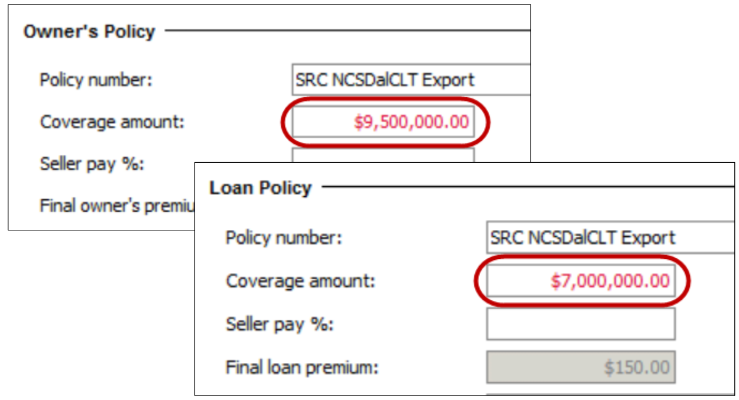
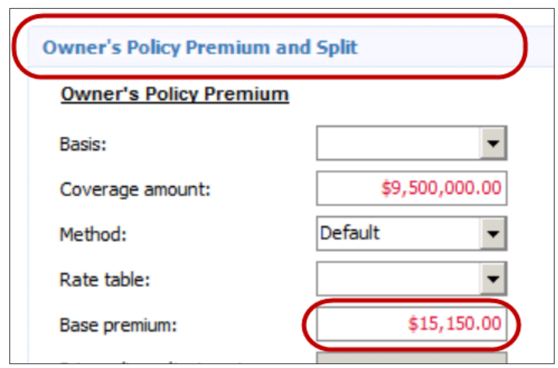
Adding Revenue Sharing Entries on Escrow Only (Export) Orders

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

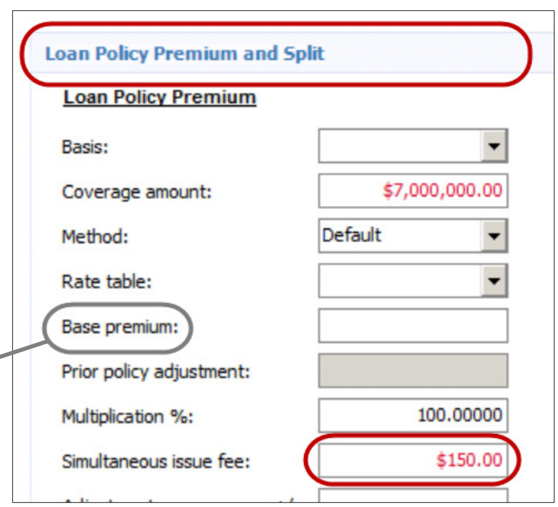
1. Navigate to the **Title Insurance Premiums** screen
2. Verify/enter the,
   a) **Owner's Policy > Coverage amount** = sales price
   b) **Loan Policy > Coverage amount** = loan amount



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



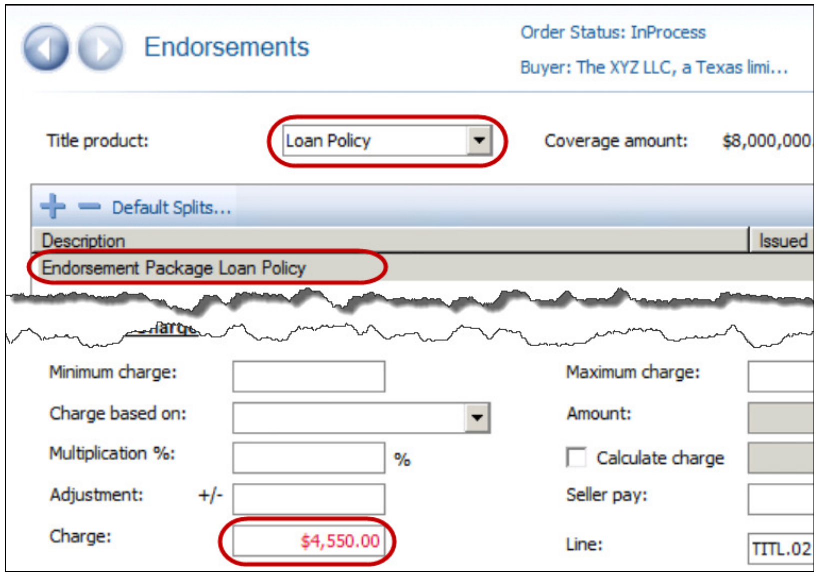
5. Click the **Loan Policy Premium and Split** more/less bar
6. In the **Simultaneous issue fee** field, enter the simultaneous premium amount



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

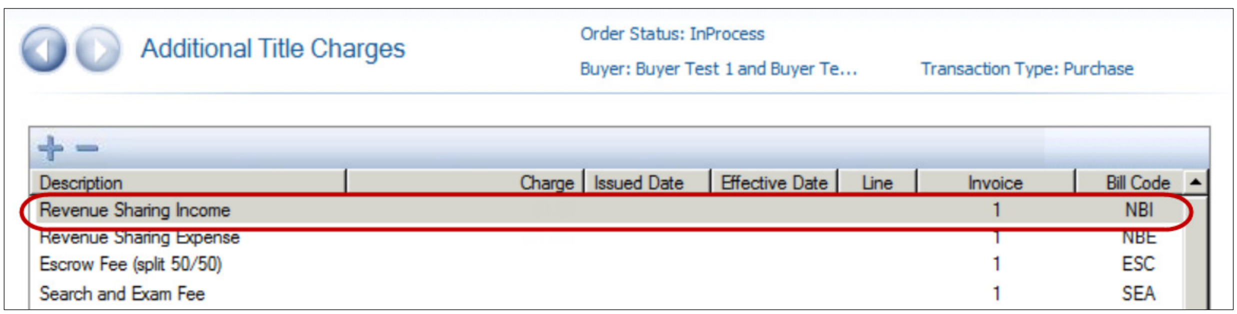
7. Navigate to the **Endorsements** screen

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

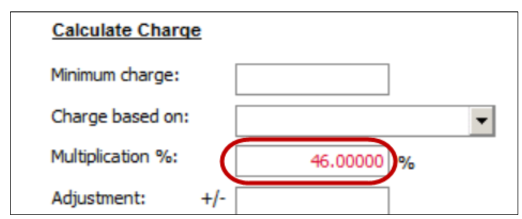


With the **Endorsements Package [Loan/Owner's} Policy** entry highlighted in the grid,

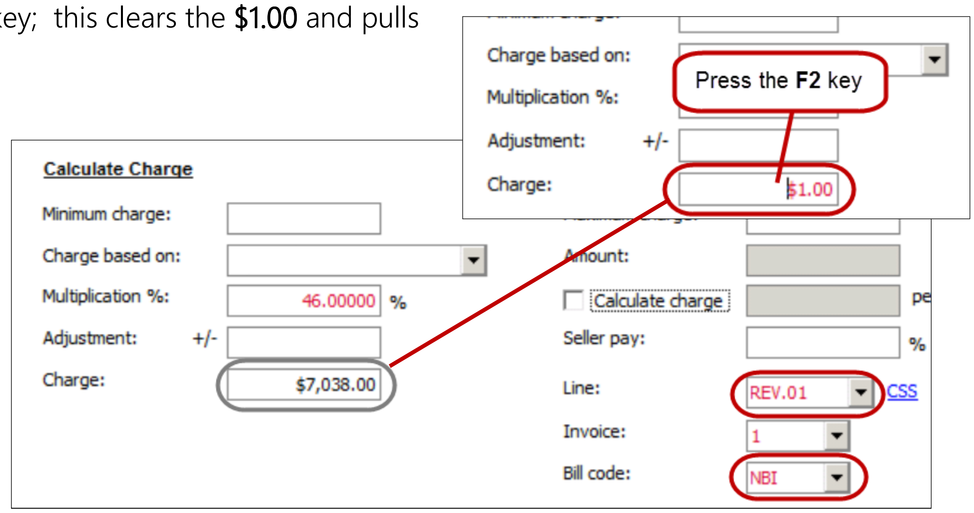
9. In the **Charge** field, enter the amount for all policy endorsements
10. Repeat **Steps 8-9** if adding endorsements to another policy
11. Navigate to the **Additional Title Charges** screen
12. Highlight the **Revenue Sharing Income** entry in the grid



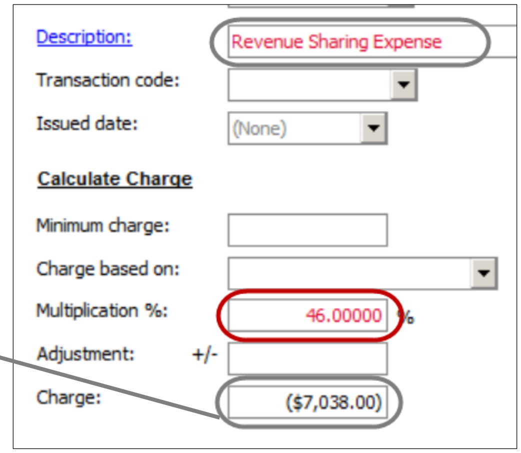
13. In the **Multiplication %** field, enter the revenue share percent



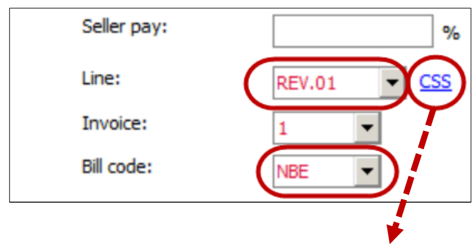
14. In the **Charge** field, press the **F2** key; this clears the **$1.00** and pulls in the amount
15. Verify the,
    a) **Line** = REV.01
    b) **Bill code** = NBI



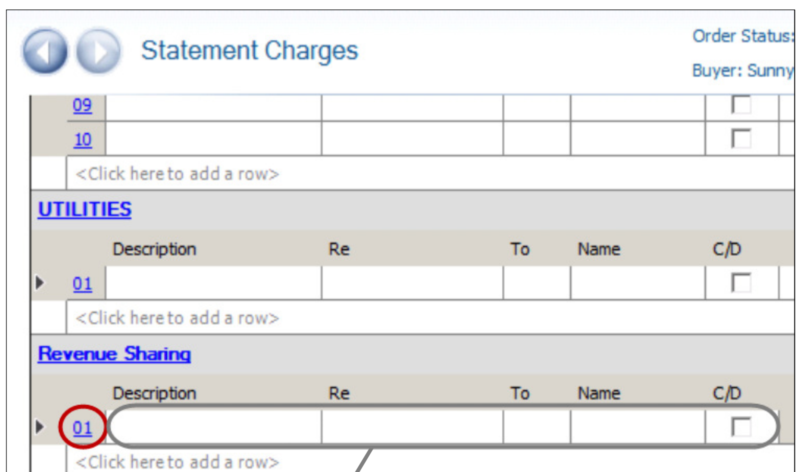
16. Highlight the **Revenue Sharing Expense** entry in the grid
17. In the **Multiplication %** field, enter the same revenue share percent entered in **Step 13**
18. In the **Charge** field, press the **F2** key; this clears the **($1.00)** and pulls in the amount as a **negative** number



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

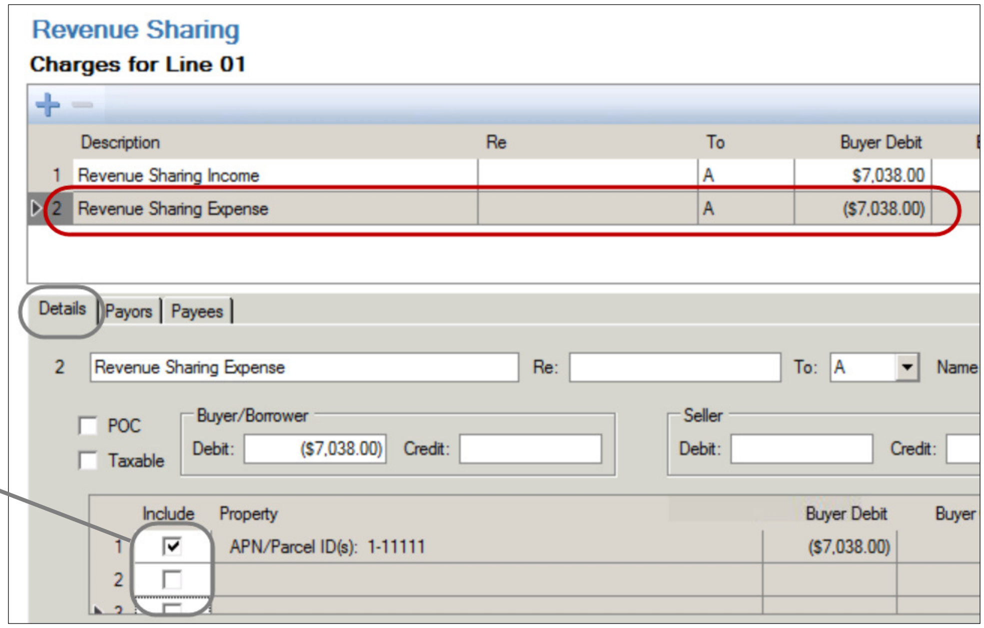


20. Click the **CSS** link to navigate to the corresponding line on the **Statement Charges** screen
21. Click the **Line** number link



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

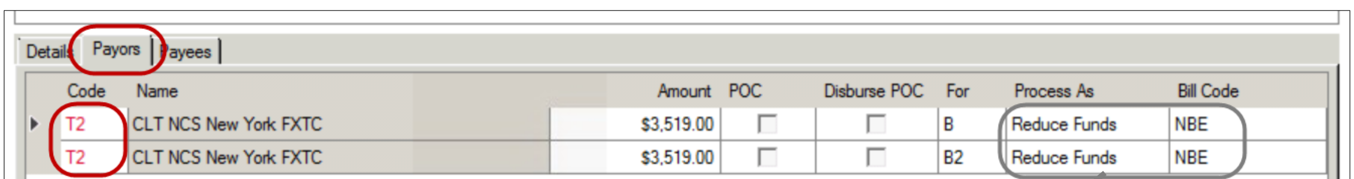
22. Highlight the **Revenue Sharing Expense** entry in the grid



NOTE: If the order has multiple properties, CRRAR validation rules require the **Revenue Share Income/Expense** entries be associated with only **one** property.

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



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

25. Click the **Close** button