

Offices with Dual Digital Signatures

All check disbursements must have two signatures. Operations that have elected to have two digital signatures (facsimile signatures) must use the disbursement approval process within SoftPro Select. Use of this process requires,

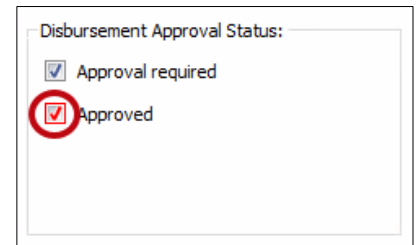
- > the user to be an authorized check signer and,
- > the OAC must complete provisioning with the bank.

Follow these steps to obtain the approval and signatures needed for disbursing.

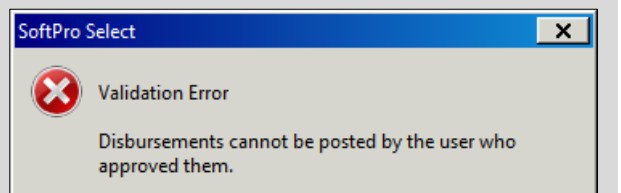
When you are ready to disburse (receipts posted and disbursements prepped),

1. Provide the order information to a designated approver

The approver then reviews the order, checks the **Approved** check box and provides notification of the approval. When the check is printed, it displays the Approver’s signature.

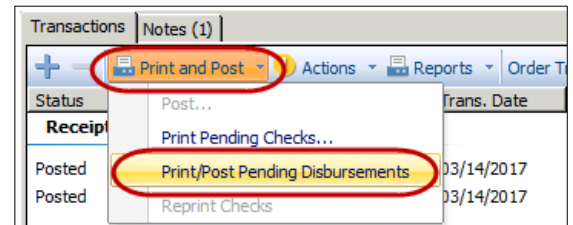


NOTE: The person approving the disbursements must be setup in SoftPro Select as an authorized check signer **and** different from the person disbursing. If not, a CRRAR Validation Error message displays.

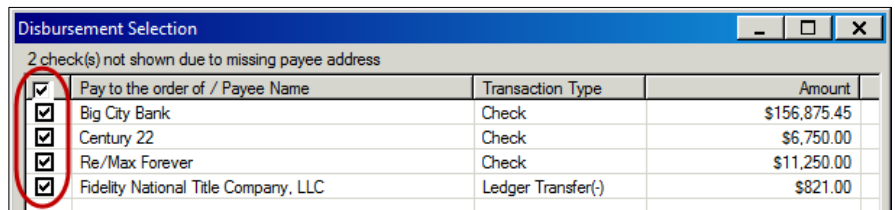


When you are notified the disbursements are approved,

2. From the **Register**, select **Print and Post > Print/Post Pending Disbursements**



3. Select the check box(es) for each check to be disbursed; click **OK**



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Your check(s) then prints with

- > the signature of the person who printed the check and
- > a second line with the Approver's signature

FIDELITY NATIONAL TITLE COMPANY, LLC TRAINING_IN-FTIN-5092 101 Growth Parkway, Suite A Angola, IN 46703 Escrow No. RSTest031417.INv1 (260)887-6056	Bank of the West - TRAINING 123 Large Bank Road Raleigh, NC 27615	March 14, 2017
-Sixty and 00/100 _____ Dollars		AMOUNT \$ **60.00
PAY TO THE ORDER OF MEMO Title - Deed Prep Fee	Bauer Law, LLC 1106 Meridian St. Suite 459 Anderson, IN 46016	<small>CUSTODIAL ESCROW ACCOUNT VOID AFTER 90 DAYS. TWO SIGNATURES REQUIRED</small> Signature of person printing checks _____ Signature of person approving checks _____
⑈0000000300⑈ ⑆123456789⑆ 987654321⑈		