

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: Percentage 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 on the **Submit** button when completed.

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

Order Services

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
	Beacon	Fair Isaac	Empirica	
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
Loan Program Description:	<input type="text"/>
Documentation Type:	Full
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 Delegated Rate Quote
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 loan documentation.

Order Services

Select Service

Loan #	Loan ID	Applicant	Address
1996	1996	Alice Firstimer	123 Happy Tuesday Street Eau Claire, WI 54703

Prior Orders Auto-Refresh enabled

Vendor	ID	Submitted	Received	Status	VLF Upload
Select All Clear All					
MI - Arch	6967	5/23/2017 2:35:28 PM	5/23/2017 2:35:35 PM	Suspended	

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

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

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

Vendor	ID	Submitted	Received	Status	VLF Upload
Select All Clear All					
<input type="checkbox"/> MI - Arch	6979	5/23/2017 11:45:36 AM	5/23/2017 11:54:43 AM	Approved	

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

View Certificate

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

Mortgage Insurance Results

Arch Mortgage Insurance Results

Loan Information			
Loan Number:	1996	Borrower Name:	Penny Public
LTV:	97%	Social Sec. Number:	xxxx-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:	Months
Amount:	78.41	Term Length:	Months

Renewal			
Rate:	0.0097	Term:	108 Months
		Term Length:	Months

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

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

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