Use **Stacking Order Templates** in **Encompass**®

1. **Access Settings**

   Go to Encompass>Settings.

2. **Create New Stacking Template**

   Under Encompass Settings, go to eFolder Setup>Document Stacking Templates.

   Click the New Stacking Template icon to create and name a new stacking order.
3. **Add Documents**

Highlight the new stacking order template and click the **Add Document(s) to Stacking Order** icon.

4. **Add Documents to Stacking Template**

Drag and drop documents from the document list on the left onto the new stacking template on the right. Indicate which documents are required by clicking the box in the **Required** column.

Click **OK**.
5. **Modify Stacking Order**

Select documents and move them up or down using the arrows or remove them using the X icon.

Click **Close**.

6. **Select Order Non-Delegated MI**

Select **Order Non-Delegated MI** from the **Request Type** drop-down to activate the **Upload UW Documents** section and enter the appropriate MI information.

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

Click the + (plus) icon on the Attachment List screen to add a document.

8. Browse Documents

To add documents from the eFolder, select Browse from Encompass eFolder and click Continue.
9. **Select Stacking Order**

Select the **Stacking Order** you created and click **Continue**.

Note: Encompass won’t allow you to continue if any required documents are missing.

10. **Attach Documents**

Click **Attach** to attach the documents to the loan.
11. Order Non-Delegated

MGIC’s interface displays the attached document(s).

Click **Order** to submit the non-delegated MI order to MGIC.