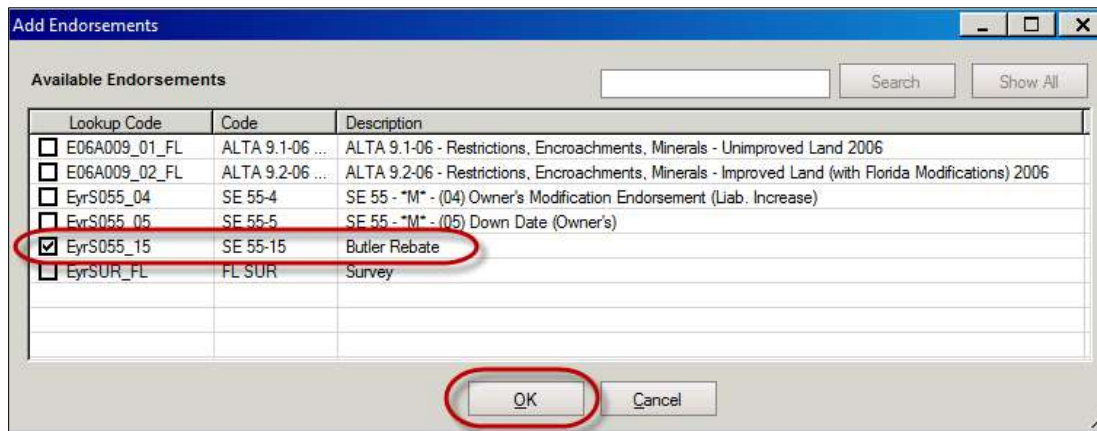Follow these steps to enter a Butler Rebate.

1. Navigate to the **Endorsements** screen

2. In the **Title product** drop-down, select **Owner's Policy**

3. Click the **Add Endorsement** ➕ icon
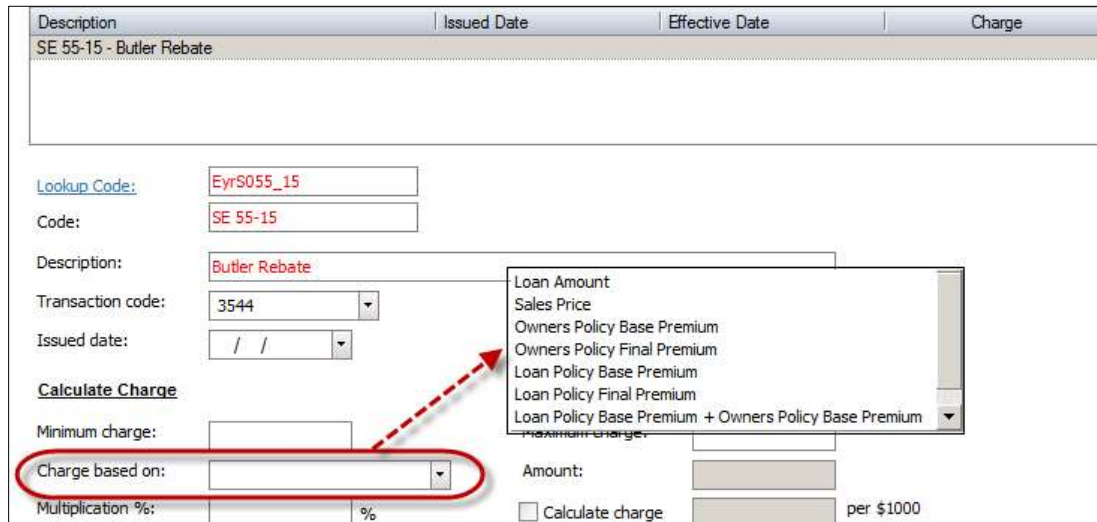
4. Check the Butler Rebate endorsement; click **OK**

5. In the **Charge Based on** drop-down, select the appropriate option

6. In the **Multiplication %** field, enter the credit percentage

7. In the **Charge** field, press the **F2** key

Calculate Charge

Minimum charge:	
Charge based on:	Owners Policy Final Premium ▼
Multiplication %:	30.00000 %
Adjustment: +/-	
Charge:	$487.50

8. Enter a minus (-) sign before the dollar ($) sign to create the credit; press the **Tab** key

9. Verify a **Line** is assigned in the applicable CSS section

Calculate Charge

Minimum charge:		Maximum charge:	
Charge based on:	Owners Policy Final Premium ▼	Amount:	$2,325.00
Multiplication %:	%	☐ Calculate charge	per $1000
Adjustment: +/-		Seller pay:	%
Charge:	($487.00) ☐ Taxable	Line:	TTL.04 ▼ CSS
		Invoice:	1 ▼
		Bill code:	TP ▼