


## Quick Guide – Order Delegated MI through Encompass<sup>®</sup>

### 1. Select Order Delegated MI

To order delegated MI, select **Order Delegated MI** as the **Request Type** and enter the appropriate information.

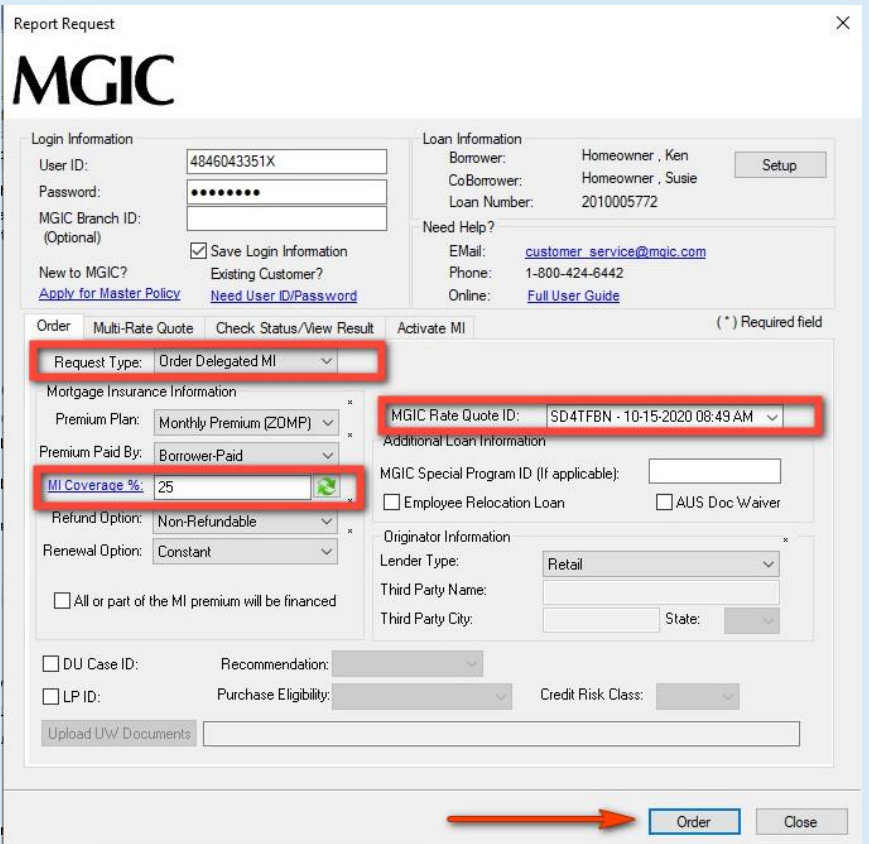
**MI Coverage %** automatically defaults to standard coverage.

- Click on the **MI Coverage %** link for guidance or edit the **MI Coverage %** manually
- The **MI Coverage %** will not automatically adjust with changes to the loan information
- Click the reset icon to reset to standard coverage: 

The **MGIC Rate Quote ID** defaults to the most recent quote ordered via Encompass. Select **MGIC Rate Quote ID** from the drop-down menu or enter it manually if you obtained your MGIC MiQ Rate Quote outside of the Encompass interface.

Click **Order**.

**NOTE:** If manually entering a User ID and Password, you must successfully order an MI Application for your credentials to be saved.



## 2. Import MI Rates

To import the MI premium information into the MIP/PMI/Guarantee Fee Calculation screen, Loan Estimate and Closing Disclosure, click **Import Fees**.

MI Fee Import

Select the fees to import into 2010 GFE/HUD

Description	Percent	Amount	Duration
<input checked="" type="checkbox"/> Initial Premium at Closing	0.000	0	
<input checked="" type="checkbox"/> First Renewal	0.310		120
<input checked="" type="checkbox"/> Second Renewal	0.200		240

NOTICE TO USER ABOUT PRICING

This is a premium rate quote and not a commitment of insurance. A commitment of insurance is subject to approval according to the applicable MGIC underwriting guidelines. If the data used to provide a rate quote changes, the premium rate may change. Request MGIC mortgage insurance through your normal business channel to attain an evaluation of eligibility. MGIC Customer Service is available to answer your questions from 7 a.m. to 7 p.m. CST Monday through Friday at 1-800-424-6442. Thank you for choosing MGIC. Your reference number is: 3266174 - Quote ID: MGLPDDF.

**Import Fees** Cancel

## 3. View Commitment/Certificate

Under the **Check Status/View Result** tab, select the completed delegated MI order and click **View** to view the PDF of the most recent Commitment/Certificate.

Report Request

**MGIC**

Login Information

User ID: 4846043351X  
 Password: \*\*\*\*\*  
 MGIC Branch ID: (Optional)  
 Save Login Information  
 Existing Customer?  
[Apply for Master Policy](#) [Need User ID/Password](#)

Loan Information

Borrower: Homeowner, Ken  
 CoBorrower: Homeowner, Susie  
 Loan Number: 2010005772  
 Setup

Need Help?  
 Email: [customer\\_service@mgic.com](mailto:customer_service@mgic.com)  
 Phone: 1-800-424-6442  
 Online: [Full User Guide](#)

Order Multi-Rate Quote Check Status/View Result Activate MI (\*) Required field

Order No.	Order Date	Requested Service	Status	Paid By	%	\$
60435180	10-15-2020 08:52 AM	Delegated MI Order	Complete	BorrowerPaid	0.000	\$65.10
SD4TFBN	10-15-2020 08:49 AM	Rate Quote *	Eligible	BorrowerPaid	0.000	\$65.10

\* Most recently imported [Upload Origination Documents](#) [Upload Post-Close Documents](#) [Import MI Rates](#)  
[Document Upload Help](#)

Upload History:

Document Name	Comments	Date	Status

PDFs received:

MI Commitment/Certificate
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**View**

**Check Status** Close

#### 4. Resubmit Delegated MI Order or Send Additional Attachments (Optional)

As changes occur to the loan, you may resubmit the loan data by selecting **Resubmit Delegated MI** in the **Request Type** drop-down menu.

The **MGIC Rate Quote ID** defaults to the most recent quote ordered via Encompass. Select **MGIC Rate Quote ID** from the drop-down menu or enter it manually if you obtained your MGIC MiQ Rate Quote outside of the Encompass interface.

If you need to send new attachments, click the **Upload UW Documents** button.

Click **Resubmit**.

Or

If you are on the **Check Status/View Result** tab, click **Upload Origination Documents** to send attachments.

**NOTE:** Ensure the documents you want to attach aren't open on your desktop.

The screenshot shows the 'Report Request' window for MGIC. The 'Request Type' is set to 'Resubmit Delegated MI'. The 'MGIC Rate Quote ID' is 'SD4TFBN - 10-15-2020 08:49 AM'. The 'Upload UW Documents' button is highlighted with a red arrow. The 'Resubmit' button is also highlighted with a red arrow.

The screenshot shows the 'Report Request' window for MGIC, now on the 'Check Status/View Result' tab. The 'Upload Origination Documents' button is highlighted with a red box. Below the button is a table of order history.

Order No.	Order Date	Requested Service	Status	Paid By	%	\$
60435945	10-26-2020 04:49 PM	Delegated MI Order *	Complete	BorrowerPaid	0.000	\$65.10
QJGK3TB	10-26-2020 04:49 PM	Rate Quote	Eligible	BorrowerPaid	0.000	\$65.10