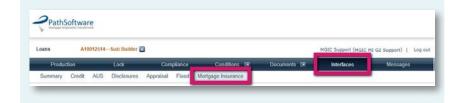


# MGIC

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

#### 1. Access Mortgage Insurance Screen

From within a loan, go to Interfaces > Mortgage Insurance to access the mortgage insurance screen.



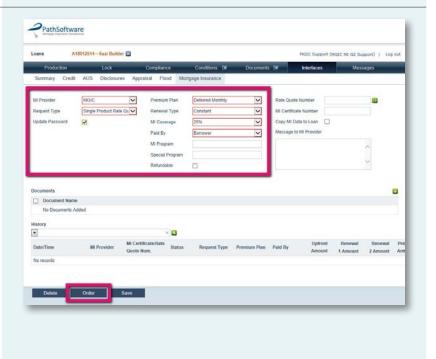
#### 2. Get Rate Quote

On the mortgage insurance screen, select **MGIC** as the **MI Provider**.

Select **Single Product Rate Quote** as the **Request Type**.

Provide the remaining MI information. Required fields are framed in red. Enter an optional **MI Program** code, if applicable.

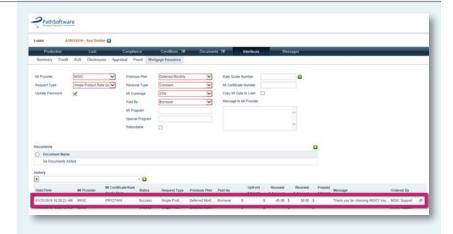
Click Order.



#### 3. View Rate Information

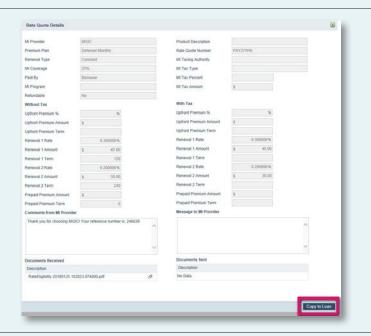
You'll see confirmation of a successfully submitted order in the **History** section.

Click anywhere in the rate quote response row to open, view and import the rate quote information.



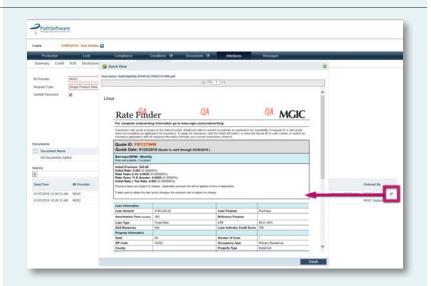
# 4. Import Rate Information

Click **Copy to Loan** to import the rate quote information into the loan.



# 5. View Rate Quote PDF

Back on the mortgage insurance screen, click the **Paperclip** icon to open the rate quote PDF.



# 6. Order Delegated MI

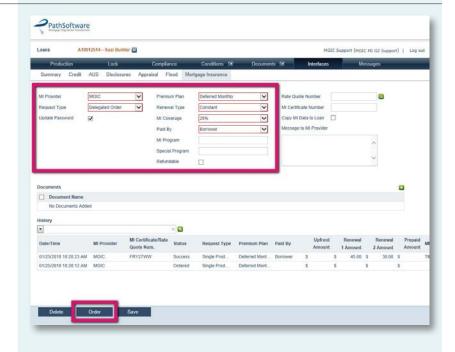
Go to Interfaces > Mortgage Insurance to access the mortgage insurance screen.

On the mortgage insurance screen, select **MGIC** as the **MI Provider**.

Select **Delegated Order** as the **Request Type**.

Provide the remaining MI information. Required fields are framed in red. Enter an optional **MI Program** code, if applicable.

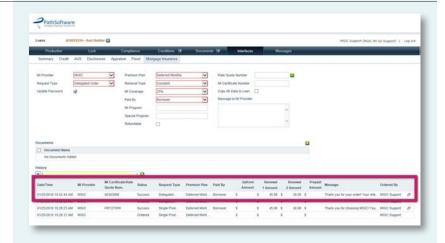
Click Order.



# 7. View Delegated MI Information

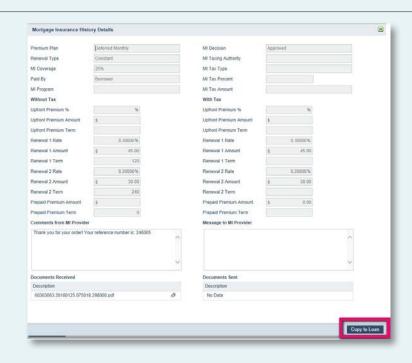
You'll see confirmation of a successfully submitted order in the **History** section.

Click anywhere in the delegated MI order response row to open, view and import the delegated MI order information.



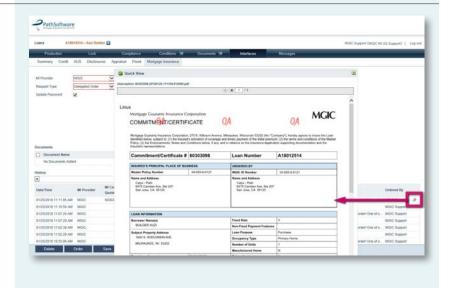
# 8. Import MI Information

Click **Copy to Loan** to import the MI information into the loan.



# 9. View Commitment Certificate PDF

Back on the mortgage insurance screen, click the **Paperclip** icon to open the Commitment Certificate PDF.



# 10. Order Non-Delegated MI

Go to Interfaces > Mortgage Insurance to access the mortgage insurance screen.

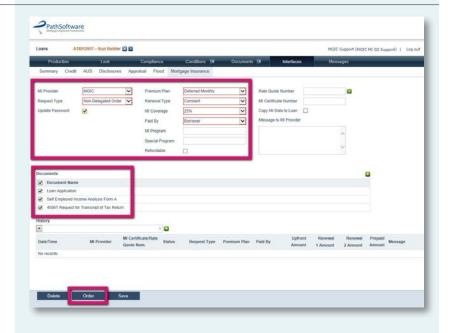
On the mortgage insurance screen, select **MGIC** as the **MI Provider**.

Select **Non-Delegated Order** as the **Request Type**.

Provide the remaining MI information. Required fields are framed in red. Enter an optional **MI Program** code, if applicable.

Select which documents you'd like to submit to MGIC.

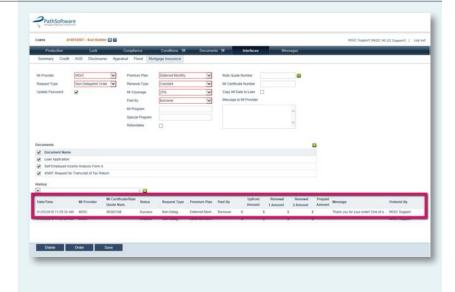
Click Order.



# 11. Open Non-Delegated MI Information

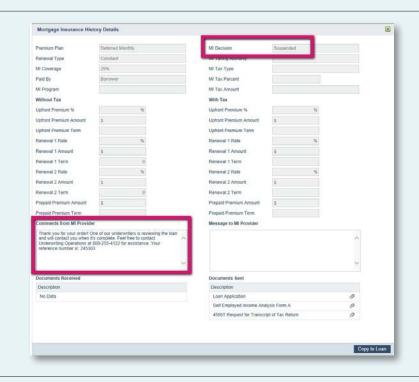
You'll see confirmation of a successfully submitted order in the **History** section.

Click anywhere in the non-delegated MI order response row to open and view the non-delegated MI order information.



# 12. View Non-Delegated MI Information

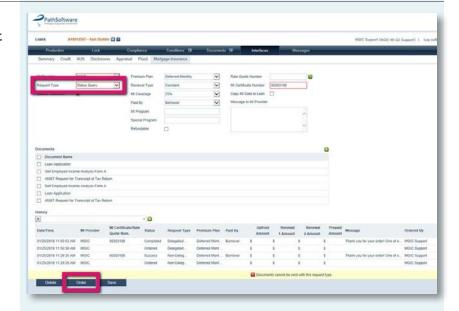
View the **MI Decision** and comments from MGIC on the **Mortgage Insurance History Details** screen.



#### 13. Update Status

To update the status on your Non-Delegated MI order, select **Status Query** as the **Request Type** and click **Order**.

**Note:** Be sure to deselect any documents before submitting the status query.



# 14. View and Import MI Information

Follow steps #7-9 to view the updated Non-Delegated status and import the MI information into the loan.

#### Contacts:

**MGIC** 

Integration Services integration\_services@mgic.com 1-888-644-2334 Your MGIC representative mgic.com/contact