

# GET CONNECTED



## Quick Guide – Order Contract UW

### 1. Order Contract Underwriting

Select **Order Contract UW** from the **Request Type** and enter the appropriate information.

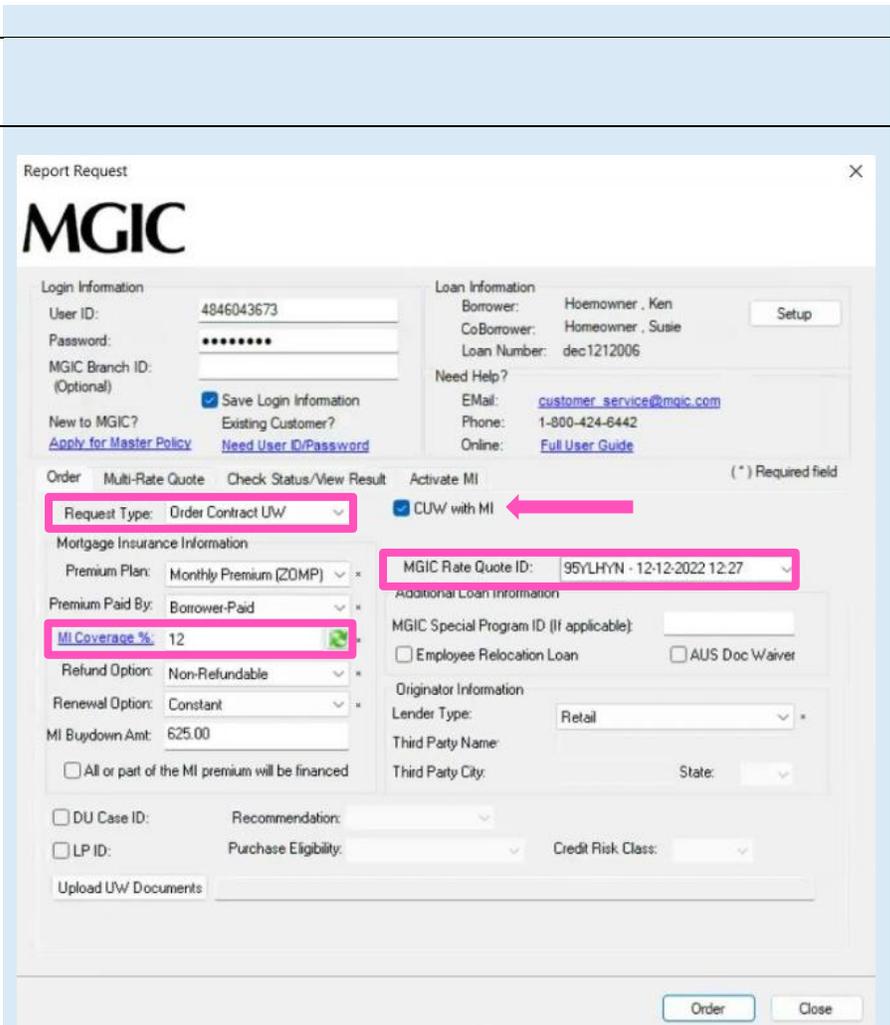
If mortgage insurance is also desired, keep the **CUW with MI** checkbox checked.

**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](mailto:mgic.com/contact).



Report Request

### MGIC

Login Information  
User ID: 4846043673  
Password: \*\*\*\*\*  
MGIC Branch ID: (Optional)  
 Save Login Information  
New to MGIC? Existing Customer?  
[Apply for Master Policy](#) [Need User ID/Password](#)

Loan Information  
Borrower: Homeowner , Ken  
CoBorrower: Homeowner , Susie  
Loan Number: dec1212006  
Need Help?  
Email: [customer\\_service@mgic.com](mailto:customer_service@mgic.com)  
Phone: 1-800-424-8442  
Online: [Full User Guide](#)

Order Multi-Rate Quote Check Status/View Result Activate MI (\*) Required field  
 CUW with MI

Request Type: Order Contract UW

Mortgage Insurance Information  
Premium Plan: Monthly Premium (ZOMP)  
Premium Paid By: Borrower-Paid  
MI Coverage %: 12   
Refund Option: Non-Refundable  
Renewal Option: Constant  
MI Buydown Amt: 625.00  
 All or part of the MI premium will be financed

MGIC Rate Quote ID: 95YLHYN - 12-12-2022 12:27

Additional Loan Information  
MGIC Special Program ID (If applicable):  
 Employee Relocation Loan  AUS Doc Waiver

Originator Information  
Lender Type: Retail  
Third Party Name:  
Third Party City: State:

DU Case ID: Recommendation:  
 LP ID: Purchase Eligibility: Credit Risk Class:

Upload UW Documents

Order Close

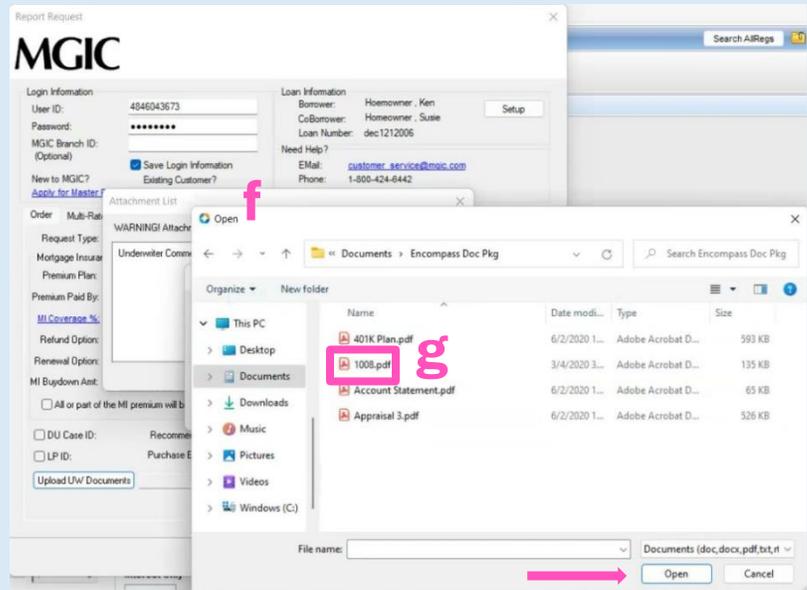
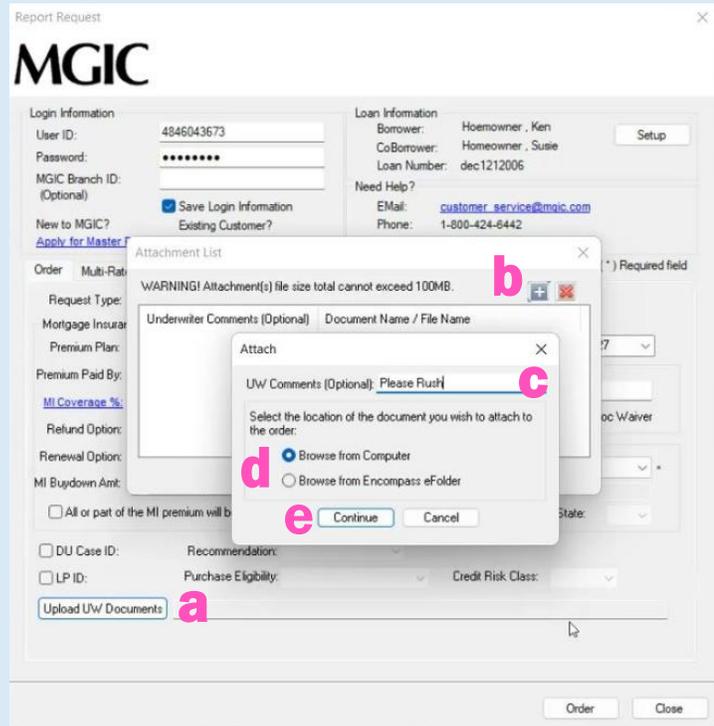
## 2. Attach Documents from your PC or network

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

- Click **Upload UW Documents** to open the **Attachment List**
- Click the **+** (plus) icon to add an attachment
- Enter any comments (optional)
- Select **Browse from Computer**
- Click **Continue**
- An **Open** pop-up window displays
- 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:

- Click **Upload UW Documents** to open the **Attachment List**
- Click the **+** (plus) icon to add an attachment
- Enter any comments (optional)
- Select **Browse from Encompass eFolder**
- Click **Continue**
- A **Select Documents** pop-up window displays
- 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.

The screenshot shows the MGIC Report Request application interface. The main window is titled "Report Request" and contains the MGIC logo and various input fields for login and loan information. A "Report Request" dialog box is open, showing a warning: "WARNING! Attachment(s) file size total cannot exceed 100MB." Below the warning is a table for adding attachments:

Underwriter Comments (Optional)	Document Name / File Name

An "Attach" dialog box is also open, allowing the user to select the location of the document to attach to the order. The options are "Browse from Computer" and "Browse from Encompass eFolder". The "Continue" button is highlighted.

At the bottom of the screenshot, a "Select Documents" dialog box is shown, allowing the user to choose a stacking order for the documents. The dialog contains a table of documents to be attached:

Att	Name	Requested From	For Borrower Pair	Status	Date
<input type="checkbox"/>	1003 - URLA	Ken Hoemowner and Su...	Ken Hoemowner and Su...	Received	12/1/2/22
<input type="checkbox"/>	1008 - Transmittal Summary	Ken Hoemowner and Su...	Ken Hoemowner and Su...	Received	12/1/2/22
<input type="checkbox"/>	Mortgage Insurance	Mortgage Guaranty	Ken Hoemowner and Su...	Received	12/1/2/22

The "Continue" button in the "Select Documents" dialog is highlighted with a red box.

#### 4. View Status

The **Check Status/View Result** tab displays:

- Your order history
- Your loan document attachment history
- 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**.