Transfer Servicing / Process Loan Sale

To **Transfer Servicing** and/or process a **Loan Sale** on Committed Certificates**:**

Log in 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

Click on the **MY ORDERS** or **COMPANY ORDERS** link under MI REQUESTS - PIPELINE SUMMARY or click the links for the Commitments record count.

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1. From **the MI Requests – Pipeline** window, 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**.

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2. Click on the Link under the **Order Status** column next to the Arch MI order that you need.

Arch | MI

3. Select the **Transfer Servicing/Ownership** link.

LOAN # SMITHFile   Close [X]
Smith, John | 123 Any Tree Lane, Lebanon Junction KY 40150
Application # 71207951 | Committed |

Click the document icon to **View MI Documents** related to this request.

Documents may include the Commitment or Certificate of Insurance or a Letter pertaining to the status of your request.

- View/Update MI Order
- Upload Loan Documents for Review
- View Document Upload History
- Submit Loan Close Date to Activate Coverage
- Transfer Servicing/Ownership
- Terminate/Cancel Request
- Fax Certificate
- Compare to Rate Quote

4. This will direct you to the **Search for Servicer** page

5. Search for the servicer that will Service the loan by entering the **Master Policy Number** (if known), OR enter the **Lender Name.** Click on the **Search** button.

Search for Servicer

Master Policy Number: ___ - ___ - ___   OR
Lender Name   _____

SEARCH

6. **Search Result**s that match your Search criteria will display.

Click on the **radio button** for the Servicer you need.

You can provide the actual closing date for EZ Monthly requests by completing the **Update Loan Closing Date** field (optional).

NOTE: Loan closing dates on Construction loans should be sent to policyservicing@archmi.com

If a Loan Sale is not needed, uncheck the **Perform Loan Sale** checkbox to only process the Servicing Transfer.

Search Results

	Number	Name	Address
○	99999-9999-9	SOME SERVICING LENDER	-
⊙	00000-0000-0	SUPER SERVICER	.
○	99991-9999-0	SISTER'S SERVICING	-
○	00330-0000-0	SERVICING SUPERSTARS	.

1 - 4 of 4

Update Loan Closing Date (optional) ___ / ___ / ____ MM/DD/YYYY (Past Date Only)

Transfer of Servicing will occur on all submissions, Loan Sale is optional. Perform Loan Sale ☑

Select the desired servicer and click the Submit button to continue.

SUBMIT   CANCEL

7. The **Thank You!** page will confirm your successful Service Transfer and Loan Sale (if applicable) and present a **User Friendly Print** option.

THANK YOU!

Thank You for submitting your request. Your transaction was successful.

Application Number: 69873014

🖨 Click the printer icon for a printer friendly version.

If you have any questions, please contact Arch MI at 800.897.4264

NOTE: The most **Recently Selected Servicers** will be displayed the next time you **Transfer Servicing** or process a **Loan Sale**.

Recently Selected Servicers

	Number	Name	Address
○	99999-9999-9	SERVICING INSTITUTION A	ADDRESS
○	99999-9999-9	SERVICING INSTITUTION B	ADDRESS
○	99999-9999-9	SERVICING INSTITUTION C	ADDRESS