

Quick Guide – Order Delegated MI through Encompass®

1. Select Order Delegated MI

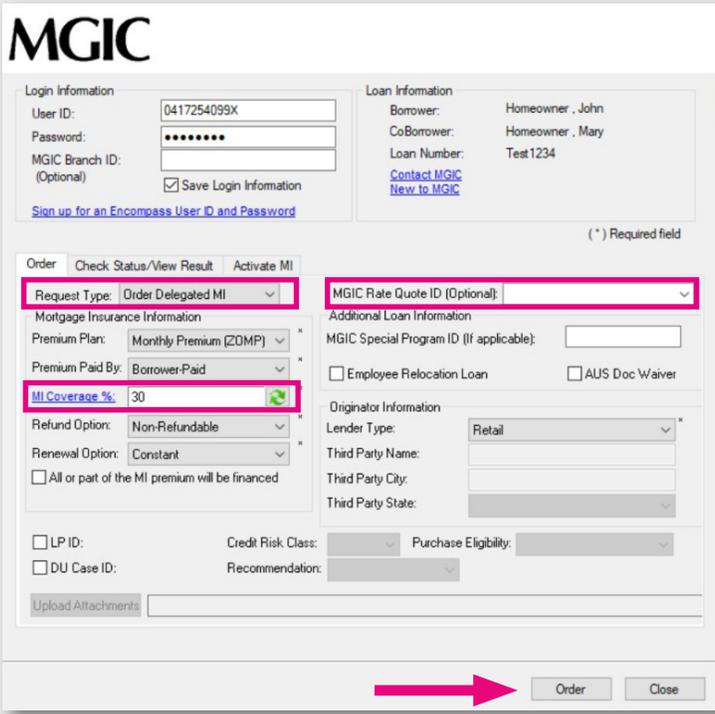
To order delegated MI, select **Order Delegated MI** as the **Request Type** and enter the appropriate MI information.

MI Coverage % will default to standard coverage. If requesting reduced coverage, edit the **MI Coverage %** manually. Click on the **MI Coverage %** hyperlink for guidance, if needed. Use the  symbol to reset MI coverage if loan information has changed.

Select the **MGIC Rate Quote ID** from the drop-down menu or enter it manually if your MGIC MiQ Rate Quote was obtained outside of the Encompass interface.

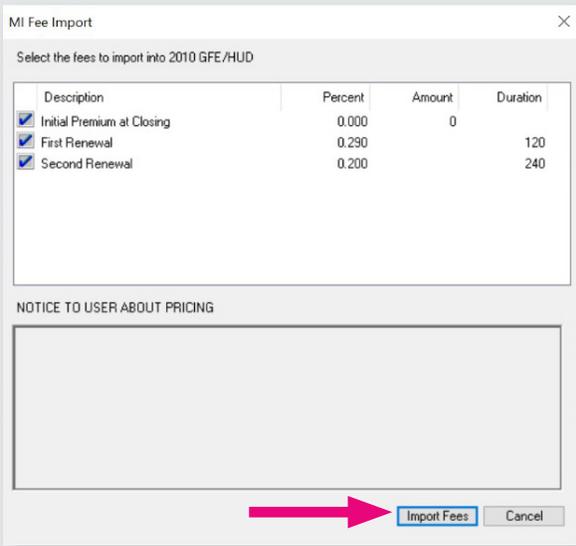
Click **Order**.

NOTE: If manually entering User ID and Password, you must successfully order an MI Application for the 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**.



Description	Percent	Amount	Duration
<input checked="" type="checkbox"/> Initial Premium at Closing	0.000	0	
<input checked="" type="checkbox"/> First Renewal	0.290		120
<input checked="" type="checkbox"/> Second Renewal	0.200		240

3. View Commitment Certificate

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

The screenshot shows the 'Report Request' window for MGIC. It includes login fields (User ID: 0417254099X, Password: [redacted], MGIC Branch ID: [Optional]), loan information (Borrower: Homeowner, John; CoBorrower: Homeowner, Mary; Loan Number: Test 1234), and a table of orders. The 'Check Status/View Result' tab is active. The 'Order' table has columns for Order No., Order Date, Requested Service, and Status. One order is highlighted: Order No. 060327906, Order Date 10-08-2018 07:13 PM, Requested Service Delegated MI Order, Status Complete. Below the table, there are buttons for 'Upload Post-Close Documents' and 'Import MI Rates'. The 'Upload History' section shows a table with 'Document Name' and 'Comments'. One document is listed: 'MI Commitment Certificate'. A red arrow points to the 'View' button next to this document. At the bottom right, there are 'Check Status' and 'Close' buttons.

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.

Enter your MGIC MiQ Rate Quote ID in the **MGIC Special Program ID** field for resubmissions.

Upload Attachments if needed.

Click **Resubmit**.

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

The screenshot shows the 'Report Request' window for MGIC, similar to the previous one. The 'Request Type' dropdown menu is set to 'Resubmit Delegated MI'. The 'MGIC Special Program ID (if applicable):' field is highlighted with a red box. Below this, there are fields for 'Additional Loan Information', 'Originator Information', and 'Upload Attachments'. A red arrow points to the 'Resubmit' button at the bottom right. The 'Close' button is also visible.

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