


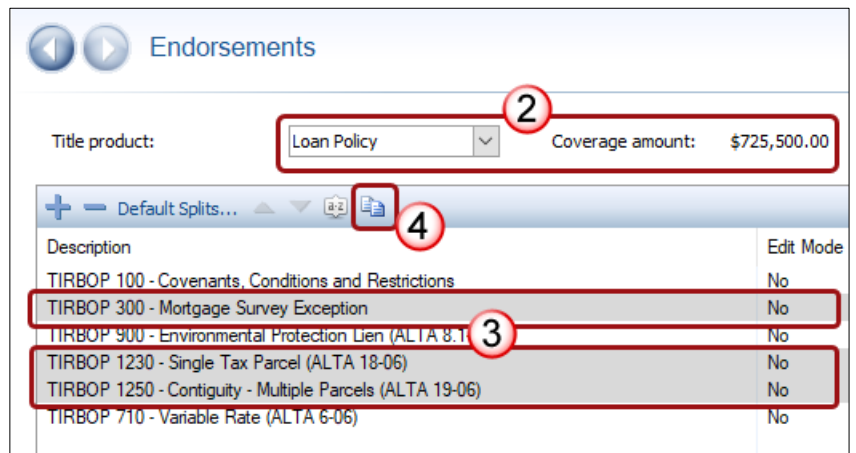
Copying Endorsements within the Same Order

At times it is necessary to copy endorsements from one title product to another within the same order. Follow these steps to learn how to copy endorsements as well as their corresponding user-entered custom fields from one title product to another within the same order.

NOTE: The endorsements selected for copying must be configured to be available for the title product you wish to copy to; if copying a Loan Policy endorsement to an Owner's Policy, it must be available for an Owner's Policy.

Scenario One: Copying from one Loan Policy to another Loan Policy

1. Navigate to the **Endorsements** screen
2. Verify the **Title product** reflects the **Policy** with the endorsements you are copying from; in this example it is the \$725,500 Loan Policy
3. Select the corresponding **Endorsement(s)** in the grid
4. Click the **Copy Endorsement**  icon



Endorsements

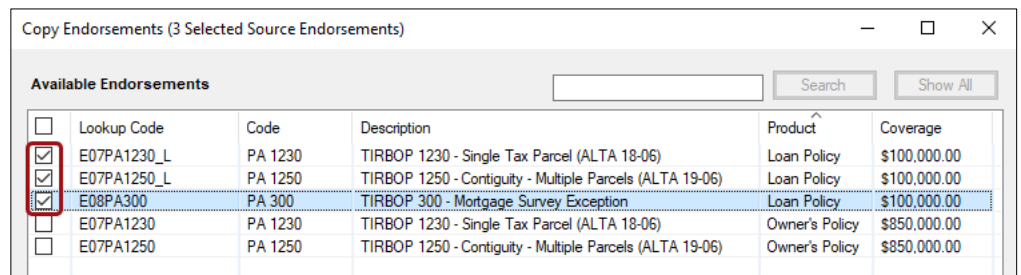
Title product: Loan Policy Coverage amount: \$725,500.00

+ - Default Splits...

Description	Edit Mode
TIRBOP 100 - Covenants, Conditions and Restrictions	No
TIRBOP 300 - Mortgage Survey Exception	No
TIRBOP 900 - Environmental Protection Lien (ALTA 8.1)	No
TIRBOP 1230 - Single Tax Parcel (ALTA 18-06)	No
TIRBOP 1250 - Contiguity - Multiple Parcels (ALTA 19-06)	No
TIRBOP 710 - Variable Rate (ALTA 6-06)	No

The **Copy Endorsements** dialog is shown listing the endorsements available for the additional product(s) in the order.

5. Check the check box for the three endorsements you wish to copy
6. Click the **OK** button

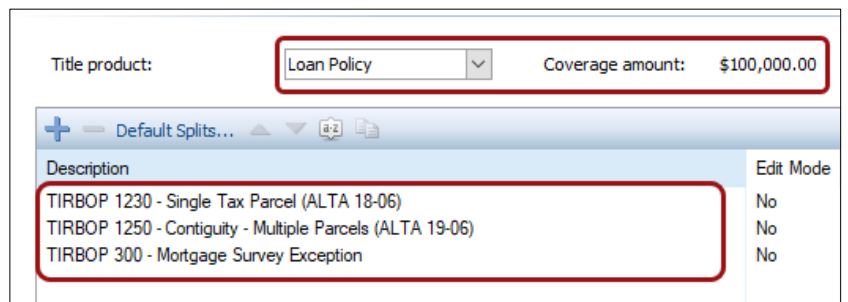


Copy Endorsements (3 Selected Source Endorsements)

Available Endorsements

Lookup Code	Code	Description	Product	Coverage
<input checked="" type="checkbox"/> E07PA1230_L	PA 1230	TIRBOP 1230 - Single Tax Parcel (ALTA 18-06)	Loan Policy	\$100,000.00
<input checked="" type="checkbox"/> E07PA1250_L	PA 1250	TIRBOP 1250 - Contiguity - Multiple Parcels (ALTA 19-06)	Loan Policy	\$100,000.00
<input checked="" type="checkbox"/> E08PA300	PA 300	TIRBOP 300 - Mortgage Survey Exception	Loan Policy	\$100,000.00
<input type="checkbox"/> E07PA1230	PA 1230	TIRBOP 1230 - Single Tax Parcel (ALTA 18-06)	Owner's Policy	\$850,000.00
<input type="checkbox"/> E07PA1250	PA 1250	TIRBOP 1250 - Contiguity - Multiple Parcels (ALTA 19-06)	Owner's Policy	\$850,000.00

We can now verify the endorsements have been copied by changing the **Title product** to the **Loan Policy** we were copying to; in this example it is the \$100,000 Loan Policy.



Endorsements


Title product: Loan Policy Coverage amount: \$100,000.00

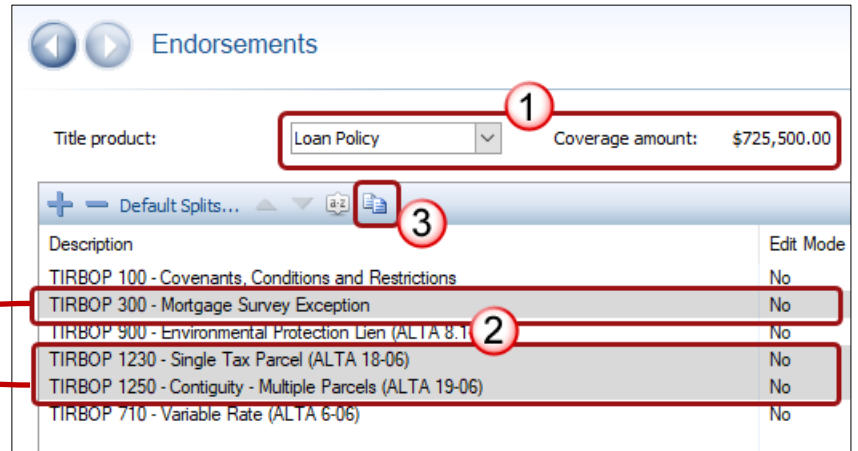
+ - Default Splits...

Description	Edit Mode
TIRBOP 1230 - Single Tax Parcel (ALTA 18-06)	No
TIRBOP 1250 - Contiguity - Multiple Parcels (ALTA 19-06)	No
TIRBOP 300 - Mortgage Survey Exception	No

Copying Endorsements within the Same Order

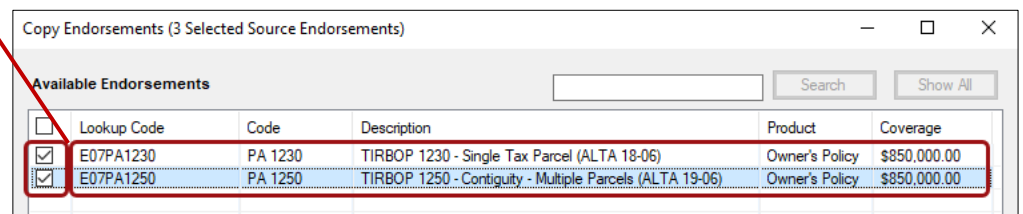
Scenario Two: Copying from a Loan Policy to an Owner's Policy

1. Verify the **Title product** reflects the **Policy** with the endorsements you are copying from; in this example it is the \$725,500 Loan Policy
2. Select the corresponding **Endorsement(s)** in the grid
3. Click the **Copy Endorsement**  icon

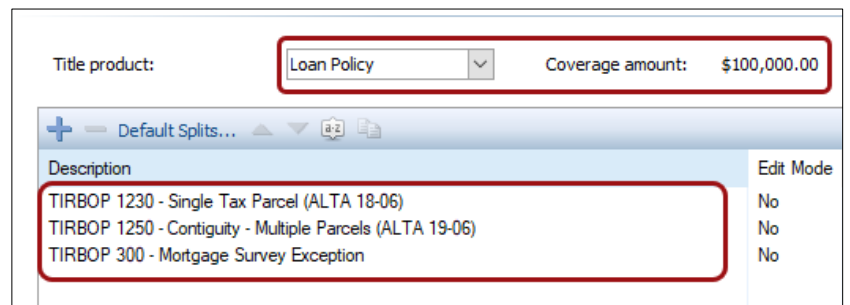


Although we selected three endorsements to be copied to the Owner's Policy only two have been configured to be available for an Owner's Policy (as shown on the **Copy Endorsements** dialog).

4. Check the check box for the endorsements you wish to copy
5. Click the **OK** button



As noted above, we can verify the endorsements have been copied by changing the **Title product** to the **Owner's Policy** to view the copied endorsements.



NOTE: In both scenarios we copied the **Single Tax Parcel** and the **Contiguity Endorsements** to the **Loan Policy** and the **Owner's Policy**.

If the endorsements were to be selected to copy again, they are not shown as **Available Endorsements** for the additional Title Products because they've already been copied to those Policies.

