GET CONNECTED

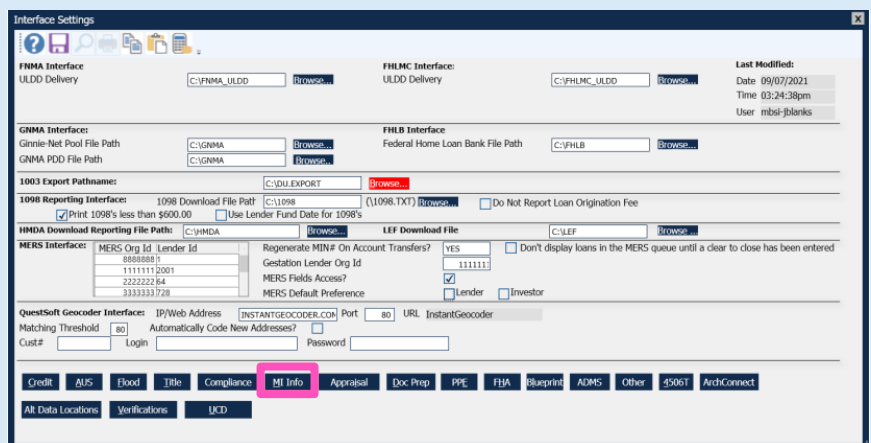# Get MGIC Rates and Order MI through Mortgage Builder®

You can get an MGIC MI rate quote or order MGIC MI directly from within Mortgage Builder®. Once the certificate is issued, the MI information populates directly into the loan.

Last Revised Date: 01/31/2023

1. Set up MGIC

To complete the initial administration setup, navigate to the **Interface Settings** screen (**Administration > System Administration > Interface Settings**).

Click the **MI Info** button to navigate to the **MI Interfaces Configuration** screen.
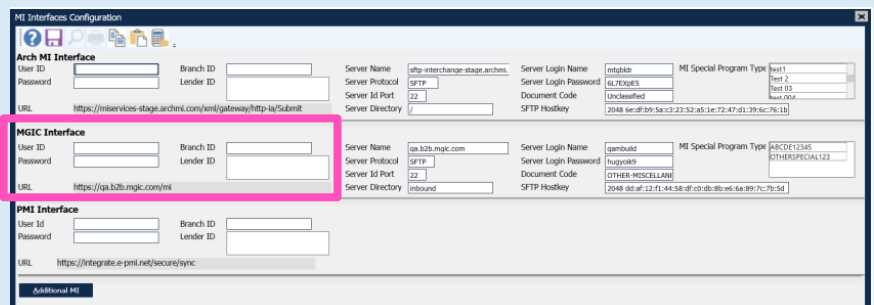

On the **MI Interfaces Configuration** screen, enter the **User ID** and **Password** assigned to you by MGIC, and the **Branch ID,** if applicable.

Multiple Master Policy numbers can be entered in the **Lender ID** fields. If more than one Master Policy number is entered here and you don't have one assigned to you, you'll be able to switch the Master Policy number on a loan level to any of those listed here. If you have a Master Policy number assigned to you on a user level, you cannot change it; you must send the loan under that Master Policy number.

Note – Contact Mortgage Builder to turn on the MI interface(s) you will be using. They will populate the URL information.

2. Request Rate Quote or Order MI

The Rate Quote/Mortgage Insurance interface is located on two menus:

Origination > Processing > Order/Requests > Mortgage Insurance > Request Mortgage Insurance

OR

Interfaces > MI Interfaces > Request Mortgage Insurance

To request MI, follow these steps:
a. Select **Mortgage Guaranty Insurance Corporation** as the **Company Name**
b. If you'd like to receive an MI rate quote, select **Quote** as the **Application Type.** If you'd like to order MI, select the option that applies from the **Application Type** dropdown menu
c. If ordering Delegated or Non-Delegated MI, enter the MGIC MiQ Rate Quote ID in the **Special Program Type** field
d. The **Fannie Mae Info** button is used to enter additional Fannie Mae information when applicable (see next page for further details)
e. If **Standard** is selected as the **Application Type**, the buttons enabling document uploads (**Click to upload single MI document(s)** and **Click to upload MI folder**) will appear at the bottom of the screen (see next page for further details)
f. Click **Submit** to send your request to MGIC. You'll be alerted if any required data is missing

Once the submission is complete, the Certificate is generally returned right away, and the MI program on the loan will be set to **CUSTOM**. Any data previously entered in the MI sub-screen will be cleared out, and all factors, premiums, etc., will populate into the MI sub-screen based on the information on the certificate.

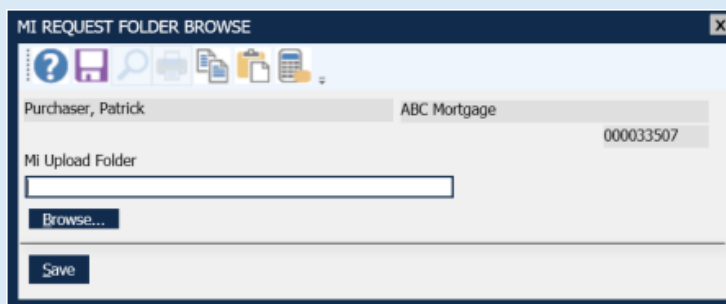If you selected the **Fannie Mae Info** button mentioned previously, you will see the following options:

  a. **FNMA Comm Lending Product** is used for special affordability features
  b. You may also indicate if the loan is being submitted as a Fannie Neighbors Eligible program or if there is a Community Seconds by selecting the appropriate checkbox
 c. Select the **Agency Program** from the dropdown list if applicable

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3. Upload Documents

As previously mentioned, if you select **Standard** as the **Application Type**, the **Click to upload single MI document(s)** and **Click to upload MI folder** buttons will appear. The user will have the option to upload a single document or an entire folder.

Note – You may not upload zip files, and the file/folder names cannot contain spaces or special characters.
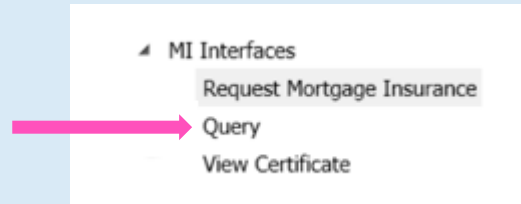

The following **error message** will appear if you attempt to submit without uploading documents.

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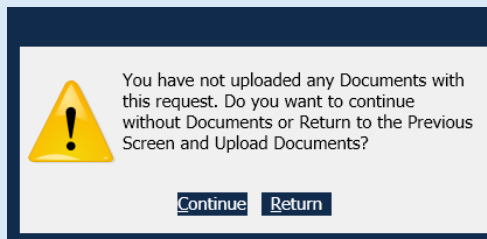
4. View MI Certificate	
If the loan was submitted for manual underwriting and we have informed you that the Certificate is ready, you can request the MI Certificate from the query screen: **Interfaces > MI Interfaces > Query** Enter the loan number. If the Certificate has been issued, it's returned into Architect and opened for viewing.	
If you need to view the certificate again, you can do so by selecting the **View Certificate** option: **Interfaces > MI Interfaces > View Certificate**	