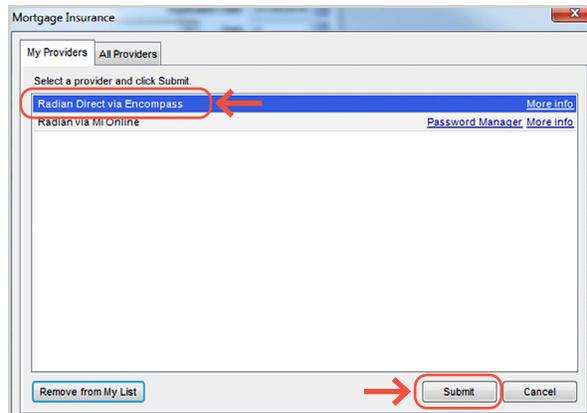


Radian is integrated with Encompass by Ellie Mae® to provide fast and easy MI ordering for non-delegated users. Below is a step-by-step guide to ordering non-delegated Radian MI through Radian Direct via Encompass. **If you do not have an ID or password, please contact your administrator.**

# 1

## Request Radian Mortgage Insurance

Choose the Order Mortgage Insurance option from the Encompass Services panel. Select **Radian Direct via Encompass 360** then click **Submit** to access Radian's order form.



The screenshot shows a window titled "Mortgage Insurance" with tabs for "My Providers" and "All Providers". Below the tabs, there is a list of providers. "Radian Direct via Encompass" is selected and highlighted in blue. A red circle and arrow point to this option. At the bottom of the window, there are three buttons: "Remove from My List", "Submit", and "Cancel". The "Submit" button is also circled in red with an arrow pointing to it.

# 2

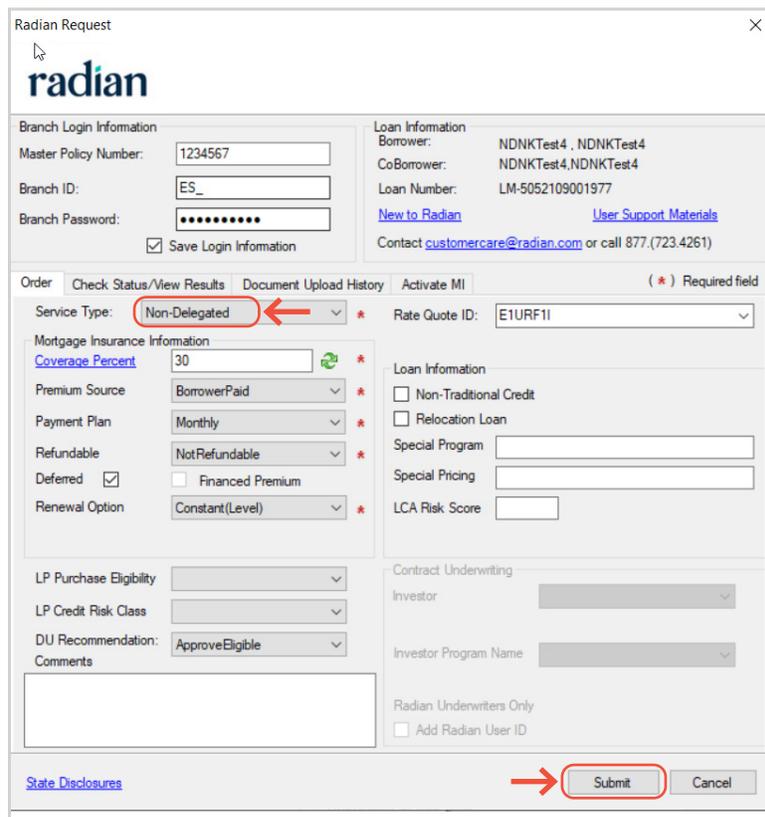
## Complete the Order Form

Select **Non-Delegated** from the **Request Type** field and enter your MI request information. Required fields are indicated with a red asterisk (\*). Be sure to indicate if your loan has an AUS Response in the LP and DU fields. Then click **Submit**.

Key fields will default to the most popular values but can be edited.

- Borrower Paid Monthly with Constant Renewals will default.
- Coverage will default to the GSE standard requirements.

The Loan Documentation Type (located on the FNMA Streamline 1003) must be populated for an MI Application.



The screenshot shows the "Radian Request" form. The "Service Type" dropdown is set to "Non-Delegated" and is circled in red with an arrow. The form contains several sections: "Branch Login Information" with fields for Master Policy Number, Branch ID, and Branch Password; "Loan Information" with fields for Borrower, CoBorrower, and Loan Number; "Mortgage Insurance Information" with fields for Coverage Percent, Premium Source, Payment Plan, Refundable, Deferred, and Renewal Option; "LP Purchase Eligibility" and "LP Credit Risk Class" dropdowns; "DU Recommendation" dropdown; "Contract Underwriting" with fields for Investor and Investor Program Name; and "Radian Underwriters Only" with a checkbox for "Add Radian User ID". The "Submit" button at the bottom right is circled in red with an arrow.

customer@radian.com  
877.723.4261

**radian**  
mortgage insurance

## Uploading Loan Documents

The system will perform an eligibility check and direct you to the **Check Status/View Results** tab.

The message area will indicate any missing data or eligibility issues.

Click on the **Upload UW Documents** button to begin to add documents.

Radian Request

**radian**

Branch Login Information

Master Policy Number: 00002000

Branch ID: ES\_ENCOMPASS

Branch Password: ●●●●●●

Save Login Information

Loan Information

Borrower: Homeowner, John

CoBorrower: Homeowner, Cindy

Loan Number: 1111802000614

[Contact Radian](#) [New to Radian](#)

(\*) Required field

[Radian's Encompass User Guide](#)

Order | Check Status/View Results | Document Upload History

Order No.	Order Date	Service Type	Status
71278009	02-01-2018 03:21:16 PM	Non Delegated MI Order	Pending Review
BAC3AF	02-01-2018 03:12:25 PM	Rate Quote	Eligible

Upload Post Close Docs | **Upload UW Docs** | Import MI Fees | Order Details | Check Status

Messages

This non-delegated application may be eligible. Please upload documents using your LOS Document interface or the MIOnline Document tab or send via secure email to intake@radian.biz.

Attachments

View

View Cancel

Click the Plus Sign (+) to begin adding documents. Choose the document location and click **Continue**.

When you have completed your document selection, select **Continue**.

Confirm the documents selected and provide any comments for the underwriter. Comments are optional and can be provided via the Request Form or Document Upload screen. This field is applicable for Non-Delegated submissions and document uploads.

Click **Send** to submit to Radian.

Attachment List

Service Type: Non-Delegated

Attachment Name/Desc | Attachment Path

Attach

Select a browse location of the document you wish to attach

Browse from Hard Drive

Browse from Encompass eFolder

Continue Cancel

I want to work on other loans while my documents are being uploaded  Yes  No Send Close

Attachment List

Service Type: Non-Delegated

Attachment Name/Desc | Attachment Path

1003	C:\Users\Colatrella\Desktop\MI Online\Sample Loan Docs\UAT D
Appraisal	C:\Users\Colatrella\Desktop\MI Online\Sample Loan Docs\UAT D
Credit Report	C:\Users\Colatrella\Desktop\MI Online\Sample Loan Docs\UAT D

Comments

I want to work on other loans while my documents are being uploaded  Yes  No **Send** Close

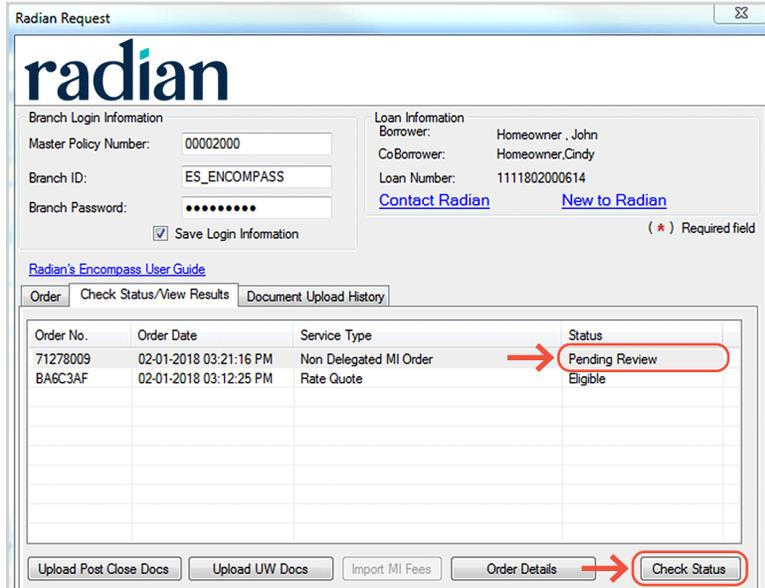
# 4

## Order Status

You'll receive an email and an alert when Radian's Underwriter has completed their review.

Click **Check Status** to retrieve your Radian decision document.

**HELPFUL HINT:** A Pending Review status means that documents have not been provided or the file has not yet been underwritten.

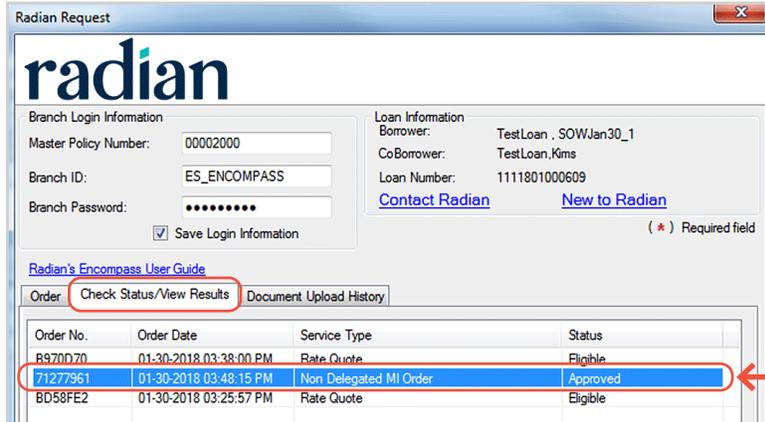


# 5

## Access Your Underwriting Decision

User will be able to access all related decision documents and rate quotes in PDF format from this screen.

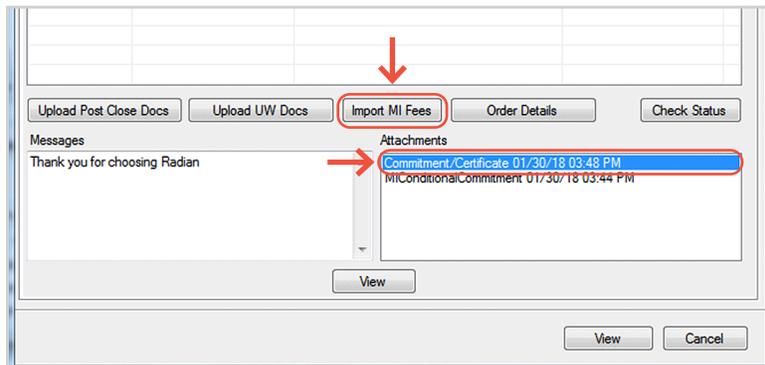
Radian Decision Documents will be automatically saved to your eFolder.



# 6

## Import MI Fee

The MI Fee Import option is available. Fees can be selected or deselected for import into Encompass by selecting the **Import MI Fees** button.



## Radian Support

Assistance with Radian Direct via Encompass technical issues should be directed to Client Connectivity at: [ClientConnectivitySupportInbox@radian.com](mailto:ClientConnectivitySupportInbox@radian.com)

[customercare@radian.com](mailto:customercare@radian.com)  
877.723.4261

