GET CONNECTED

Quick Guide – Order Contract UW

1. Order Contract Underwriting

Select **Order Contract UW** from the **Request Type** and enter the appropriate information.
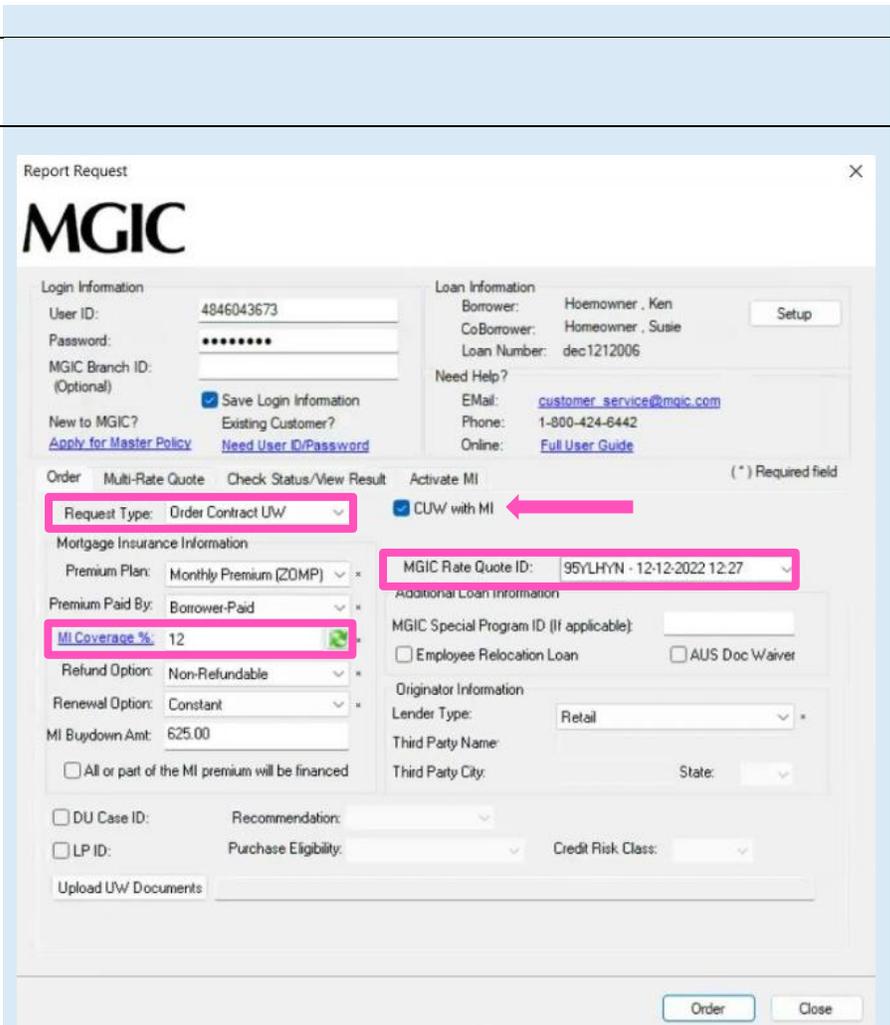
If mortgage insurance is also desired, keep the **CUW with MI** checkbox checked.

MI Coverage % automatically defaults to standard coverage.
- Click on the **MI Coverage %** link for guidance or edit the **MI Coverage %** manually.
- The **MI Coverage %** will automatically adjust with changes to the loan information.
- Click the reset icon to reset to standard coverage:

The **MGIC Rate Quote ID** defaults to the most recent quote ordered via Encompass. Select the **MGIC Rate Quote ID** from the drop-down menu or enter it manually if you obtained your MGIC MiQ Rate Quote outside of the Encompass interface.

Note: To set up Contract Underwriting, please contact your MGIC representative: mgic.com/contact.
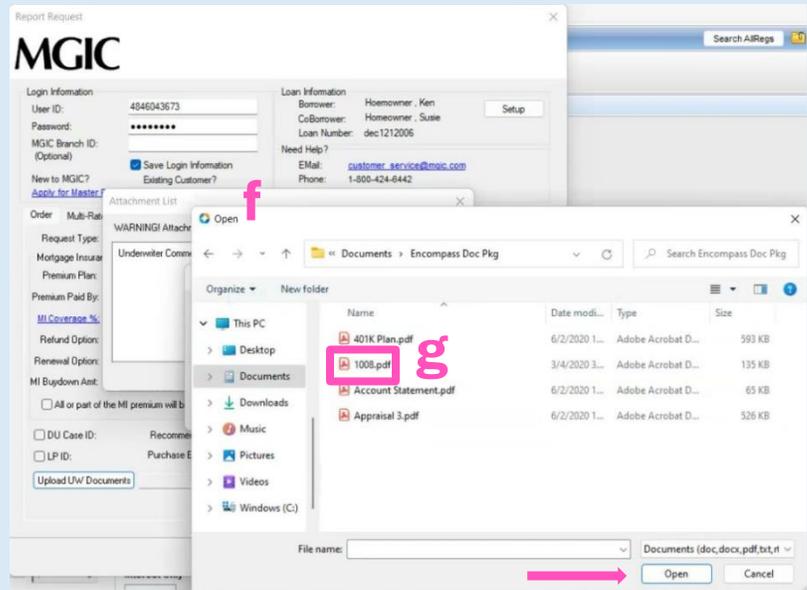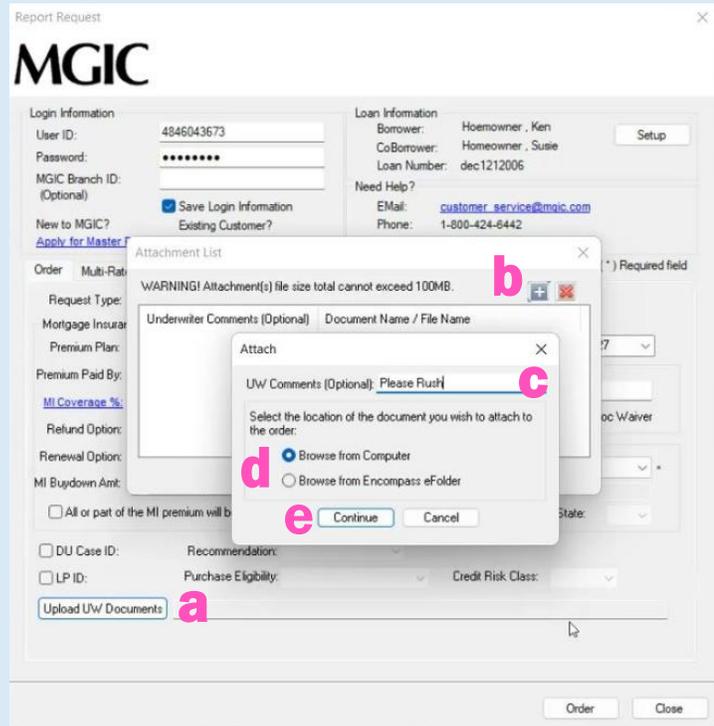
2. Attach Documents from your PC or network

There are 2 ways to browse for documents to attach. To attach documents from your PC or network:

a. Click **Upload UW Documents** to open the **Attachment List**

b. Click the **+ (plus) icon** to add an attachment

c. Enter any comments (optional)

d. Select **Browse from Computer**

e. Click **Continue**

f. An **Open** pop-up window displays

g. From the pop-up window, select the desired documents and click **Open**

NOTE: Comments about the loan for the underwriter can be up to 100 characters.

NOTE: Ensure the documents you want to attach are not open on your desktop.

3. Attach Documents from your Encompass eFolder

There are 2 ways to browse for documents to attach. To attach documents from your Encompass eFolder:

a. Click **Upload UW Documents** to open the **Attachment List**

b. Click the **+ (plus) icon** to add an attachment

c. Enter any comments (optional)

d. Select **Browse from Encompass eFolder**

e. Click **Continue**

f. A **Select Documents** pop-up window displays

g. From the pop-up window, select the desired documents and click **Open**

NOTE: Comments about the loan for the underwriter can be up to 100 characters.

4. View Status

The **Check Status/View Result** tab displays:
a. Your order history
b. Your loan document attachment history
c. The MI Rate Quote, Commitment/Certificate and CUWNOLA PDFs

All Contract Underwriting submissions have an initial **Status** of **Pending** on the **Check Status/View Result** tab.

5. Resubmit Contract Underwriting

As changes occur to the loan, you may resubmit the loan data and any new documents or conditions on an existing Contract Underwriting loan by selecting **Resubmit Contract UW** in the **Request Type** drop-down menu.

If you need to send new attachments, click the **Upload UW Documents** button.

Click **Resubmit**.