

Administrator Guide for OpenClose®

1. Access the **Defaults** tab

When a System Administrator logs into OpenClose, the **System Profile** page opens.

- a. Click the **Defaults** tab
- b. Select **Interfaces > Mortgage Insurance > MGIC MI**
 1. **Default MI Provider:** Set to **True** to default the MI Provider to **MGIC** on the **Order** screen
 2. **Master Policy Number:** Enter the MGIC Master Policy Number
 3. **Password:** Enter the password provided by MGIC
 4. **Show Provider:** Set to **True** in order to display **MGIC** in the list
 5. **User Name:** Enter the user name provided by MGIC

