

Use the Endorsement Helper feature when adding endorsements to your owner’s and/or loan policies. Follow these steps to learn how.

1. Navigate to the **Endorsements** screen
2. From the **Order** ribbon, click the **Add Endorsements** button

From the **Endorsements Helper – Add Endorsements** window,

3. Select the policy you wish to endorse from the **Title Products** drop-down

**NOTE:** The **Underwriter** and **State** are populated with data entered in your order.

4. Check the corresponding check box for each endorsement you wish to add

**Endorsement Helper - Add Endorsements**

Title product: **Loan Policy** Underwriter: CT  Commercial  Residential  
 State: NV

Available Endorsements Filter:

Lookup Code	Code	Description
<input type="checkbox"/> BundEnd5_L	BundEnd5_L	Bundled Endorsements (Five or more)
<input type="checkbox"/> BunEnd5	BunEnd5	Bundled Endorsements (Five or more)
<input type="checkbox"/> CredSaleGuar	CredSaleGuar	Credit - Trustee Sale Guarantee Credit
<input type="checkbox"/> 05C100_01	CLTA 100.1	CLTA 100.1 - Restrictions, Encroachments & Minerals
<input type="checkbox"/> 06A001_00	ALTA 1-06	ALTA 1-06 - Street Assessments
<input type="checkbox"/> 06A003_00_L	ALTA 3-06	ALTA 3-06 - "M" - Zoning - Unimproved Land
<input type="checkbox"/> 06A003_01_L	ALTA 3.1-06	ALTA 3.1-06 - "M" - Zoning - Completed Structure
<input type="checkbox"/> 06A007_00_L	ALTA 7-06	ALTA 7-06 - Manufactured Housing Unit
<input type="checkbox"/> 06A007_01	ALTA 7.1-06	ALTA 7.1-06 - Manufactured Housing - Conversion
<input checked="" type="checkbox"/> 06A008_01	ALTA 8.1-06	ALTA 8.1-06 - Environmental Protection Lien (CLTA 110.9-06)
<input type="checkbox"/> 06A011_00	ALTA 11-06	ALTA 11-06 - Mortgage Modification

5. Click the **OK** button to add the endorsements and return to your order

6. In the **Charge** field, enter the corresponding amount, if not populated
7. Repeat **step 6** for each endorsement added

Description:	ALTA 9, 10-06 - Restrictions, Encroachments, Minerals - Current Violations		
Transaction code:	4044	New liability amount:	
Issued date:	(None)	Effective date:	(None)
<b>Calculate Charge</b>			
Minimum charge:		Maximum charge:	
Charge based on:		Amount:	
Multiplication %:		<input type="checkbox"/> Calculate charge	per
Adjustment: +/-		Seller pay:	%
Charge:	<input type="text" value="\$100.00"/>		Line: C.01 <a href="#">CDF: 1</a>

8. Repeat **steps 3-7** for each additional policy to be endorsed