GET CONNECTED

Send Documents to MGIC through VirPack

VirPack offers VirPack Direct, a direct eDelivery to MGIC. VirPack's Document Management and Delivery System (DMDS) renames, re-labels, re-stacks and packages the loan files for direct upload to MGIC.

There are two ways to deliver to MGIC through DMDS: either A) directly from within a loan file, or B) from the **Direct Deliver** screen.

Last Revised Date: 12/20/2022

A. Delivery Directly from a Loan File

1. Select "Direct Delivery"

From within a loan in DMDS, click on the VirPack ellipses dropdown menu located on the top far right of the screen.

Select **Direct Delivery** from the dropdown menu.

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

Your MGIC Representative
mgic.com/contact

#22-18058
12/20/2022

1
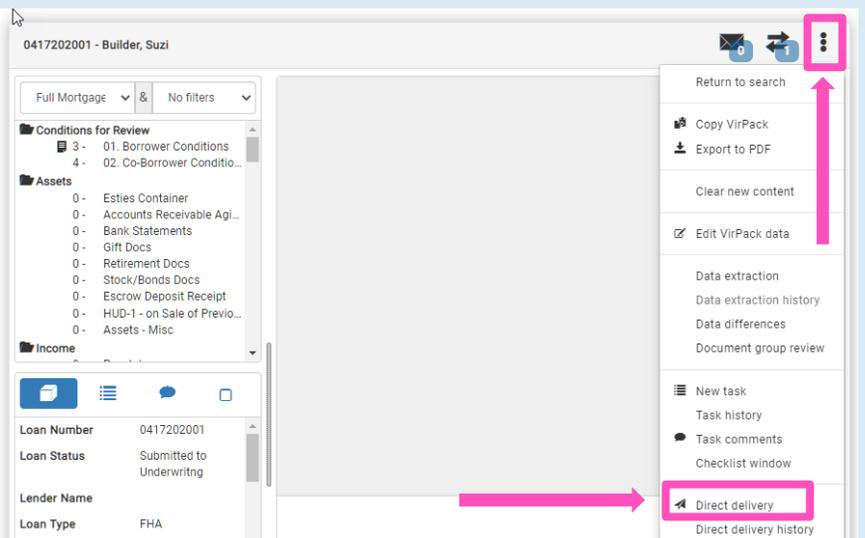
2. Select MGIC

For **Route**, select **MGIC** on the **Deliver via Direct** pop-up menu. After you select MGIC, the pop-up menu will minimize, and you will see an OK button.

Click **OK**.

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2
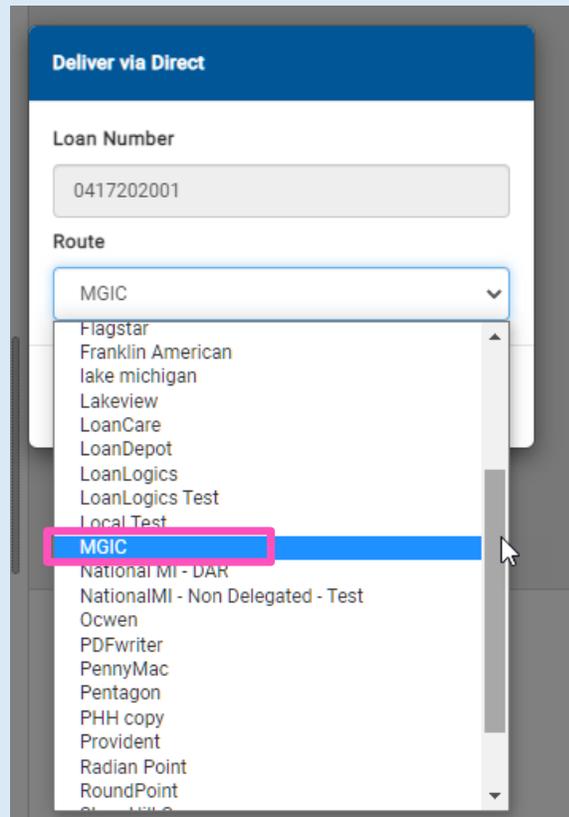
3. Enter Information and Submit File

Enter the required information on the **Data** Pop-up window. Click **OK** to send the file to MGIC.

Note – The required data fields may vary. If you have an LOS or database view configured in your DMDS system, the data can be pulled directly from the LOS or database view to auto-populate some of these fields. Please contact VirPack Support with questions on the **LOS/Database View** configuration at support@virpack.com.

The **Direct Delivery Application** bundles the appropriate documents, re-labels them with MGIC's naming convention and automatically delivers them to MGIC.

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B. Delivery Directly through Deliver Application

1. Select MGIC

From any page within DMDS, click **Deliver** from the right-hand navigation menu and select **MGIC**.
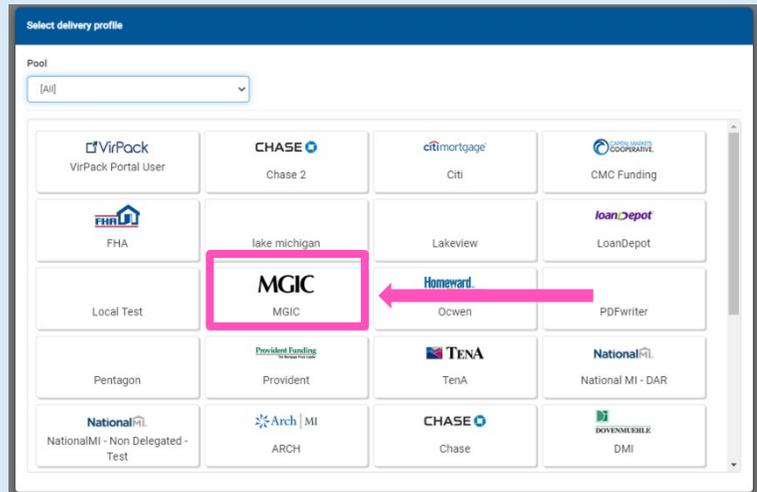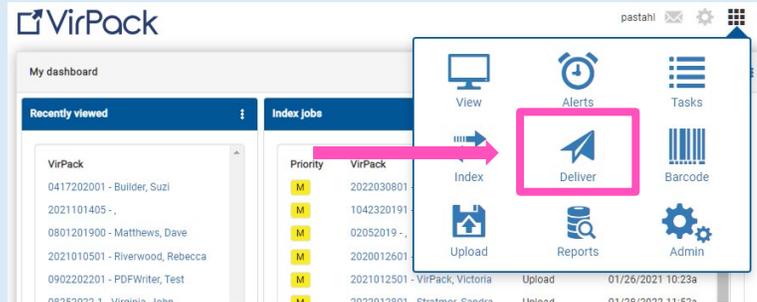
2. Enter Information and Submit File

Enter the loan number(s) and any additional required information. Click **Add** to submit the file to MGIC.

Note – The required data fields may vary. If you have an LOS or database view configured in your DMDS system, the data can be pulled directly from the LOS or database view to auto-populate some of these fields. Please contact VirPack Support with questions on the **LOS/Database View** configuration at support@virpack.com.

3. View Confirmation

The **Direct Delivery Application** bundles the appropriate documents, re-labels them with MGIC's naming convention and automatically delivers them to MGIC. A pop-up window confirms successful delivery.

Submission confirmation

Your 1 Direct delivery request has been enqueued for processing. You can use the Direct Queue page in Status to check on the progress of this delivery.

OK
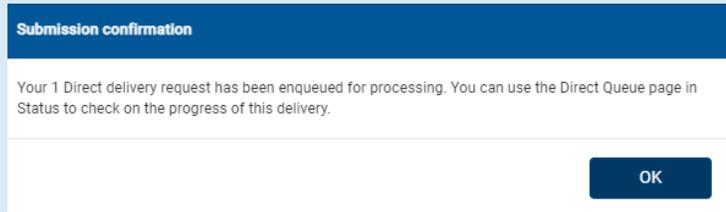
4. Monitor Delivery Status

Monitor the delivery status within DMDS and receive email notifications alerting you of both successful and unsuccessful deliveries.

Manage Direct queue

Route	Status	User	VirPack	
[All]	[All]			Filter
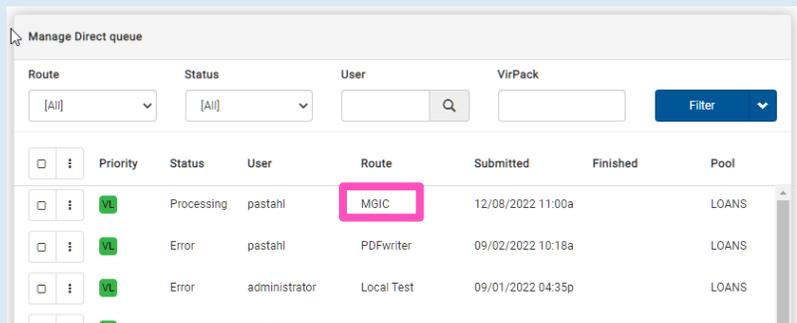
		Priority	Status	User	Route	Submitted	Finished	Pool
☐	⋮	VL	Processing	pastahl	MGIC	12/08/2022 11:00a		LOANS
☐	⋮	VL	Error	pastahl	PDFwriter	09/02/2022 10:18a		LOANS
☐	⋮	VL	Error	administrator	Local Test	09/01/2022 04:35p		LOANS

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