


Quick Guide – Order Non-Delegated MI through Encompass[®]

1. Select Order Non-Delegated MI

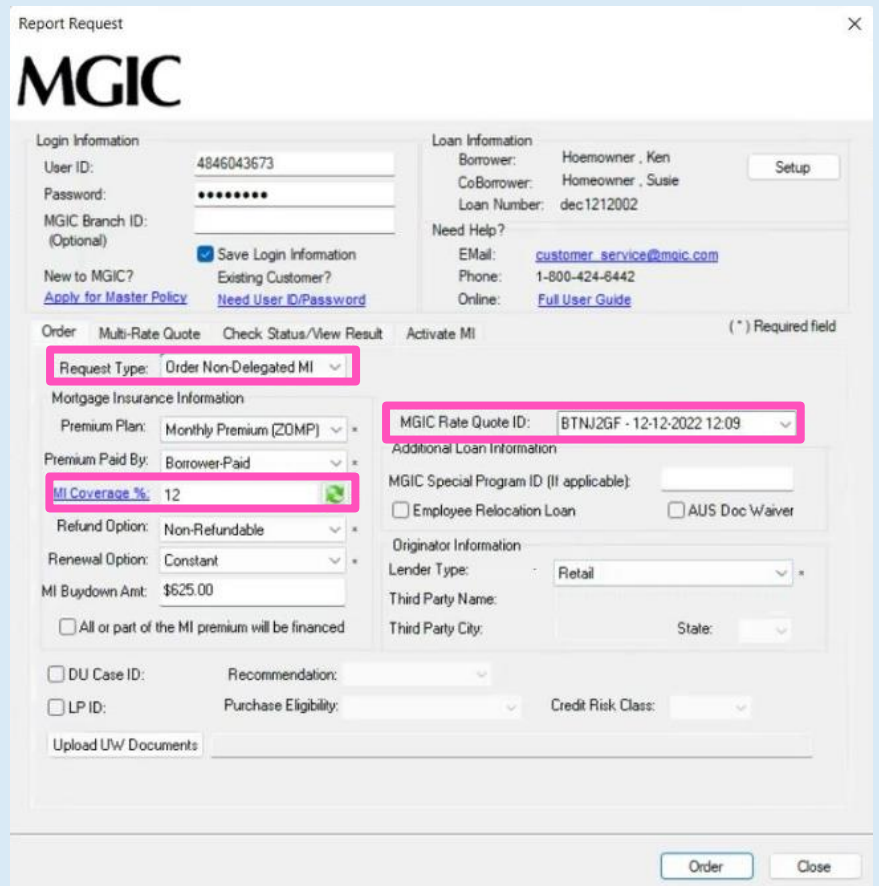
To order non-delegated MI, select **Order Non-Delegated MI** as the **Request Type** and enter the appropriate information.

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.



2. Add Attachments

- Click **Upload UW Documents** to open the **Attachment List**
- Click the **+ (plus) icon** to add an attachment
- Enter any comments (optional)
- Browse** for the document
- 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.

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.

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.

The screenshot shows the MGIC Report Request form. The 'Request Type' dropdown is set to 'Resubmit Non-Delegated'. The 'MGIC Rate Quote ID' dropdown is set to 'BTNJ2GF - 12-12-2022 12:09'. The 'Upload UW Documents' button is highlighted with a pink arrow. The 'Resubmit' button is also highlighted with a pink arrow.

The screenshot shows the MGIC Report Request form with the 'Check Status/View Result' tab selected. The 'Upload Origination Documents' button is highlighted with a pink box. Below the button is a table of recent imports and an upload history section.

Order No.	Order Date	Requested Service	Status	Paid By	%	\$
60611649	12-12-2022 12:19	Non-Delegated MI Order	Pending	BorrowerPaid	0.000	\$0.00
7B5SPZL	12-12-2022 12:09	Multi-Rate Quote Scenario 3	Eligible	LenderPaid	0.840	\$195...
FPJURB	12-12-2022 12:09	Multi-Rate Quote Scenario 2	Eligible	BorrowerPaid	0.490	\$113...
BTNJ2GF	12-12-2022 12:09	Multi-Rate Quote Scenario 1 *	Eligible	BorrowerPaid	0.260	\$604...

Document Name	Comments	Date	Status
1003 - URLA		12-12-2022 12:19	Pending
1008 - Transmittal...		12-12-2022 12:19	Pending
Mortgage Insuran...		12-12-2022 12:19	Pending

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.

The screenshot displays the MGIC Report Request interface. At the top, the MGIC logo is visible. Below it, there are sections for Login Information and Loan Information. The Login Information section includes fields for User ID (4846043673), Password (masked with dots), and MGIC Branch ID (Optional). There are checkboxes for 'Save Login Information' and 'New to MGIC?' (Existing Customer?). The Loan Information section includes fields for Borrower (Hoemowner, Ken), CoBorrower (Hoemowner, Susie), and Loan Number (dec1212002). There is also a 'Need Help?' section with contact information for Email, Phone, and Online.

Below the login and loan information, there are tabs for 'Order', 'Multi-Rate Quote', 'Check Status/View Result', and 'Activate MI'. The 'Check Status/View Result' tab is active, showing a table of orders. The table has columns for Order No., Order Date, Requested Service, Status, Paid By, %, and \$. The first row is highlighted in blue and has a pink box around the 'Pending' status.

Order No.	Order Date	Requested Service	Status	Paid By	%	\$
8D611649	12-12-2022 12:19	Non-Delegated MI Order	Pending	BorrowerPaid	0.000	\$0.00
7B5SPZL	12-12-2022 12:09	Multi-Rate Quote Scenario 3	Eligible	LenderPaid	0.840	\$195...
PRJRFJB	12-12-2022 12:09	Multi-Rate Quote Scenario 2	Eligible	BorrowerPaid	0.490	\$113...
BTNJ2GF	12-12-2022 12:09	Multi-Rate Quote Scenario 1 *	Eligible	BorrowerPaid	0.260	\$604...

Below the table, there are buttons for 'Upload Origination Documents', 'Upload Post-Close Documents', and 'Import MI Rates'. There is also a 'Document Upload Help' link. Below that, there is an 'Upload History' section with a table of document uploads and a 'PDFs received' section with a 'View' button.

At the bottom right of the interface, there is a pink arrow pointing to a 'Check Status' button, and a 'Close' button next to it.