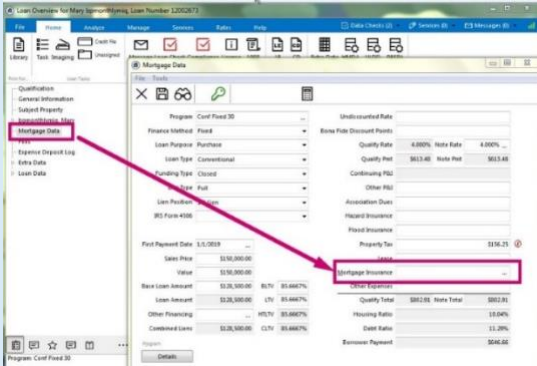


Get Rate Quotes, Order MI and Submit Documents through Mortgage Director

Note: Your access to each section or step is based on your individual access rights. If necessary, contact your company's Mortgage Director Administrator to adjust your individual rights.

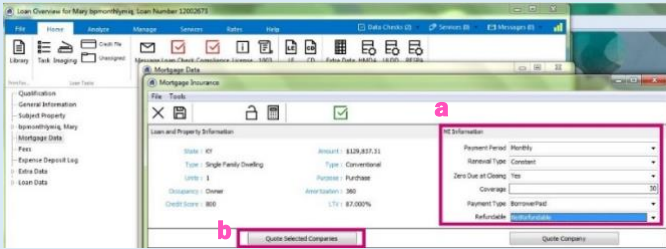
1. Access Mortgage Data

From within a loan, double-click **Mortgage Data** on the left-hand panel to access the **Mortgage Data** screen. Click the ellipsis icon in the **Mortgage Insurance** field.



2. Enter MI Data

- a. Complete the **MI Information** section
- b. Select **Quote Selected Companies** to obtain rate quote comparisons



3. Quote Information Displays

Select **Click to Import** in the **MGIC** box to import your MGIC premium information.

The screenshot shows the 'Mortgage Insurance' application window. At the top, there's a 'File' menu and a toolbar. Below that, the 'MG Information' section displays loan details: State: WI, Amount: \$198,000.00, Payment Period: Monthly, Renewal Type: Constant, Zero Due at Closing: Yes, Coverage: 30, Payment Type: BorrowerPaid, and Refundable: NotRefundable. Below this, there are buttons for 'Quote Selected Companies' and 'Quote Company'. The main area contains several panels for different companies, each with a 'Click to Import' button. The MGIC panel is highlighted with a red rectangle, and a red arrow points to its 'Click to Import' button. Each panel also shows 'Initial Payment' and 'Initial Rate' fields, and a table with columns for 'Years', 'Rate', 'Start Year', and 'End Year'.

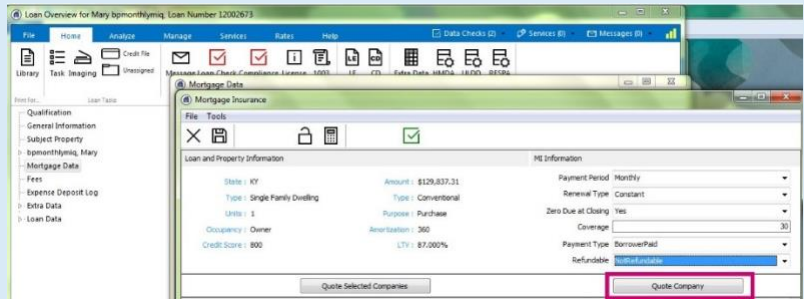
4. View Rate Quote PDF

Click the **Library** icon to open the **Print Form List**. Double-click **MGIC Rate Quote** to open the PDF.

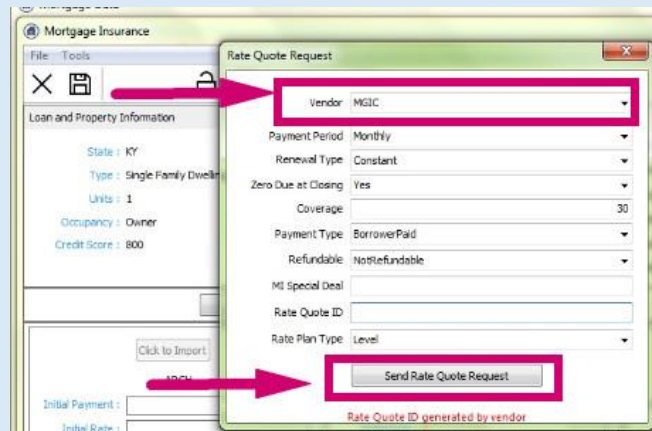
The screenshot shows the 'Print Form List' window. The 'Library' icon in the toolbar is highlighted with a red rectangle. The window displays a list of forms with columns for 'Form', 'For', and 'Legal'. The 'MGIC Rate Quote' form is selected and highlighted. The list includes: MGIC Rate Quote (Imported on 12/23/2019 11:59:54 AM), Loan Application Agreement (John Testscreens), Credit Score Disclosure-No Score Available (John Testscreens), CFPS-Your Home Loan Toolkit (John Testscreens), NREI Appraisal Receipt Acknowledgement (John Testscreens), Flood Hazard Disclosure-Property in Flood zone (John Testscreens), Payment Letter (All Borrower Pairs), Initial Escrow Account Disclosure (All Borrower Pairs), and First Lien/Title Clearance Letter (John Testscreens).

5. Obtain Single MI Provider Quote

Select Quote Company.

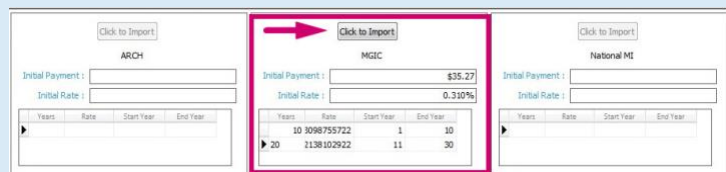


Rate Quote Request screen displays. Select **MGIC** in the **Vendor** drop-down menu and complete screen.



Select **Send Rate Quote Request**.

Select **Click to Import** to import the MGIC premium rates.



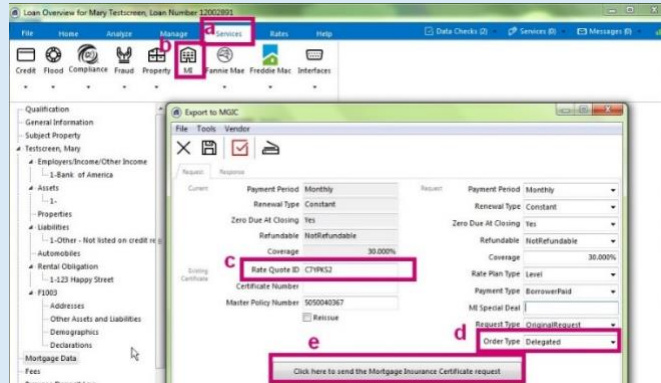
Click the **Library** icon to open the **Print Form List**. Double-click **MGIC Rate Quote** to open the PDF.



6. Order Delegated MI

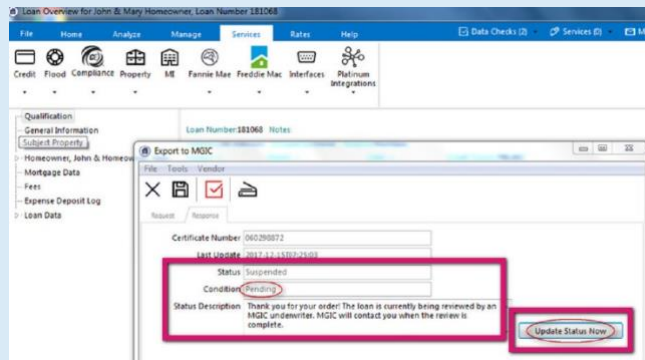
To order delegated MI from within a loan:

- Click the **Services** tab
- Click the **MI** icon
- Rate Quote ID** defaults to the most recent quote ordered via Mortgage Director. Or, you can manually enter your **Rate Quote ID** if your MGIC quote was obtained outside of Mortgage Director
- Enter any MI-related information and select **Delegated** as the **Order Type**
- Click on **Click here to send the Mortgage Insurance Certificate request**



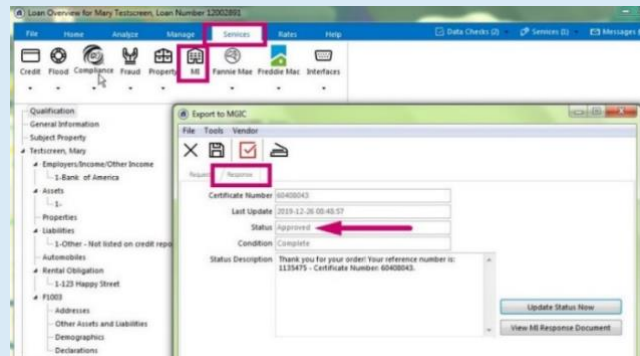
7. View Potential Pending Status

If the request suspends, under the **Response** tab, you'll see a message indicating MGIC is reviewing the loan. After we notify you of the approval, click **Update Status Now** to retrieve the latest information.



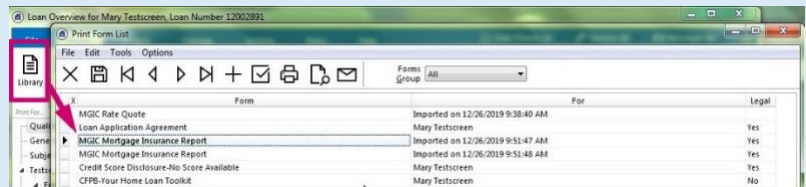
8. View Approved Status

Mortgage Director displays the updated approval status.



9. View Commitment Certificate PDF

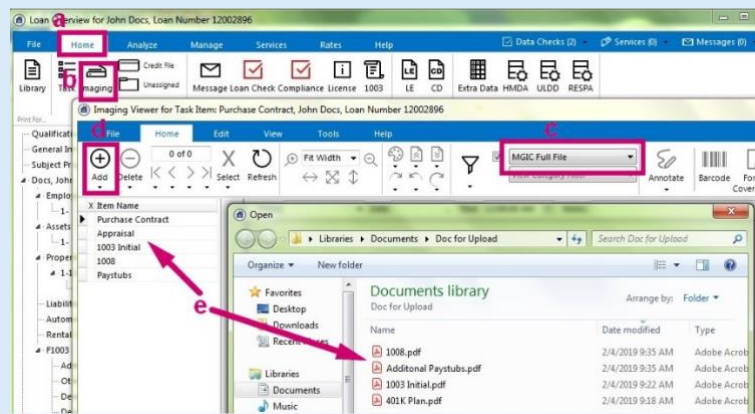
Click the Library icon to access the Print Form List. Double-click **MGIC Mortgage Insurance Report** to open the Commitment Certificate PDF.



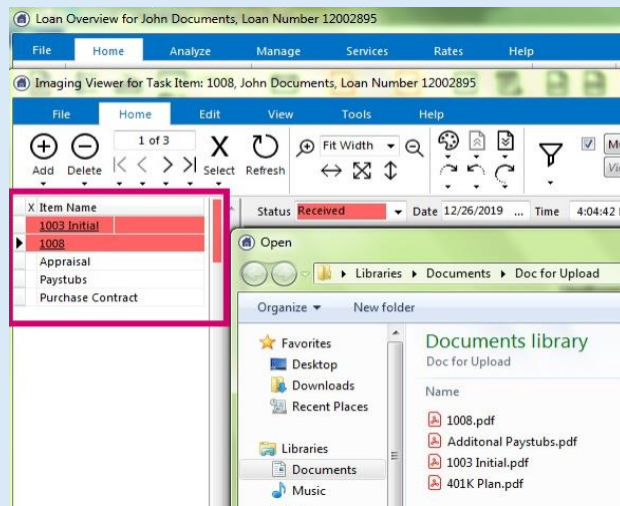
10. Non-Delegated MI – Add Documents to Document Package

Before ordering non-delegated MI, be sure to include all the necessary documents in the **MGIC Full File Task** item (the document package). To add documents to an existing document package template:

- Click the **Home** tab
- Click the **Imaging** icon
- Select the **MGIC Full File** document package template
- Click the **Add** icon
- Select the desired documents



The documents you add turn red.

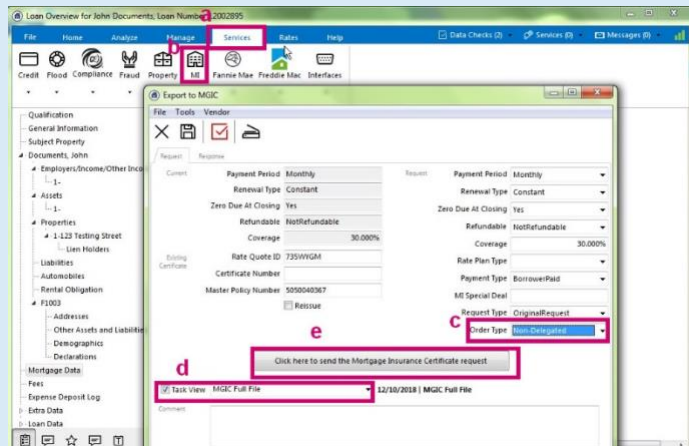


11. Order Non-Delegated MI

To order non-delegated MI from within a loan:

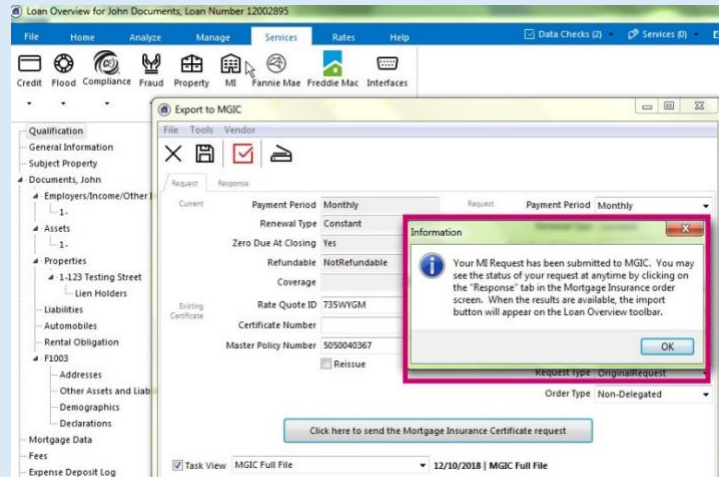
- Click the **Services** tab
- Click the **MI** icon
- Enter any MI-related information and select **Non-Delegated** as the **Order Type**
- Check the **Task View** box and select a document package – in this case, **MGIC Full File***
- Select **Click here to send the Mortgage Insurance Certificate request**

*If you expect to see document packages but they aren't there, contact your company's Mortgage Director Administrator.



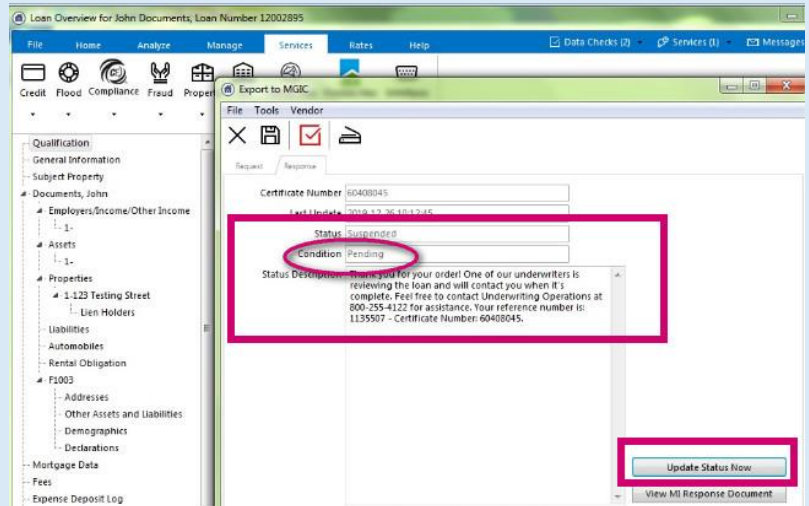
12. View Non-Delegated Status Confirmation

After submitting the non-delegated order, you'll see a message indicating MGIC is reviewing the loan.



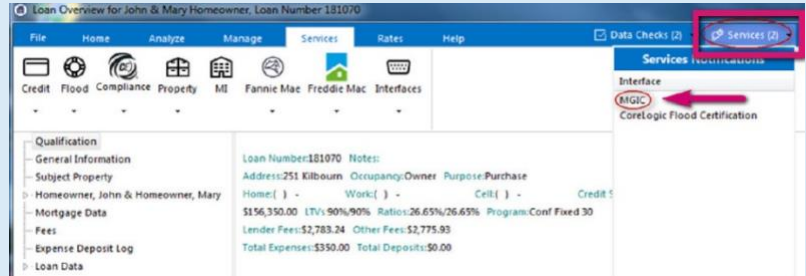
13. Update Non-Delegated Status

After we notify you of the approval, click **Upgrade Status Now** to retrieve the latest information.



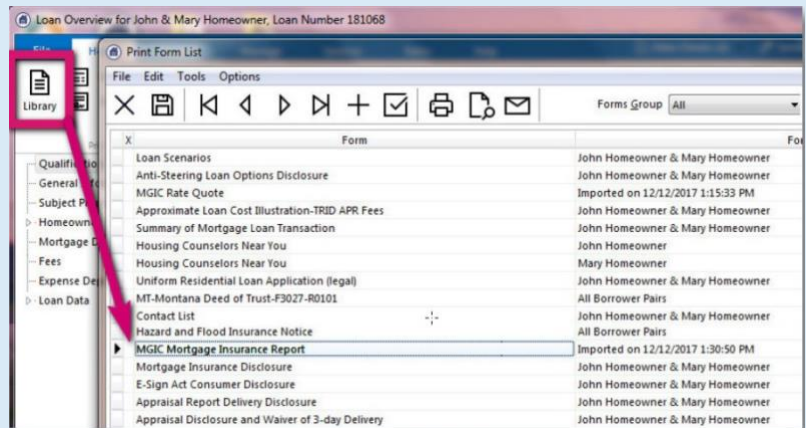
14. Import Commitment Certificate PDF

Click **Services** in the upper right-hand corner and double-click **MGIC**.



15. View Commitment Certificate PDF

Click the **Library** icon to access the **Print Form List**. Double-click **MGIC Mortgage Insurance Report** to open the Commitment Certificate PDF.



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