

Safe Escrow User Guide (v2.0) Standard or Enterprise Version

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The Safe Escrow service allows you to submit receipt and disbursement data from your ProForm order and perform functions that will allow you to manage the escrow funding/disbursement process from SoftPro 360.

NOTE: Only the following versions of Enterprise and Standard will include the Safe Escrow product:

- Enterprise version 31.8 or above
- Standard version 21.8 or above

Accessing Safe Escrow

From the ProForm toolbar

1. Select the Services tab
2. Click the Settlement Services folder to expand
3. Double-click **Safe Escrow – Disbursement Management**

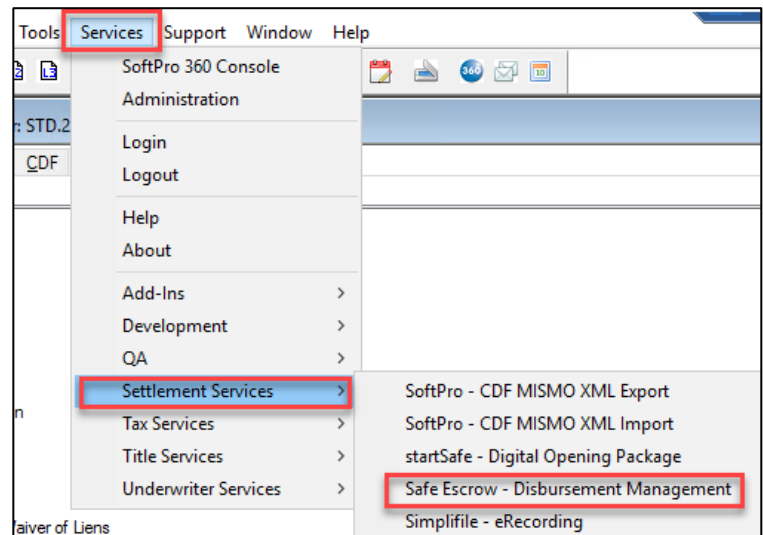
Logging into Safe Escrow

1. Open the ProForm order you are using to create your Safe Escrow order

NOTE: Safe Escrow automatically links to the open, active order and pulls data from the order for the recording. If you do not have an order open when logging into Safe Escrow, you will be prompted to select the applicable order.

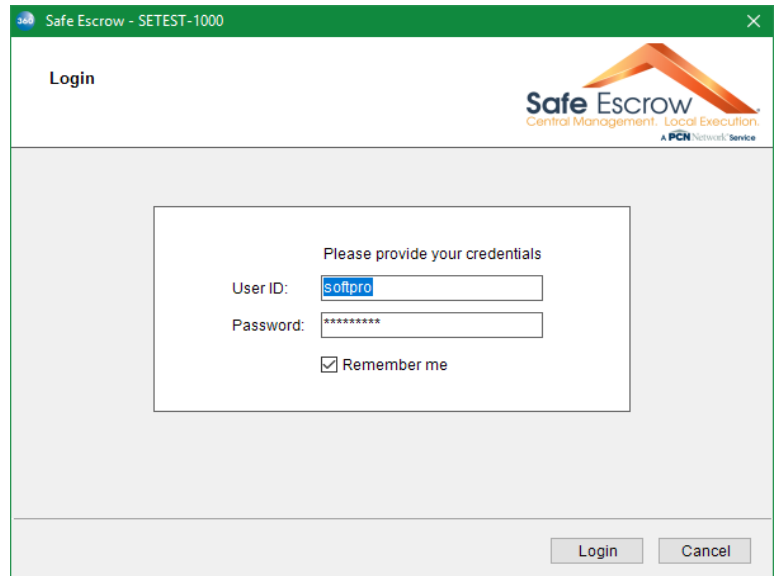
2. From ProForm toolbar, click the **Services** button
3. Expand the **Settlement Services** folder
4. Double-click the **Safe Escrow – Disbursement Management** menu option

NOTE: You may also select the **SoftPro 360 Console** from the **Services** tab to open the 360 **Services** menu where you can select the **Safe Escrow – Disburse Management**



- From the **Safe Escrow Login** window, enter your login credentials; click **Login**

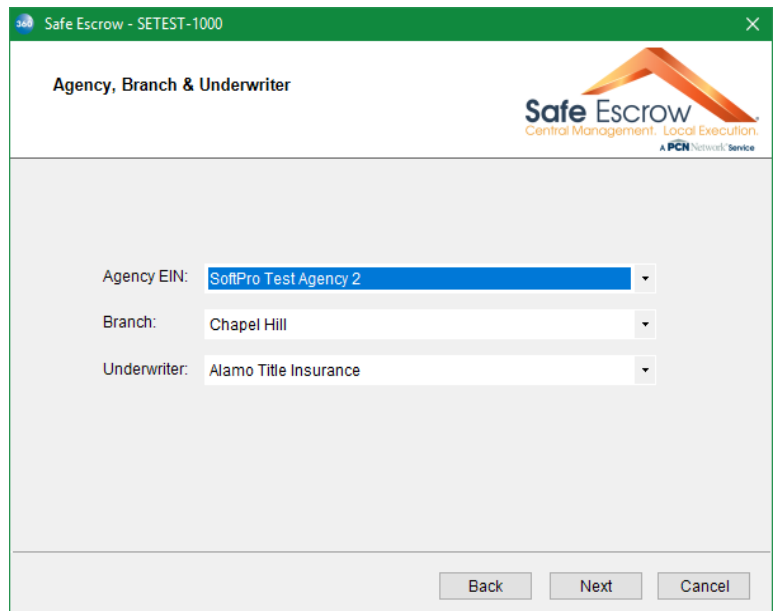
HINT: If you check the **Remember me** check box you are automatically logged in the next time you use the program.



Creating a Safe Escrow Order

- Select the Agency, Branch and Underwriter
- Click **Next**

NOTE: If the Underwriter in your ProForm order matches an Underwriter option in the drop



3. From the **Transactions** screen, you can perform the following to the receipts and disbursement data before sending to Safe Escrow:

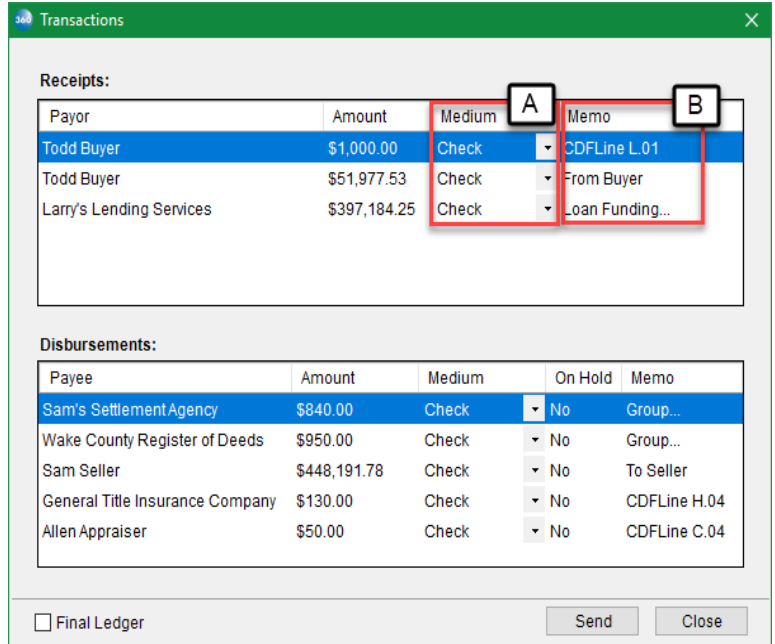
- A. Update the **Medium** selection
- B. Add/edit notes in the **Memo** section

NOTE:

- The receipts and disbursements information displayed are pulled from the Order Transactions screen that’s in your Select ProForm order.
- The default Medium selection is always ‘Check’.

4. Click Send

NOTE: A successful submission will create a file/ledger with your receipts and disbursement data in the Safe Escrow system and will open the **Order Information** screen.



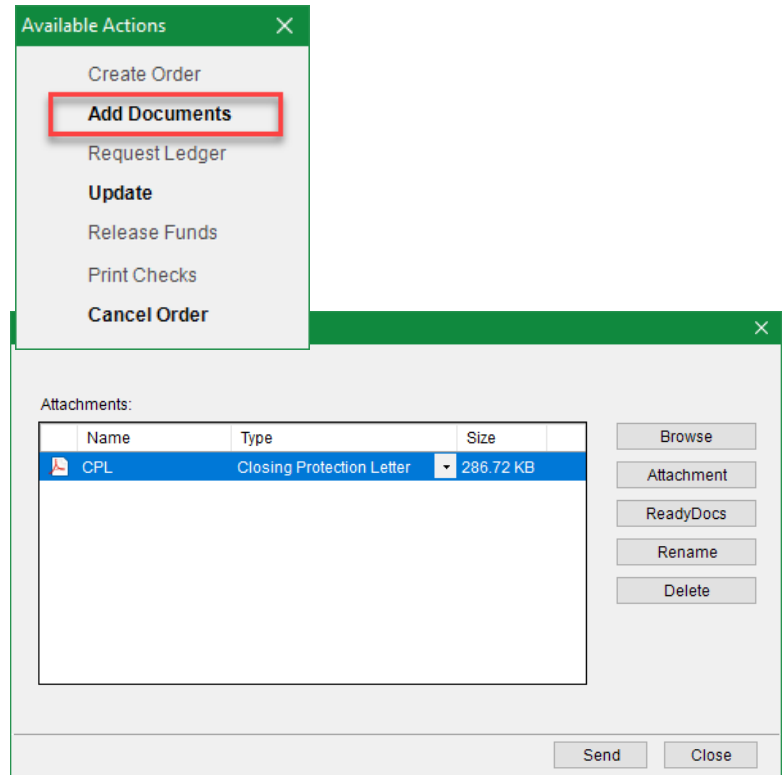
Safe Escrow Order Information

The Order Information screen displays details about your Safe Escrow order and allows you to perform actions to manage your ledger and the disbursement process.

- A. Status displays the current state of your order in Safe Escrow
- B. The Refresh button allows you to update at any time to the most recent status.
- C. The first grid shows the creation date of the Safe Escrow transaction and the 360 status of the transaction.
- D. The second grid shows the history of actions taken on the order.
- E. The Actions button allows you to access (bolded) available order options depending on the status of your order.

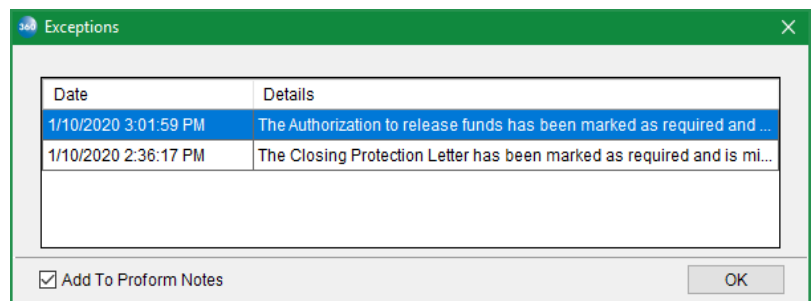
Adding Documents

1. From the **Order Information** screen, click the **Actions** button.
2. Click **Add Documents**
3. From the Add Documents screen, click **Browse**
4. Navigate to the stored location on your computer and upload your document(s).
5. You may also click **Attachment** to upload documents from your SoftPro file.
6. Select the **Type** for each document you upload
7. Click **Send**



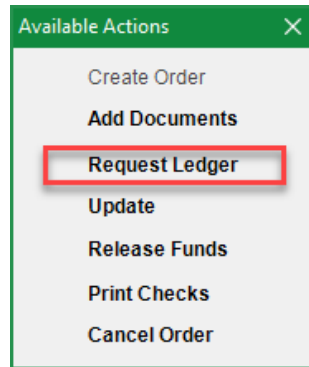
Clear Exceptions

1. From the Order Information screen, click the Exceptions button.
2. The Exceptions screen will open to show a list of items that you need to take action on in order to disburse your Safe Escrow order
3. Check Add to ProForm Notes if you want the exceptions saved to the Notes section of your ProForm order.
4. Click OK



Requesting the Ledger from Safe Escrow

From the Order Information screen, click the Request Ledger button. The ledger from Safe Escrow will automatically save to the Attachments in your ProForm order for you to view.



Releasing Held Items

1. Go to the applicable disbursement line item in your ProForm order.
2. Remove or change the DS code from H (= Held) to another appropriate DS code.
3. Return to the Safe Escrow service in 360 and follow the steps for Sending an Update

NOTE: Disbursements that are in a **Held** status in your ProForm order will not be placed on hold in Safe Escrow the first time you submit to them to create an order (see section: **Creating a Safe Escrow Order**).

The Safe Escrow order must be created first, and then sending a subsequent **Update** to Safe Escrow with items that are **Held** will update that status in the Safe Escrow ledger.

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Loan Costs

A. Origination Charges **\$ 4,320.00**

Description	Re	DS	To	Borrower - Paid At Closing	Borrower - Paid Before Closing	Seller - Paid At Closing	Seller - Paid Before Closing	Paid By Others
01 1.5% of Loan Amount (Points)		L	CONWAY NATIO...	\$3,135.00				
02 Appraisal Fee		P	Thompson Apprai...	\$450.00				
03 Assumption Fee			CONWAY NATIO...		\$250.00			
04 Attorney Fee		E	= Escrows Grouped Check					\$100.00
05 Courier Fee		G	= Government Rec & Xfer	\$20.00				
06 Credit Report		O	= Homeowner's Association	\$35.00				
07 Tax Service Fee		C	= Management Company	\$50.00				
08 Underwriting Fee		O2	= Homeowner's Association	\$380.00				
		C2	= Management Company					
		O3	= Homeowner's Association					
		C3	= Management Company					

B. Services Borrower Did Not Shop For

Description	Re	DS	To	Borrower - Paid At Closing	Borrower - Paid Before Closing	Seller - Paid At Closing	Seller - Paid Before Closing	Paid By Others
01 Survey				\$800.00				
02								
03								
04								
05								
06								
07								
08								
09								

C. Services Borrower Did Shop For

Description	Re	DS	To	Borrower - Paid At Closing	Borrower - Paid Before Closing	Seller - Paid At Closing	Seller - Paid Before Closing	Paid By Others
01 Title - Lender's Title Insurance				\$363.50				
02 Title Recording Fee				\$25.00				
03 Title Search Fee								\$100.00
04								
05								
06								

Legend:
 P = Pending
 H = Held
 Y = Already Printed

Sending an Update

If you make any changes to your ProForm order, including receipt and disbursement data, prior to disbursing funds, you must send the changes to Safe Escrow.

1. From the Order Information screen, click the Actions button.
2. Click Update
3. In the Transactions screen, you can verify that any receipt and disbursement data changed in your ProForm order are visible on this screen.
4. Update Medium selections, if necessary
5. Enter or edit Memo content, if necessary
6. Check the Final Ledger checkbox once your ledger is balanced and ready to disburse.
7. Click Send

The image shows two overlapping windows from a software application. The top window, titled 'Available Actions', has a green header and a list of actions: 'Create Order', 'Add Documents', 'Request Ledger', 'Update' (highlighted with a red box), 'Release Funds', 'Print Checks', and 'Cancel Order'. The bottom window, titled 'Transactions', also has a green header and is divided into two sections: 'Receipts' and 'Disbursements'. Each section contains a table with columns for Payor/Payee, Amount, Medium, and Memo. At the bottom of the 'Transactions' window, there is a checkbox labeled 'Final Ledger' which is checked and highlighted with a red box, and two buttons labeled 'Send' and 'Close'.

Available Actions

- Create Order
- Add Documents
- Request Ledger
- Update**
- Release Funds
- Print Checks
- Cancel Order

Transactions

Receipts:

Payor	Amount	Medium	Memo
Todd Buyer	\$1,000.00	Check	CDFLine L.01
Todd Buyer	\$51,977.53	Check	From Buyer
Larry's Lending Services	\$397,184.25	Check	Loan Funding...

Disbursements:

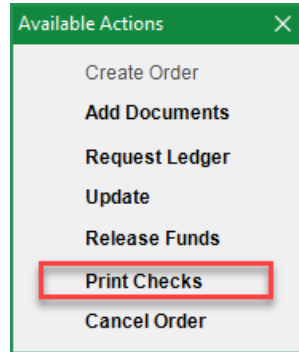
Payee	Amount	Medium	On Hold	Memo
Sam's Settlement Agency	\$840.00	Check	No	Group...
Wake County Register of Deeds	\$950.00	Check	No	Group...
Sam Seller	\$448,191.78	Check	No	To Seller
General Title Insurance Company	\$130.00	Check	No	To Underwriter
Allen Appraiser	\$50.00	Check	No	CDFLine C.04

Final Ledger

Send Close

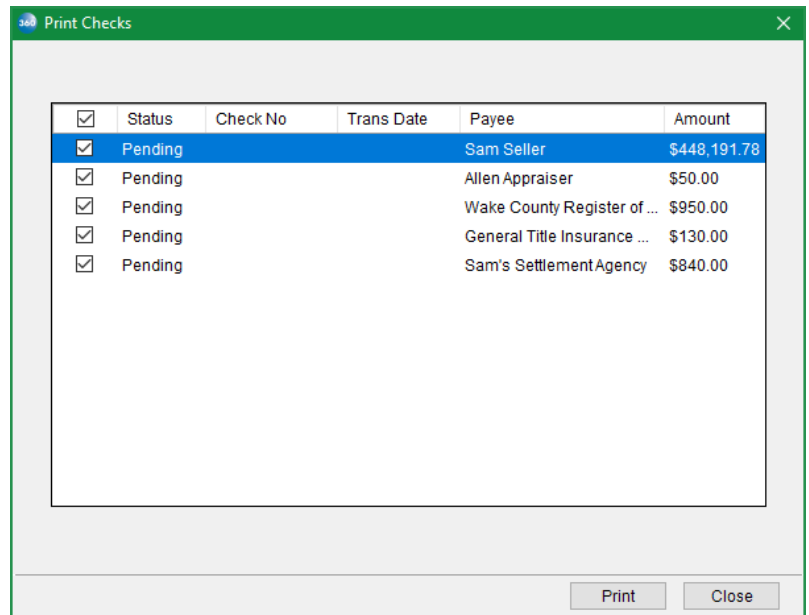
Printing Checks

1. From the Order Information screen, click the Actions button.
2. Click Print Checks. This will open the Transaction screen so you can send Safe Escrow current receipt and disbursement data from your ProForm order prior to printing checks.
3. Click Send
4. From the Order Updated message window, click OK. This will open the Print Checks screen.
5. Select the checks that you want to print
6. Click Print



NOTE:

- A Print window will open where you will be able to select the applicable printer and settings before printing your checks.
- You can re-print checks by following the same steps above.



Releasing Funds

Once Safe Escrow has received/matched incoming funds and processed the escrow disbursement, your status will change to “Ready to Fund”.

1. From the Order Information screen, click the Actions button.
2. Click Release Funds. This will open the Transaction screen so you can send Safe Escrow current receipt and disbursement data from your ProForm order prior to disbursing funds.
3. Click Send
4. From the Order Updated message window, click OK
5. From the Release Funds screen, read the disclaimer
6. Check that you have read the disclaimer
7. Enter the Two-Factor Authentication code that you receive via text or Google Messaging.
8. Click Send

The image shows two overlapping windows from a software application. The top window, titled 'Available Actions', has a green header and a list of options: 'Create Order', 'Add Documents', 'Request Ledger', 'Update', 'Release Funds' (highlighted with a red rectangle), 'Print Checks', and 'Cancel Order'. The bottom window, titled 'Release Funds', also has a green header and contains a disclaimer text area, a checked checkbox for 'I have read and accept the disclaimer described above', a text input field for a Two-Factor Authentication code (containing '450979'), and 'Send' and 'Close' buttons at the bottom right.

Cancelling an Order

1. From the Order Information screen, click the Actions button.
2. Click Cancel Order
3. Optionally enter a reason for cancelling
4. Click Send

NOTE: If you choose to enter a reason for cancelling, this will not be sent to Safe Escrow. This is for your reference only and will be displayed in the Order Information screen (under the Message column).

