Radian LendingQB® Mortgage Insurance User Guide

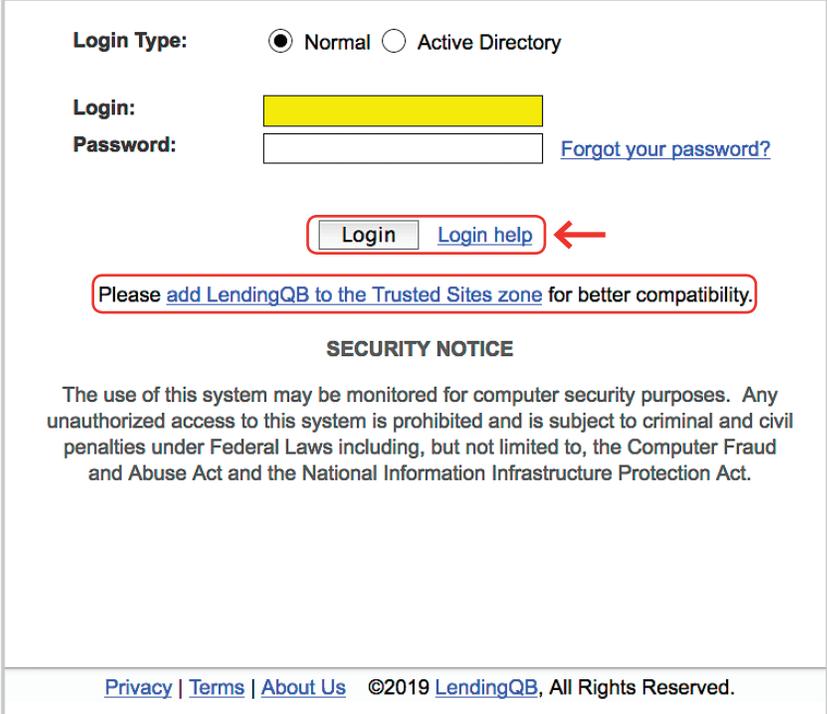Revised September 22, 2019

radian

Contents

1 Objective

The purpose of this user guide is to detail the steps to request a Rate Quote and order Radian Mortgage Insurance (Radian MI Order) in the LendingQB Loan Origination System (LOS).

2 Logging into LendingQB®

LendingQB LOS production site can be accessed at:
https://secure.lendingqb.com/website/index.aspx

On the Login screen enter the LendingQB login and password.

3 Adding Radian as a Mortgage Insurance Provider

Contact your Radian Account Manager to obtain credentials.

Select **General Settings** from **Corporate Admin** on the left navigation menu.
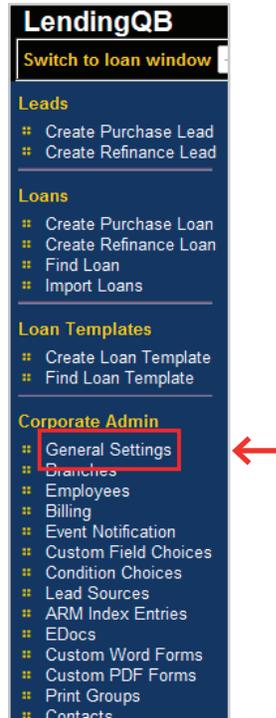
Select the **Options** tab then **Edit Configuration** for Private Mortgage Insurance (PMI) Providers.

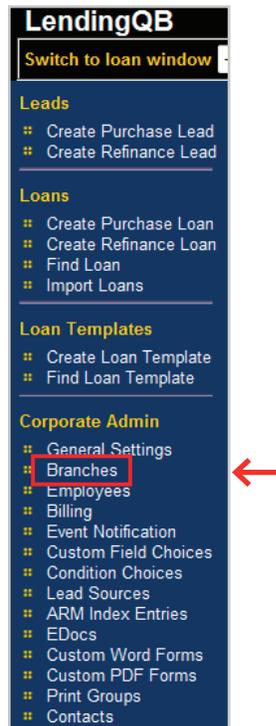User Guide | *Radian LendingQB Mortgage Insurance*
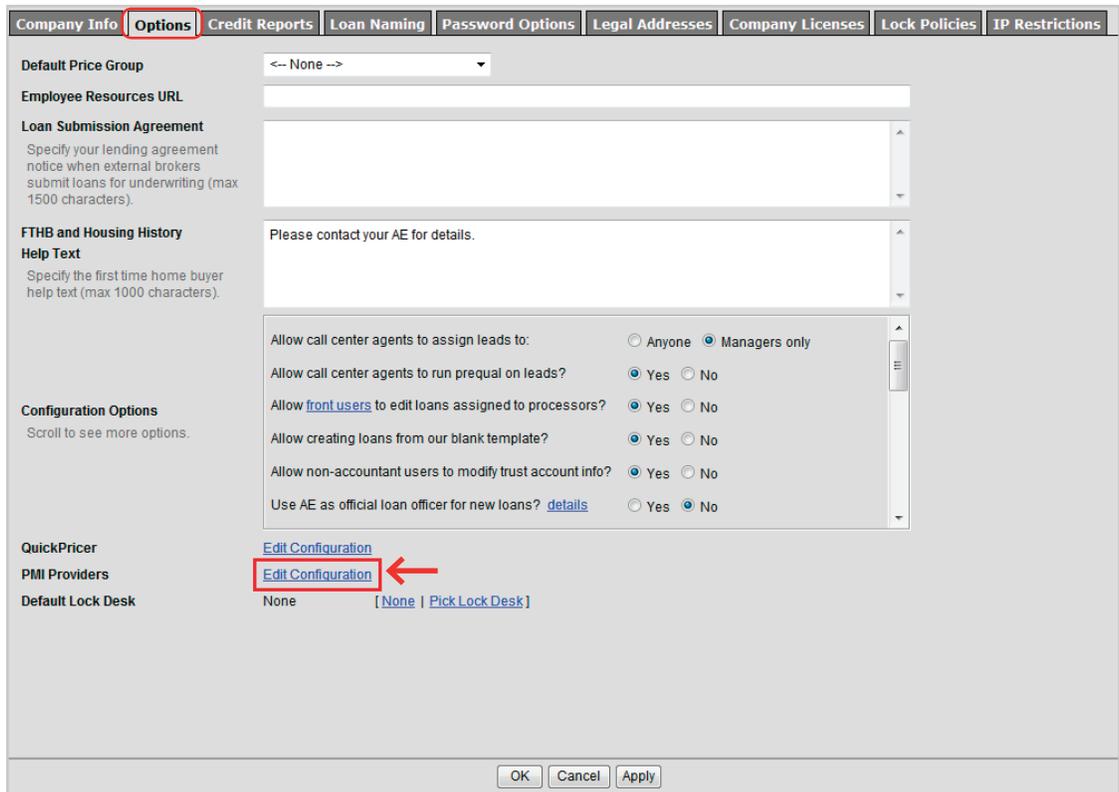
Enter the Radian assigned username, password and master policy number; then select one of the Underwriting Authority options of either **Delegated** or **Non-Delegated**. Lending QB will only permit one underwriting authority type.
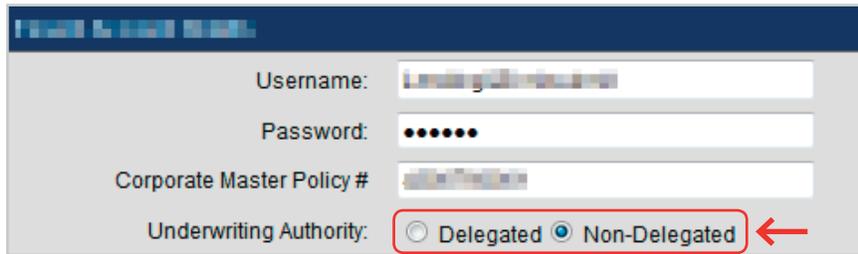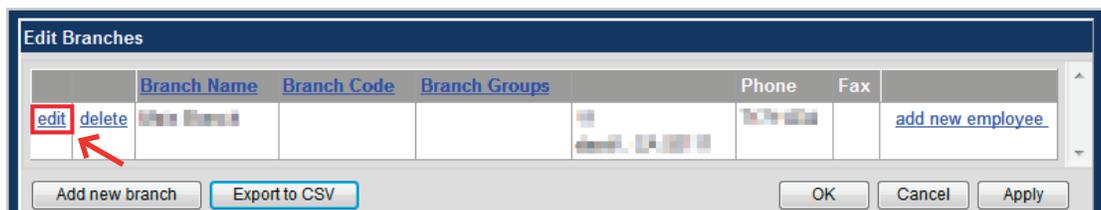

4 Entering Branch Credentials

Lending QB allows the customer to use credentials at a corporate or branch level. The following instructions will apply to customers who wish to manage credentials for each branch. Please indicate if you wish to have separate credentials for branches when requesting your Radian system credentials.

Click on **Branches** under the **Corporate Admin** tab to access the **Edit Branches** panel.

Click the **Edit** link next to the branch.

Click the **Edit Configuration** link next to the PMI Providers.

Remove any check from the field labeled **Use Corporate Settings**. Enter your Radian provided branch user name, password and branch master policy #.
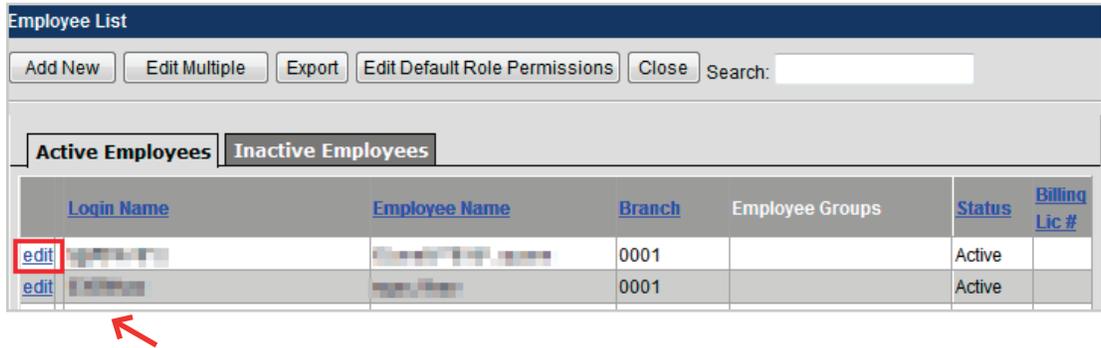
5 Authorizing Users to Order MI

An Administrative User account possesses the ability to provide access to employees to order Mortgage Insurance (MI). Select the **Employees** folder under the **Corporate Admin** tab:
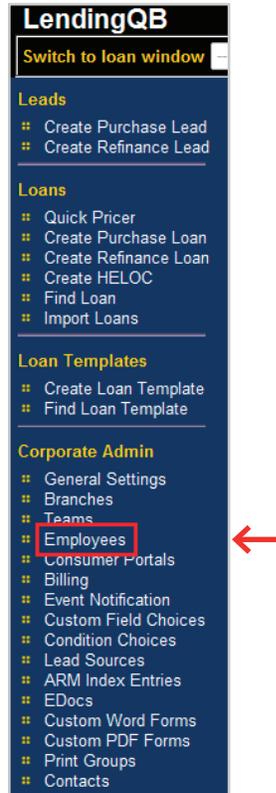
On the **Active Employees** tab click "edit" next to the Login Name of the employee.

On the **Edit Employee** page select the **Permissions** tab and check **Allow ordering private mortgage insurance policies** to grant permission to the employee to order mortgage insurance from Radian.
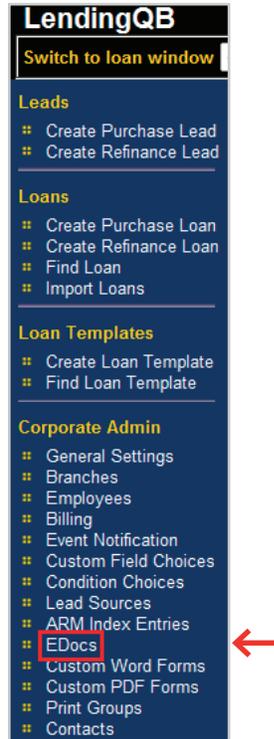
6 Setting EDocs

An administrative user must set up the ability for documents to be auto saved to generate and store documents.

Access the **EDocs** folder under the **Corporate Admin** tab.

Select the check box next to **Mortgage Insurance Documents**, and then click the link titled **select Doc Type**.

Select the **Mortgage Insurance Documents** folder.

Select the Document Type of **Mortgage Insurance Document.**
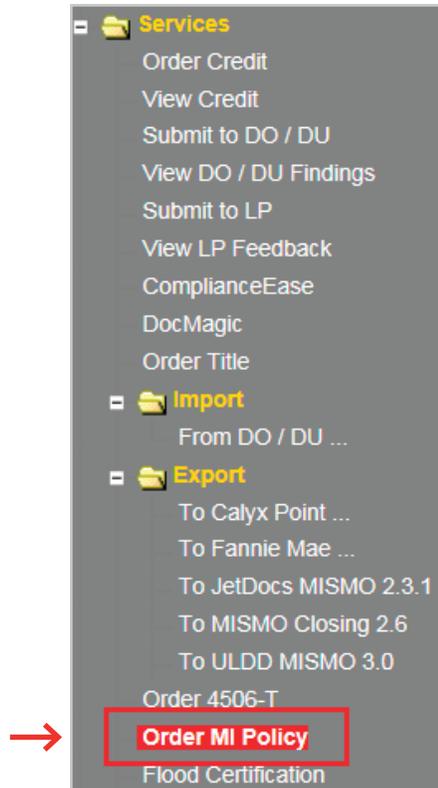
7 Ordering Radian Rate Quote and Delegated Mortgage Insurance in LendingQB

When ordering Mortgage Insurance the first step is to request a Rate Quote. Once a successful Rate Quote has been received from Radian, Mortgage Insurance can be ordered.

Rate Quote

Order a Rate Quote by selecting **Order MI Policy** beneath the **Export** menu.

① Select **Radian** from the **MI Provider** drop-down menu.

② The Master Policy Number defaults.

③ Select **MI Premium Type** from drop-down menu.

Note: At this time, Lending QB does not support Annual premiums.

④ Enter **MI Coverage %**

The following link will provide assistance to select the appropriate coverage and MI payment options:
https://www.radian.biz/page?name=MIOptions

⑤ Select **Premium Refundability**

⑥ Select **Renewal Option**

⑦ Select **Premium at Closing**
　　　If applicable,
　　　Indicate whether UFMIP is financed
　　　Indicate whether it is a Relocation Loan

⑧ Click the **Get MI Quote** button.

Select the "view quote" hyperlink to view the **Rate Quote** information.

The Rate Quote displays.

Users can generate multiple MI quotes. Each quote will be listed under **MI Quotes on File**.

The user can select the **Apply Quote to Loan File** to archive the Radian rate quote response. The Rate Quote responses will be hyperlinks in the **MI Quotes on File** portion of the screen.

Please note that Lending QB does not display tax or assessments that apply to MI premiums in the states of **Kentucky** and **West Virginia**. Please consult your Radian commitment or underwriting decision document for detailed MI payment information including all applicable taxes and assessments.

Unsuccessful Rate Quote – Viewing Error Message

If the rate quote is unsuccessful, a "view error" hyperlink will display in the **MI Quotes on File** portion of the screen.

Select the "view error" hyperlink to detail why the Rate Quote was unsuccessful.

8 Ordering a Delegated MI Policy from Radian

From a successful Rate Quote, the user selects **Apply Quote and Order Policy** to order Mortgage Insurance.

View Mortgage Policy Information on the Insuring MI Policy Screen

Details about the MI Policy coverage and payments display.

Please note that Lending QB does not display tax or assessments that apply to MI premiums in the states of **Kentucky** and **West Virginia**. Please consult your Radian commitment or underwriting decision document for all applicable taxes and assessments.

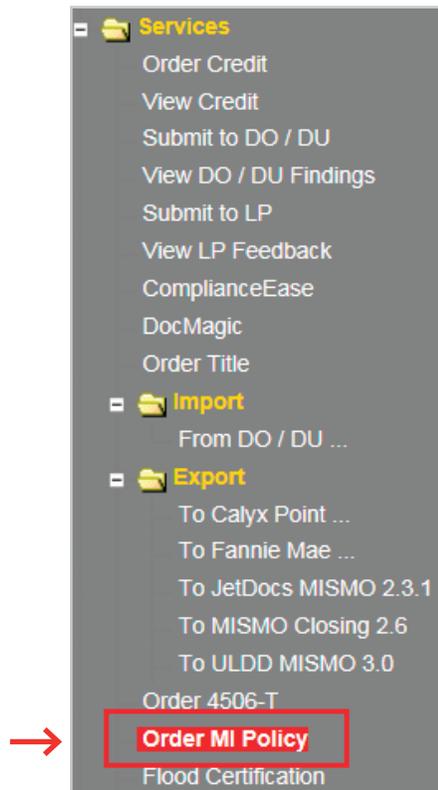# **9** Ordering Radian Rate Quote and Non-Delegated Mortgage Insurance in LendingQB

When ordering Mortgage Insurance the first step is to request a Rate Quote. Once a successful Rate Quote has been received from Radian, Mortgage Insurance can be ordered.

Rate Quote

Order a Rate Quote by selecting **Order MI Policy** beneath the **Export** menu.

1. Select **Radian** from the **MI Provider** drop-down menu.

2. The Master Policy Number defaults.

3. Select **MI Premium Type** from drop-down menu.

   Note: At this time, Lending QB does not support Annual premiums.

4. Enter **MI Coverage %**

   The following link will provide assistance to select the appropriate coverage and MI payment options:
   https://www.radian.biz/page?name=MIOptions

5. Select **Premium Refundability**

6. Select **Renewal Option**

7. Select **Premium at Closing**
   > If applicable,
   > Indicate whether UFMIP is financed
   > Indicate whether it is a Relocation Loan

8. Click the **Get MI Quote** button.

Users can generate multiple MI quotes. Each quote will be listed under **MI Quotes on File**. Select the "view quote" hyperlink to view the Rate Quote information.

The Rate Quote displays.

Please note that Lending QB does not display tax or assessments that apply to MI premiums in the states of **Kentucky** and **West Virginia**. Please consult your Radian commitment or underwriting decision document for detailed MI payment information including all applicable taxes and assessments.

The user can select the **Apply Quote to Loan File** to archive the Radian rate quote response. The Rate Quote responses will be hyperlinks in the **MI Quotes on File** portion of the screen.

Unsuccessful Rate Quote – Viewing Error Message

If the rate quote is unsuccessful, a "view error" hyperlink will display in the **MI Quotes on File** portion of the screen.

Select the "view error" hyperlink to detail why the Rate Quote was unsuccessful.

10 Ordering a Non-Delegated MI Policy from Radian

From a successful Rate Quote, the user selects **Apply Quote and Order Policy** to order Mortgage Insurance.

When viewing the MI Order information, your **Decision Type** will indicate Suspended until Radian has reviewed your file and issued an underwriting decision. Your system will indicate that your request has been received and provide a URL for documents to be uploaded.

Revised:
September 22, 2019

Submit Your Loan Documentation to Radian

Radian will send an email which will contain an MI Online URL specific to the application submitted where you may upload underwriting documents.

Users should refrain from creating a bookmark because this link is application specific.
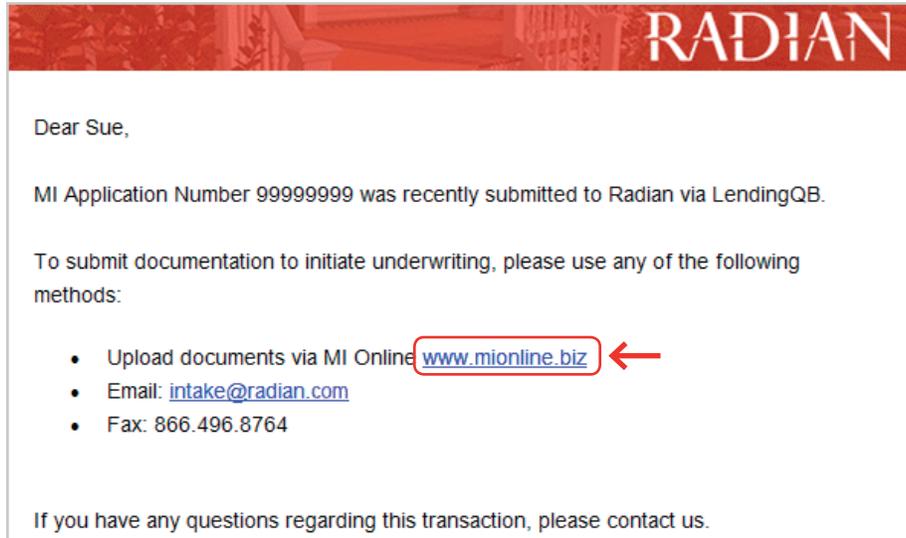
Alternatively, you may copy the URL displayed on the order and paste it in a web browser. Be careful not to select the status at the end of the URL. The URL ends with the word "LendingQB."

When you click the link, MI Online login page will open. Please enter your user credentials.

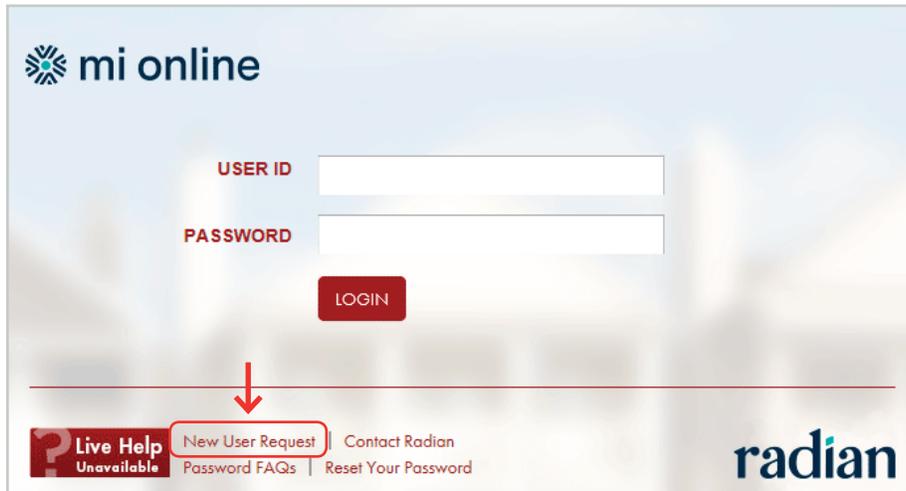If you need MI Online credentials, please contact your account manager or follow the **New User Request** option.

Upon successful login, you'll be taken to the document center for your application where you can upload your documents, add notes to your submission and manage contacts.

Provide notes to the underwriter about your submission by clicking the **View/Add Notes** link.

Provide additional contacts to be notified of your submissions status by selecting the **View/ Add Contacts** link.

Click the **Add Document** button to begin selecting underwriting documents.

Hold the Shift key down during the selection process to select multiple documents (a compliant internet browser is required).

When you have selected all documents, click the **Open** button.

Review your documents and click **Submit for Underwriting**. An onscreen message will confirm your document upload.

Radian will notify you with an email after your file is underwritten and provide you your submission status and decision document. To access your MI underwriting decision document within LendingQB, select **EDocs** and then the **Document List**. You'll find the document under the **Active Documents** tab. Select action…, then **view pdf** to open the document.

View Mortgage Policy Information on the Insuring MI Policy Screen

Details about the MI Policy coverage and payments display.

Please note that Lending QB does not display tax or assessments that apply to MI premiums in the states of **Kentucky** and **West Virginia**. Please consult your Radian commitment or underwriting decision document for all applicable taxes and assessments.

Customer Support

Radian

Contact Radian at ClientConnectivitySupportInbox@radian.com for assistance with requesting a Rate Quote or placing a MI Order.

LendingQB®

Contact LendingQB at support@lendingqb.com for assistance with the LendingQB Loan Origination System.

radian