

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

Log in to [ArchMIConnect<sup>®</sup>](#)

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.

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

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!

The screenshot shows the 'New Upload' form in ArchMIConnect. At the top, there are tabs for 'New Upload', 'Upload Results', and 'Upload History'. Below the tabs, there are fields for 'Contact', 'E-mail', 'Phone No.', and 'Fax No.'. The form is divided into two steps: 'Step 1 - Indicate Purpose of Documents' and 'Step 2 - Provide Information and Upload Documents'. In Step 1, there are three radio buttons: 'Order New MI' (selected and highlighted with a red box), 'Existing MI Request', and 'Post Close Independent Validation Review'. In Step 2, there is a section for 'FIRST TIME MI REQUEST' (highlighted with a red box) with a link 'Click here for more details'. Below this, there are various fields for user information: 'Master Policy Number' (dropdown), 'Borrower SSN' (text), 'Lender Loan No.' (text), 'Borrower First Name' (text), 'Borrower Last Name' (text), 'Submission Type' (dropdown), 'Mortgage Insurance Type' (dropdown), 'Loan Program' (dropdown), 'Coverage' (text), 'Payment Plan' (dropdown), 'Refund Type' (dropdown), 'Renewal Type' (dropdown), 'Premium Financed' (dropdown), and 'Rate Quote Ref #' (text). At the bottom, there is a checkbox for 'I Accept These Conditions:' and a 'Message' field (highlighted with a red box) with a note: 'NOTE: Your message will be sent to our underwriting staff.'

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 **MY ORDERS** 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%

© 2016 Arch Mortgage Insurance Company. All rights reserved.

You will be asked if you would like to **Leave this page** or **Stay in this page** when the document upload screen is closed while the documents are loading.

The screenshot shows the 'Upload History' tab in ArchMIConnect. It displays a list of successful uploads with columns for Upload Date/Time, File Name, Uploaded By, and Purpose. Below the list, there is a button labeled 'UPLOAD ADDITIONAL DOCUMENTS FOR THIS LOAN'. A red box highlights this button, and a red arrow points to it from the text 'The Upload History tab will list Successful uploads.'

Upload Date/Time	File Name	Uploaded By	Purpose
07/09/2016 08:57:50 AM	1003 71592596.pdf	Marvel, Mary	Underwriting
07/09/2016 08:57:49 AM	Income 71592596.pdf	Marvel, Mary	Underwriting

Successful Uploads - 2 Files

Time displayed is Pacific Time. Total Document Count: 2

#### MI REQUESTS - PIPELINE SUMMARY

ARCH MI: **ABC Test Mortgage Lender 98765-0001-0**

<b>MY ORDERS</b>	Action Required - 4	Not Ordered - 0	Pending - 4	Commitments - 8
<b>COMPANY ORDERS</b>	Action Required - 8	Not Ordered - 1	Pending - 8	Commitments - 12


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

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

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 - 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		

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