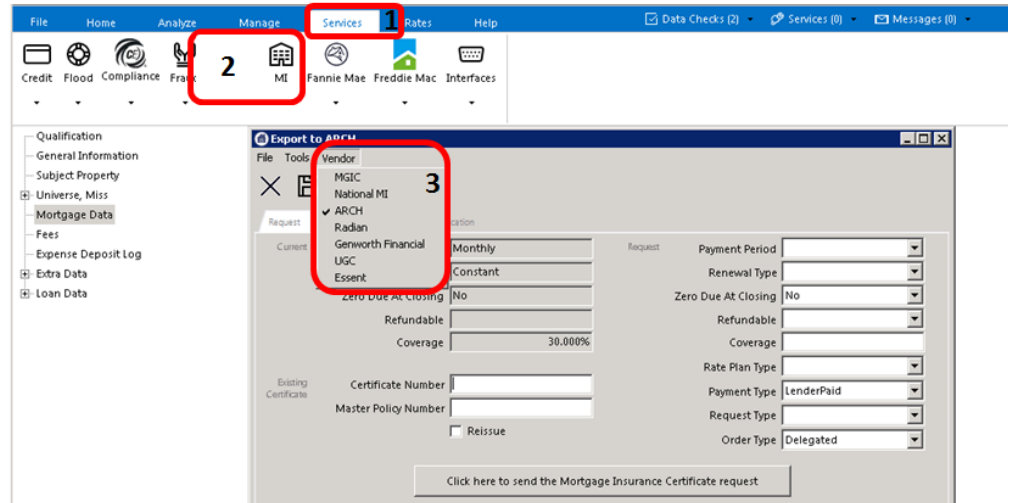


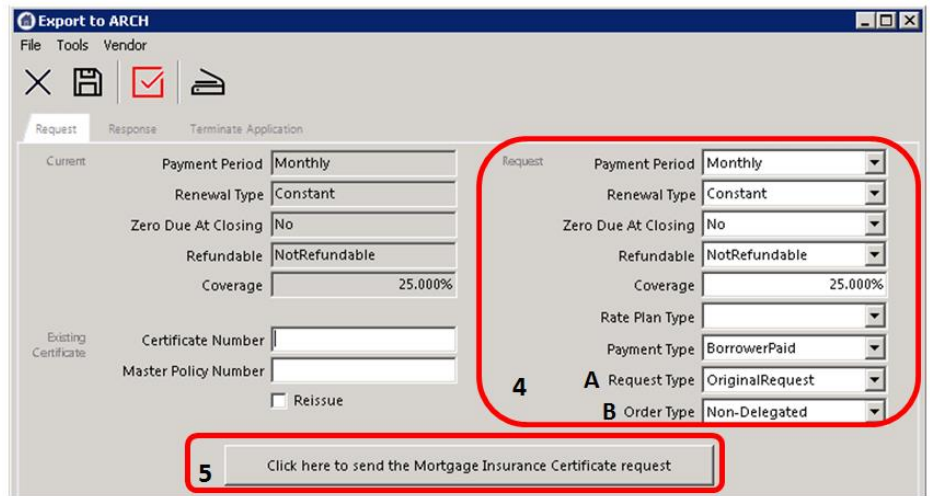
Order Non-Delegated MI with Mortgage Director



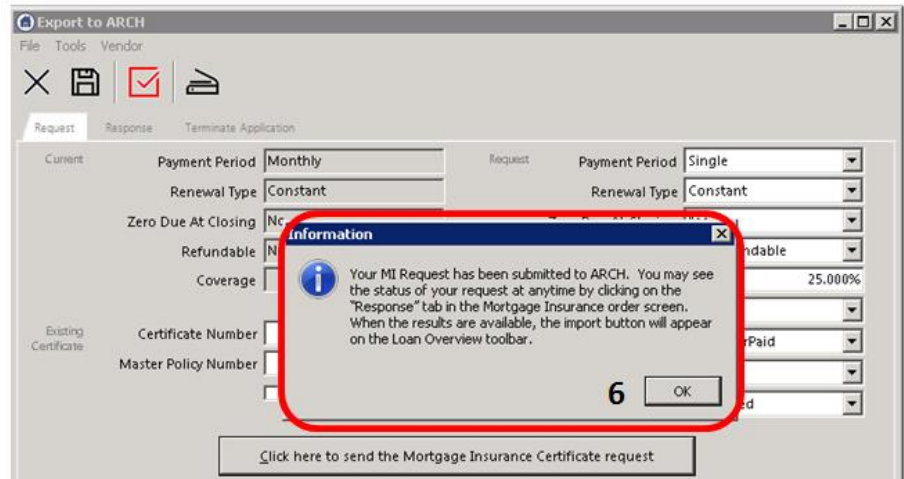
1. Select a loan from your Mortgage Director™ pipeline and click the **Services** tab.
2. Click the **MI** icon.
3. Click the **Vendor** menu from the **Export** window and select **ARCH** from the list.



4. Check or revise the MI **Request** fields if needed:
 - A. Set the **Request Type** to **Original Request**.
 - B. Set the **Order Type** to **Non-Delegated**.
5. Click the large button at the bottom of the screen to submit your Non-Delegated MI (NDMI) application to Arch MI.



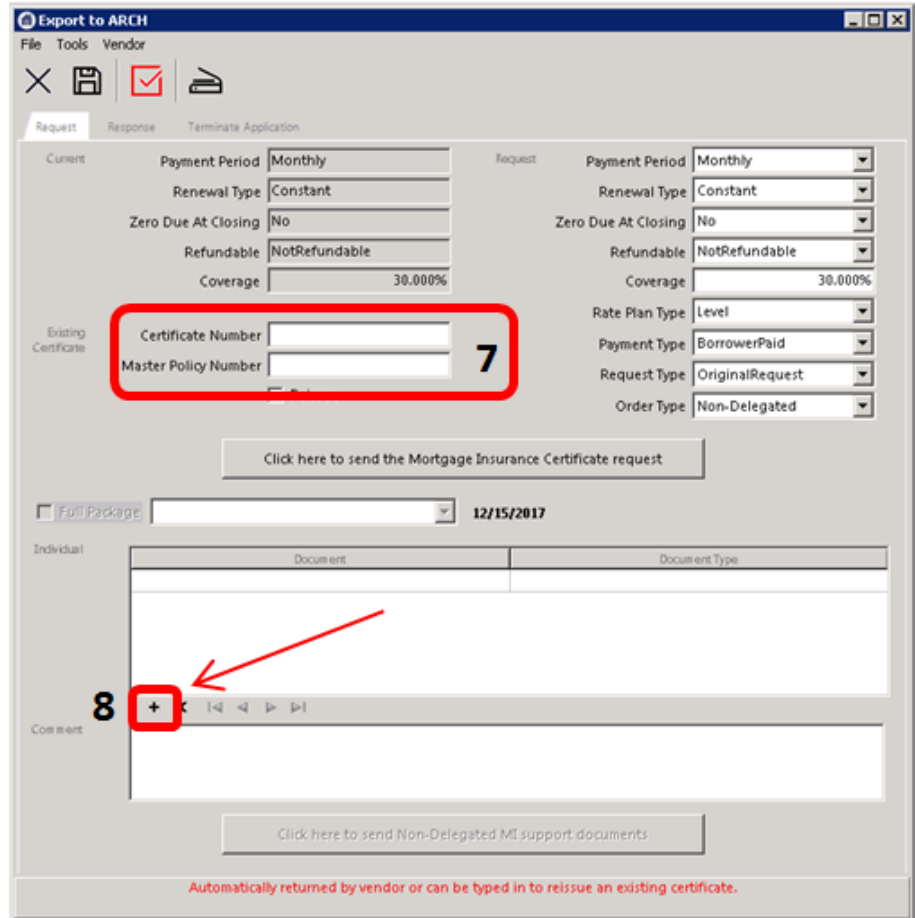
6. An **Information** window displays a message describing the next steps. Click **OK**.



- The **Certificate Number, Master Policy Number** and document upload section display.

To complete your NDMI application, upload the loan documents as described below.

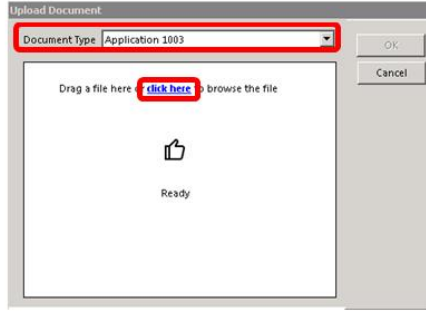
- Click the **+ icon** to begin attaching loan documents for underwriting review by Arch MI.



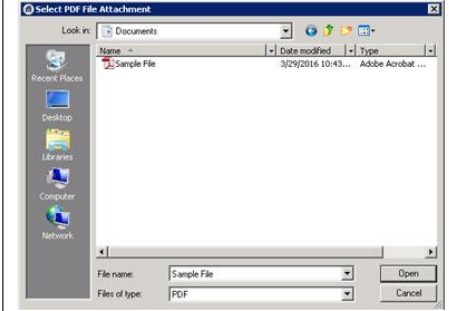
The screenshot shows the 'Export to ARCH' application window. It features a menu bar with 'File', 'Tools', and 'Vendor'. Below the menu are icons for cancel, save, checkmark, and print. The main area is divided into 'Current' and 'Request' sections, each with a form for mortgage insurance details. The 'Current' section includes fields for Payment Period (Monthly), Renewal Type (Constant), Zero Due At Closing (No), Refundable (NotRefundable), and Coverage (30.000%). The 'Request' section has identical fields. A red box highlights the 'Existing Certificate' section, which contains 'Certificate Number' and 'Master Policy Number' fields, with a large number '7' next to them. Below this is a button: 'Click here to send the Mortgage Insurance Certificate request'. A 'Full Package' checkbox is checked, and a date '12/15/2017' is displayed. Below this is a table with columns 'Document' and 'Document Type'. A red arrow points to a '+' icon in the table's footer, which is also circled in red. A large number '8' is next to the '+' icon. Below the table is a 'Comment' field and a button: 'Click here to send Non-Delegated MI support documents'. At the bottom, a red text line reads: 'Automatically returned by vendor or can be typed in to reissue an existing certificate.'

9. Upload required documents:

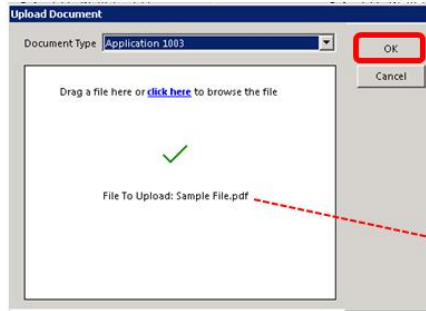
- A. The **Upload Document** window displays. Define the document you will attach by selecting the **Document Type** from the drop-down list. Select the **click here** link, or drag a file from your desktop.
- B. Select the file to attach from your computer.
- C. Mortgage Director will display a **check mark** when the file is attached. Repeat steps A and B for each document you attach. Click **OK** to close out of the **Upload Document** window.
- D. When all the documents are displayed in the document upload section, click the large button at the bottom of the screen to send your documents to Arch MI.
- E. See the **message**, “Your Non-Delegated MI Request has been submitted to ARCH.”



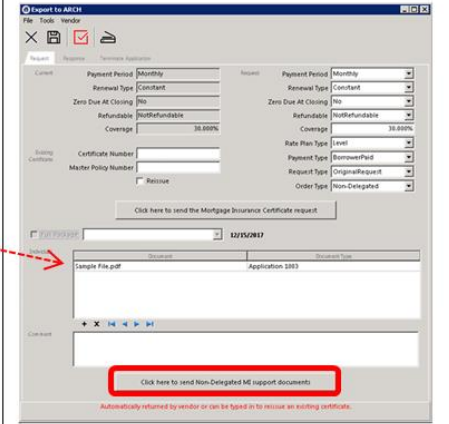
9A



9B

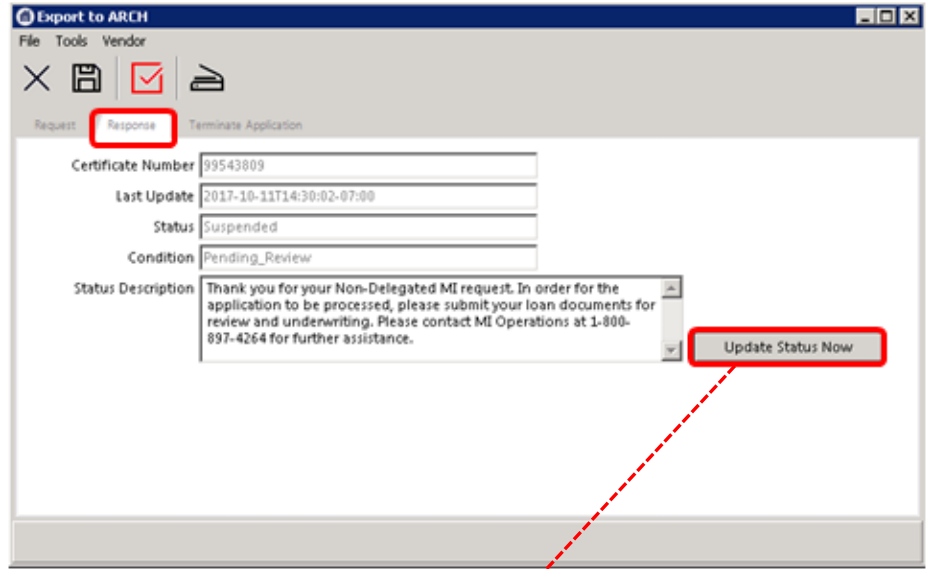


9C

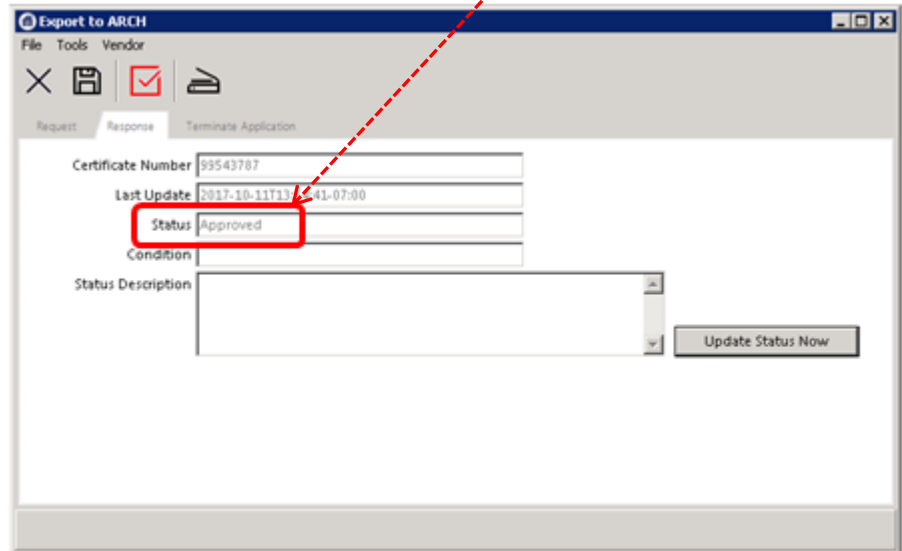


9D

10. To retrieve the Certificate Status, click the **Response** tab, then click the **Update Status Now** button.
11. The **Status** field will show "Approved" if Arch MI has completed the underwriting review and a Commitment is issued. It will show "Suspended" if underwriting is still in progress.




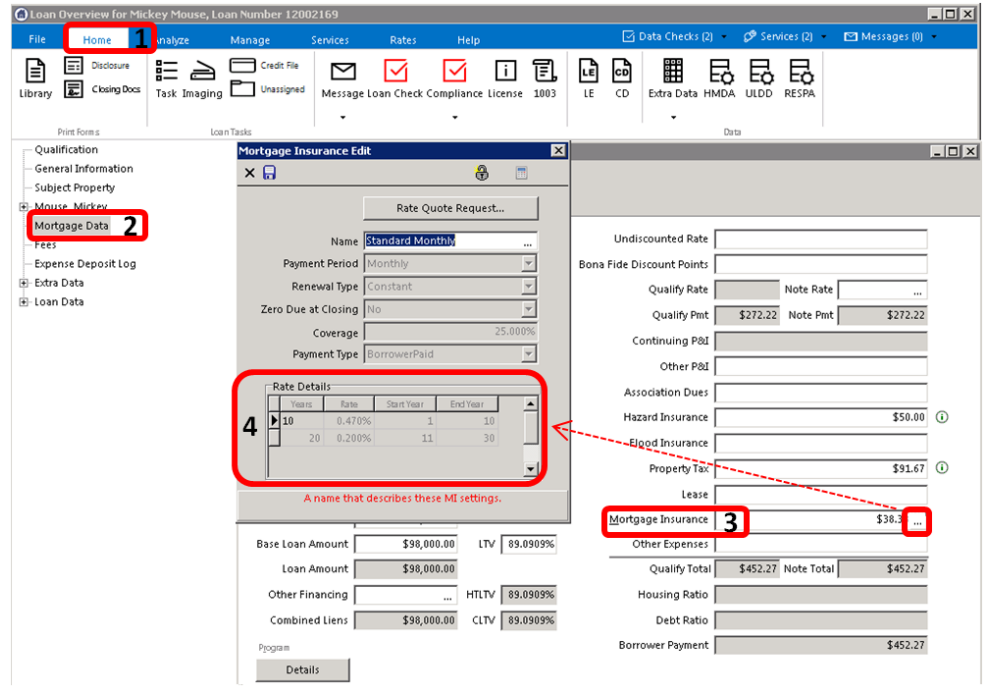
10



11

Check Rates and MI Insurance

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



The screenshot shows the Arch MI software interface. The main window is titled "Loan Overview for Mickey Mouse, Loan Number 12002169". The "Home" tab is selected in the top menu. The "Mortgage Data" field in the left sidebar is highlighted with a red box and the number "2". The "Mortgage Insurance" field in the main window is highlighted with a red box and the number "3". The "Mortgage Insurance Edit" window is open, showing the "Rate Details" table with a red box and the number "4".

Years	Rate	Start Year	End Year
10	0.470%	1	10
20	0.200%	11	30

The "Mortgage Insurance" field in the main window shows a premium amount of \$38.3... with an ellipsis icon next to it. The "Rate Details" table in the "Mortgage Insurance Edit" window shows the following data:

Years	Rate	Start Year	End Year
10	0.470%	1	10
20	0.200%	11	30

The "Mortgage Insurance" field in the main window also shows the following data:

Mortgage Insurance	Amount
Mortgage Insurance	\$38.3...

Retrieve the Certificate of Insurance

1. Click **Services** on the upper-right corner. Click **ARCH**.
2. See the message, "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 the **Form** button to alphabetize the forms in the **Print Form List** window. Look for the **Arch MI Non-Delegated Approval** form (Certificate of Insurance).

