

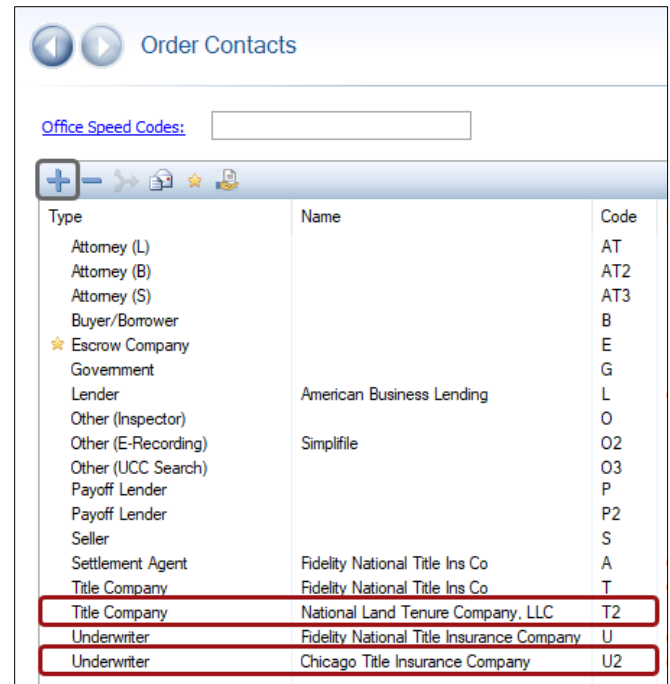


Entering Co-Insurance Premiums

When Title and Escrow or Title Only transactions include co-insurers, follow these steps to properly enter policy and premium information. Due to variances in transaction terms, this may not cover all co-insurance scenarios.

IMPORTANT: If co-insurance is needed on property located in a Dirt County, the Dirt County must be entered as the **T2-Contact** and the co-insurer information entered as subsequent Title Company Contacts (T3-, T4-, etc.).

1. Navigate to the **Order Contacts** screen
2. Add the Co-Insurer Title Company using placeholders first or click the **Add Contact**  icon
 - a) Click the **Lookup Code** link to select the **T2-Co-insurer Title Company Contact**
 - b) Enter the **Reference number**
3. Add the **Underwriter** Contact
 - a) Click the **Add Contact**  icon
 - b) Click the **Lookup Code** link to pull from the **Lookup Table**; verify it matches the Title Company selection above (step 2)
4. Repeat **steps 2-3** to add all Co-Insurer Title Company and Underwriter Contacts



Type	Name	Code
Attorney (L)		AT
Attorney (B)		AT2
Attorney (S)		AT3
Buyer/Borrower		B
★ Escrow Company		E
Government		G
Lender	American Business Lending	L
Other (Inspector)		O
Other (E-Recording)	Simplifile	O2
Other (UCC Search)		O3
Payoff Lender		P
Payoff Lender		P2
Seller		S
Settlement Agent	Fidelity National Title Ins Co	A
Title Company	Fidelity National Title Ins Co	T
Title Company	National Land Tenure Company, LLC	T2
Underwriter	Fidelity National Title Insurance Company	U
Underwriter	Chicago Title Insurance Company	U2

From the **Policy & Premium Selection** screen, for each insurer you are required to,

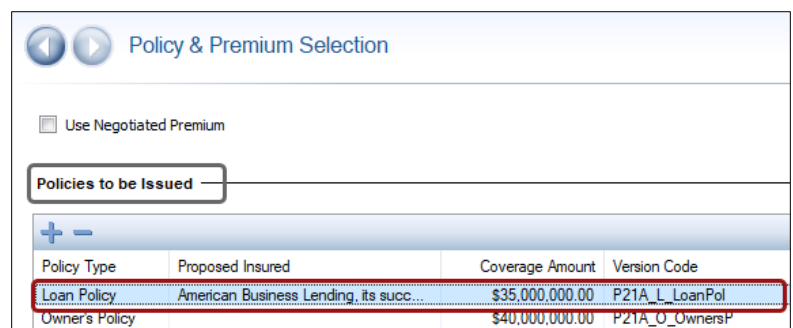
- › report liability as coverage amount
- › report revenue as policy premium

Enter Policy and Premiums for Primary Insurer

1. Navigate to the **Policy & Premium Selection** screen

In the **Policies to be issued** grid,

2. Select the corresponding policy in the grid



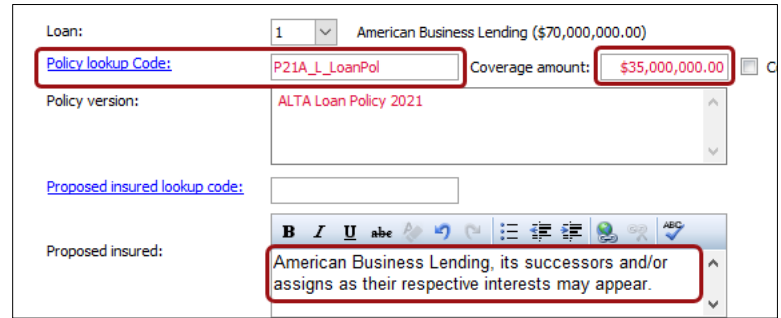
☐ Use Negotiated Premium

Policies to be Issued

Policy Type	Proposed Insured	Coverage Amount	Version Code
Loan Policy	American Business Lending, its succ...	\$35,000,000.00	P21A_L_LoanPol
Owner's Policy		\$40,000,000.00	P21A_O_OwnersP

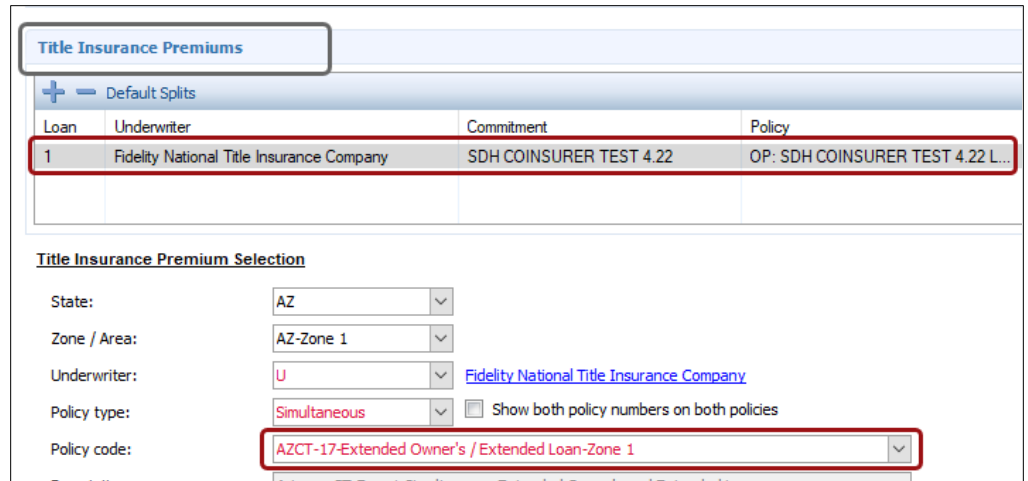
Entering Co-Insurance Premiums

3. Verify the **Policy** selection; use the **Policy lookup Code** link to select/change
4. In the **Coverage amount** field, overwrite the coverage amount previously entered for the primary insurer
5. Verify the **Proposed insured**; enter as needed
6. Repeat **steps 2-5** for each policy to be issued

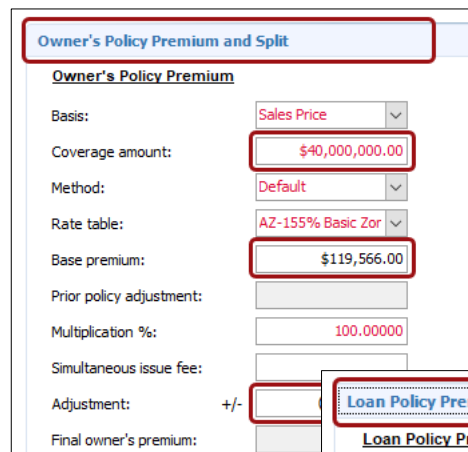


In the **Title Insurance Premium Selection** section,

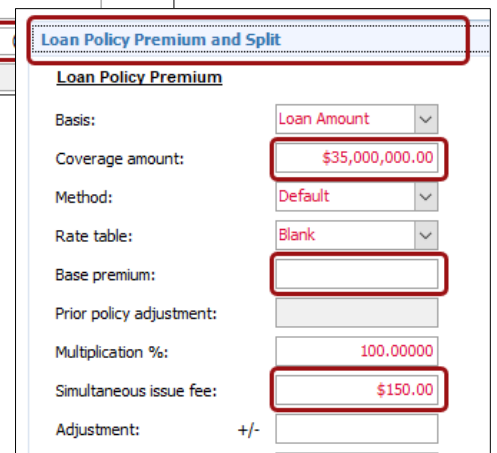
7. Select a policy in the grid
8. From the **Policy code** drop-down, select the appropriate policy



9. Click the **Owner's Policy Premium and Split** more/less bar
10. Verify the **Coverage amount**
11. In the **Base premium** field, enter the negotiated premium amount for the primary insurer
12. In the **Adjustment** field, overwrite with **0.00** if needed




13. Click the **Loan Policy Premium and Split** more/less bar
14. Verify the **Coverage amount**
15. In the **Base premium** field, enter the negotiated premium amount for the primary insurer
16. In the **Simultaneous** or **Adjustment** field, overwrite with **0.00** if needed

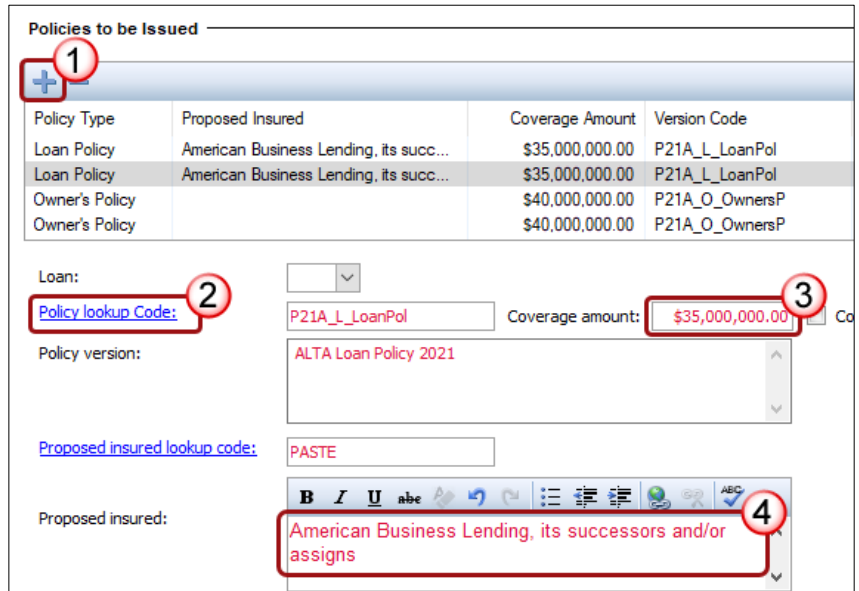


Entering Co-Insurance Premiums

Enter Policy(s) and Premiums for Co-Insurer(s)

In the **Policies to be Issued** section,

1. Click the **Add Policy**  icon to add the first co-insurer policy
2. Click the **Policy lookup Code** link; select the corresponding policy
3. In the **Coverage amount** field, enter the co-insurer coverage amount
4. Verify the **Proposed insured**; enter if needed



Policies to be Issued

Policy Type	Proposed Insured	Coverage Amount	Version Code
Loan Policy	American Business Lending, its succ...	\$35,000,000.00	P21A_L_LoanPol
Loan Policy	American Business Lending, its succ...	\$35,000,000.00	P21A_L_LoanPol
Owner's Policy		\$40,000,000.00	P21A_O_OwnersP
Owner's Policy		\$40,000,000.00	P21A_O_OwnersP

Loan: Policy lookup Code: P21A_L_LoanPol Coverage amount: \$35,000,000.00

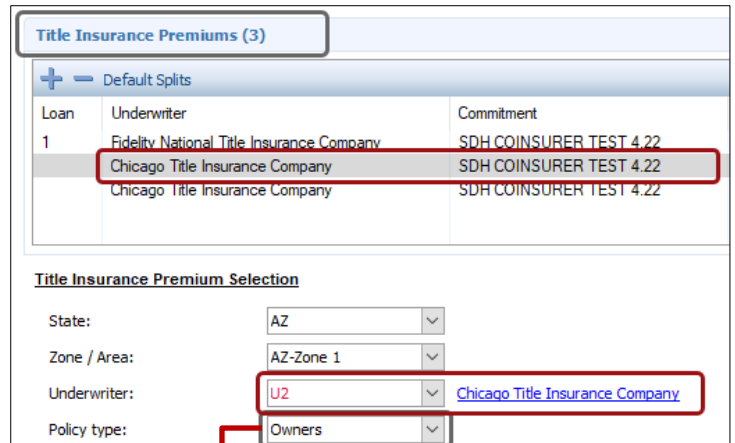
Policy version: ALTA Loan Policy 2021

Proposed insured lookup code: PASTE

Proposed insured: American Business Lending, its successors and/or assigns

From the **Title Insurance Premiums Selection** section,

5. Highlight a policy in the grid
6. From the **Underwriter** drop-down, select the applicable co-insurer underwriter Contact
7. Repeat **steps 1-6** for each policy to be issued



Title Insurance Premiums (3)

Loan	Underwriter	Commitment
1	Fidelity National Title Insurance Company	SDH COINSURER TEST 4.22
	Chicago Title Insurance Company	SDH COINSURER TEST 4.22
	Chicago Title Insurance Company	SDH COINSURER TEST 4.22

Title Insurance Premium Selection

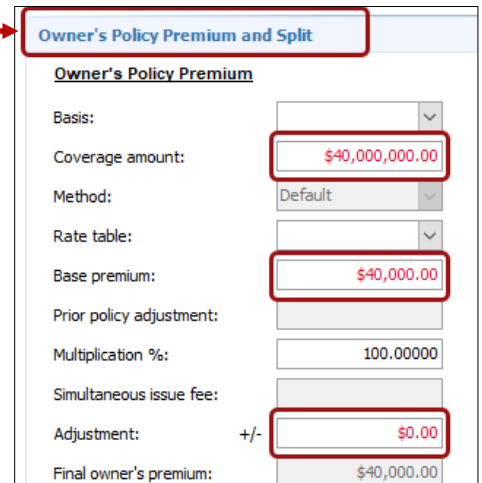
State: AZ

Zone / Area: AZ-Zone 1

Underwriter: U2 Chicago Title Insurance Company

Policy type: Owners

8. Click the corresponding more/less bar (i.e., **Owner's** or **Loan Policy Premium and Split**) depending upon the placeholder highlighted
9. In the **Coverage amount** field, verify the coverage amount for the co-insurer
10. In the **Base premium** field, enter the negotiated premium amount for the co-insurer
11. In the **Adjustment** and/or **Simultaneous** field, overwrite any amount with **0.00** if needed
12. Repeat **Steps 8-11** for each policy added



Owner's Policy Premium and Split

Owner's Policy Premium

Basis:

Coverage amount: \$40,000,000.00

Method: Default

Rate table:

Base premium: \$40,000.00

Prior policy adjustment:

Multiplication %: 100.00000

Simultaneous issue fee:


Adjustment: +/- \$0.00

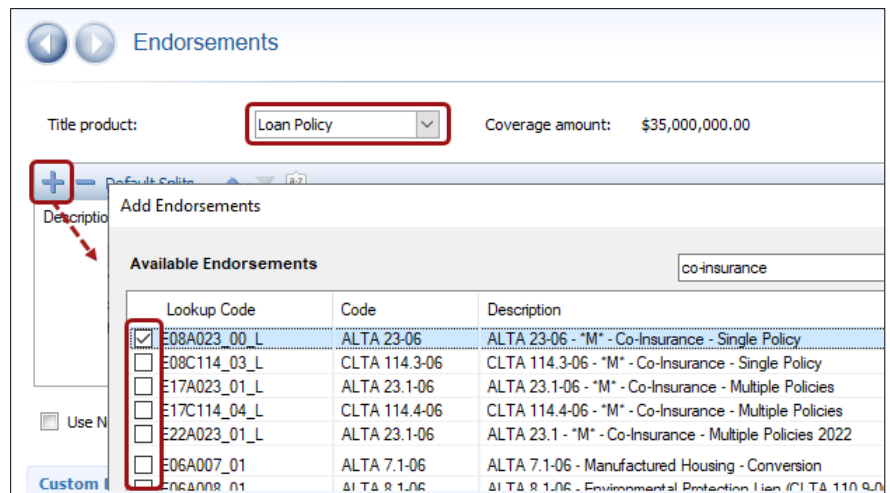
Final owner's premium: \$40,000.00

NOTE:

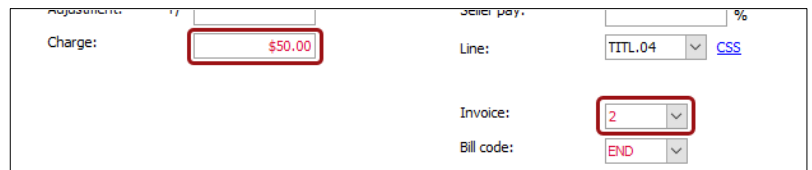
- > Premiums entered should represent each insurer's full premium amount (i.e., 50/50 or 60/40). Revenue share is entered later in the process.
- > All premium and liability amounts for the Primary Insurer and Co-insurer(s) must be disclosed on the Statement.

Adding Endorsements to each Insurer's Policy

1. Navigate to the **Endorsements** screen
2. From the **Title product** drop-down, select the policy to be endorsed
3. Click the **Add Endorsements**  icon
4. Select the endorsement(s) to be added; click the **OK** button





5. In the **Charge** field, enter the applicable endorsement charge (to show \$0.00 on the invoice, enter **0.00** in the **Charge** field)
6. Verify the assigned **Invoice**; select from the drop-down if needed
7. Repeat **steps 2-6** for each endorsement added



Prepping the Invoice

1. Navigate to the **Invoice Summary** screen
2. Verify the appropriate Contact code has been selected on the invoice(s) for,
 - a) **Bill to**
 - b) **Remit to**

Entering Co-Insurance Premiums

Invoice Summary

Buyers:

Sellers:

Gross Revenue:

☐ Corporate/Consolidated invoice sorting – use on screen order

Invoices (2)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	SDH COINSURER TEST 4.22-1	Fidelity National Title Ins Co	\$89,270.00	\$89,270.00
2	SDH COINSURER TEST 4.22-2	National Land Tenure Company, LLC	\$1,370.00	\$1,370.00

☒ This invoice does not close the order

Invoice number:

Invoice date:

Bill to:

T2

[National Lan...](#)

Remit to:

A

[Fidelity Natio...](#)

Property:

▼

Days payment due in:

Contact:

▼

Contact:

▼

Status:

Pending ▼

Due date:

IMPORTANT: The following steps must be completed to push the endorsement to CRRAR if revenue recognition is done via a Ledger Transfer and the **ALTA 23-06-*M*-Co-Insurance – Single Policy** is a zero charge.

Prior to posting the Ledger Transfer,

1. Navigate to the **Endorsements** screen
2. Select the primary insurer's policy endorsements
3. Update the ALTA 23-06 Co-Insurance Endorsement, enter/select the,
 - a. **Charge** = **0.00**
 - b. **Invoice** = **<Next Available>**; \$0.00 endorsements must be assigned a subsequent/separate invoice
4. Navigate to the **Invoice Summary** screen
5. Select the invoice selected above
6. Check the **This invoice does not close the order** check box
7. Verify (or select) the,
 - a. **Bill to**
 - b. **Remit to**

Refer to the [Revenue Sharing - Adding Revenue Share Entries](#) job aid when entering revenue share data with co-insurers.