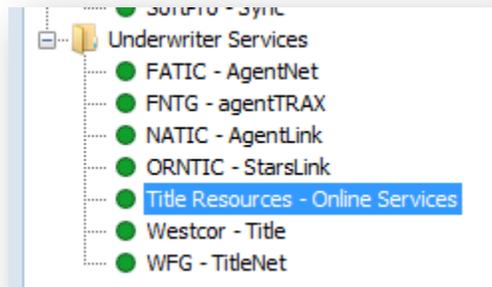


Managing Title Resources Guaranty Company Transactions in SoftPro 360

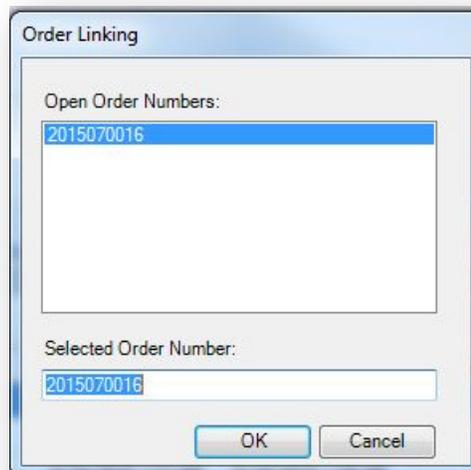
How to Submit a Transaction to Title Resources - Online Services

The **Title Resources - Online Services** application, allows agents to order Letters and Policy Jackets via SoftPro 360. Title Resources - Online Services can be found in the SoftPro360 Services menu under Underwriter Services. Double click **Title Resources - Online Services**, or highlight it and click **Submit** to place an order.



If a ProForm order(s) is opened, it will be listed in the **Order Linking** dialog. The active order will be highlighted and entered in the Selected Order Number field. Any of these open orders can be selected or the Selected Order Number field can be overwritten with an order that is not currently open.

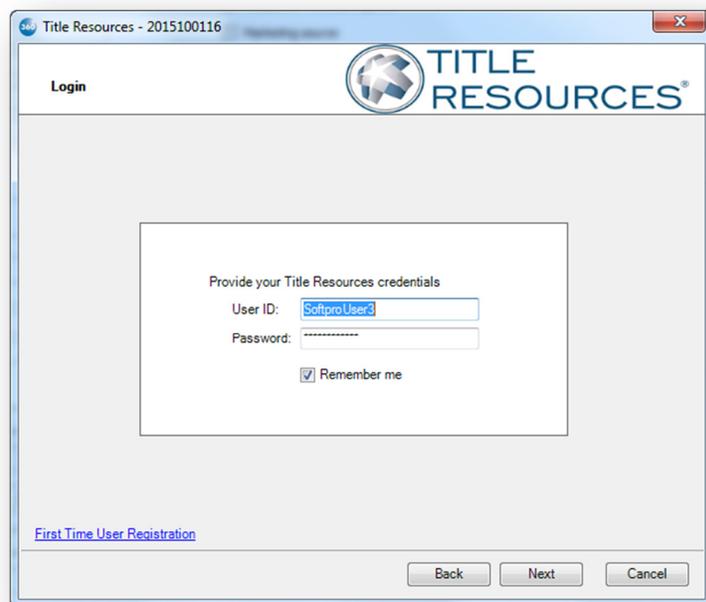
Click **OK** to continue.



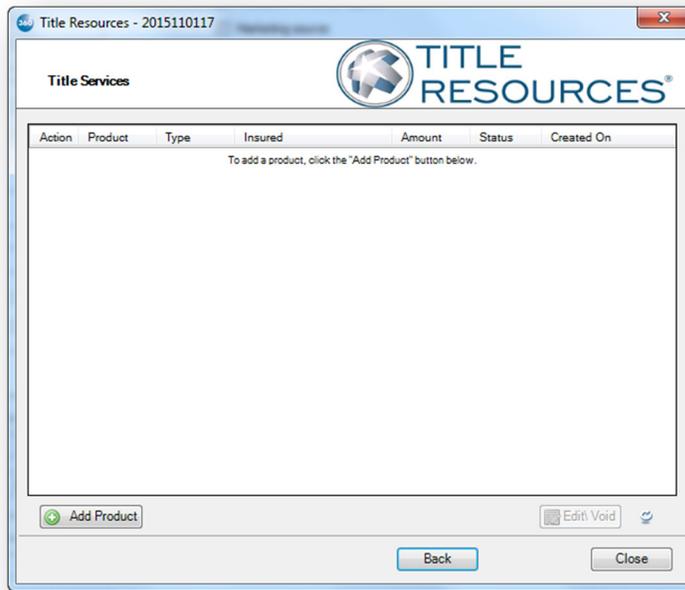
The Welcome screen provides you with information about **Title Resources Guaranty Company**. You may choose to skip this screen in the future by clicking on the Skip Welcome Page option. Click Next to continue.



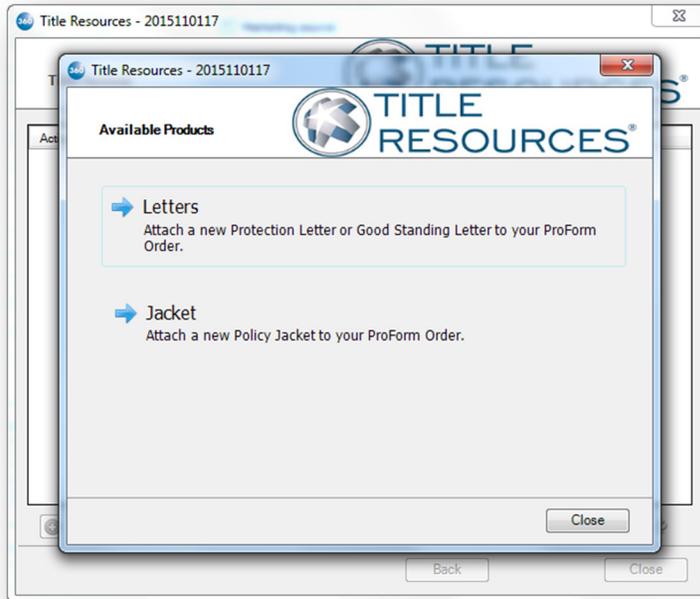
The Login screen requires you to enter your user ID and password provided by **Title Resources Guaranty Company**. Your User ID and Password will be remembered when the 'Remember Me' checkbox is checked.



The Title Services screen will show all **Title Resources – Onine Services** transactions related to this order. Title Resources Guaranty Company offers services to order both Letters and Policy Jackets.



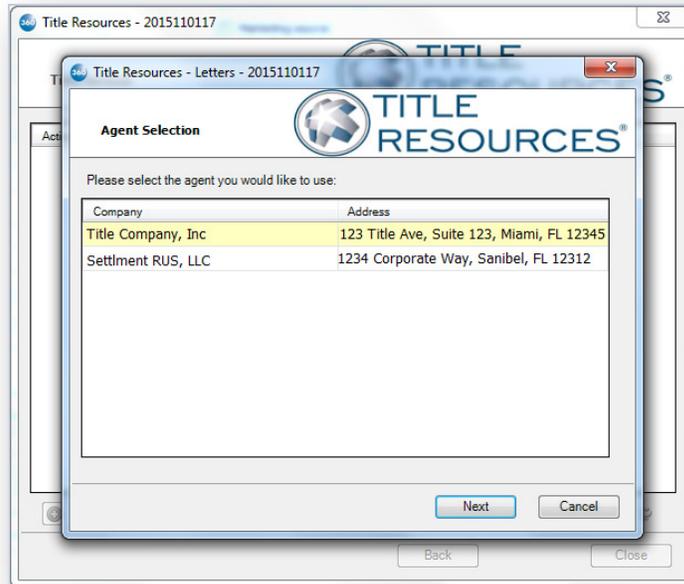
To order a Letter, click the green **Add Product** icon.



Choose “Letters” to attach a new Protection Letter or Good Standing Letter to your ProForm order.

Ordering Title Resources - Online Services Letters

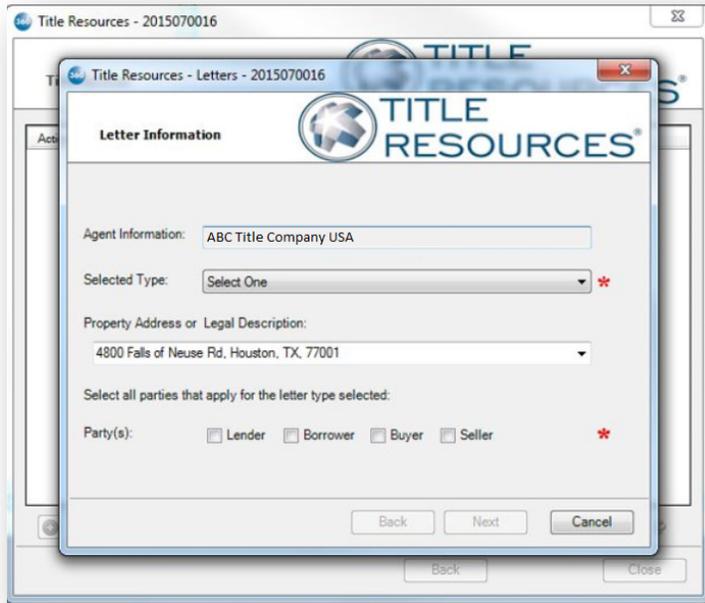
After clicking Letters, if you have access to multiple Agents, you will be presented with the **Agent Selection Screen**



Select the appropriate Agent and Click **Next** to proceed to the Letter Information Screen.

Letter Information Screens

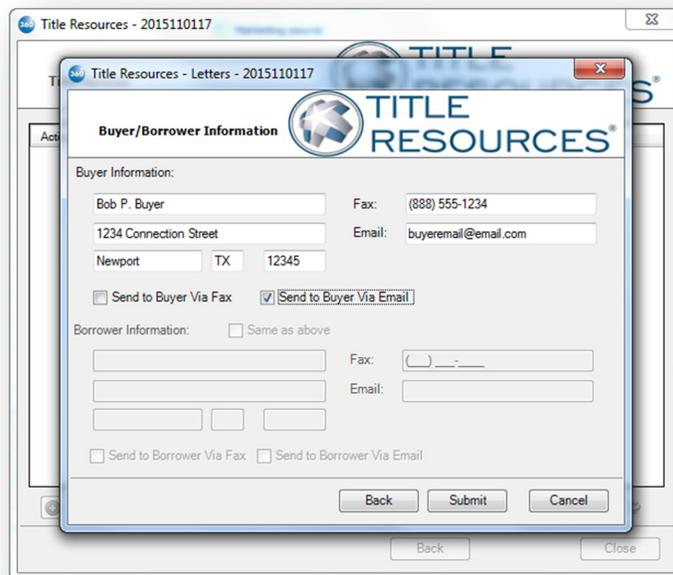
The **Letter Information Letter** screen will allow you to select the type of letter you want to request. The Loan Number; Transaction Amount; Borrowers' Names; and Property Address will populate from the ProForm Order. Select the parties that apply for the selected letter and click Next to continue.



Please Note: edits to fields in the Title Resources – Online Services product will not be saved back to your ProForm Order.

Depending on the parties that apply to the letter type selected, you will be presented with the **Buyer/Borrower Information Screen** and/or **Seller Information Screen** and/or **Lender Information Screen**.

The **Buyer/Borrower Information** screen will allow the buyer information to be added. Click Submit to continue.



Please Note: edits to fields in the Title Resources – Online Services product will not be saved back to your ProForm Order.

The **Seller Information** screen will allow the seller information to be added. Click Submit to continue.

The screenshot shows a window titled "Title Resources - Letters - 2015110118". The window contains the "TITLE RESOURCES" logo and the heading "Seller Information". Below the heading, the form is titled "Seller Information:" and contains the following fields and options:

- Text input: Sammy Seller
- Text input: 73 W. Flagler Street
- Text input: Miami
- Text input: FL
- Text input: 33130
- Text input: Fax: (888) 555-5555
- Text input: Email:
- Checkbox: Send to seller Via Fax
- Checkbox: Send to seller Via Email

At the bottom of the form are three buttons: "Back", "Submit", and "Cancel".

Please Note: edits to fields in the Title Resources – Online Services product will not be saved back to your ProForm Order.

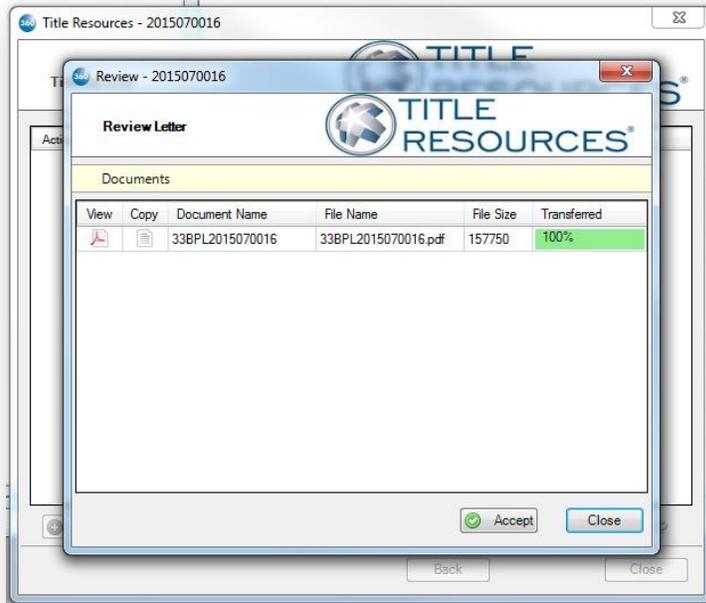
The **Lender Information** screen will allow the lender information to be added. Click Submit to continue.

The screenshot shows a window titled "Title Resources - Letters - 2015110117". The window contains the "TITLE RESOURCES" logo and the heading "Lender Information". Below the heading, the form is titled "Lender Information:" and contains the following fields and options:

- Dropdown menu: Selected Lender: Lender 1
- Text input: Attn: Bank of USA, NA
- Text input: Chase Manhattan Bank, its successors and/
- Text input: 20E Greenway Plaza
- Text input: Houston
- Text input: TX
- Text input: 77046
- Text input: Fax: (888) 555-5555
- Text input: Email: david.proctor@softprocorp.com
- Checkbox: Send to Lender Via Fax
- Checkbox: Send to Lender Via Email
- Dropdown menu: Lender Clause: its successors and/or assigns as their respective interests may a

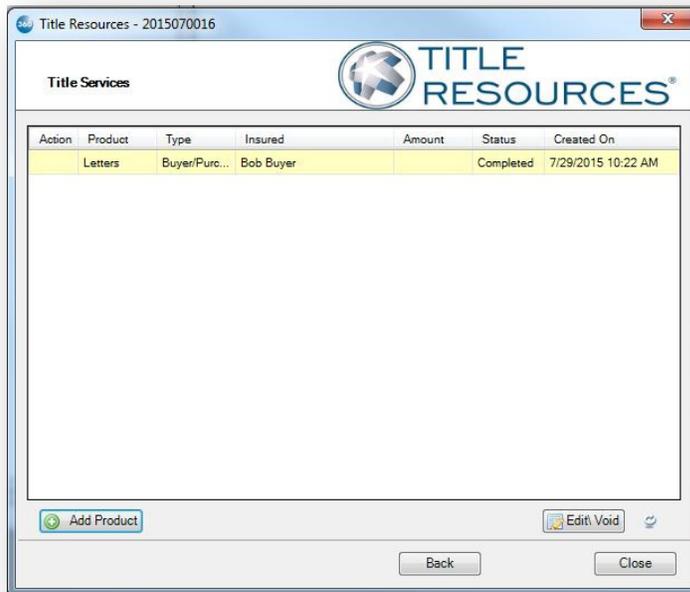
At the bottom of the form are three buttons: "Back", "Next", and "Cancel".

Title Resources Guaranty Company will immediately return the letter. The Review Transaction screen allows you to view and accept the document(s).



You can Click the PDF Icon under the **View** column to view the Letter. Click **Accept** to add the document(s) back into the ProForm order.

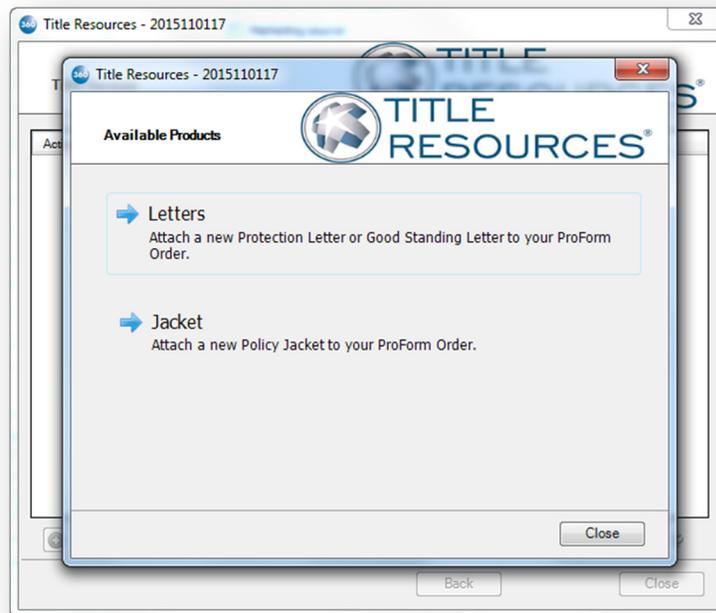
When completed, the **Letter** will appear in the Title Services window as **Completed**.



If you do not accept the document and close the review screen, you can review and accept the transaction later by clicking on the **Paper Icon** in the **Action** column on the Title Services screen.

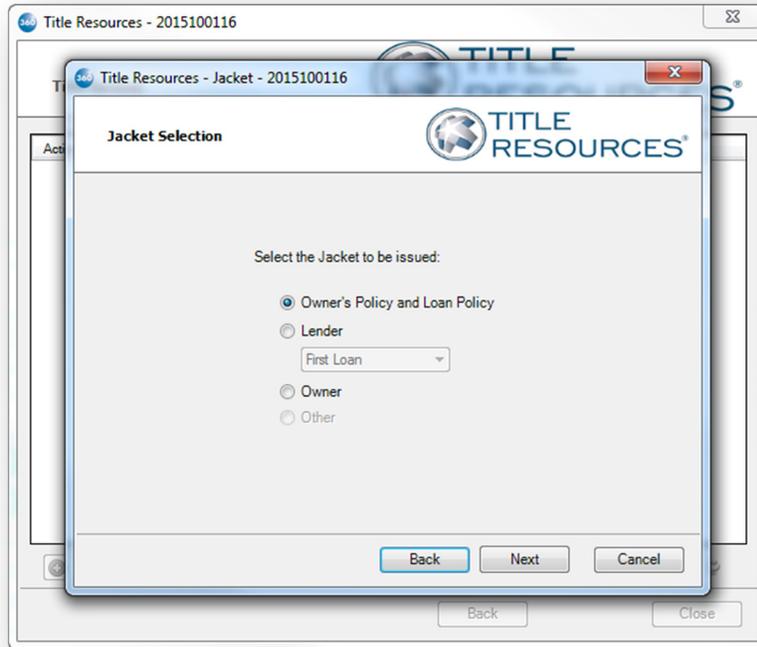
Ordering Title Resources - Online Services Jackets

Policy Jackets may be ordered by clicking Add Product on the Title Services screen and then by clicking Jackets on the Available Products screen.



When Jackets is selected, the Jacket Selection screen will appear. Choose type of Jacket to be issued:

- **Owner's Policy and Loan Policy**
- **Lender**
- **Owner**
- **Other**



If you wish to order both an **Owner's Policy and Loan Policy** select the appropriate selection. You will be presented with options for ordering both Owner's Policies and Loan Policies.

If you wish to order a Loan Policy, select **Lender** Policy. You will be presented with options for ordering Loan Policies. Please note, your ProForm Order contain multiple loans, the dropdown will be enabled for you to select the loan relative to the policy allowing you to order the appropriate policy form.

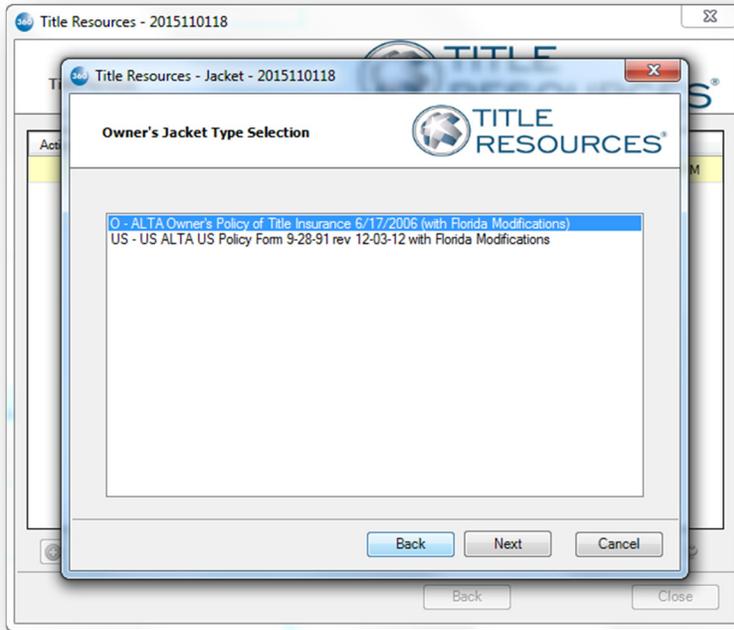
If you wish to order an **Owner's** Policy select the appropriate selection. You will be presented with options for ordering Owner's Policies.

Should "Other" policies be available in your area, select **Other** Policy select the appropriate selection. You will be presented with options for ordering other policy forms.

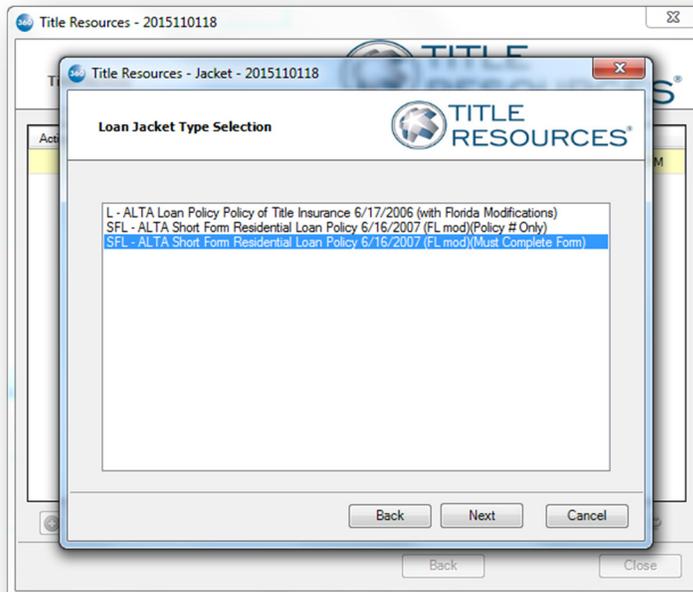
Jacket Type Selection Screens

Select the Jacket Type from the "Loan Jacket Type Selection" or "Owner's Jacket Type Selection" window, depending on the Jacket chosen to be issued.

Owner's Jacket Type Selection screen will display available owner's policy jackets available. Please note this list of available jacket type will vary from jurisdiction to jurisdiction.



Loan Jacket Type Selection screen will display available loan policy jackets available. Please note the list of available jacket types will vary from jurisdiction to jurisdiction.

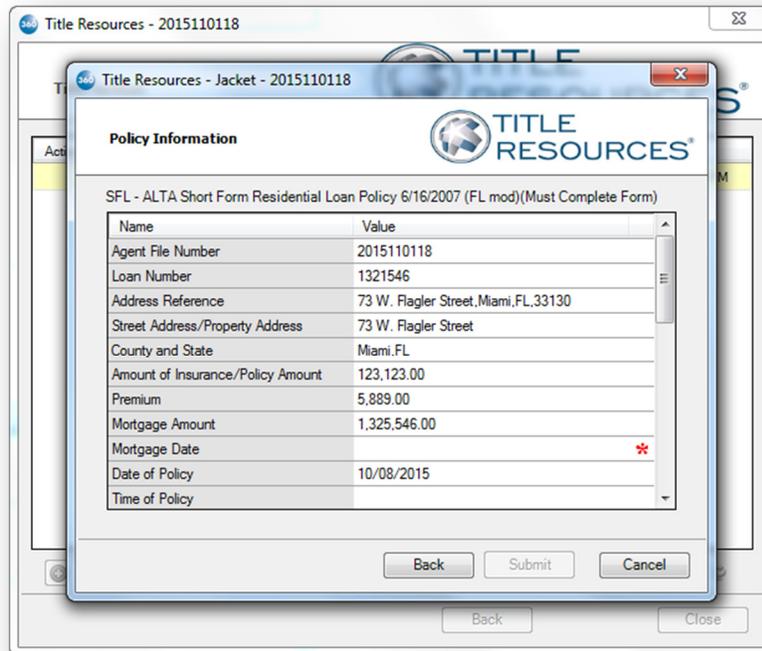


Policy Information Screen

If you select a Jacket Type that requires additional information, you will be presented with the **Policy Information** screen. Fields present on this screen will be populated with information from your ProForm Order where available. You may edit the values for each field as you deem necessary.

Please Note: edits to fields in the Title Resources – Online Services product will not be saved back to your ProForm Order.

A red * will indicated that particular field is deemed **Required** in order to order that particular Jacket form. All required fields will need to be completed to activate the “**Submit**” button.

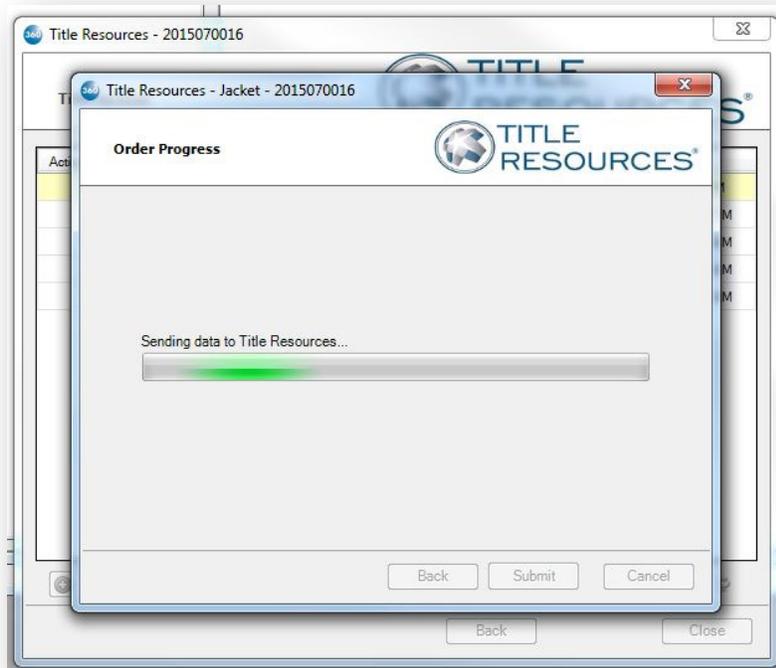


Name	Value
Agent File Number	2015110118
Loan Number	1321546
Address Reference	73 W. Flagler Street, Miami, FL, 33130
Street Address/Property Address	73 W. Flagler Street
County and State	Miami, FL
Amount of Insurance/Policy Amount	123,123.00
Premium	5,889.00
Mortgage Amount	1,325,546.00
Mortgage Date	
Date of Policy	10/08/2015
Time of Policy	

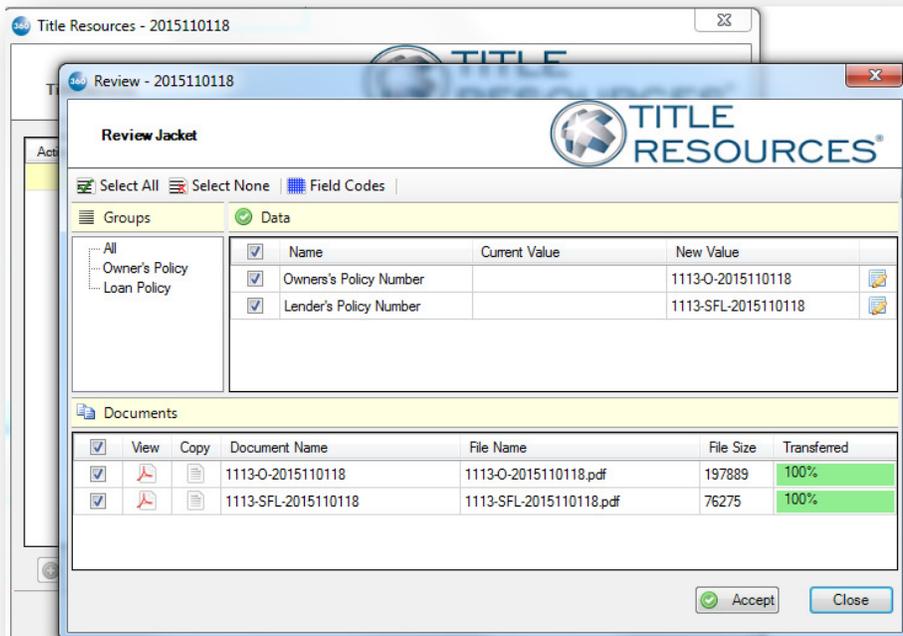
Please Note: edits to fields in the Title Resources – Online Services product will not be saved back to your ProForm Order.

Click **Submit** to send product order to Title Resources - Online Services.

A Progress Dialog will appear as the information is being sent to Title Resources - Online Services.

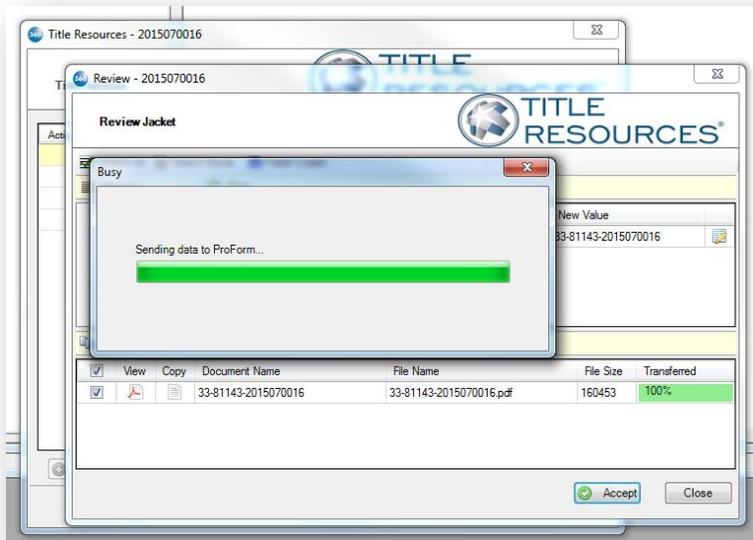


The Review Jacket screen displays the Document Name and File Name with its file size and the percentage transferred. To view either document, click on the Adobe PDF option next to the Policy name. Or to copy either document to your clipboard, click on the button that looks like a document next to the Document Name.

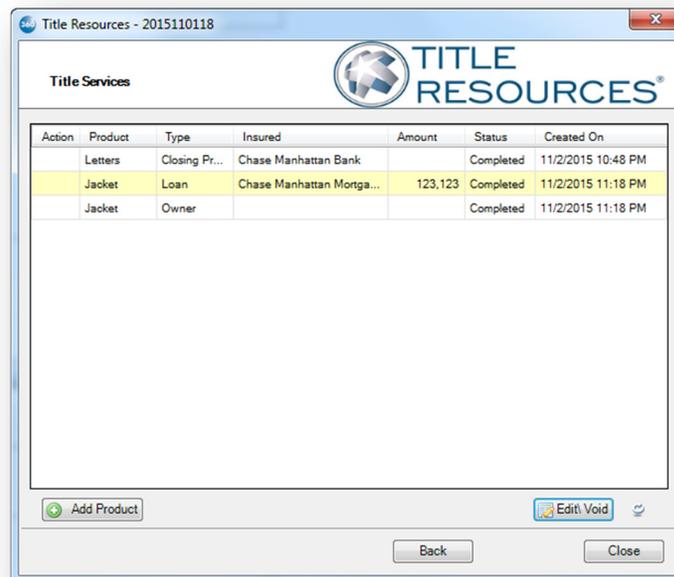


Policy Review Screen

The accepted jacket number(s) will be available within the ProForm order in the Policy Number field(s). To finish, click Accept. The Order Progress pop-up should come back stating "Sending Data to ProForm". Once completed, the product will appear in your Title Services screen, showing the completed service.



When completed, the product will appear in the Title Services window as Completed.

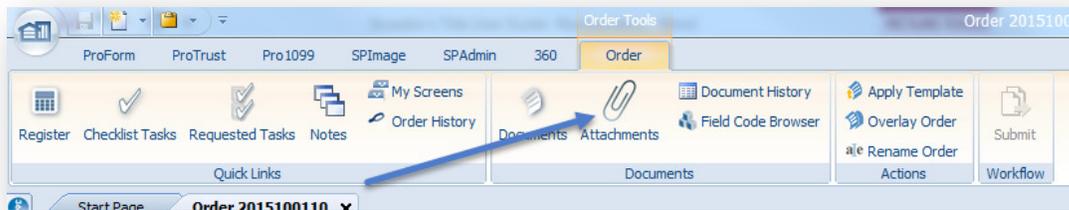


Letter and Jacket Document Transfer to ProForm Order

The document(s) will be available to all Standard and Enterprise users from within the ProForm order via the SPImage icon located on the ProForm Menu bar (a SPImage license is not required to access SPImage. SPImage will become unlocked for the order once a document is Accepted into the order via SoftPro 360).

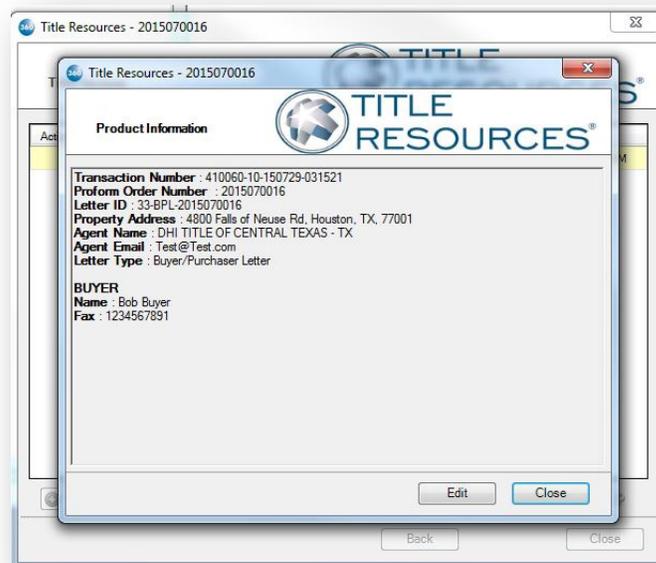


For Select users, the document(s) will be available by clicking on the Attachments & Document History link located in the documents tab.



Editing Title Resources - Online Services Products

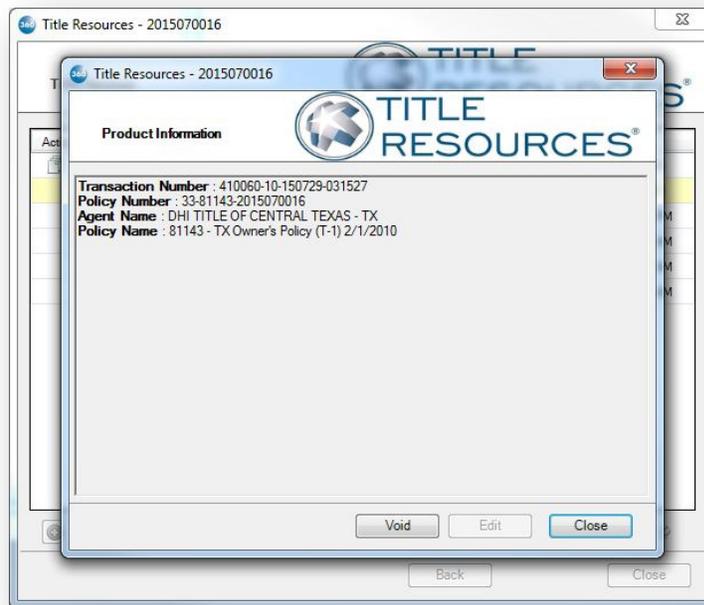
If the Product information needs to be edited, highlight the product to be edited and click Edit/Void. The Product Information screen will appear and will contain a read only list of the product information. Select Edit again to change the information displayed.



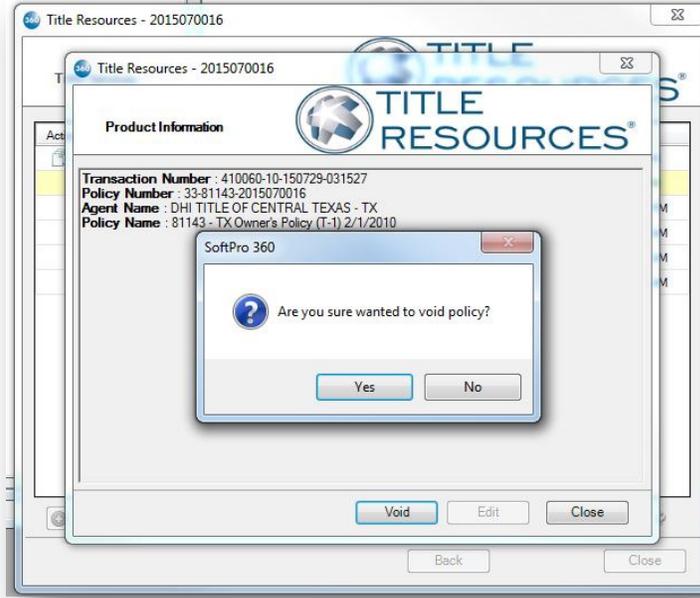
When Edit is selected, the screens for Jackets or CPLs (depends on the product type being edited) will be displayed with the current product information. Once editing is complete, the product will be updated and will be available in the list of products ordered.

Voiding Title Resources - Online Services Products

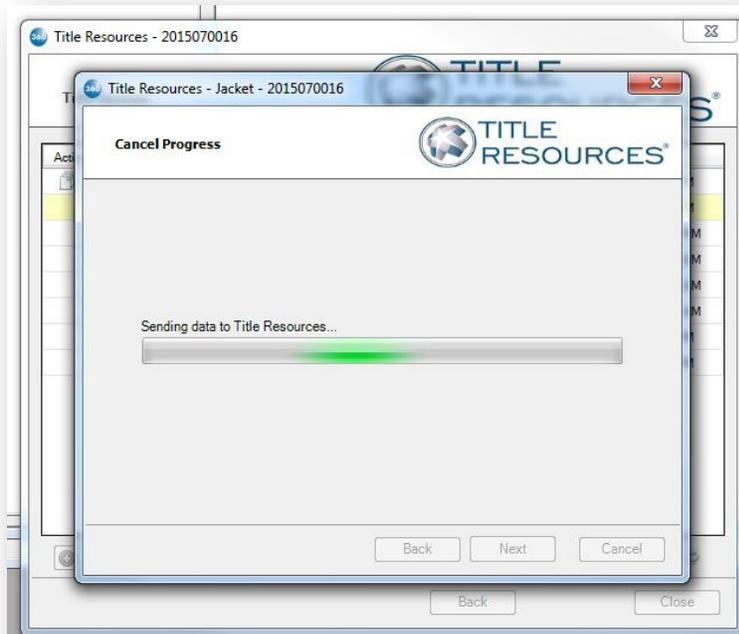
If the Product information needs to be voided, highlight the product to be voided and click Edit/Void. The Product Information screen will appear and will contain a read only list of the product information.



If you choose Void, a pop-up screen stating “Are you sure wanted to void policy?” will appear.



If “Yes” is selected, the Cancel Progress window will pop-up, sending data to Title Resources - Online Services.



When completed, the product will appear in the Title Services window as Canceled.

Title Resources - 2015110118

TITLE RESOURCES

Title Services

Action	Product	Type	Insured	Amount	Status	Created On
	Letters	Closing Pr...	Chase Manhattan Bank		Completed	11/2/2015 10:48 PM
	Jacket	Loan	Chase Manhattan Mortga...	123,123	Completed	11/2/2015 11:18 PM
	Jacket	Owner			Canceled	11/2/2015 11:18 PM