

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.

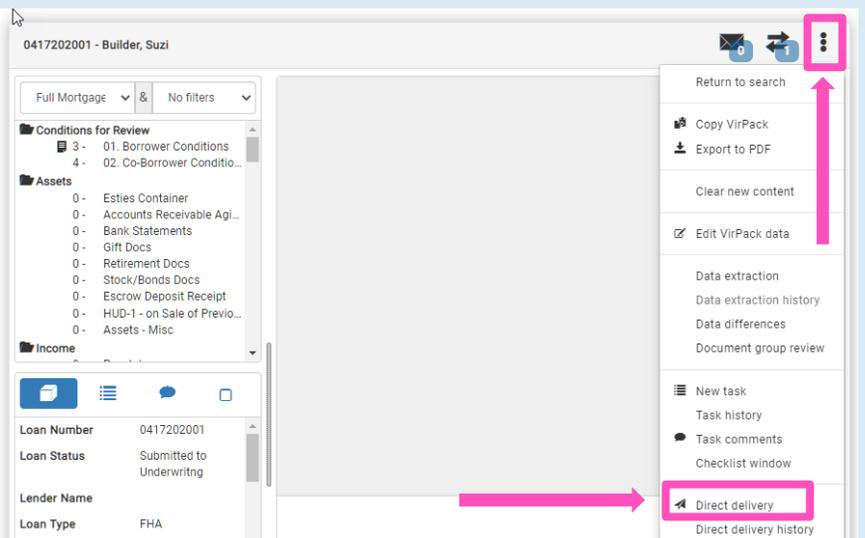
Last Revised Date: 12/20/2022

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.

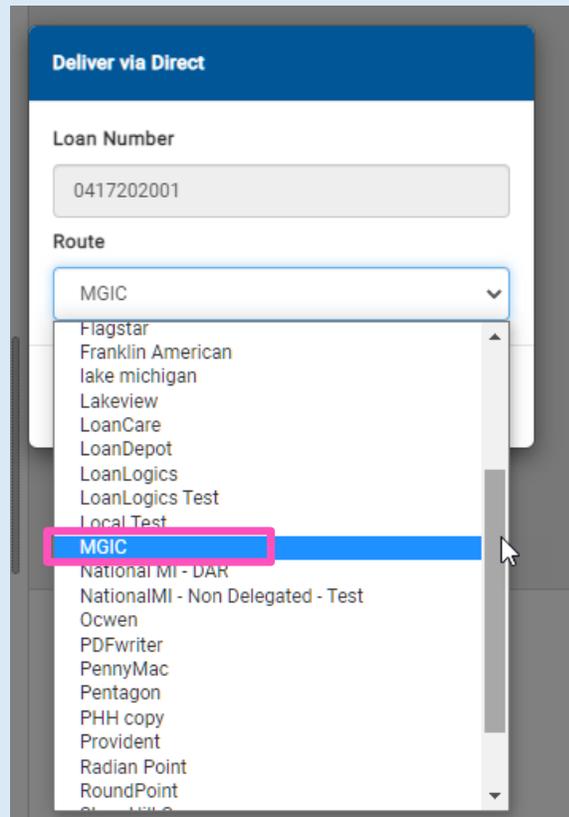
Select **Direct Delivery** from the dropdown menu.



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**.



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.

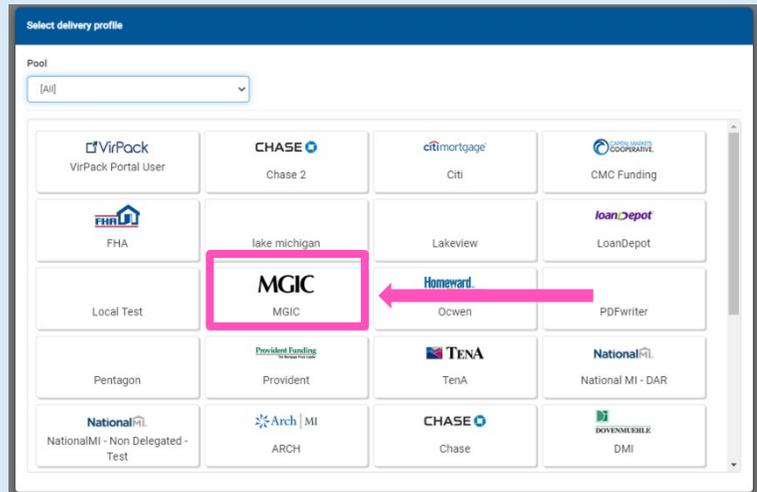
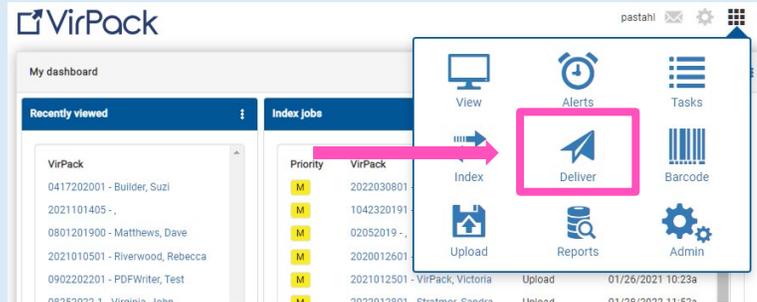
Loan Number	Route
0417202001	MGIC
Source Loan Number: 0417202001	Lender Loan Number:
Borrower Last Name:	Borrower First Name:
Delivery Type: Original	MGIC Customer ID:
Lender Name:	Lender Branch City and State:
Lender Contact Person Email:	Lender Contact Person Phone:
Lender Contact Person Full Name:	Lender Contact Person Fax:
Request Type: MIOrder	Return Document From MGIC Via: Email
Coverage Percent:	Premium Plan: MonthlyZomp
Premium Paid By: Borrower	Renewal Type: Constant
Refund Option: Refundable	Financed Amount of MI:
Employee Relocation Loan: No	File Handling Notes:



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

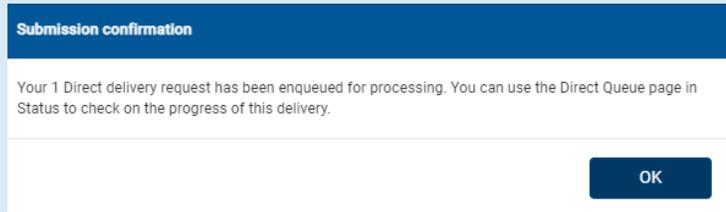
Enter the loan number(s) and any additional required information. Click **Add** to submit the file to MGIC.

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.

The screenshot shows the 'Enqueue VirPack for delivery to MGIC' form. The form contains several input fields for loan and borrower information, including 'VirPack Loan Number', 'Lender Loan Number', 'Borrower Last Name', 'Borrower First Name', 'Delivery Type', 'MGIC Customer ID', 'Lender Name', 'Lender Branch City and State', 'Lender Contact Person Email', 'Lender Contact Person Phone', 'Lender Contact Person Full Name', 'Lender Contact Person Fax', 'Request Type', 'Return Document From MGIC Via', 'Coverage Percent', 'Premium Plan', 'Premium Paid By', 'Renewal Type', 'Refund Option', 'Financed Amount of MI', 'Employee Relocation Loan', and 'File Handling Notes'. At the bottom right of the form, the 'Add' button is highlighted with a pink rectangular box. A pink arrow points from the 'Add' button to the right.

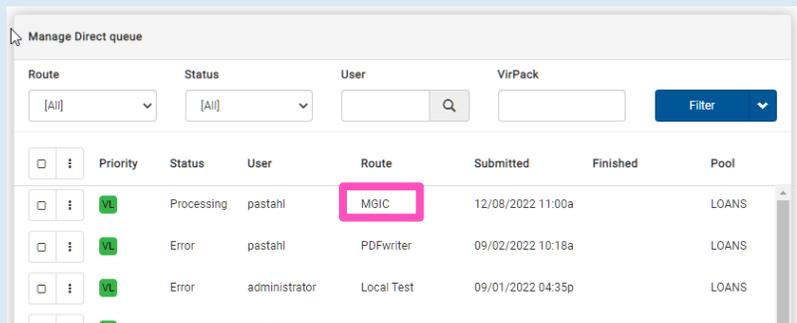
3. View Confirmation

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.



4. Monitor Delivery Status

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



The interface shows a table titled "Manage Direct queue" with columns: Priority, Status, User, Route, Submitted, Finished, and Pool. The "Route" column for the first row is highlighted with a pink box.

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