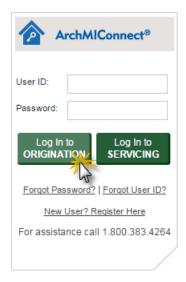


## **Transfer Servicing / Process Loan Sale**

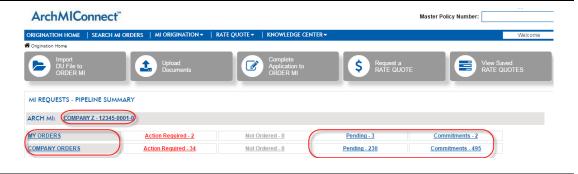
To **Transfer Servicing** and/or process a **Loan Sale** on Committed Certificates:

Log in to **ArchMIConnect**®:

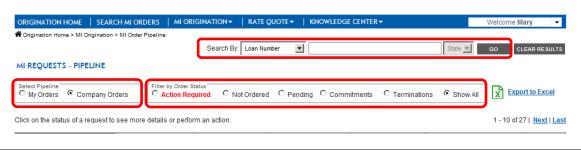
- Mortgage Banking Lenders go to: <a href="https://www.archmi.com">www.archmi.com</a>
- > Credit Unions go to: www.archmicu.com
  - Enter your User ID and Password
  - Click on the Log In to ORIGINATION button



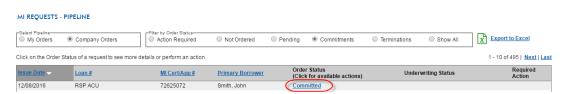
Click on the MY ORDERS or COMPANY ORDERS link under MI REQUESTS - PIPELINE SUMMARY or click the links for the Commitments record count.



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.



 Click on the <u>Link</u> under the <u>Order Status</u> column next to the Arch MI order that you need.



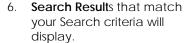


- Select the Transfer Servicing/Ownership link.
- This will direct you to the Search for Servicer page
- Search for the servicer that will Service the loan by entering the Master Policy Number (if known), OR enter the Lender Name. Click on the Search button.

Search for Servicer

Master Policy Number:

Lender Name



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

You can provide the <u>actual</u> closing date for <u>EZ Monthly</u> 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 <u>only process</u> <u>the Servicing Transfer.</u>



rch 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		
date Loan Closing Date (optional) / /	MM/DD/YYYY (Past Date Only)		1 - 4 of
nsfer of Servicing will occur on all submissions, Lo			
lect the desired servicer and click the Submit butto			

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.





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

