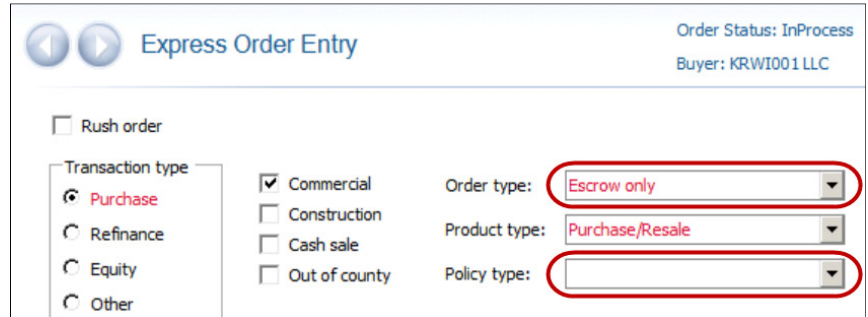


Follow these steps to process an Escrow (Export) Only order.

1. Navigate to the **Express Order Entry** screen
2. Verify the,

- a) **Order type = Escrow only**
- b) **Policy Type = blank**



Order Status: InProcess
Buyer: KRWI001 LLC

☐ Rush order

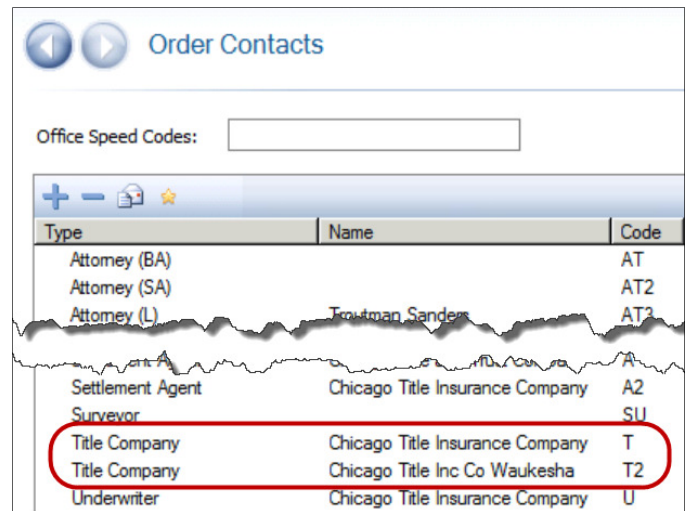
Transaction type:
☒ Purchase
☐ Refinance
☐ Equity
☐ Other

☒ Commercial
☐ Construction
☐ Cash sale
☐ Out of county

Order type: **Escrow only**
 Product type: **Purchase/Resale**
 Policy type:


3. Navigate to the **Order Contacts** screen
4. Verify the,

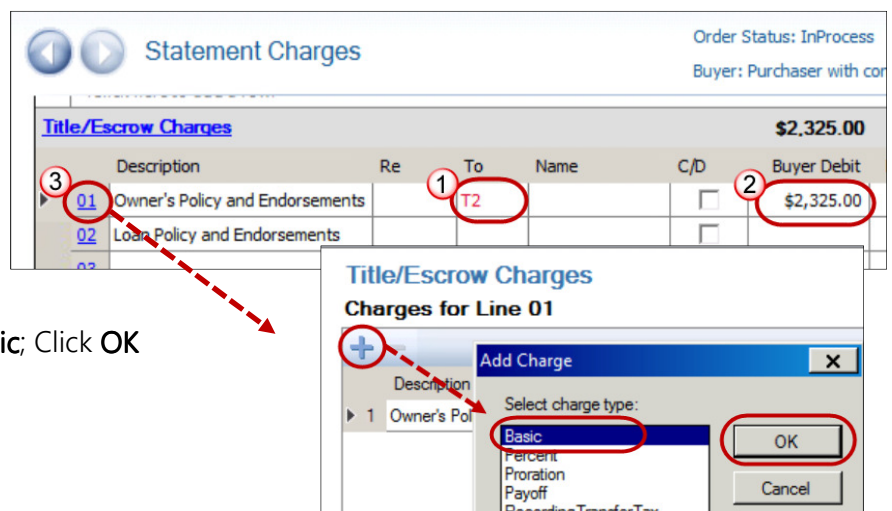
 - a) **T-Contact = your office; you disburse the escrow**
 - b) **T2-Contact = outside Title Company; this is the office issuing the policy**



Office Speed Codes:

Type	Name	Code
Attorney (BA)		AT
Attorney (SA)		AT2
Attorney (L)	Troutman Sanders	AT3
Settlement Agent	Chicago Title Insurance Company	A2
Surveyor		SU
Title Company	Chicago Title Insurance Company	T
Title Company	Chicago Title Inc Co Waukesha	T2
Underwriter	Chicago Title Insurance Company	U

5. Navigate to the **Statement Charges** screen
6. In the **Title/Escrow Charges**, Line 01, from the **To-code** drop-down, select **T2**
7. Verify the endorsement charge; this is entered by the Account Rep
8. Click the **Line** number link
9. Click the **Add Charge**  icon
10. From the **Add Charge** window, select **Basic**; Click **OK**



Order Status: InProcess
Buyer: Purchaser with cor

Title/Escrow Charges **\$2,325.00**

Description	Re	To	Name	C/D	Buyer Debit
01 Owner's Policy and Endorsements		T2		<input type="checkbox"/>	\$2,325.00
02 Loan Policy and Endorsements				<input type="checkbox"/>	

Title/Escrow Charges
Charges for Line 01

Add Charge

Select charge type:
Basic
 Percent
 Proration
 Payoff
 Recording/Transfer Tax

OK **Cancel**

11. On the new line, enter/select the,

 - a) **Description** (i.e., *Owner's Policy Premium*)

- b) To = T2
- c) Policy premium in the applicable **Debit** column

Title/Escrow Charges
Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit
1 Owner's Policy and Endorsements		T2	\$2,325.00		
2 Owner's Policy Premium		T2			\$13,029.00

Details | Payors | Payees

Code	Name	%	Amount	Deducted	Held	Separate	Bill Code	Invoice #
T2	Chicago Title Inc Co Waukesha	100.00	\$13,029.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- 12. Click the **Payees** tab
- 13. Verify **Code** = T2; click the **Close** button
- 14. On **Line 01**, in the **Description** field, enter *Owner's Policy and Endorsements*

Title/Escrow Charges

Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit
01 Owner's Policy and Endorsements		T2		<input type="checkbox"/>	\$2,325.00		\$13,029.00
02 Loan Policy and Endorsements				<input type="checkbox"/>			

NOTE: The office responsible for recording receives the recording fees and transfer taxes. In most cases, this is the **T2**-outside Title Company

- 15. If entering the **Loan Policy and Endorsement**, on **Line 02**, from the **To**-code drop-down, select **T2**
- 16. Repeat **Steps 7-14**
- 17. Navigate to the **Additional Title Charges** screen
- 18. Add the **Revenue Share Income/Expense** entries

- a) Highlight the **Revenue Share Expense** entry in the grid
- b) In the **Charge** field, enter the revenue share amount as a **negative** number
- c) Make note of the **Line** number assigned
- d) Verify the **Bill Code** = NBE

Additional Title Charges Order Status: InProcess
Buyer: Purchaser with contract

Description	Charge	Issued Date	Effective Date	Line	Invoice
Revenue Sharing Expense					
Revenue Sharing Income					

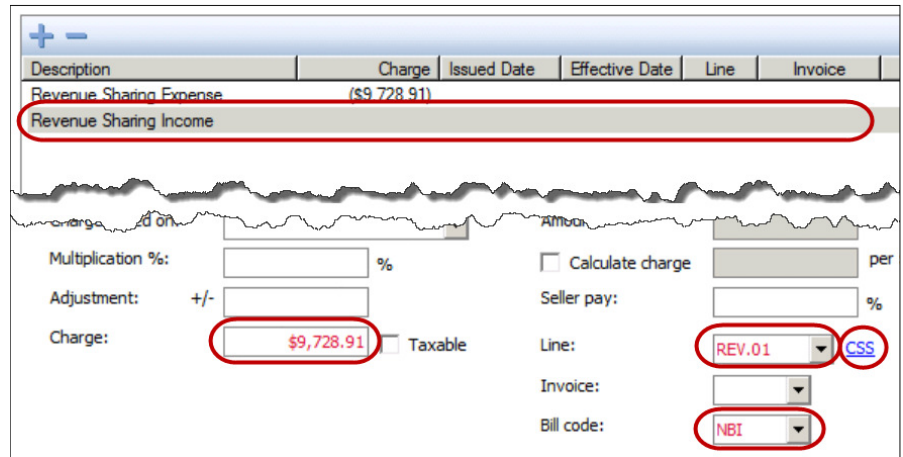
Multiplication %: % ☐ Calculate charge per

Adjustment: +/- Seller pay: %

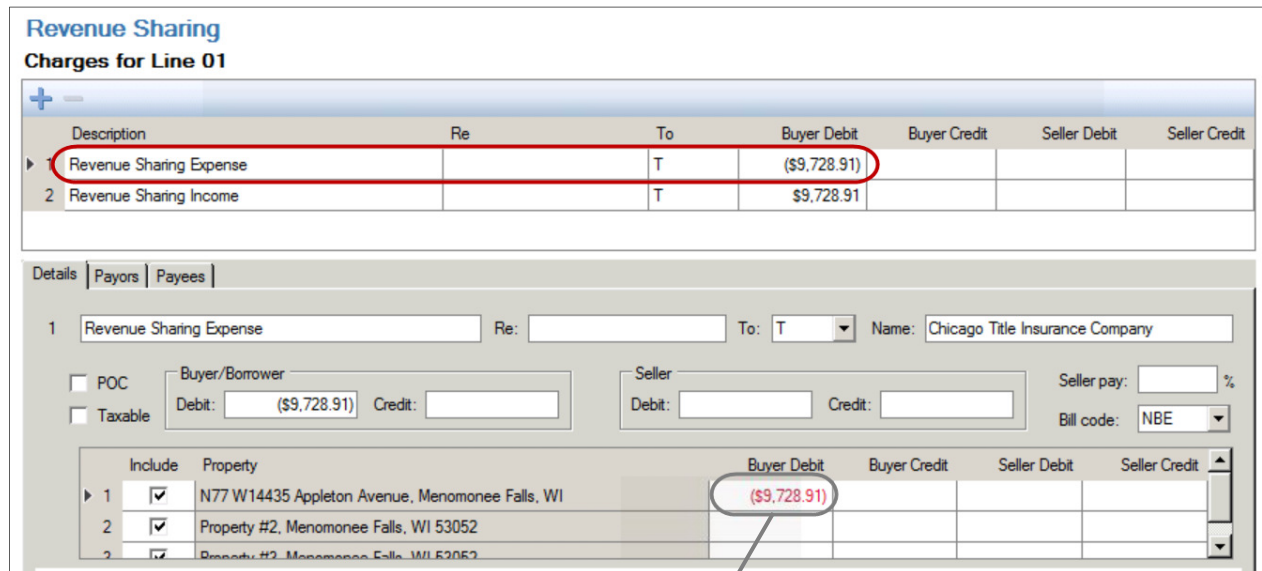
Charge: (\$9,728.91) ☐ Taxable Line: REV.01 CSS

Invoice: Bill code: NBE

- e) Highlight the **Revenue Share Income** entry in the grid
- f) In the **Charge** field, enter the revenue amount; this is the amount your office keeps
- g) Verify the **Line** number assigned is the same as noted in **Step c**; if not select
- h) Verify the **Bill Code** = **NBI**

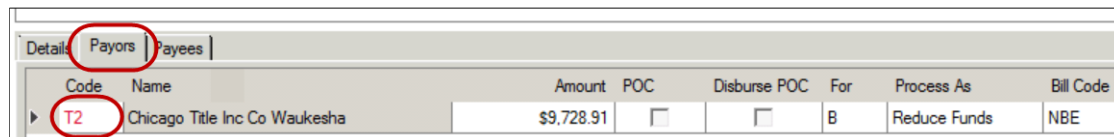


19. Click the **CSS** link to navigate to the corresponding line on the **Statement Charges** screen
20. Click the corresponding **Line** number link
21. Highlight the **Revenue Sharing Expense** entry in the grid



NOTE: If the order has multiple properties, CRRAR validation rules require the Revenue Share Income/Expense entries be associated with only **one** property. Enter the total amount in the **Buyer Debit** field of the first property.

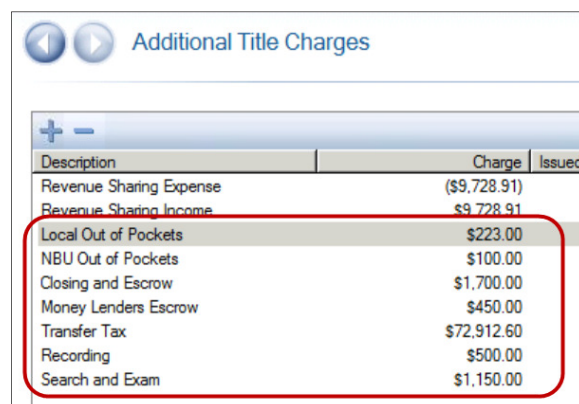
22. Click the **Payors** tab
23. From the **Code** drop-down, select **T2**; this reduces the payment to the **T2** by your premium share amount



24. Click the **Close** button

25. Navigate to the **Additional Title Charges** screen

26. Verify your charges



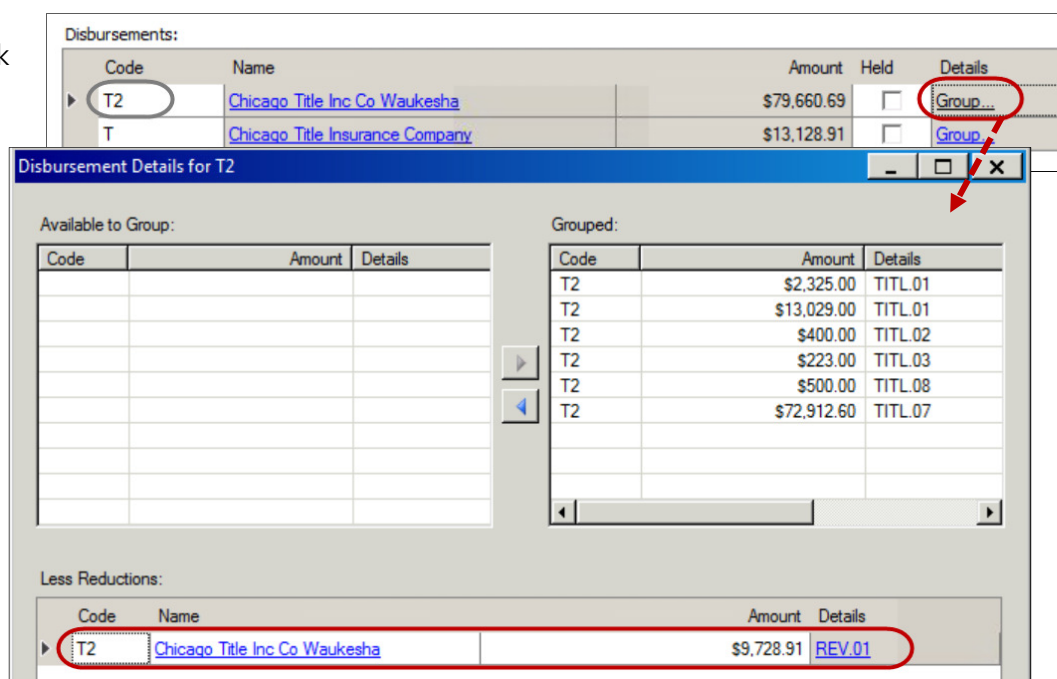
Description	Charge	Issued
Revenue Sharing Expense	(\$9,728.91)	
Revenue Sharing Income	\$9,728.91	
Local Out of Pockets	\$223.00	
NBU Out of Pockets	\$100.00	
Closing and Escrow	\$1,700.00	
Money Lenders Escrow	\$450.00	
Transfer Tax	\$72,912.60	
Recording	\$500.00	
Search and Exam	\$1,150.00	

27. Navigate to the **Order Transactions** Screen

28. In the **Disbursements** section, click the **Group** link for the **T2**-outside Title Company Contact

29. Verify the **Revenue Share Expense** is shown in the **Less Reductions** section

30. Click the **OK** button



Code	Name	Amount	Held	Details
T2	Chicago Title Inc Co Waukesha	\$79,660.69	<input type="checkbox"/>	Group...
T	Chicago Title Insurance Company	\$13,128.91	<input type="checkbox"/>	Group

Code	Amount	Details
T2	\$2,325.00	TITL.01
T2	\$13,029.00	TITL.01
T2	\$400.00	TITL.02
T2	\$223.00	TITL.03
T2	\$500.00	TITL.08
T2	\$72,912.60	TITL.07

Code	Name	Amount	Details
T2	Chicago Title Inc Co Waukesha	\$9,728.91	REV.01

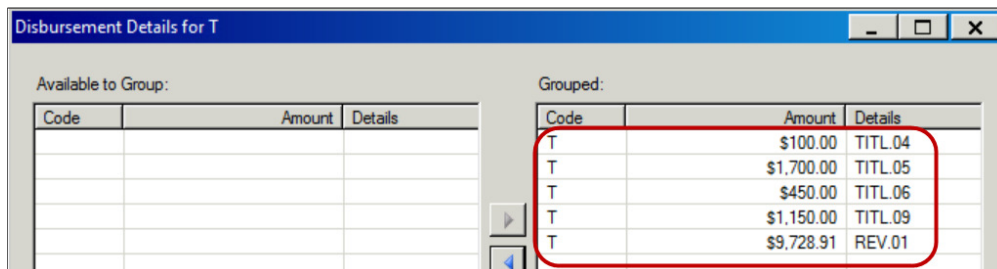
31. In the **Disbursements** section, click the **Group** link for the **T**-Contact

32. Verify the **Revenue Share Income** is shown and any applicable title charges

33. Click the **OK** button

34. Disburse as normal

35. For additional information on closing an order, see the *Closing - Disbursing and Closing an Order, and Exporting 1099* Job Aid



Code	Amount	Details
T	\$100.00	TITL.04
T	\$1,700.00	TITL.05
T	\$450.00	TITL.06
T	\$1,150.00	TITL.09
T	\$9,728.91	REV.01