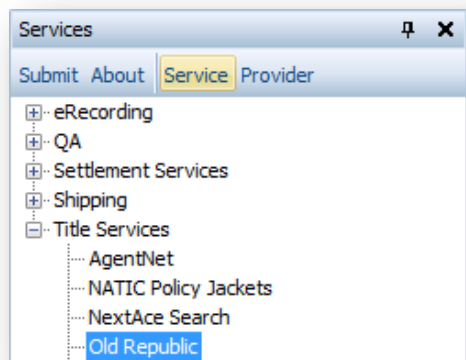


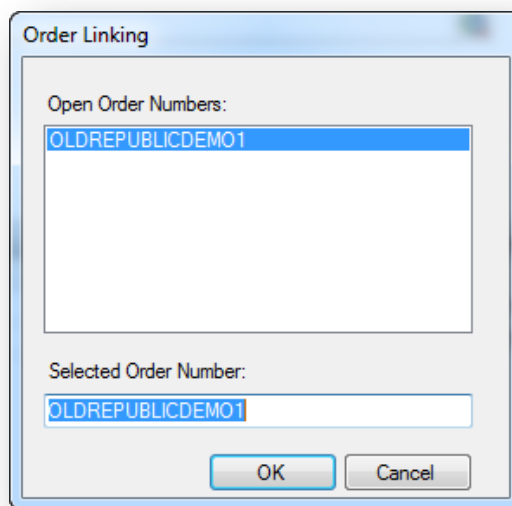
## Managing Old Republic Transactions in SoftPro 360

### How to Submit a Transaction to Old Republic

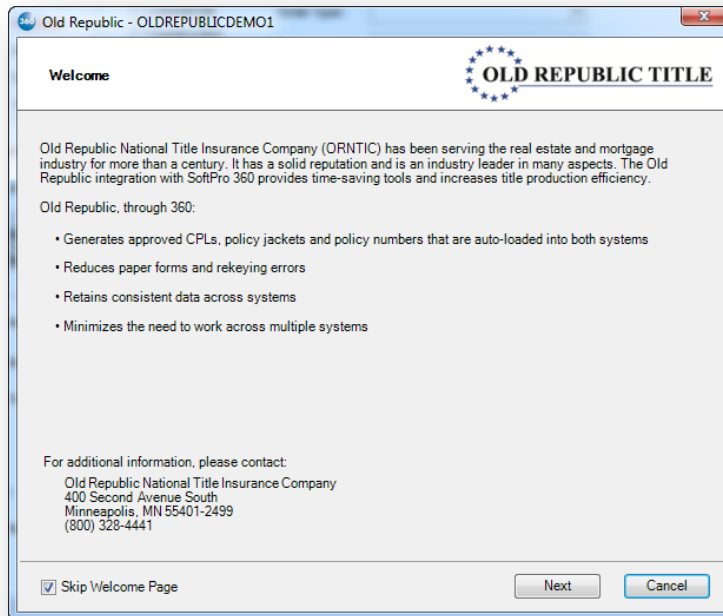
Old Republic National Title Insurance Company’s product, allows agents to order Closing Protection Letters and Policy Jackets via SoftPro 360. The Old Republic service can be found in the SoftPro360 Services menu under Title Services. Double click Old Republic, or highlight it and click Submit to place an order.



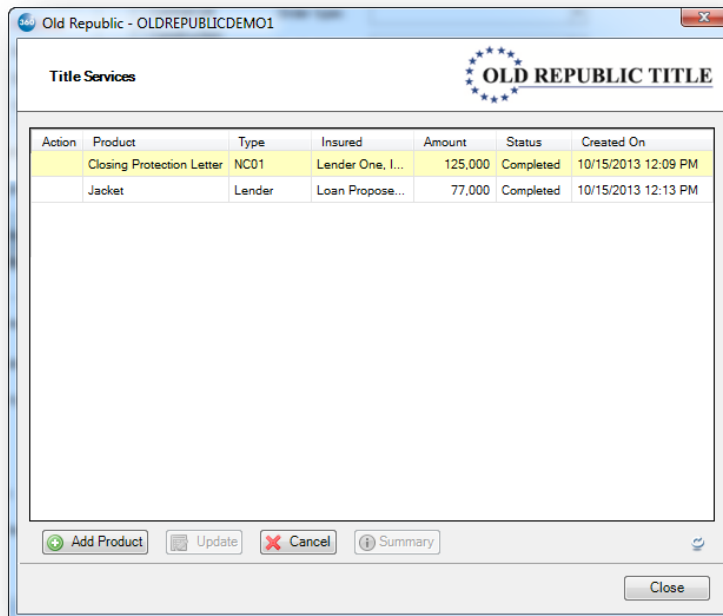
If you have ProForm order(s) open, they will be listed in the Order Linking dialog. The active order will be highlighted and entered in the Selected Order Number field. You have the ability to select from any of these open orders, or you may choose to overwrite the Selected Order Number with an order that is not currently open. Click OK to continue.



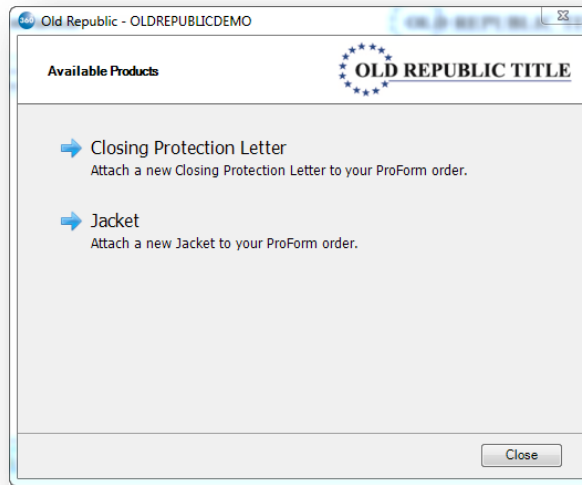
The Welcome screen provides you with information about Old Republic National Title Insurance Company. You may choose to skip this screen in the future by checking the Skip Welcome Page option. Click Next to continue.



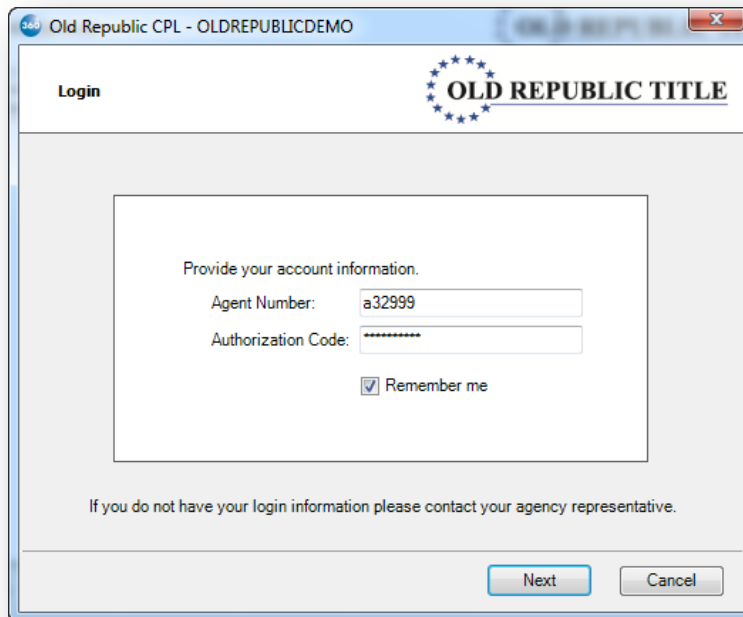
The Title Services screen shows Old Republic transactions that are associated with the linked ProForm order. To order an Old Republic product, click the Add Product button.



The Available Products screen displays the Closing Protection Letter and Jacket products. Both products require a separate login. Select the product you would like to create. The product's login screen will display.



The Closing Protection Letter login requires your Agent Number and Authorization Code. The Property State must be selected within the ProForm order to login to Old Republic. Click Next to continue.



The Policy Jacket login screen requires your Old Republic Agent ID/User ID and Password. These credentials are the same that are used for your StarsLink account. The Property State must be selected within the ProForm order to login to Old Republic. Click Next to continue.

click here to register or contact your agency representative.' At the bottom are 'Next' and 'Cancel' buttons."/>

Old Republic Jacket - OLDREPUBLICDEMO

**Login**

**OLD REPUBLIC TITLE**

Provide your account information.

User ID:

Password:

Remember me

Enter your StarsLink credentials. If you do not have a StarsLink account [click here](#) to register or contact your agency representative.

Next Cancel

If you have multiple Old Republic accounts the Agent Selection screen will show a list of your available accounts. Select the account, and click Next to continue.

Old Republic Jacket - OLDREPUBLICDEMO1

**Agent Selection**

**OLD REPUBLIC TITLE**

Please select the company and underwriter that you would like to use:

Company	Underwriter
OLD REPUBLIC TITLE COMPANY OF OKLAHOMA	ORTNIC
OLD REPUBLIC TITLE RESIDENTIAL INFO. SERVICES	ORTNIC

Selected Company/Underwriter:

ORTNIC  
OLD REPUBLIC TITLE COMPANY OF OKLAHOMA  
4040 N. TULSA  
OKLAHOMA CITY, OK 73112-0000

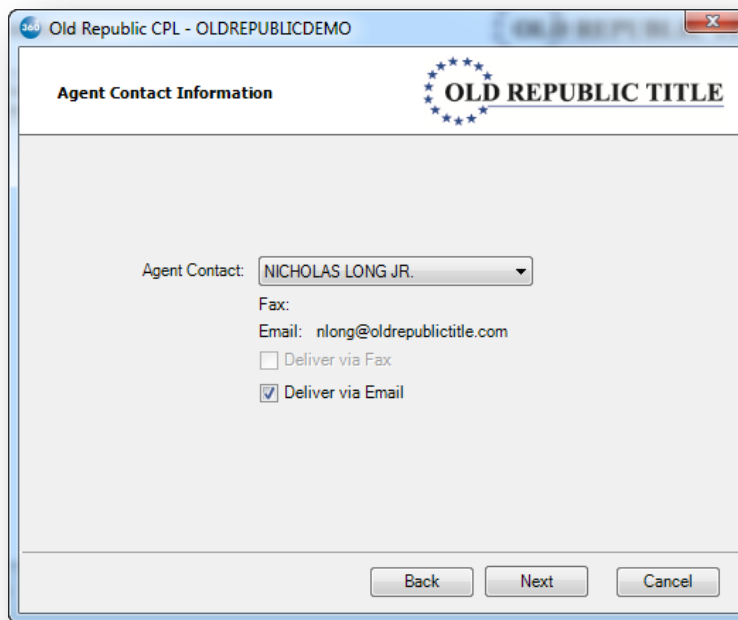
Back Next Close

## How to Submit a Request for a Closing Protection Letter to Old Republic

To order a Closing Protection Letter, click the Add Product icon at the bottom of the Title Services screen. On the Available Products screen click on the Closing Protection Letter option. Once you login, you will be at the Agent Contact Information screen.

The Agent Contact Information screen will give you the opportunity to select the Agent Contact and choose whether to deliver the Closing Protection Letter via Fax or Email.

Note: These selections will be defaulted to the selections on the Old Republic Letters website.



The screenshot shows a web application window titled "Old Republic CPL - OLDREPUBLICDEMO". The window contains the "Agent Contact Information" form. At the top right of the form area is the "OLD REPUBLIC TITLE" logo. The form includes a dropdown menu for "Agent Contact" with "NICHOLAS LONG JR." selected. Below this are fields for "Fax:" and "Email: nlong@oldrepublictitle.com". There are two checkboxes: "Deliver via Fax" (unchecked) and "Deliver via Email" (checked). At the bottom of the window are three buttons: "Back", "Next", and "Cancel".

The Closing Protection Letter screen will allow you to select the type of Closing Protection Letter you want to request if more than one is offered. If applicable, select the covered party(s) by checking the appropriate checkbox. The Pertains To field will populate the first buyer contact from the linked ProForm order. The Property field will populate the Property address entered in the linked ProForm order. You are then given the option to include Agency Branch Offices on the Closing Protection Letter.

Note: Available options on CPL screens are determined by the Old Republic credentials used to log in along with the property state.

Old Republic CPL - OLDREPUBLICDEMO1

**Closing Protection Letter**

OLD REPUBLIC TITLE

Select the Type: NC01

Covered Party:  Lender  Borrower  Buyer  Seller

Pertains To: Bradley Buyer

Borrowers: Bradley Buyer

Property: 1234 Test St  
Raleigh, NC 27609

Closing Protection Letter Options

Include all of the Agency Branch Offices on this Letter

Include Branch Office on this Letter: Title Company of North Car

Back Next Cancel

The Lender screen will populate the Loan Number, Loan Amount and Lender information from the linked ProForm order. If you have multiple loans in the ProForm order, select the applicable loan from the dropdown and the loan amount will correspond. The Lender information will correspond to the Loan chosen. You are then given the options to send to the Lender via Email or Fax. Click Next to continue.

Old Republic CPL - OLDREPUBLICDEMO1

**Lender**

**OLD REPUBLIC TITLE**

Loan: LN111 Amount: \$125,000.00

Lender:

Name: Lender One, Inc.

Address: 100 Lending Ln  
Durham NC 27703-\_\_\_\_

Send to Lender Via:

Email: lender1@example.com Attn: Lamy Lender

Fax: (919) 555-1001 Phone: (919) 555-1000

Back Next Cancel

The Approved Attorney screen will allow you to select your default Approved Attorney from Old Republic. The selected attorney's contact information will display with the option to deliver via Fax, if available. If an Attorney in the list from Old Republic is present in the ProForm order, that Attorney will be selected by default.

Old Republic CPL - OLDREPUBLICDEMO1

**Approved Attorney**

**OLD REPUBLIC TITLE**

Select Attorney:

- Best and Best
- Beth Bowen
- Betsy Butler
- Biberstein & Nunnalee
- Bill J. Baily, Jr.
- Billy R. Godwin Jr.

Selected Attorney:

Best and Best

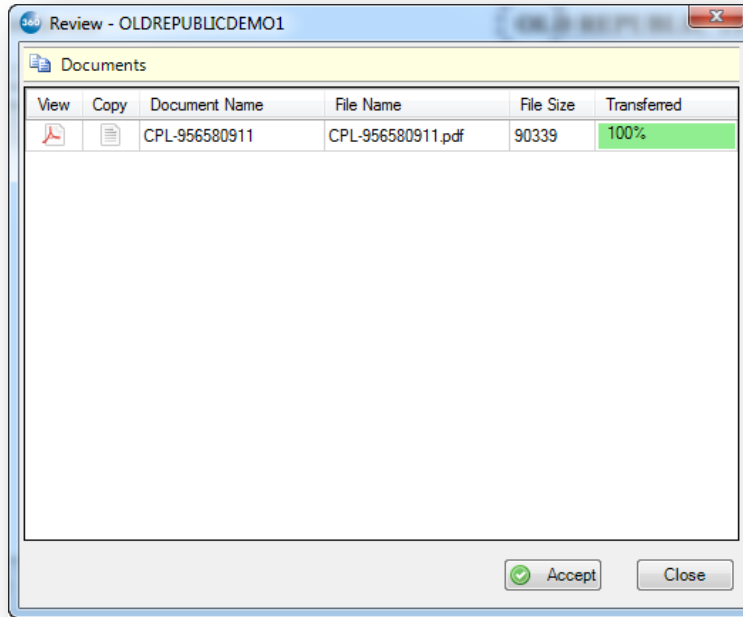
138 Charlotte Street, Unit 200  
Asheville, NC 288012000

Deliver via Fax:

Back Submit Cancel



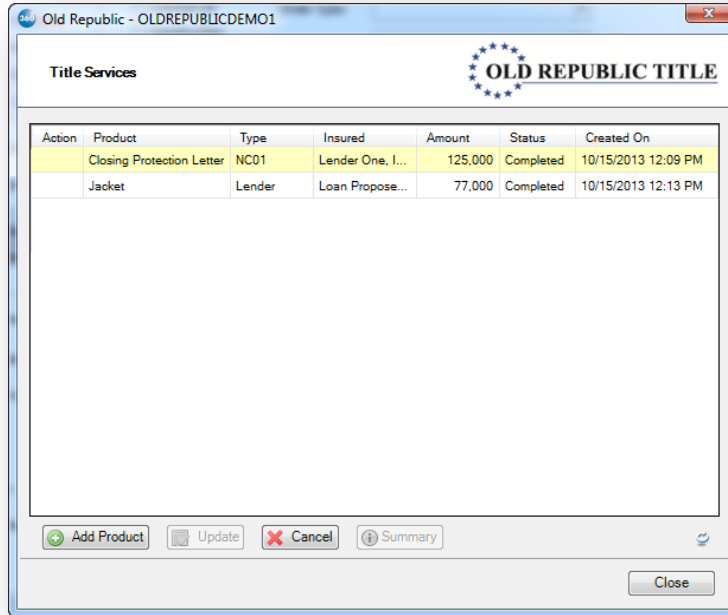
Old Republic will immediately return the Closing Protection Letter. The Review screen allows you to view the document. Click Accept to add the document to your ProForm order. The document will be available to you from within your ProForm order via the SPImage icon located on the ProForm ribbon. For Select users, the document will be available by clicking on the Attachments & Documents History link located in the Documents tab.



Note: Only one Closing Protection Letter may be created per ProForm order. To create an additional Closing Protection Letter, the active letter must be Canceled before submitting a new one.

## How to Cancel a Closing Protection Letter from Old Republic

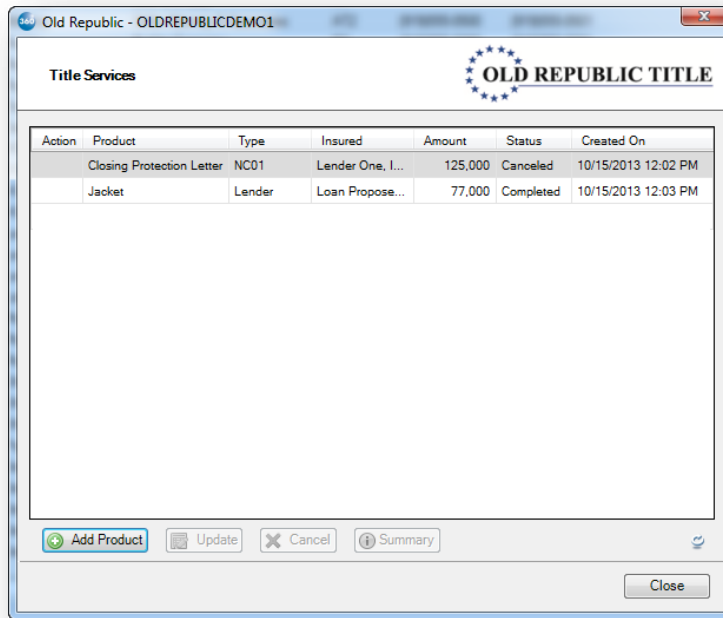
To cancel a Closing Protection Letter transaction, highlight the transaction on the Title Services screen then click the Cancel button.



You will then be prompted to login (bypassing if Remember me has been previously selected). The Cancel CPL screen will give you the option to Cancel the Closing Protection Letter.



Clicking the Yes button will Cancel the Closing Protection Letter and show the transaction Status as Canceled on the Title Services screen. At this point, another Closing Protection Letter can be created.



## How to Request a Jacket from Old Republic

To order a Jacket, click the Add Product icon at the bottom of the Title Services Screen. On the Available Products screen select Jackets. A login screen will show prompting the user to login using their Old Republic ezJacket credentials. The Property Information screen will populate the Address, County, Property Type, Effective Date and Buyer if listed in the ProForm order. Click Next to continue.

Old Republic Jacket - OLDREPUBLICDEMO1

**Property Information**

**OLD REPUBLIC TITLE**

Address: 1234 Test St  
Raleigh, TX 27609

County: ANDERSON

Property Type: RESIDENTIAL (1 - 4 FAMILY, RESPA)

Effective Date: 2/ 2/2014

Buyer: Bradley Buyer

Back Next Cancel

The Deal Selection screen will allow you to choose from Simultaneous Policy (Lender, Additional Lender, Owner), Lender Policy (if you have multiple loans they will be available in the drop down box) or Owner Policy. This policy selection will default to the policy type in the linked ProForm order. Click Next to continue.

Old Republic Jacket - OLDREPUBLICDEMO1

**Deal Selection**

OLD REPUBLIC TITLE

Select the type of policy(s) to be issued:

Simultaneous Policy

Lender

Additional Lender

Owner

Lender Policy

Owner Policy

Back Next Cancel

The Policy Selection screen will allow you to select the type of Jacket available. The options provided are based on your Old Republic account. To narrow the policy selection, the list may be filtered using the filters given. Click Next to continue.

Old Republic Jacket - OLDREPUBLICDEMO1

**Lender Policy Selection**

OLD REPUBLIC TITLE

Filter: All

- SINGLE ISSUE MTG POLICY BASIC RATE R4
- SINGLE ISSUE MTG POLICY BASIC RATE R4 (T-2)
- SINGLE ISSUE MTG POLICY BASIC RATE R4 (T-2R)
- SINGLE ISSUE MTG POLICY BASIC RATE SF R4
- SUBSTITUTION LOAN WITHIN 1YR R8A
- SUBSTITUTION LOAN WITHIN 1YR SF R8A
- SUBSTITUTION LOAN WITHIN 2YRS R8A
- SUBSTITUTION LOAN WITHIN 2YRS SF R8A
- SUBSTITUTION LOAN WITHIN 3YRS R8B
- SUBSTITUTION LOAN WITHIN 3YRS SF R8B
- SUBSTITUTION LOAN WITHIN 4YRS R8C
- SUBSTITUTION LOAN WITHIN 4YRS SF R8C
- SUBSTITUTION LOAN WITHIN 5YRS R8D
- SUBSTITUTION LOAN WITHIN 5YRS SF R8D
- SUBSTITUTION LOAN WITHIN 6YRS R8E
- SUBSTITUTION LOAN WITHIN 6YRS SF R8E
- SUBSTITUTION LOAN WITHIN 7YRS R8F
- SUBSTITUTION LOAN WITHIN 7YRS SF R8F

Back Next Cancel

Based on the type of jacket you select, the Policy Information screen will display applicable information from your ProForm order. This screen will allow you to enter the Insurance and Discount amounts associated with the policy selected. Also based on the jacket selection, you may need to select endorsements to associate with the jacket. Click Next/Submit to continue.

Name	Value
Insurance	77,000.00
Discount	0.00

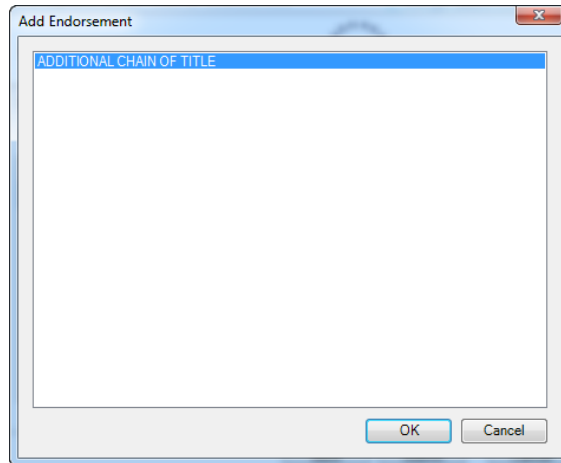
The Policy Endorsements screen allows you to select the type of endorsements to include in the Jacket. The options provided are based on your Old Republic account. To narrow the policy endorsements, the list may be filtered using the filters specified. Click Next/Submit to continue.

Filter: All Add

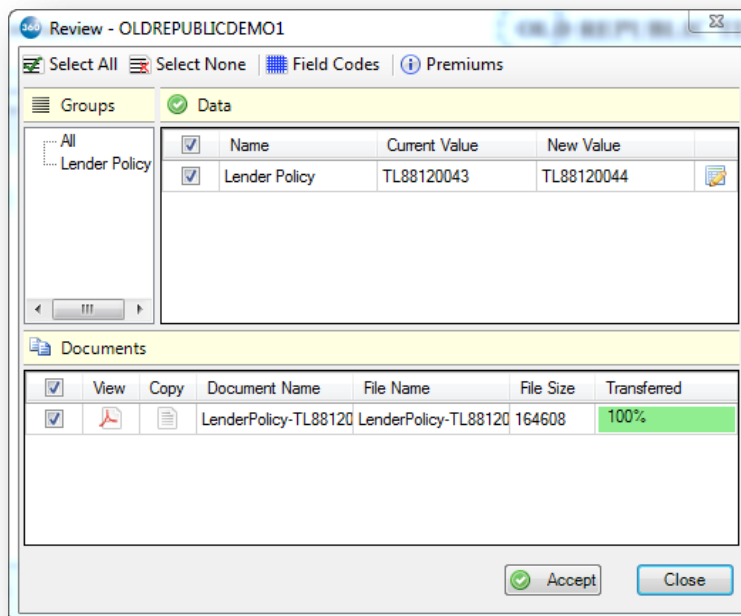
Name
<input checked="" type="checkbox"/> ACCESS ENDORSEMENT T-23
<input type="checkbox"/> ADDITIONAL CHAIN OF TITLE
<input type="checkbox"/> AMENDMENT OF TAX EXCEPTION
<input type="checkbox"/> BALLOON MTG END WHEN ATTACHED TO POLICY T-39
<input type="checkbox"/> CO-INSURANCE ENDORSEMENT T-48
<input type="checkbox"/> CONTIGUITY ENDORSEMENT (NON-RESIDENTIAL) T-25
<input type="checkbox"/> DOWN DATE OF INTERIM CONSTRUCTION LOAN BINDER T-3
<input type="checkbox"/> ENVIRONMENTAL PROTECTION LIEN T-36

Note: Endorsements selected here do not reflect endorsements in the ProForm file.

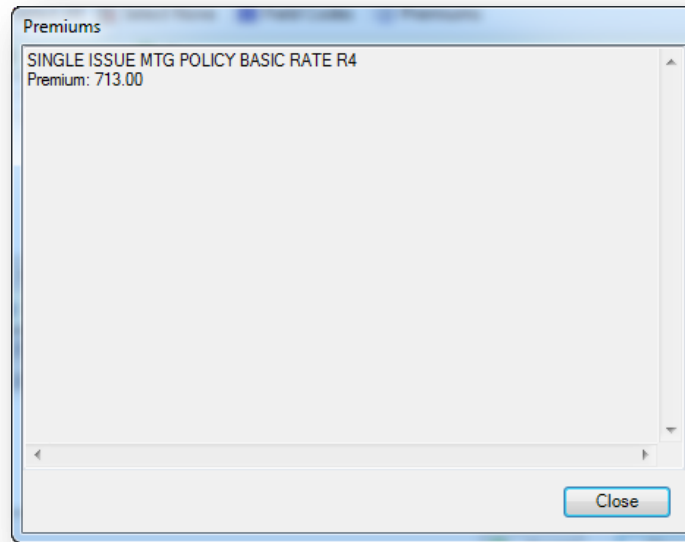
Depending on your Old Republic account and property state, you may have the ability to include duplicate endorsements. To add endorsements click the Add button above the endorsements list on the Policy Endorsements screen. The Add Endorsement screen will list the endorsements available to duplicate. Select the desired endorsement and click OK. This endorsement will be added to the Policy Endorsements list. On the Policy Endorsements screen click Next/Submit to advance.



Old Republic will immediately return the jacket. The Review screen allows you to view the document(s) and jacket number(s) that are returned. Click Accept to add the document(s) and jacket number(s) to your ProForm order. The document(s) will be available to you from within your ProForm order via the SPImage icon located on the ProForm ribbon. For Select users, the document(s) will be available by clicking on the Attachments & Documents History link located in the Documents tab. Accepted jacket number(s) will be available within the ProForm order.



Clicking the Premiums icon on the toolbar of the Review screen will display a screen containing the Premiums associated with the policy created. The Premiums function is also available on the Title Services screen. Highlight the Jacket transaction and click the Summary icon. The Premiums corresponding to the highlighted Jacket transaction will display on the Premiums screen.



## How to Update a Jacket from Old Republic

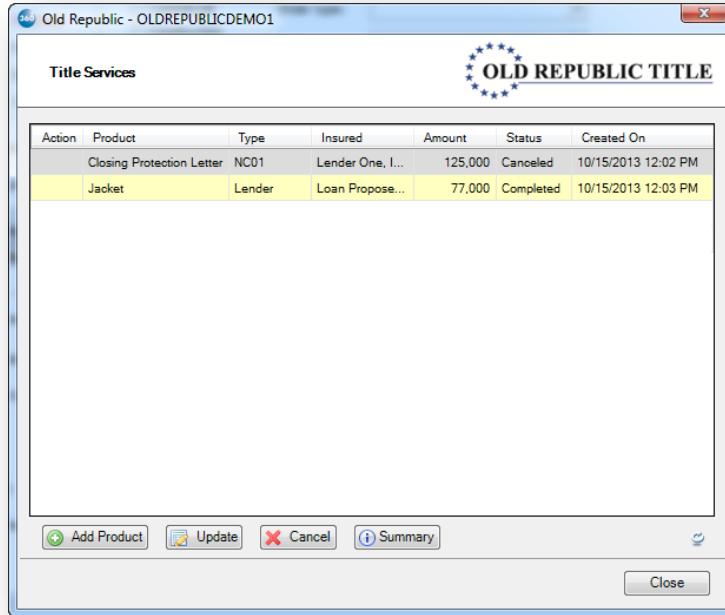
To update a Jacket transaction, highlight the Jacket transaction on the Title Services screen then click the Update button. The login screen will then be bypassed if Remember me was selected on a previous login. You will be directed back through the screens shown on the Jacket request and given the ability to edit any values that are permitted.

The Review screen will display again allowing you to view the document(s) and jacket number(s) that are returned. The Review Transaction screen allows you to view the document(s) and jacket number(s) that are returned. To attach the Jacket and populate the updated Jacket numbers into the ProForm order, click the Accept button.



## How to Cancel a Jacket from Old Republic

To cancel a Jacket transaction, highlight the transaction on the Title Services screen then click the Cancel button.



The Jacket login screen will then display (bypassing if Remember me has been previously selected). The Cancel Jacket screen will give you the option to Cancel the Jacket. A reason must be provided for the cancellation of the Jacket. Clicking the Yes button will cancel the Jacket.



Once the jacket is canceled you will return back to the Title Services scree. The status of the canceled Jacket transaction(s) will changed to Canceled. No additional actions are available for a Jacket with a Canceled status.

