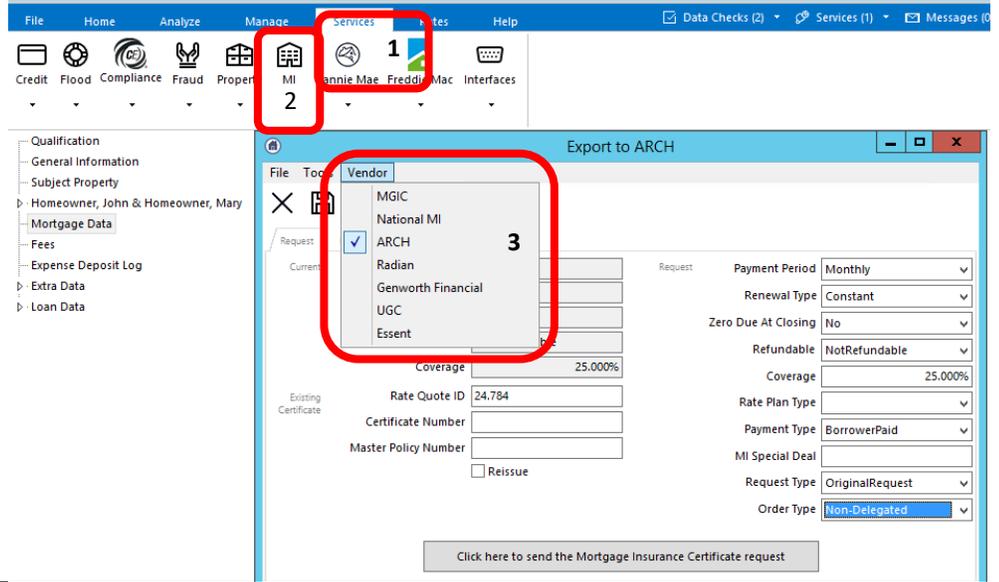


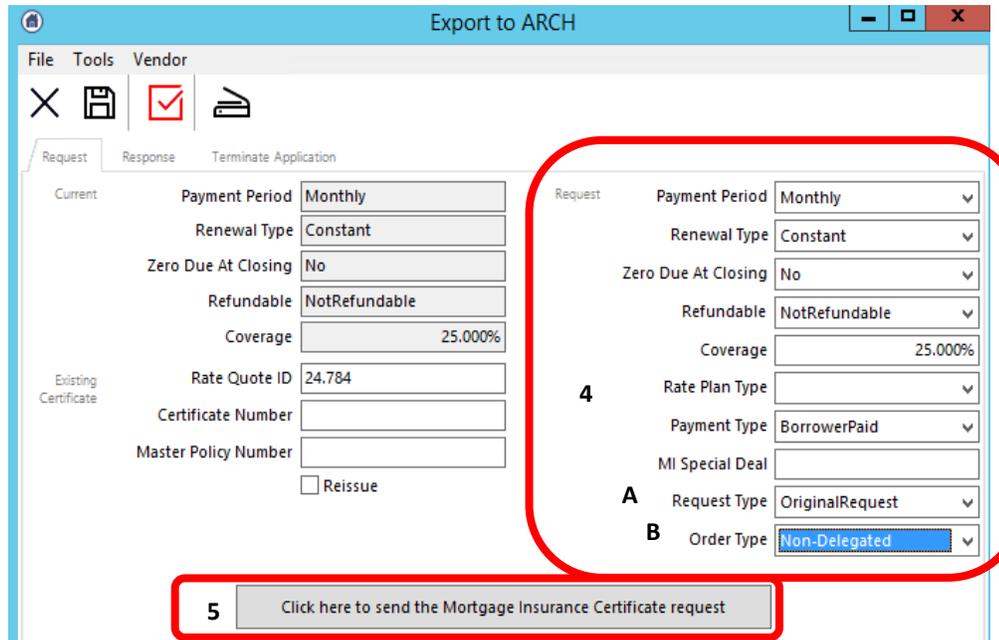
Order Non-Delegated MI with Mortgage Director



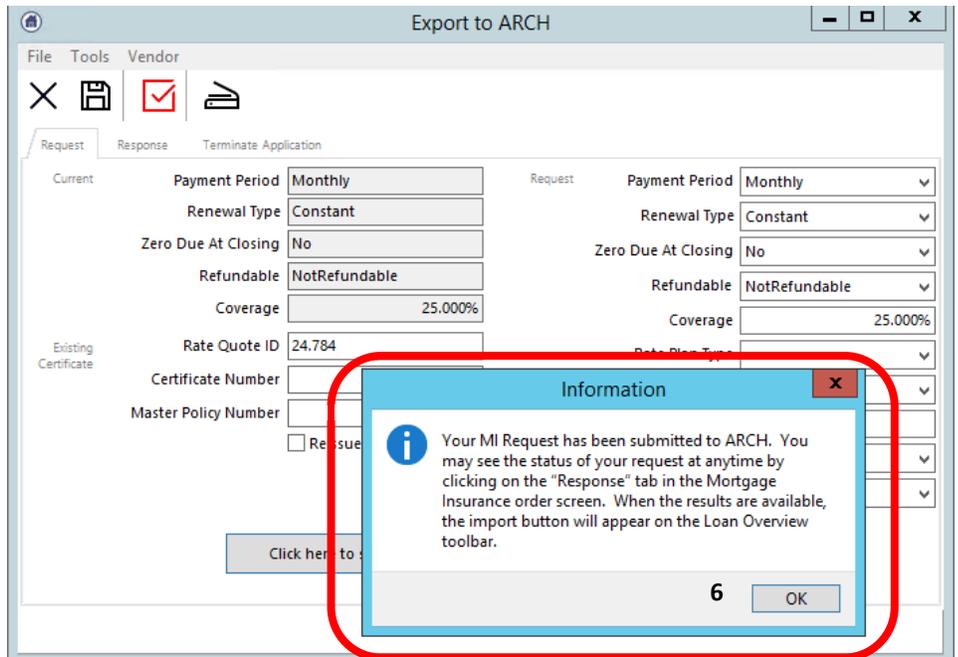
1. Select a loan from your Mortgage Director™ pipeline and click the **Services** tab.
2. Click the **MI** icon.
3. Click the **Vendor** menu from the **Export** window and select **ARCH** from the list.



4. Check or revise the MI Request fields if needed:
 - A. Set the **Request Type** to **OriginalRequest**.
 - B. Set the **Order Type** to **Non-Delegated**.
5. Click the large button at the bottom of the screen to submit your Non-Delegated MI (NDMI) application to Arch MI.



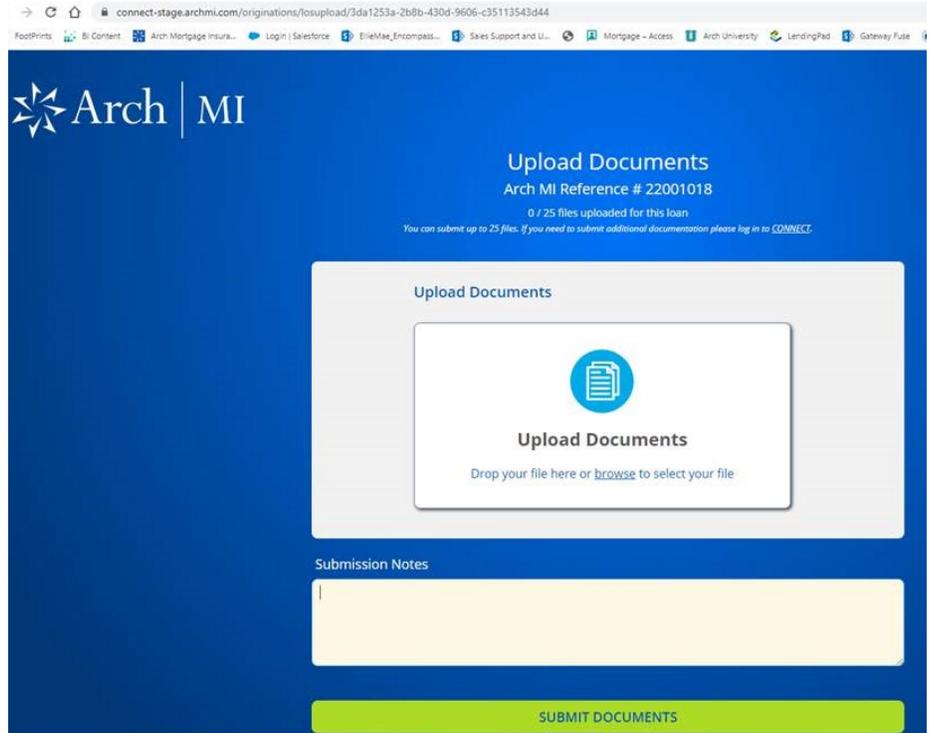
- An **Information** window displays a message describing the next steps. Click **OK**.



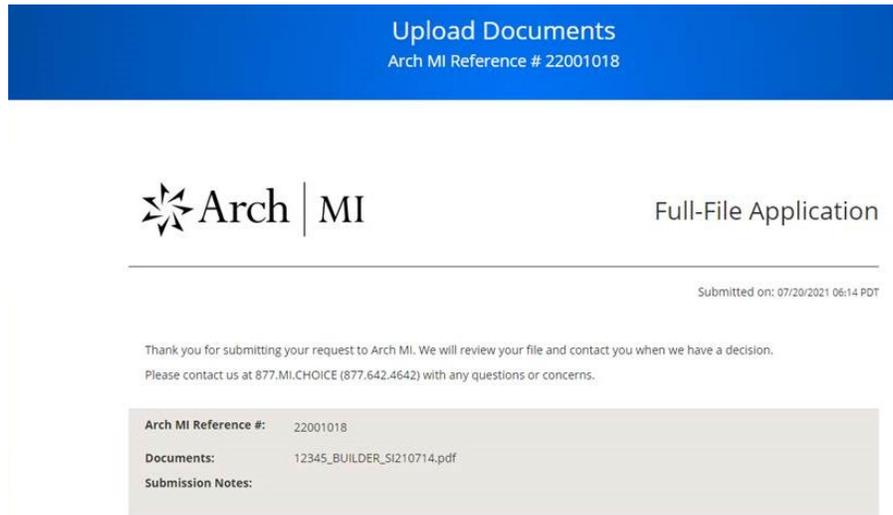
- The Certificate Number and status will display in the response tab that documents need to be submitted for underwriting review.
- Copy and paste the Secured URL link into a new browser: <https://connect-stage.archmi.com/originations/losupload/3da1253a-2b8b-430d-9606-c35113543d44>

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>

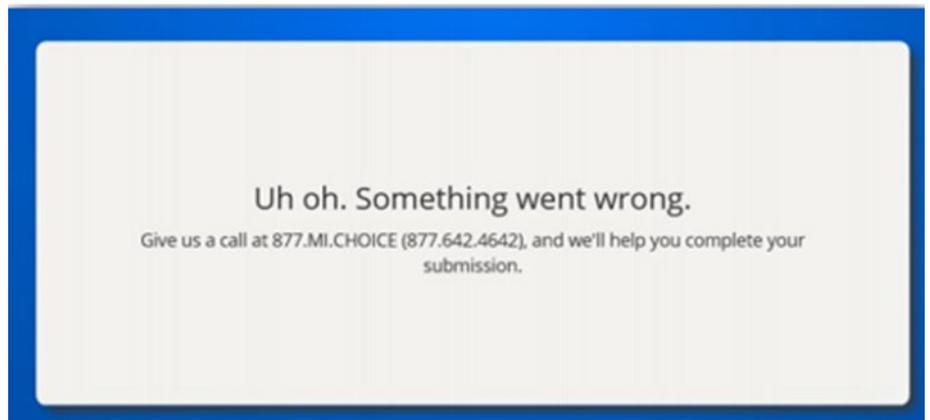
9. The webpage will open. Validate the Certificate # at the top of the screen in the Arch MI Reference # tag.
10. Select files from your computer by browsing or dragging and dropping them into the window. You may:
 - a. Upload up to 25 files.
 - b. Add comments for Arch MI underwriting in the **Submission Notes** section.



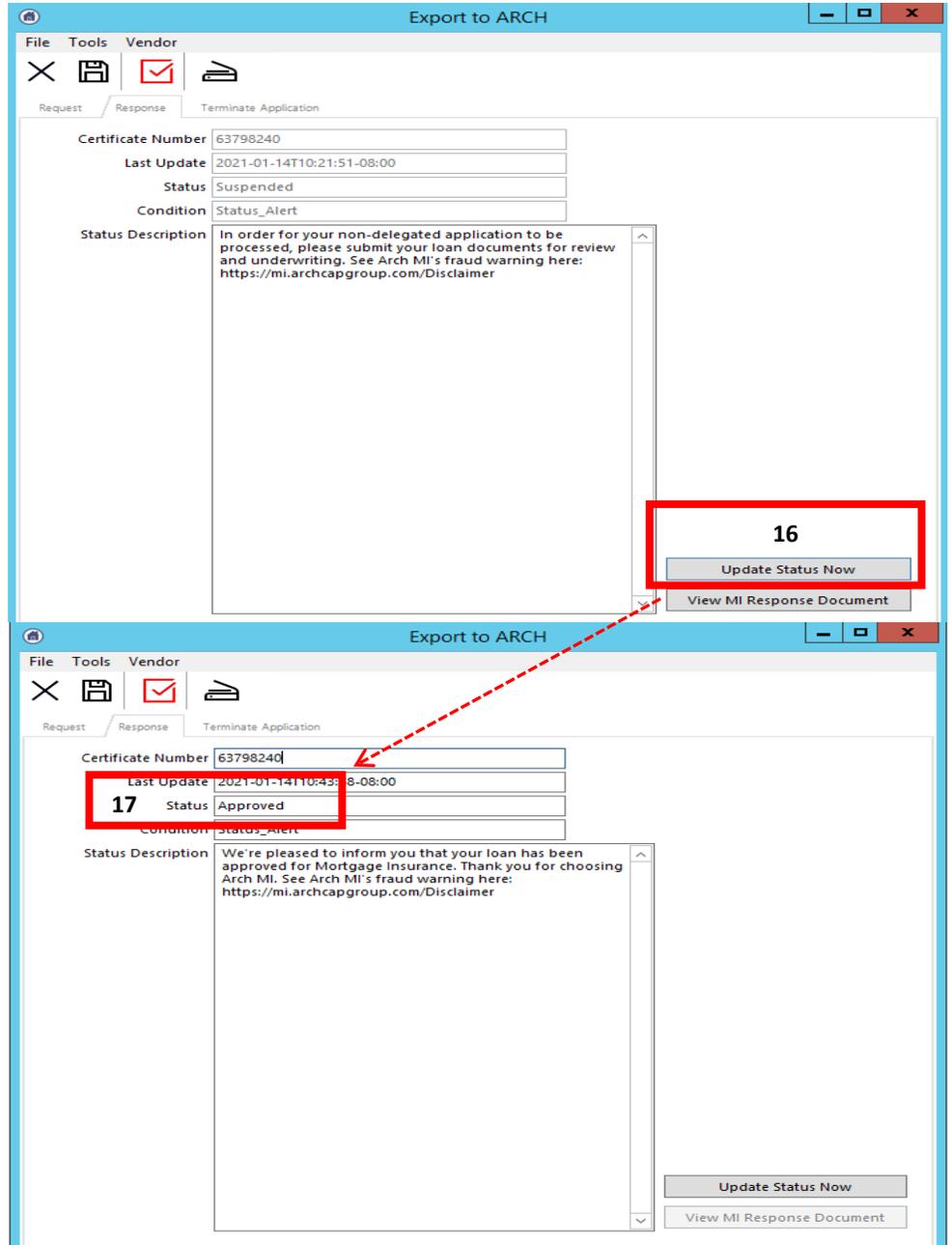
11. Once all the documents have been uploaded, the user will receive an acknowledgment.
12. The MI Certificate-specific link will remain active to upload additional underwriting documents for 24 hours from the date of the last MI Application submission.
13. For security reasons, the URL will expire after 24 hours.



14. 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.



15. To retrieve the Certificate Status, click the **Response** tab, then click the **Update Status Now** button.
16. The **Status** field will show “Approved” if Arch MI has completed the underwriting review and a Commitment is issued. It will show “Suspended” if underwriting is still in progress.



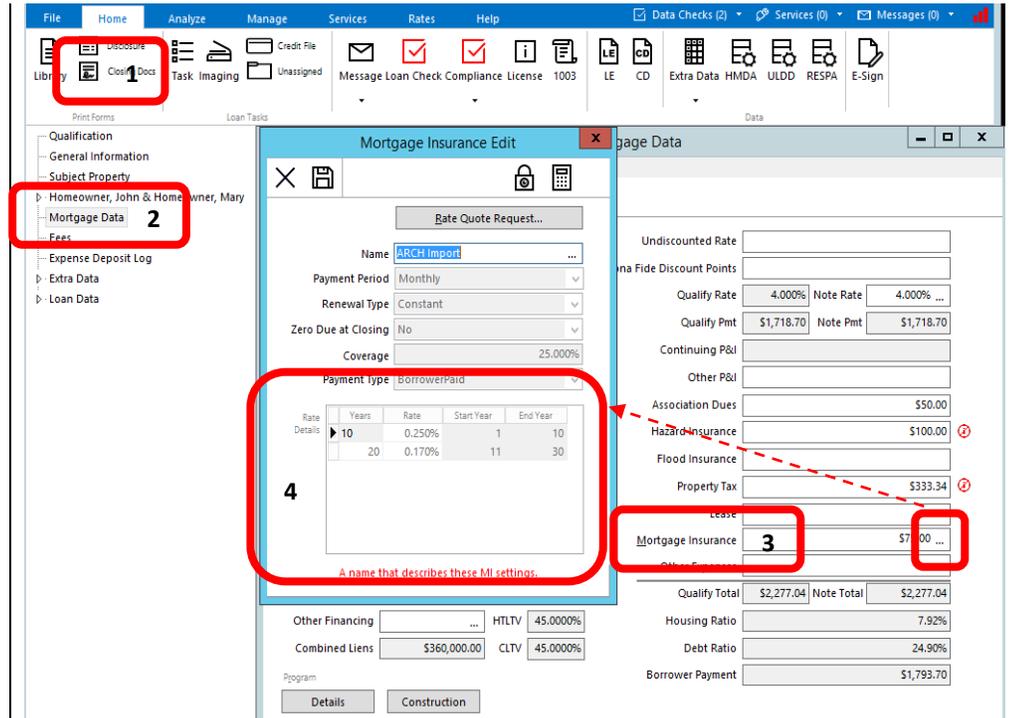
The image displays two screenshots of the 'Export to ARCH' application interface, illustrating the process of updating a certificate status.

Top Screenshot (Step 16): The application shows the 'Response' tab selected. The 'Status' field is 'Suspended'. A red box highlights the 'Update Status Now' button, with the number '16' next to it. The 'Status Description' field contains the text: "In order for your non-delegated application to be processed, please submit your loan documents for review and underwriting. See Arch MI's fraud warning here: <https://mi.archcapgroup.com/Disclaimer>".

Bottom Screenshot (Step 17): The application shows the 'Response' tab selected. The 'Status' field is now 'Approved'. A red box highlights the 'Status' field, with the number '17' next to it. The 'Status Description' field contains the text: "We're pleased to inform you that your loan has been approved for Mortgage Insurance. Thank you for choosing Arch MI. See Arch MI's fraud warning here: <https://mi.archcapgroup.com/Disclaimer>". A red dashed arrow points from the 'Update Status Now' button in the top screenshot to the 'Status' field in this screenshot.

Check Rates and MI Insurance

1. Click the **Home** tab to check the MI premium and rates for your NDMI order.
2. Double-click **Mortgage Data**.
3. See the premium amount in the **Mortgage Insurance** field.
4. Click the **ellipsis**  at the end of the **Mortgage Insurance** field to see the **Mortgage Insurance Edit** window. You can view the **Rate Details** here.



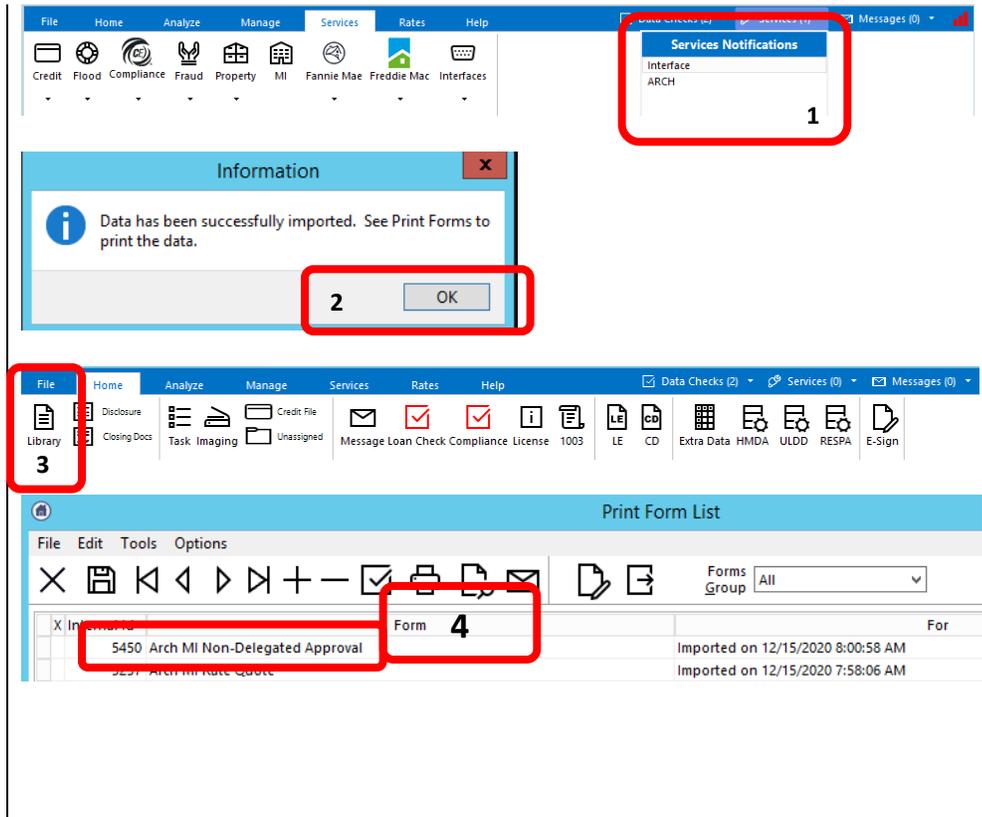
The screenshot shows the Arch MI software interface. The **Home** tab is selected in the top menu. The **Mortgage Data** field in the left sidebar is highlighted with a red box and labeled '2'. The **Mortgage Insurance** field in the right sidebar is highlighted with a red box and labeled '3'. The **Mortgage Insurance Edit** window is open, showing the **Rate Details** table, which is highlighted with a red box and labeled '4'. The **Rate Details** table is as follows:

Rate	Years	Rate	Start Year	End Year
10	0.250%	1	10	
20	0.170%	11	30	

The **Mortgage Insurance** field in the right sidebar is also highlighted with a red box and labeled '3', showing a premium amount of \$7,000.00. The **Rate Details** table is also highlighted with a red box and labeled '4'.

Retrieve the Certificate of Insurance

1. Click **Services** on the upper-right corner. Click **ARCH**.
2. See the message, "Data has been successfully imported." Click **OK**.
3. Select the **Home** tab. Click the **Library** icon to open the **Print Form List** window.
4. Click the **Form** button to alphabetize the forms in the **Print Form List** window. Look for the **Arch MI Non-Delegated Approval** form (Certificate of Insurance).



The screenshot illustrates the software interface with four red boxes highlighting key steps:

- Box 1:** A 'Services Notifications' window in the top right corner showing a notification for 'ARCH'.
- Box 2:** An 'Information' dialog box in the center stating 'Data has been successfully imported. See Print Forms to print the data.' with an 'OK' button.
- Box 3:** The 'Library' icon in the 'Home' tab of the main application window.
- Box 4:** The 'Form' button in the 'Print Form List' window, which is used to sort forms alphabetically.

The 'Print Form List' window shows a table of forms:

Form	For
5450 Arch MI Non-Delegated Approval	Imported on 12/15/2020 8:00:58 AM
5450 Arch MI Non-Delegated Approval	Imported on 12/15/2020 7:58:06 AM