



Loan Center help: Order a Delegated MI Underwrite for automated underwriting

On Loan Center's home page, click the *Order New MI* button.

Choose a Delegated data entry option

Indicate whether you are:

- Importing data using an MGIC Quote ID
- Manually entering data
- Importing a data file from your LOS
 - Click *Browse* to upload your data file

Click *Continue*.

Enter AUS & mortgage insurance information

Enter the loan's AUS and MI information — common default values and your user preferences prefill many fields.

Click *Continue*.

The screenshot shows the 'Order New Services' page with the following elements:

- Order New Services:** Includes a navigation bar (Home, Order MI, Request RTH, Order Contract UW, Manage Existing Loans) and a main section with an 'Order New MI' button and links for 'Request Mail to Mod (RTH)', 'Enter RTH Data', 'Upload RTH Loan Documents', and 'Check if MGIC Insured'.
- To apply for mortgage insurance, choose one of the following options:** A section with a 'Continue' button at the bottom right.
- Apply an MGIC Quote ID to your MI Order:** A form field for 'QUOTE ID' and a 'View Quote' link.
- Delegated MI:** A section with three radio button options: 'Enter my loan data.' (selected), 'Import my loan data (DU 3.2 file) from my Loan Origination System.', and 'MGIC MI Underwrite: Upload my loan documents to MGIC for MI underwriting. Underwriting File Documentation Checklist'.
- Automated Underwriting System Information:** A section with dropdown menus for 'Automated Underwriting System (AUS)' (Desktop Underwriter), 'DU Decision' (Approve/Eligible), and 'Case File' (12345).
- MI Information:** A section with dropdown menus for 'Premium Paid By' (Borrower-BPHI), 'Premium Type' (Monthly), 'Coverage' (20%), 'Refund Option' (Non-Refundable), 'Renewal Option' (Constant), 'Employee Relocation' (No), 'Housing Finance Agency 1st Mortgage Program' (Not Applicable), and 'MGIC Program ID #1'. It also includes a 'See MGIC Underwriting Guide' link and a 'Save as Preference for Future Submissions' checkbox.

X

IMPORTANT: If you've already submitted a loan where you've entered or uploaded data, you don't need to send documents. If you send documents for a loan that has already been approved based on data you already submitted, the Loan Center system will re-evaluate the loan based on the documentation, and our original decision is subject to change. To send documents that we may have requested, see [Loan Center help: Submit additional documentation.](#)

For more information about using the Loan Center, contact customer_service@mgic.com or 1-800-424-6442.

If you have underwriting questions, contact your Underwriting Service Center, mgic.com/contact.

Login at loancenter.mgic.com



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Enter/validate loan details

- Review loan details
- Click *Submit*

The screenshot shows a web form with the following sections and fields:

- Automated Underwriting System Information** (checked)
- MI Information** (checked)
- Loan Information**
 - Your Loan Number:
 - Loan Amount:
 - Interest Rate:
 - Amortization Term:
 - Temporary Buydown:
 - Loan Type:
 - Proposed PETI:
 - Debt-to-Income:
 - Bi-Weekly Payment:
 - Retail Origination:

By submitting this information, it's implied that you agree to these terms.



Submit



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