



## Order Delegated MI with Mortgage Cadence Loan Fulfillment Center (LFC)

### Select Arch MI

Arch MI mortgage insurance can be ordered within the Loan Officer's Workbench or the Processing Workbench (LFC only).



Select **MI – Arch** in the **Order Services** screen, and click **Go**.

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### Order Delegated MI

Enter the required information in the **Order Arch Mortgage Insurance** screen.

Set the **MI Application Type** to **Delegated**.

**Note:** Percentage of Coverage is populated from the **Process and Validate Category – Verify MI Task**.

Enter the Arch MI loan program name in the **Loan/Affordable Program** field, if applicable.

Click on the **Submit** button when completed.

LFC will validate the data. If there are errors, a screen will display explaining why the order failed.





Once the order is submitted successfully, the Order Services page refreshes and the Status changes to Submitted->Pending->Approved.

Prior Orders		Auto-Refresh enabled			
Vendor	ID	Submitted	Received	Status	VLF Upload
<a href="#">Select All</a> <a href="#">Clear All</a>					
<input type="checkbox"/> MI - Arch	6979	5/23/2017 11:45:36 AM	5/23/2017 11:54:43 AM	Approved	

Click on the **Approved** link to view the Certificate information on the Mortgage Insurance Results screen.

## View Certificate

Click on the "here" link at the bottom of the Mortgage Insurance Results screen for the Certificate of Insurance PDF.

### Mortgage Insurance Results

Arch Mortgage Insurance Results

Loan Information			
Loan Number:	1996	Borrower Name:	Penny Public
LTV:	97%	Social Sec. Number:	xxx-xx-3000

MI Certificate Information			
Certificate Number:	80563825	Certificate Type:	Primary
MI Decision:	Approved	Certificate Expiration:	9/23/2017
Application Type:	Standard		
Coverage Percentage:	18		

Premium			
Rate:	0.0097	Term:	
Amount:	76.41	Term Length:	Months

Renewal			
Rate:	0.0097	Term:	105
		Term Length:	Months

Tax			
State Rate:		County Rate:	
State Amount:		County Amount:	
		Municipal Rate:	
		Municipal Amount:	

Click [here](#) to view PDF Format Certificate

## Resubmit Application

Select Resubmission as the Request Type and resubmit your order if the loan data changes.

### Mortgage Insurance Information

<p><b>Request Type:</b></p> <p>Premium Plan:</p> <p>Renewal Type:</p> <p>MI Application Type</p> <p>Initial Premium Period:</p> <p>Percent of Coverage:</p> <p>Premium Paid By:</p> <p>Refundable:</p> <p>Loan/Affordable Program:</p>	<p><b>Resubmission</b> ▼</p> <p>Monthly Premium ▼</p> <p>Constant ▼</p> <p>Delegated ▼</p> <p>1 ▼ Months</p> <p>12</p> <p>Borrower ▼</p> <p>No ▼</p>
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Arch Mortgage Insurance Company | 230 N. Elm Street | Greensboro | NC | 27401

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