User Guide

Mortgage Insurance
Send Non-Delegated MI Documents to Radian Using Virpack™

Radian is integrated with VirPack's Document Management and Delivery System to provide loan documents for Non-Delegated MI Underwriting.

There are two options to submit your non-delegated underwriting documents to Radian: the Direct Delivery option within a loan file or through the Deliver Menu. Below is a step by step guide.

Option 1: Direct Delivery within a Loan Application

From within your loan application, choose the **Direct Delivery** option from the pull-down menu, then choose **Radian** as your delivery option. Click **OK** to open the submission form.

1

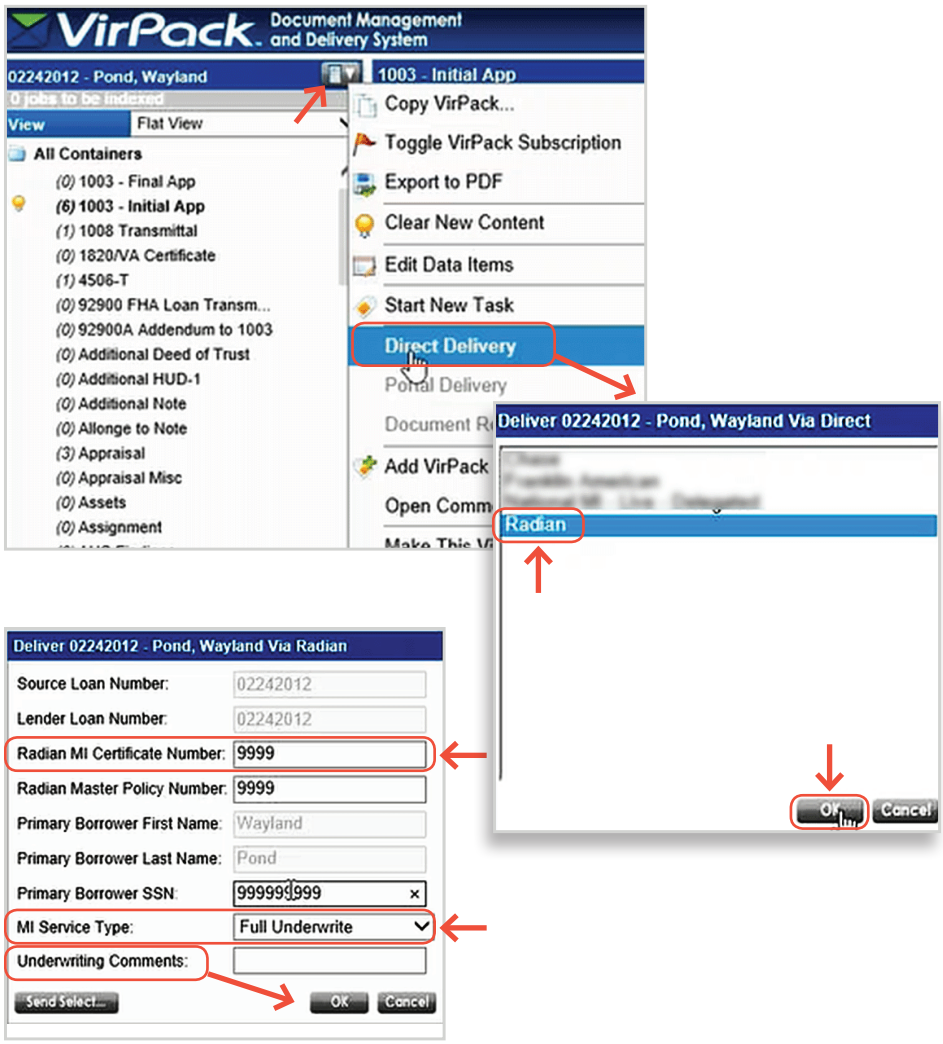
The Submission Form

If your Master Policy Number does not default, please enter this information on the submission form. Include your **Radian Certificate Number** if you have previously submitted your MI Order to avoid creating duplicates.

Select the **MI Service Type of Full Underwrite**.

Include any comments for the underwriter and click **OK** to submit your request.

VirPack will automatically prepare the relevant documents for your MI submission.



customercare@radian.com
877.723.4261

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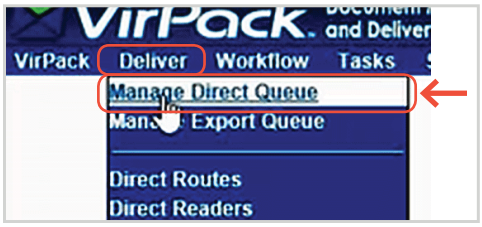
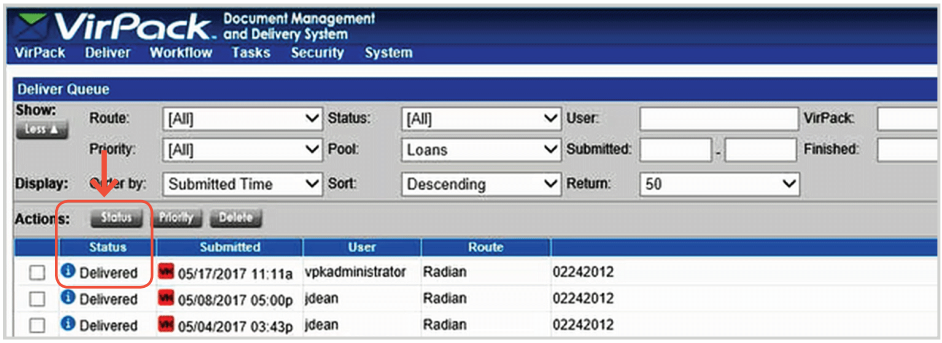
2

Monitor your Delivery Queue

Click **Admin**, then **Deliver** and **Manage Direct Queue** to see all deliveries in process.

Successful deliveries will indicate “Delivered” in the status column. You’ll be able to view any delivery errors by clicking the status icon. You will receive an email from Radian to confirm your successful document delivery.

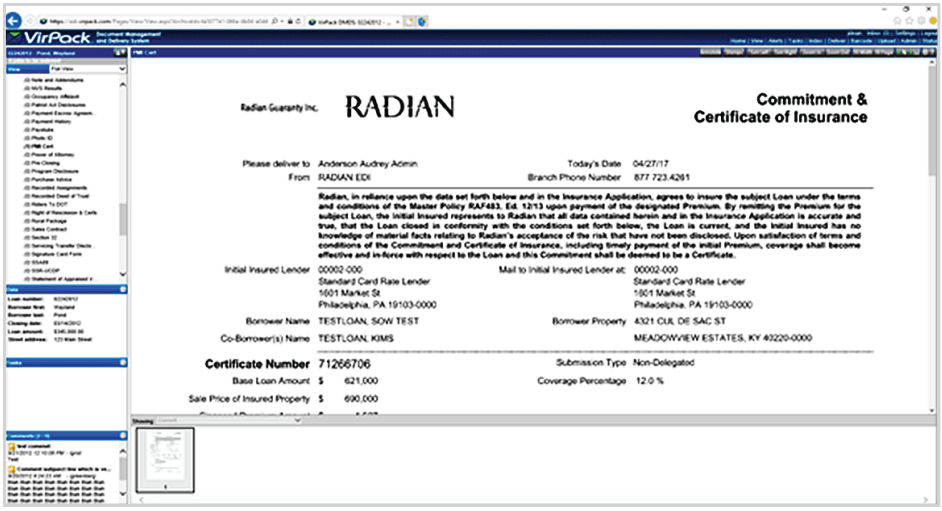




3

Underwriting Decision Documents

Radian will provide an email to notify you of our Underwriting Decision. Your decision document can then be found within VirPack. Access the document from the loan file.



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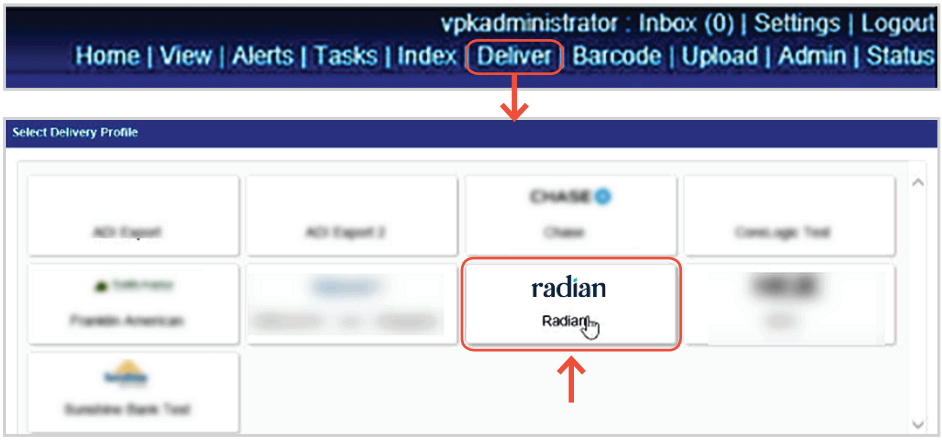
Option 2:
Deliver Menu Submission

Select **Deliver**, then choose **Radian** as your route.

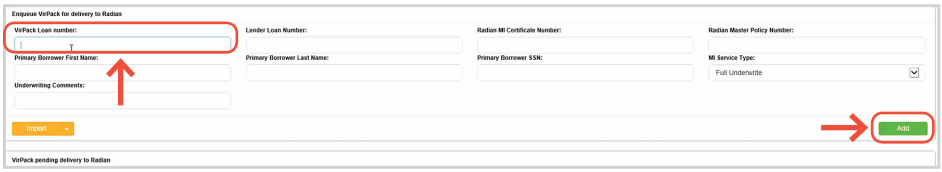


1

Select your File

The **Enqueue VirPack for Delivery** screen will open.

Enter the **VirPack Loan Number** (or VirPack Primary Key) and click out of the field to auto populate the remaining information.

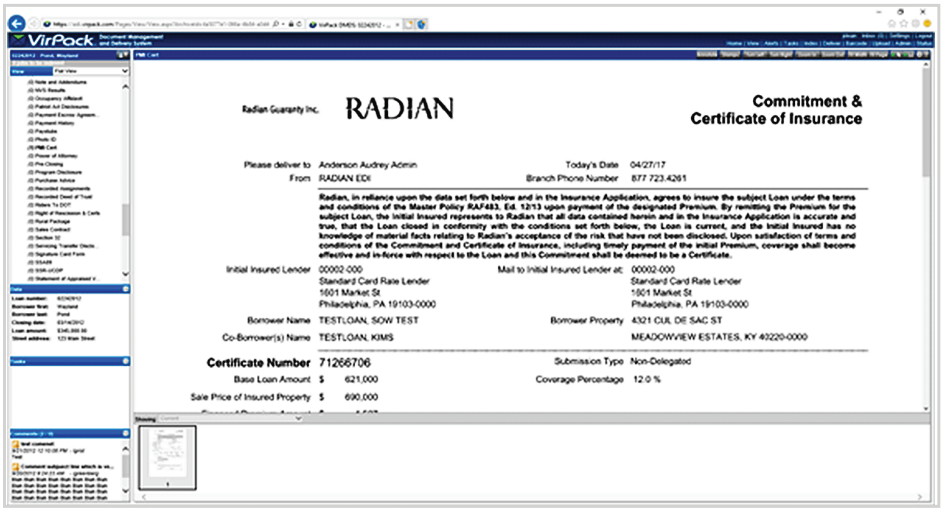


Click **Add** and confirm that your files have been added. Click **Deliver** to submit to Radian.

2

Submission Confirmation and Underwriting Decision Documents

Users will receive an email from Radian to confirm your document delivery and again when underwriting has been completed. You can retrieve your underwriting decision documents in VirPack. Access the document from the loan file.



VirPack Support

Detailed information about VirPack functionality is available in the DMDS administrative manuals or through contacting the VirPack Customer Support team at support@virpack.com or via phone as 703.734.1133 x3.

Radian Support

Technical issues with Radian's interface with VirPack Document Management and Delivery System should be directed to Client Connectivity at: ClientConnectivitySupportInbox@radian.com

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