Order MI – Upload Non-Delegated Documents (Using IE10+, Chrome)

Log in to ArchMIConnect®

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

Click on the Upload Documents button OR select Order MI via Document Upload from the MI Origination Menu.

Note: IE10 users will see a message on the best browser to use.

1. Complete the Document Upload, New Upload tab:

Step 1 – Indicate Purpose of Documents.

Existing MI Request will be defaulted.

Select Order New MI. The screen will refresh. (Note: This will be defaulted for you if you used the menu option.)

Step 2 – Provide Information and Upload Documents.

FIRST TIME MI REQUEST is defaulted for you.

Complete the missing information.

Write a **Message** to the Arch MI Underwriter, if needed. Feel free to add emojis to your message!

| :hMIConnect [™] | | Master Policy Num | ber: Select MPN | |
|--|--|-------------------------|-----------------|-----------------|
| NATION HOME SEARCH MI ORDERS MI ORIGIN | IATION - RATE QUOTE - KNOWLEDG | E CENTER - | Wel | come Mary 🔻 |
| using Internet Explorer version 10. This site is best viewe Import DU File to ORDER MI | d with Internet Explorer 11 or Chrome. Complete Application to ORDER MI | Request a RATE QUOTE | View RATE | Saved QUOTES |
| Orde Orde Orde | RIGINATION - er MI via DU File er MI via Document Upload er MI via Application Form | > | | |
| ArchMIConnect [™] | | | | Close[X] |
| New Upload Upload Results | Upload History | | | |
| Contact | | Phone No. Fax No. | - | - |
| F-mail | | | | |
| E-mail Step 1 - Indicate Purpose of Docu Order New MI Existing MI Request | ments | | | |
| E-mail Step 1 - Indicate Purpose of Docu Order New MI Existing MI Request Post Close Independent Validatio Step 2 - Provide Information and FIRST TIME MI REQUEST Click | ments In Review d Upload Documents : here for more details | | | |
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I represent that all of the information provided in this application is true, accurate and complete and conforms to applicable Arch MI program requirements in effect at the time of application. Insurance coverage is provided by Arch MI in reliance on the representations of the application. Any person who, with intent to defraud, or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may be subject to criminal or civil penalties. (A fraudulent insurance act is a crime in the District of Columbia, Kentucky, New Mexico and New York.) (In Maine, criminal penalties may include imprisonment fines or denial of insurance benefits.)

Message

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

ArchMIConnect



Drag and Drop or **Browse** for files using the document upload box. The files will be listed.

Click on the **START UPLOAD** button.

A progress bar appears while your documents are uploading.

Note: We recommend that the **Appraisal** have the word *appraisal* in the filename.

 Your file(s) will be uploaded to Arch MI and the MI Cert/App# and Success message will display.

The Upload History tab will list Successful uploads.

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

When applicable, you will also see a list of documents needed to process your request.

 Once the MI Certificate No. is available, you can view your Arch MI order by clicking on the <u>MY</u> <u>ORDERS</u> link within MI REQUESTS - PIPELINE SUMMARY on the Home Page.

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

| | | START UPLOAD |
|---------------|----------|--------------|
| | | |
| Appraisal.pdf | 1.87 MB | 100% |
| Test Docs.pdf | 14.19 MB | 70% |

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| | 500 J. | | MI CertiApp #: | 71602752 | | THEVE DOCUMENTS FOR CERTIAPP # | |
| We have received your MI Request. The MI Certificate/Application # for this request. The request will now appear in your My Orders MI Your documents will be processed by Arch MI and The status of your request will be updated as soon | is shown below. Request Pipelina. 5 he loan details will be entered on your behalf. n as we have processed your documents. | \rightarrow | The documents below | are currently being processed by the A an Alerts in the Weicome Menu. | urcono A | ide up to the minute status updates. | |
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| MI REQUESTS - PIPELINE SUMMARY | | | | | | | |
|--|---------------------|-----------------|-------------|------------------|--|--|--|
| ARCH MI: ABC Test Mortgage Lender 98765-0001-0 | | | | | | | |
| MY ORDERS | Action Required - 4 | Not Ordered - 0 | Pending - 4 | Commitments - 8 | | | |
| COMPANY ORDERS Action Required - 8 | | Not Ordered - 1 | Pending - 8 | Commitments - 12 | | | |
| | | | | | | | |

ArchMIConnect^{**}

4. Your request will reflect a Status of **Pending**.

> Once your loan is registered, your **MI REQUESTS – PIPELINE** will be updated accordingly.

| MI REQUES | STS - PIPELINE |
|-----------|----------------|
|-----------|----------------|

| Select Pipeline My Orders | Company Orders | Action Required | Not Ordered | Pending Ocommitments | Terminations Show All | X Export to Excel |
|------------------------------|------------------------------|-----------------------------------|------------------|---|---------------------------|--------------------|
| Click on the Order | Status of a request to see r | nore details or perform an action | | | | 1 - 5 of 5 |
| Issue Date | Loan # | MI Cert/App # | Primary Borrower | Order Status (Click for available actions) | Underwriting Status | Required Action |
| 12/08/2016 | 12182016XR12 | 72624939 | CRANBERRY, POLLY | Pending | | |

* Arch

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