

GET CONNECTED

MGIC

Send Documents through

Imaging Center by Mortgage Cadence - Loan Fulfillment Center

1. Access Imaging Center

From within a loan in Loan Fulfillment Center, under the **Loan Summary** tab, click **Virtual Loan Folder** under the **Actions** menu on the left-hand side.

Note: If Imaging Center isn't activated, contact your company's system administrator.

The screenshot shows the 'Loan Summary' page for a loan. The 'Loan Summary' tab is highlighted in the top navigation bar. The left-hand menu has 'Virtual Loan Folder' highlighted under the 'Actions' section. The main content area displays loan details for 'Alice Firstmer'.

Field	Value
Institution:	PA Train
Loan ID:	4710
First P&I:	
Other P&I:	
Taxes:	
Credit Scores:	703,710,715,715
Hazard Insurance:	
Mortgage Insurance:	
HOA Dues:	
Other:	
Proposed Payment:	
Present Payment:	
Representative Credit Score:	710
Property Address:	32273 Robin Hoods Loop Millsboro, DE 19966 Single Family/Detached
Product:	20 Year Fixed
Purpose:	Purchase
Occupancy:	Primary Residence
ATR/QM Status:	Does Not Qualify
AUS Status:	Approve/Eligible
AUS Engine:	Fannie Mae DU®
Approval Status:	Approved
PredProtect Compliance Status:	Fail
Loan Status:	Initial Loan Setup
Intent to Proceed Status:	Yes
LTV:	\$52,000.00
CLTV:	21.05%
HCLTV:	21.05%
Interest Rate:	4.125%
APR:	4.129%
App Created Date:	
Application Date:	
Sch. Loan Signing Date:	
Sch. Loan Funding Date:	
Lock Exp. Date:	
Funding Date:	
First Payment Date:	
Converted Date:	
Negative Rental Income:	
Negative Subject Cash Flow:	
Other Monthly Debts:	
Total Monthly Debts:	
Total Assets:	

2. Select MGIC Stacking Order (Optional)

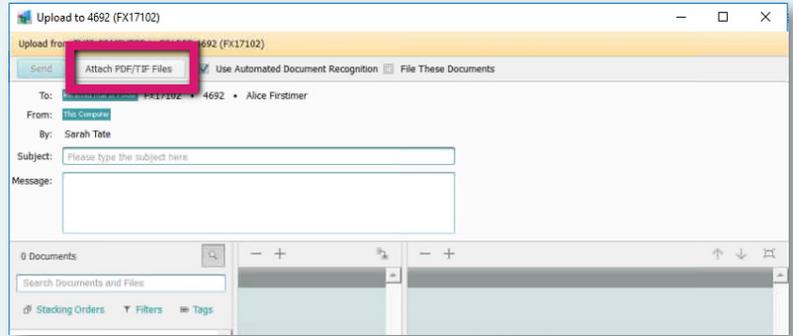
On the next screen, under **Stacking Orders**, select **MGIC-NDMI Stacking Order**.

Note: If you don't see MGIC-NDMI in the drop-down menu, contact MGIC Integration Services.

The screenshot shows the 'Stacking Orders' dropdown menu for a document. The options are: 'No Stacking Order', 'General Stacking Order', 'MI Submission', 'MGIC-NDMI', and 'Servicing'. The 'MGIC-NDMI' option is highlighted with a red box.

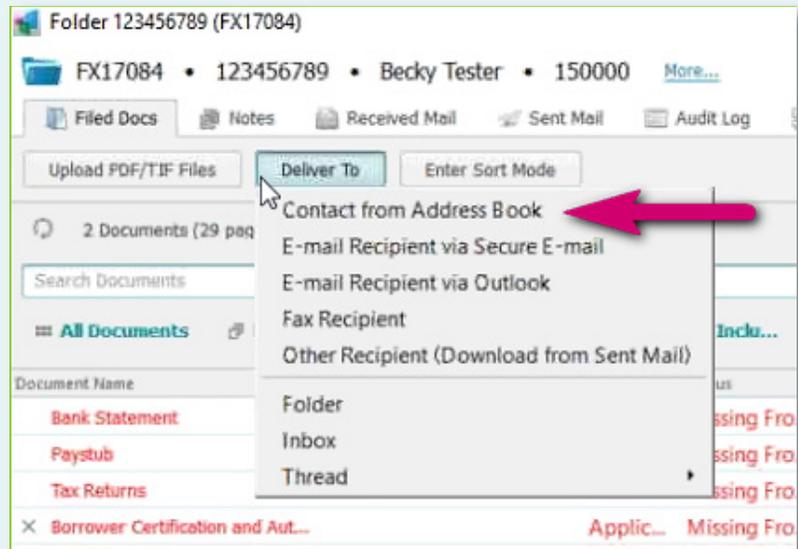
3. Add Documents

Click **Attach PDF/TIF Files** to begin adding documents. Either drag and drop the files to the screen, or upload documents from your computer.



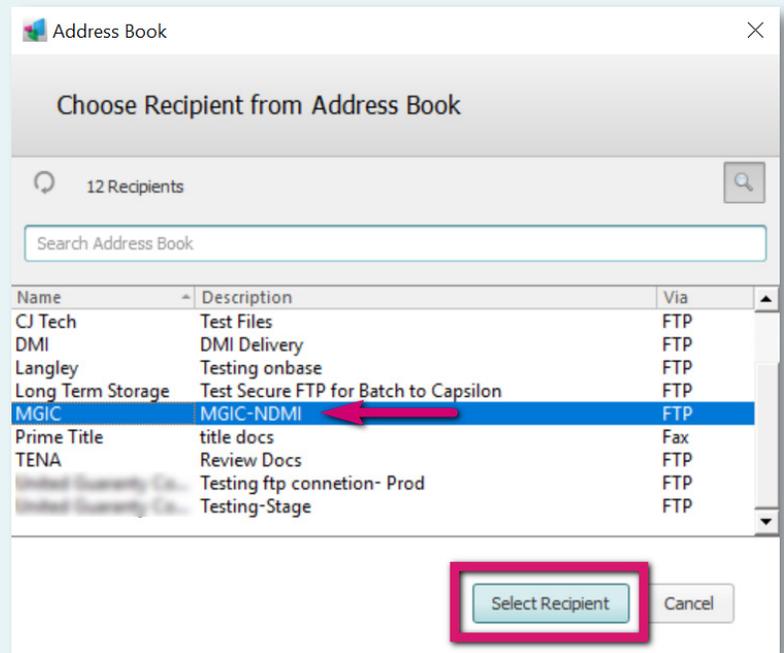
4. Open Address Book

Click **Deliver To** and select **Contact from Address Book** from Address Book.



5. Select MGIC

Highlight **MGIC-NDMI** in the Address Book and click **Select Recipient**.



6. Save Document Package

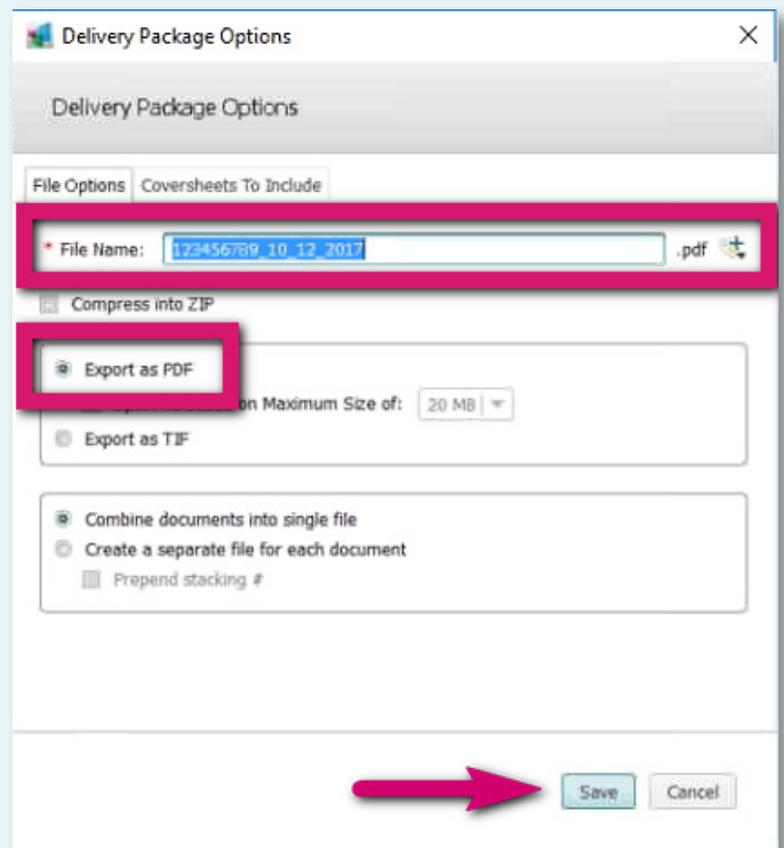
On the **Delivery Package Options** screen, the package file name defaults to loan number and date. Click within the File Name field and rename the package to reflect this format:

[loan number]_[borrower last name]

Here's a sample file name:

123456789_Hamilton

Check **Export as PDF** and click **Save**.



7. Send Document Package

Click **Send** to send the document package to MGIC.

Deliver from 123456789 (FX17084)

Deliver DOCUMENTS from FOLDER 123456789 (FX17084) to SECURE FTP

Send Attach Filed Docs... Send me a confirmation email

To: MGIC via Secure FTP
From: Folder FX17084 • 123456789 • Becky Tester
By: Sarah Tate

File Options: 123456789_Hamilton.pdf [Change](#)

Coversheets Included: None [Change](#)

13 Documents (72 pages)

[Stacking Orders](#) [Filters](#) [Tags](#)

- Appraisal (22 pgs)
- Appraisal (22 pgs)
- Automated Underwriting Feedback (1 pgs)
- Unknown (1 pgs)
- Good Faith Estimate (1 pgs)
- Automated Underwriting Feedback (1 pgs)

Contacts:

MGIC

Integration Services

integration_services@mgic.com

1-888-644-2334

Your MGIC representative

mgic.com/contact