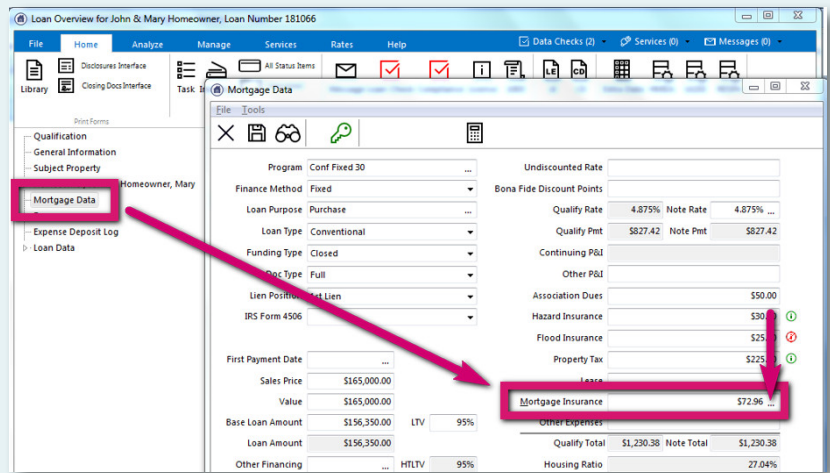# GET CONNECTED **MGIC**

Get MGIC Rates, Order MI and Submit Documents through **PCLender**™

Note: You'll have access to each section or step based on your individual access rights. If necessary, contact your company's PCLender Administrator to adjust your individual access rights.
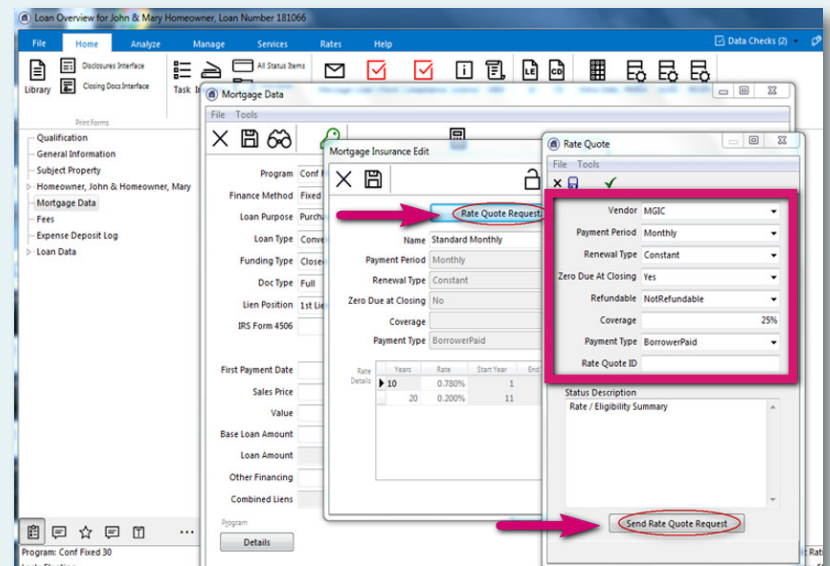
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1. Access Mortgage Data

From within a loan, double click **Mortgage Data** on the left-hand panel to access the **Mortgage Data** screen. Click the ellipsis icon in the **Mortgage Insurance** field.
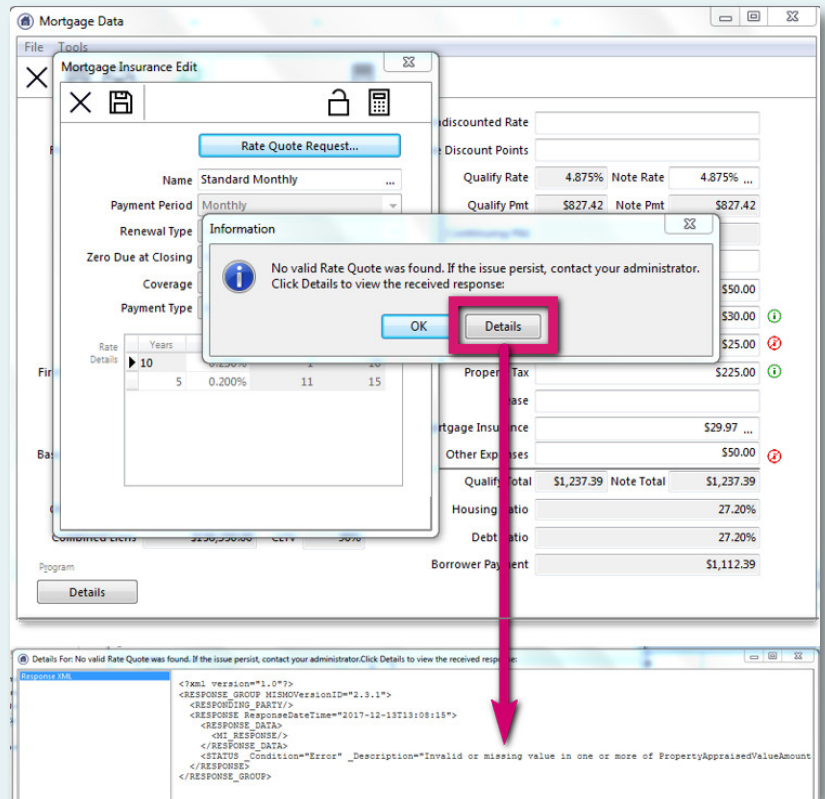

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2. Enter MI-Related Data

Click **Rate Quote Request** to open the **Rate Quote** screen. Select **MGIC** as the **Vendor**, enter the remaining MI-related information and click **Send Rate Quote Request**.
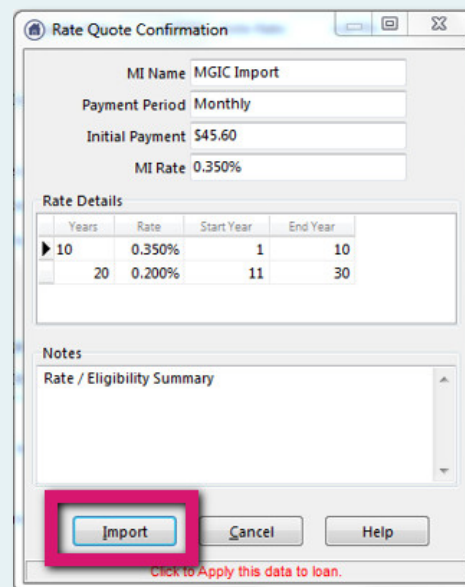
3. Correct Potential Errors

In the unlikely event there's an error in the request, click **Details** to view the error message. Correct the data and submit a new rate quote request.
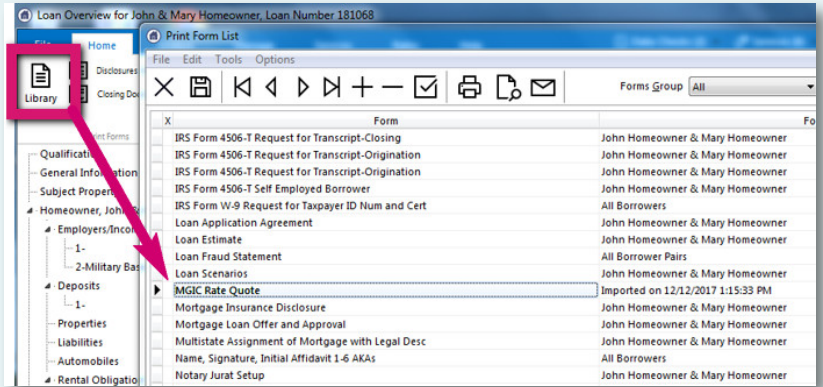

4. Import Rate Quote Information

On the **Rate Quote Confirmation** screen, click **Import** to import the rates and the rate quote PDF into the loan.
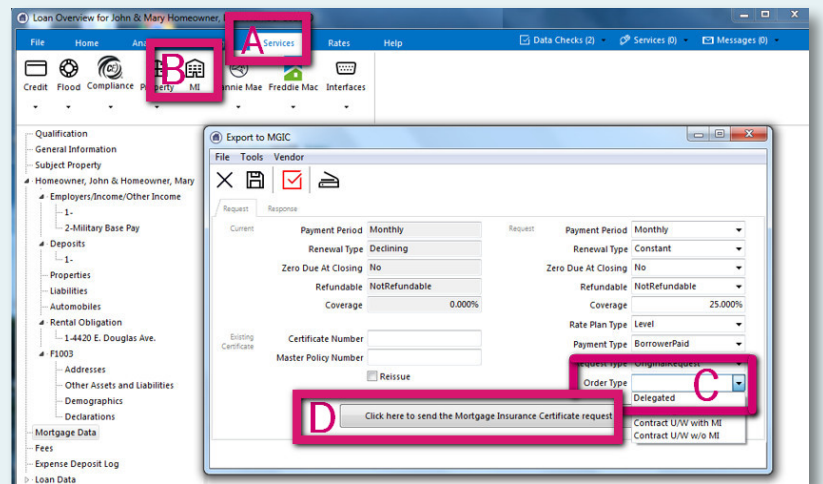
5. View Rate Quote PDF

Click the **Library** icon to open the **Print Form List**. Double-click **MGIC Rate Quote** to open the PDF.
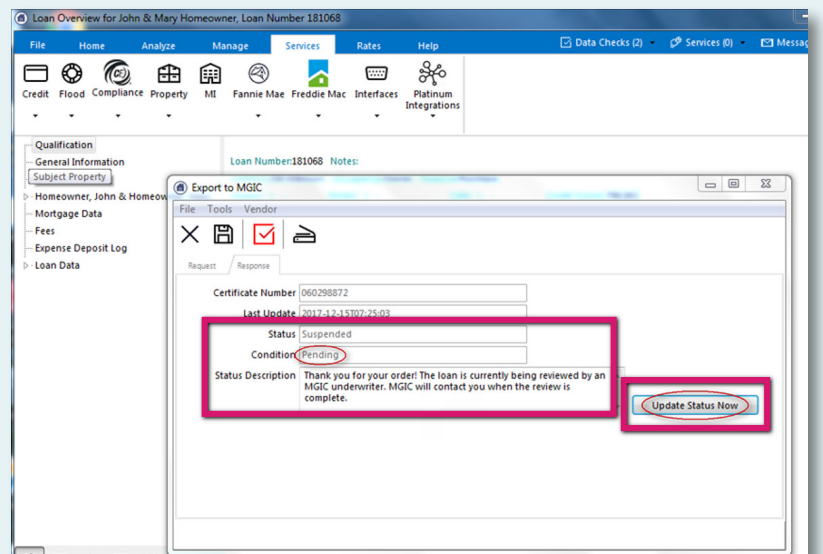

6. Order Delegated MI

To order delegated MI, from within a loan:

A. Click the **Services** tab

B. Click the **MI** icon

C. Enter any MI-related information and select **Delegated** as the **Order Type**

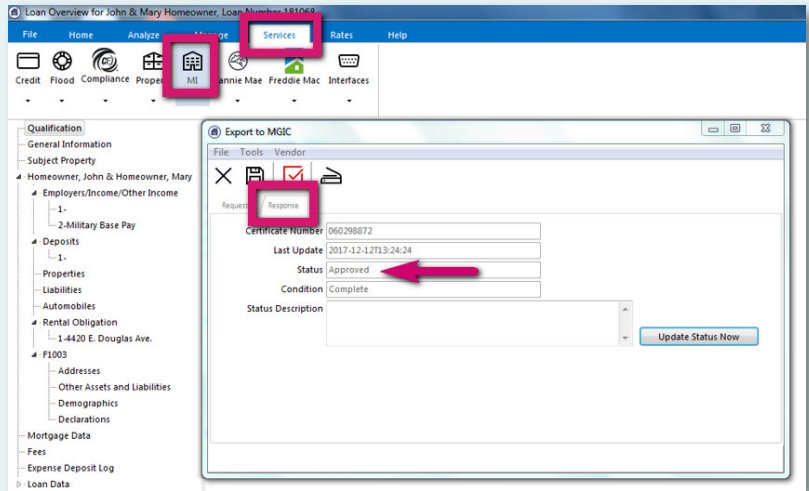D. Click **Click here to send the Mortgage Insurance Certificate request**

7. View Potential Pending Status

If the request suspends, under the **Response** tab, you'll see a message indicating we're reviewing the loan.
After we notify you of the approval, click **Update Status Now** to retrieve the latest information.
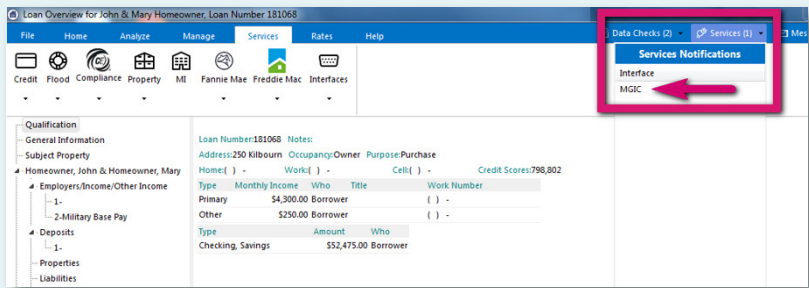
8. View Approved Status

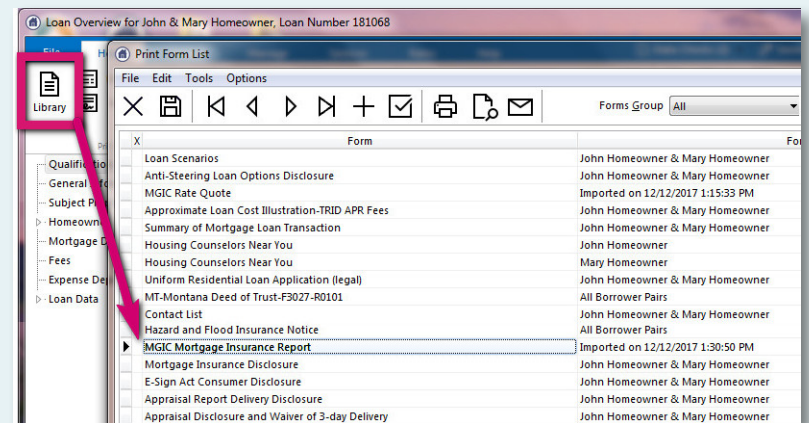PCLender displays the updated approval status.

9. Access Documents

Click **Services** in the upper right corner and double-click **MGIC**.

10. View Commitment Certificate PDF

Click the **Library** icon to access the **Print Form** list. Double-click **MGIC Mortgage Insurance Report** to open the Commitment Certificate PDF.
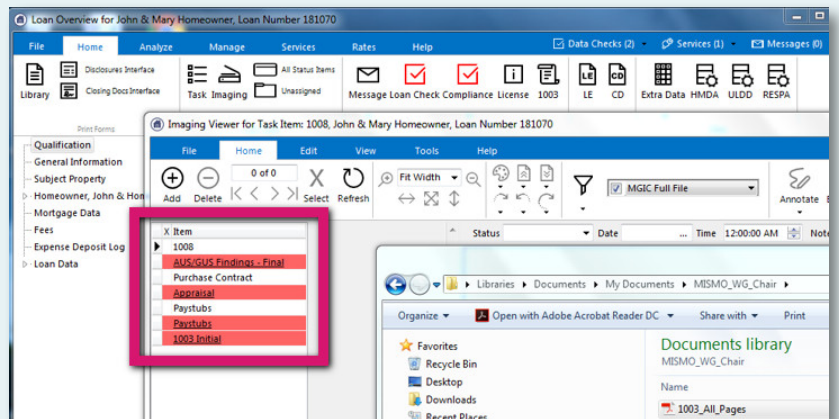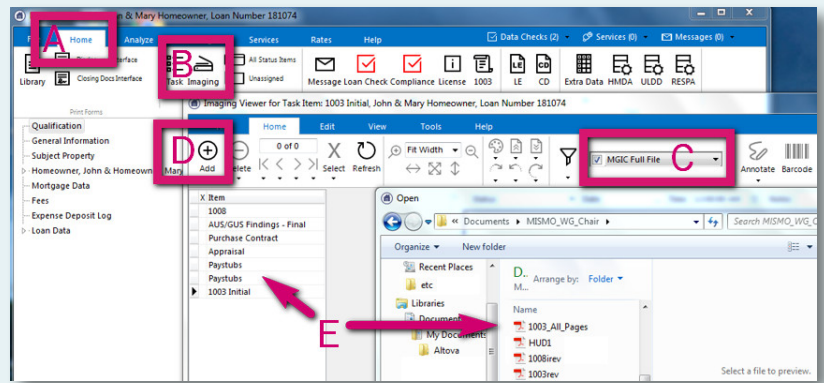
11. Add Documents to Document Package

Before ordering non-delegated MI, be sure to include all the necessary documents in the **MGIC Full File Task Item** (the document package).

To add documents to an existing document package template:

A. Click the **Home** tab
B. Click the **Imaging** icon
C. Select the document package template
D. Click the **Add** icon
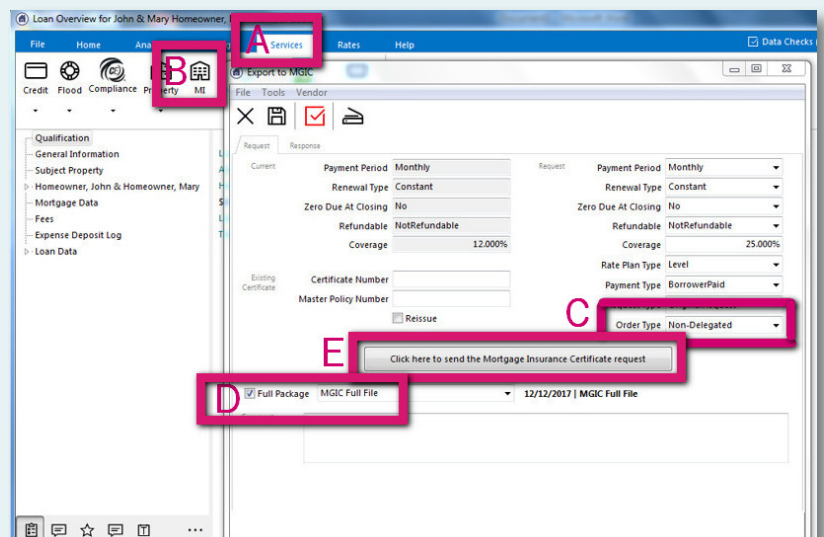E. Locate the documents

The documents you add turn red.

12. Order Non-Delegated MI

To order non-delegated MI, from within a loan:

A. Click the **Services** tab
B. Click the **MI** icon
C. Enter any MI-related information and select **Non-Delegated** as the **Order Type**
D. Check **Full Package** and select a document package*
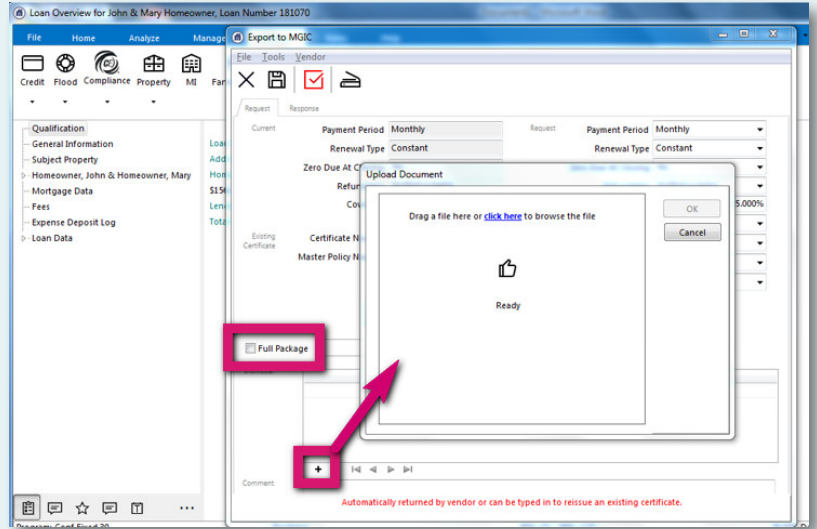E. Click **Click here to send the Mortgage Insurance Certificate request**

*If you expect to see document packages but they aren't there, contact your company's PCLender Administrator.
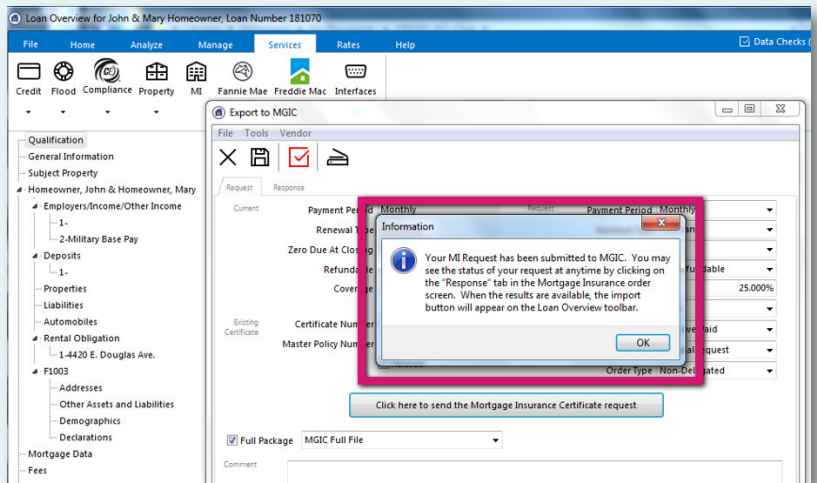
13. Send Individual Documents

If you prefer to add and send individual documents, make sure **Full Package** is unchecked. Click the **Plus** icon and either drag and drop documents onto the **Upload Documents** section or click **click here** to browse for additional documents.
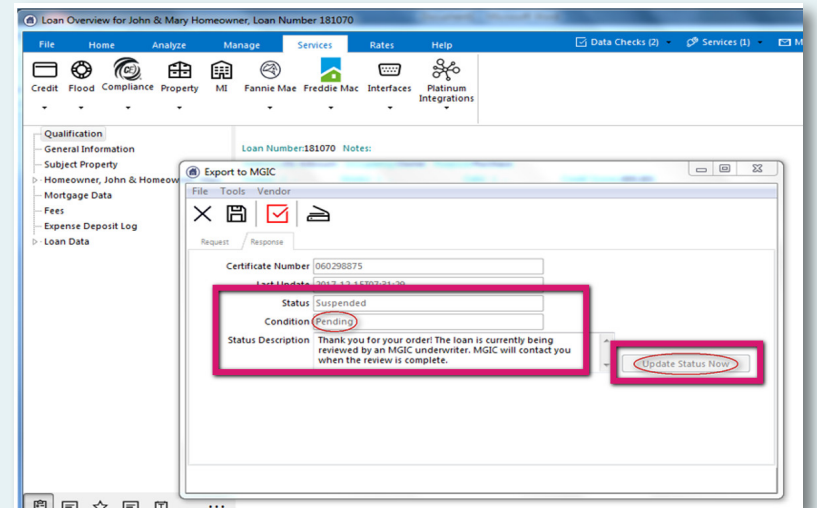
Click **OK** when finished.

14. View Non-Delegated Status Confirmation

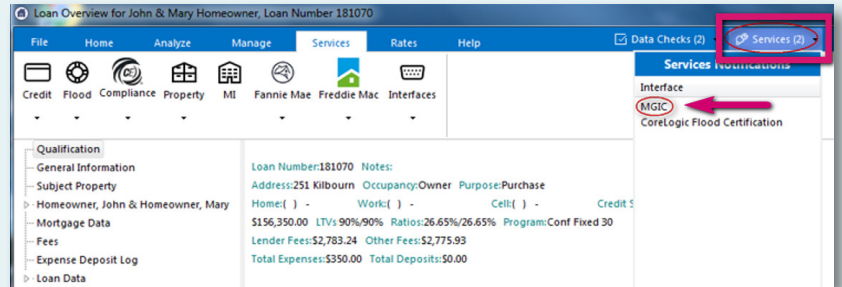After submitting the non-delegated order, you'll see a message indicating we're reviewing the loan.

15. Update Non-Delegated Status

After we notify you of the approval, click **Update Status Now** to retrieve the latest information.
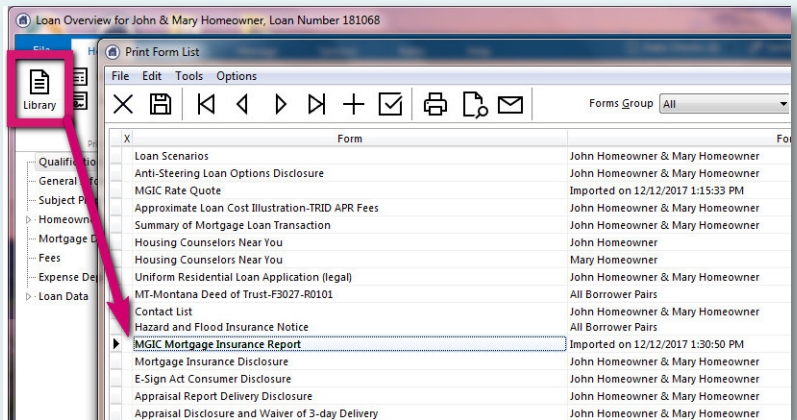
16. Import Commitment Certificate PDF

Click **Services** in the upper right corner and double-click **MGIC**.

17. View Commitment Certificate PDF

Click the **Library** icon to access the **Print Form** list. Double-click **MGIC Mortgage Insurance Report** to open the Commitment Certificate PDF.

Contacts:

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integration_services@mgic.com
1-888-644-2334

Your MGIC Account Representative
mgic.com/contact

13-33864 1/17/2018