


Quick Guide – Order Delegated MI through Encompass[®]

1. Select Order Delegated MI

To order delegated MI, select **Order Delegated MI** as the **Request Type** and enter the appropriate information.

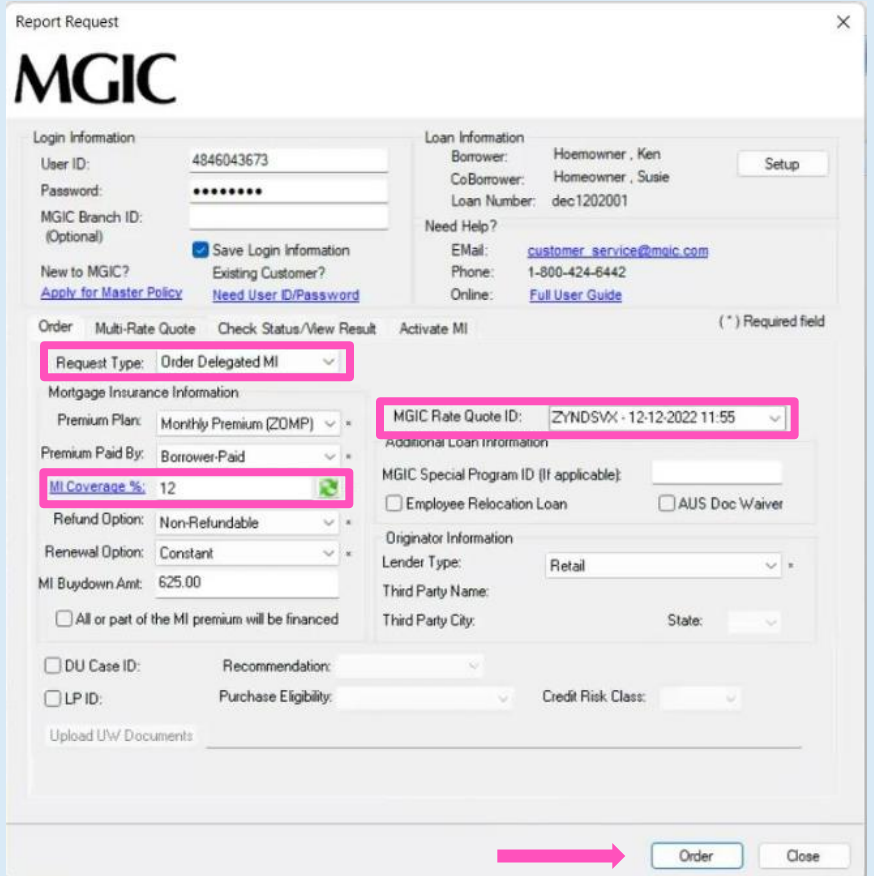
MI Coverage % automatically defaults to standard coverage.

- Click on the **MI Coverage %** link for guidance or edit the **MI Coverage %** manually
- The **MI Coverage %** will automatically adjust with changes to the loan information
- Click the reset icon to reset to standard coverage: 

The **MGIC Rate Quote ID** defaults to the most recent quote ordered via Encompass. Select **MGIC Rate Quote ID** from the drop-down menu or enter it manually if you obtained your MGIC MiQ Rate Quote outside of the Encompass interface.

Click **Order**.

NOTE: If manually entering a User ID and Password, you must successfully order an MI Application for your credentials to be saved.



2. Import MI Rates

To import the MI premium information into the MIP/PMI/Guarantee Fee Calculation screen, Loan Estimate and Closing Disclosure, click **Import Fees**.

MI Fee Import

Select the fees to import into 2010 GFE/HUD

Description	Percent	Amount	Duration
<input checked="" type="checkbox"/> Initial Premium at Closing	0.260	604.24	1
<input checked="" type="checkbox"/> First Renewal	0.070		120
<input checked="" type="checkbox"/> Second Renewal	0.070		240

NOTICE TO USER ABOUT PRICING

Thank you for your order! Your reference number is: 9448867 - Certificate Number: 60611648.

3. View Commitment/Certificate

Under the **Check Status/View Result** tab, select the completed delegated MI order and click **View** to view the PDF of the most recent Commitment/Certificate.

Report Request

MGIC

Login Information
 User ID: 4846043673
 Password: *****
 MGIC Branch ID: (Optional)
 Save Login Information
 New to MGIC? Existing Customer?
[Apply for Master Policy](#) [Need User ID/Password](#)

Loan Information
 Borrower: Hoemowner , Ken
 CoBorrower: Homeowner , Susie
 Loan Number: dec1202001
 Setup

Need Help?
 EMail: customer_service@mgic.com
 Phone: 1-800-424-6442
 Online: [Full User Guide](#)

Order Multi-Rate Quote Check Status/View Result Activate MI

Order No.	Order Date	Requested Service	Status	Paid By	%	\$
60611648	12-12-2022 11:59	Delegated MI Order *	Complete	BorrowerPaid	0.260	\$604.24
ZYNDSVX	12-12-2022 11:55	Rate Quote	Eligible	BorrowerPaid	0.260	\$604.24

* Most recently imported

[Document Upload Help](#)

Upload History:

Document Name	Comments	Date	Status

PDFs received:
 MI Commitment/Certificate

4. Resubmit Delegated MI Order or Send Additional Attachments (Optional)

As changes occur to the loan, you may resubmit the loan data by selecting **Resubmit Delegated MI** in the **Request Type** drop-down menu.

The **MGIC Rate Quote ID** defaults to the most recent quote ordered via Encompass. Select **MGIC Rate Quote ID** from the drop-down menu or enter it manually if you obtained your MGIC MiQ Rate Quote outside of the Encompass interface.

If you need to send new attachments, click the **Upload UW Documents** button.

Click **Resubmit**.

Or

If you are on the **Check Status/View Result** tab, click **Upload Origination Documents** to send attachments.

NOTE: Ensure the documents you want to attach aren't open on your desktop.

The screenshot shows the 'Report Request' window for MGIC. The 'Request Type' is set to 'Resubmit Delegated MI'. The 'MGIC Rate Quote ID' is 'ZYND5VX: 12-12-2022 11:55'. The 'Upload UW Documents' button is highlighted with a pink arrow. The 'Resubmit' button is also highlighted with a pink arrow.

The screenshot shows the 'Report Request' window for MGIC, now on the 'Check Status/View Result' tab. A table displays the order history:

Order No.	Order Date	Requested Service	Status	Paid By	%	\$
60611648	12-12-2022 12:03	Delegated MI Order *	Complete	BorrowerPaid	0.260	\$604.24
ZYND5VX	12-12-2022 11:55	Rate Quote	Eligible	BorrowerPaid	0.260	\$604.24

The 'Upload Origination Documents' button is highlighted with a pink box. Below the table, there is an 'Upload History' section with columns for Document Name, Comments, Date, and Status. A 'PDFs received' section shows 'MI Commitment/Certificate'.