Submitting eShip Packages

From within the loan folder, select **File Submission >> MI Companies >>,** then select **Arch MI**

The Additional Information screen is used to enter other data to be included in the eShip Package.

Fields with an asterisk are required.

Once the information is complete, select the **Submit** link at the bottom of the page.
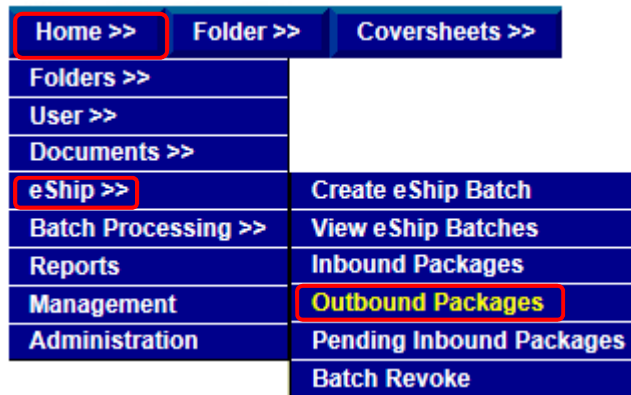

Searching for submitted eShip Packages

After the eShip has been sent, the user can search for the eShip to verify that it was successfully delivered.

Go to **Home >>**, **eShip** **>> Outbound Packages**

Home >>	Folder >>	Coversheets >>
Folders >>		
User >>		
Documents >>		
eShip >>	Create eShip Batch	
Batch Processing >>	View eShip Batches	
Reports	Inbound Packages	
Management	Outbound Packages	
Administration	Pending Inbound Packages	
	Batch Revoke	

Search for the loan using the **eShip Search Fields**.

Multiple search criteria can be entered to narrow the search.

Click **Search**

Search for outgoing eShip packages

eShip Search Fields

Destination	Arch MI ⌄ +
Status	⌄ +
Created Date	🗓 🗓
Created By User	
Accepted Date	🗓 🗓
Revoked Date	🗓 🗓
Revoked By User	

Folder Search Fields

Loan Number	

Click the Package Details icon ( ) beside the eShip to be reviewed.

		Destination	Created Date	Created By User	Status	Accepted Date	Accepted
	☐	Arch MI	11/18/2013 1:10 PM	Phillip Currie	Accepted	11/18/2013 1:10 PM	System

Criteria | Results

eShip Packages (1 - 1)

eShip Attributes

The **Properties** screen will appear.

This screen provides details regarding the eShip, i.e. Created Date, Created By User, etc.
The **eShip Data** provides the information that was sent to Arch MI in the eShip package.

Select the **eShip Documents** tab.

Properties | eShip Documents | Auto-Ship Document Types

Properties

Created Date	11/18/2013 1:10:32 PM
Created By User	Phillip Currie
Source Folder	12345611
Dsd	Arch MI
Notes	
Status	Accepted
Accepted Date	11/18/2013 1:10:33 PM
Accepted By User	System
Deactivated Date	
Deactivated By User	

eShip Data

Doc Processing Ind	Underwriting
Loan Number	12345611
Master Policy Number	10142-1-7
Company Name	STCU
Contact Person Name	
Contact Email Address	
Contact Phone Number	
MI Cert Number	
Submission Type	Standard Application
MI Type	Borrower Paid
MI Coverage	30
Payment Plan	Monthly Premium
Refund Type	No Refund
Renewal Type	Standard/Amortizing
Premium Financed	Yes
First Name	John

The **eShip Documents** tab provides specific information about the eShip and delivery of the package.

- The **Document Type** column shows the documents shipped in the package.
- The **Date Added** indicates the date BlitzDocs created the request.
- The **Date Delivered** indicates the date the package was delivered to Arch MI.
- The **Status** indicates if the package was successfully delivered. There are three main statuses.
  - *Pending* indicates BlitzDocs is processing the eShip request.   If the status remains "Pending", please contact BlitzDocs Support.
  - *Accepted* indicates the eShip package is waiting to be sent to Arch MI. If the status remains "Accepted" for an extended period of time (over 30 minutes), please contact BlitzDocs Support or review the Processing Log screen for errors.
  - *Shared* indicates the eShip package has been successfully delivered.

Properties | **eShip Documents** | Auto-Ship Document Types | Other eShips | Processing Log

eShip Documents Add/Remove Documents   − +

		Document	Direction	Document Type	Title	Comments	Date Added	Date Delivered	Attachment Document	Status	Last Update
		347443	Outbound	Sales Contract			11/18/2013 1:10 PM	11/18/2013 1:10 PM		Shared	11/18/2013 1:10 PM
		347444	Outbound	Credit Report			11/18/2013 1:10 PM	11/18/2013 1:10 PM		Shared	11/18/2013 1:10 PM
		347445	Outbound	Automated Underwriting Findings			11/18/2013 1:10 PM	11/18/2013 1:10 PM		Shared	11/18/2013 1:10 PM
		347446	Outbound	1003 - Loan Application			11/18/2013 1:10 PM	11/18/2013 1:10 PM		Shared	11/18/2013 1:10 PM

Manually eShip Trailing Docs

Follow the steps above to search for an eShip package.

The **eShip Documents** tab will show the documents shipped to Arch MI. Select the link **Add/Remove Documents**, to bring up the **Add/Remove Documents** page.

		Document	Direction	Document Type	Title	Comments	Date Added	Date Delivered	Attachment Document	Status	Last Update
		347443	Outbound	Sales Contract			11/18/2013 1:10 PM	11/18/2013 1:10 PM		Shared	11/18/2013 1:10 PM
		347444	Outbound	Credit Report			11/18/2013 1:10 PM	11/18/2013 1:10 PM		Shared	11/18/2013 1:10 PM
		347445	Outbound	Automated Underwriting Findings			11/18/2013 1:10 PM	11/18/2013 1:10 PM		Shared	11/18/2013 1:10 PM
		347446	Outbound	1003 - Loan Application			11/18/2013 1:10 PM	11/18/2013 1:10 PM		Shared	11/18/2013 1:10 PM

Properties | eShip Documents | Auto-Ship Document Types | Other eShips | Processing Log

eShip Documents Add/Remove Documents

On the **Add/Remove eShip Documents** page, locate the document(s) that need to be shipped to Arch MI.

Documents previously shipped to Arch MI will be checked and greyed out.

Document(s) that can be selected will have a check box for the user to select.

Add/Remove eShip Documents

eShip Documents | ☐ Show document details

		Document Type	UW Doc Status	Post Closer Doc Sta
Underwriting Decision				
	☑	Automated Underwriting Findings	Not Reviewed	Not Reviewed
Underwriting Documents				
	☑	Initial 1003	Not Reviewed	Not Reviewed
Credit Documents				
	☑	Credit Report	Not Reviewed	Not Reviewed
Income Documentation				
	☐	Borrowers Most Recent Paystub	Not Reviewed	Not Reviewed
	☐	Borrower W2s	Not Reviewed	Not Reviewed
Asset Documentation				
	☐	Bank Statement	Not Reviewed	Not Reviewed
Property Documentation				
	☑	Sales Contract for subject property	Not Reviewed	Not Reviewed

Click the **Update Selected** link

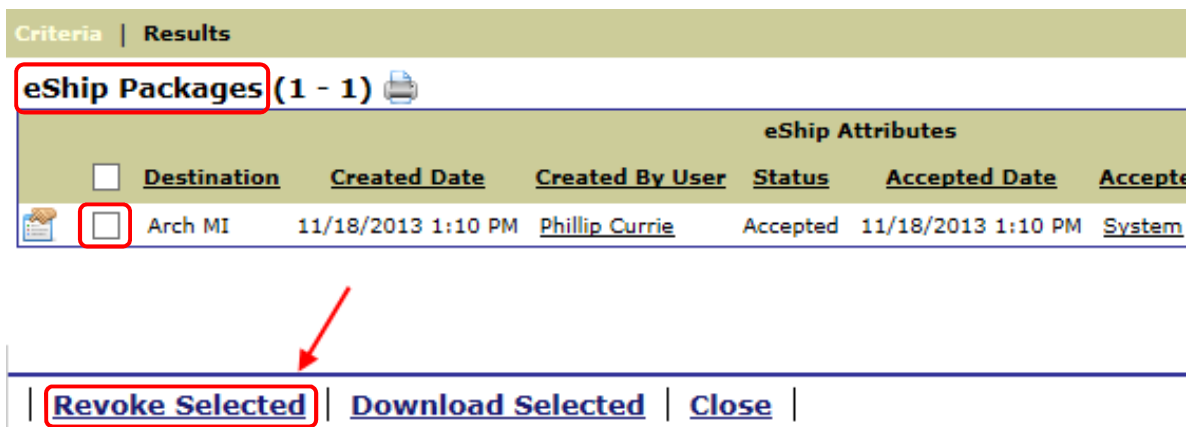This will manually ship the trailing document to Arch MI.

Revoking an eShip Package:

Follow the steps above to search for the eShip package.

On the **eShip Packages** screen, select the eShip(s) that need to be revoked.

Multiple eShips can be selected.

Select the **Revoke Selected** link