

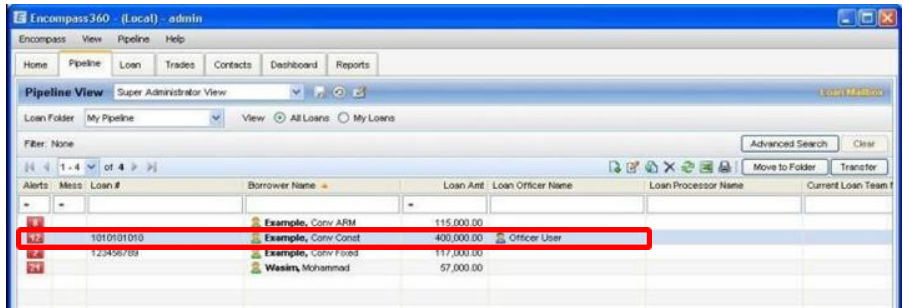
# Activating MI Certificate in Encompass



This document is intended for lenders who will be activating MI coverage in Encompass®. Only Arch’s EZ Monthly (Deferred Monthly) payment is eligible for activation from Encompass.

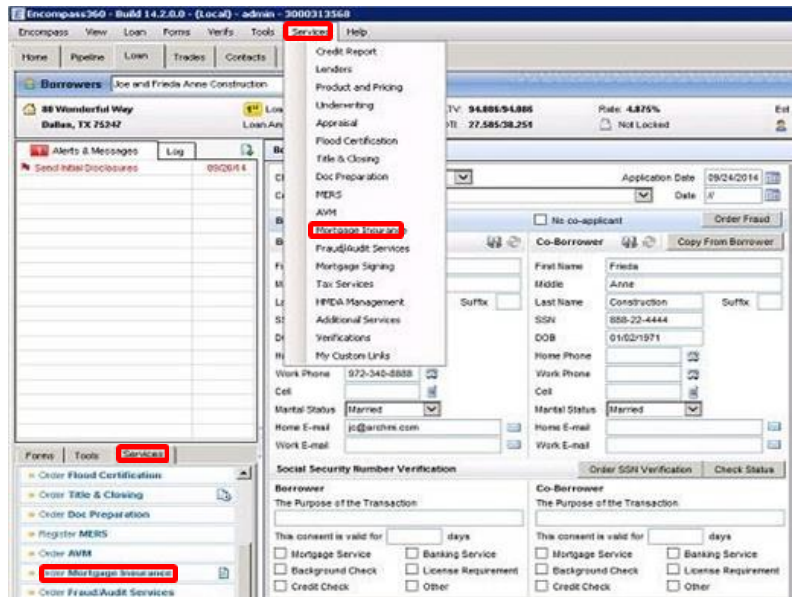
## Select a Loan

1. Launch **Encompass** on your computer.
2. Go to Pipeline and select the loan you are working on.



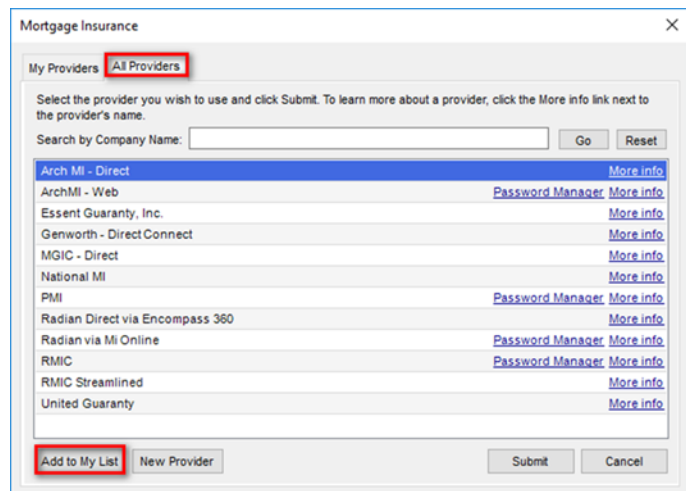
## Choose Arch MI

3. Select and click **Mortgage Insurance** from the **Services** tab located at the top Menu bar or the Services Tab below.

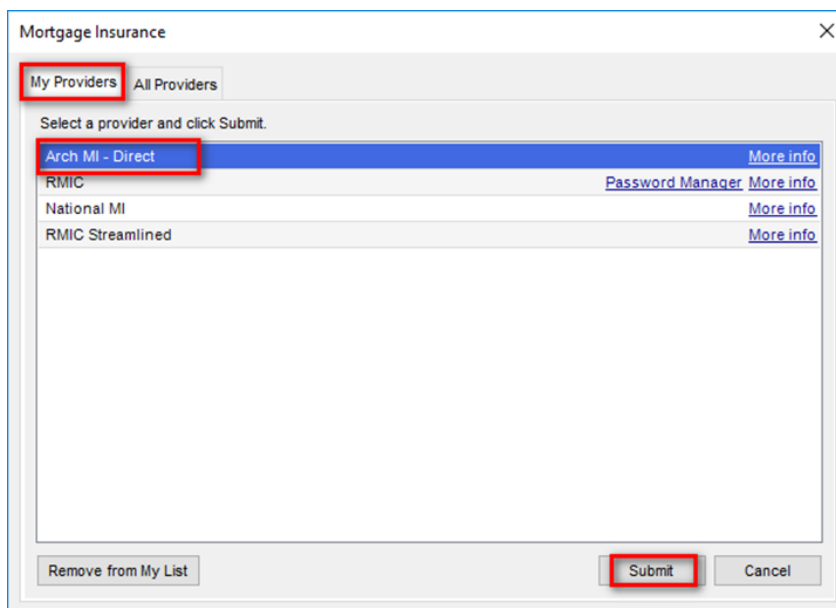


## First-time Users

4. From the **All Providers** tab, select **Arch MI-Direct** and click the **Add to My List** button.



5. **Arch MI-Direct** is now saved to the **My Providers** tab. To continue the order process, select **Arch MI-Direct** and click the **Submit** button.



Mortgage Insurance

My Providers All Providers

Select a provider and click Submit.

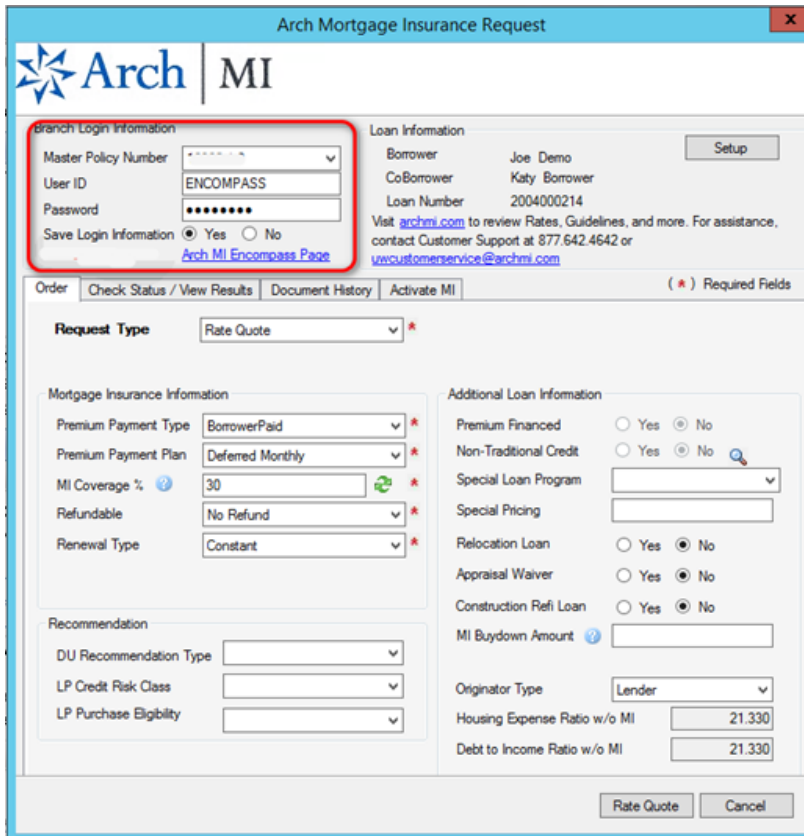
Arch MI - Direct	<a href="#">More info</a>
RMIC	<a href="#">Password Manager</a> <a href="#">More info</a>
National MI	<a href="#">More info</a>
RMIC Streamlined	<a href="#">More info</a>

Remove from My List Submit Cancel

6. The Arch Mortgage Insurance Request page will open.

7. Your **Master Policy Number**, **User ID** and **Password** are auto-populated.

**Note:** Contact your Administrator if any of the above information is missing.



Arch Mortgage Insurance Request

Arch MI

Branch Login Information

Master Policy Number \*\*\*\*\*

User ID ENCOMPASS

Password \*\*\*\*\*

Save Login Information  Yes  No [Arch MI Encompass Page](#)

Loan Information

Borrower Joe Demo [Setup](#)

CoBorrower Katy Borrower

Loan Number 2004000214

Visit [archmi.com](#) to review Rates, Guidelines, and more. For assistance, contact Customer Support at 877.642.4642 or [www.customerservice@archmi.com](mailto:www.customerservice@archmi.com)

Order Check Status / View Results Document History Activate MI (\*) Required Fields

Request Type Rate Quote \*

Mortgage Insurance Information

Premium Payment Type BorrowerPaid \*

Premium Payment Plan Deferred Monthly \*

MI Coverage % 30 \*

Refundable No Refund \*

Renewal Type Constant \*

Additional Loan Information

Premium Financed  Yes  No

Non-Traditional Credit  Yes  No

Special Loan Program

Special Pricing

Relocation Loan  Yes  No

Appraisal Waiver  Yes  No

Construction Refi Loan  Yes  No

MI Buydown Amount

Originator Type Lender

Housing Expense Ratio w/o MI 21.330

Debt to Income Ratio w/o MI 21.330

Rate Quote Cancel

## Activate MI Coverage

1. Verify the loan's closing date is entered in Encompass (Field 748) and the date is on or before the current date.
2. Verify an approved Certificate exists on the **Check Status/View Results** tab.
3. Click the **Activate MI** tab.
4. Validate the **Date Loan Closed** and **MI Cert Number**.
5. Click the **Activate** button.
6. A message is displayed indicating that Arch MI received the coverage activation request.
7. When transaction is completed, the **Activation Status** will change to "Request Sent."

