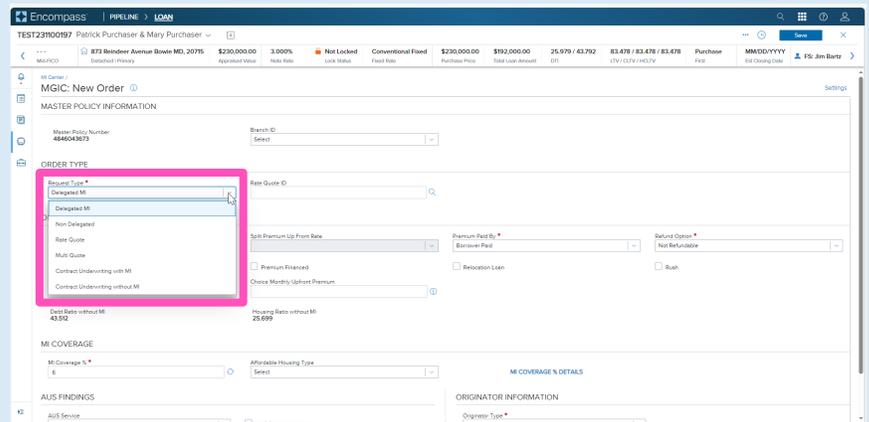# GET CONNECTED

Quick Guides – Order Delegated MI through Encompass Partner Connect™

Last Revised Date: 01/22/2024

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1. Select Delegated MI

From the **MGIC: New Order** screen, select **Delegated MI** from the **Request Type** drop-down.
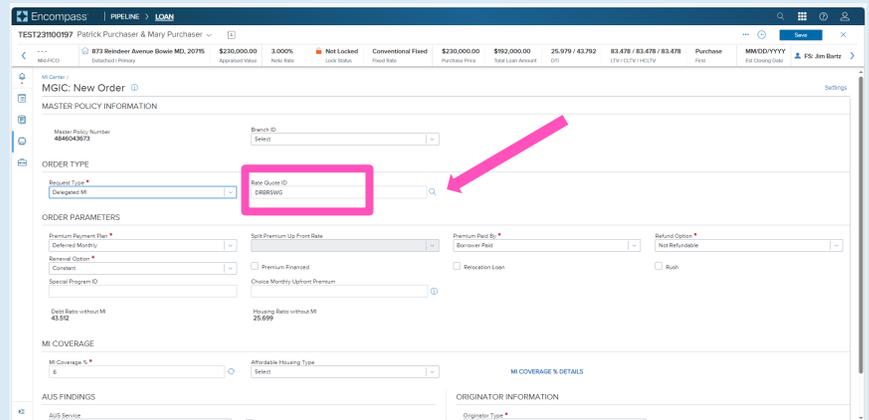

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2. Select Quote ID

The quote ID of your most recently imported quote should be populated in the **Rate Quote ID** field.

Click the **magnifying glass icon** to select a different quote ID.

Note – See the appropriate section of this guide for instructions to submit a Rate Quote, Multi Quote, or Compare Rate Quotes request.


The **Search Rate Quote ID** window will open. A list of prior quotes will appear.

Use the toggle button next to a quote to view additional details, or use the toggle all button at the top to open details on all quotes.

Click the radio button next to the preferred quote and click the **Select** button (this button will be disabled until a quote is selected).
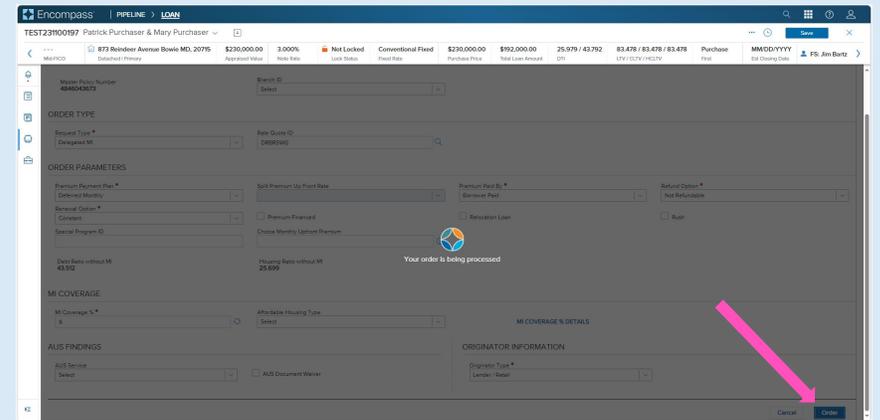
You may also manually enter a quote ID on the **MGIC: New Order** screen if the preferred quote does not appear.
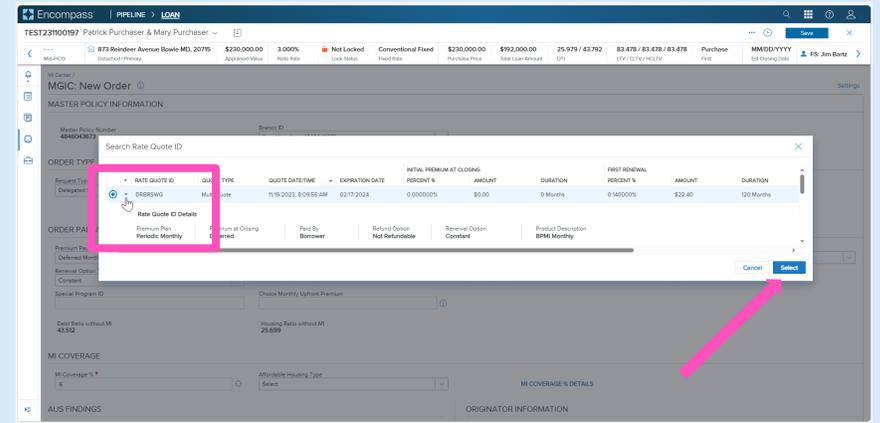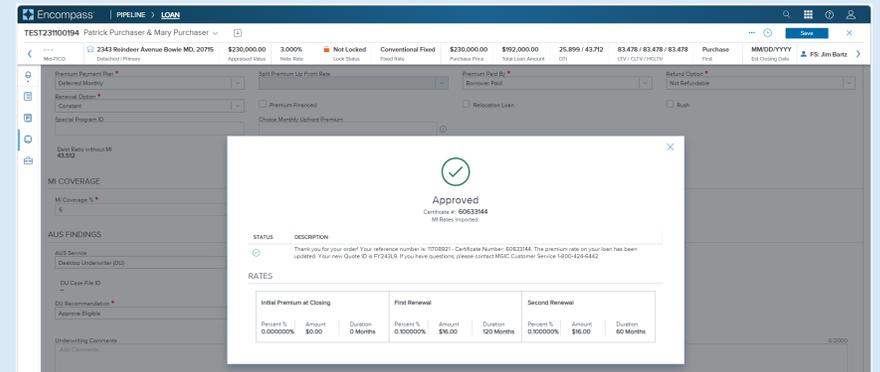
3. Order Delegated MI

Once you verify that all required fields are completed and all data is correct, click the **Order** button at the bottom of the screen.

A spinner will appear to let you know the request is being submitted.

A status message will appear when the request has processed. Close this message to return to the **Order Summary** screen.

4. View MI Order

You will notice the following navigation tabs: OVERVIEW, DOCUMENTS RECEIVED, DOCUMENTS UPLOADED. You will also notice the **toggle arrow** next to **Order Summary** which will navigate you back to the **Order History** screen.

The **OVERVIEW** tab provides status and rate details. There's also messaging returned by MGIC with the Certificate Number and new Quote ID.
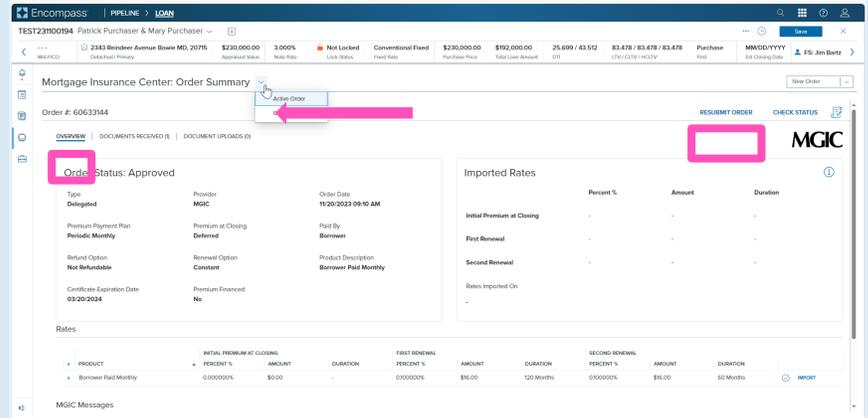
You may use the **RESUBMIT ORDER** link at the top left of the **Order Summary** screen to resubmit your request.

Note – The **RESUBMIT ORDER** link will only appear if this is the active order. Select the desired order from the **Order History** screen in the **MI Center** to make it the active order.
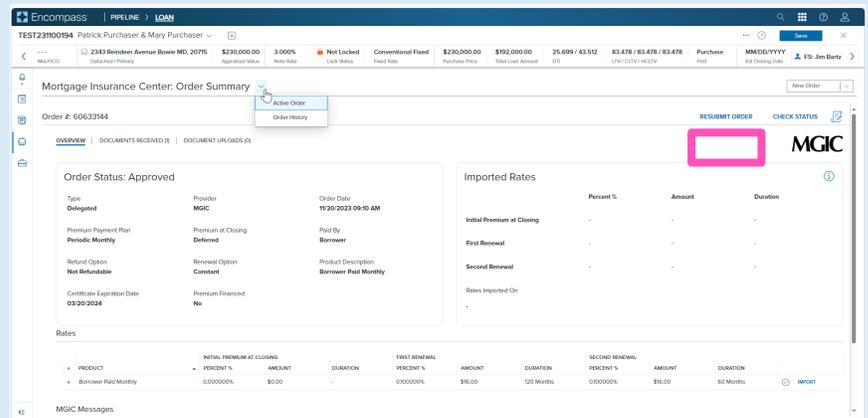
The **DOCUMENTS RECEIVED** tab allows you to view the commitment certificate.

The Commitment/Certificate PDF will have already auto-saved to the document folder. This is just a method to view it.

Note – The **DOCUMENTS UPLOADED** tab is *typically* not relevant for Delegated MI orders.