How to order MI - Delegated

For EnactMI.com

Use these step-by-step instructions to submit your delegated loan application for Enact mortgage insurance on EnactMI.com

1. Visit our website at **EnactMI.com**

2. Select "**LOG IN**" from the top navigation bar to access My Enact MI. *(Figure 1)*

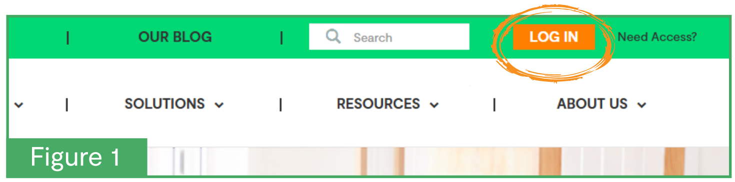

Figure 1

3. Follow the required steps to login and verify your identy.

   - If you do not have access? Select "**Get Access**" from the login screen. *(Figure 2)*

   - If you are having trouble logging in? Select "**Forgot Password**" to reset your access. *(Figure 3)*

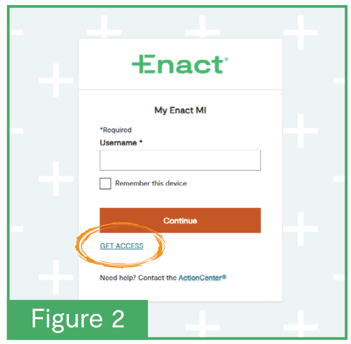

Figure 2

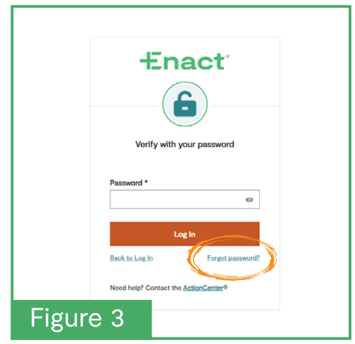

Figure 3

4. You will be taken to the Application page. To begin a Delegated MI Application chose "**Upload data from DU File**" or "**Enter Data Manually**." If you chose to use a DU File you will be prompted to select a file before continuing. *(Figure 4)*

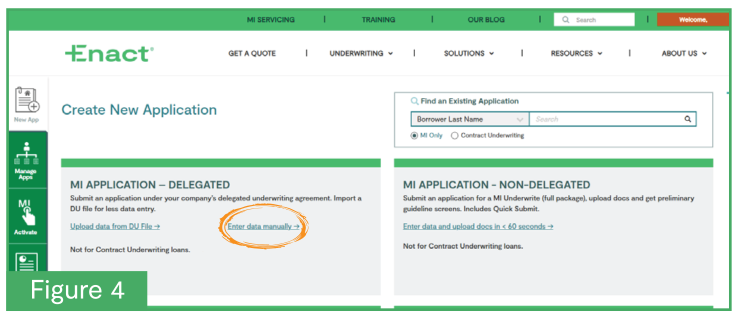

Figure 4

5. This is the Enact Delegated MI Application page. If you upload data from a DU file, the loan information will be prefilled. If you order MI for several organizations, select the correct **Organization** for the loan.

   Review or Enter the **Loan Terms**. *(Figure 5)*

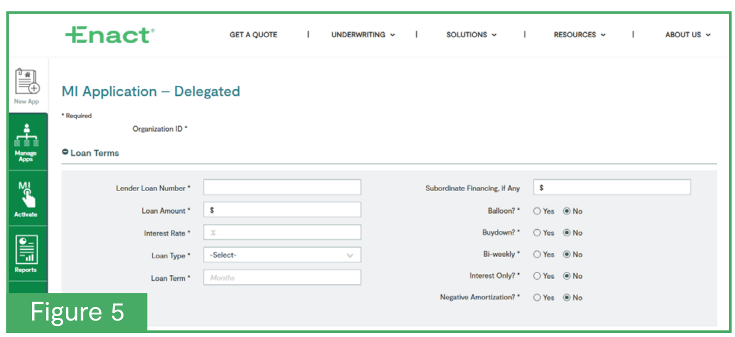

Figure 5

6. Review or Enter the **Subject Property Information & Purpose of Loan.** *(Figure 6)*

   NOTE: *If the loan purpose is a purchase, the purchase price must be entered.*

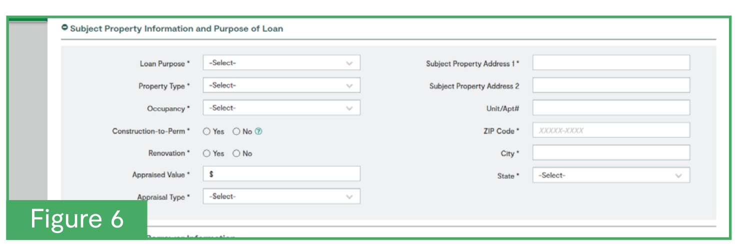

Figure 6

7. Review or enter the **Borrower Information.** You can choose to "**Add a Co-borrower**" button. If you do not wish to add a co-borrower, click "**Save**". *(Figure 7)*

   NOTE: *The 'Add Co-Borrower' button expands a new section that allows you to add the co-borrower information. In addition, be sure to add the mailing address if it is different from the present address.*

8. Review or enter the **DTI, Asset and Loan Originator and AUS Information.** *(Figure 8)*

9. Review or enter the **Mortgage Insurance Information.**

   NOTE: The mortgage insurance information is populated based on profile preferences and/or defaults. You can update your MI application preferences for all applications by clicking the "**Add MI Details to Application Preferences"** button. Your next application will default with the newly saved MI details but can be updated, if needed. *(Figure 9)*

10. When you are finished:
    a) "**Save & Close**" – Complete it at another time, accessible from Manage Apps.
    b) Review Application
    c) "**Submit Application**" – You will receive a confirmation onscreen as well as by email. *(Figure 9)*

11. You will receive a loan decision. If approved, a commitment letter will be included, which can be faxed, emailed, printed or saved as a PDF. *(Figure 10)*

Have any questions or need assistance?
Contact the Enact ActionCenter® at [Action.Center@EnactMI.com.](mailto:Action.Center@EnactMI.com)

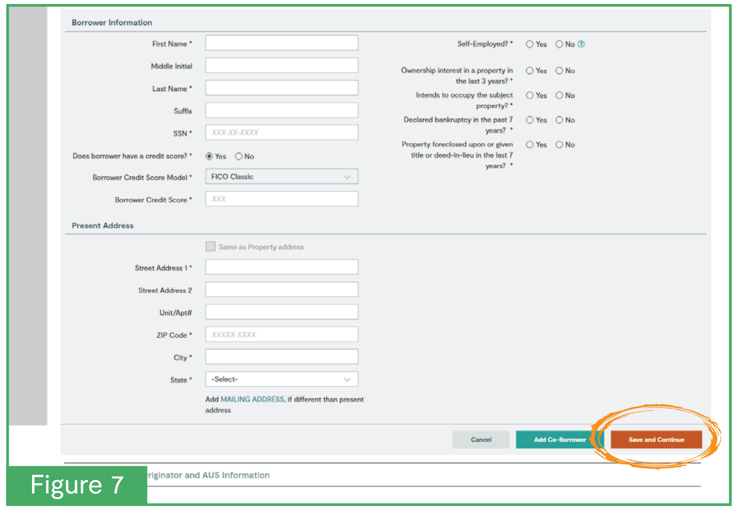

Figure 7

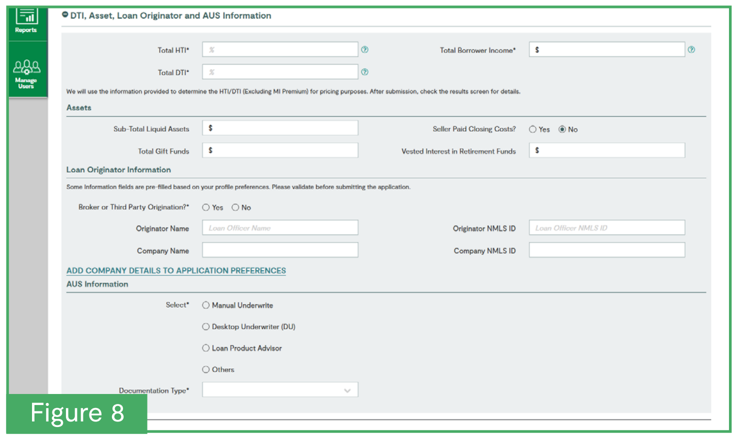

Figure 8

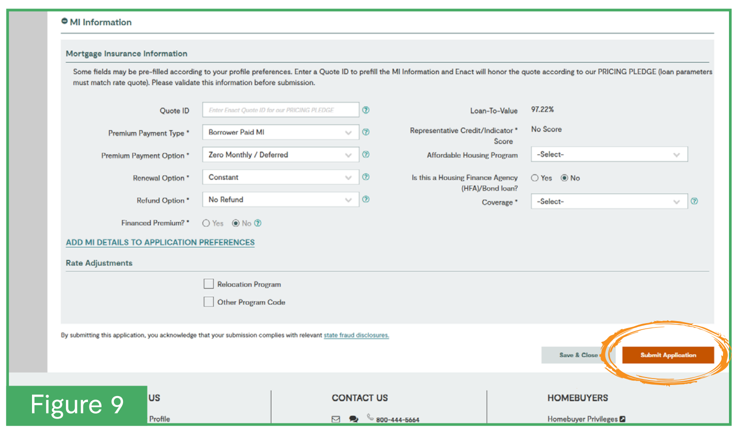

Figure 9

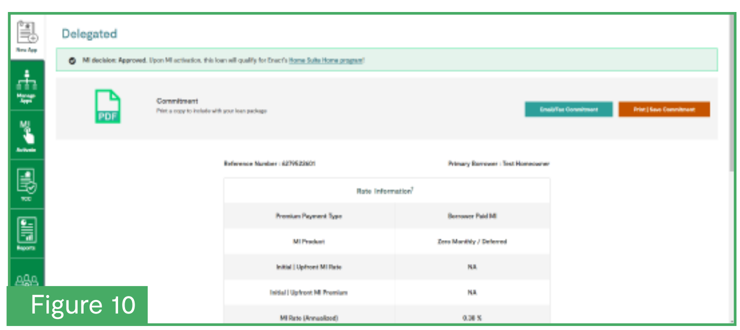

Figure 10

02255.0526

Enact mortgage insurers include Enact Mortgage Insurance Corporation and Enact Mortgage Insurance Corporation of North Carolina.
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