

Agents National Title Insurance Company User Guide (v2.0) Closing Protection Letter

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Introduction

The ANTIC – Agents National Title Insurance Company 2.0 integration with SoftPro 360 will allow you to seamlessly order ANTIC – Agents National products within ProForm. SoftPro 360 will be able to create an ANTIC – Agents National file corresponding to information in your ProForm order and enable you to order CPLs and Policy Jackets through ANTIC – Agents National. Additionally, you'll be able to edit a CPL as well as void Policy Jacket. All of this can be done without having to leave your SoftPro workspace, helping to facilitate a more efficient workflow by reducing or eliminating the duplication of data.

Benefits/Features

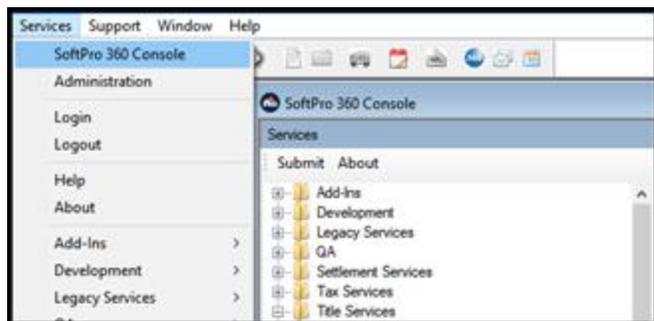
ANTIC users are able to:

- Request a CPL through ANTIC – Agents National 2.0 directly from an order.
- Request a Policy Jacket, including Owner, Mortgagee, Short Form, Commitment, or Simultaneous (both an Owner and Mortgagee at the same time).
- View the contents of a CPL or Jacket returned from ANTIC – Agents National.
- Copy the contents of a CPL or Jacket to their clipboard.
- Accept and attach a CPL or Jacket to an order.
- Edit an existing CPL created from an order and submit the request to ANTIC – Agents National for an updated product.
- Void a Jacket.

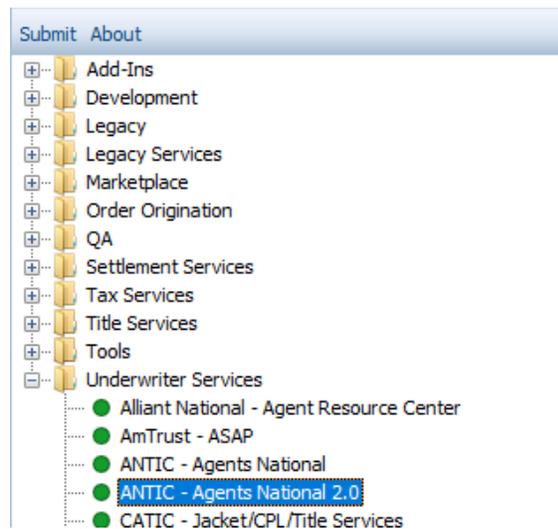
Launching ANTIC Integration

Access from the 360 Services Menu

1. Open the order you are using
2. From the **360** ribbon, click the **Services** button

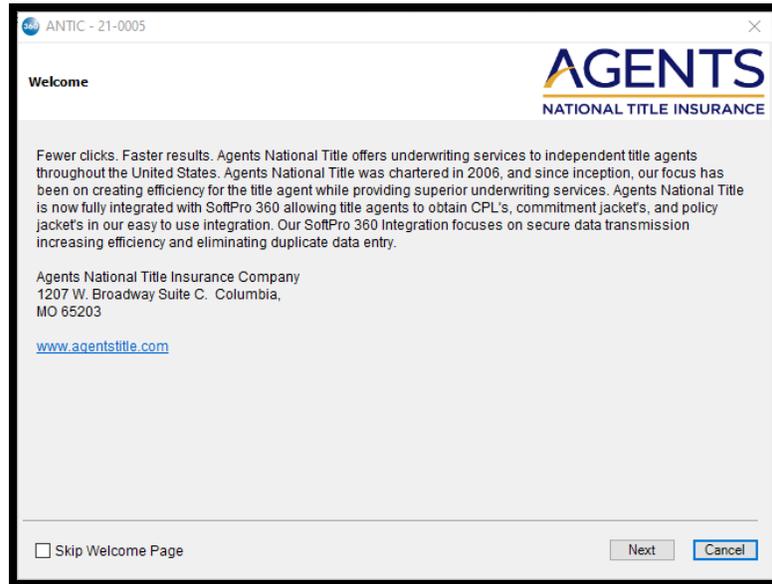


3. Locate the **Underwriter Services** folder
4. Double Click the **ANTIC – Agents National 2.0** menu option



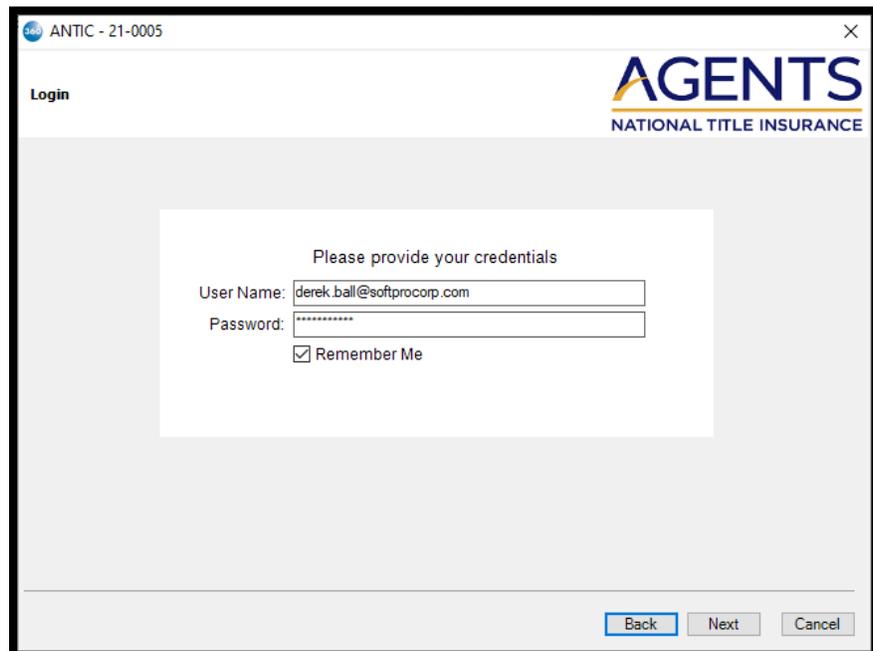
Welcome Screen

- Click the **Skip Welcome Page** checkbox to bypass this screen during future sessions.
- Click **Next** to Continue to the Login Screen.



Logging In

The **Login** screen requires you to enter your **User ID** and **Password** that's been provided by ANTIC – Agents National. The **Remember me** checkbox will allow you to automatically log in the next time you launch this product.



- Click **Next** to continue to the **Title Services** screen.

Submitting an Order

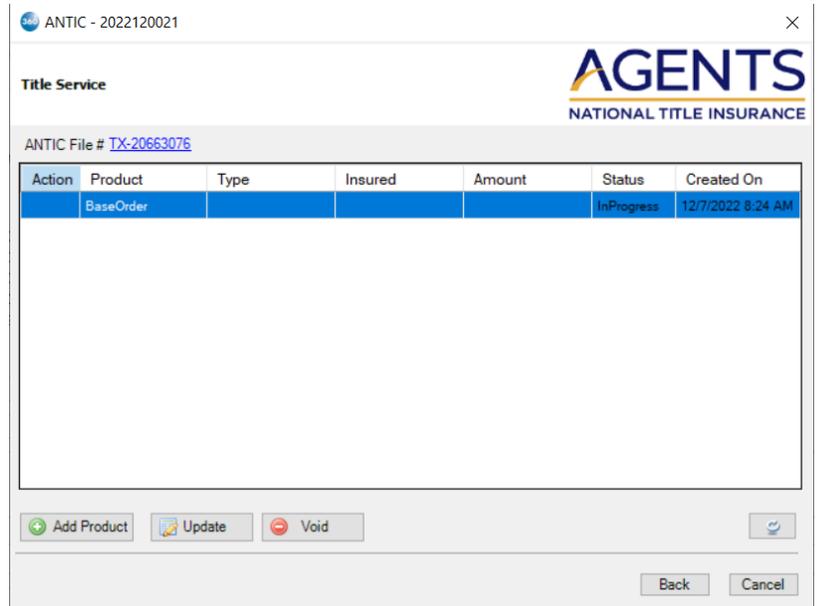
Title Services Screen

- **Agent File #:** Click hyperlink to access File Information screen to submit request to create ANTIC file number.
 - Please add your Agent File to create an ANTIC order. A message will show until ANTIC order is created
 - Add Product action will not be available until
 - ANTIC order is created

File Information Screen

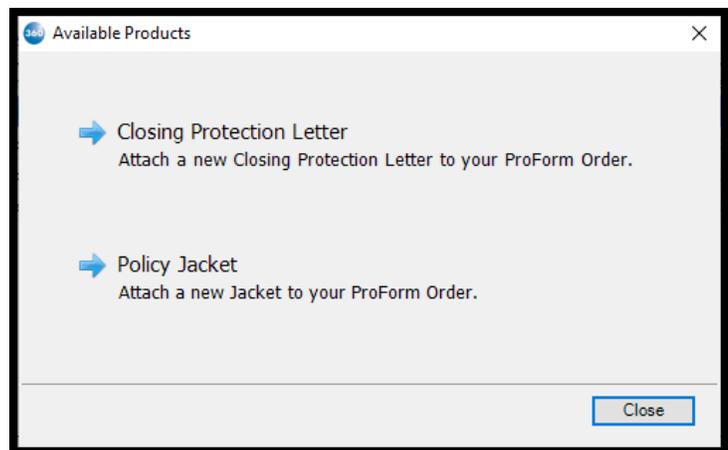
- Select the **Agent** from the dropdown. Agent is required
- Select the **Branch** from the dropdown. This list is determined by the agent selected. Branch is required.
- The **Property** fields will display the property address, city, state, and zip in your order. If there are multiple properties, the first one listed in your order will be selected and display by default.
- The Transaction Type will populate from the order.
- Select the **File Type** from the dropdown. File Type is required

- Once the File Information screen is filled out and submitted, a Base Order will be created. The Add Product option becomes available and a CPL can be added by clicking on Add Product.



Ordering a Closing Protection Letter

- On the Available Products screen, double click on Closing Protection Letter.



Closing Protection Letter - Branch Selection Screen

Select the Branch and click Next

Branch Name	Address
Main Branch	1500 Testing Street, Dallas, Missouri, 65203
Branch 2	1505 Testing Street, Destin, Missouri, 65203
Knight Bany Testing Agency	Address 1, Address 2, City, Wisconsin, 123456

Closing Protection Letter - Information Screen

- Select the **CPL Type** – lender type is checked by default; all available options can be checked and sent with submit request
- All fields will auto populate from the associated order
 - **Loan Number** will populate from the Loan Number field.
 - **Buyer/Borrower** will populate from the Buyer/Borrower Contact Name field.
 - **Lender Name** will populate from the Lender contact Name field.
 - **Address** will populate from the Lender contact address field
 - **Lender Clause** will populate from the Lender Proposed insured clause field
- **Data** entered directly on this screen will **NOT** write back into the associated order.
- **Click Submit**

Closing Protection Letter - Buyer Information & Seller Information Screens

- Select Buyer/Seller from dropdown
- All fields are editable fields; Name field is required
- All fields will auto populate from the Order Contact in the associated order
- **Data** entered directly on this screen will **NOT** write back into the associated order.

ANTIC - 2021050003

AGENTS
NATIONAL TITLE INSURANCE

Buyer Information

Buyer: Buyer

Name: Org

Address 1: 123 Main Street

Address 2: Suite #202

City: Warren

State: CT Zip: 49035

Back Submit Cancel

ANTIC - 2021-8-0014 TEST DEMO

AGENTS
NATIONAL TITLE INSURANCE

Seller Information

Seller: Seller

Name: Sam Seller

Address 1: 123 Main Street

Address 2:

City: Tampa

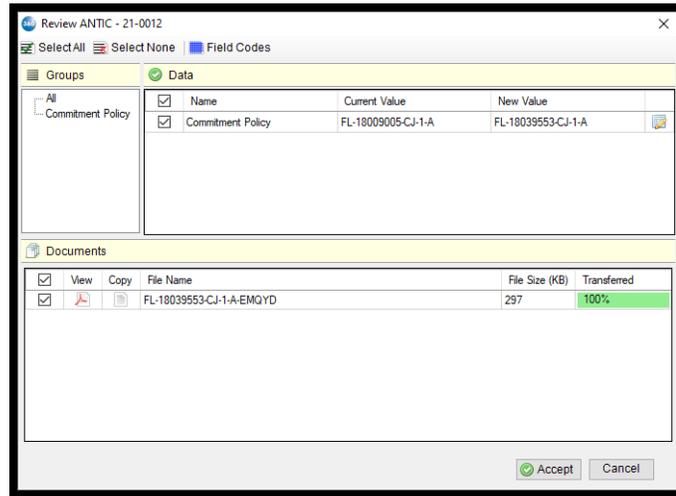
State: DC Zip: 33629

Back Submit Cancel

Reviewing the received product from ANTIC

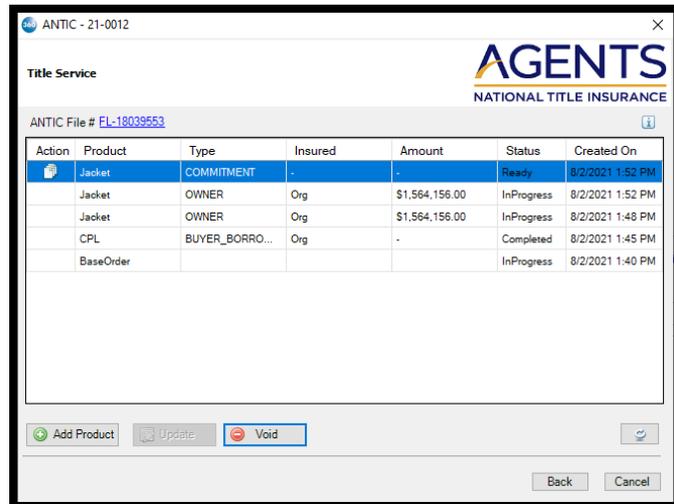
When the status changes to **Ready**, user will click on the paper icon under Action to be taken to the review and approve the document and data, if any, writing back to the SoftPro Order.

Click **Accept** to import the data and documents into the corresponding order.



Void Base File or Closing Protection Letter

- To make adjustments to the ANTIC File #, the user will need to void any existing transactions. In lieu of voiding each individual transaction, the BaseOrder can be voided, and all existing transactions will be voided/canceled.
- Void Reason of **Other** requires a reason be entered in manually and sent with void request



A screenshot of a software dialog box titled "Void". The dialog has a light gray background and a white title bar with a close button (X) in the top right corner. The main content area contains the following text: "ANTIC File: FL-18039553" followed by "Void Reason: - Select -" with a dropdown arrow and a red asterisk icon to its right. At the bottom of the dialog, there are two buttons: "Void" and "Close".

A screenshot of a software dialog box titled "Void". The dialog has a light gray background and a white title bar with a close button (X) in the top right corner. The main content area contains the following text: "Product: CPL", "Covered Party: Org", "Date: 8/2/2021", and "Void Reason: - Select -" with a dropdown arrow and a red asterisk icon to its right. At the bottom of the dialog, there are two buttons: "Void" and "Close".