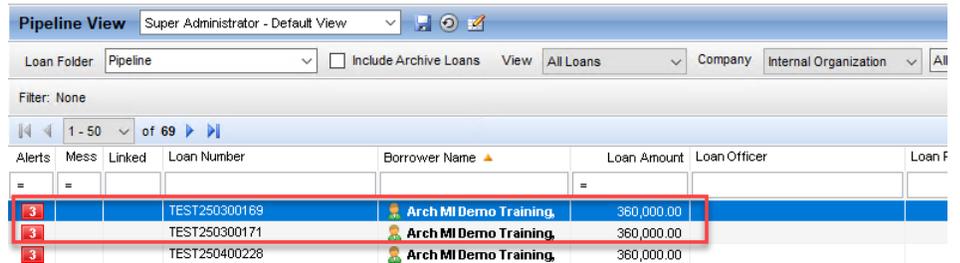




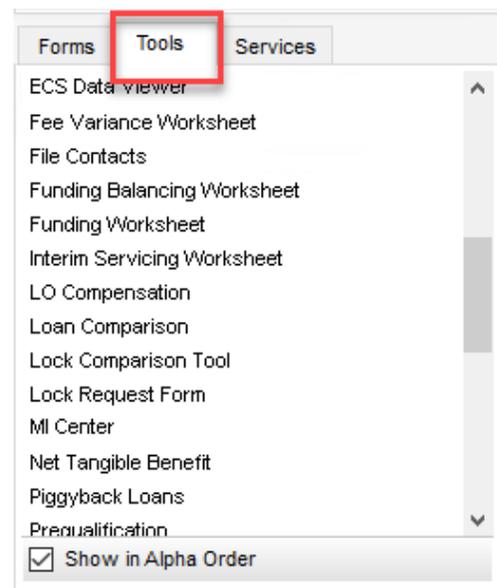
This document is intended for users who access Encompass Partner Connect™ through SmartClient and the Mortgage Insurance Center (MI Center).

1. Go to the **Pipeline View** and select the loan to be activated.

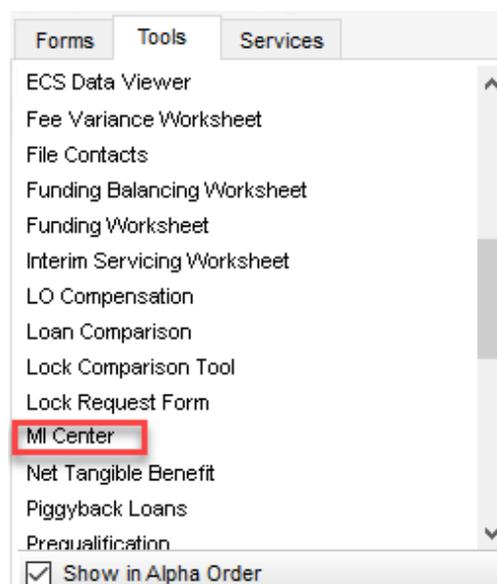


Alerts	Mess	Linked	Loan Number	Borrower Name	Loan Amount	Loan Officer	Loan F
3			TEST250300169	Arch MI Demo Training	360,000.00		
3			TEST250300171	Arch MI Demo Training	360,000.00		
3			TEST250400228	Arch MI Demo Training	360,000.00		

2. Select the **Tools** option on the left column or from the top header.



3. Select **MI Center** from the drop-down list.



4. The **Mortgage Insurance Center** screen will open, providing options to Compare Rate Quotes or initiate a New Order.

5. If placing a single MI order, click the **New Order** drop-down box and choose **ARCH**.

6. The **New Order** screen will start the ordering process. (See user guides for ordering Rate Quotes, Delegated MI and Non Delegated MI.)

