

Order Non-Delegated MI and Submit Documents through Mortgage Director

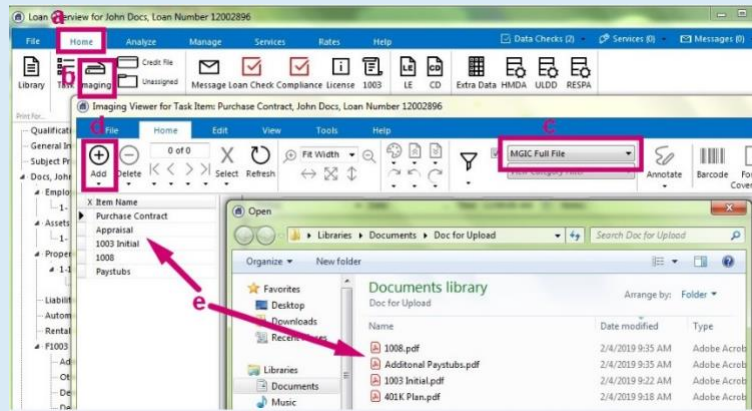
Note: Your access to each section or step is based on your individual access rights. If necessary, contact your company's Mortgage Director Administrator to adjust your individual rights.

1. Non-Delegated MI - Add Documents to Document Package

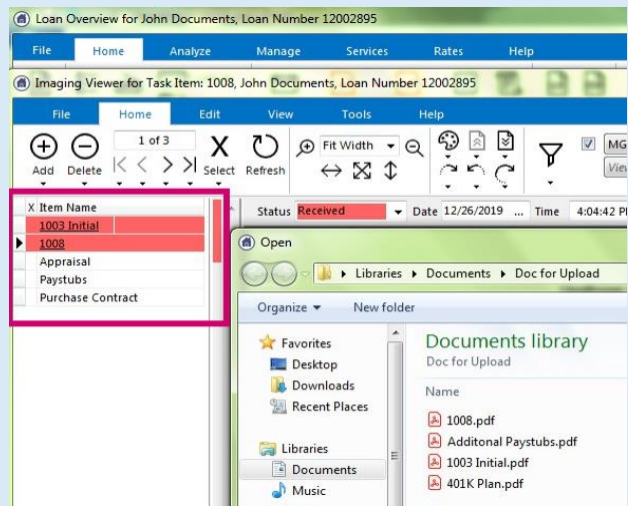
Before ordering non-delegated MI, be sure to include all the necessary documents in the **MGIC Full File Task** item (document package).

To add documents to an existing document package template:

- a. Click the **Home** tab
- b. Click the **Imaging** icon
- c. Select the **MGIC Full File** document package from the drop-down menu
- d. Click the **Add** icon
- e. Select desired documents



The documents you add will turn red.

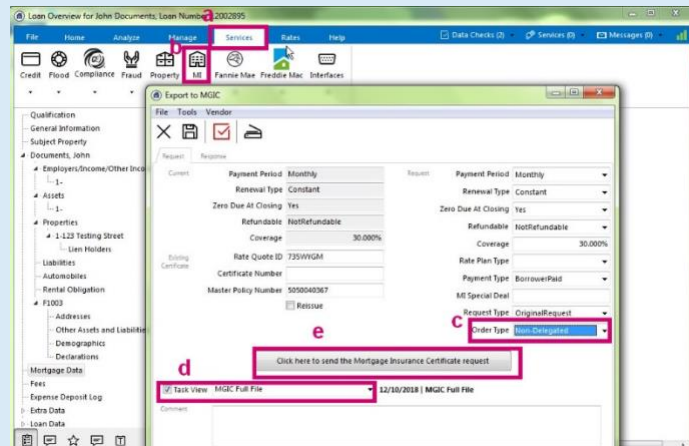


2. Order Non-Delegated MI

To order non-delegated MI from within a loan:

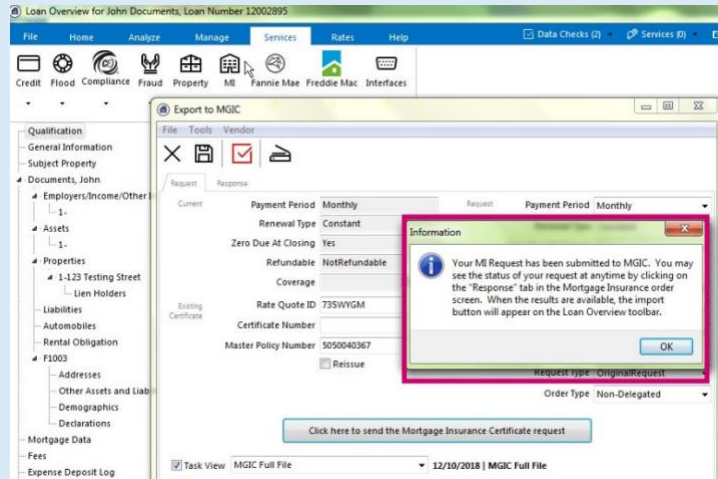
- Click the **Services** tab
- Click the **MI** icon
- Enter any MI-related information and select **Non-Delegated** as the **Order Type**
- Check the **Task View** box and select a document package – in this case, **MGIC Full File***
- Select **Click here to send the Mortgage Insurance Certificate request**

*If you expect to see document packages but they aren't there, contact your company's Mortgage Director Administrator.



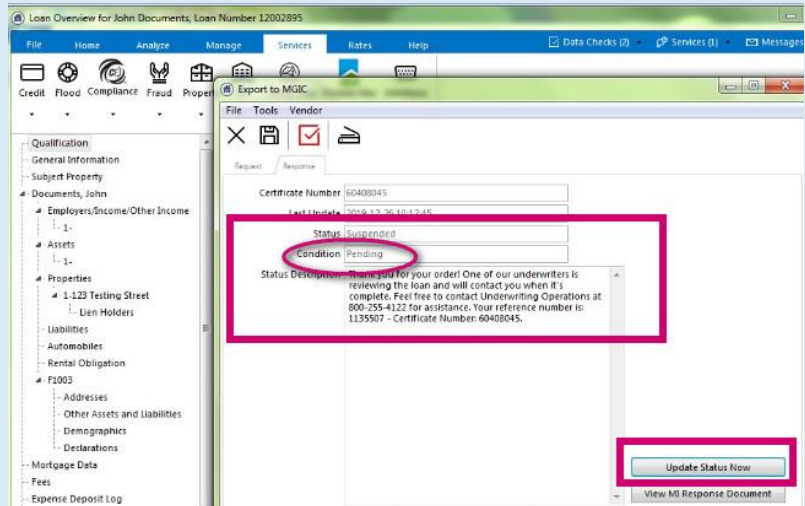
3. View Non-Delegated Status Confirmation

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



4. Update Non-Delegated Status

After we notify you of approval, click **Upgrade Status Now** to retrieve the latest information.



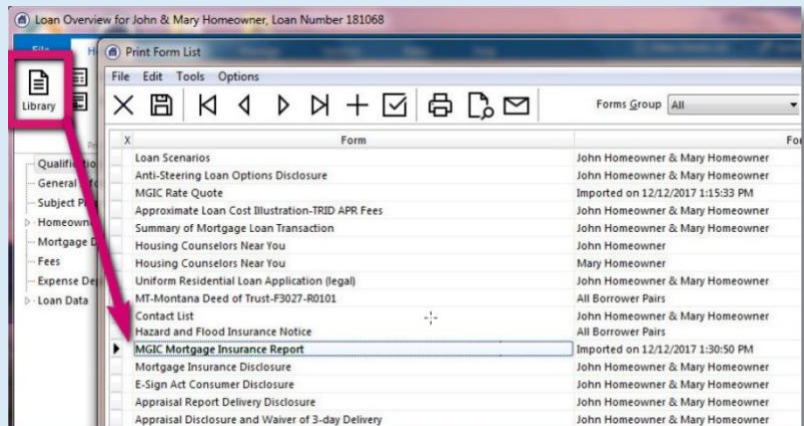
5. Import Commitment Certificate PDF

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



6. 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.



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