

GET CONNECTED

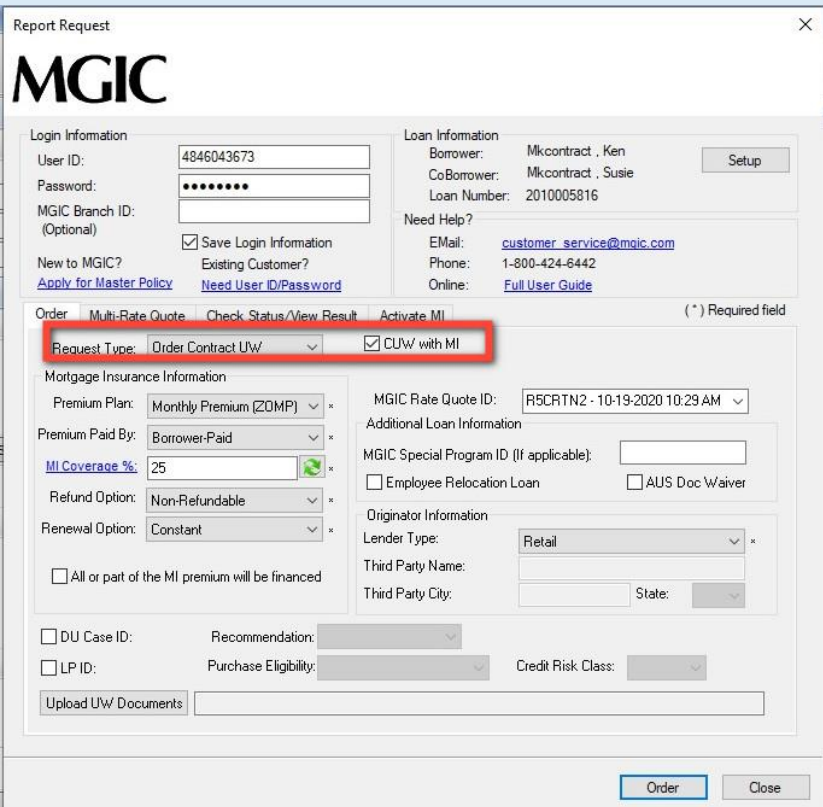


Quick Guide – Order Contract UW

1. Order Contract Underwriting

Select **Order Contract UW** from the **Request Type** drop-down menu.

Note: To set up Contract Underwriting, please contact your MGIC representative: mgic.com/contact.



The screenshot shows the MGIC 'Report Request' form. The 'Request Type' dropdown is set to 'Order Contract UW' and the 'CUW with MI' checkbox is checked. The form includes sections for Login Information, Loan Information, Mortgage Insurance Information, and Originator Information.

Login Information

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

Loan Information

Borrower: Mkcontract , Ken
CoBorrower: Mkcontract , Susie
Loan Number: 2010005816
Need Help?
Email: customer_service@mgic.com
Phone: 1-800-424-6442
Online: [Full User Guide](#)

Mortgage Insurance Information

Premium Plan: Monthly Premium (ZOMP)
Premium Paid By: Borrower-Paid
MI Coverage %: 25
Refund Option: Non-Refundable
Renewal Option: Constant
 All or part of the MI premium will be financed

Additional Loan Information

MGIC Rate Quote ID: R5CRTN2 - 10-19-2020 10:29 AM
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

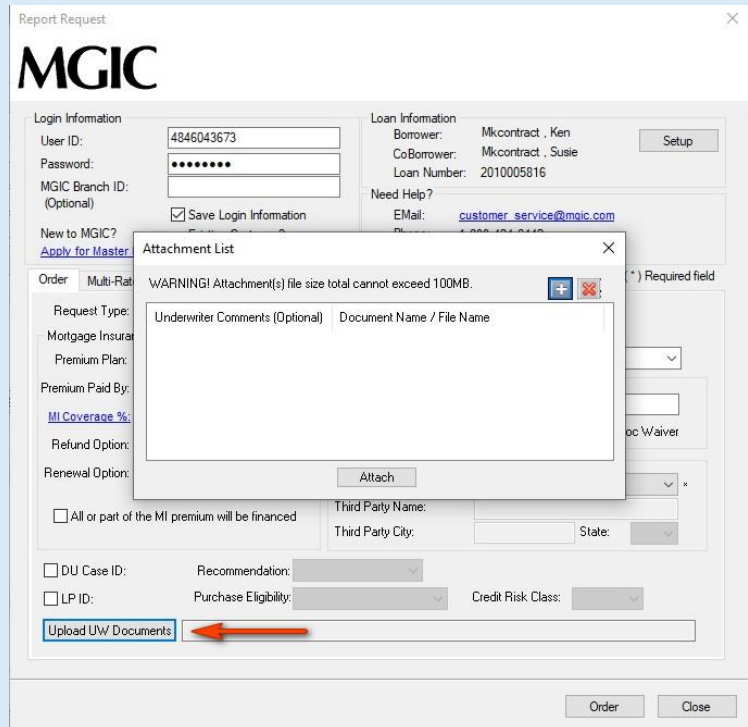
Order Close

Contacts: MGIC Integration Services
Integration_services@mgic.com 1-888-644-2334

Your MGIC Representative
mgic.com/contact

2. Attach Documents

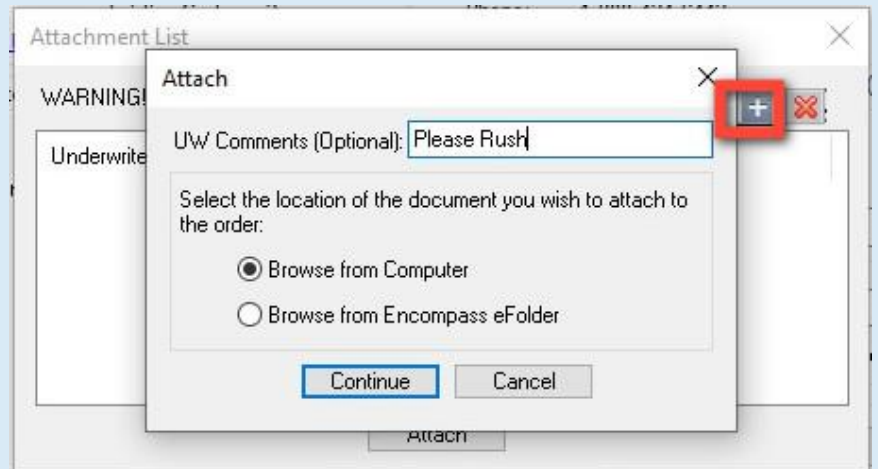
Click **Upload UW Documents** to open the Attachment List.



The screenshot shows the MGIC Report Request form. The form includes sections for Login Information (User ID: 4846043673, Password: [redacted], MGIC Branch ID: [Optional], Save Login Information checked), Loan Information (Borrower: Mkcontract, Ken, CoBorrower: Mkcontract, Susie, Loan Number: 2010005816, Need Help? customer_service@mgic.com), and various other fields like Request Type, Mortgage Insurance, Premium Plan, etc. An "Attachment List" dialog box is open in the foreground, displaying a warning: "WARNING! Attachment(s) file size total cannot exceed 100MB." The dialog has a table with columns "Underwriter Comments (Optional)" and "Document Name / File Name". Below the table is an "Attach" button. A red arrow points to the "Upload UW Documents" button on the main form.

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

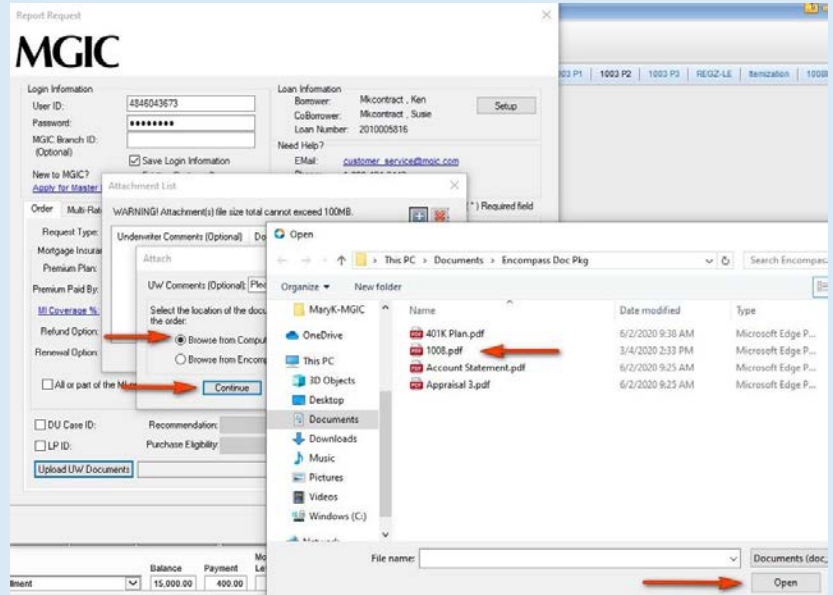
Enter any comments about the loan for the underwriter (up to 100 characters).



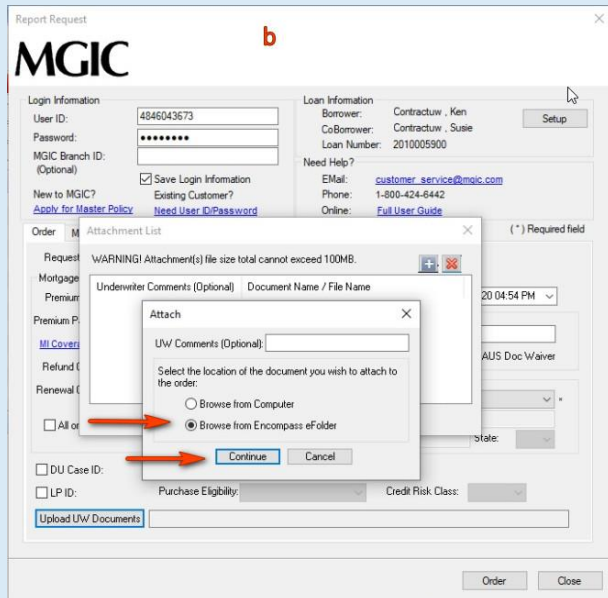
The screenshot shows the "Attach" dialog box. The "UW Comments (Optional)" field is filled with the text "Please Rush". Below the field, there is a prompt: "Select the location of the document you wish to attach to the order:" with two radio button options: "Browse from Computer" (selected) and "Browse from Encompass eFolder". There are "Continue" and "Cancel" buttons at the bottom. A red box highlights the plus icon in the top right corner of the dialog.

There are 2 ways to select documents to attach.

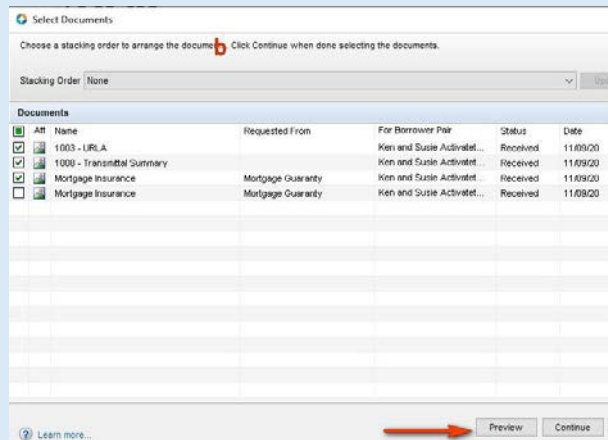
- a. To upload documents from your PC:
 - o Select **Browse from Computer**
 - o Click **Continue** to browse for the document
 - o Locate the document and click **Open**



- b. To add documents from the eFolder:
 - o Select **Browse from Encompass eFolder**
 - o Click **Continue**



- o Select the document(s) you wish to add and click **Continue**.



3. 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.

The screenshot shows the MGIC Report Request interface. At the top, there is a 'Report Request' window with the MGIC logo. Below the logo, there are sections for 'Login Information' and 'Loan Information'. The 'Login Information' section includes fields for User ID (4846043673), Password (masked with dots), and MGIC Branch ID (Optional). There are checkboxes for 'Save Login Information' and 'New to MGIC? Existing Customer?'. Below these are links for 'Apply for Master Policy' and 'Need User ID/Password'. The 'Loan Information' section includes fields for Borrower (Mkcontract . Ken), CoBorrower (Mkcontract . Susie), and Loan Number (2010005816). There is a 'Setup' button next to the Borrower field. Below the login and loan information, there is a 'Need Help?' section with links for 'Email: customer_service@mgic.com', 'Phone: 1-800-424-6442', and 'Online: Full User Guide'. The main content area has a navigation bar with tabs: 'Order', 'Multi-Rate Quote', 'Check Status/View Result' (selected), and 'Activate MI'. Below the navigation bar is a table with columns: 'Order No.', 'Order Date', 'Requested Service', 'Status', 'Paid By', '%', and '\$'. The table contains two rows: one for order 60435363 (Contract UW Order, Complete, BorrowerPaid, 0.000, \$54.60) and one for order R5CRTN2 (Rate Quote *, Eligible, BorrowerPaid, 0.000, \$56.70). Below the table, there are buttons for 'Upload Origination Documents', 'Upload Post-Close Documents', and 'Import MI Rates'. There is also a 'Document Upload Help' link. Below these are two tables: 'Upload History' and 'PDFs received:'. The 'Upload History' table has columns: 'Document Name', 'Comments', 'Date', and 'Status'. It contains three rows: '1003 - URLA', '1008 - Transmittal...', and 'Mortgage Insuran...'. The 'PDFs received:' table has columns: 'Document Name' and 'Status'. It contains two rows: 'MI Commitment/Certificate' and 'CUWNOLA'. At the bottom of the window, there are 'Check Status' and 'Close' buttons.

4. 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**.

The screenshot shows the MGIC Report Request form. The form is titled "Report Request" and features the MGIC logo. It is divided into several sections: Login Information, Loan Information, Mortgage Insurance Information, and Originator Information. The "Request Type" dropdown menu is set to "Resubmit Contract UW", with a red arrow pointing to it. The "Upload UW Documents" button is highlighted with a red box and a red arrow pointing to it. The "Resubmit" button is also highlighted with a red arrow pointing to it. Other fields include User ID (4846043673), Password (masked), MGIC Branch ID, Loan Information (Borrower: Mkcontract, Ken; CoBorrower: Mkcontract, Susie; Loan Number: 2010005816), MI Certificate # (60435369), and MGIC Rate Quote ID (R5CRTN2 - 10-19-2020 10:29 AM). The form also includes checkboxes for "Save Login Information", "Employee Relocation Loan", and "AUS Doc Waiver".