# User Guide

Mortgage Insurance Mortgage Cadence – Radian MI

Radian is integrated with Mortgage Cadence to provide fast and easy MI. Mortgage Insurance can be ordered from Radian from within the Loan Officer Workbench or the Processing Workbench (LFC Only).

**PRIMEALLIANCE** 

Security Groups

Please select an institution

Institution:

Below is a step-by-step guide to ordering Radian MI through Mortgage Cadence:



# **Setting Up the Service**

Prior to using any Mortgage Insurance Service provider, the service must be configured in Content Manager. Expand on Site Configuration – Misc. Configuration – Services – Account Setup. Click on the drop down arrow to select **MI – Radian** from the list of Vendors.

Enter the Account Number assigned by Radian, and leave the Account Logon and Account Password fields blank. Click **Save**.



Content Editors | Site Reporting

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# **Setting Up Security**

In order to select the Service, the Security Groups must be set up to allow it. From the Content Editors, select **Security Group Editor**, and select the appropriate Institution.

Once an Institution has been selected, the list of Security Groups set up for the site will be displayed. Click on the group(s) that users who will be ordering the service are assigned. For demonstration purposes, the first group listed is selected.

Security Groups			
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Security Groups Index Security Gr	roup Info Security Group	Objects Associated Users	Help
Institution: Training Site	~		
Security Group Name	Security Group	Description	
Filter:			
I I Admin - Full Access	I Gives full access to :	all security objects	

# customercare@radian.com 877.723.4261



<u>dashboard</u> pipelii

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# Setting Up Security, continued

Click on the **Security Group Objects** tab to see each area that can be configured.

PRIMEALLIANCE. Content Editors   Site Reporting	<u>dashboard</u> pipeline <u>help</u>
Security Groups (Admin - Full Access)	<b>×</b> ••
Security Groups Index Security Group Info Security Group Objects Associated Users	Help
Categories         Tasks         Services         Loan Officer Workbench         Web Admin         Reporting         Dasht           Select All         Clear All         Update All Checked items:         Y         Filter:	ooard

Next, click on the Services tab.

PRIMEALLIANCE .	Content Editors   Site Reporting	<u>dashboard pipeline help a</u>			
Security Groups (Admin - Full Access)					
Security Groups Index Secu	urity Group Info Security Group Objects Associated Users	Help			
Categories Tasks Servic	es Loan Officer Workbench Web Admin Reporting Das	hboard			
Select All Clear All	Update All Checked Items:  Filter:	]			

Scroll down to find the appropriate provider(s) and click on the drop down box to allow **Full** access.







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## **Placing the Order**

In the Order Services screen, select **MI – Radian** in the drop down section and click on "**Go!**"

Enter the requested information for the order to process successfully. The following fields are prefilled from data entered in previous screens.

- Credit scores are populated from the credit report.
- Condo Project Name is populated from the Doc Prep Category – Verify Title Task in the Path.
- Documentation Type is populated from the Additional Data screen of the Edit 1003.
- Percentage of Coverage is populated from the Process & Validate Category – Verify MI Task.

All other fields require manual entry, with the following fields being required:

- Renewal Type
- Premium Plan
- Percent of Coverage
- Premium Paid By
- Premium Source
- Refundable
- Premium Type
- Repayment Type entered in the Additional Data screen of the Edit 1003.
- ARM Index Plan (if ARM loan) entered in the ARM Details screen of the Edit 1003.

P	'ipeline 🗍 Loan Summ	hary Edit 1003 Order	Services Loan Notes Path
Order Serv	rices		
			MI-Radian 🗸 Go!
Loan #	Loan ID	Applicant	Address
2134	2134	Alice Firstimer	1234 testing Street Lynnwood , WA 98036

Pipeline Loan Summa	ry Edit 1003	Order Services	Loan Notes Pa	th
Radian Mortgage Insuranc	e Order			
De menue du fermentier				
Borrower Information	Equifax	Experian	Translinion	Non-Traditional
	Reacon	Fairleaac	Empirica	Credit
Alice Firstimer	715	703	710	
Loan Information				
Property County		Snohomish -		
Condo Project Name:				
Third-Party Originator Name:				
Third-Party Originator City/State:				
Loan Program Description:				
Documentation Type:			•	
Desktop Underwriter® Decision:		Approve/Ineligible		
Freddie Mac LP Risk Class Decision:		-		
Freddie Mac LP Eligibility Class Decision:			•	
A-Minus:				
Relocation Loan:				
Employee Loan:				
CLTV:		90.00%		
DTI:		10.15%		
Mortgage Insurance Information				
MI Application Type		Delegated -		
MI Certificate Type		Primary		
Premium Plan:		•		
Premium Type:		-		
Special Program:		-		
Renewal Type:			•	
Percent of Coverage:				
Premium Paid By:		-		
Refundable:		•		
1.				Cancel Submit
radian				





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## Placing the Order, continued

Once completed, click the **Order M**I button to generate the order. The system will validate the data, and if the validation fails, you will be returned to a screen reporting why the order failed, with a link to the data that needs to be corrected.

Pipeline	e 🔰 Loan Summary 🕇	Edit 1003	Order Services	Loan Notes	Path	
Validation Erro	rs					
Errors were encountered	d for the following items:					
Field ID	Error		De	scription		
//loan.documentation	Required Field	Missing				
//processor.phone.nbr	Required Field	Missing	Proc	essor Phone Numb	er	
Additional Case Data						
//neg.amort.type	Required Field	Missing	Neo	ative Amortization	n Type Cod	e
ARM Details						
//mi.arm.index	Conditional Fie	d Missing	<u>ML</u>	RM Plan Index		
	T	•				Cancel

Please visit the KnowledgeBase in Footprints for assistance with errors received.

If the order is submitted successfully, the Order Services page will refresh and the status will change to **Submitted**, then to **Pending**, then to **Approved**, **Suspended** or **Declined**.

When the order is:

- Approved, the status becomes a link that the user can click on to view the certificate information.
- Suspended, the status becomes a link with instructions to contact Radian's Customer Care.
- Declined, the status is not a link. Please contact Radian's Customer Care at 877.723.4261 for further assistance.





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