

## Disbursing 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

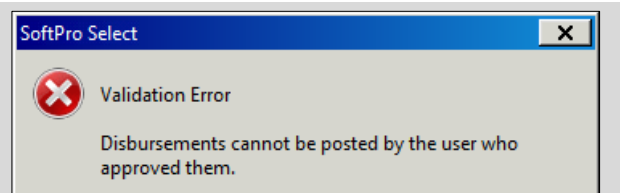
The approver then reviews the order, checks the **Approved** check box and provides notification of the approval. When the check is printed, it displays the Approver's signature.

Disbursement Approval Status:

☒ Approval required

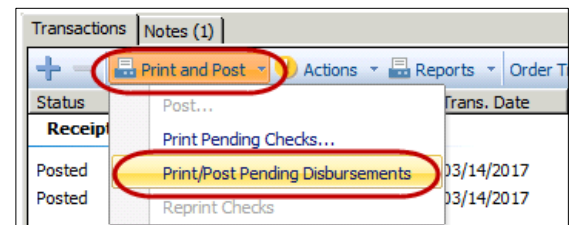
☒ **Approved**

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**

Disbursement Selection			
2 check(s) not shown due to missing payee address			
	Pay to the order of / Payee Name	Transaction Type	Amount
<input checked="" type="checkbox"/>	Big City Bank	Check	\$156,875.45
<input checked="" type="checkbox"/>	Century 22	Check	\$6,750.00
<input checked="" type="checkbox"/>	Re/Max Forever	Check	\$11,250.00
<input checked="" type="checkbox"/>	Fidelity National Title Company, LLC	Ledger Transfer(-)	\$821.00



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

<b>FIDELITY NATIONAL TITLE COMPANY, LLC</b> <b>TRAINING_IN-FTIN-5092</b> 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
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-Sixty and 00/100 _____	Dollars
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<b>PAY TO THE ORDER OF</b>  Bauer Law, LLC 1106 Meridian St. Suite 459 Anderson, IN 46016	<b>AMOUNT</b> <b>\$ **60.00</b>
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MEMO Title - Deed Prep Fee	<small>CUSTODIAL ESCROW ACCOUNT VOID AFTER 90 DAYS. TWO SIGNATURES REQUIRED</small>  _____ Signature of person <b>printing</b> checks  _____ Signature of person <b>approving</b> checks
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