

Order MI – Import Non-Delegated DU File

Order MI via **Import DU File**

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

ArchMIConnect®

User ID:

Password:

Log In to ORIGINATION **Log In to SERVING**

[Forgot Password?](#) | [Forgot User ID?](#)

[New User? Register Here](#)

For assistance call 1.800.383.4264

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.

ArchMIConnectSM

Master Policy Number:

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

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

- The **Desktop Underwriter Upload** screen opens. **Browse** and select your DU 3.0/3.2 file, and click the **Upload** button.

ArchMIConnectSM

Master Policy Number:

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

Origination Home > MI Origination > Order MI via DU File

DESKTOP UNDERWRITER UPLOAD

Upload Loan File in a DU 3.0 or 3.2 File Format:

UPLOAD

- Select **Non -Delegated: Standard Application** as the **Submission Type** on the **Mortgage Insurance Application**.

ArchMIConnectSM

Master Policy Number:

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

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:

Contact Name:

eMail:

Telephone Number: - - Ext.

Fax Number: - -

- Once the data has been imported into **ArchMIConnect**, complete the required fields shown in **red**. Click the **Continue** button when complete.

4. 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 (**Property**, **Borrower**, **Loan**, and **Mortgage Insurance**), located along the top of the form.

ORIGINATION HOME | SEARCH MI ORDERS | MI ORIGINATION | 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 Firstmer	PTI Subject Property:	\$1,033
Property Address:	3726 Poplar St Dawson, IA 50066	All Other Monthly Payments:	\$157
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:	EZD (EZ Decisioning)	Total Debt/Income Ratio:	22.00%
Loan Credit Score:	700	LTV:	94.37%
Interest Only Term:	None	DUI/P Recommendation:	DIU Approve/Eligible
Premium Plan:	EZ Monthly	Refund Type:	No Refund

5. The **Thank You!** page will provide you with your Arch MI **Application Number** and **Status of Pending**.



Click the [Upload Loan Docs](#) link or [Icon](#) to Upload your documents to underwriting.

You will be transitioned to the **Upload Documents** form. Select the document(s) to upload to Arch MI. When ready, click on the **START UPLOAD** button.

The **Upload History** tab will list Successful uploads. Where applicable, it will list documents needed to fulfill your request.

To Upload more documents to this certificate, click on the **UPLOAD ADDITIONAL DOCUMENTS FOR THIS LOAN** button.

ArchMIConnectSM

Close[X]

New Upload | Upload Results | Upload History

Contact Phone No. - -

E-mail Fax No. - -

Step 1 - Indicate Purpose of Documents

- ☐ Order New MI
- ☒ Existing MI Request
- ☐ Post Close Independent Validation Review

Step 2 - Provide Information and Upload Documents

- ☒ UPDATE EXISTING REQUEST [Click here for more details](#)

MI Cert/App #: ? (Required)

Master Policy Number:

Borrower SSN:

Lender Loan No.:

LOOKUP MI CERTIFICATE/APPLICATION #

Borrower First Name:

Borrower Last Name:

Message

NOTE: Your message will be sent to our underwriting staff.

Drag & Drop Files Here OR Click to Browse
PDF and TIF Files Only - Limit 200 MB Total

START UPLOAD

6. Follow your loan process via your **MI REQUESTS - PIPELINE** window or sign up for **Arch MI Loan Alerts**.

Note: View your Document Upload History pipeline from the [Pending](#) link.

MI REQUESTS - PIPELINE

Select Pipeline: ☐ My Orders ☒ Company Orders Filter by Order Status: ☒ Action Required ☐ Not Ordered ☐ Pending ☐ Commitments ☐ Terminations ☐ Show All [Export to Excel](#)

Click on the Order Status of a request to see more details or perform an action.

1 - 10 of 55 | [Next](#) | [Last](#)

Issue Date	Loan #	MI Cert/App #	Primary Borrower	Order Status (Click for available actions)	Underwriting Status	Required Action
10/26/2016	12345	72245407	JONES, VIRGINIA	Pending	File Documents Not Received	+