GET CONNECTED

MGIC

Quick Guide – Order Non–Delegated MI through Encompass®

1. Select Order Non-Delegated MI

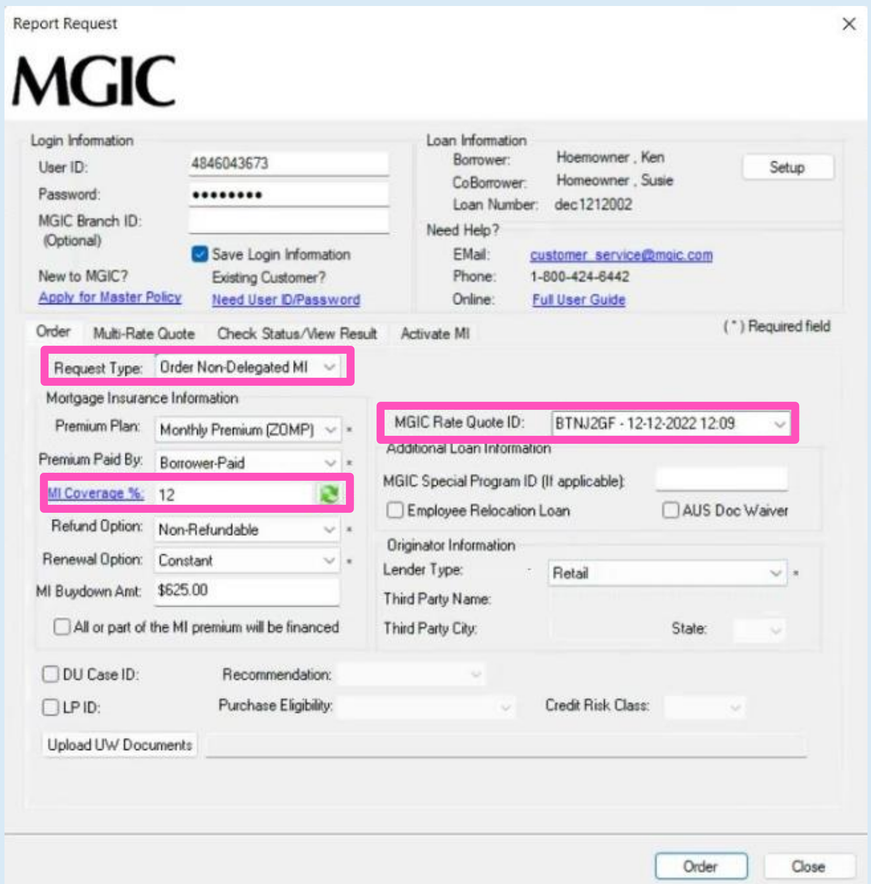
To order non-delegated MI, select **Order Non-Delegated MI** as the **Request Type** and enter the appropriate information.

MI Coverage % automatically defaults to standard coverage.

- Click on the **MI Coverage %** link for guidance or edit the **MI Coverage %** manually.
- The **MI Coverage %** will automatically adjust with changes to the loan information.
- Click the reset icon to reset to standard coverage:

The **MGIC Rate Quote ID** defaults to the most recent quote ordered via Encompass. Select the **MGIC Rate Quote ID** from the drop-down menu or enter it manually if you obtained your MGIC MiQ Rate Quote outside of the Encompass interface.

NOTE: If manually entering a User ID and Password, you must successfully order an MI application for your credentials to be saved.



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

Your MGIC Representative
mgic.com/contact

2. Add Attachments

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

b. Click the **+ (plus) icon** to add an attachment

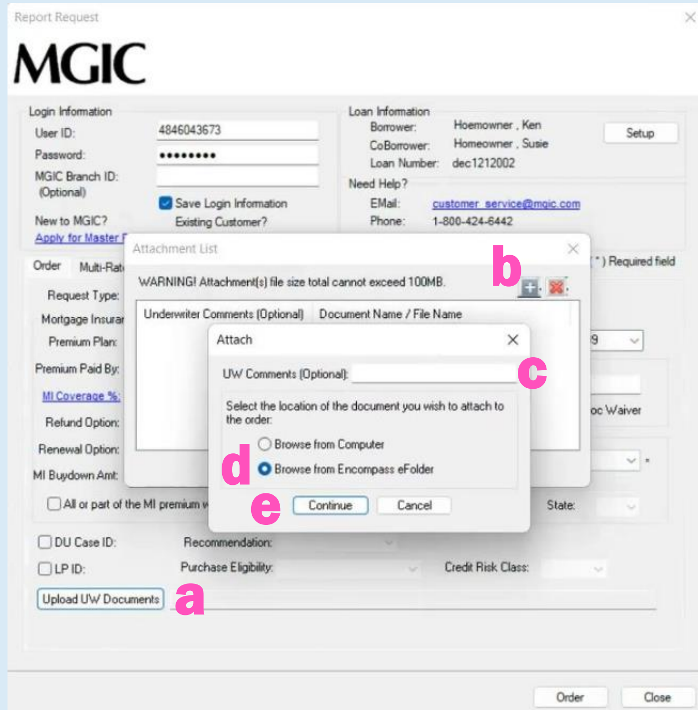
c. Enter any comments (optional)

d. **Browse** for the document

e. Click **Continue**

Then click **Attach** in the **Attachment List** screen to attach the documents to the loan file.

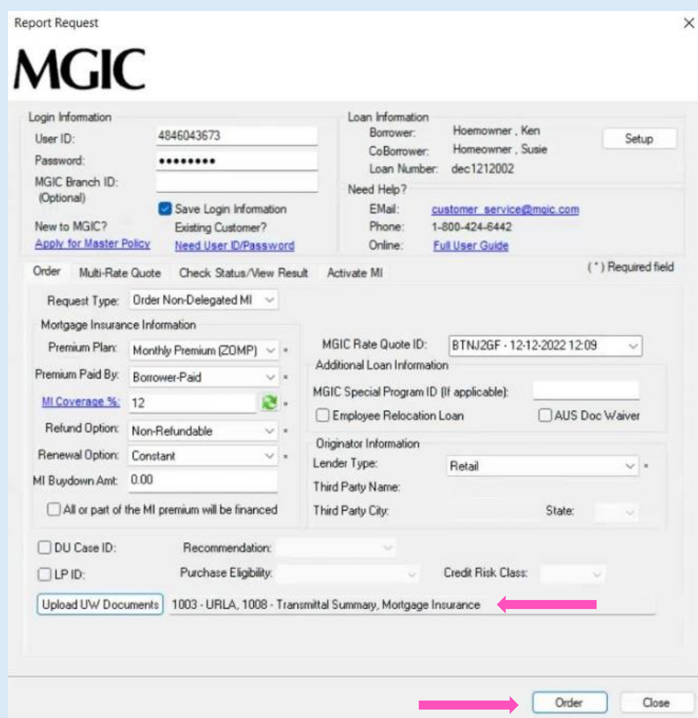
NOTE: Ensure the documents you want to attach are not open on your desktop.



3. Order Non-Delegated MI

The file names of the documents you attached will appear next to the **Upload UW Documents** button.

Click **Order** to submit the loan file.



4. Resubmit Non-Delegated MI Order or Send Additional Attachments (Optional)

As changes occur to the loan, you may resubmit the loan data and any new documents or conditions on an existing loan by selecting **Resubmit Non-Delegated MI Order** in the **Request Type** drop-down menu.

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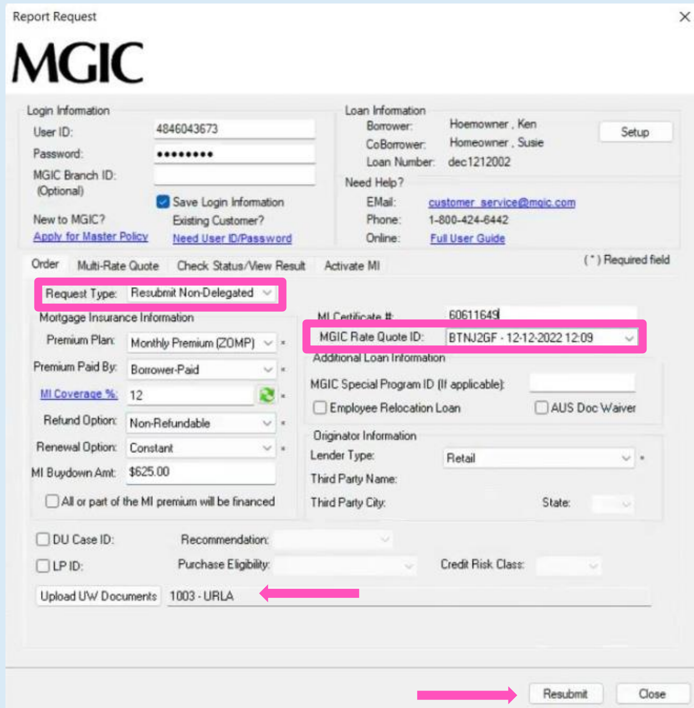
If you need to send new attachments, click the **Upload UW Documents** button.

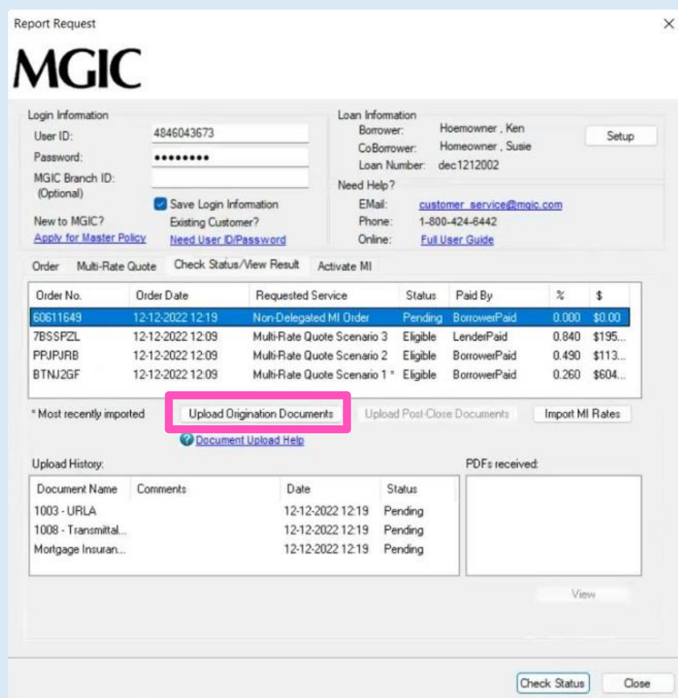
Click **Resubmit.**

NOTE: Ensure the documents you want to attach aren't open on your desktop.



Or

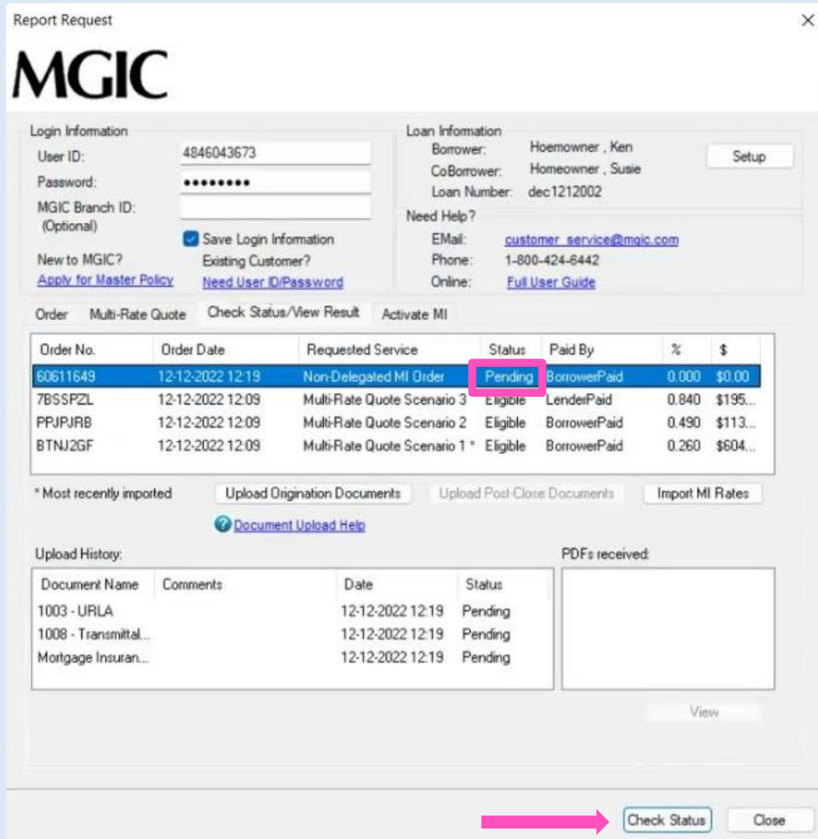
If you are on the Check Status/View Result tab, click **Upload Origination Documents** to send attachments.



5. Check Status

Once MGIC underwriters notify you that your non-delegated MI application has been approved, go to the **Check Status/View Result** tab to check status.

Select the order and click **Check Status** to Import Fees and view the Commitment/Certificate PDF.



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