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Quick Guide: Order **Choice Monthly MI** through Encompass[®]

Requesting a Choice Monthly MI Rate Quote in Encompass

- 1. Log into the MGIC Encompass® User Interface.
- 2. Under Mortgage Insurance Information, select Monthly Premium (ZOMP).
- 3. The MI Buydown Amt field will appear.
- 4. Enter the desired Choice Monthly Upfront Amount.
- 5. Click Rate Quote.
- A pop-up will appear to display the Upfront Amount and Rate as well as Monthly Rate.
- 7. Click **Import Fees** to import the MI premium information into the MIP/PMI Guarantee Fee Calculation screen, Loan Estimate and Closing Disclosure.

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- 8. Rate quotes appear under the Check Status/View Result tab.
- 9. **Highlight the rate quote** and **click View** to view the rate quote PDF.
- 10. Rate quote PDFs are also saved to the eFolder.

User ID: Password: MGIC Branch ID: (Optional) New to MGIC? Apply for Master F Order Multi-Rate	AB46043673 → → → → → → → → → → → → → → → → → → →	nformation omer?	Information Borrower: H Loan Number: 1 J Help? EMail: <u>custo</u> Phone: 1-800 Online: <u>Full J</u> MI	Homeowner , John Homeowner , Jane 1112301012320 Omer service@moik 0-424-6442 Jser Guide	.com	Setup
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Requesting a Choice Monthly MI Application in Encompass

- 1. Log into the MGIC Encompass® User Interface.
- 2. Under Mortgage Insurance Information, select Monthly Premium (ZOMP).
- 3. Enter the desired Choice Monthly Upfront Amount.
 - a. If you already requested a Rate Quote, the Upfront Amount from that request will populate the MI Buydown Amt field.
 - b. If you are submitting a Rate Quote ID to be used for Honoring, make sure the MI Buydown Amt in the MI order matches the Upfront Amount on the Rate Quote PDF.
- 4. Click Order.



- 5. A pop-up will appear to display the **Upfront Amount and Rate** as well as **Monthly Rate**.
- 6. Click **Import Fees** to import the MI premium information into the MIP/PMI Guarantee Fee Calculation screen, Loan Estimate and Closing Disclosure.

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- 7. Commitment Certificates appear under the **Check Status/View Result** tab.
- 8. Highlight the Commitment Certificate and click View to view the PDF of the most recent Commitment/ Certificate.

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See how Choice Monthly MI can open more doors for you and your borrowers at **mgic.com/choice-monthly**

