

Order MI - Delegated Requests

Log in to **ArchMIConnect®**: and order MI via 3 options: (1) **Import DU** (2) **Complete MI App Form** or (3) from a **RateStar Quote**

Option 1: Import DU

Select your **Master Policy Number** (from the drop down list, if available)

- Click on the: **Import DU File to ORDER MI** button
OR select **Order MI via DU File** from the MI Origination Menu

- The **Desktop Underwriter Upload** screen opens.
Browse and select your DU 3.0/3.2 file, and click the **Upload** button. Click **Continue** on the **Originate a new MI Order** pop up.

The screenshot shows the ArchMIConnect homepage. At the top right, there is a 'Master Policy Number' dropdown menu with 'Select MPN' as the current selection. Below the navigation bar, there are five main action buttons: 'Import DU File to ORDER MI' (highlighted with a red box), 'Upload Documents', 'Complete Application to ORDER MI', 'Request a RATE QUOTE', and 'View Saved RATE QUOTES'. Below these buttons, the 'MI ORIGINATION' menu is expanded, showing three options: 'Order MI via DU File' (highlighted with a red box), 'Order MI via Document Upload', and 'Order MI via Application Form'.

The screenshot shows the 'DESKTOP UNDERWRITER UPLOAD' screen. At the top, there is a navigation bar with 'ORIGINATION HOME', 'SEARCH MI ORDERS', 'MI ORIGINATION', 'RATE QUOTE', and 'KNOWLEDGE CENTER'. Below the navigation bar, there is a breadcrumb trail: 'Origination Home > MI Origination > Order MI via DU File'. The main heading is 'DESKTOP UNDERWRITER UPLOAD'. Below this, there is a text prompt: 'Upload Loan File in a DU 3.0 or 3.2 File Format:'. To the right of this text is a file upload field with a 'Browse...' button (highlighted with a red box). To the right of the file upload field is an 'UPLOAD' button (highlighted with a red box). Below the file upload field, there is a pop-up window titled 'PLEASE SELECT FROM THE FOLLOWING OPTIONS:'. It contains two radio buttons: 'Submit a RateQuote' (unselected) and 'Originate a new MI Order' (selected). Below the radio buttons are 'CONTINUE' and 'CANCEL' buttons (both highlighted with red boxes).

1. Select Delegated as the **Submission Type** on the **Mortgage Insurance Application**.
2. Once the data has been imported into **ArchMIConnect**, complete the required fields shown in **red**. Click the **Continue** button when complete.
3. The **Review your Order** page will display. Check your data entry and click the **Submit** button if everything looks ok.

If you need to make changes, go back to the **Mortgage Insurance Application** screen by clicking on the section buttons (Go to **Property Section**, **Borrower Section**, **Loan Section**, and **Mortgage Insurance Section**), located along the top of the form.

- The **Thank You!** page will provide you with your Arch MI **Application Number** and **Status**!

Click the [View PDF](#) link or icon to view, print, or email your certificate.

Click the [Fax Certificate](#) link or icon to fax your certificate.

ORIGINATION HOME | SEARCH MI ORDERS | MI ORIENTATION | RATE QUOTE | KNOWLEDGE CENTER | Welcome Mary

Origination Home > MI Origination > Order MI via DU File

Go to Property Section | Go to Borrower Section | Go to Loan Section | Go to Mortgage Insurance Section

MORTGAGE INSURANCE APPLICATION - IMPORTED DATA

Application

Submission Type: Delegated

Lender

Master Policy Number: 98765-0001-0 ABC Test Mortgage Lender

ORIGINATION HOME | SEARCH MI ORDERS | MI ORIENTATION | RATE QUOTE | KNOWLEDGE CENTER | Welcome Mary

Origination Home > MI Origination > Order MI via DU File

Go to Property Section | Go to Borrower Section | Go to Loan Section | Go to Mortgage Insurance Section

PLEASE REVIEW YOUR ORDER. YOUR MI ORDER WILL NOT BE PLACED UNTIL YOU CLICK SUBMIT

Loan Number:	BTC-C2 - ARM	Total Borrower Income:	\$5,250
Primary Borrower:	Alice Firstimer	PTI Subject Property:	\$1,033
Property Address:	3726 Poplar St Dawson, IA 50066	All Other Monthly Payments:	\$167
Occupancy Status:	Owner-Occupied	Loan Amount:	\$142,500
Loan Purpose:	Purchase	Sales Price:	\$151,000
Property Type:	Single Family Attached	Appraised Value:	\$151,000
Amortization Type:	Fully Amortized	Subordinate Financing:	\$0
Loan Type:	Fixed Rate/Fixed Pmt.	Mortgage Insurance Type:	Borrower Paid
Doc Type:	Full	Total Housing Ratio:	19.68%
Loan Program:	None	Total Debt/Income Ratio:	23.00%
Loan Credit Score:	725	LTV:	94.37%
Interest Only Term:	None	DULP Recommendation:	DU Approve/Eligible
Premium Plan:	EZ Monthly	Refund Type:	No Refund

ORIGINATION HOME | SEARCH MI ORDERS | MI ORIENTATION | RATE QUOTE | KNOWLEDGE CENTER | Welcome Mary

Origination Home > MI Origination > Order MI via DU File > App # 69807011 - Committed

Go to Property Section | Go to Borrower Section | Go to Loan Section | Go to Mortgage Insurance Section

THANK YOU!

Thank You for submitting your request.

Application Number: 69807011

Status: Committed

Base Rate: 0.62 %
Total Rate: 0.62 %
Total Premium: \$ 73.63

NEXT STEP:

View PDF | Fax Certificate

Option 2: Complete MI App Form

- Click on the **Complete Application to ORDER MI** button OR select **Order MI via Application Form**.

ArchMIConnectSM

Master Policy Number:

ORIGINATION HOME | SEARCH MI ORDERS | MI ORIGINATION ▾ | RATE QUOTE ▾ | KNOWLEDGE CENTER ▾

Welcome ▾

Origination Home

Import DU File to ORDER MI | Upload Documents | **Complete Application to ORDER MI** | Request a RATE QUOTE | View Saved RATE QUOTES

MI ORIGINATION ▾

- Order MI via DU File
- Order MI via Document Upload
- Order MI via Application Form**
- Upload Docs - Existing MI Order
- Upload Docs - Independent Validation
- Document Upload History
- MI Order Pipeline
- Manage Commitments
- Fax Certificates

- Select Delegated as the **Submission Type**.
- Enter the required data on the **Mortgage Insurance Application** form.
- Click on the **Continue** button when completed.
- Follow steps 1-3 to submit and view your certificate.

ArchMIConnectSM

Master Policy Number:

ORIGINATION HOME | SEARCH MI ORDERS | MI ORIGINATION ▾ | RATE QUOTE ▾ | KNOWLEDGE CENTER ▾

Welcome Mary ▾

Origination Home > MI Origination > Order MI via Application Form

Go to Property Section | Go to Borrower Section | Go to Loan Section | Go to Mortgage Insurance Section

MORTGAGE INSURANCE APPLICATION

CONTINUE | **SAVE FOR LATER** | **RESET**

Application

Submission Type:

Lender

Master Policy Number: 98765-0001-0 ABC Test Mortgage Lender

Contact Name:

eMail:

Option 3: From a RateStar Quote

- Click on the **View Saved RATE QUOTES** button OR select **Rate Quote Pipeline** from the Rate Quote Menu.

- Click the **ORDER MI** button associated with the rate quote **Ref#**
- Select Delegated as the **Submission Type**.
- Enter the required data on the **Mortgage Insurance Application** form.
- Click on the **Continue** button when completed.
- Follow steps 1-3 to submit and view your certificate.

Date Entered	Loan#/Desc	Ref #	Premium Plan	Paid By	Rate	Premium	Next Step
11/16/2015	kim	M1081694SE4DE0	EZ Monthly	Borrower	0.33%	\$23.38	ORDER MI
		M1081693SE2680	Single Premium	Lender	1.33%	\$1,130.50	ORDER MI