

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



## Select Arch MI

Order Arch MI mortgage insurance from the Loan Officer’s Workbench or the Processing Workbench (LFC only).

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

## Order MI

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

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

**Note:** The **Percent 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 the **Submit** button when completed.

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

### Order Services

MI - Arch

Loan #	Loan ID	Applicant	Address
3178	3178	John Homeowner	175 13th St. NW Washington, DC 20013

### Order Arch Mortgage Insurance

Borrower Information	Equifax	Experian	TransUnion	Non-Traditional Credit
Suzi Builder	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Loan Information	
Condo Project Name:	<input type="text"/>
Third-Party Originator Name:	<input type="text"/>
Third-Party Originator City/State:	<input type="text"/> <input type="text"/>
AVM (Automated Valuation Model):	None <input type="text"/>
Loan Program Description:	<input type="text"/>
Documentation Type:	Full <input type="text"/>
Desktop Underwriter® Decision:	<input type="text"/>
Freddie Mac LPA Risk Class Decision:	<input type="text"/>
Freddie Mac LPA Document Class Decision:	<input type="text"/>
Freddie Mac LPA Eligibility Class Decision:	<input type="text"/>
A-Minus:	<input type="checkbox"/>
Relocation Loan:	<input type="checkbox"/>

Mortgage Insurance Information	
Premium Plan:	<input type="text"/>
Renewal Type:	<input type="text"/>
MI Application Type:	Standard <input type="text"/> Delegated <input type="text"/> Rate Quote <input type="text"/>
Initial Premium Period:	<input type="text"/>
Percent of Coverage:	<input type="text"/>
Premium Paid By:	<input type="text"/>
Refundable:	<input type="text"/>
Loan/Affordable Program:	<input type="text"/>

Once the order is submitted successfully, the **Order Services** page refreshes and the Status changes to **Suspended** until Arch MI reviews the loan documentation.

Submit loan documents for underwriting review from **Imaging Center** (if applicable) or from our **CONNECT** online origination portal.

**Note:** Please contact Arch MI for setup information and credentials for Imaging Center.

### Document Upload Via Secured URL Link

A Non-Delegated request response will look like this.

Copy and paste the secured URL link from the message into a new browser tab:

**Order Services**

Select Service  Go!

Loan #	Loan ID	Applicant	Address
1998	1998	Alice Firstimer	123 Happy Tuesday Street Eau Claire, WI 54703

Prior Orders Auto-Refresh enabled

Vendor	ID	Submitted	Received	Status	VLF Upload
<small>Select All Clear All</small>					
MI - Arch	6987	5/23/2017 2:35:28 PM	5/23/2017 2:35:35 PM	<b>Suspended</b>	

You may use this link to upload documents securely for this loan only: <https://connect-stage.archmi.com/originations/losupload/3da1253a-2b8b-430d-9606-c35113543d44>. Thank you for your Non-Delegated MI request. In order 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>

<https://connect-stage.archmi.com/originations/losupload/3da1253a-2b8b-430d-9606-c35113543d44>

The webpage will open. Validate the Certificate # at the top of the screen in the Arch MI Reference # tag.

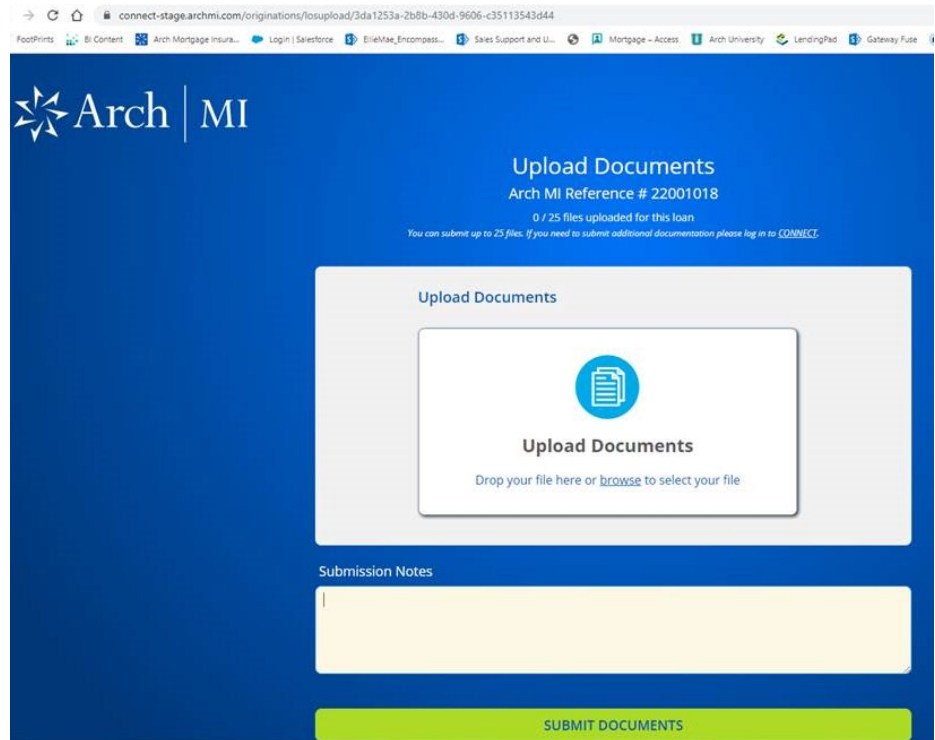
Select files from your computer through browsing or dragging and dropping them into the window. You may:

- a. Upload up to 25 files.
- b. Add comments for Arch MI underwriting in the **Submission Notes** section.

Once all the documents have been uploaded the user will receive an acknowledgement.

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.

When the link expires, a message will be displayed that something went wrong. To obtain a new secure link for uploading additional documents, resubmit your Non-Delegated MI Application.

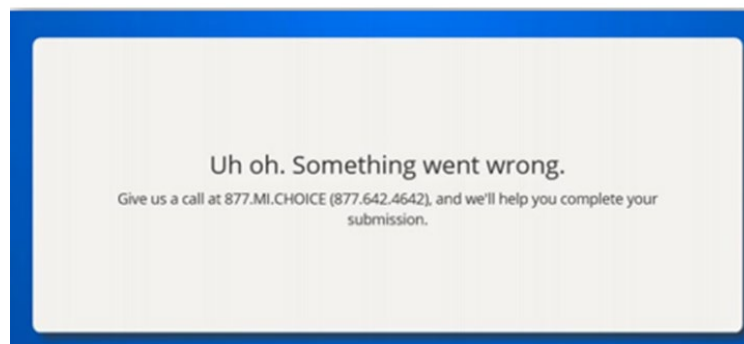


Full-File Application

Submitted on: 07/20/2021 06:14 PDT

Thank you for submitting your request to Arch MI. We will review your file and contact you when we have a decision. Please contact us at 877.MI.CHOICE (877.642.4642) with any questions or concerns.

Arch MI Reference #: 22001018  
 Documents: 12345\_BUILDER\_S1210714.pdf  
 Submission Notes:



When Arch MI completes underwriting, the **Status** will automatically change to **Approved**.

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

### View Certificate

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

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	<b>Approved</b>	

### 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:	78.41	Term Length:	Months

Renewal			
Rate:	0.0097	Term:	108
		Term Length:	Months

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

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