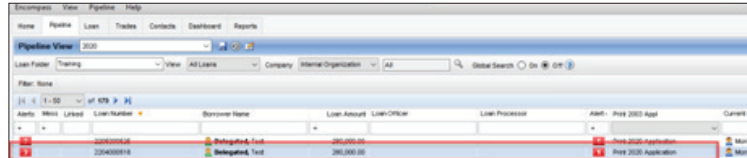




This document is intended for lenders who will be activating MI coverage in Encompass®. Only Arch's EZ Monthly (Deferred Monthly) payment is eligible for activation from Encompass.

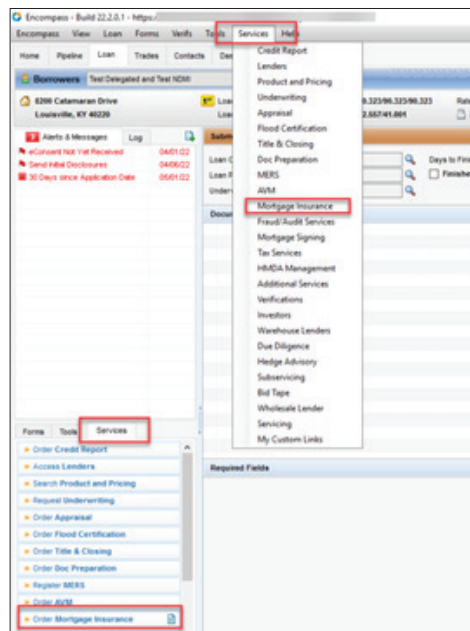
## Select a Loan

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



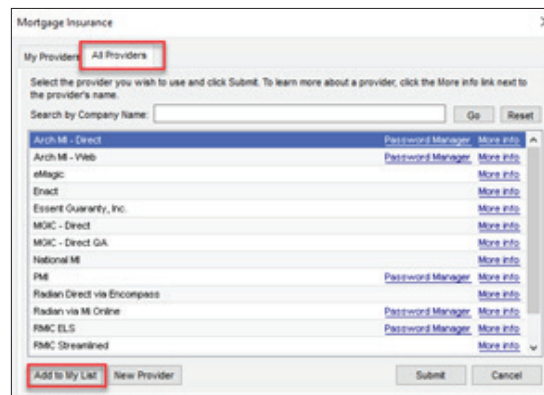
## Choose Arch MI

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

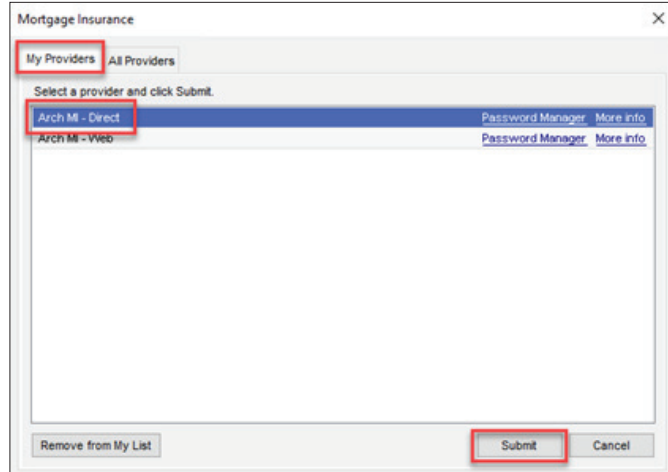


## First-time Users

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

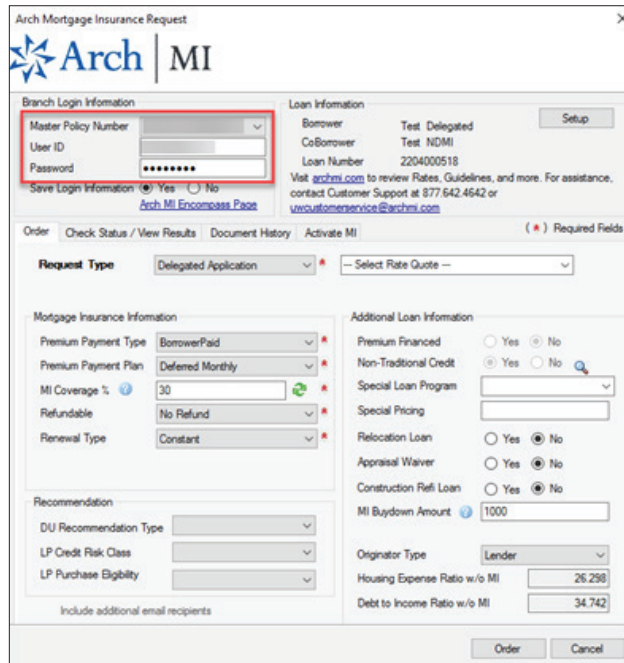


- Arch MI-Direct is now saved to the My Providers tab. To continue the order process, select **Arch MI-Direct** and click the **Submit** button.



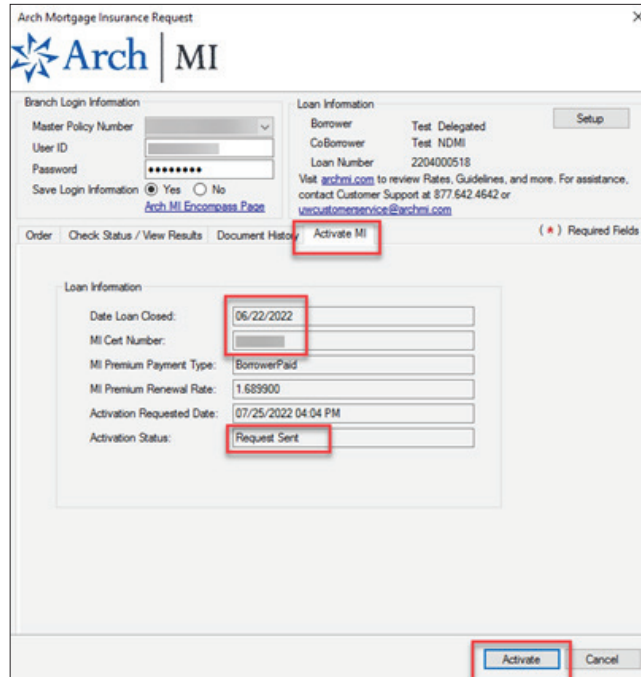
- The Arch Mortgage Insurance Request page will open.
- Your Master Policy Number, User ID and Password are auto-populated.

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



## 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."



Arch Mortgage Insurance Request

Arch | MI

Branch Login Information

Master Policy Number [dropdown]  
 User ID [text]  
 Password [password]  
 Save Login Information  Yes  No  
[Arch MI Encompass Page](#)

Loan Information

Borrower [text] Test Delegated [button]  
 CoBorrower [text] Test NDMI [button]  
 Loan Number 2204000518  
 Visit [archmi.com](#) to review Rates, Guidelines, and more. For assistance, contact Customer Support at 877.642.4642 or [uscustomerservice@archmi.com](mailto:uscustomerservice@archmi.com)

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

Loan Information

Date Loan Closed: 06/22/2022  
 MI Cert Number: [redacted]  
 MI Premium Payment Type: BorrowerPaid  
 MI Premium Renewal Rate: 1.689900  
 Activation Requested Date: 07/25/2022 04:04 PM  
 Activation Status: Request Sent

[Activate] [Cancel]



Activation Successful

*i* Coverage Activation Request for MI Certificate# [redacted] was received by Arch MI on 07-25-2022

[OK]