


Order Delegated MI with Mortgage Cadence Enterprise Lending Center (ELC)



Select a Loan

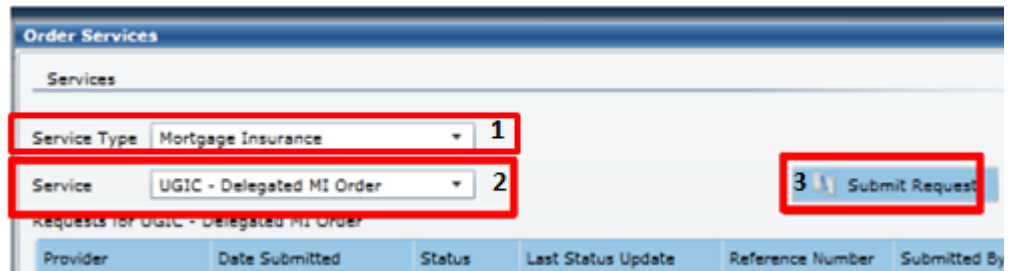
Choose a file from your **Loan Pipeline**.

1. Select the **Actions** icon  at the top right corner.
2. Click **Order Services** from the drop-down options.



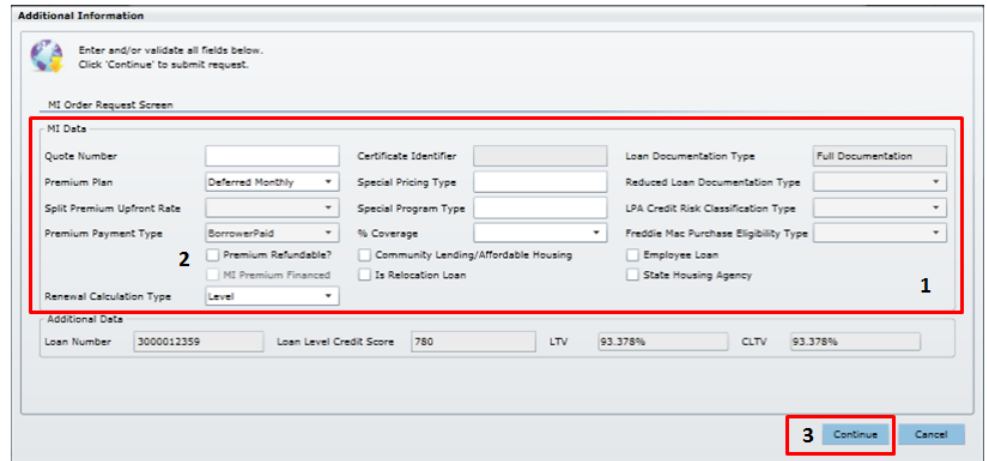
The **Order Services** screen displays.

1. Select **Mortgage Insurance** from the **Service Type** drop-down menu.
2. Choose **UGIC – Delegated MI Order** from the **Service** drop-down menu.
3. Click the **Submit Request** button.



The **MI Order Screen (Additional Information dialog)** displays.

1. Complete the **MI Data** fields.
2. **IMPORTANT:** If the Premium Plan is **Monthly**, the **Premium Refundable?** option will be checked even though the Premium is actually **not refundable**.
3. Click **Continue** when done.



Additional Information
Enter and/or validate all fields below. Click 'Continue' to submit request.

MI Order Request Screen

MI Data

Quote Number: [text box] Certificate Identifier: [text box] Loan Documentation Type: Full Documentation

Premium Plan: Deferred Monthly Special Pricing Type: [text box] Reduced Loan Documentation Type: [dropdown]

Split Premium Upfront Rate: [dropdown] Special Program Type: [text box] LPA Credit Risk Classification Type: [dropdown]

Premium Payment Type: BorrowerPaid % Coverage: [dropdown] Freddie Mac Purchase Eligibility Type: [dropdown]

Premium Refundable? Community Lending/Affordable Housing Employee Loan

MI Premium Financed Is Relocation Loan State Housing Agency

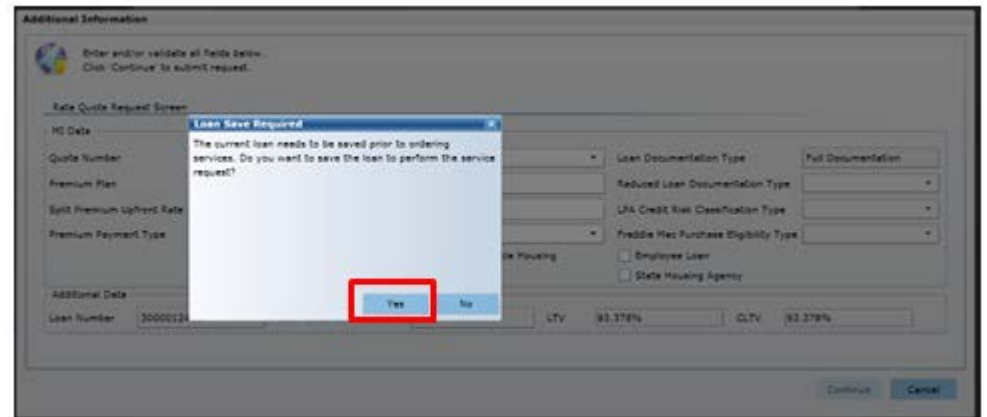
Renewal Calculation Type: Level

Additional Data
Loan Number: 3000012359 Loan Level Credit Score: 780 LTV: 93.378% CLTV: 93.378%

3 Continue Cancel

The **Loan Save Required** screen displays.

Click **Yes** to order MI.



Additional Information
Enter and/or validate all fields below. Click 'Continue' to submit request.

MI Order Request Screen

MI Data

Quote Number: [text box] Loan Documentation Type: Full Documentation

Premium Plan: [dropdown] Reduced Loan Documentation Type: [dropdown]

Split Premium Upfront Rate: [dropdown] LPA Credit Risk Classification Type: [dropdown]

Premium Payment Type: [dropdown] Freddie Mac Purchase Eligibility Type: [dropdown]

Community Lending/Affordable Housing Employee Loan

State Housing Agency

Additional Data
Loan Number: 3000012359 LTV: 93.378% CLTV: 93.378%

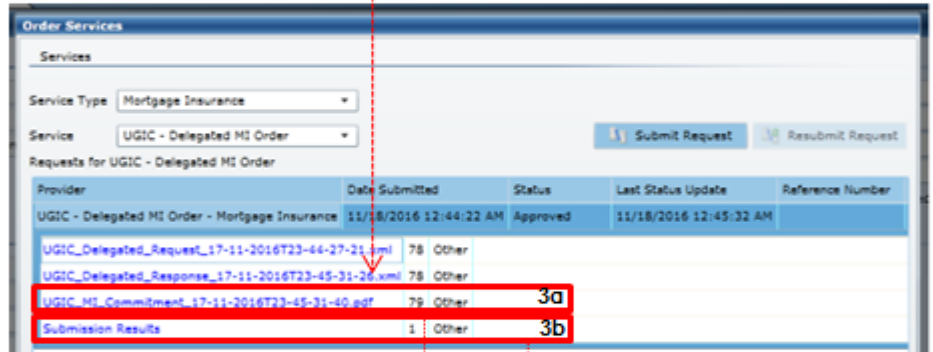
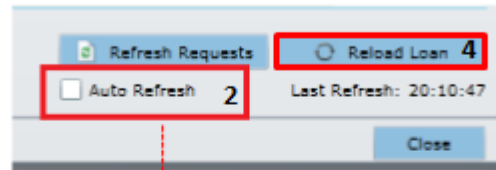
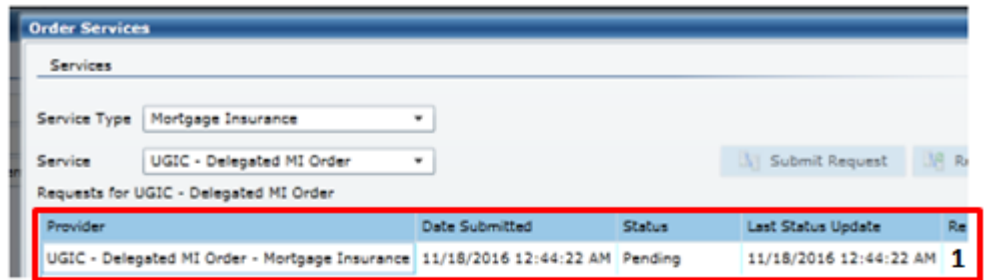
Loan Save Required
The current loan needs to be saved prior to ordering services. Do you want to save the loan to perform the service request?

Yes No

Continue Cancel

The **Order Services** screen displays.

1. View the Delegated MI Order request.
2. Check **Auto Refresh** at the bottom of the screen to update the application status.
3. The **Status** will change to *“Approved”* once a Commitment is issued.
 - a. Click the PDF link to view the **Certificate of Insurance**.
 - b. Select the **Submission Results** link to view Premium and Rate information on the **Order Status** screen.
4. Click **Reload Loan** to import fees. Close the Order Services screen.



a. Certificate of Insurance PDF



b. Order Status Screen



Rates are displayed on the **Mortgage Insurance Wizard** screen.

IMPORTANT:

1. Ensure the **Refundable** option is **unchecked**.
2. Update the **MI Company** to **ARCH MI**.

