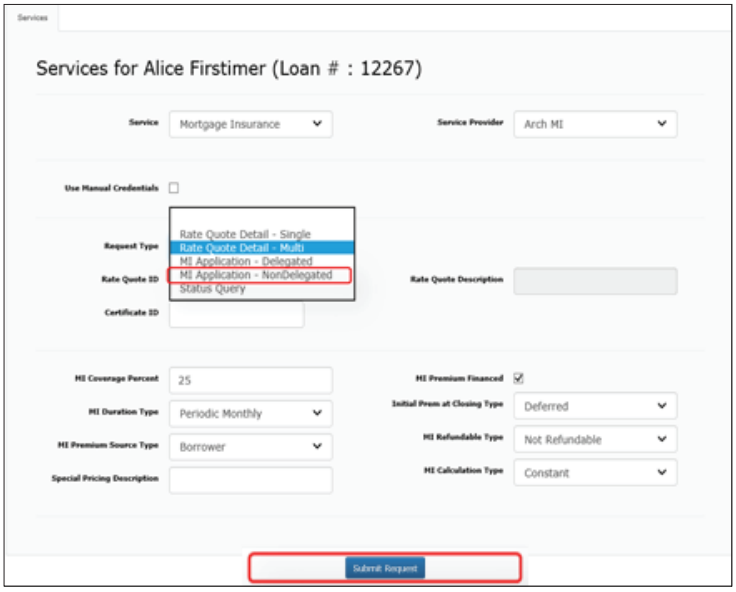
Order Non-Delegated MI from OpenClose DecisionAssist

Submitting a Non-Delegated MI Application.

1. In the **Request Type** field, select **MI Application – NonDelegated**.
2. Verify the MI order fields on the screen and click **Submit Request** when done.
3. The message window on the MI order screen displays a coded link to upload loan document.
4. Using your mouse, **highlight and copy the coded link and paste it into a browser window.**



You may use this link to upload documents securely for this loan only: **https://connect-stage.archmi.com/originations/losupload/c21a6886-320e-4592-bab0-02572470-1750**. Thank you for your Non-Delegated MI request. For the application to be processed, please submit your loan documents for review and underwriting. Please contact MI Operations at 1-877-642-4642 for further assistance. See Arch MI's fraud warning here: https://mi.archcapgroup.com/Disclaimer.

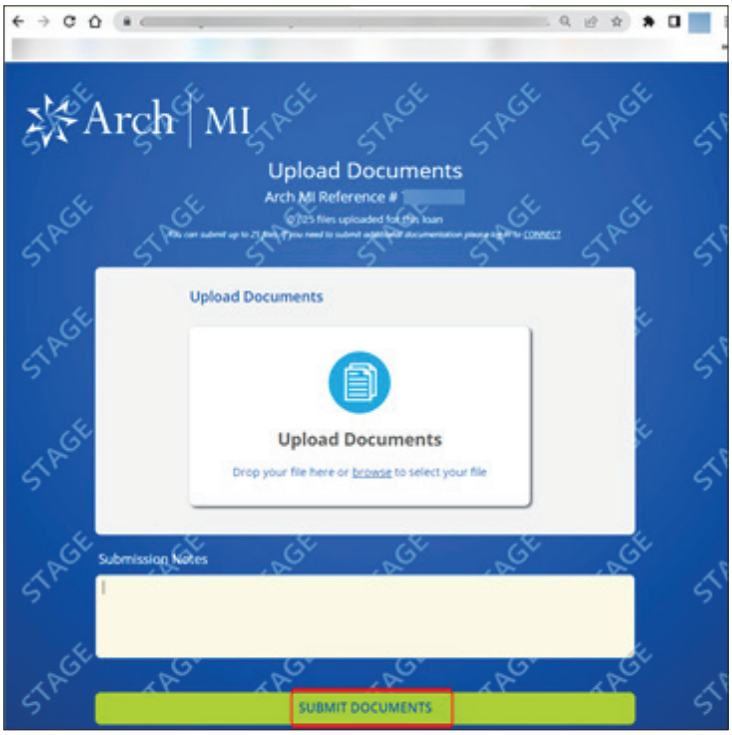
5. The **Upload Documents** webpage will open.

   Select files from your computer through browsing or by dragging and dropping them into the window. You may:

   a. Upload up to 25 files, and

   b. Upload comments for Arch MI underwriting in the Submission Notes section.

6. **Click Submit Documents.**



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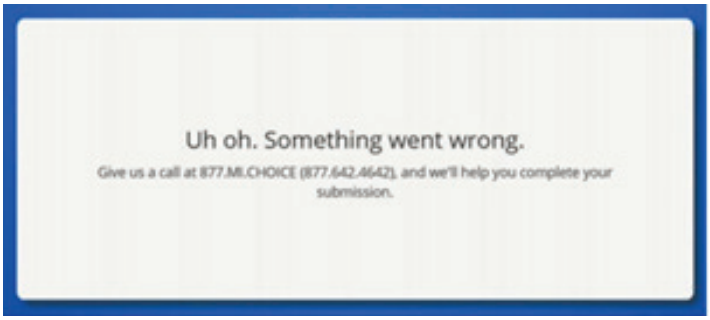
7. Once all the documents have been uploaded, an acknowledgment screen displays to confirm the submission.
8. **Note:** The MI Certificate-specific link will remain active to upload additional underwriting documents for 24 hours from the date of the last MI Application submission. For security reasons, the URL will expire after 24 hours.
9. When the link expires, an error message is displayed.

   To obtain a new secure link for uploading additional document, resubmit your Non-Delegated MI application.



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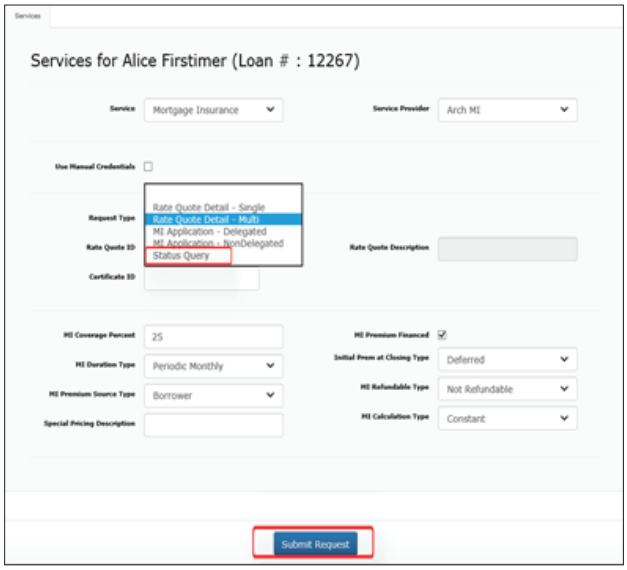
Retrieving a Non-Delegated Order Result and Certificate

1. A Reference Certificate ID will populate in the **Order Services** window.
2. Open the **Order Services** window.
3. In the **Request Type** drop-down, select **Status Query.**
4. Click **Submit Request**.
5. If your order was approved, your Certificate information will update the MI Certificate Info window. The Certificate PDF will also be stored in the eDoc Manager's Findings folder.



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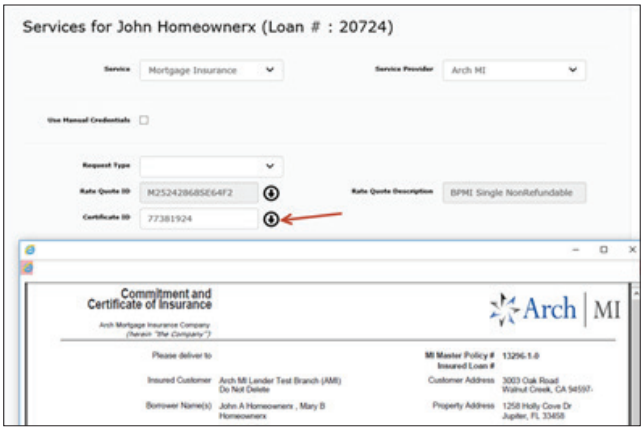
Order Non-Delegated MI from OpenClose DecisionAssist

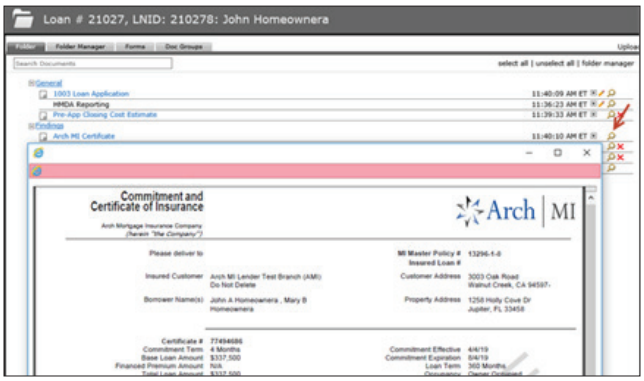
Viewing Your Certificate

The MI Certificate can be viewed in three ways:

1. From the **Order Services** window, click the **black arrow** next to the **Certificate ID** field to view your Certificate.



2. From the Manager's Findings Folder, click the **magnifying glass symbol** next to the "Arch MI Certificate" entry.



3. From the MI Info page, click the ⓘ icon next to the MI Certificate # field.

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