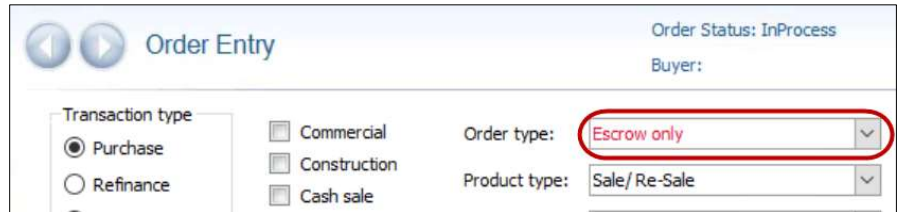


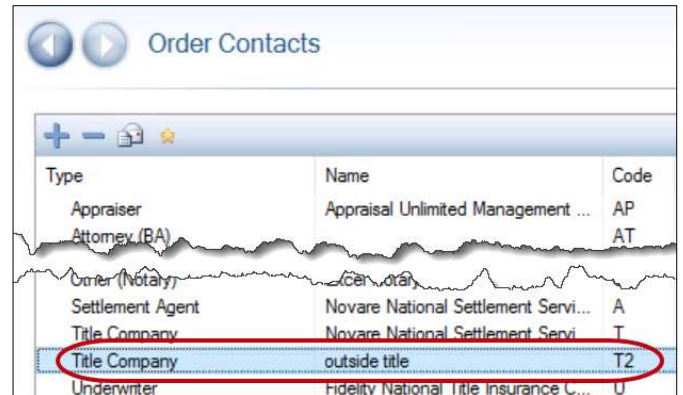
Adding on Residential Escrow Only Orders

Follow these steps to enter the Revenue Sharing entries on residential Escrow Only orders.

1. Verify **Order type** = **Escrow only**




2. Navigate to the **Order Contacts** screen
3. Verify the **T2-outside Title Company Contact** has been added



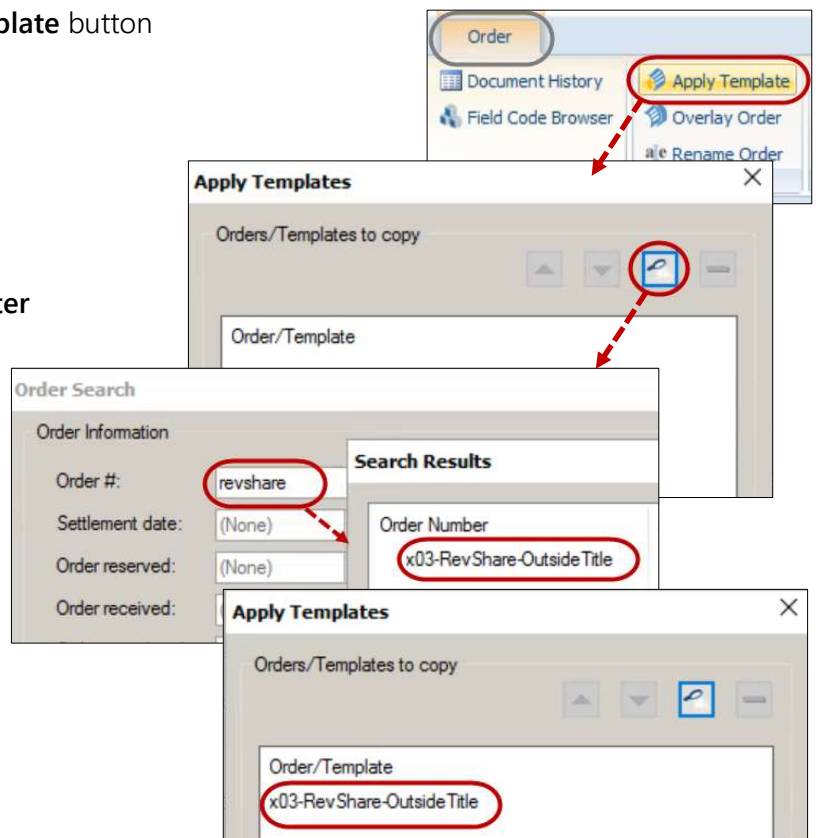
Type	Name	Code
Appraiser	Appraisal Unlimited Management ...	AP
Attorney (BA)		AT
Order (Notary)		
Settlement Agent	Novare National Settlement Servi...	A
Title Company	Novare National Settlement Servi...	T
Title Company	outside title	T2
Underwriter	Fidelity National Title Insurance C...	U

Adding Revenue Share

1. From the **Order** ribbon, click the **Apply Template** button
2. Click the **Search**  icon
3. In the **Order #** field, enter *revshare*; press **Enter**
4. Double-click the **03-RevShare-OutsideTitle** template to select

When prompted,

5. Click **OK** to apply the template
6. Click **OK** to confirm the template is applied

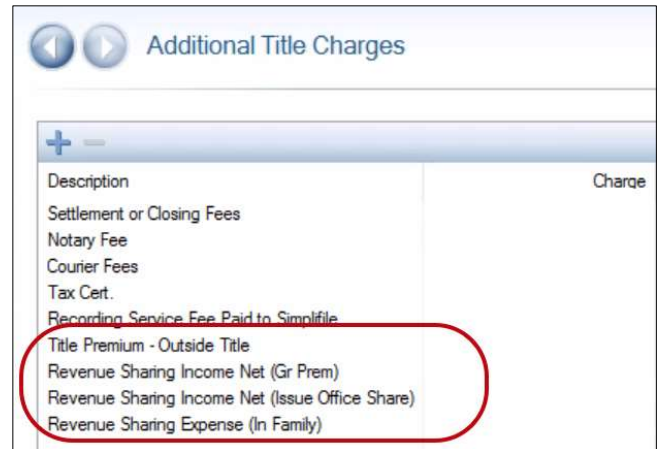


Adding on Residential Escrow Only Orders

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

The applied template populates placeholders for,

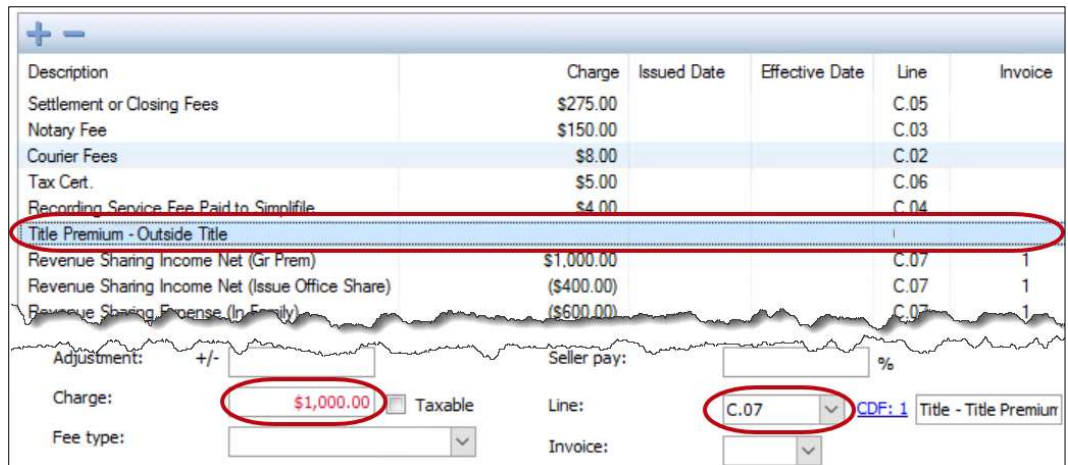
- › **Title Premium – Outside Title**
- › **Revenue Sharing Income Net (Gr Prem)**
- › **Revenue Sharing Income Net (Issue Office Share)**
- › **Revenue Sharing Expense (In Family)**



8. Highlight the new **Title Premium – Outside Title** entry in the grid

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

10. Verify a **Line** is assigned



Description	Charge	Issued Date	Effective Date	Line	Invoice
Settlement or Closing Fees	\$275.00			C.05	
Notary Fee	\$150.00			C.03	
Courier Fees	\$8.00			C.02	
Tax Cert.	\$5.00			C.06	
Recording Service Fee Paid to Simplify	\$4.00			C.04	
Title Premium - Outside Title					
Revenue Sharing Income Net (Gr Prem)	\$1,000.00			C.07	1
Revenue Sharing Income Net (Issue Office Share)	(\$400.00)			C.07	1
Revenue Sharing Expense (In Family)	(\$600.00)			C.07	1

Adjustment: +/- Seller pay: %

Charge: Taxable ☐ Line: CDF: 1 Title - Title Premium

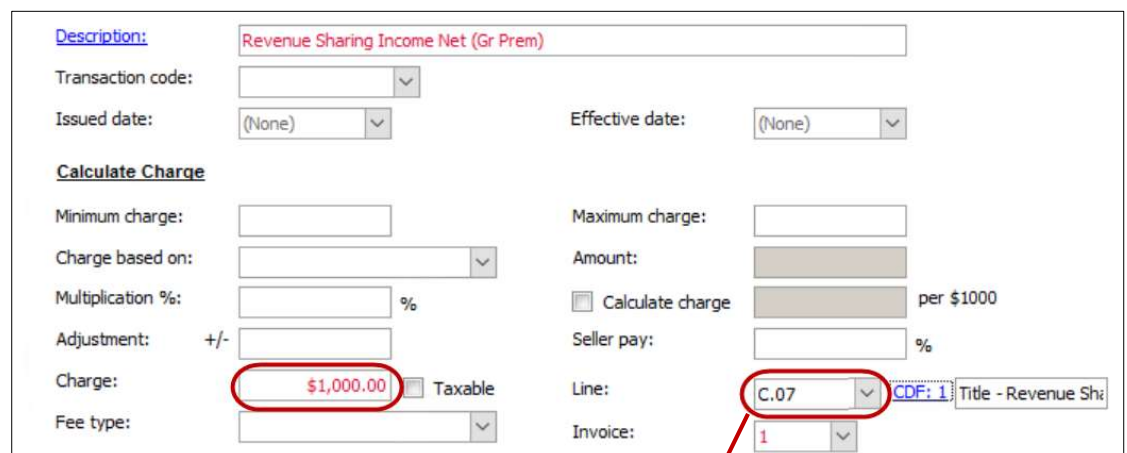
Fee type:

Invoice:

11. Highlight the **Revenue Sharing Income Net (Gr Prem)** entry in the grid

12. Verify the **Charge** field entry matches the amount for premium and endorsements entered above (step 9)

13. Verify the **Line** assigned is the **same** as the second **Title Premium – Outside Title** entry (step 10)



Description: Revenue Sharing Income Net (Gr Prem)

Transaction code:

Issued date: Effective date:

Calculate Charge

Minimum charge: Maximum charge:

Charge based on: Amount:

Multiplication %: % ☐ Calculate charge per \$1000

Adjustment: +/- Seller pay: %

Charge: Taxable ☐ Line: CDF: 1 Title - Revenue Shi

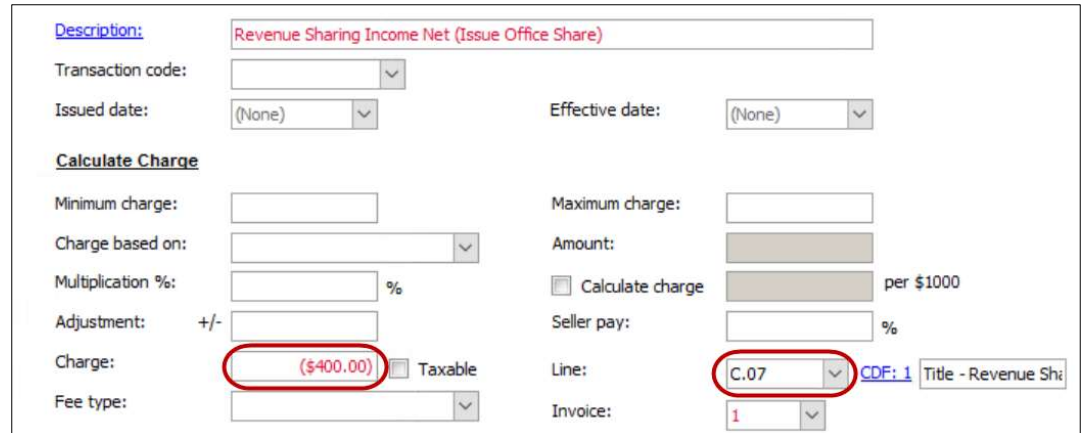
Fee type: Invoice:

IMPORTANT: The same CDF Line must be assigned to all entries.

Adding on Residential Escrow Only Orders

14. Highlight the **Revenue Sharing Income Net (Issue Office Share)** entry in the grid

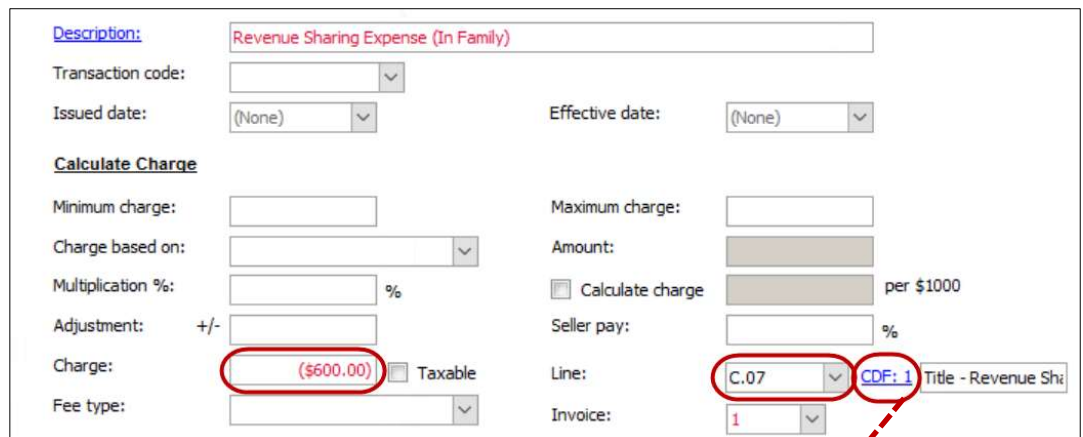
15. Verify the **Charge** field entry is the amount due to the **T2-outside** Title Company and is entered as a **negative** number; update as needed



16. Verify the **Line** assigned is the **same** as the second **Title Premium – Outside Title** entry (step 10)

17. Highlight the **Revenue Sharing Expense (In Family)** entry in the grid

18. Verify the **Charge** field entry is the amount due to Escrow and is entered as a **negative** number; update as needed

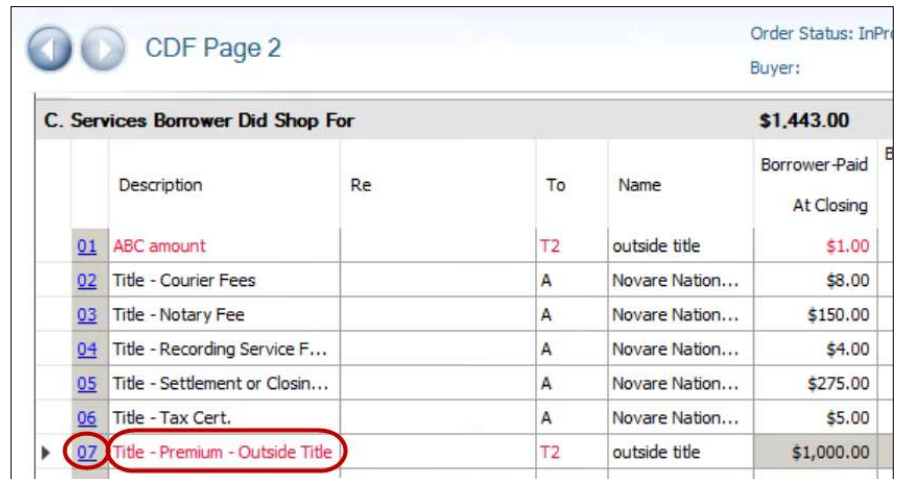


19. Verify the **Line** assigned is the **same** as the second **Title Premium – Outside Title** entry (step 10)

20. Click the **CDF: 1** link to navigate to the **CDF Page 2** screen

21. In the **Description** field of the **Line** assigned (**Step 19**), enter **Title - Premium – Outside Title**

22. Click the **Line** number link



C. Services Borrower Did Shop For					\$1,443.00
	Description	Re	To	Name	Borrower-Paid At Closing
01	ABC amount		T2	outside title	\$1.00
02	Title - Courier Fees		A	Novare Nation...	\$8.00
03	Title - Notary Fee		A	Novare Nation...	\$150.00
04	Title - Recording Service F...		A	Novare Nation...	\$4.00
05	Title - Settlement or Closin...		A	Novare Nation...	\$275.00
06	Title - Tax Cert.		A	Novare Nation...	\$5.00
07	Title - Premium - Outside Title		T2	outside title	\$1,000.00

Adding on Residential Escrow Only Orders

23. On the **Title – Revenue Sharing Expense (In Family)** entry, from the **To-code** drop-down select **T2**

24. Click the **Payors** tab, verify **Code = T2**

C. Services Borrower Did Shop For
Charges for Line 07

Description	Re	To	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid By Others
1 Title - Title Premium - Outside Title		T2	\$1,000.00				
2 Title - Revenue Sharing Income Net (Gr Prem)		A	\$1,000.00				
3 Title - Revenue Sharing Income Net (Issue Office Share)		A	(\$400.00)				
▶ 4 Title - Revenue Sharing Expense (In Family)		T2	(\$600.00)				

Detail: **Payors** Payees

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
T2	outside title	\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	BA	Reduce Funds	NBE
SA			<input type="checkbox"/>	<input type="checkbox"/>	SA		

25. Click the **Close** button

26. Navigate to the **Order Transactions** screen

27. Verify the **Disbursements** to the **A-** and **T2**-Contacts; click the **Group** link to view the detail if needed

Order Transactions Order Status: InProcess
Buyer: Tra

Receipts:

CDF	Code	Name	Amount	Details
▶ 1	BA		\$201,700.80	From Buyer
1	L	Security Service Federal Credit Union, ISAQA	\$400,000.00	Loan Funding...

Σ **Total: \$601,700.80**

Disbursements:

CDF	Code	Name	Amount	Held	Details
1	A	Novare National Settlement Service, a Division of...	\$1,042.00	<input type="checkbox"/>	Group...
1	T2	outside title	\$401.00	<input type="checkbox"/>	Group...
1	AT2	Robertson Architects/William H. Morgan et al...	\$125.00	<input type="checkbox"/>	CDFLine B.02

Disbursement Details for T2

Available to Group:

Code	Amount	Details

Grouped:

Code	Amount	Details
T2	\$1,000.00	CDFLine C.07
T2	\$1.00	CDFLine C.01

Less Reductions:

CDF	Code	Name	Amount	Details
▶ 1	T2	outside title	\$600.00	CDFLine C.07