



Order Type	Order Contacts	Title Premiums	Endorsements	Revenue Sharing	Register	Documents
T/E orders (Local Orders)	E = blank A = your office; Divert = T O2 = e-recording servicer T = your office T2 = NCS Company non-revenue, if needed Other (NONREV) = blank U = your Underwriter	Policy Selection screen: - select Policy Lookup code Title Insurance Premium screen: - select Policy code to calculate premiums - CSS Payee = T	Endorsement screen 1. use  to add Endorsements 2. answer Custom Fields prompts 3. Verify Charge - CSS Payee = T	NONE	Post Ledger Transfer to T-Contact	NONE
Title Only (Import Orders)	E = NCS Escrow Co Non-Revenue A = your office; Divert = T O2 = e-recording servicer T = your office T2 = NCS Escrow Co Non-Revenue (copies from E-Contact) Other (NONREV) = when T needs to pay themselves with check, if needed (non-revenue) U = customer requested Underwriter	Do not enter - Sales price - Loan amount Policy Selection screen: - select Policy Lookup code Title Insurance Premium screen: - select Policy code - enter Coverage amount for each policy - CSS Payee = T	Endorsement screen 1. use  to add Endorsements 2. answer Custom Fields prompts 3. verify Charge - CSS Payee = T	Additional Title Charges screen: Revenue Share Expense - Charge = negative amount CSS Payee = T CSS Payor = T	Order Transactions screen: - change Receipt for BA to T2 Register - post Ledger Transfer to T when T2 funds are received	Payment Transmittal Form (Agency) or (Branch) – Prompts (Split Sheet) Amounts calculated from items entered on TIP and END screens
Escrow Only (Export Orders)	E = Blank A = your office; Divert = blank O2 = e-recording servicer T = NCS outside Title Co Non-revenue T2+ = use if more than one Title Company Other (NONREV) =blank U = Your Underwriter	Statement Charges screen > Title & Escrow Services section 1. enter Description 2. To code = T 3. Buyer Debit = amount from T-Contact	Statement Charges screen > Title & Escrow Services section 1. enter Description 2. To code = T 3. Buyer Debit = amount from T-Contact	Additional Title Charges screen: Revenue Share Expense - Charge = negative amount CSS Payee = T CSS Payor = T Revenue Share Income - Charge = positive amount CSS Payee = A	Register 1. post check/wire to T - NCS outside title company 2. post Leger Transfer to A	Payment Transmittal Form (Agency) or (Branch) – Prompts (Split Sheet) Prompts: - Enter Owner's TP + END amount - Enter Loan TP + END amount

Recording Charges: Click the **Line** number link to see itemized charges.

Transfer Taxes: Click the **Line** number link for the applicable state to see itemized charges.