Order Delegated or Non-Delegated MI with EPIC

Select a Loan

1. Select a loan from your pipeline.

2. Go to **Mortgage Insurance Reference Information** screen.

3. Select Arch MI in the **MI Reference** field.

4. Enter/Validate the following fields:

- **MI Plan/Type**.
- **Percent Coverage**.
- **Payment Option** (If not prefilled).
- Check **Deferred** box for EZ Monthly plan.
- Select **Delegated or Non-Delegated** for MI Application Type.
- Check **Lender Paid MI** box (if applicable).

MORTGAGE INSURANCE

Mortgage Insurance Reference Information

M.I. Reference:	ArchMI – ArchMI
PMI Certificate Number:	80286180
M.I. Plan / Type:	Constant Renewals
Percent Coverage:	☐ 20.000%
HPA PBTV Cutoff:	0.0000%
Base Insurance Amount:	$0.00
Adjustor Coverage:	○ Yes ● No

☐ MI Refundable

☐ Lender Paid MI   ☐ Both Lender and Borrower Paid

Payment Option: Monthly Premium ▼

Deferred ☐

☐ Split Premium   ☐ Financed Premium

Up-Front Rate: (none) ▼

MI Application Type: ○ Delegated ● Non-Delegated

Mortgage Insurer (MI) Code: 38 – CMG/Arch Mortgage Insurance Company (CMG/Arch)
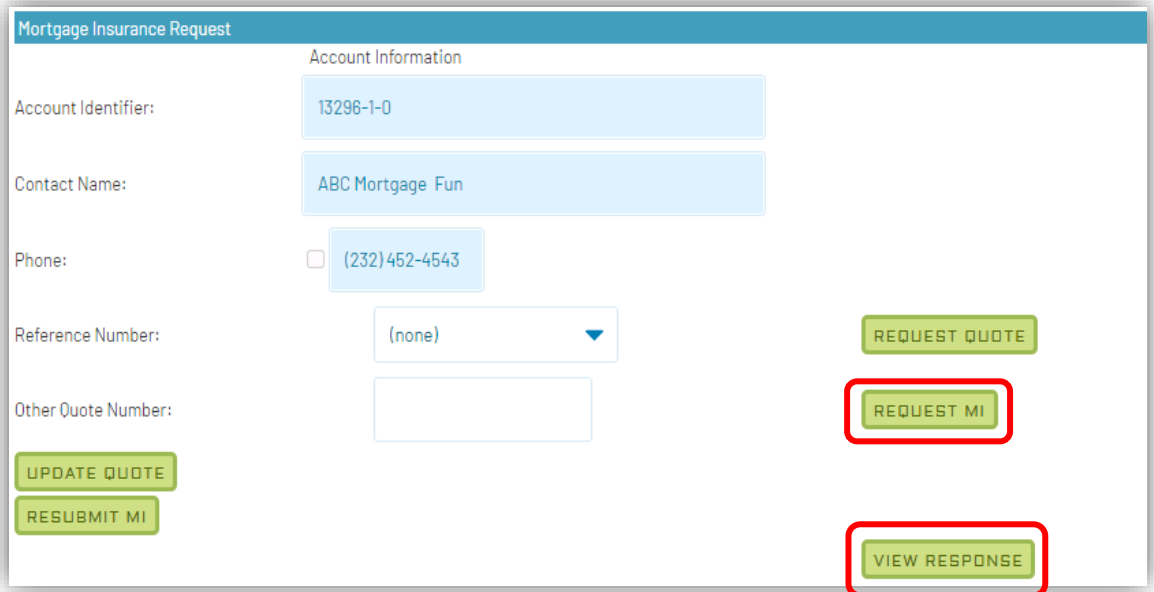
![Arch MI logo]

Request MI

6. Click on **Request MI**.

7. Arch MI will process the MI order and the certificate number will display in the PMI Certificate Number field.

8. For Delegated MI, select the **View Response** button to see the **Certificate of Insurance**.

9. For **Non-Delegated MI**, the application will suspend pending underwriting review. A secure Doc link will be provided and will expire in 24 hours. The Secure link applies only to the specific loan that was submitted.

10. Click on the link/or copy and paste the link in your browser to upload docs.

Mortgage Insurance Request

Account Information

Account Identifier:	13296-1-0
Contact Name:	ABC Mortgage Fun
Phone:	☐ (232) 452-4543
Reference Number:	(none) ▼
Other Quote Number:	

REQUEST QUOTE

REQUEST MI

UPDATE QUOTE

RESUBMIT MI

VIEW RESPONSE

- 11/17/2020 2:28 PM – Insurance Request - Suspended

- Thank you for your Non-Delegated MI request. In order for the application to be processed, please submit your loan documents for review and underwriting. You may use this link to upload documents securely for this loan only: **https://connect-stage.archmi.com/originations/losupload/cc1123d3-fc27-4e78-b8db-57c1e1a5e049**. Please contact MI Operations at 1-877-642-4642 for further assistance. See Arch MI's fraud warning here: https://mortgage.archcapgroup.com/us/disclaimer/

Upload Docs

11. The webpage will open. Validate the Certificate # at the top of the screen in the **Arch MI Reference # tag**.

Upload Documents
Arch MI Reference # 41810572

0 / 25 files uploaded for this loan
You can submit up to 25 files. If you need to submit additional documentation please log in to *CONNECT*.

☁⬆

DRAG & DROP
or browse to select your file

Submission Notes

SUBMIT DOCUMENTS

12. Select files from your computer through browsing or dragging and dropping into the window. You may:
a. Upload up to 25 files.
b. Add comments for Arch MI underwriting in the "**Submission Notes**" section.

13. Click the **Submit Documents** button when ready.

Upload Documents
Arch MI Reference # 41810572

Documents	Errors	Action
Test_Underwriting_10...		Remove
Test_Underwriting_10...		Remove
Test_Underwriting_Ap...		Remove
Test_Underwriting_Ap...		Remove

4 / 25 files uploaded for this loan
You can submit up to 25 files. If you need to submit additional documentation please log in to CONNECT.

DRAG & DROP
or browse to select your file

Submission Notes

Test upload for UW

SUBMIT DOCUMENTS

14. Once all documents are uploaded, an acknowledgment will be displayed.

15. The MI Certificate-specific link will remain active to upload additional underwriting documents for up to 24 hours from the date of the last MI Application submission. For security reasons, the URL will expire after this time.

16. When the link expires, a message will be displayed that something went wrong.

17. To obtain a new secure link for uploading additional documents, resubmit your Non-Delegated MI Application.

18. Once the Underwriting decision is made, an email with the PDF certificate will be sent to the contact.

Arch | MI — Full-File Application

Submitted on: 12/02/2019 10:09 PST

Thank you for submitting your request to Arch MI. We will review the file and will contact you when we have a decision.

If you have questions, please contact our Customer Service Center at 877.MI.CHOICE (877.642.4642).

Arch MI Reference #:	41810572
Submission Notes:	Test upload for UW
Documents:	Test_Underwriting_1008-1077 Transmittal Summary.pdf
	Test_Underwriting_1040.pdf
	Test_Underwriting_Appraisal-Reports.pdf
	Test_Underwriting_Application 1003.pdf

Uh oh. Something went wrong.

Give us a call at 877.MI.CHOICE (877.642.4642), and we'll help you complete your submission.