GET CONNECTED

MGIC

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.
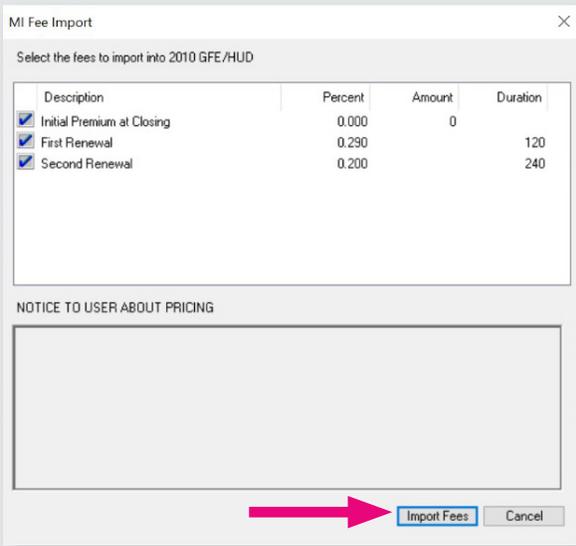
Click **Order**.

NOTE: If manually entering User ID and Password, you must successfully order an MI Application for the credentials to be saved.
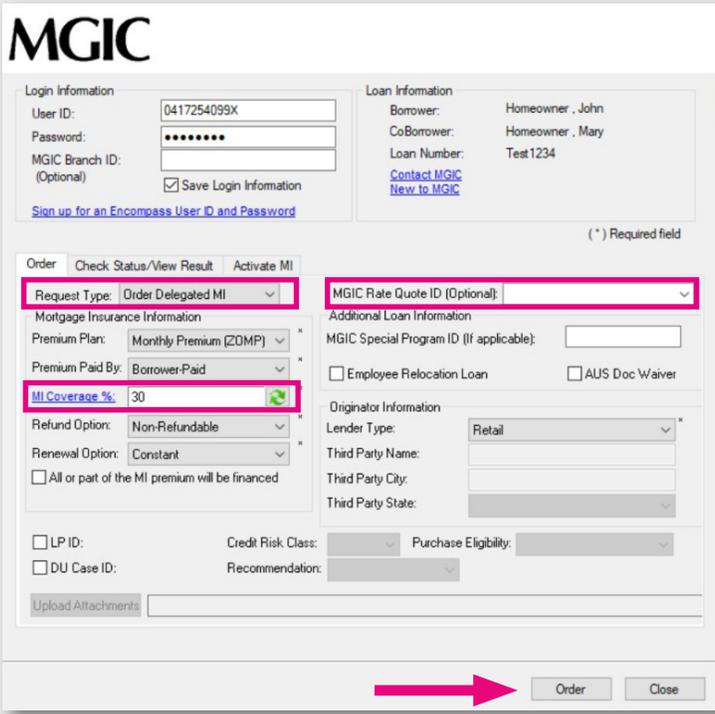
2. Import MI Rates

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

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.

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.

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