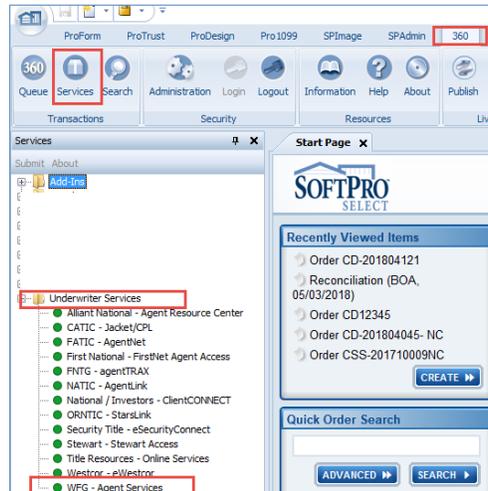


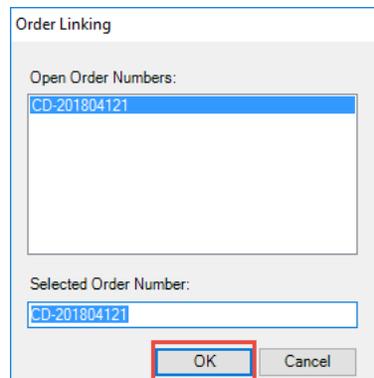
Managing WFG National Title Insurance Company Transactions in SoftPro 360

How to Submit a Transaction

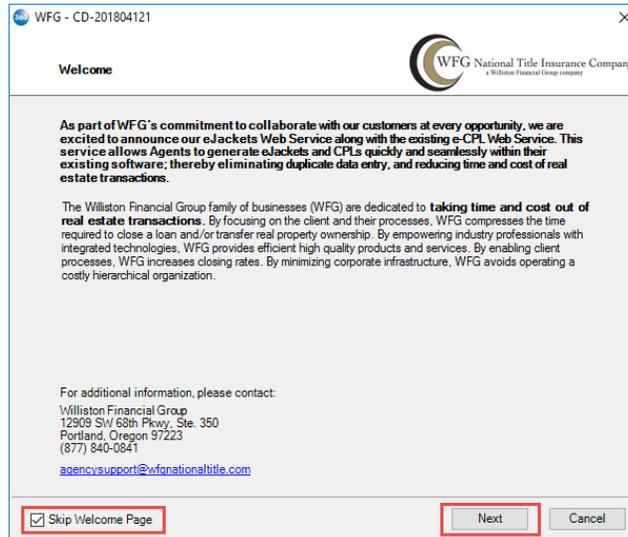
WFG National Title Insurance Company, an underwriter that issues Closing Protection Letters and Jackets can be found in the SoftPro360 Services menu under Underwriter Services.



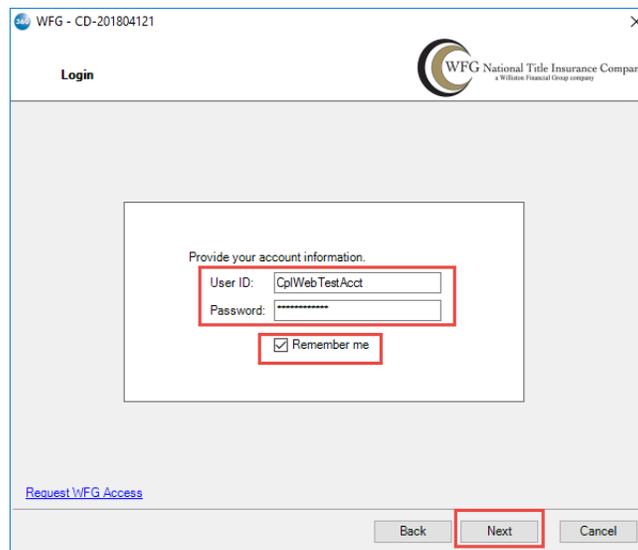
If you already have ProForm Order(s) open, they will be listed in the **Order Linking** dialog. The active order will be highlighted and entered in the **Selected Order Number** field. You have the ability to select from any of these orders, or you may choose to overwrite the **Selected Order Number**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



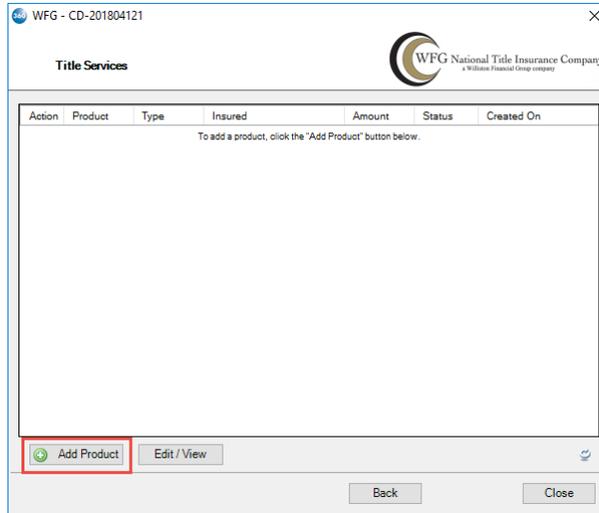
The Welcome screen provides you with information about **WFG National Title Insurance Company**. You may choose to skip this screen in the future by clicking on the **Skip Welcome Page** option. Click **Next** to continue.



The Login screen requires you to enter your User ID and Password provided by **WFG National Title Insurance Company**. The **Remember me** check box will allow you to automatically login the next time you launch this product. Click **Next** to continue.

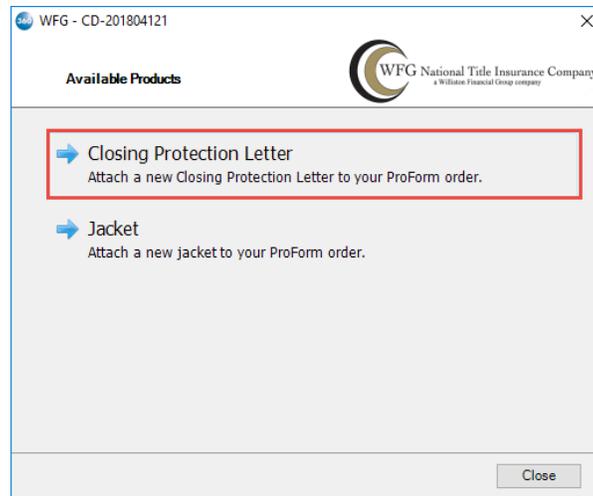


The **Title Services** screen will show all **WFG National Title Insurance Company** transactions related to this order. To order a product, click the green **Add Product** icon.

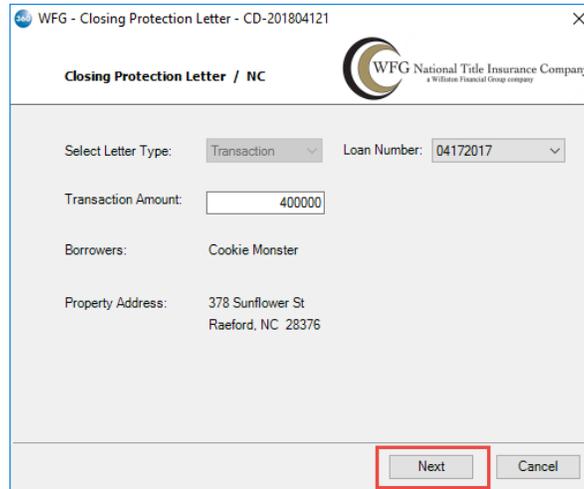


How to order a Closing Protection Letter

To order the Closing Protection letter click the **Closing Protection Letter** on the **Available Products** screen.



This will allow you to select the type of Closing Protection Letter you want to request. The Loan Number; Transaction Amount; Borrowers' Names; and Property Address will populate from the ProForm Order. Click **Next** to continue.



WFG - Closing Protection Letter - CD-201804121

Closing Protection Letter / NC

WFG National Title Insurance Company
a Wilshire Financial Group company

Select Letter Type: Transaction Loan Number: 04172017

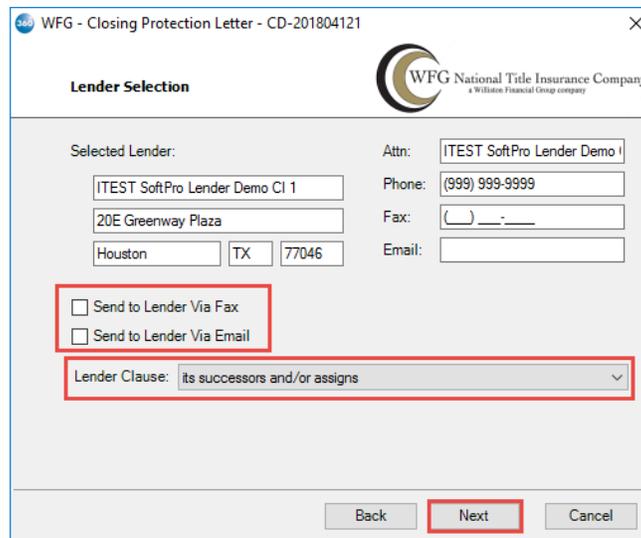
Transaction Amount: 400000

Borrowers: Cookie Monster

Property Address: 378 Sunflower St
Raeford, NC 28376

Next Cancel

The Lender Selection screen will show the Lender information from your ProForm Order. Check to indicate if you want to send the letter to the **Lender via Fax** or **Email** and choose your **Lender Clause**. Click **Next** to continue.



WFG - Closing Protection Letter - CD-201804121

Lender Selection

WFG National Title Insurance Company
a Wilshire Financial Group company

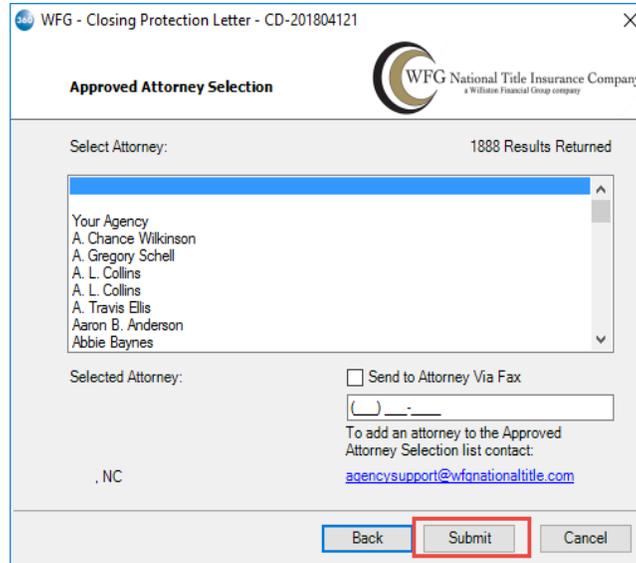
Selected Lender: ITEST SoftPro Lender Demo CI 1 Attn: ITEST SoftPro Lender Demo I
20E Greenway Plaza Phone: (999) 999-9999
Houston TX 77046 Fax: () - -
Email:

Send to Lender Via Fax
 Send to Lender Via Email

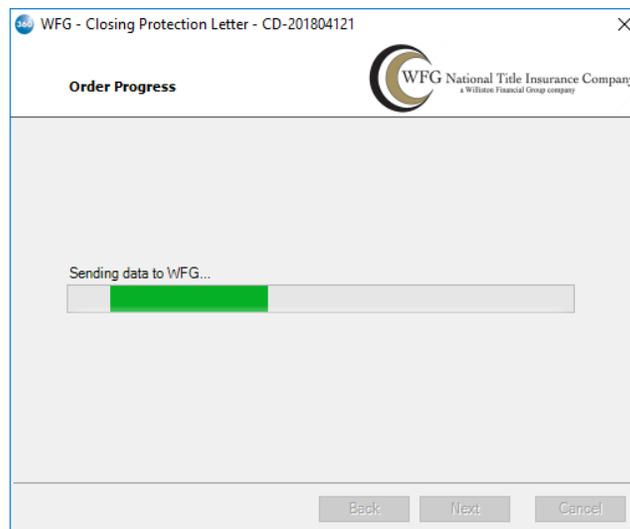
Lender Clause: its successors and/or assigns

Back Next Cancel

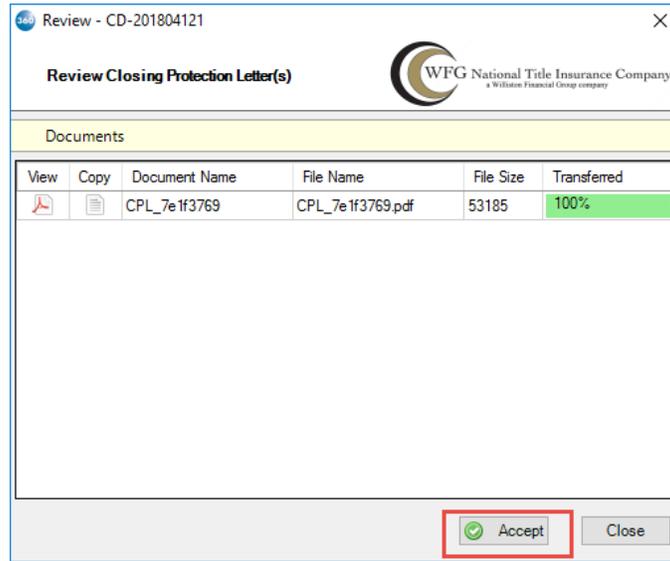
The Attorney screen will allow you to select your Attorney from the list provided by **WFG National Title Insurance Company**. Once you have selected the attorney then click **Submit**.



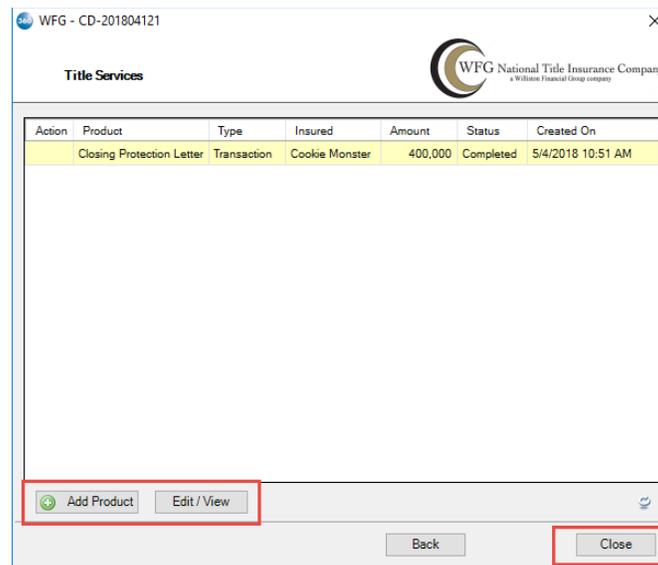
Your data will be sent to **WFG National Title Insurance Company**.



WFG National Title Insurance Company will immediately return the Closing Protection letter. The **Review Transaction** screen allows you to View or Copy the document(s). Click **Accept** to add the document to your ProForm Order. The document(s) will be available to you via the Attachments icon located on the Order ribbon. The **Close** button will close the **Review Transaction** screen.

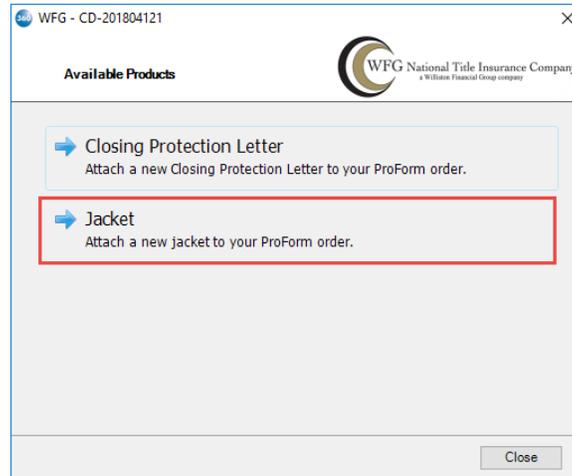


The Closing Protection letter will now appear in the **Title Services** screen. From here you can **Add Product**, **Edit/View** the letter, Go **Back**, or **Close**.

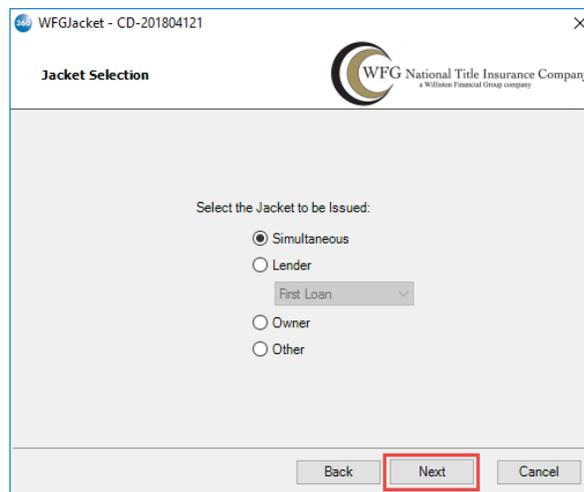


How to order a Jacket

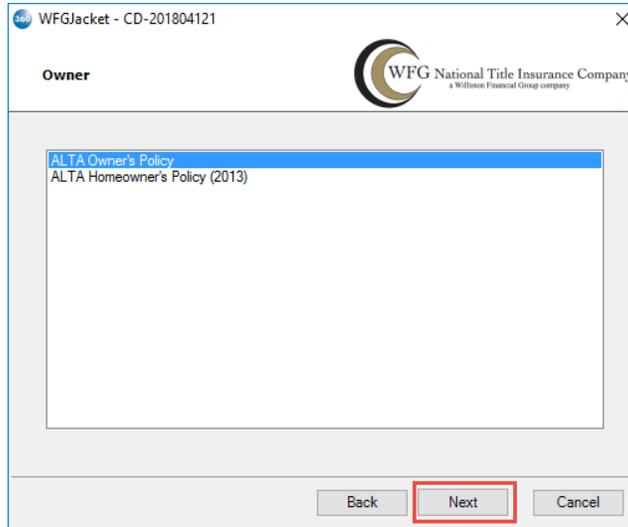
To order a Jacket click **Jacket** on the screen.



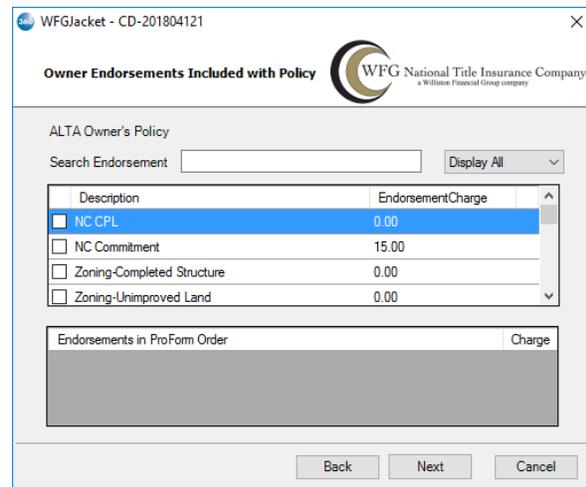
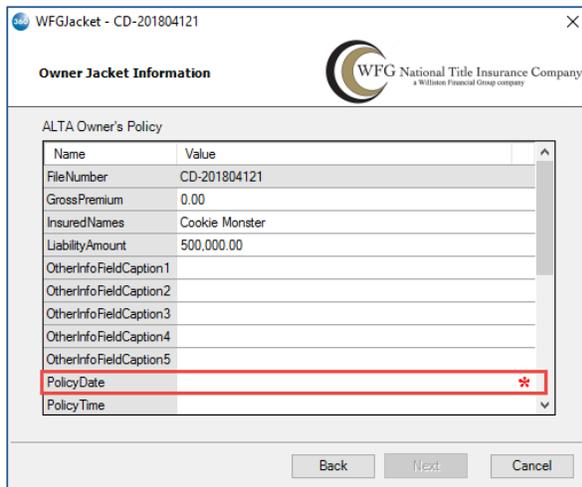
This will allow you to select the **Jacket** to be issued. The selection will auto populate based on the type of policy shown in the ProForm Order. (Simultaneous/Lender/Owner/Other). Verify your selection and click **Next** to continue.



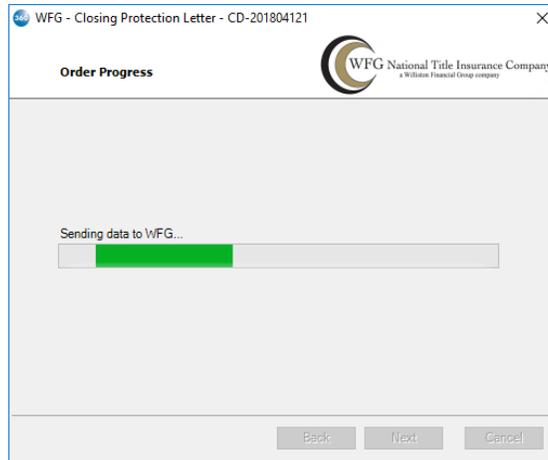
The **Jacket Type Selection** screen will allow you to select the type of Jacket. The options provided are based on your account. Click **Next** to continue.



Based on the type of jacket you select, the **Jacket Information** screen will display applicable information from your ProForm Order. Any additional required information will show a red asterisk * indicating you need to add the information to proceed. Also based on the jacket selection, you may need to select endorsements to associate with the jacket. Click **Next/Submit** to continue.



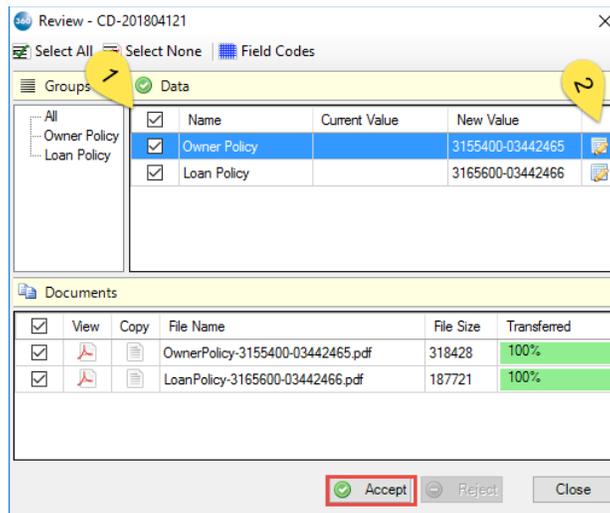
Your data will be sent to **WFG National Title Insurance Company**.



WFG National Title Insurance Company will immediately return the jacket(s). The **Review Transaction** 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 Attachments icon located on the Order ribbon.

The **Close** button will close the **Review Transaction** screen.

Note: You also have the ability to not accept the Policy numbers in the Data section by ¹ unchecking the box or editing the values brought in by clicking the ² edit icon.



The Jacket will now appear in the Title Services window. From here you can **Add Product**, **Edit/View**, Go **Back** or **Close**.

