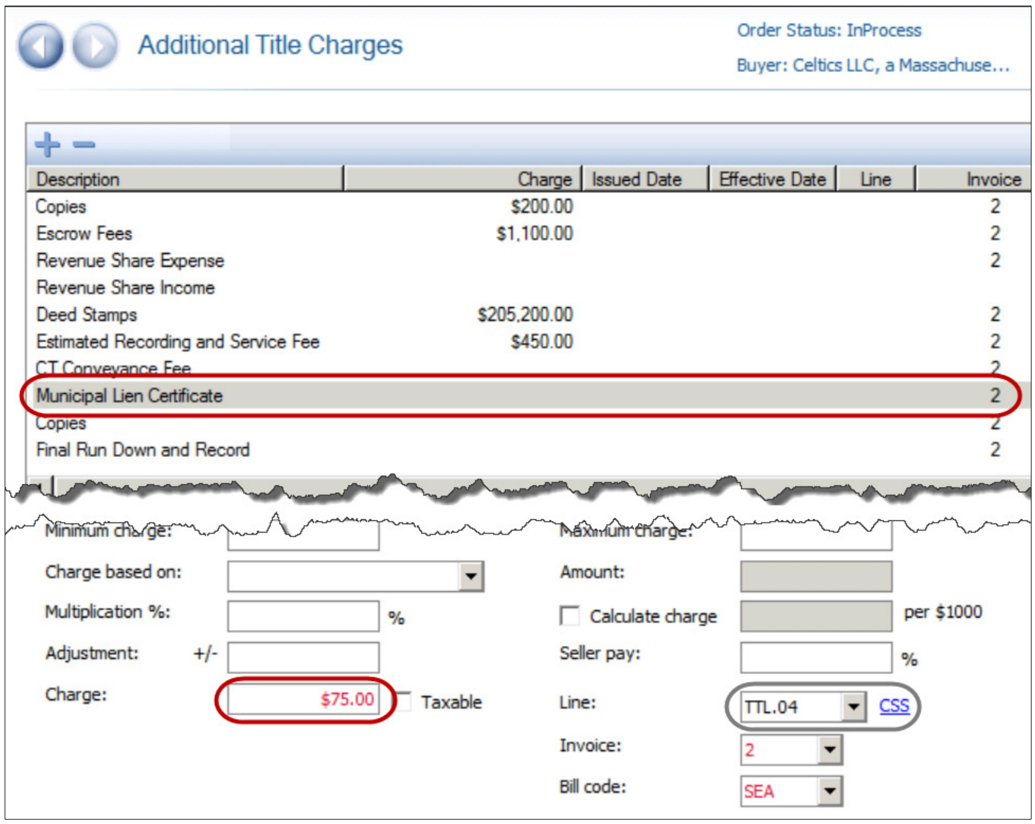
Follow these steps to, fully or partially, disburse your order using Checklist Tasks.

Preparing Your Order for Disbursement

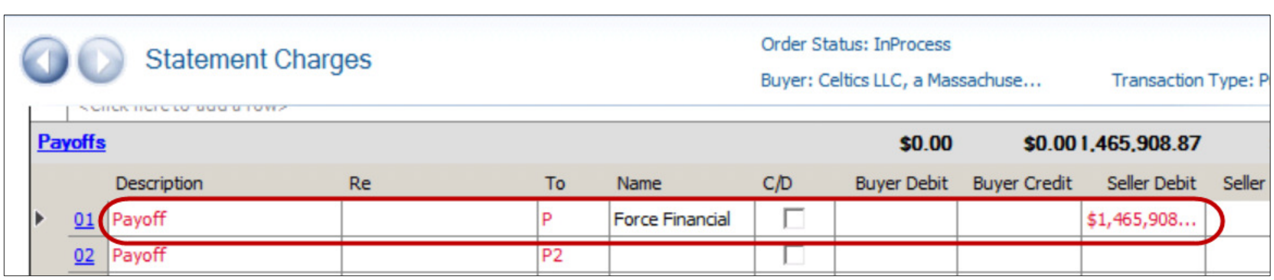
With the applicable order open,

1. Navigate to the **Additional Title Charges** screen
2. Enter title charges
   a) Highlight the applicable placeholder in the grid
   b) In the **Charge** field, enter the corresponding amount
   c) Repeat **Steps a-b** until all charges are entered



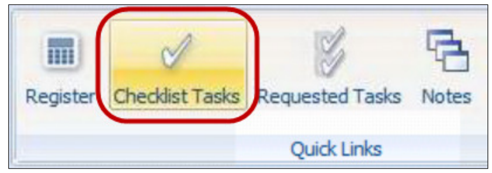
NOTE: Charges entered on the **Additional Title Charges** screen are automatically assigned a **Line** on the **Commercial Settlement Statement**.

3. Navigate to the **Statement Charges** screen
4. In the applicable section, enter additional charges you want disbursed (i.e., payoff, closing costs, etc.)

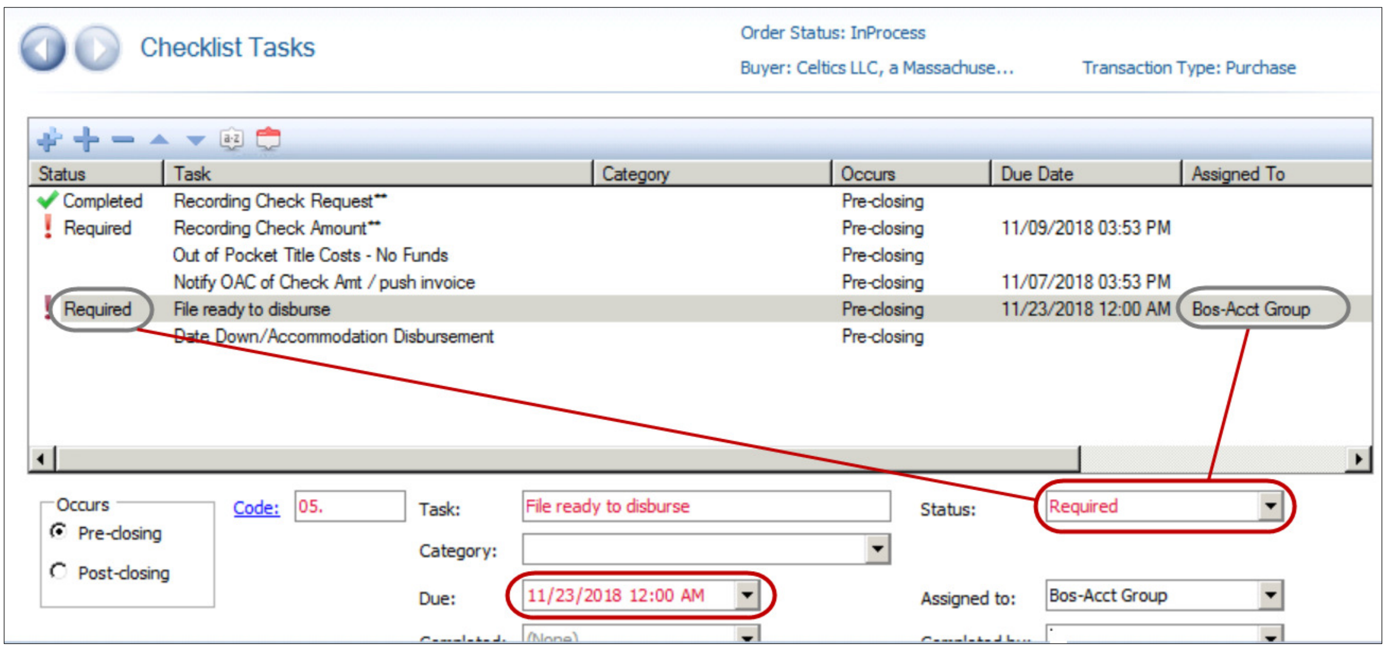


Submitting to the Boston Accounting Group

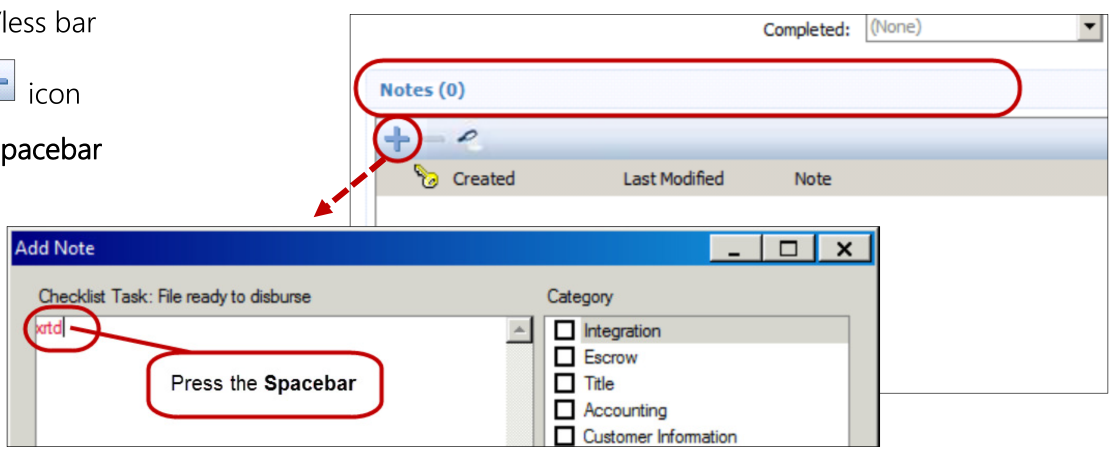
5. From the **Order** ribbon, click the **Checklist Tasks** button



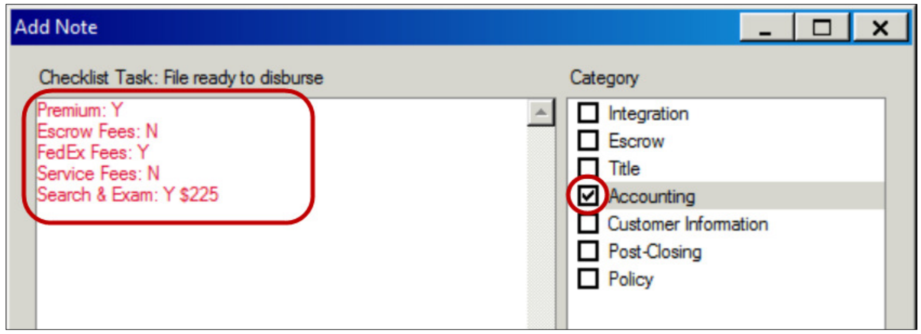
6. Highlight the **File Ready to Disburse** task in the grid
7. From their corresponding drop-downs select,
   a) **Status = Required**; this automatically assigns the task to **Bos-Acct Group**
   b) **Due** = due date



8. Click the **Notes** more/less bar
9. Click the **Add Note** icon
10. Enter **xrtd**; press the **Spacebar**



11. Once the field names are pulled in, enter responses to each item as applicable
    a) **Premium: Y/N**
    b) **Escrow Fees: Y/N**
    c) **FedEx Fees: Y/N**
    d) **Service Fees: Y/N $amount**
    e) **Search & Exam: Y/N $amount**



12. Check the **Accounting** check box
13. Click the **OK** button
14. **Save** your order; this triggers an automated email notification to **Bos-Acct Group**
15. Provide to the Boston Accounting Group,
    - your invoice
    - all vendor invoices
    - copy of Schedule A (if disbursing premium)

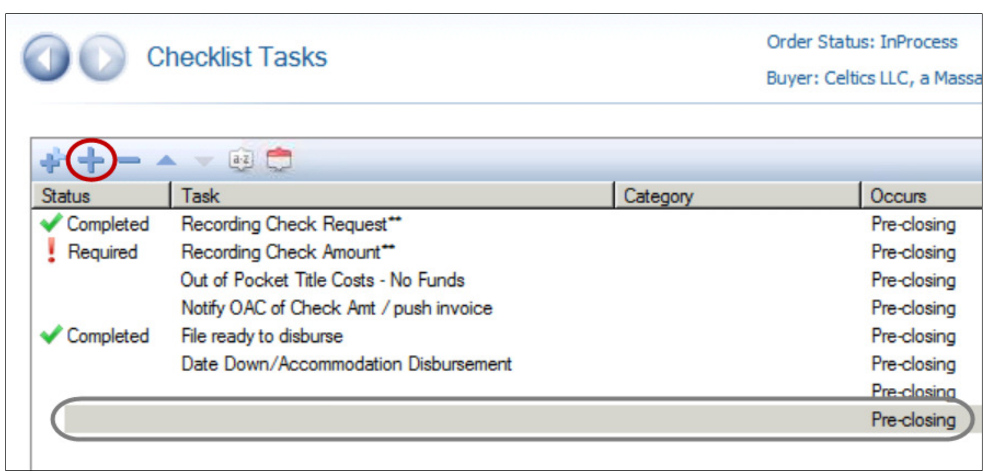
Upon receipt of the supporting documentation, the Boston Accounting Group

- Processes all disbursements
- Sets the **Status** = **Completed** of the **File ready to disburse** task
- Closes the order (only if fully disbursing the order)

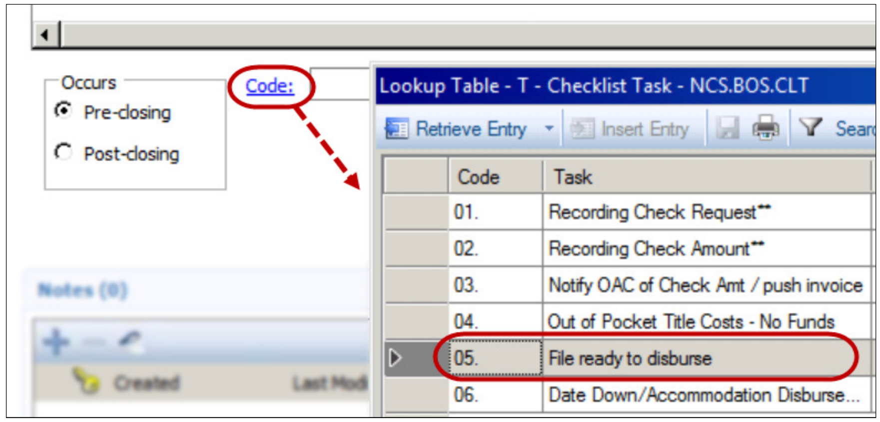
Processing Subsequent Disbursements

If the original disbursements did not fully disburse your order,

1. Click the **Checklist Tasks** button
2. Click the **Add Task** icon to add a blank entry



3. Below the grid, click the **Code** link
4. Double-click the **File Ready to Disburse** task to select



5. Repeat **Steps 7-15** above

NOTE: Processing subsequent disbursements can be repeated as many times as needed to fully disburse the order.