## User Guide

Mortgage Insurance Ordering Radian Non-Delegated MI using Mortgage Director

Set Up: Your LOS Administrator must first configure your LOS to interface with Radian.



Radian will provide you a confirmation for your submission and provide a Radian Certificate Number.

Once you've received this message, you can submit documents.







Click here to send the Mortgage Insurance Certificate request

Please select the appropriate "Order Type" for the order.

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#### **Browse for Documents**

From the Request Tab, you may add documents to the submission by clicking the plus sign (+) in the document pane.

Select your documents from the Upload Document pane.

The following documents are typically required for a non-delegated full submission: 1003, 1008, Income, Assets, Credit, Collateral, Purchase Agreement, Appraisal and AUS Findings.

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## Submit Documents to Radian

# After selecting documents, click the button to Send Non-Delegated MI support documents.

Users may also submit documents by:

- Retrieve your application in MI Online and upload documents in the Document Center.
- Send documents securely to intake@radian.com

File Tools					The State of State of State of State of State			
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#### **Obtain Your Response**

Radian will notify you by email that an underwriting decision has been made.

Select **MI** from the **Services** menu, and then click the **Response** tab. Mortgage Director will poll Radian for updates. If you do not see an updated status, click on the **Update Status Now**.

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File Tools	Vendor			
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#### **View your Commitment**

Radian decision documents and updated rates will automatically be stored to your file. All Radian MI rates and premium amounts will be inclusive of taxes and assessments, where applicable.

Access the library. To open the Radian Decision Document, click on the file name.

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### Support:

Contact Radian at ClientConnectivitySupportInbox@radian.com for assistance.

customercare@radian.com 877.723.4261



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