When the UCC Plus invoice identifies multiple loan premiums, follow these steps to enter the additional policies/premiums in your order.
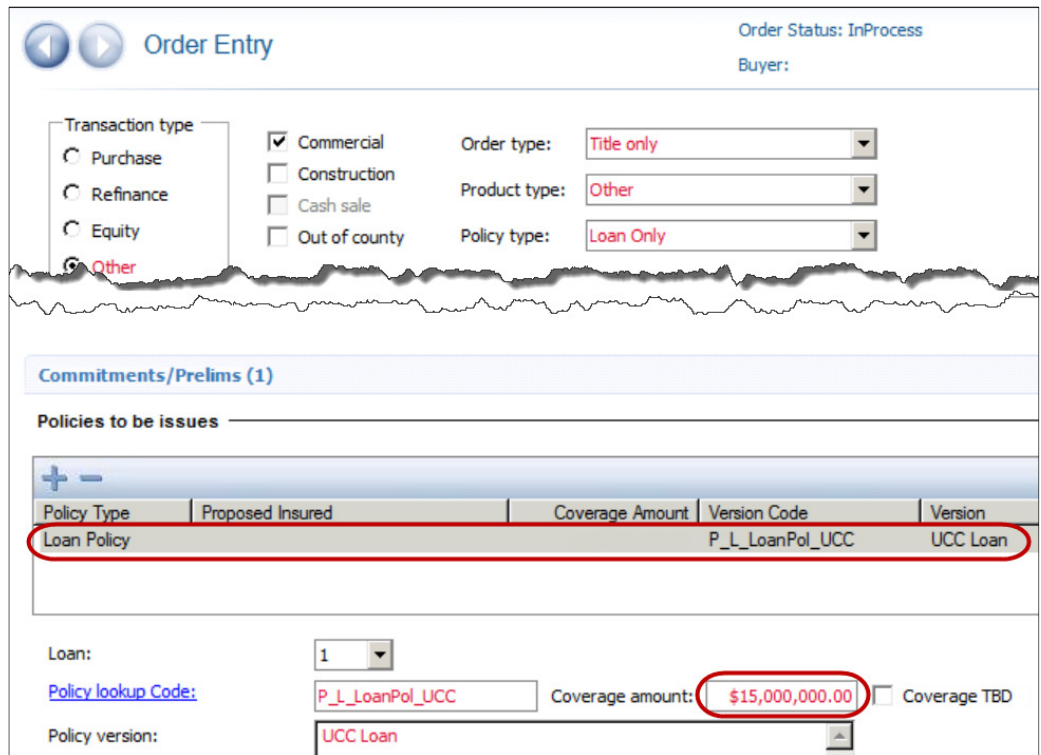
NOTE: This process can be used when the transaction requires multiple Owner's Policies; select or enter the Owners policy and premium as needed.

1. Open the order following your normal process; applying the template applicable to your transaction
2. Run the appropriate speed code

Adding the Loan Policies

From the **Order Entry** screen,

3. In the **Policies to be issued** grid, highlight the **Loan Policy**

4. In the **Coverage amount** field, enter the coverage amount of your first policy
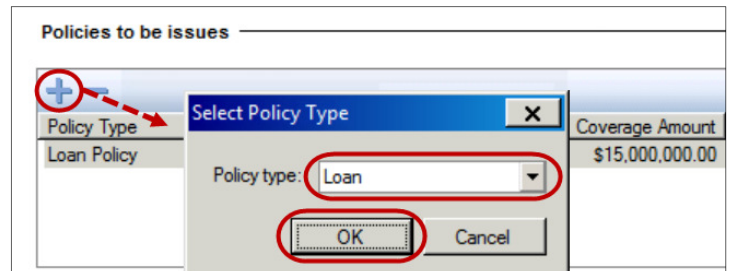
5. Click the **Add Policy** ➕ icon

6. From the **Policy type** drop-down, select **Loan**; click **OK**

   NOTE: If multiple Owner's Policies, select **Owners** from the **Policy type** drop-down.
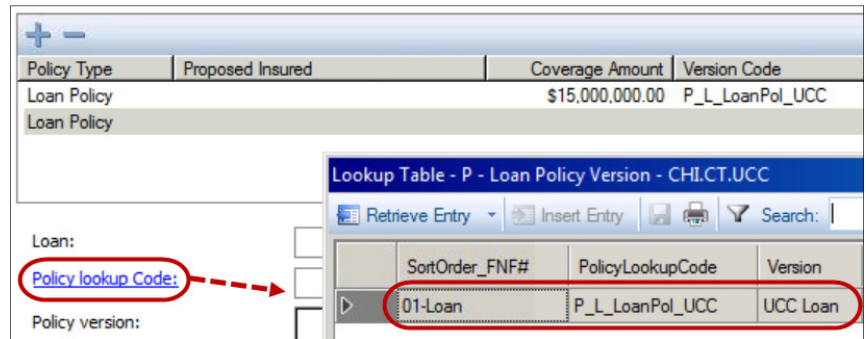
7. Click the **Policy lookup Code** link

8. Double-click the **01-Loan policy** entry

9. In the **Coverage amount** field, enter the coverage amount of your second policy
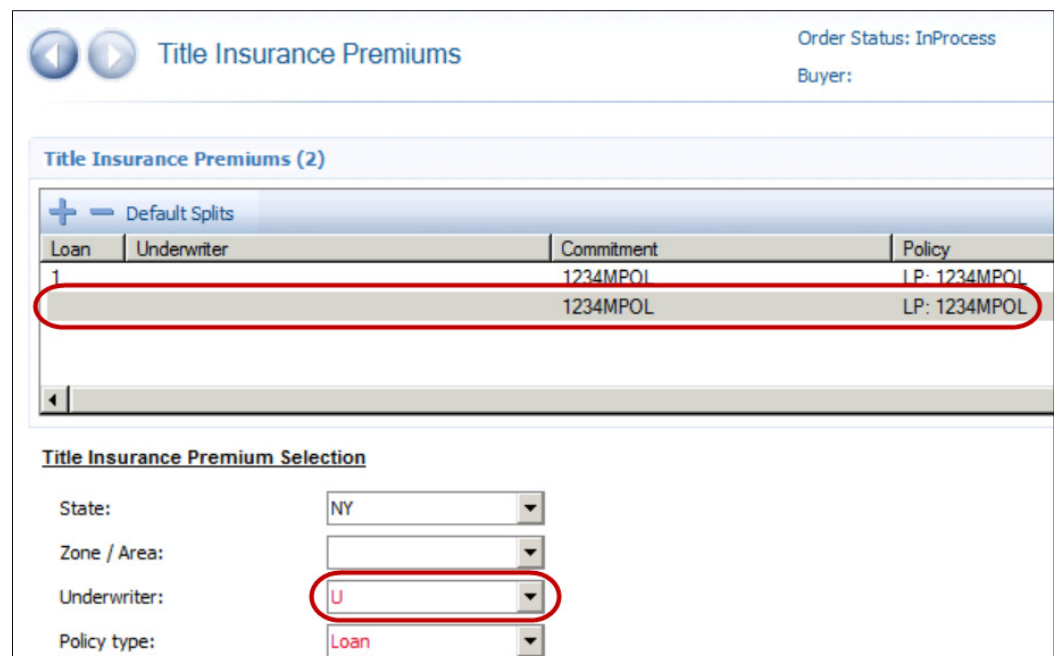
10. Navigate to the **Title Insurance Premiums** screen

11. Highlight the second loan in the grid

12. From the **Underwriter** drop-down, select the **U-Contact**
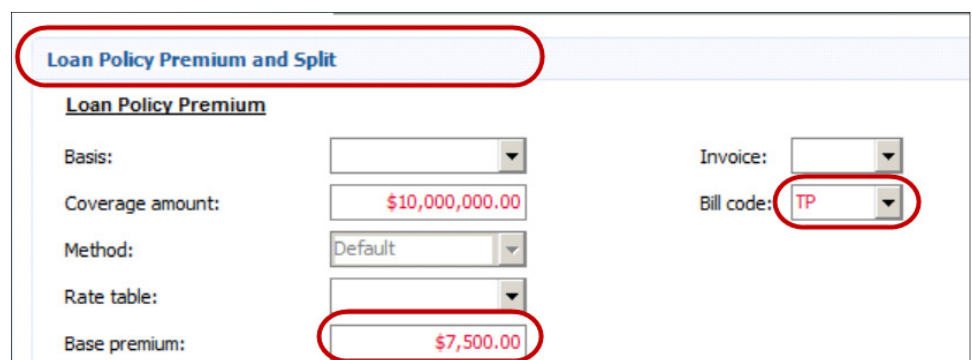
13. Click the **Loan Policy Premium and Split** more/less bar

14. Verify or enter the,

    a) **Base premium** = the second loan premium cited on the invoice

    b) **Bill code** = TP

c) **Line** = select a **TITL.##** line

Adding Additional Title Charges

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

2. In the **1st Loan Premium** field, enter the first loan premium cited on the invoice

3. Highlight the applicable placeholder in the grid

4. If entering an **Endorsement** fee, from the **Policy** drop-down, select **Loan Policy** (or **Owners Policy**, depending upon the endorsement selection)

> NOTE: If you need to add a charge line that is not already listed,
>
> a. Click the **Add Additional Charge** ➕ icon
>
> b. Click the **Description** link (below the grid) to select from the **Lookup Table**
>
> c. Continue to **Step 5**

5. In the **Charge** field, enter the amount

6. Repeat **Steps 3-5** until all charges have been entered

7. Continue processing and/or disbursing your order following your operation's procedures