

GET CONNECTED



Ellie Mae Total Quality Loan[®] (TQL) program Manual Orders Guide

1. Order Mortgage Insurance

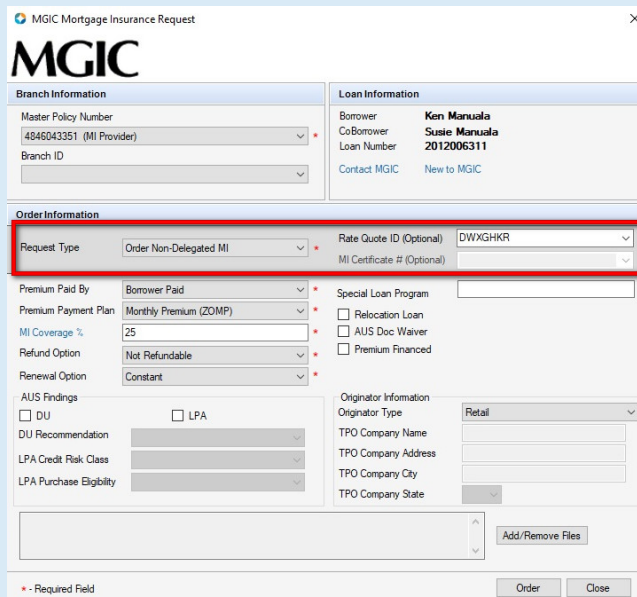
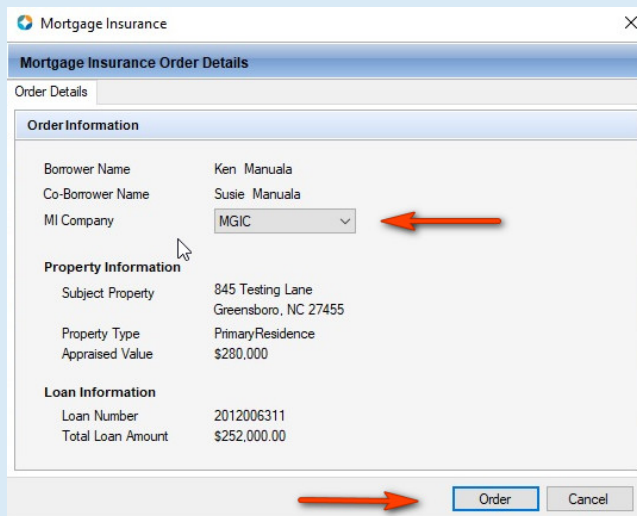
Open the loan file and from the **Tools** menu, select **TQL Services**.

Go the **Mortgage Insurance Service Orders** panel and click **Order**.

In the **Mortgage Insurance** window, use the drop-down menu to select **MGIC** as the **MI Company** and click **Order**.

Review and update **Order Information** to complete your request. Fields will only display available options configured by your Encompass[®] administrator.

If **Request Type** is Delegated MI, Non-Delegated MI or Contract UW, select the MGIC Rate Quote ID from the **Rate Quote ID** drop-down menu or enter it manually if your Rate Quote was obtained outside of your Encompass interface.



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

Your MGIC Representative
mgic.com/contact

2. Add Documents (Non-Delegated and Contract UW)

In the MGIC **Mortgage Insurance Request** window, click Add/Remove Files to include documents with your MI order.

The screenshot shows the 'Mortgage Insurance Request' form. On the left, there are fields for 'AUS Findings' (DU, LPA), 'DU Recommendation', 'LPA Credit Risk Class', and 'LPA Purchase Eligibility'. On the right, there is 'Originator Information' including 'Originator Type' (Retail), 'TPO Company Name', 'TPO Company Address', 'TPO Company City', and 'TPO Company State'. At the bottom right, the 'Add/Remove Files' button is highlighted with a red arrow. There are also 'Order' and 'Close' buttons at the bottom.

In the **Attach Documents** window:

- Select the source of your documents
- Click the **New** icon
- Select your document(s)
- Click **Continue**

The screenshot shows the 'Attach Documents' window. At the top, there is a section 'Select a browse location of the document you wish to attach' with radio buttons for 'Enccompass eFolder' and 'Hard Drive'. A red box labeled 'a' highlights this section. Below this is a 'Documents to Attach' table. A red box labeled 'b' highlights the 'New' icon in the top right corner. A red box labeled 'c' highlights the 'Continue' button at the bottom right. The table contains the following data:

Name	Type	Size (K.B)
1003 - URLA	pdf	516.32
Mortgage Insurance	Mgic	Ken and Susie Manuals
Mortgage Insurance	Mgic	Ken and Susie Manuals
Mortgage Insurance	Mgic	Ken and Susie Manuals

The **Attach Document** screen displays with your document(s).

Click **Attach**.

After you have completed attaching all your documents, confirm they are displayed in the **Documents to Attach** panel.

The screenshot shows the 'Attach Documents' window with the 'Documents to Attach' table highlighted by a red box. The table contains the following data:

Name	Path	Type	Size (K.B)
1003 - URLA	C:\Users\MGICAdmin\AppData\Local\Temp\Enccompass\5C1200\acc3-95d9-4476-8d75-2e2cee763dd7\OutputPdf\13ef9c231e804c18af7a6ee6a295c0b1-5.pdf	pdf	516.32

A red arrow points to the 'Attach' button at the bottom right.

NOTE: Ensure the documents you are attaching are not open on your desktop.

In the MGIC **Mortgage Insurance Request** window, confirm your documents display in the bottom left panel.

Click **Order**.

MGIC Mortgage Insurance Request

MGIC

Branch Information

Master Policy Number
4846043351 (MI Provider) *

Branch ID

Loan Information

Borrower **Ken Manuola**
CoBorrower **Susie Manuola**
Loan Number **2012006311**
Contact MGIC [New to MGIC](#)

Order Information

Request Type: Order Non-Delegated MI *
Rate Quote ID (Optional): DWXGHR
MI Certificate # (Optional):

Premium Paid By: Borrower Paid *
Premium Payment Plan: Monthly Premium (ZOMP) *
MI Coverage %: 25 *
Refund Option: Not Refundable *
Renewal Option: Constant *

AUS Findings

DU LPA
DU Recommendation:
LPA Credit Risk Class:
LPA Purchase Eligibility:

Special Loan Program

Relocation Loan
 AUS Doc Waiver
 Premium Financed

Originator Information

Originator Type: Retail
TPO Company Name:
TPO Company Address:
TPO Company City:
TPO Company State:

1003 - URLA [Add/Remove Files](#)

* - Required Field

[Order](#) [Close](#)

3. View Order Screen Details and Check Status

Once you submit the MI order, you will be directed to the TQL Services tool. The **Mortgage Insurance Service Orders** panel has automatically been updated with the details of your order.

- a. The Messages panel displays the messages returned to Encompass by MGIC.
- b. The Document Upload column updates with a **Manage Documents** link for MI orders. Click this link to upload and send additional documents to MGIC.
- c. If you have imported fees related to an order, the **Fees Imported** column displays a green check mark. Only 1 order in the order history will display a green check mark.
- d. In the **Documents** panel, click the document icon to view the Rate Quote PDF or Commitment Certificate
- e. Use the **Check Status link** to update the status of pending order.

