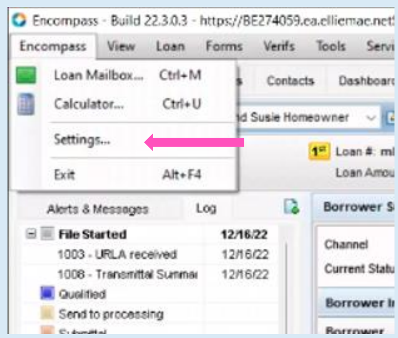
GET CONNECTED

MGIC

Use **Stacking Order Templates** in Encompass®

1. Access Settings

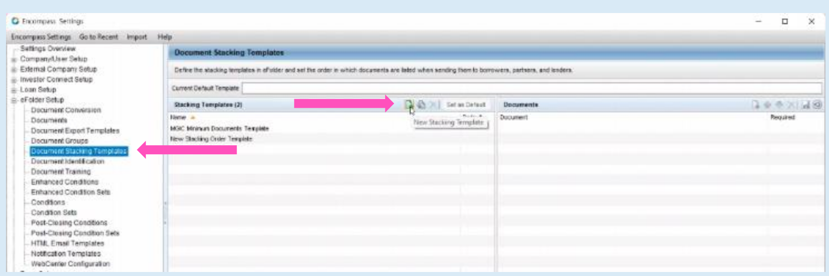
Go to **Encompass>Settings.**



2. Create New Stacking Template

Under **Encompass Settings**, go to **eFolder Setup**>**Document Stacking Templates.**

Click the **New Stacking Template** icon to create and name a new stacking order.

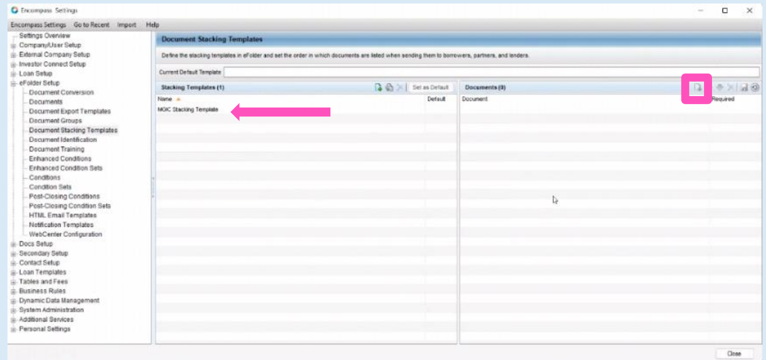


Contacts: MGIC Integration Services
Integration_services@mgic.com 1-888-644-2334

Your MGIC Representative
mgic.com/contact

3. **Add Documents**

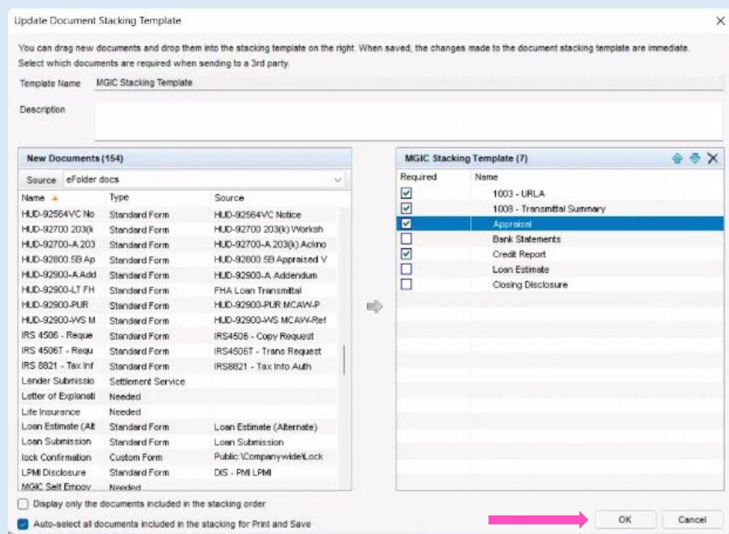
Highlight the new stacking order template and click the **Add Document(s) to Stacking Order** icon.



4. **Add Documents to Stacking Template**

Drag and drop documents from the document list on the left onto the new stacking template on the right. Indicate which documents are required by clicking the box in the **Required** column.

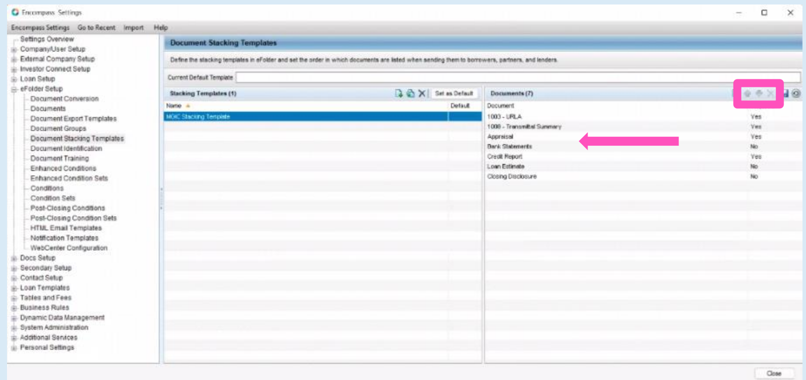
Click **OK.**



5. **Modify Stacking Order**

Select documents and move them up or down using the **arrows** or remove them using the **X** icon.

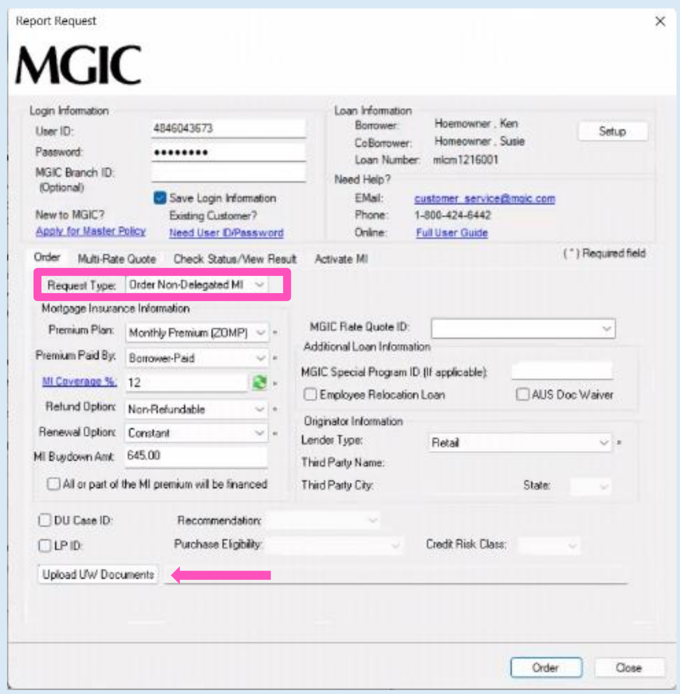
Click **Close.**



6. **Select Order Non-Delegated MI**

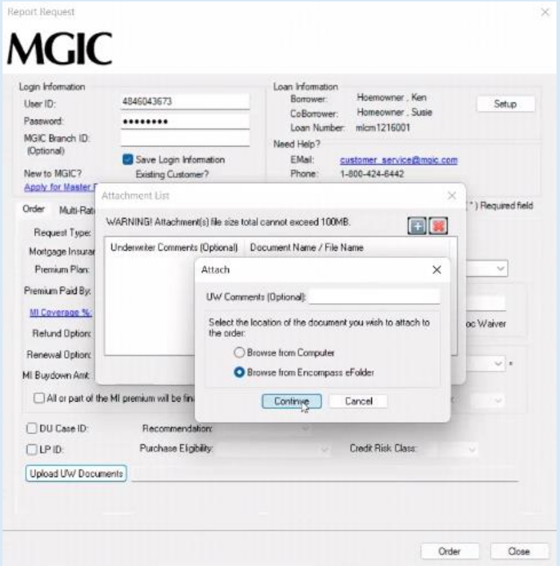
Select **Order Non-Delegated MI** from the **Request Type** drop-down to activate the **Upload UW Documents** section and enter the appropriate MI information.

Click **Upload UW Documents** to open the **Attachment List.**



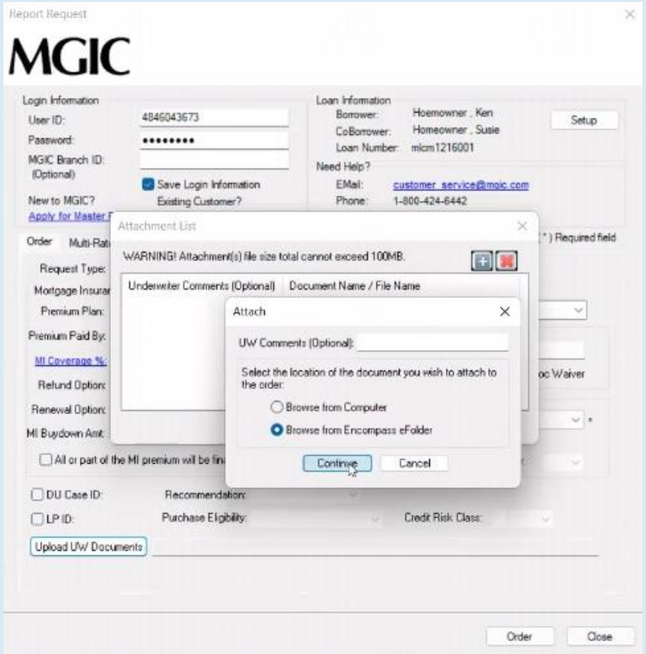
7. **Add Attachment**

Click the **+ (plus) icon** on the **Attachment List** screen to add a document.



8. **Browse Documents**

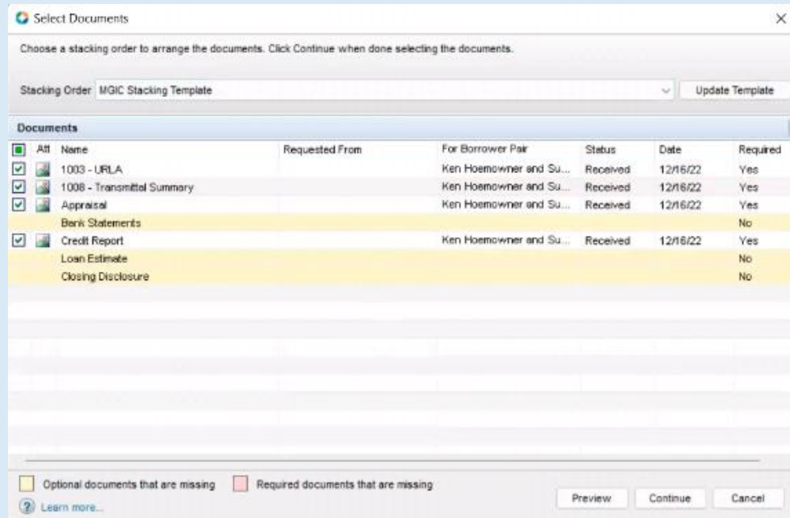
To add documents from the eFolder, select **Browse from Encompass eFolder** and click **Continue.**



9. **Select Stacking Order**

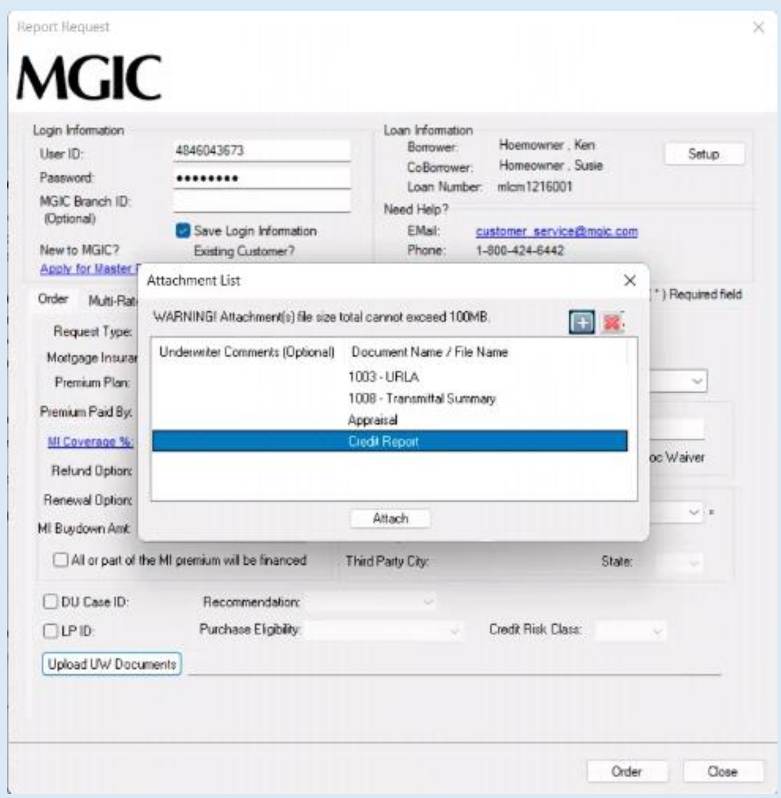
Select the **Stacking Order** you created and click **Continue.**

Note: Encompass won't allow you to continue if any required documents are missing.



10. **Attach Documents**

Click **Attach** to attach the documents to the loan.



11. **Order Non-Delegated**

MGIC's interface displays the attached document(s).

Click **Order** to submit the non-delegated MI order to MGIC.