

# GET CONNECTED

## Quick Guides – Order Non-Delegated MI through Encompass Partner Connect™

Last Revised Date: 01/22/2024

### 1. Select Non Delegated MI

From the **MGIC: New Order** screen, select **Non Delegated MI** from the **Request Type** drop-down.

### 2. Select Quote ID

The quote ID of your most recently imported quote should be populated in the **Rate Quote ID** field.

Click the **magnifying glass icon** to select a different quote ID.

**Note** – See the appropriate section of this guide for instructions to submit a Rate Quote, Multi Quote, or Compare Rate Quotes request.

**Contacts:** MGIC Integration Services  
[integration\\_services@mgic.com](mailto:integration_services@mgic.com) 1-888-644-2334

Your MGIC Representative  
[mgic.com/contact](http://mgic.com/contact)

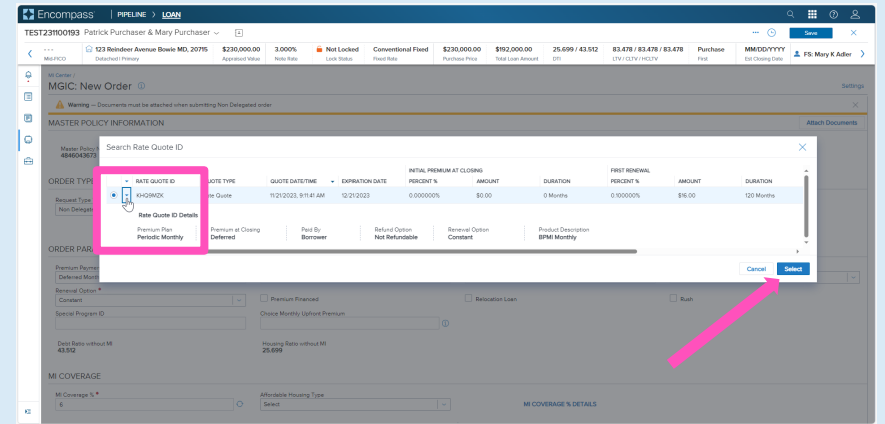
#24-18102  
01/22/2024

The **Search Rate Quote ID** window will open. A list of prior quotes will appear.

Use the toggle button next to a quote to view additional details, or use the toggle all button at the top to open details on all quotes.

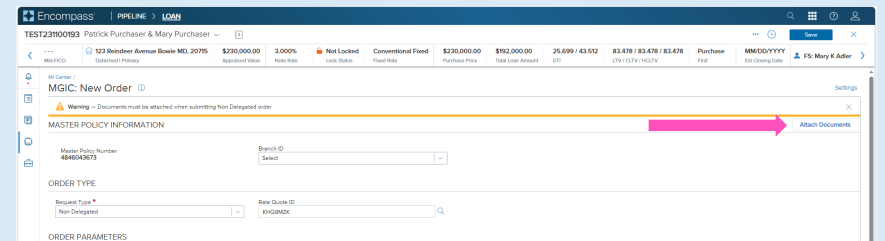
Click the radio button next to the preferred quote and click the **Select** button (this button will be disabled until a quote is selected).

You may also manually enter a quote ID on the **MGIC: New Order** screen if the preferred quote does not appear.



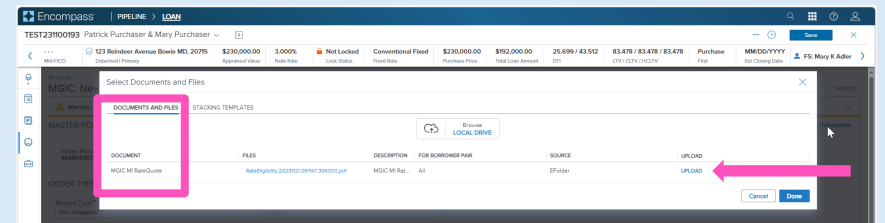
### 3. Attach Documents

You will be prompted to include documents with your order. Click the **Attach Documents** link to select the appropriate documents for your order.

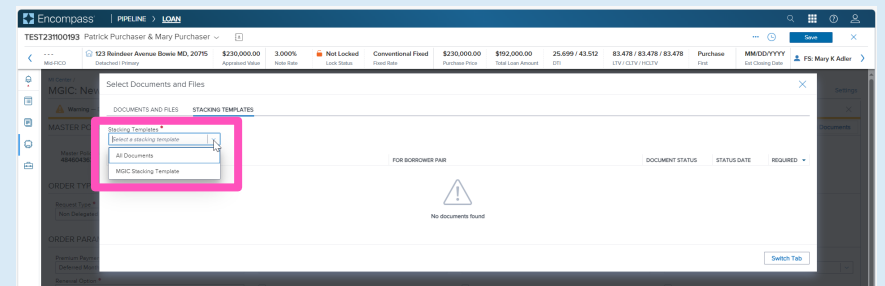


The **Select Documents and Files** window will open.

Contents of the eFolder will display on the **DOCUMENTS AND FILES** tab. Click the **UPLOAD** link to attach any of these files.



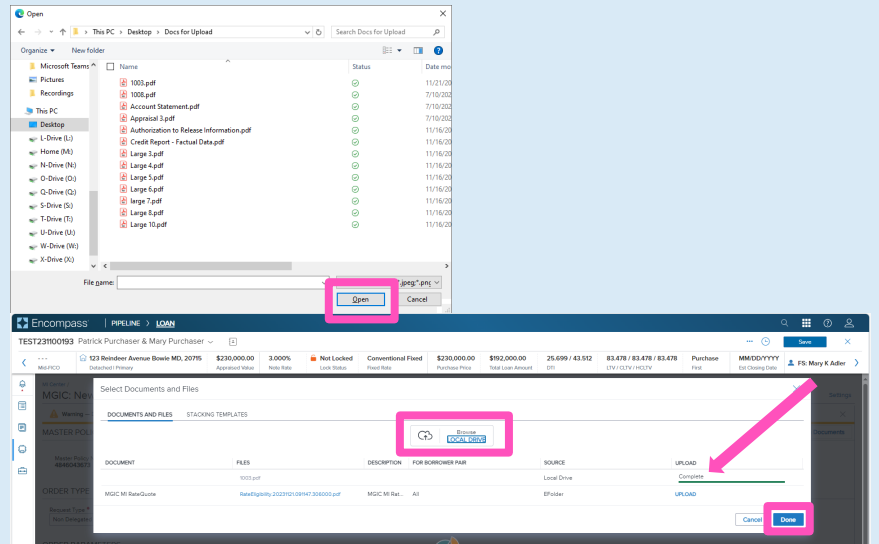
Click the drop-down list on the **STACKING TEMPLATES** tab to view and select a stacking template created by your system administrator.



You may also attach documents saved locally by clicking the **Browse LOCAL DRIVE** link on the **DOCUMENTS AND FILES** tab.

Use your file explorer to navigate to the appropriate drive, select the document(s) you wish to attach, and click the **Open** button.

The **UPLOAD** status bar will show you the progress of the upload. Make sure all files have completed the upload process, and click the **Done** button when finished.



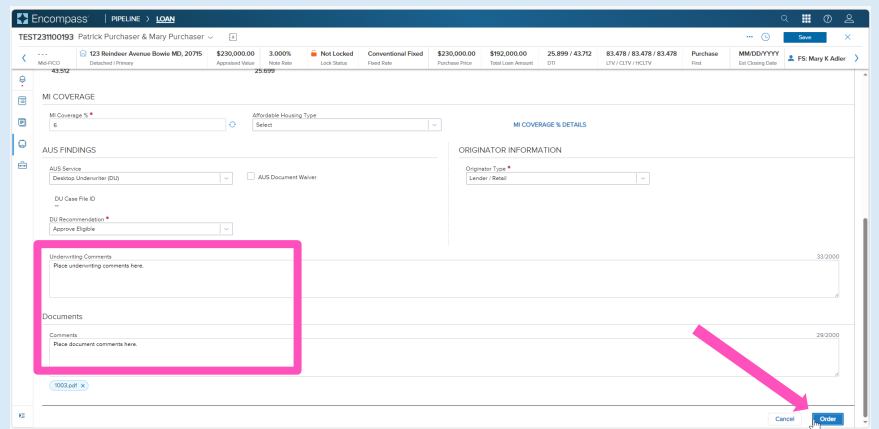
#### 4. Order Non Delegated MI

Once you attached the necessary documents, verify all required fields are completed and all data is accurate.

Enter any pertinent Underwriting and/or Document comments in the appropriate fields.

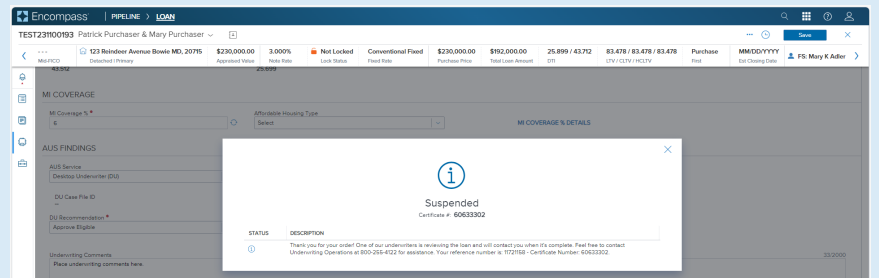
Click the **Order** button at the bottom of the screen.

A spinner will appear to let you know the request is being submitted.



A status message will appear when the request has processed. The message will include the reference and certificate numbers.

Close this message to return to the **Order Summary**.



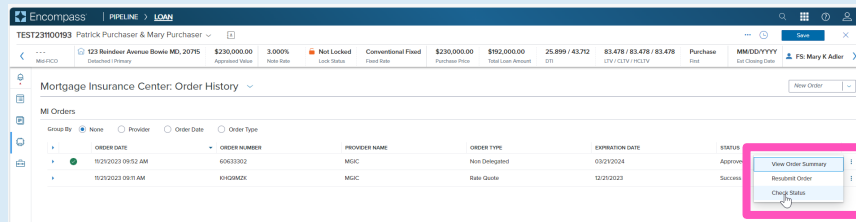
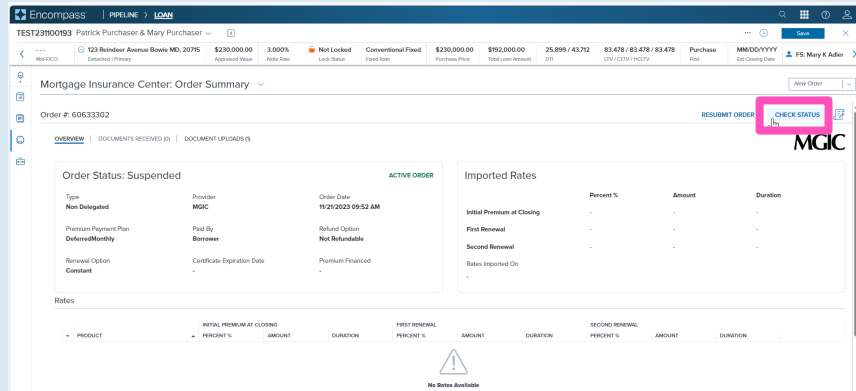
## 5. Check Status

If your loan is Suspended upon submission, an MGIC underwriter will be in contact with questions or status updates.

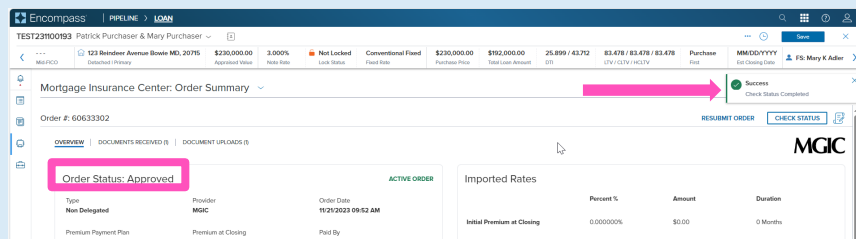
Once they advise you that your loan is approved, click the **CHECK STATUS** link to update the order status.

A spinner will appear to let you know the status check is in process.

**Note** – You may also **Check Status** from the **Order History** screen by clicking the elyipsis on the far right of the row with the order.



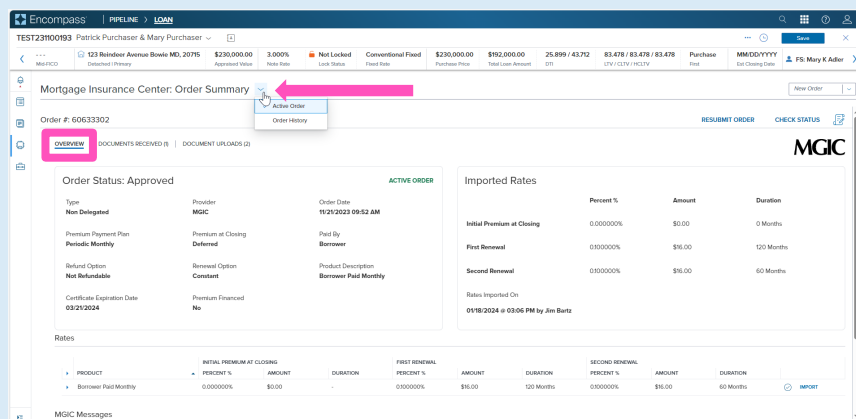
A completion message will appear in the upper right corner and the **Order Status** will update.



## 6. View MI Order

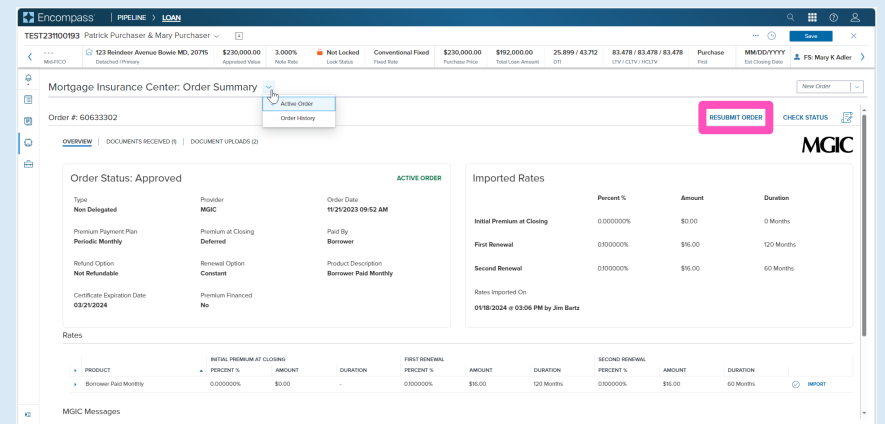
You will notice the following navigation tabs: **OVERVIEW**, **DOCUMENTS RECEIVED**, **DOCUMENTS UPLOADED**. You will also notice the **toggle arrow** next to **Order Summary** which will navigate you back to the **Order History** screen.

The **OVERVIEW** tab also provides rate details and messaging returned by MGIC with the Certificate Number and new Quote ID.



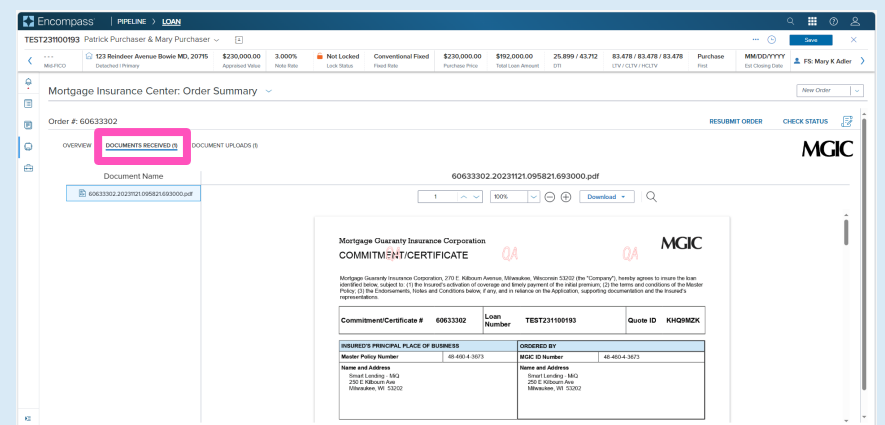
You may use the **RESUBMIT ORDER** link at the top left of the **Order Summary** screen to resubmit your request.

Note – The **RESUBMIT ORDER** link will only appear if this is the active order. Select the desired order from the **Order History** screen in the **MI Center** to make it the active order.



The **DOCUMENTS RECEIVED** tab allows you to view the commitment certificate.

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



The **DOCUMENT UPLOADS** tab displays details of documents uploaded:

- PACKAGE SENT (date/time)
- COMMENTS
- STATUS
- DOCUMENTS (list)
- POST CLOSING (indicator)

