

Disbursing Utah and Maryland Orders with Digital Signatures

When disbursing orders for Utah or Maryland, you must follow certain state regulations.


- > Utah
 - » Checks require two signatures
 - » Checks must include one signature from an employee physically residing in the state
- > Maryland
 - » Checks require two signatures
 - » Signatures must be of Maryland licensees

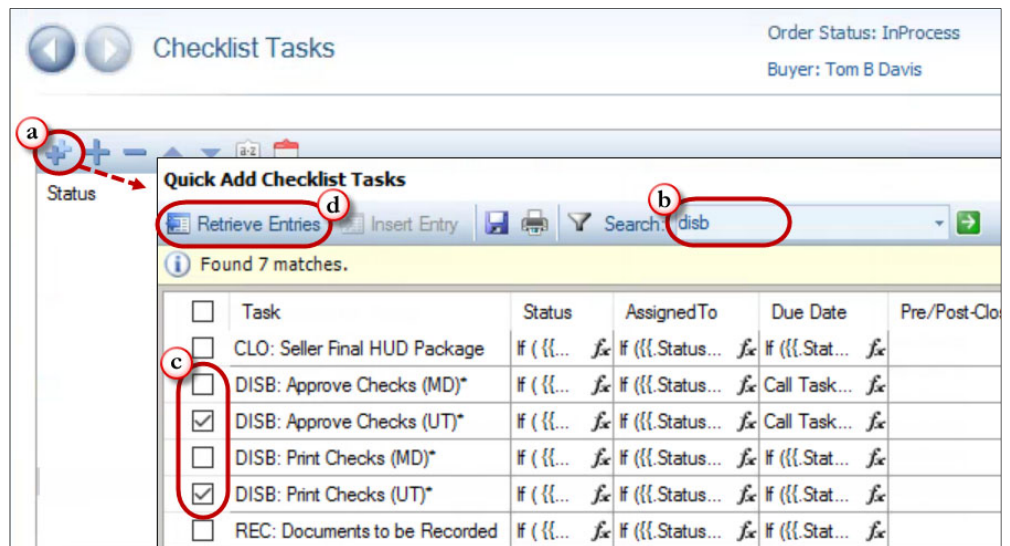
The following process steps you through disbursing your Utah/Maryland order while meeting these requirements.

Initiating the Approval

When the order is ready to be disbursed (all receipts posted, checks/outgoing wire information entered) proceed with the approval process.

With the corresponding order opened,

1. Click the **Checklist Tasks** button
2. Add Disbursement Tasks
 - a) Click the **Quick Add Checklist Tasks**  icon
 - b) In the **Search** field, enter *disb*; press the **Enter** key
 - c) Check the check box for the applicable state **DISB: Approve Checks** and **DISB: Print Checks** tasks
 - d) Click the **Retrieve Entries** button



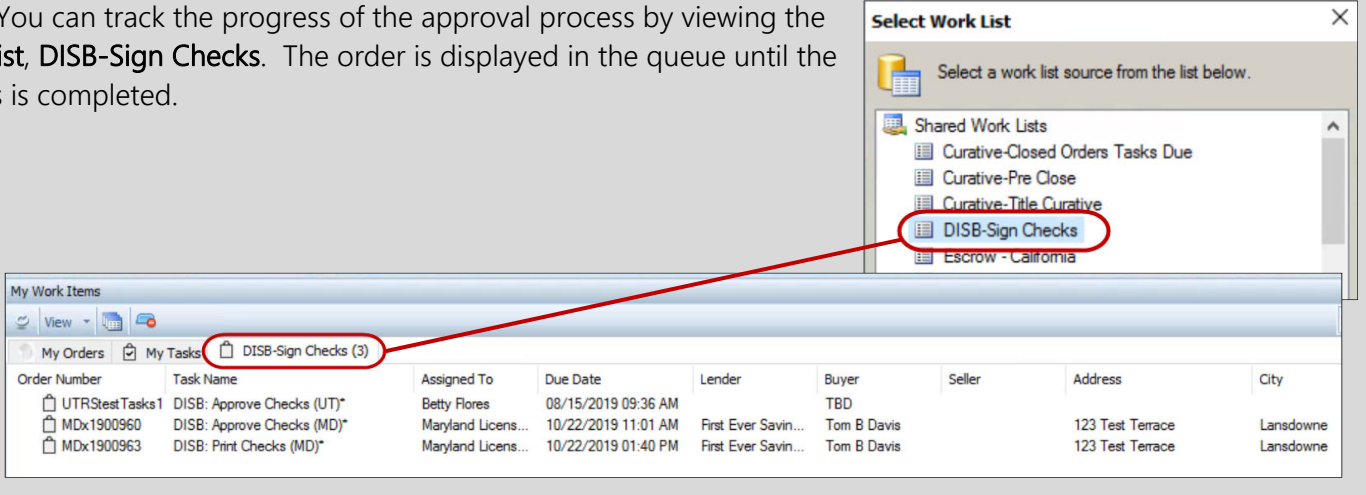
The screenshot shows the 'Checklist Tasks' window. At the top right, it says 'Order Status: InProcess' and 'Buyer: Tom B Davis'. Below the title bar, there's a 'Quick Add Checklist Tasks' section. A red circle 'a' highlights the plus icon. A red circle 'b' highlights the search field containing 'disb'. A red circle 'c' highlights the checkboxes for 'DISB: Approve Checks (MD)*' and 'DISB: Approve Checks (UT)*'. A red circle 'd' highlights the 'Retrieve Entries' button. Below the search bar, it says 'Found 7 matches.' and shows a table of tasks.

<input type="checkbox"/>	Task	Status	AssignedTo	Due Date	Pre/Post-Clo
<input type="checkbox"/>	CLO: Seller Final HUD Package	If ({{... }})	If ({{... }})	If ({{... }})	If ({{... }})
<input type="checkbox"/>	DISB: Approve Checks (MD)*	If ({{... }})	If ({{... }})	If ({{... }})	If ({{... }})
<input checked="" type="checkbox"/>	DISB: Approve Checks (UT)*	If ({{... }})	If ({{... }})	If ({{... }})	If ({{... }})
<input type="checkbox"/>	DISB: Print Checks (MD)*	If ({{... }})	If ({{... }})	If ({{... }})	If ({{... }})
<input checked="" type="checkbox"/>	DISB: Print Checks (UT)*	If ({{... }})	If ({{... }})	If ({{... }})	If ({{... }})
<input type="checkbox"/>	REC: Documents to be Recorded	If ({{... }})	If ({{... }})	If ({{... }})	If ({{... }})

3. **Save** and **Exit** the order; this triggers an email notification to the Approvers (authorized signers on the account) indicating approval is needed

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NOTE: You can track the progress of the approval process by viewing the **Work List, DISB-Sign Checks**. The order is displayed in the queue until the process is completed.



Select Work List

Select a work list source from the list below.

Shared Work Lists

- Curative-Closed Orders Tasks Due
- Curative-Pre Close
- Curative-Title Curative
- DISB-Sign Checks**
- Escrow - California

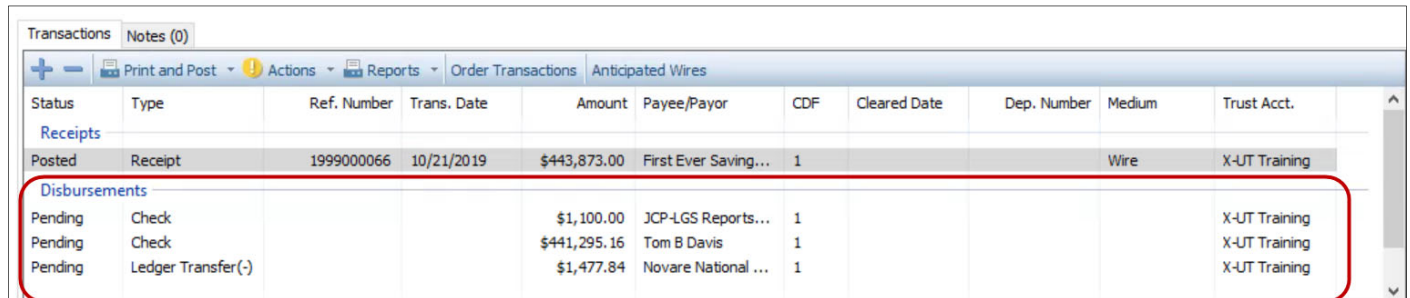
My Work Items

View | DISB-Sign Checks (3)

Order Number	Task Name	Assigned To	Due Date	Lender	Buyer	Seller	Address	City
UTRStestTasks1	DISB: Approve Checks (UT)*	Betty Flores	08/15/2019 09:36 AM		TBD			
MDx1900960	DISB: Approve Checks (MD)*	Maryland Licens...	10/22/2019 11:01 AM	First Ever Savin...	Tom B Davis		123 Test Terrace	Lansdowne
MDx1900963	DISB: Print Checks (MD)*	Maryland Licens...	10/22/2019 01:40 PM	First Ever Savin...	Tom B Davis		123 Test Terrace	Lansdowne

Approving Disbursements

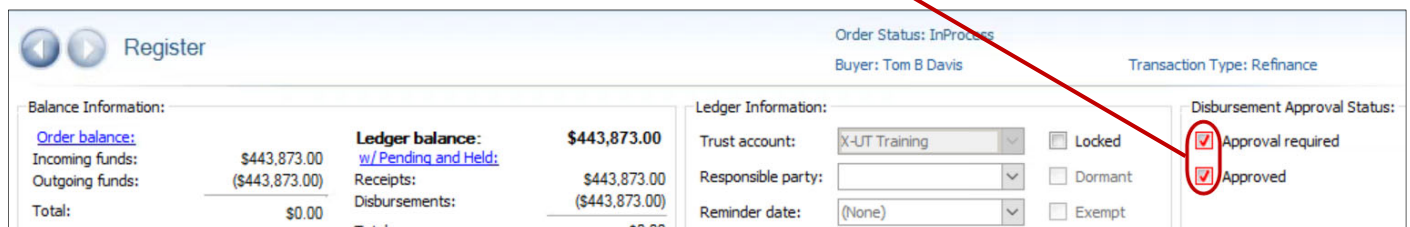
1. **Reply All** when the approval notification is received letting other Approvers know you are reviewing/approving the disbursements
2. Open the corresponding order
3. Click the **Register** button
4. Review the disbursements



Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	CDF	Cleared Date	Dep. Number	Medium	Trust Acct.
Posted	Receipt	1999000066	10/21/2019	\$443,873.00	First Ever Saving...	1			Wire	X-UT Training
Pending	Check			\$1,100.00	JCP-LGS Reports...	1				X-UT Training
Pending	Check			\$441,295.16	Tom B Davis	1				X-UT Training
Pending	Ledger Transfer(-)			\$1,477.84	Novare National ...	1				X-UT Training

Notify the requestor if changes are needed; otherwise continue on to next steps.

5. Check the check boxes for **Disbursement Approval Status**:
 - a) **Approval Required**
 - b) **Approved**



Register

Order Status: InProcess
Buyer: Tom B Davis
Transaction Type: Refinance

Balance Information:

Order balance:		Ledger balance:	\$443,873.00
Incoming funds:	\$443,873.00	Receipts:	\$443,873.00
Outgoing funds:	(\$443,873.00)	Disbursements:	(\$443,873.00)
Total:	\$0.00	Total:	\$0.00

Ledger Information:

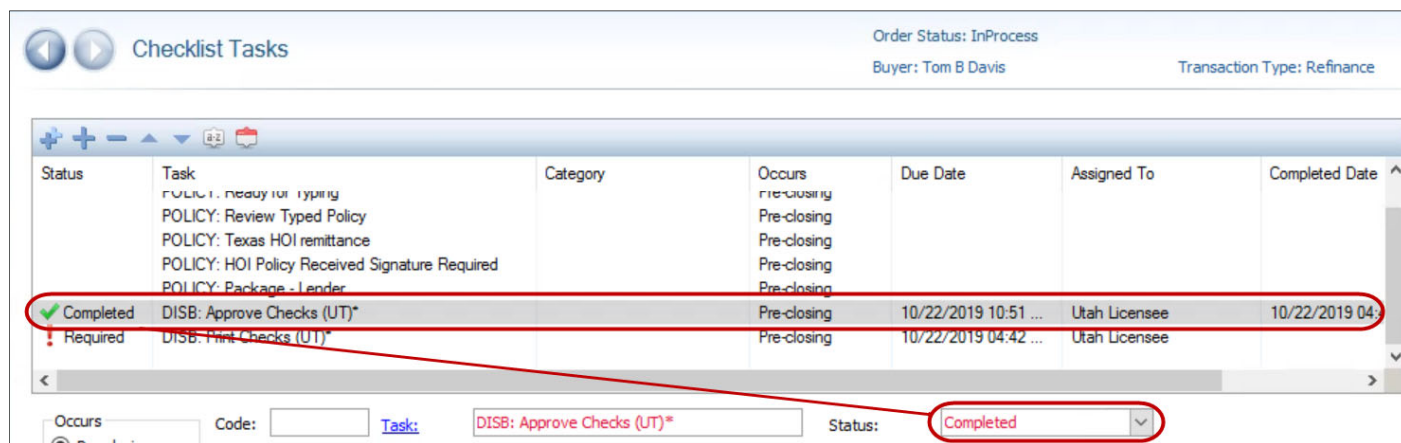
Trust account: X-UT Training
Responsible party:
Reminder date: (None)

Disbursement Approval Status:

☒ Approval required
☒ Approved

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- When prompted, click **Yes** to save the order
- Click the **Checklist Tasks** button
- Highlight the **DISB: Approve Checks** task in the grid
- From the **Status** drop-down, select **Completed**



Status	Task	Category	Occurs	Due Date	Assigned To	Completed Date
POLICY: ready for typing			Pre-closing			
POLICY: Review Typed Policy			Pre-closing			
POLICY: Texas HOI remittance			Pre-closing			
POLICY: HOI Policy Received Signature Required			Pre-closing			
POLICY: Package - Lender			Pre-closing			
Completed	DISB: Approve Checks (UT)*		Pre-closing	10/22/2019 10:51 ...	Utah Licensee	10/22/2019 04:...
Required	DISB: Print Checks (UT)*		Pre-closing	10/22/2019 04:42 ...	Utah Licensee	

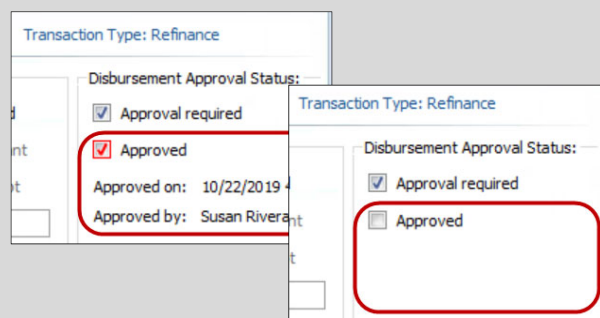
Occurs: Code: Task: Status: **Completed**

- Save** and **Exit** the order; this triggers an email notification to those authorized to print disbursements indicating disbursements are ready

Posting/Printing Disbursements

- Reply All** when the print check notification is received letting others know you are reviewing and printing disbursements
- Open the corresponding order
- Click the **Register** button
- Review the disbursements; make any needed changes

NOTE: Any changes made to the approved disbursements, causes the **Disbursement Approval Status** to reset. The Approver must then re-check the **Approved** check box before disbursements can be posted/printed.



Transaction Type: Refinance

Disbursement Approval Status:

☒ Approval required

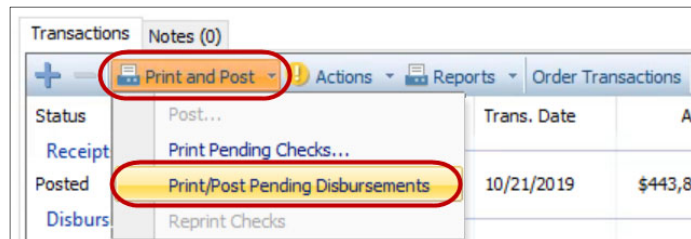
☒ Approved

Approved on: 10/22/2019

Approved by: Susan Rivera

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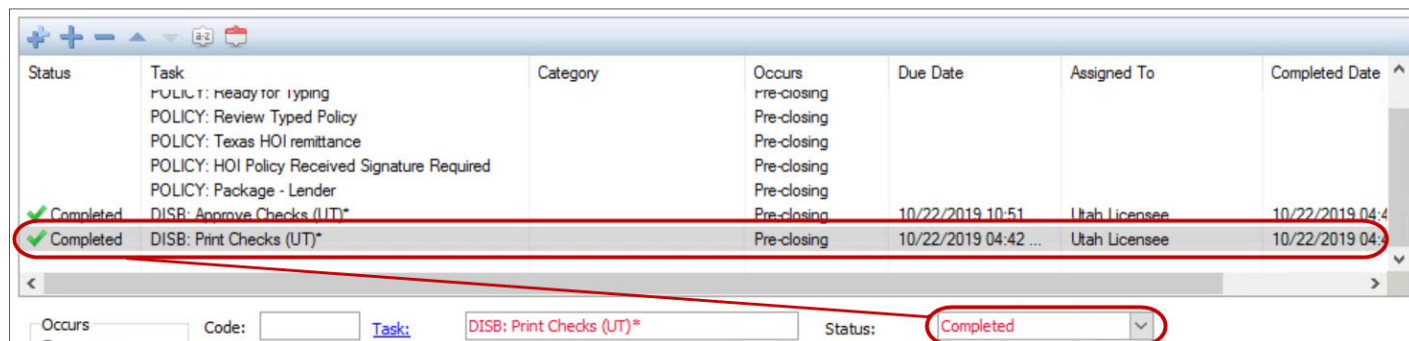
5. Click the **Print and Post** button
6. Select **Print/Post Pending Disbursements**



7. Check the **All** check box or individual disbursement check boxes if only posting specific disbursements; click **OK**



8. Click the **Checklist Tasks** button
9. Highlight the **DISB: Print Checks** task in the grid
10. From the **Status** drop-down, select **Completed**



11. **Save** and **Exit** the order; this triggers an email notification that the process is complete to the,
 - › Escrow Officer and Escrow Assistant if a Maryland order
 - › Escrow Assistant if a Utah order