Set Up: Your LOS Administrator must first configure your LOS to interface with Radian.

1

Order MI

Click on the **Services** menu option, then select **MI**.

2

Request Tab

Any data used in obtaining a rate quote will automatically populate for you.

Select an **Order Type** of **Non-Delegated**. Make any updates to the application form and click the button to submit your request to Radian.

Radian will provide you a confirmation for your submission and provide a Radian Certificate Number.

Once you've received this message, you can submit documents.

Information

Your MI Request has been submitted to Radian. You may see the status of your request at anytime by clicking on the "Response" tab in the Mortgage Insurance order screen. When the results are available, the import button will appear on the Loan Overview toolbar.

OK

customercare@radian.com
877.723.4261

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3

Browse for Documents

From the Request Tab, you may add documents to the submission by clicking the plus sign (+) in the document pane.

Select your documents from the Upload Document pane.

The following documents are typically required for a non-delegated full submission: 1003, 1008, Income, Assets, Credit, Collateral, Purchase Agreement, Appraisal and AUS Findings.
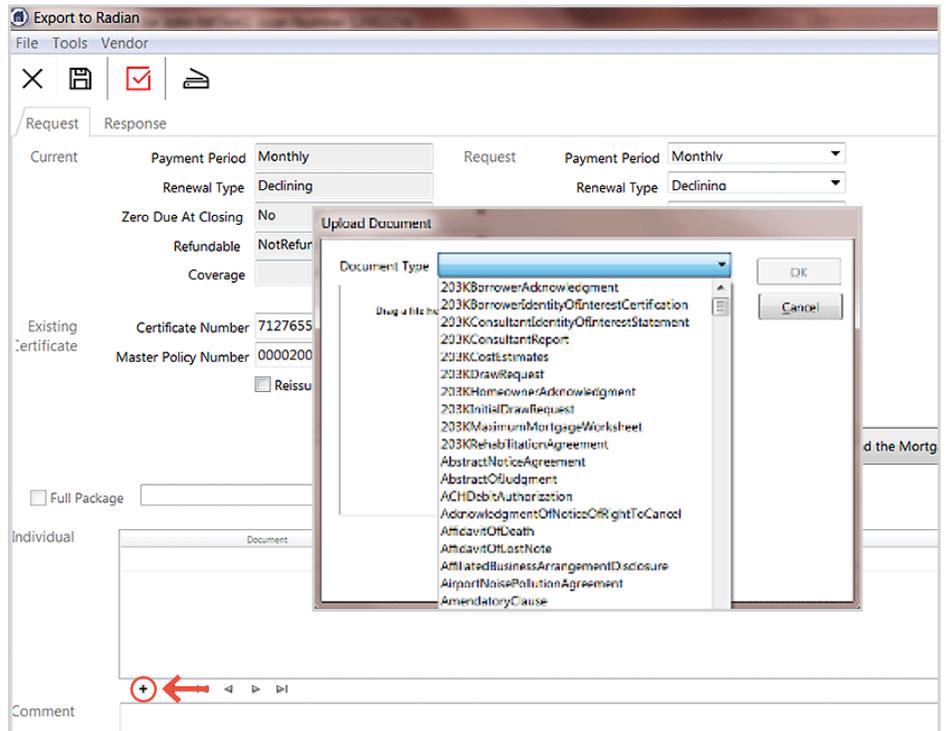
4

Submit Documents to Radian

After selecting documents, click the button to **Send Non-Delegated MI support documents**.

Users may also submit documents by:

- Retrieve your application in MI Online and upload documents in the Document Center.

- Send documents securely to intake@radian.com

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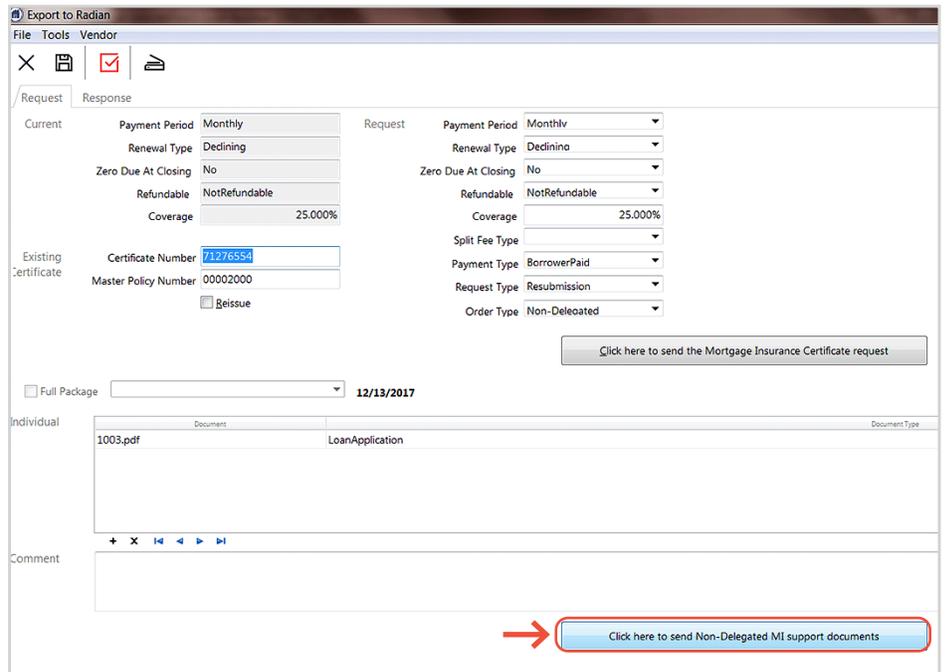
5

Obtain Your Response

Radian will notify you by email that an underwriting decision has been made.

Select **MI** from the **Services** menu, and then click the **Response** tab. Mortgage Director will poll Radian for updates. If you do not see an updated status, click on the **Update Status Now**.
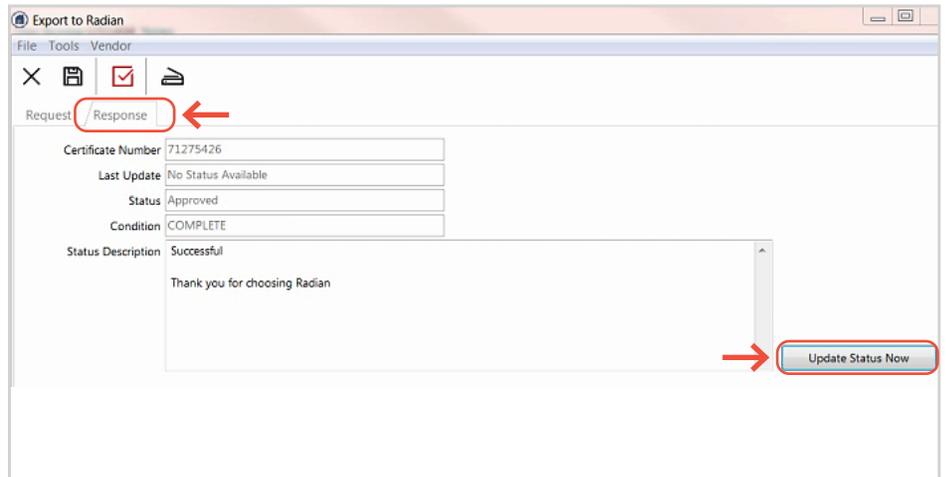
6

View your Commitment

Radian decision documents and updated rates will automatically be stored to your file. All Radian MI rates and premium amounts will be inclusive of taxes and assessments, where applicable.

Access the library. To open the Radian Decision Document, click on the file name.
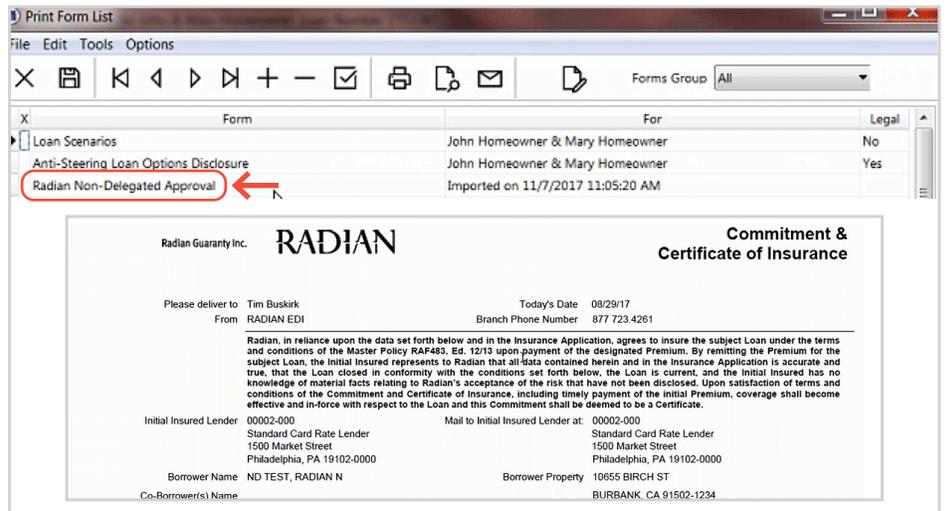
Support:

Contact Radian at **ClientConnectivitySupportInbox@radian.com** for assistance.