

Agents National Title Insurance Company User Guide (v2.0) Policy Jacket

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Introduction

The ANTIC – Agents National 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

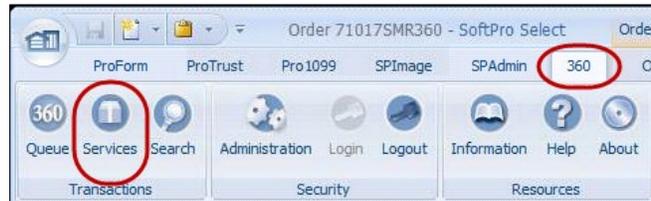
ANTIC users are able to:

- 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.

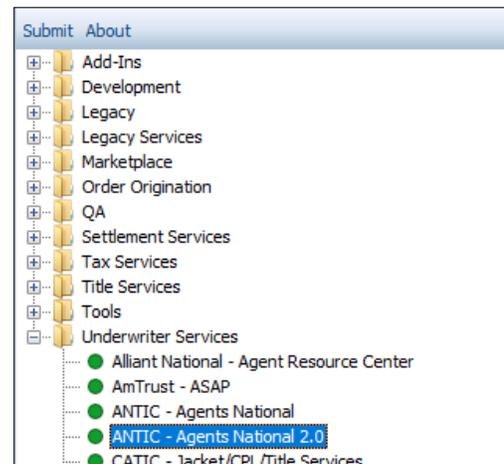
Launching ANTIC Integration

Access from the 360 Services Menu

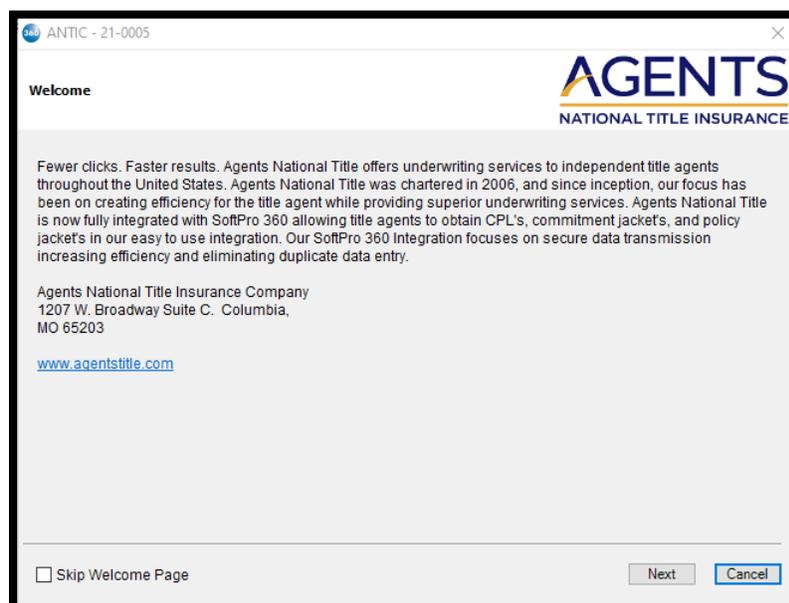
1. Open the order you wish to use
2. From the **360** ribbon, click the **Services** button



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



From the **Welcome** screen, you can check the **Skip Welcome Page** check box to bypass this screen during future sessions. Click **Next** to continue to the **Login** screen.



Logging In

The **Login** screen requires you to enter the **User ID** and **Password** provided by ANTIC – Agents National. Enter your credentials

By checking the **Remember me** check box, you can automatically log in the next time you launch the product.

Click **Next** to continue to the Title Service screen.

Submitting an Order

Title Services Screen

From the **Title Services** screen you'll add your Agent file to create the ANTIC order. Until an ANTIC order is created, the message to add your Agent File is displayed and the ability to "Add Product" is not available.

Action	Product	Type	Insured	Amount	Status	Created On
To add a product, click on "Add Product" button below.						

File Information Screen

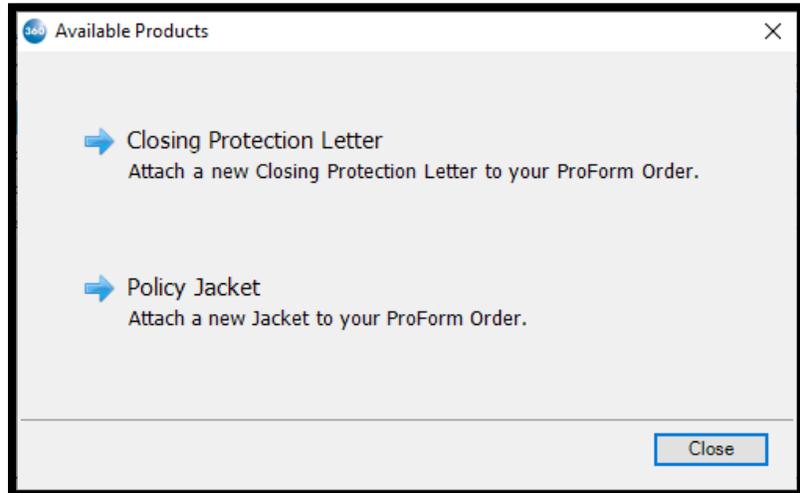
- Select the **Agent** from the dropdown. Agent is required
- Select the **Branch** from the dropdown. This list is determined by the agent selected. Branch is required.
- The **Property** fields will display the property address, city, state, and zip in your order. If there are multiple properties,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

Adding the Product

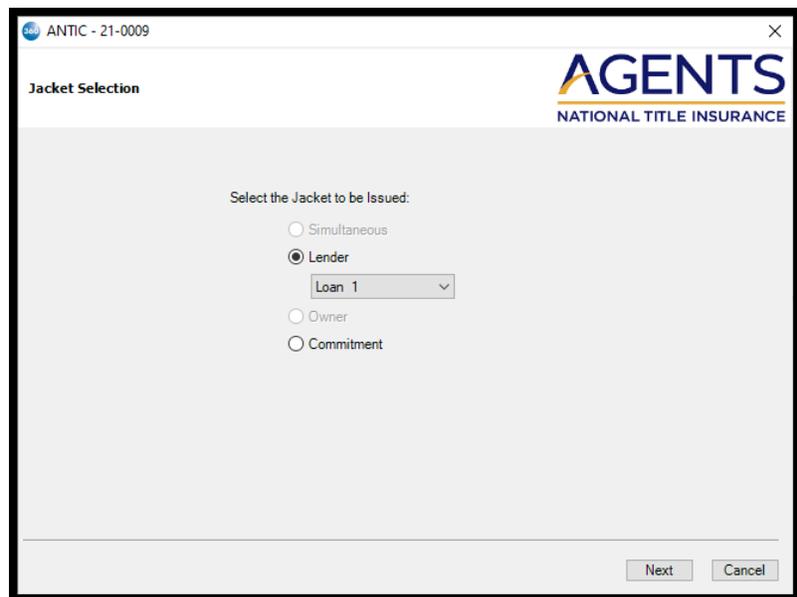
Once the File Information screen is completed and submitted, a Base Order is created. This activates the **Add Product** option, and a Policy Jacket can be added. Click the **Add Product** button to add a policy jacket.

Action	Product	Type	Insured	Amount	Status	Created On
	BaseOrder				InProgress	12/7/2022 8:24 AM

The **Available Products** screen allows you to select the product you wish to add. Select **Policy Jacket**.



The Lender is defaulted for you on the **Jacket Select** screen. Click **Next** to continue.



Lender's Policy and Endorsements Screen

Complete/verify information on the **Lender's Policy and Endorsement** screen. The required fields (**Form Type, Policy Effective Date, Coverage Amount, Endorsement**) are identified with an asterisk.

ANTIC - 21-0010

Lender's Policy and Endorsements

AGENTS
NATIONAL TITLE INSURANCE

Form Type : Loan Policy

Policy Effective Date : 6/21/2021

Rate Type : -- None --

Gross Premium : \$3,223.00

Net Premium : \$54,534.00 *

Coverage Amount : *

Remittance Amount : \$657,657.00 *

Selected Endorsements

Display All Match

Code	Name	Gross Premium	Net to Underwriter
<input checked="" type="checkbox"/>	ALTA10 ALTA 10-06 Assignment		
<input type="checkbox"/>	ALTA23 ALTA 23-06 Coinsurance Single Policy		
<input type="checkbox"/>	ALTA39 ALTA 39-06 Policy Authentication		
<input type="checkbox"/>	ALTA14.2FL ALTA Endorsement 14.2-06 Future Advan...		
<input type="checkbox"/>	ALTA5.1FL ALTA Endorsement 5.1-06 Planned Unit D...		
<input type="checkbox"/>	ANTIC_0 Blank Endorsement		

Discount Type : Reissue

[Prior Policy Information](#) *

Back Submit Cancel

- **Net Premium Amount** must be less than or equal to the Gross Premium Amount
- **Remittance Amount** must be less than or equal to the Gross Premium Amount
- **Selected Endorsements**
 - When endorsements in the order match endorsements provided by ANTIC – Agents National, the product auto-selects those endorsements and defaults the **Gross Premium** and **Net to Underwriter** amounts from the order
 - The **Gross Premium** and **Net to Underwriter** fields are editable
 - The **Gross Premium** field cannot be negative and defaults to null unless selected by the matching process and pulls from file (do not default to zero, want to force use to enter zero if so intended)
 - The **Net to Underwriter** field cannot be negative and must be less than or equal to the gross premium and defaults to null unless selected by the matching process and pulls from the file (do not default to zero, want to force user to enter zero if so intended)
 - If endorsements in the order do not match endorsements provided by ANTIC – Agents National, a manual match is required.
 - Click the **Match** button to open the **ProForm Unmatched Endorsements** window

Code	Name	Gross Premium	Net to Underwriter
<input type="checkbox"/> ALTA 13.1	ALTA Endorsement 13.1-06 (Leasehold)	\$25.00	\$3.75

ANTIC Endorsements :

ALTA10.1 ALTA 10.1-06 Assignment And Date Down

- Select an endorsement to match and select the corresponding endorsement from the ANTIC endorsements dropdown.
- Repeat this process for any endorsement added to order that is not auto-matched
- If there are one or many endorsements in the “ProForm Endorsements” grid, then at least one endorsement must be selected in the “Selected Endorsement” grid before the **Submit** button is enabled. (This will help ensure that the user just did not unintentionally skip this section)

If Discount Type is selected, click the **Prior Policy Information** link. This is required when Discount Type is selected. Required fields are identified with an asterisk.

- All fields auto populate from the **Prior Policies** screen in the associated order
 - **Prior Policy Number** populates from the Prior policy number field
 - **Prior Policy Amount** populates from the Coverage Amount field
 - **Prior Policy Date** populates from the Prior Policy effective date field
 - **Prior Policy Underwriter** populates from the Prior Underwriter field

Prior Policy Number :

Prior Policy Amount : *

Prior Policy Date : *

Prior Policy Underwriter :

Owner's Policy and Endorsements Screen

Complete/verify information on the **Owner's Policy and Endorsement** screen. The required fields (**Form Type, Policy Effective Date, Coverage Amount, Endorsement**) are identified with an asterisk.

The screenshot shows the 'Owner's Policy and Endorsements' screen in the ANTIC system. The screen is titled 'ANTIC - 21-0012' and features the 'AGENTS NATIONAL TITLE INSURANCE' logo. The form contains the following fields and controls:

- Form Type:** A dropdown menu with the value '-- Select --' and a red asterisk indicating it is required.
- Policy Effective Date:** A date input field with a calendar icon and a red asterisk.
- Rate Type:** A dropdown menu with the value '-- None --'.
- Gross Premium:** A text input field.
- Coverage Amount:** A text input field with a red asterisk.
- Net Premium:** A text input field.
- Remittance Amount:** A text input field.
- Selected Endorsements:** A table with columns for Code, Name, Gross Premium, and Net to Underwriter. A 'Match' button is located to the right of the table.
- Discount Type:** A dropdown menu with the value '-- None --' and a link for 'Prior Policy Information'.
- Buttons:** 'Back', 'Submit', and 'Cancel' buttons are located at the bottom of the screen.

- **Net Premium Amount** must be less than or equal to the Gross Premium Amount
- **Remittance Amount** must be less than or equal to the Gross Premium Amount
- **Selected Endorsements**
 - When endorsements in the order match endorsements provided by ANTIC – Agents National, the product auto-selects those endorsements and defaults the **Gross Premium** and **Net to Underwriter** amounts from the order
 - The **Gross Premium** and **Net to Underwriter** fields are editable
 - The **Gross Premium** field cannot be negative and defaults to null unless selected by the matching process and pulls from file (do not default to zero, want to force use to enter zero if so intended)
 - The **Net to Underwriter** field cannot be negative and must be less than or equal to the gross premium and defaults to null unless selected by the matching process and pulls from the file (do not default to zero, want to force user to enter zero if so intended)
 - If endorsements in the order do not match endorsements provided by ANTIC – Agents National, a manual match is required.
 - Click the **Match** button to open the **ProForm Unmatched Endorsements** window

Code	Name	Gross Premium	Net to Underwriter
<input type="checkbox"/> ALTA 13.1	ALTA Endorsement 13.1-06 (Leasehold)	\$25.00	\$3.75

ANTIC Endorsements :

ALTA10.1 ALTA 10.1-06 Assignment And Date Down

- Select an endorsement to match and select the corresponding endorsement from the ANTIC endorsements dropdown.
- Repeat this process for any endorsement added to order that is not auto-matched

If Discount Type is selected, click the **Prior Policy Information** link. This is required when Discount Type is selected. Required fields are identified with an asterisk.

- All fields auto populate from the **Prior Policies** screen in the associated order
 - **Prior Policy Number** populates from the Prior policy number field
 - **Prior Policy Amount** populates from the Coverage Amount field
 - **Prior Policy Date** populates from the Prior Policy effective date field
 - **Prior Policy Underwriter** populates from the Prior Underwriter field

Prior Policy Number :

Prior Policy Amount : *

Prior Policy Date : *

Prior Policy Underwriter :

Reviewing/Importing the Product From ANTIC

Once the product is received from ANTIC, the **Title Service** screen shows the **Status** as **Ready**. Click the **Action** icon to open the **Review** screen and accept the document and data, if any, into the SoftPro Order.

The screenshot shows the 'Title Service' window for ANTIC - 21-0012. The window displays the 'AGENTS NATIONAL TITLE INSURANCE' logo and the ANTIC File # [FL-18039553](#). Below this is a table with columns: Action, Product, Type, Insured, Amount, Status, and Created On.

Action	Product	Type	Insured	Amount	Status	Created On
	Jacket	COMMITMENT	-	-	Ready	8/2/2021 1:52 PM
	Jacket	OWNER	Org	\$1,564,156.00	InProgress	8/2/2021 1:52 PM
	Jacket	OWNER	Org	\$1,564,156.00	InProgress	8/2/2021 1:48 PM
	CPL	BUYER				
	BaseOrder					

Below the table are 'Add Product' and 'Update' buttons. Overlaid on this is the 'Review ANTIC - 21-0012' dialog box. It has 'Select All', 'Select None', and 'Field Codes' options. It is divided into 'Groups' and 'Data' sections. The 'Data' section shows a table with columns: Name, Current Value, and New Value.

Name	Current Value	New Value
Commitment Policy	FL-18009005-CJ-1-A	FL-18039553-CJ-1-A

Below the 'Data' section is a 'Documents' section with a table showing file transfer progress.

View	Copy	File Name	File Size (KB)	Transferred
<input checked="" type="checkbox"/>		FL-18039553-CJ-1-A-EMQYD	297	100%

At the bottom of the dialog box are 'Accept' and 'Cancel' buttons.

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

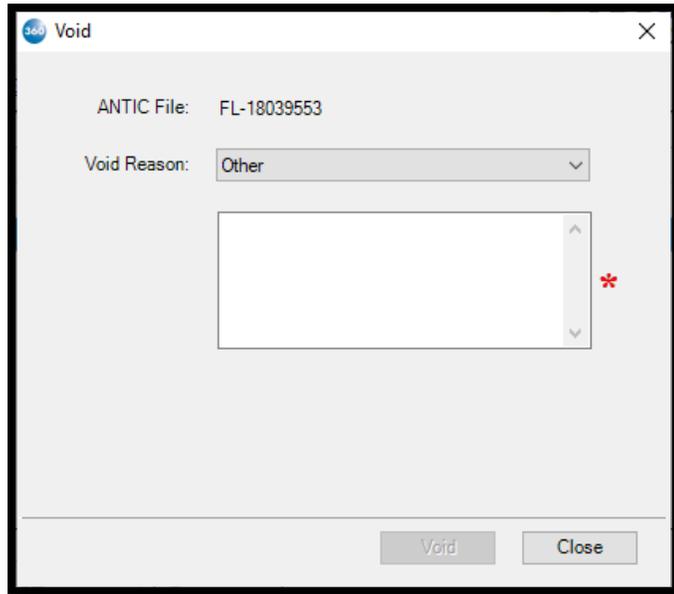
Voiding Base File or Policy Jacket

Voiding a Base File

The existing transaction must be voided if adjustments are needed to the **ANTIC File #**. In lieu of voiding each individual transaction, the Base Order can be voided, and all existing transactions will be voided/canceled.

Select a reason from the **Void Reason** drop-down.

Void Reason of **Other** requires a reason be entered in manually and sent with void request.



Voiding a Policy Jacket

Select a reason from the **Void Reason** drop-down. Void Reason of **Other** requires a reason be entered in manually and sent with void request

