

Follow these steps to add the Closing Protection Fee or Closing Protection Coverage entry to your order. The property state determines the availability of the entry (coverage versus fee).

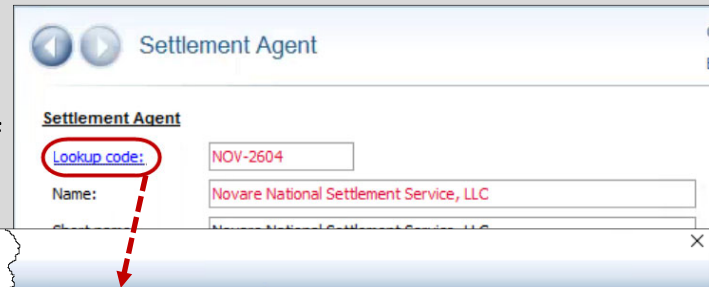
1. Navigate to the **Order Contacts** screen
2. Verify the **SA-Contact**


NOTE: The **SA-Contact** must be licensed in the property state. If you need to verify licensing,

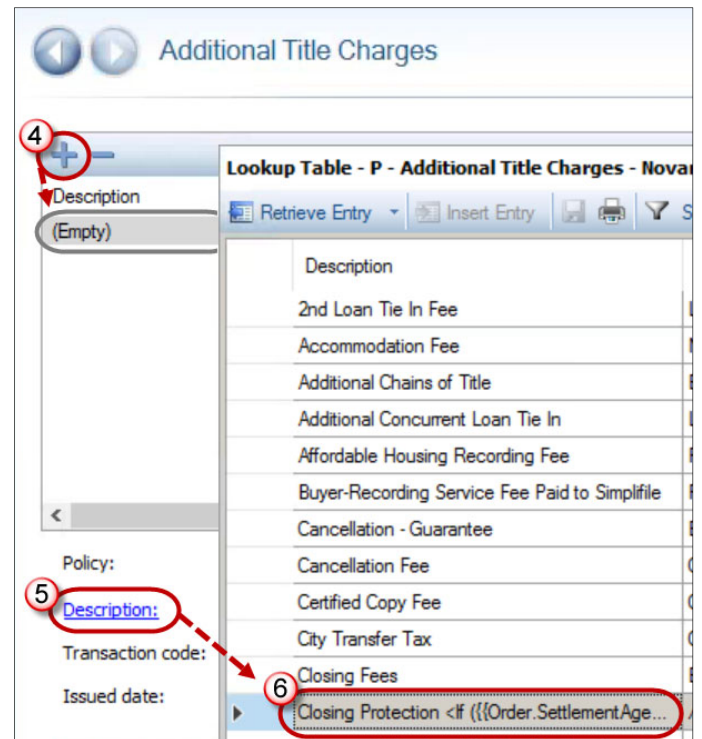
1. Click the **Lookup code** link from the **Settlement Agent** Contact screen
2. Highlight the selected entry
3. Scroll to the right to the **Licensed States of Business** field to view the list

Lookup Table - C - Settlement Agent - Novare

LookupCode	Nickname	Name	Licensed States of Business
NOV-2604		Novare National Settlement Service, LLC	AZ,CO,DC,FL,GA,NC,WV,IN,IL,KS,KY,LA,ME,MI,MO,MN,MS,MT,ND,NE,NH,NY,OH,PA,RI,SC,TN,VA,VT,WI,NJ
ULT-0125		Ultra Escrow, a Division of Novare National Settlement Service, LLC	AZ,CO,DC,FL,GA,NC,WV,IN,IL,KS,KY,LA,ME,MI,MO,MN,MS,MT,ND,NE,NH,NY,OH,PA,RI,SC,TN,VA,VT,WI,NJ



3. Navigate to the **Additional Title Charges** screen
4. Click the **Add transaction**  icon to add an (Empty) entry
5. Click the **Description** link



6. Double-click the **Closing Protection** entry; the property state determines which entry is available

› If Closing Protection Fee

- Transaction Code = blank
- Bill code = END
- Charge = enter the corresponding amount

Policy:	<input type="text"/>	Coverage amount:	<input type="text"/>
Description:	Closing Protection Fee		
Transaction code:	<input type="text"/>	Issued date:	(None)
Effective date:	(None)	Calculate Charge	
Minimum charge:	<input type="text"/>	Maximum charge:	<input type="text"/>
Charge based on:	<input type="text"/>	Amount:	<input type="text"/>
Multiplication %:	<input type="text"/> %	<input type="checkbox"/> Calculate charge	<input type="text"/> per \$1000
Adjustment:	+/- <input type="text"/>	Seller pay:	<input type="text"/> %
Charge:	<input type="text"/> \$25.00	Line:	C.01
Fee type:	<input type="text"/>	Invoice:	<input type="text"/>
	<input type="checkbox"/> Taxable	Bill code:	CPL
			CDF: 1 Title - Closing Prote

› If Closing Protection Coverage

- When prompted to **REMEMBER: Choose policy to be associated with this charge** click OK
- Policy = select the corresponding policy
- Transaction Code = 3547
- Charge = enter the corresponding amount
- Bill code = END

Policy:	Loan Policy	Coverage amount:	\$0.00
Description:	Closing Protection Coverage		
Transaction code:	3547	Issued date:	(None)
Effective date:	(None)	Calculate Charge	
Minimum charge:	<input type="text"/>	Maximum charge:	<input type="text"/>
Charge based on:	<input type="text"/>	Amount:	<input type="text"/>
Multiplication %:	<input type="text"/> %	<input type="checkbox"/> Calculate charge	<input type="text"/> per \$1000
Adjustment:	+/- <input type="text"/>	Seller pay:	<input type="text"/> %
Charge:	<input type="text"/> \$25.00	Line:	C.01
Fee type:	<input type="text"/>	Invoice:	<input type="text"/>
	<input type="checkbox"/> Taxable	Bill code:	END
			CDF: 1 Title - Closing Prote