


Follow these steps to open a Title Only order using your Title plant.

Start Page

- ☐ Verify the **Current Profile** is correct for the underwriter requested by the client: **ATL CLT**, **ATL CTI** or **ATL FNT**; change if needed


New Order window

- ☐ Apply the appropriate template by clicking the **Search**  icon
- ☐ Select the **GA Suffix**

Order Entry screen

- ☐ Verify **Order, Product, Policy, & Transaction types** (change if needed)
- ☐ (If applicable) Check the **Construction** or **Cash sale** check box
- ☐ (If applicable) Enter **Project name**
- ☐ **Settlement date/time**: enter the date from the contract
- ☐ Select **Underwriter** from the **Pre-closer/Escrow assistant** drop-down
- ☐ **Title Officer/Examiner**
- ☐ **Property Address**, (Enter **Zip code** to pull in the **State, Zip Code** and **County**)
- ☐ Select **Property Use**
- ☐ **Legal Description**: enter in the appropriate fields (if available)

Order Contacts screen

- ☐ Enter **T2-Title Company Contact**; double-click to select the Office that sent you the Order; verify they are identified as the **Marketing Source**
- ☐ Contacts with placeholders (e.g.: Buyer): double-click to enter
- ☐ Add all remaining Contacts using the **Add Contact**  icon

Title Insurance Premiums screen

- ☐ Enter **Coverage Amount** for the Owner's and Loan Policies, as applicable

Documents

- ☐ **Preview** the **Confirmation of Order (ATL)** document
- ☐ **Publish** to smartVIEW

Save & Exit

- ☐ **Save** and **Exit** the order