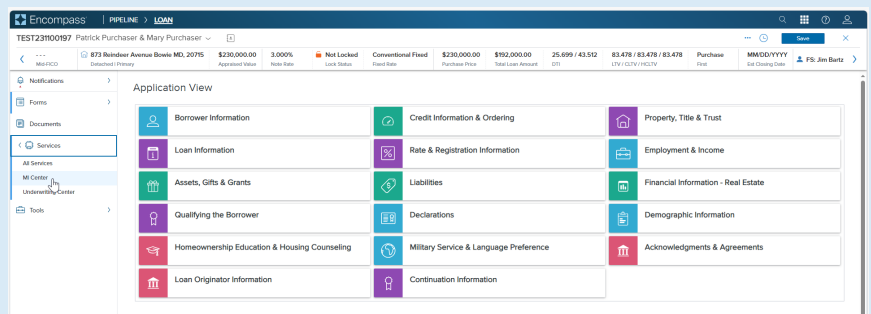# GET CONNECTED

Quick Guides – Order Compare Rate Quotes through Encompass Partner Connect™

Last Revised Date: 01/22/2024

1. Select Compare Rate Quotes

To access **Compare Rate Quotes** across MI providers, click **Services** and select **MI Center**.

You will not be able to access the **Compare Rate Quotes** feature via the All Services screen.


2. Order Compare Rate Quotes

Click **Compare Rate Quotes** button to submit the rate quote compare request. A spinner will appear letting you know that the requests are in process.

All MI providers your organization has enabled will receive requests for Borrower Paid Monthly, Borrower Paid Single, Lender Paid Single, and a 1% split premium.

Note – If you select a provider from the New Order drop-down list you will be directed to that MI provider's order screen and will not be able to order Compare Rate Quotes.
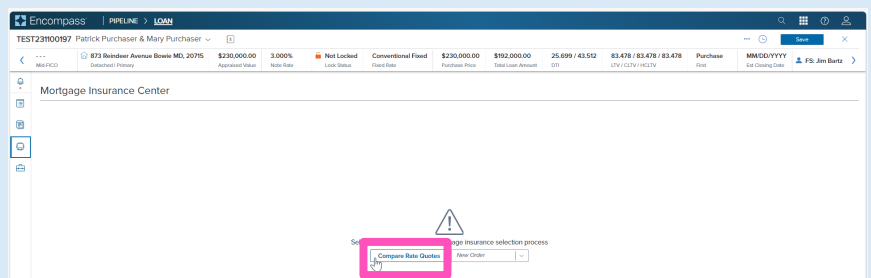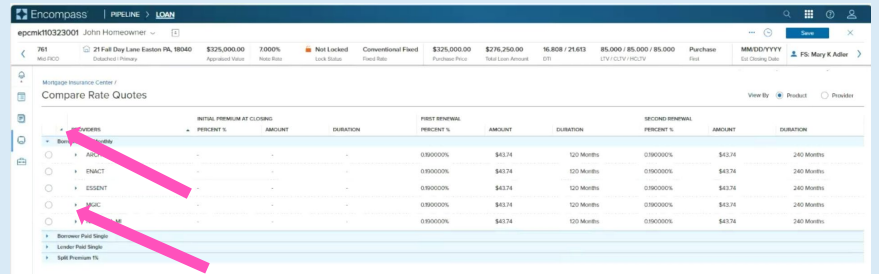
Results are defaulted to display the Borrower Paid Monthly premium plan and are in alpha order by MI provider. You can adjust the display order by clicking the header of the column you want to sort by.

Click the toggle arrow next to a quote to view details on that specific quote, or click the top toggle arrow to view details on all quotes.

Click the **Provider** radio button to group results by provider.
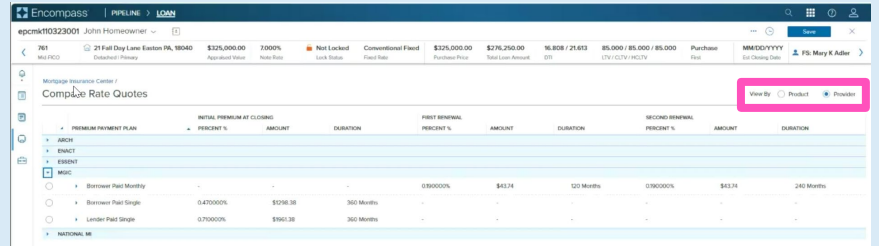

3. Import MI Rates

To select the preferred quote, click the **radio button** to the left of the quote. This will enable the remaining action buttons at the bottom of the screen (the Close button is always enabled).

Click the **Import Rates Only** button to populate pricing into the loan. A spinner will appear indicating that the import is in process.

Other actions include options to order:
- Delegated MI
- Non-Delegated MI
- Contract UW with MI

Note – See the appropriate section of this guide for instructions for ordering MI or Contract UW.
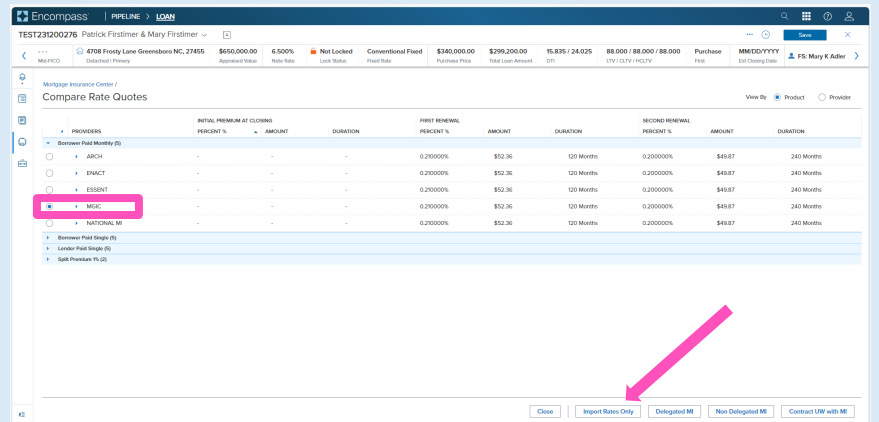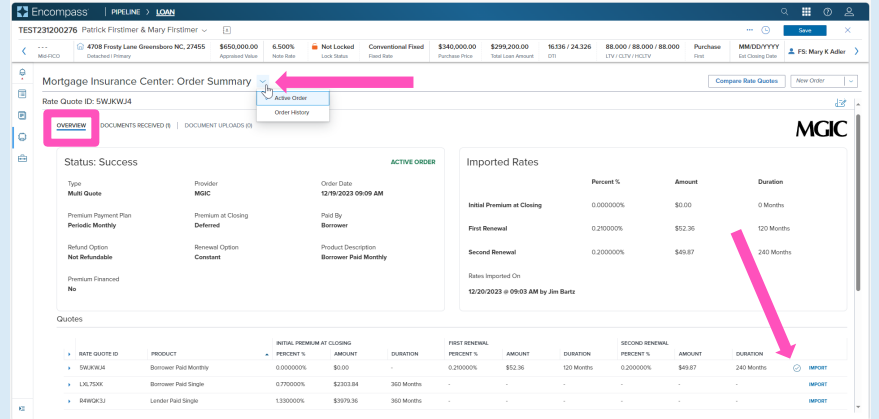
4. View Rate Quote

You will be directed back to the **Order Summary** screen to view your active order.

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 rate details, the quote expiration date, and messaging returned by MGIC with a reference number and new Quote ID.
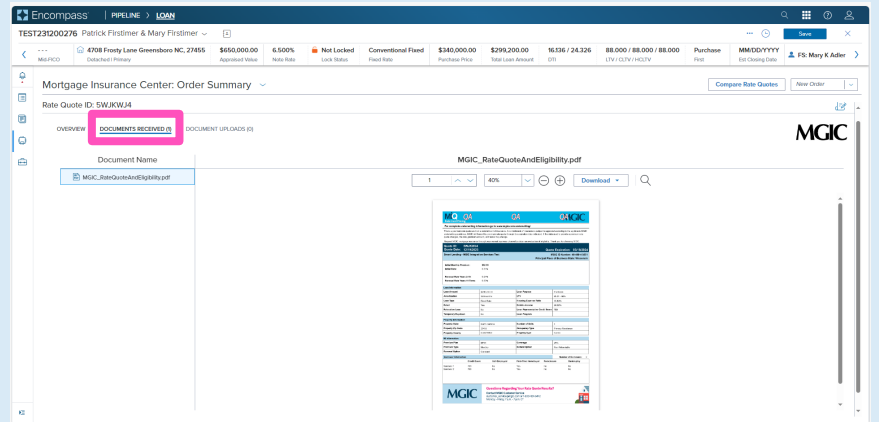
The MI pricing that was imported will be highlighted with a '**Rates Imported**' check mark.

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 Multi-Quotes.

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

Note – Once any MI request has been placed, you can request **Compare Rate Quotes** by clicking the button in the upper right corner.