

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.

	Pipeline Loan Summary	Edit 1003 Order	Services Loan Notes Path
rocessing			
h In Data	Loan Summary		
t Consumer Ann			
respondent Escrows	Institution:	PA Train	
t 1003	Loan ID:	4710	First P&I:
olication Date			Other B&I:
ke Payment		Credit Scores	Taxani
ler Services	Alias Firstman	202 240 245 245	Takes.
ing & Delivery	Alle Filbulei	/03,/10,/15,/15	Hazaro insurance:
S Update Override			Mortgage Insurance:
ditions	Representative Credit Score:	710	HOA Dues:
pendix Q	Dranasty Address;		Other:
sing Disclosure	Property Address:		Proposed Payment:
form Closing Dataset	Millshoro DE 19966		Present Payment:
nial Screen	Single Family/Detached		
DA 2040			
DA 2018 ff Assign	Product:	20 Year Fixed	App Created Date
praiser Information	Purpose:	Purchase	Application Date
vice Provider List	Occupancy:	Primary Residence	Sch. Loan Signing Date:
ctions	ATR/QM Status:	Does Not Qualify	Sch. Loan Funding Date:
nsumer Login	AUS Status:	Annrove/Eligible	Lock Exp. Date:
by Loan	AUS Engine:	Fannie Mae DU®	Funding Date:
ete Loan ort Loan	Approval Status:	Approved	First Payment Date:
Cabinet	PredProtect Compliance Status:	Fail	Converted Date:
Funding	Loan Status:	Initial Loan Setup	
Import App	Intent to Proceed Status:	Yes	
ual Loan Folder 🥣		\$52,000,00	
liti IData	LTV:	21.05%	Negative Rental Income:
essages	CLTV	21.05%	Negative Subject Cash Flow:
ntact Borrower	HCITY	21.05%	Other Monthly Debts:
ail Borrower	Interest Rate	/ 105%	Total Monthly Debts:
n Alerts	mereor nate.	4.125%	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.



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.

📹 Uplo	ad to 4692 (FX17102)	8 <u>–</u> 8		×
Upload fro	692 (Fx17102)			
Send	Attach PDF/TIF Files 🛛 🖉 Use Automated Document Recognition 🔟 File These Documents			
To:	4692 • Alice Firstimer			
From:	This Computer			
By:	Sarah Tate			
Subject:	Please type the subject here			
Aessage:				
0 Documa	$ds = \left[\frac{1}{2} \right] - + \frac{1}{2} \left[\frac{1}{2} \right] - + \frac{1}{2} \left[\frac{1}{2} \right] \left[\frac{1}{2} \left[\frac{1}{2} \right] \left[\frac{1}{2} \right] \left[\frac{1}{2} \left[\frac{1}{2} \right] \left[\frac{1}{2} \left[1$		14	, H
Search D	ocuments and Files			
di Stack	ng Orders 🔻 Filters 🗰 Tags			

4. Open Address Book

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

📢 Folder 123456789 (FX17084)



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 File Options: 123456789 - Becky Tester By: Sarah Tate File Options: 123456789 - Hamilton.pdf Change Coversheets Included: None Change Coversheets Included: None Change Coversheets Included: None Change Search Documents and Files Automated Underwriting Feedback (1 pgs) Search Documents and Files Search Documents and Files Sea			
Deliver DOCUMENTS from FOLDER 123456789 (FX17084) to SECURE FTP Send Attach Filed Docs Send File Options: 123456789 + Becky Tester By: Sarah Tate File Options: 123456789 + Hamilton.pdf Coversheets Included: None Change Coversheets Included: None Change Coversheets Included: None Change Coversheets Included: None Change Coversheets and Files Search Documents and Files Output: Appraisal (22 pgs) Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Unknown (1 pgs) Cood Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs) Automated Underwriting Feedback (1 pgs)	Deliver from 1234	456789 (FX17084)	
Send Attach Filed Docs Send me a confirmation email To: MGIC via Secure FTP From: Series By: Sarah Tate File Options: 123456789 + Becky Tester By: Sarah Tate Coversheets Included: None Change 13 Documents (72 pages) Image Search Documents and Files Image Appraisal (22 pgs) Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Image Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	Deliver DOCUMENTS fr	om FOLDER 123456789 (FX17084) to SECURE FTP	
To: MGIC via Secure FTP From: Every FX17084 • 123456789 • Becky Tester By: Sarah Tate File Options: 123456789_Hamilton.pdf Change Coversheets Included: None Change 13 Documents (72 paqes) Search Documents and Files Search Documents and Files Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Automated Underwriting Feedback (1 pgs) Search Documents and Files Search Documen	Send Attach	Filed Docs	
From: ExiT 2084 • 123456789 • Becky Tester By: Sarah Tate File Options: 123456789_Hamilton.pdf Change Coversheets Included: None Change 13 Documents (72 pages) Search Documents and Files Search Documents and Fi	To:	MGIC via Secure FTP	
By: Sarah Tate File Options: 123456789_Hamilton.pdf Change Coversheets Included: None Change 13 Documents (72 pages) Search Documents and Files Search Documents and Files Stacking Orders T Filters Tags Appraisal (22 pgs) Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Unknown (1 pgs) Cood Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	From:	Folder FX17084 • 123456789 • Becky Tester	
File Options: 123456789_Hamilton.pdf Coversheets Included: None Change 13 Documents (72 pages) Search Documents and Files Stacking Orders T Filters Stacking Orders T Filters Tags Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Unknown (1 pgs) Cood Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	Ву:	Sarah Tate	
File Options: 1254-50785_Hammon,put Change Coversheets Included: None Change 13 Documents (72 pages) Q Search Documents and Files Image If Stacking Orders ▼ Filters Image Appraisal (22 pgs) Image Automated Underwriting Feedback (1 pgs) Image Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	File Ontioner	122456700 Unwillian adf. Change	
13 Documents (72 pages) Image: Coversities includee: Note Charge 13 Documents (72 pages) Image: Coversities includee: Note Charge Image: Stacking Orders Image: Filters Image: Stacking Orders Image: Fi	File Opuons:	123436789_Hamilton.put <u>Change</u>	
13 Documents (72 pages) Q Search Documents and Files Image: Comparison of the search of	Coversneets Included:	None <u>Change</u>	
Search Documents and Files Stacking Orders Y Filters Tags Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs) Automated Underwriting Feedback (1 pgs)	13 Documents (72 pag	les)	
Stacking Orders Y Filters Appraisal (22 pgs) Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Unknown (1 pgs) Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	Search Documents and Files		
Appraisal (22 pgs) Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Unknown (1 pgs) Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	බ් Stacking Orders	▼ Filters 📾 Tags	
 Appraisal (22 pgs) Automated Underwriting Feedback (1 pgs) Unknown (1 pgs) Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs) 	Appraisal (22 pgs)	A	
Automated Underwriting Feedback (1 pgs) Unknown (1 pgs) Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	Appraisal (22 pgs)		
Wuknown (1 pgs) Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	Automated Underw	riting Feedback (1 pgs)	
Good Faith Estimate (1 pgs) Automated Underwriting Feedback (1 pgs)	🚯 Unknown (1 pgs)		
Automated Underwriting Feedback (1 pgs)	Good Faith Estimate	(1 pgs)	
	Automated Underw	riting Feedback (1 pgs)	

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

Your MGIC representative mgic.com/contact

16-20050 6/2018