



Ordering Genworth **Delegated** MI in PCLender

STEP



Within a loan, click on the **Services** tab and then the **MI icon** in the top ribbon.

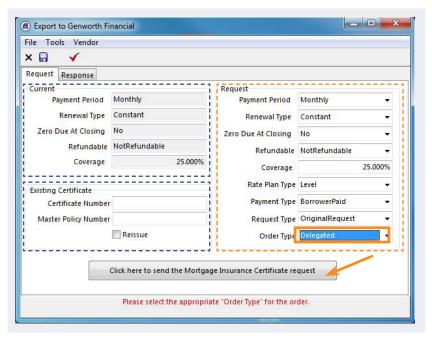


STEP

2

When the **Export to Genworth Financial** screen opens, you will see three sections.

- The "Current" section, which automatically populates
- 2. The "Existing Certificate" section will populate once the original request is submitted. You can also type the new information here to reissue an existing certificate.
- "The Request" section data fields need to be completed to request an MI commitment.
 - a. Complete this section
 - b. Under **Order Type** choose Delegated
 - c. Click the Click here to send the Mortgage Insurance Certificate request button to order your MI request.



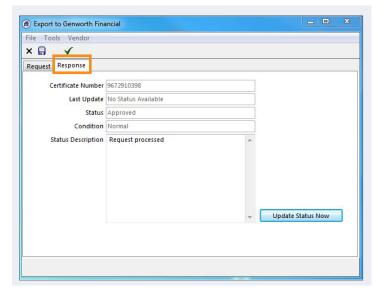


Click OK



STEP

Receive Certificate Number by clicking on the **Response Tab**, in the **Export to** Genworth Financial Screen.





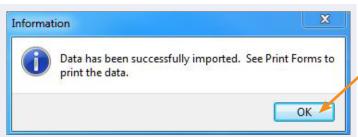
View Insurance Certificate.

In the **Loan Overview** toolbar, click on the **Services** tab.

Click on **Genworth Financial** in the drop down.

Click **OK** in the **Information Screen**.

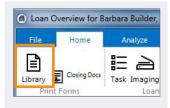




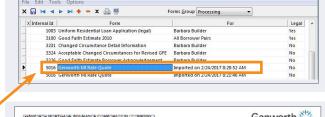
STEP

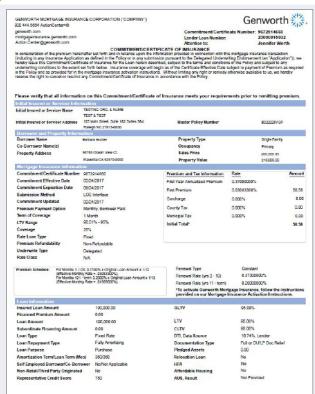
6

On the **Home** tab, click on the **Library** icon.



Double click **Genworth Financial Mortgage Insurance Report**, in the **Print Form List**.





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