



## Order Non-Delegated MI through Mortgage Cadence MCP

### 1. Order New Service

Navigate to **Mortgage Insurance > Order New Service** tab.

Confirm your MCP System Administrator has configured the document delivery functionality.

On the **Order New Service** screen, select **MGIC MI 3.4-Non-Delegated**.

Complete the necessary information.

Click **Order Service**.

Loan documents are automatically sent with the request.

The screenshot shows the 'Mortgage Insurance' application window with the 'Order New Service' tab selected. The 'MGIC MI 3.4 - Non Delegated' option is chosen in the 'Select Provider and Service' dropdown. The 'Order Service' button is highlighted in pink at the bottom right.

Submission Request			
Branch Identifier *	Rate Quote	Certificate Identifier	
Branch001	QRVAPYN		
Premium Plan *	Split Premium Upfront Rate	Renewal Calculation Type	
Monthly	Select...	Declining	
Premium Payment Type	% Coverage *	Special Pricing Type	Special Program Type
BorrowerPaid	12		
<input type="checkbox"/> Premium is Refundable	<input type="checkbox"/> MI Premium Financed	<input type="checkbox"/> Is Relocation Loan	<a href="#">View MI Coverage</a>

## 2. View Non-Delegated Results

The **Order Details** screen displays.

Click the **Submission Results** hyperlink to view messages.

Mortgage Insurance

Order New Service | Order Details

< Services Overview

List of Orders Collapse All

Order New Service | Reload Loan

Auto Refresh

Provider and Service	Date Submitted	Status	Last Status Update	Reference Number	Submitted By	Actions
MGIC MI Del	02/15/2022 03:24 PM	OrderCreated	02/15/2022 03:24 PM		MCAdmin	
MGIC MI Del	02/02/2022 04:44 PM	Approved	02/02/2022 04:45 PM		MCPStandardAdmin	
MGIC MI Del	12/02/2021 11:25 AM	Approved	12/02/2021 03:26 PM		MCPStandardAdmin	
MGIC MI Del	12/02/2021 10:57 AM	Suspended	12/02/2021 10:58 AM		MCPStandardAdmin	
MGIC MI Del	12/02/2021 09:33 AM	Suspended	12/02/2021 09:34 AM		MCPStandardAdmin	
MGIC MI Del	12/02/2021 09:22 AM	Suspended	12/02/2021 09:23 AM		MCPStandardAdmin	
MGIC MI Del	12/01/2021 04:35 PM	Suspended	12/01/2021 04:36 PM		MCPStandardAdmin	
MGIC MI Del	12/01/2021 04:24 PM	Suspended	12/01/2021 04:25 PM		MCPStandardAdmin	

Order Results / Details

MGIC MI Del Request_5000000867_15-02-2022T15-24-51-19.xml	129	XML
Submission Results	1	Other

Once the loan is approved, the **MI Commitment** displays in the **Order Results / Details** section.

Click the **MGIC MI Commitment PDF** hyperlink to view your MI Commitment.

Provider and Service	Date Submitted	Status	Last Status Update
MGIC MI Non-Del	06/06/2022 07:52 AM	Approved	06/16/2022 11:51 AM

Order Results / Details

- MGIC MI Non-Del Request\_5000001298\_06-06-2022T07-52-47-22.xml
- MGIC MI Non-Del Response\_5000001298\_06-06-2022T07-53-47-38.xml
- MGIC MI Non-Del Response\_5000001298\_10-06-2022T12-17-43-90.xml
- MGIC MI Commitment\_16-06-2022T11-51-30-23.pdf
- MGIC MI Non-Del Response\_5000001298\_16-06-2022T11-51-38-40.xml
- Submission Results