


Quick Guide – Order Non-Delegated MI through Encompass[®]

1. Select Order Non-Delegated MI

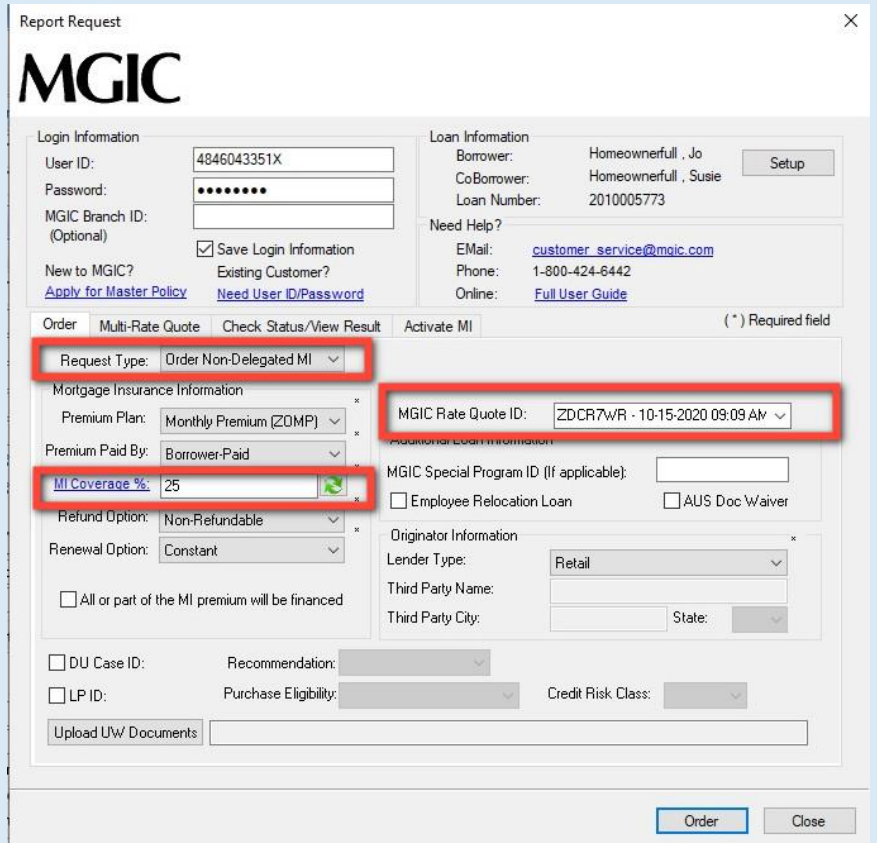
To order non-delegated MI, select **Order Non-Delegated MI** as the **Request Type** and enter the appropriate information.

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 the **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.

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



Report Request

MGIC

Login Information

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

Loan Information


Borrower: Homeownerfull , Jo
 CoBorrower: Homeownerfull , Susie
 Loan Number: 2010005773

Need Help?
 Email: 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

Request Type: Order Non-Delegated MI

Mortgage Insurance Information

Premium Plan: Monthly Premium (ZOMP)
 Premium Paid By: Borrower-Paid
 MI Coverage %: 25 
 Refund Option: Non-Refundable
 Renewal Option: Constant
 All or part of the MI premium will be financed

MGIC Rate Quote ID: ZDCR7WR - 10-15-2020 09:09 AM

MGIC Special Program ID (If applicable):
 Employee Relocation Loan AUS Doc Waiver

Originator Information

Lender Type: Retail
 Third Party Name:
 Third Party City: State:

DU Case ID: Recommendation:
 LP ID: Purchase Eligibility: Credit Risk Class:

Upload UW Documents

2. Add Attachments

- Click **Upload UW Documents** to open the **Attachment List**
- Click the **plus icon** to add an attachment
- Enter any comments (optional)
- Browse** for the document
- Click **Continue**

Then click **Attach** in the **Attachment List** screen to attach the documents to the loan file.

NOTE: Ensure the documents you want to attach are not open on your desktop.

3. Order Non-Delegated MI

The file names of the documents you attached will appear next to the **Upload UW Documents** button.

Click **Order** to submit the loan file.

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

As changes occur to the loan, you may resubmit the loan data and any new documents or conditions on an existing loan by selecting **Resubmit Non-Delegated MI Order** in the **Request Type** drop-down menu.

The **MGIC Rate Quote ID** defaults to the most recent quote ordered via Encompass. Select the **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**.

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

Or

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

Order No.	Order Date	Requested Service	Status	Paid By	%	\$
80435184	10-15-2020 10:12 AM	Non-Delegated MI Order	Pending	BorrowerPaid	0.000	\$0.00
YSJ92HJ	10-15-2020 10:10 AM	Rate Quote "	Eligible	BorrowerPaid	0.000	\$56.70
RYC7Y28	10-15-2020 10:03 AM	Rate Quote	Eligible	BorrowerPaid	0.000	\$56.70

Document Name	Comments	Date	Status
1003 - URLA		10-15-2020 10:12...	SENT
1008.pdf		10-15-2020 10:25...	

5. Check Status

Once MGIC underwriters notify you that your non-delegated MI application has been approved, go to the **Check Status/View Result** tab to check status.

Select the order and click **Check Status** to Import Fees and view the Commitment/Certificate PDF.

The screenshot displays the MGIC 'Report Request' window. At the top, the MGIC logo is visible. Below it, there are sections for 'Login Information' and 'Loan Information'. The 'Login Information' section includes fields for User ID (1263844745x), Password (masked with dots), and MGIC Branch ID (Optional). There are checkboxes for 'Save Login Information' and 'Existing Customer?'. Below these are links for 'Apply for Master Policy' and 'Need User ID/Password'. The 'Loan Information' section includes fields for Borrower (Tester, Ken), CoBorrower (Tester, Susie), and Loan Number (2010005774). There is a 'Setup' button next to the Borrower field. Below the login and loan information is a 'Need Help?' section with contact details: Email (customer_service@mgic.com), Phone (1-800-424-6442), and Online (Full User Guide).

Below the login and loan information is a navigation bar with tabs: 'Order', 'Multi-Rate Quote', 'Check Status/View Result', and 'Activate MI'. The 'Check Status/View Result' tab is selected. Below the navigation bar is a table with columns: 'Order No.', 'Order Date', 'Requested Service', 'Status', 'Paid By', '%', and '\$'. The table contains three rows of data:

Order No.	Order Date	Requested Service	Status	Paid By	%	\$
60435184	10-15-2020 10:12 AM	Non-Delegated MI Order	Pending	Borrower	0.000	\$56.70
Y3U92HJ	10-15-2020 10:10 AM	Rate Quote *	Eligible	BorrowerPaid	0.000	\$56.70
RYC7Y2B	10-15-2020 10:03 AM	Rate Quote	Eligible	BorrowerPaid	0.000	\$56.70

Below the table is a section for document uploads. It includes buttons for 'Upload Origination Documents', 'Upload Post-Close Documents', and 'Import MI Rates'. There is a link for 'Document Upload Help'. Below this is an 'Upload History' section with a table:

Document Name	Comments	Date	Status
1003 - URLA		10-15-2020 10:12...	SENT
1008.pdf		10-15-2020 10:25...	

To the right of the 'Upload History' table is a 'PDFs received' section with a 'View' button. At the bottom right of the window, there is a 'Check Status' button and a 'Close' button. A red arrow points to the 'Check Status' button.