

## MGIC MI Certificate Activation request in the Enterprise Lending Center by Mortgage Cadence

### 1. Access Order Services

To access the **Order Services** screen, click on the **Actions** icon, and select **Order Services** below.



## 2. Complete the Order **Services** section

- In the **Service Type** drop-down, select **Mortgage Insurance**.
- In the **Service** drop-down, select **MGIC MI Certificate Activation**.
- Click the **Submit Request** button.

The screenshot shows the 'Order Services' form. The 'Service Type' dropdown is set to 'Mortgage Insurance' (labeled 'a'). The 'Service' dropdown is set to 'MGIC MI Certificate Activation' (labeled 'b'). The 'Submit Request' button is highlighted with a red box (labeled 'c'). Below the dropdowns, there is a table for 'Requests for M' with columns: Provider, Date Submitted, Status, and Last Status Update. The table lists several providers including 'Essent - Delegated MI Order', 'Essent - Non-Delegated MI Order', 'MGIC MI Certificate Activation', 'MGIC - Delegated MI Order', 'MGIC - Non-Delegated MI Order', and 'MGIC - Rate Quote'.

## 3. View **Submission Results**

- Click the **Submission Results** link to view the status of your request.
- You can resubmit your request by selecting the **Resubmit Request** button, if need be.

The screenshot shows the 'Order Services' form with the 'Submission Results' table. The 'Resubmit Request' button is highlighted with a red box (labeled 'b'). The table has columns: Provider, Date Submitted, Status, Last Status Update, Reference Number, and S. The table lists several providers including 'MGIC - Certificate Activation - Mortgage Insurance', 'MGIC\_Certificate\_Activation\_Response\_29-11-2017T11-48-10-87.xml', 'MGIC\_Certificate\_Activation\_Request\_29-11-2017T11-48-07-39.xml', and 'Submission Results' (labeled 'a'). Below the table, there is an 'Order Status' section with a table for 'Condition' and 'Description'. The table lists 'Loan Board Transaction Case received successfully 11-29-2017'.

## 4. View the **MI Certificate Activation Date**

The **Mortgage Insurance Certificate Activation Date** will automatically populate in the **Milestone Dates** screen upon successful submission.

The screenshot shows the 'Milestone Dates' screen. The 'Mortgage Insurance Certificate Activated' date is highlighted with a red box. The table has columns for the milestone name and the date. The table lists several milestones including 'Lock Extension Date', 'Locked With Borrower', 'Manual Underwrite', 'Mortgage Insurance Certificate Activated', and 'Note Date'. The dates are all set to 'mm/dd/yyyy' and '24'.

For advanced setup instructions, contact Mortgage Cadence Enterprise Lending Center Technical Support at 866-627-4411.

Contacts:

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