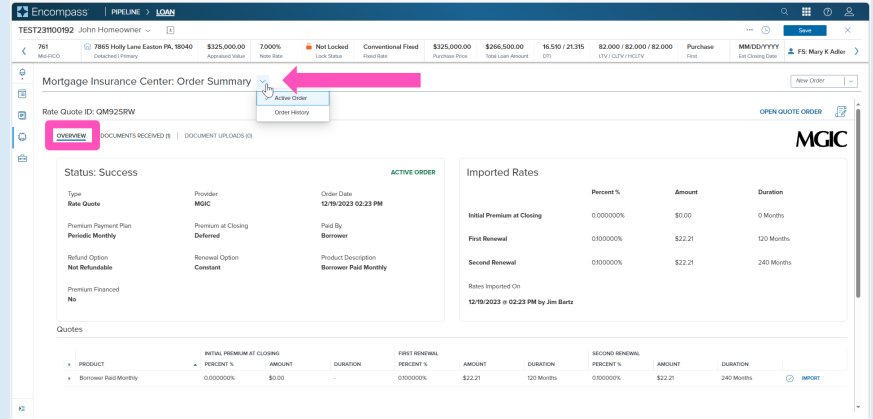
The **DOCUMENTS RECEIVED** tab allows you to view the Rate Quote PDF.

The Rate Quote PDF will have already auto-saved to the document folder. This is just a method to view it.

The **DOCUMENTS UPLOADED** tab is not relevant for MI Rate Quotes.
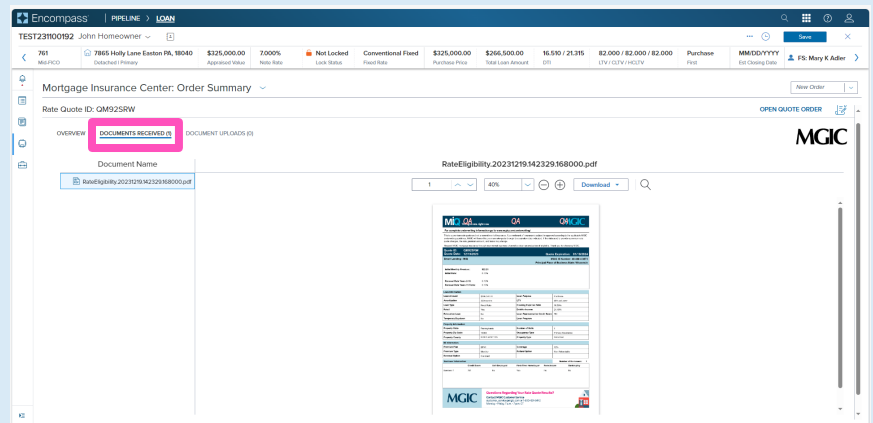
If you do not import MI rates upon receiving rate quote results (as shown above), or if you want to change the rate imported, you can import rates from a previously pulled quote via the **All Services** screen. Click the pop-out arrow on the far right of each rate quote entry to navigate to the **MGIC: Edit Order** screen.

At the bottom of this screen you will see an **Import MI Rates** link.

A status window will appear once the request is completed.

Click the **Save** button to ensure your updates are retained.

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

Your MGIC Representative
mgic.com/contact