**Ordering and Uploading Flood Certificates**

See the Screen Shots below to Order MI on Conventional Loans:

Step #1: Go to Order MI on navigation panel in MBOT

Graphical user interface, application

Description automatically generated

Step 2: Make sure that the below fields are filled in before you order and then submit.

Graphical user interface, text, application, email

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Step 3: Go to the Loan Estimate main tab under forms and docs and scroll down.

Graphical user interface, application

Description automatically generated

Step 4: Make sure to click the Mortgage Insurance Button.

Graphical user interface, application

Description automatically generated

Step 5: Make sure that these fields pulled over from your order. If not, please fill in.

Graphical user interface

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Step 6: Make sure to go to your Lock Screen.

Graphical user interface, application

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Step 7: Make sure your lock is confirmed with the correct MI Coverage.

Graphical user interface, timeline

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Step 8: Make sure the MI populates to the Loan Estimate Fee Tab. You may have to recalculate if it is not, to trigger the fee to show up.

Graphical user interface, application

Description automatically generated

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