## GET CONNECTED

## Quick Guides – Retrieve MI Certificate through Encompass Partner Connect<sup>™</sup>

Last Revised Date: 04/02/2024

1. Select Retrieve MI Certificate

From the MGIC: New Order screen, select Retrieve MI Certificate from the Request Type drop-down.	CORR TYE CONTROL OF CONT
<b>Note</b> – This feature is intended for use ONLY when a Commitment Certificate could not be initially ordered from Encompass due to a technical or system issue.	transf Jaf
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Enter the appropriate Commitment Certificate Number in the <b>Certificate # to Retrieve</b> field and click the <b>Order</b> button.	

Your MGIC Representative mgic.com/contact

#24-18110 04/02/2024

MGIC

A spinner will appear letting you know the request is in process.

You will then receive a message indicating the loan status and that the rates imported successfully.

Close the message when you are finished.

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	761 Mid-FICD	G 345 Holly Lane Easton PA, 18040 Detached   Primary	\$325,000.00 Appraised Value	7.000% Note Rate	Not Locked Lock Status	Conventional Fixed Fixed Rate	\$325,000.00 Purchase Price	\$266,500.00 Total Loan Amount	16.356 / 21.160 DTI	82.000 / 82.000 / LTV / CLTV / HCLTV	82.000 Purchase First	MM/DD/YYYY Est Closing Date	1 FS: Jim E	Bartz
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## 2. View MI Order

You will be directed back to the **Active Order** screen.

You will notice the following navigation tabs: OVERVIEW, DOCUMENTS RECEIVED, DOCUMENTS UPLOADED. You will also notice the **toggle arrow** next to **Active Order** which will navigate you back to the **Order History** screen.

The **OVERVIEW** tab provides status and rates details, the order date, and messaging returned by MGIC with a reference number and the Certificate Number.

🚺 Er Ð Mortgage Ins E us 😰 Ð 0 OVERVIEW MGIC Order Status: Approve Imported Rate Paid By Borrower First Rer \$24.43 120 Months 4/02/2024 /# 09-07 AM

The **DOCUMENTS RECEIVED** tab allows you to view the Commitment Certificate PDF.

The Commitment Certificate PDF will have already auto-saved to the document folder. This is just a method to view it.

The **DOCUMENTS UPLOADED** tab is not relevant for Retrieve MI Certificate.

