Genworth

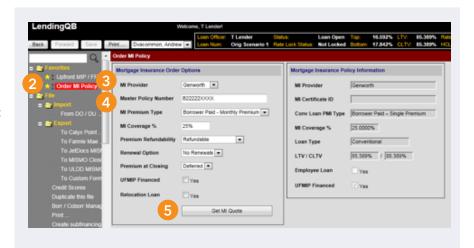# Quick Reference User Guide for
Delegated LendingQB

Obtaining a Rate Quote and
Ordering **DELEGATED**
Genworth Mortgage Insurance

1. Choose a loan from pipeline
   view. Click the link then click **edit**

2. Within the loan file, use the left
   navigation panel to select
   Services > Order MI Policy

   <u>Helpful hint:</u> hover your mouse
   to the left of **Order MI Policy**
   and highlight the star. This will
   move the link to **Favorites**

3. Select **Genworth** in the
   MI Provider drop–down

4. Verify that the **Master Policy
   Number** is accurate

5. Select the appropriate MI
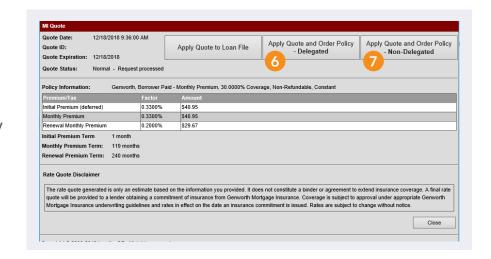   product information and click
   Get MI Quote

Once **Get MI Quote** is selected, the following screen will be displayed and you will be able to:

6. **Apply Quote to Loan File**

7. **Apply Quote and Order Policy**

Once you have completed a Rate Quote or MI Order, close the **MI Quote** window and refresh your browser to:

8. View MI rate quotes by selecting **view quote**
   - Each time you request a new quote, the information will be added to this section and ordered by date

9. View the MI Order information and its corresponding **Decision Type** (approved, declined, etc.)

IMPORTANT NOTE:

When choosing a MI product **without an up-front MI premium**, you must go into the **Upfront MIP/FF** screen and manually remove the **Total UFMIP / FF amount**. This is a known defect that Lending QB is working to resolve.

FOR MORE INFORMATION

Our ActionCenter® representatives are happy to help!
800 444.5664
Genworth Mortgage Insurance | 8325 Six Forks Rd | Raleigh, NC 27615 | mi.genworth.com

For Lending QB support, contact support@lendingqb.com