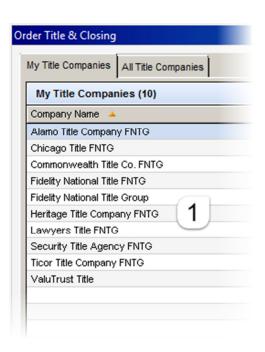
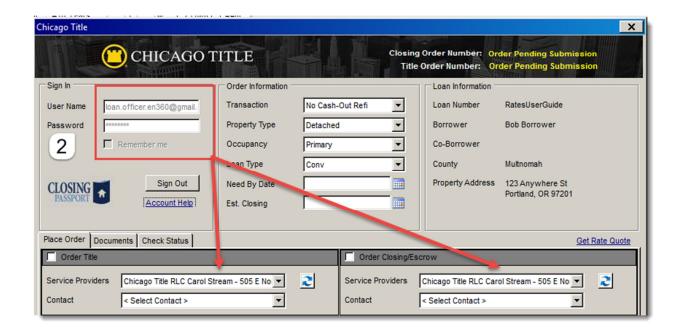


# User Guide: Retrieving Rate Quotes from Fidelity National Title Group As an Encompass User



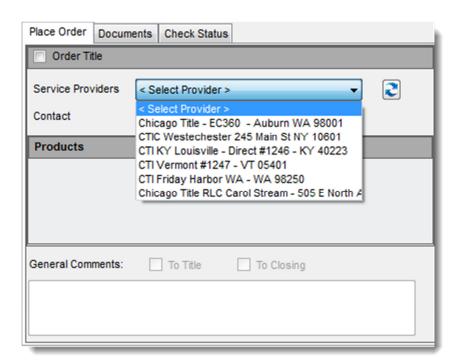
1. Open 'Order Title and Closing' from the Services tab and select the FNTG brand from the 'My Title Companies' tab

2. The User Interface opens with the loan data from the Encompass order. Enter the FNTG User Name and Password.

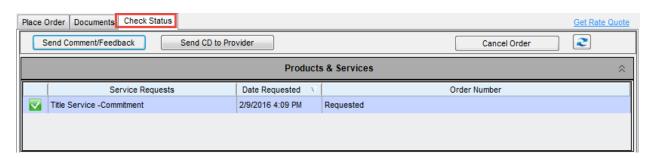


a. If the user can order Title or Closing/Escrow services, the user's Service Providers will be automatically entered in the 'Service Providers' fields, as shown above.

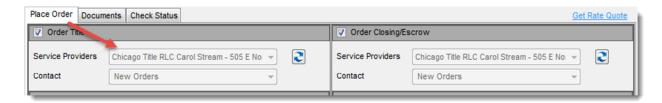
b. If the user works with more than one branch, the user can select the desired Service Provider for the Rate Quote. The Rate Quote Calculator will automatically pull in the title insurance policy or policies that have been set up for the user by FNTG. However, it is not necessary to select a 'Service Provider' to get a Rate Quote.



c. If title or escrow/closing services had previously been ordered through the FNTG integration, it would open to the Check Status screen.



At the 'Place Order' tab, the 'Service Providers' fields are locked and show the branch from which Title or Closing/Escrow services were ordered.



d. If no providers have been configured for the user to order Title or Closing/Escrow services, the following message will appear:



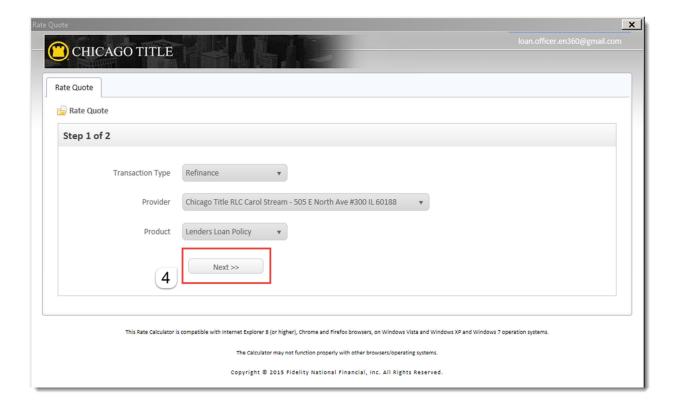
However, it is NOT necessary for an Encompass user to be configured to order title or closing/escrow services, for the user to obtain a rate quote.

# 3. Select 'Get Rate Quote'

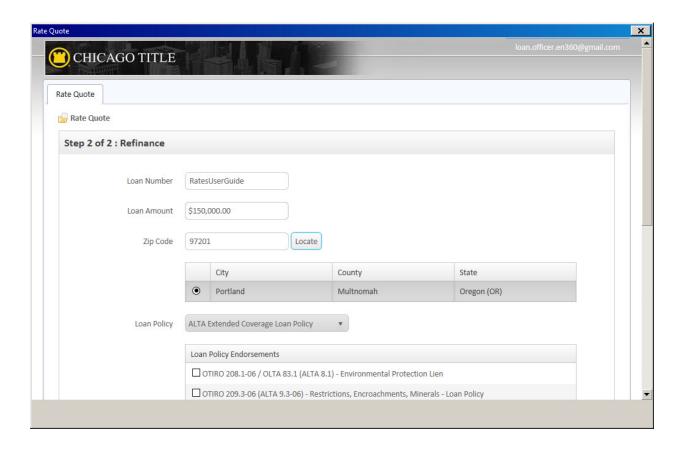


4. The 'Transaction Type', 'Provider' and 'Product' will automatically populate the required information from the loan file and FNTG account. Any field may be changed based on the user's FNTG account settings.

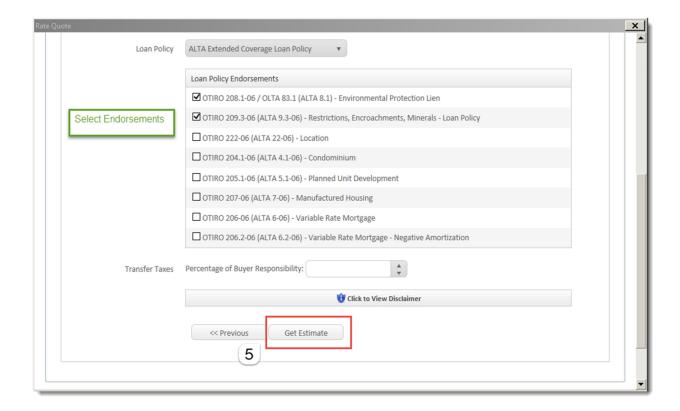
Select 'Next'.



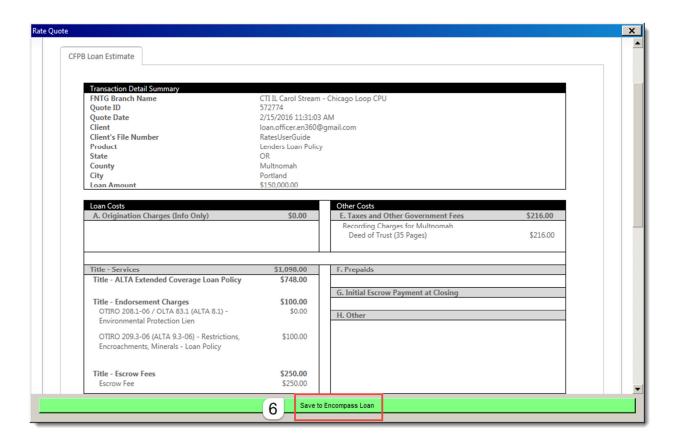
5. At Step 2 of 2, 'Loan Number', 'Loan Amount', and property location information will automatically populate based on the loan file data.



Select any required endorsements, Buyer/Seller transfer tax split, if applicable, and click 'Get Estimate'.

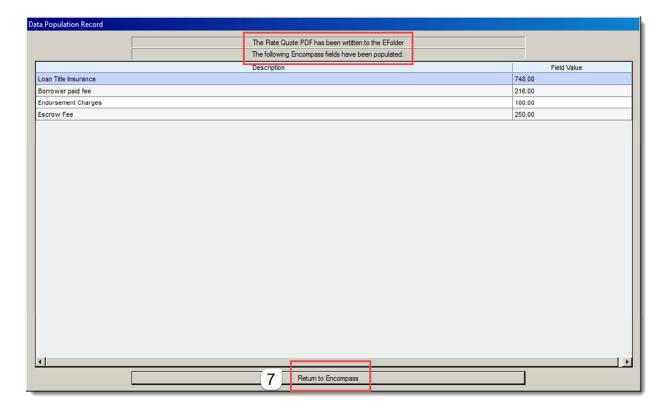


**6.** To save the Rate Quote and associated rate quote data to the Encompass loan file, select 'Save to Encompass Loan'.



7. The resulting Data Population Record reports whether the Rate Quote .pdf file was successfully written to the eFolder and what charges and fees have been written to the Itemization form in the Encompass loan file.

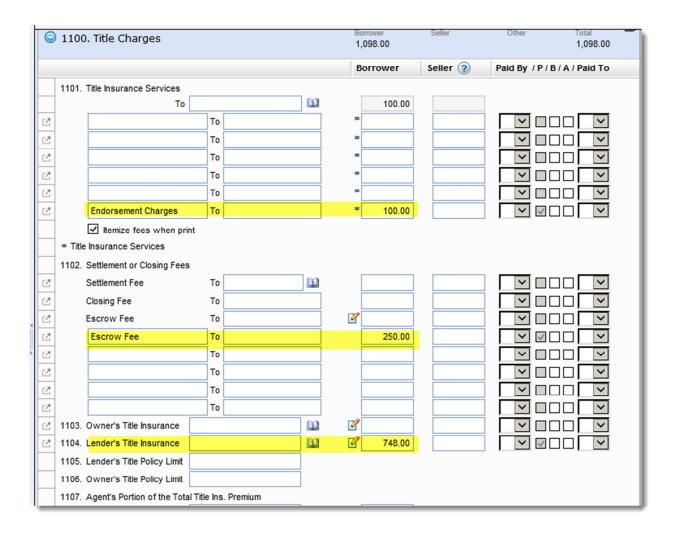
Select 'Return to Encompass' and close out of the FNTG integration.



# Back in the Encompass loan file . . . .

#### The 2015 Itemization Form:

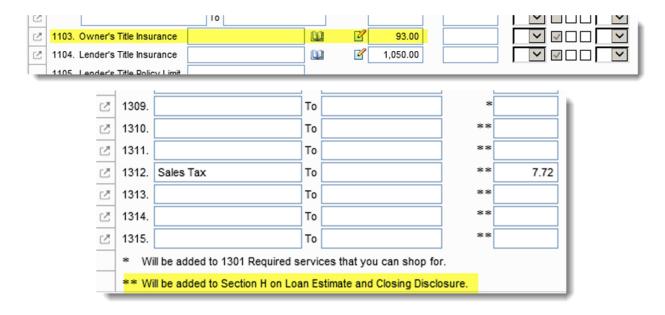
The title and escrow charges have been written to the 1100 section of the Itemization form.



Recording fees have been written to the 1200 section of the Itemization form.

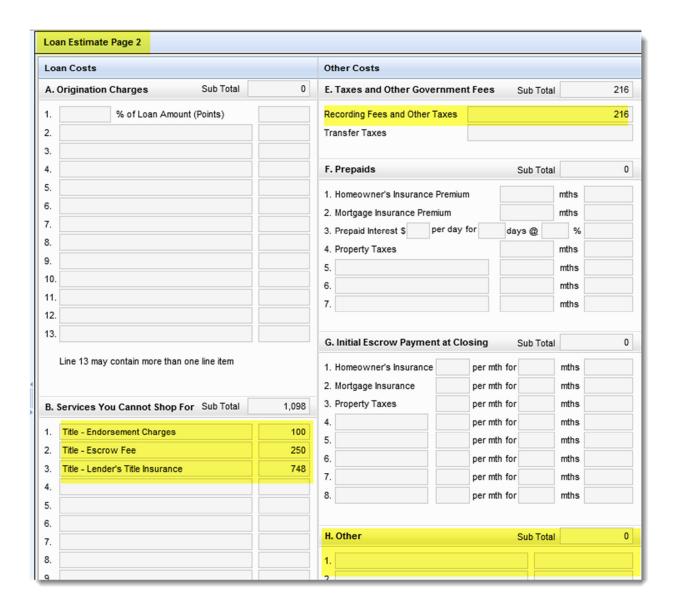


In Purchase orders, the Owner's Title Insurance Premium is written to Line 1103 and other CD Section H charges are written to Lines 1310- 1315.



#### The Loan Estimate Form:

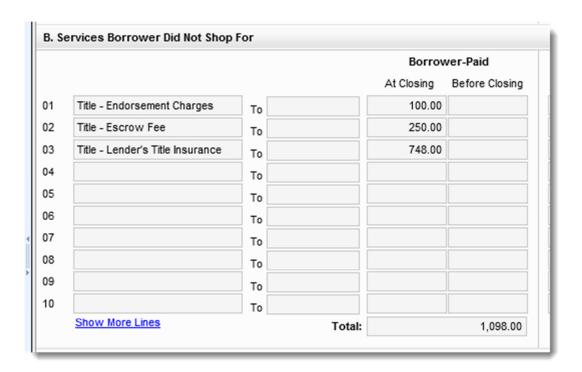
Encompass automatically pushes these fees and charges to page 2 of the Loan Estimate form:



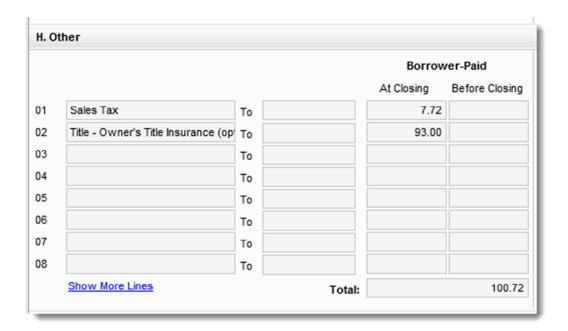
Note: The amounts are rounded up in the Loan Estimate form.

# The Closing Disclosure Form:

Fees and charges are also pushed to Sections B, E and H of the CD:

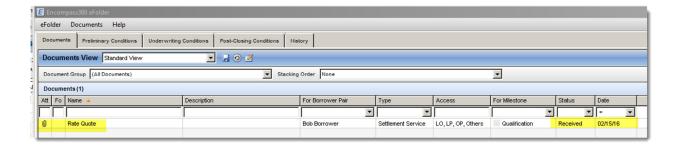




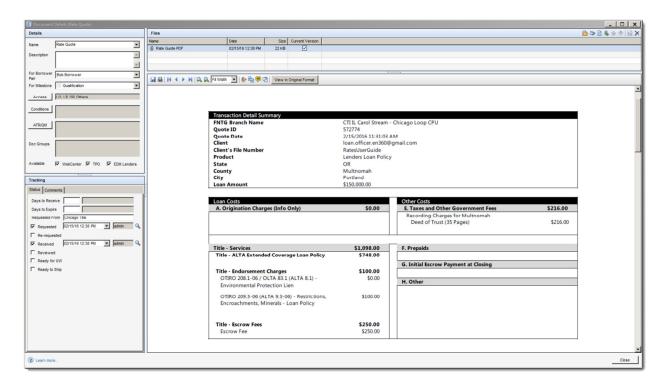


# **The Rate Quote PDF:**

The Rate Quote .pdf file can be accessed from the Documents tab of the eFolder:



When the user opens the .pdf file, the Rate Quote is shown:



The Rate Quote can be opened in the user's .pdf reader where it can be printed, saved to another file or attached to an email, depending on the functionality of the user's .pdf reader.

The user has now successfully retrieved a rate quote, saved it and viewed the .pdf from the eFolder.

#### Other info:

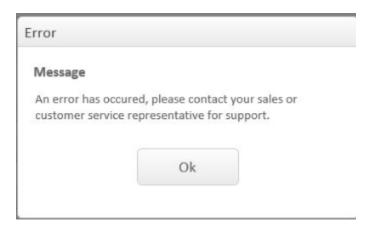
- 1. A user can retrieve multiple quotes. When the user selects 'Save to Encompass Loan', the new quote data will overwrite the current rate quote data in the Itemization form.
- 2. If the order is a Purchase, owner's policy endorsements and other title charges specific to the owner's policy will be written to the 1300 section of the Encompass Itemization form and pushed to Section H of the Loan Estimate, page 2 and the Closing Disclosure, page 2.
- 3. Encompass 2.0 does not support GFE/HUD-1 rate quotes. However, if a user selects 'Save to Encompass', the quote will save to the eFolder and the fees will populate the Itemization form for the HUD-1. No GFE data is written back to the loan file and Owner's
  - endorsement fees and other policy charges will be in the 1300 section.

#### **Error Messages:**

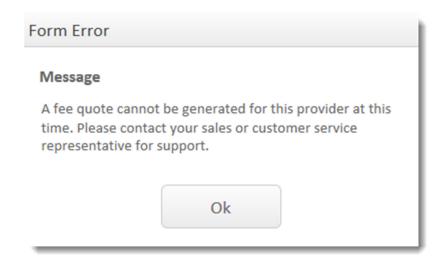
1. The following message may indicate that the Fidelity Rate Calculator or the National Rate Calculator is off line.

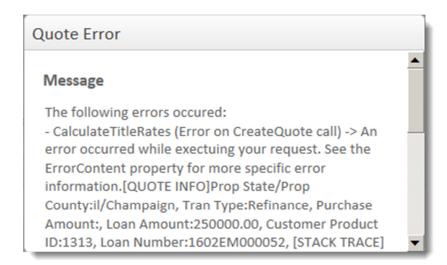


2. The following error message is usually seen after 'Get Estimate' has been selected at Step 2 of 2, and may indicate a title product configuration issue in the Fidelity Rate Calculator, or, a conflict between the data being sent to the Fidelity Rate Calculator and the data it requires to generate a quote.

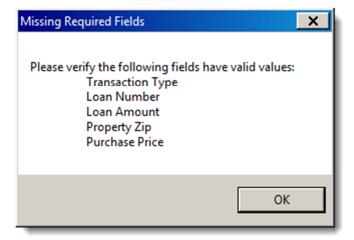


3. A 'Form Error' or 'Quote Error' may indicate that there has been an error getting title charges from the National Rate Calculator.





4. A 'Missing Required Fields' message indicates that one of the fields listed is not in the Encompass order.



#### **Known Issues:**

- **1.** Fidelity Rate Calculator will not return a quote where the loan number contains spaces or special characters.
- **2.** Currently, the Fidelity Rate Calculator will not return a quote for an IL refinance rate quote.