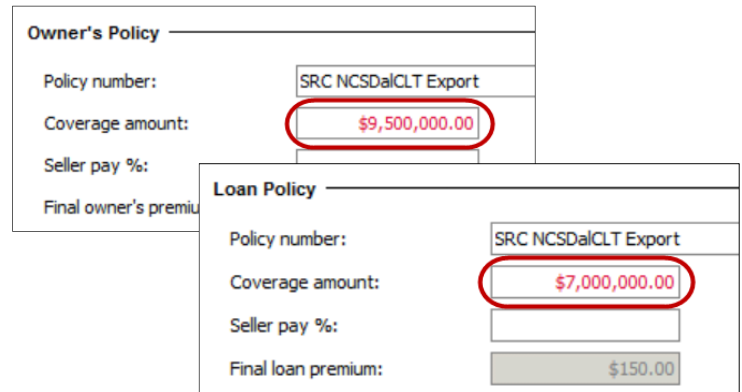


Adding Revenue Sharing Entries on Escrow Only (Export) Orders

Follow these steps to disburse a portion of the Title premium revenue on Escrow only orders.

1. Navigate to the **Title Insurance Premiums** screen
2. Verify/enter the,
 - a) **Owner's Policy > Coverage amount** = sales price
 - b) **Loan Policy > Coverage amount** = loan amount



Owner's Policy

Policy number: SRC NCSDaCLT Export

Coverage amount: **\$9,500,000.00**

Seller pay %:

Final owner's premium:

Loan Policy

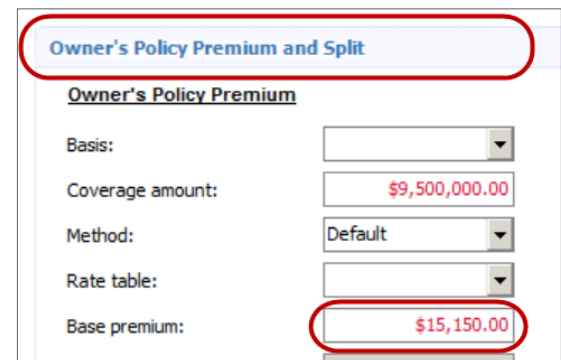
Policy number: SRC NCSDaCLT Export

Coverage amount: **\$7,000,000.00**

Seller pay %:

Final loan premium: \$150.00

3. Click the **Owner's Policy Premium and Split** more/less bar
4. In the **Base premium** field, enter the owner's premium amount



Owner's Policy Premium and Split

Owner's Policy Premium

Basis:

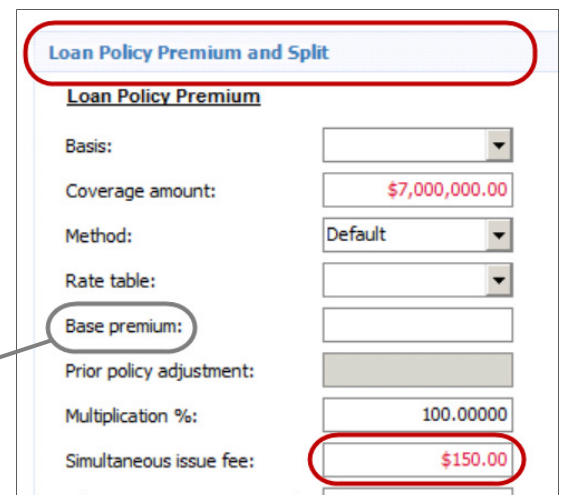
Coverage amount: **\$9,500,000.00**

Method: Default

Rate table:

Base premium: **\$15,150.00**

5. Click the **Loan Policy Premium and Split** more/less bar
6. In the **Simultaneous issue fee** field, enter the simultaneous premium amount



Loan Policy Premium and Split

Loan Policy Premium

Basis:

Coverage amount: **\$7,000,000.00**

Method: Default

Rate table:

Base premium:

Prior policy adjustment:

Multiplication %: 100.00000

Simultaneous issue fee: **\$150.00**

NOTE: If a Refinance transaction, enter the loan premium amount in the **Loan Policy Premium > Base premium** field.

7. Navigate to the **Endorsements** screen

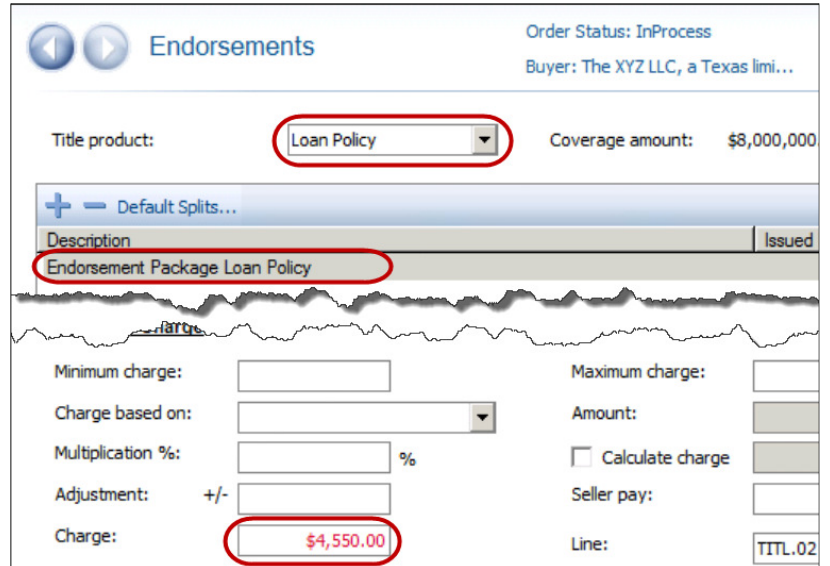
Adding Revenue Sharing Entries on Escrow Only (Export) Orders

- Verify the **Title product** shows the applicable policy; select from the drop-down to change

With the **Endorsements Package**

[Loan/Owner's] Policy entry highlighted in the grid,

- In the **Charge** field, enter the amount for all policy endorsements
- Repeat **Steps 8-9** if adding endorsements to another policy



Order Status: InProcess
Buyer: The XYZ LLC, a Texas limi...

Title product: **Loan Policy** Coverage amount: \$8,000,000

+ - Default Splits...

Description	Issued
Endorsement Package Loan Policy	

Minimum charge: Maximum charge:

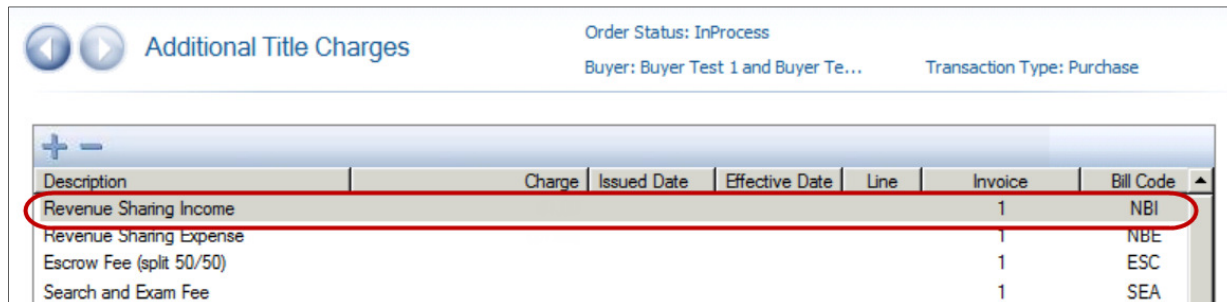
Charge based on: Amount:

Multiplication %: % ☐ Calculate charge

Adjustment: +/- Seller pay:

Charge: **\$4,550.00** Line: TITL.02

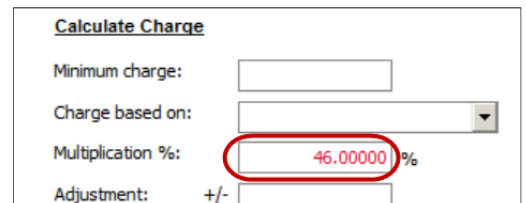
- Navigate to the **Additional Title Charges** screen
- Highlight the **Revenue Sharing Income** entry in the grid



Order Status: InProcess
Buyer: Buyer Test 1 and Buyer Te... Transaction Type: Purchase

Description	Charge	Issued Date	Effective Date	Line	Invoice	Bill Code
Revenue Sharing Income				1	1	NBI
Revenue Sharing Expense				1	1	NBE
Escrow Fee (split 50/50)				1	1	ESC
Search and Exam Fee				1	1	SEA

- In the **Multiplication %** field, enter the revenue share percent



Calculate Charge

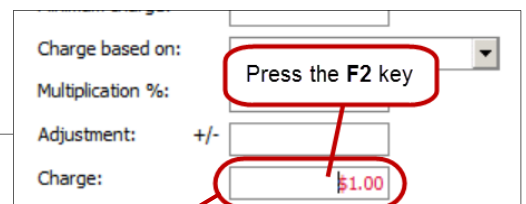
Minimum charge:

Charge based on:

Multiplication %: **46.00000** %

Adjustment: +/-

- In the **Charge** field, press the **F2** key; this clears the **\$1.00** and pulls in the amount



Charge based on:

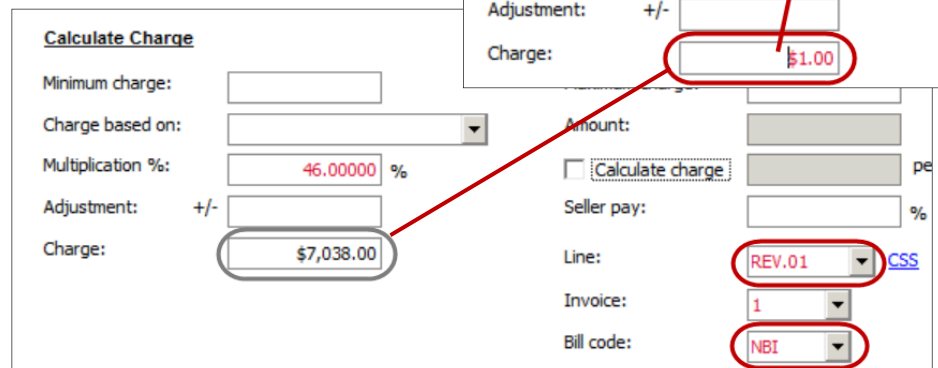
Multiplication %:

Adjustment: +/-

Charge: **\$1.00**

- Verify the,

- Line = REV.01
- Bill code = NBI



Calculate Charge

Minimum charge:

Charge based on:

Multiplication %: **46.00000** %

Adjustment: +/-

Charge: **\$7,038.00**

Amount:

☐ Calculate charge

Seller pay: %

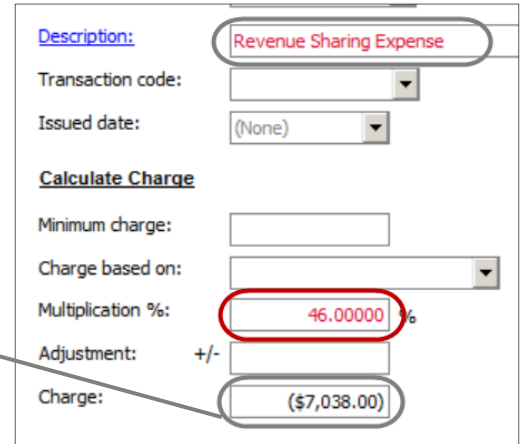
Line: **REV.01** CSS

Invoice: **1**

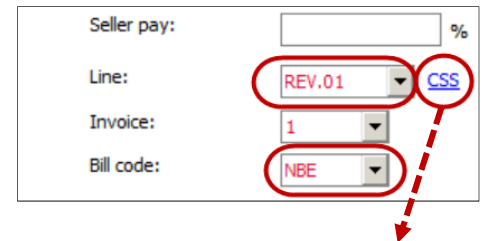
Bill code: **NBI**

Adding Revenue Sharing Entries on Escrow Only (Export) Orders

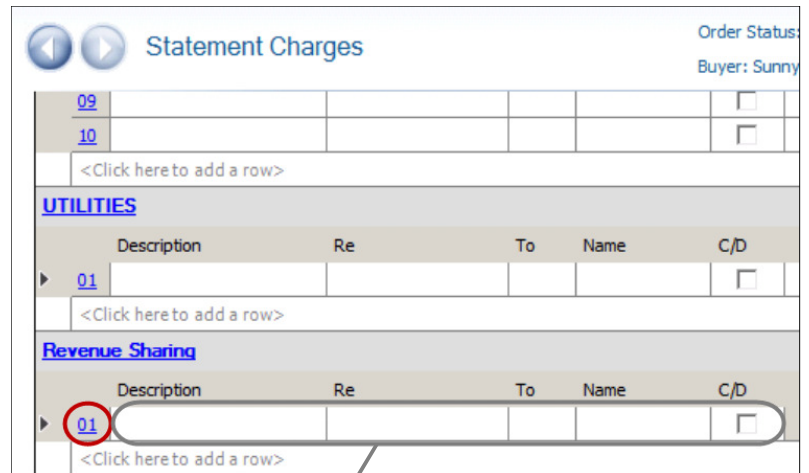
16. Highlight the **Revenue Sharing Expense** entry in the grid
17. In the **Multiplication %** field, enter the same revenue share percent entered in **Step 13**
18. In the **Charge** field, press the **F2** key; this clears the **(\$1.00)** and pulls in the amount as a **negative** number



19. Verify the,
 - a) **Line** = REV.01
 - b) **Bill code** = NBE



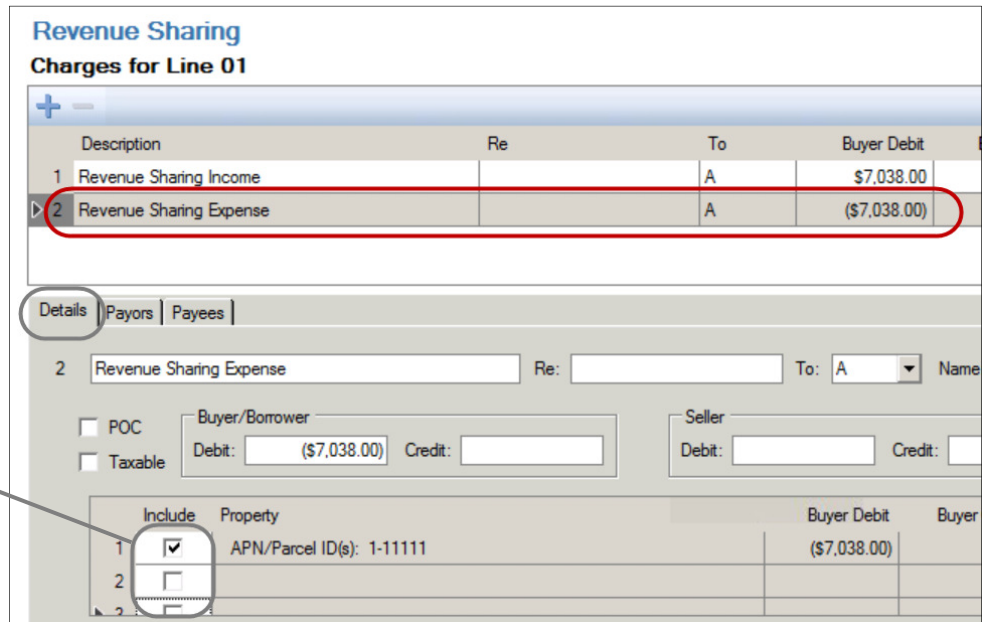
20. Click the **CSS** link to navigate to the corresponding line on the **Statement Charges** screen
21. Click the **Line** number link



NOTE: Since the Revenue Share information does not show on the Statement, these fields remain blank

22. 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.



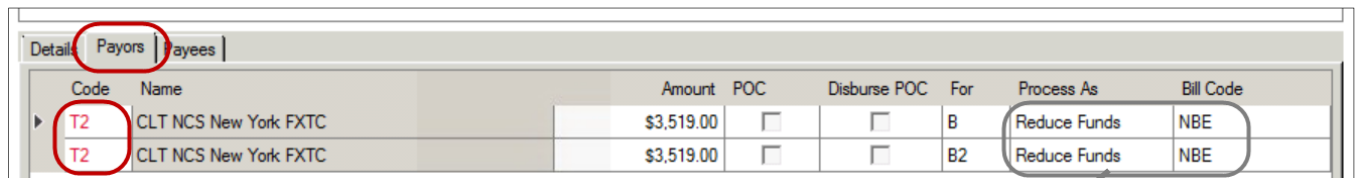
Description	Re	To	Buyer Debit
1 Revenue Sharing Income		A	\$7,038.00
2 Revenue Sharing Expense		A	(\$7,038.00)

Include	Property	Buyer Debit	Buyer
<input checked="" type="checkbox"/>	APN/Parcel ID(s): 1-11111	(\$7,038.00)	
<input type="checkbox"/>			
<input type="checkbox"/>			

23. Click the **Payors** tab

24. Verify **Code** = **T2**-Contact and the Contact has been entered (**Name** field shows a Contact name)

NOTE: If multiple Buyers, **T2** should be shown/selected for each



Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
T2	CLT NCS New York FXTC	\$3,519.00	<input type="checkbox"/>	<input type="checkbox"/>	B	Reduce Funds	NBE
T2	CLT NCS New York FXTC	\$3,519.00	<input type="checkbox"/>	<input type="checkbox"/>	B2	Reduce Funds	NBE

The **Process As** and **Bill Code** fields are automatically updated to show **Reduce Funds** and **NBE**, respectively.

25. Click the **Close** button