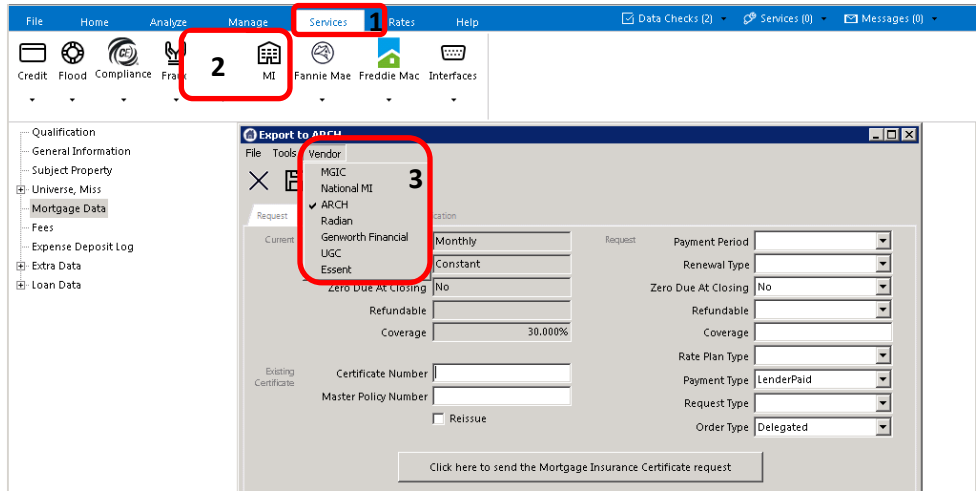


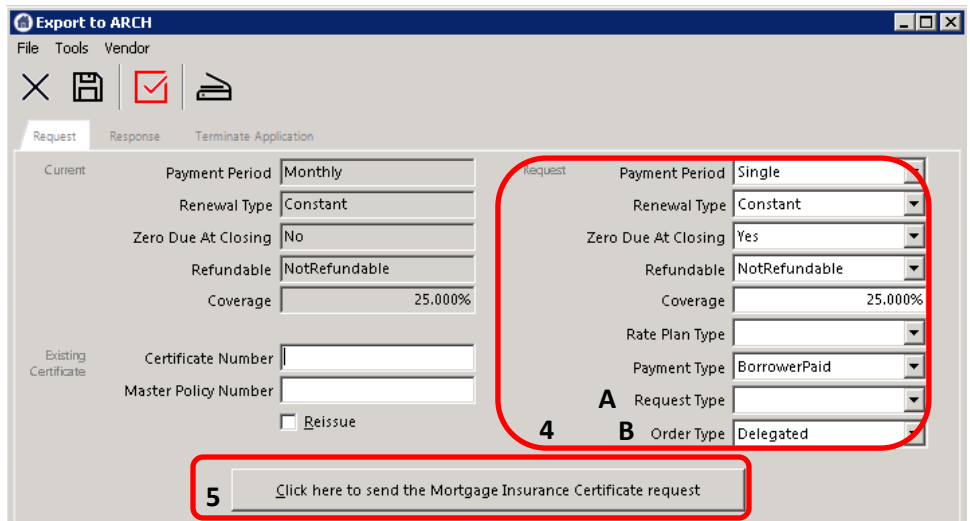
Order Delegated MI with Mortgage Director



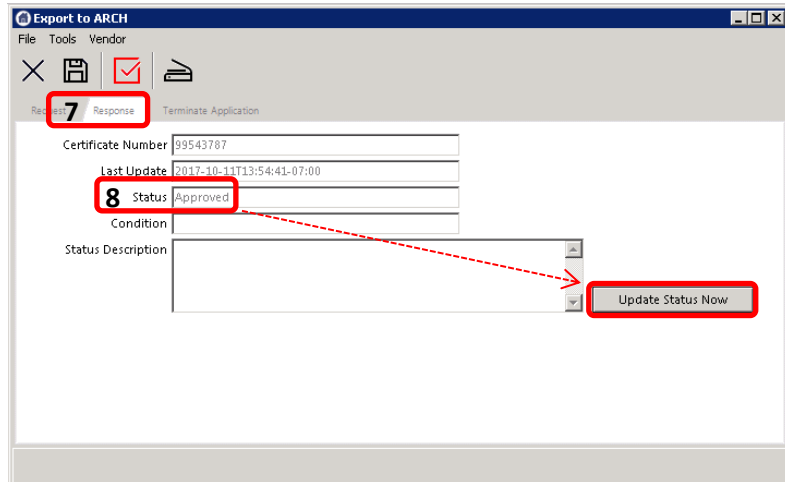
1. Select a loan from your Mortgage Director™ pipeline and click the **Services** tab.
2. Click the **MI** icon.
3. Click the **Vendor** menu from the **Export** window and select **ARCH** from the list.




4. Check or revise the MI **Request** fields if needed.
 - A. Set the **Request Type** to **Original Request**. Set it to **Resubmission** if submitting a previously ordered MI application.
 - B. Set the **Order Type** to **Delegated**.
5. Click the large button at the bottom of the screen to submit your Delegated MI application to Arch MI.

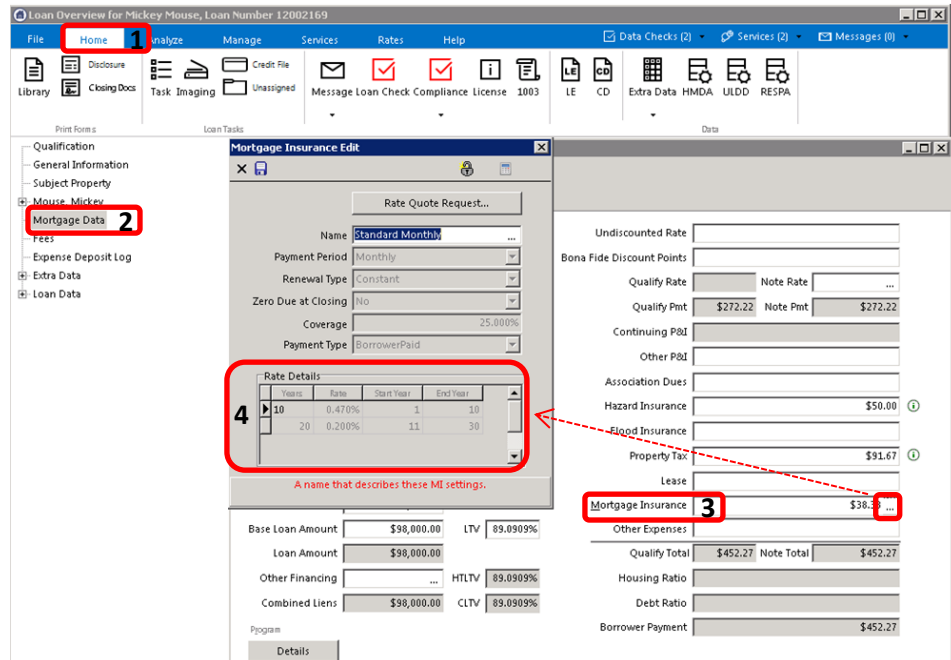


6. Click the **Response** tab. Click **Update Status Now** to retrieve the Certificate Status from Arch MI.
7. The **Status** field will show **Approved** when a Commitment is issued.



Check Rates and MI Insurance

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



Retrieve the Certificate of Insurance

1. Click **Services** on the upper-right corner. Click **ARCH**.
2. See a message indicating “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 **Form** to alphabetize the forms in the **Print Form List** window. Look for the **Arch Mortgage Insurance** form (Certificate of Insurance).

