Activate EZ Monthly MI Coverage

Activate MI Coverage on your EZ Monthly requests via 2 options: (1) PIPELINE SUMMARY, (2) Manage Commitments.

Log on to ArchMIConnect:

- **Mortgage Banking Lenders** go to: www.archmi.com
- **Credit Unions** go to: www.archmicu.com
  - Enter your User ID and Password
  - Click on the Log In to ORIGINATION button

### Option 1: Pipeline Summary
Click on Commitments count link for the **MY ORDERS** or **COMPANY ORDERS** summary.

1. Find your specific Arch MI request by using the Search By option, or by selecting **My Orders** or **Company Orders** and Filter by Order Status.

2. Click on the Link under the Order Status column on the Arch MI certificate that you need. Then click the enter Loan Close Date link from the pop up window.

Submit Loan Close Date to Activate Coverage
3. Enter the actual loan closing date for your EZ Monthly (deferred) request and click on the Submit button.

   NOTE: Any loan sale/transfers should be processed prior to entering loan close date.

Option 2: Manage Commitments

Select the Manage Commitments option from the MI Origination menu.

1. Enter the date range of the Arch MI Commitments you need and click on the Web Page link.
2. Enter the actual loan closing date (MMDDYYYY) for EZ Monthly (deferred) requests only and click on the Submit button.

NOTE(S):
Loan closing dates on Construction loans should be sent to policieservicing@archmi.com

All other MI premium options are activated when payment is received by Arch MI.

EZ Monthly cannot be activated from LOS.