


## Order Non-Delegated MI with Mortgage Cadence Enterprise Lending Center (ELC)



### Select a Loan

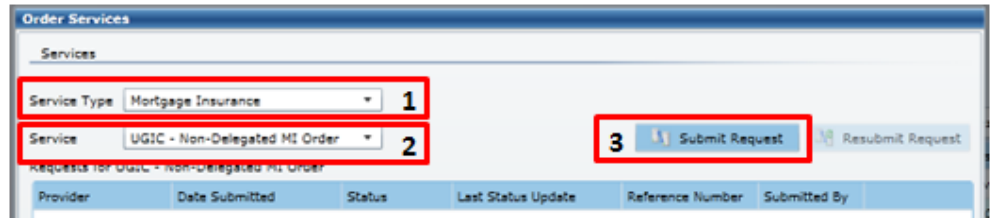
Choose a file from your **Loan Pipeline**.

1. Select the **Actions** icon  at the top right corner.
2. Click **Order Services** from the drop-down options.



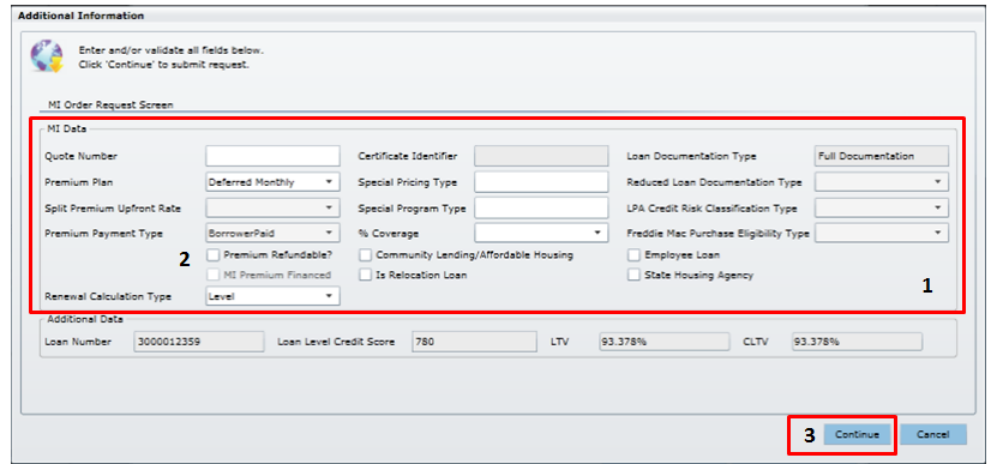
The Order Services screen displays.

1. Select **Mortgage Insurance** from the **Service Type** drop-down menu.
2. Choose **UGIC – Non-Delegated MI Order** from the **Service** drop-down menu.
3. Click the **Submit Request** button.



The **MI Order Screen (Additional Information dialog)** displays.

1. Complete the **MI Data** fields.
2. **IMPORTANT:** If the Premium Plan is **Monthly**, the **Premium Refundable?** option will be checked even though the Premium is actually **not refundable**.
3. Click **Continue** when done.



**Additional Information**  
Enter and/or validate all fields below.  
Click 'Continue' to submit request.

MI Order Request Screen

**MI Data**

Quote Number:  Certificate Identifier:  Loan Documentation Type: Full Documentation

Premium Plan: Deferred Monthly Special Pricing Type:  Reduced Loan Documentation Type:

Split Premium Upfront Rate:  Special Program Type:  LPA Credit Risk Classification Type:

Premium Payment Type: BorrowerPaid % Coverage:  Freddie Mac Purchase Eligibility Type:

Premium Refundable?  Community Lending/Affordable Housing  Employee Loan

MI Premium Financed  Is Relocation Loan  State Housing Agency

Renewal Calculation Type: Level

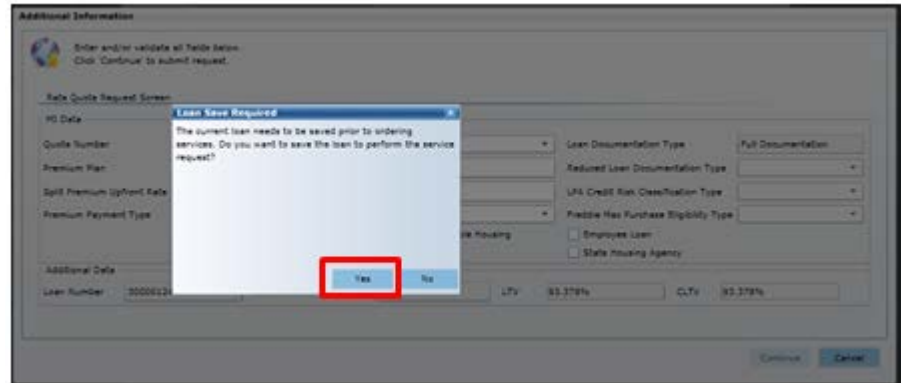
**Additional Data**

Loan Number: 3000012359 Loan Level Credit Score: 780 LTV: 93.378% CLTV: 93.378%

**3** Continue Cancel

The **Loan Save Required** screen displays.

Click **Yes** to order MI.



**Additional Information**  
Enter and/or validate all fields below.  
Click 'Continue' to submit request.

Rate Quote Request Screen

**Loan Save Required**

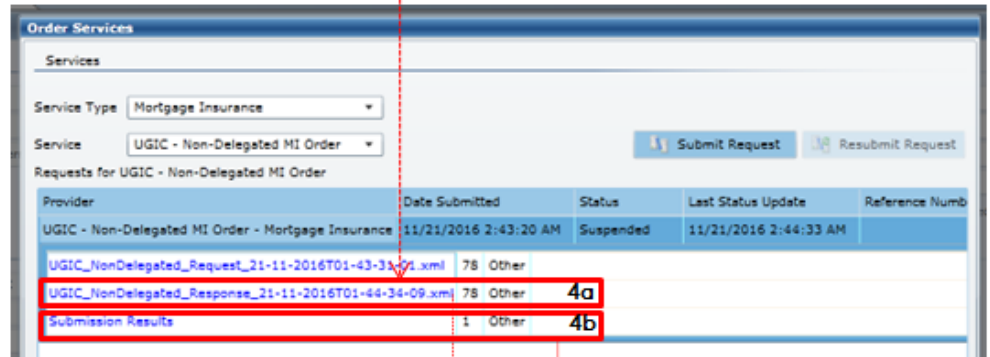
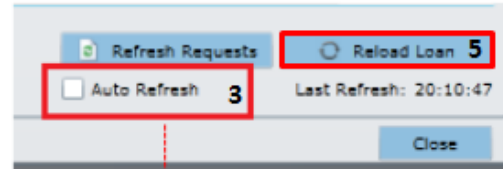
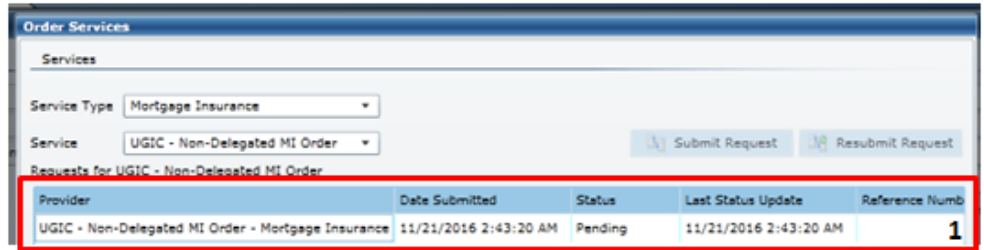
The current loan needs to be saved prior to ordering services. Do you want to save the loan to perform the service request?

Yes No

Continue Cancel

The **Order Services** screen displays.

1. View the Non-Delegated MI Order request.
2. **IMPORTANT:** Upload loan documents for Underwriting (UW) review from **Imaging Center** or Arch MI's online origination portal – **CONNECT**. Contact your Arch MI Sales Manager for credentials.
3. Check **Auto Refresh** at the bottom of the screen to retrieve the latest application status from Arch MI.
4. The **Status** will change to "Approved" once UW review is completed and a Commitment is issued.
  - a. Click the PDF link to view the **Certificate of Insurance**.
  - b. Select **Submission Results** to view Premium and Rate information on the **Order Status** screen.
5. Click **Reload Loan** to import fees. Close the **Order Services** screen.



a. Certificate of Insurance PDF



b. Order Status Screen



Rates are displayed on the **Mortgage Insurance Wizard** screen.

**IMPORTANT:**

1. Ensure the **Refundable** option is **unchecked**.
2. Update the **MI Company** to **ARCH MI**.

