

# NTN - Black Knight Property Tax User Guide

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# Introduction

NTN - Black Knight Property Tax product, allows agents to order Tax Certificates via SoftPro 360. The NTN - Black Knight Property Tax integration with SoftPro 360 provides users with the ability to seamlessly place orders for NTN - Black Knight Property Tax's products & services and receive the results of those orders within SoftPro 360. Users will be able to submit an order, track the status of their requests and receive reports and data from NTN - Black Knight Property Tax all from within SoftPro 360.

## *Features*

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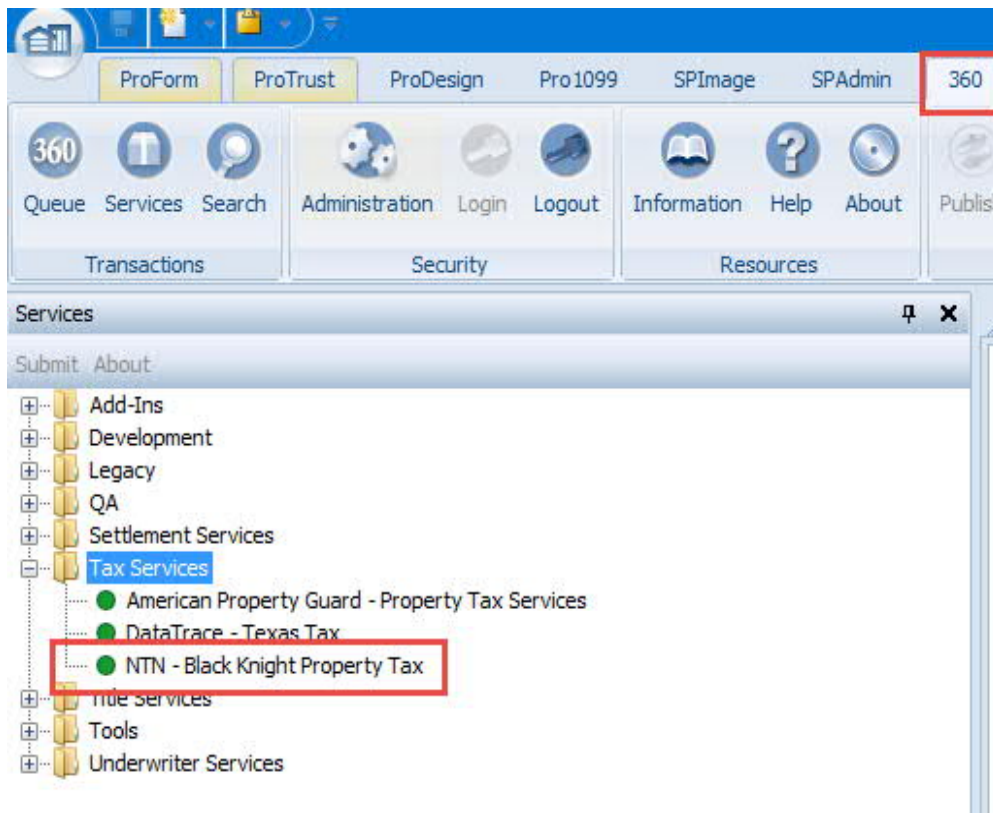
NTN - Black Knight Property Tax users can:

- Request NTN - Black Knight Property Tax products.
- Track the status of their requests.
- Preview documents and data returned from NTN - Black Knight Property Tax.
- Accept and attach documents to an order.

# Launching NTN - Black Knight Property Tax

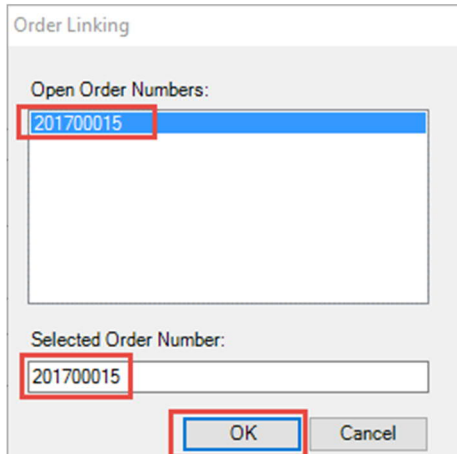
## *Access From The 360 Services Menu*

From the 360 → Services menu, double-click NTN - Black Knight Property Tax located under the Title Services folder. This will open the Order Linking screen:



## Select a ProForm Order for Your Search

You must link each transaction to a ProForm Order. If you already have ProForm order(s) open, they will be listed in the Order Linking dialog. The current active order will be selected & appear in the Selected Order Number field. Once you have confirmed the order, click OK:

The image shows a software dialog box titled "Order Linking". It contains two main sections. The first section is labeled "Open Order Numbers:" and features a list box with a single entry, "201700015", which is highlighted in blue. A red rectangular box is drawn around this entry. The second section is labeled "Selected Order Number:" and contains a text input field with the same value, "201700015", also highlighted with a red rectangular box. At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

1. Select an order from the list to populate the Selected Order Number field or manually enter an order number.
2. Click OK to navigate to the Welcome screen.

## Review and Submit Screen

The Review and Submit screen allows the user to edit the contact name and email for user ordering the product, select the Property (if multiple properties exist on the order), add special instructions and review additional Order Information before submitting a request to NTN – Black Knight Property Tax.

NTN - Black Knight Property Tax 2018040007 PA

**Review and Submit**

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Requestor: #1 Settlement Services

Contact name: Melissa Taylor

Email address: melissa.taylor@softprocorp.com

Property(s):

Property Address	City State Zip
<input checked="" type="checkbox"/> 9876 West Avenue	Austin TX 12345

Special Instructions:

[Order Information](#)

Back Submit Cancel

- Requestor: Settlement Agent contact entered in PF order will populate this field. For Title Only orders, the Title Company contact will populate this field.
- Contact Name: Defaults to the name of the logged in 360 user; however, this information can be edited if the request is being submitted for another user.
- Email Address: Defaults to the email address of the logged in 360 user; however, this information can be edited if the request is being submitted for another user.
- Property(s): Information for the properties added within the ProForm order will populate into the fields. The user can send a request for all properties or choose the property(s) to be submitted with the request.
  - Changes to the property information will have to be done within the ProForm order.
- Special Instructions: Ability to add any special instructions to include with the request. The notes do not pull from the ProForm order and are not written back to the order.
- Order Information: Click this link to view property information from your order that will be included in your request to NTN - Black Knight Property Tax. See the [order Information](#) section of this guide for more detail.

## Order Information

The Order Information screen is Read-only and displays the additional order information that will be sent to NTN - Black Knight Property Tax. After reviewing, click the Close button:

**Order Information**

The following information will be sent with your order.

Property:

9876 West Avenue, Austin, TX 12345

County	BEXAR
State	TX
Parcel Number	1001709 ,1001709
Legal Description	
Transaction Type	Purchase
Sales Price	450000

Parties:

Type	Name
Buyer	Brandon Buyer
Buyer	SoftPro
Seller	Sally Seller

Close



## Accepting Data & Document(s)

In the 360 queue the transaction status will show as 'ready' when data and documents have been sent from NTN - Black Knight Property Tax. The transaction status will be 'READY' which indicates a response has been received and is ready to be reviewed. The user will click next step to review the data and documents.

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## Review Screen

The Review screen allows the user to view, copy, and accept documents from NTN - Black Knight Property Tax into the Select order.

**NTN - Black Knight Property Tax TaxHub00022qqq**

**Review Data**

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Select All Select None Field Codes

Groups Data

	Name	Current Value	New Value
<input checked="" type="checkbox"/>	Name	Current Value	New Value
<input checked="" type="checkbox"/>	State	CA	CA
<input checked="" type="checkbox"/>	Zip	93301	96130
<input checked="" type="checkbox"/>	Telephone	(661) 868-3490	(530) 251-8221
<input checked="" type="checkbox"/>	Parcel Number	1111111111	11111111
<input checked="" type="checkbox"/>	Note		Tax Status: Paid Payee
<input checked="" type="checkbox"/>	Parcel Number		22222222

Documents

	View	Copy	File Name	File Size	Transferred
<input checked="" type="checkbox"/>			Tax Certificate.pdf	5615	100%

Accept Reject Cancel

- View: View documents sent from NTN - Black Knight Property Tax.
- Copy: Save a copy of the document to the clipboard.
- Accept: Attach the document(s) to the Select order.
- Overwrite Requirements/Exceptions: When this option is checked, requirements and exceptions saved to the ProForm order will be removed and only the latest requirements and exceptions will be added to the ProForm order.

The accepted documents will be saved in SmartView.

## County Taxes Screen

Tax information provided by NTN - Black Knight Property Tax that is to be prorated will be added to the County Taxes screen in the ProForm order.

**County Taxes**

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**Tax Status & Dates**

County taxes or other purpose:

Tax payment status:

[County taxes lookup code:](#)

Current tax period from:  Through:

Current tax period proration date:

Seller's portion is:  days of  ☐ Use 30-day months

Show tax figures on CDF:  ☐ Show tax figures as POC

**Tax Amounts**

Tax computation method:

Real property tax:  Additional:  For:

Seller's non-prorated personal tax:  Additional:  For:

Line:  ☐ POC

Total tax:

Prepaid tax:

Escrow to be based on:  Additional:  For:

Escrow total:  Months:  Line:  [CDF: 1](#)

**Taxing Authority / Disbursement**

Taxing authority:

Account #:

**Tax Prorations**

(---) No buyer proration:  Buyer tax period:  To:

(---) No seller proration:  Seller tax period:  To:

- Real Property tax: Tax amount to be prorated
- Account #: Parcel ID associated with the tax amount provided

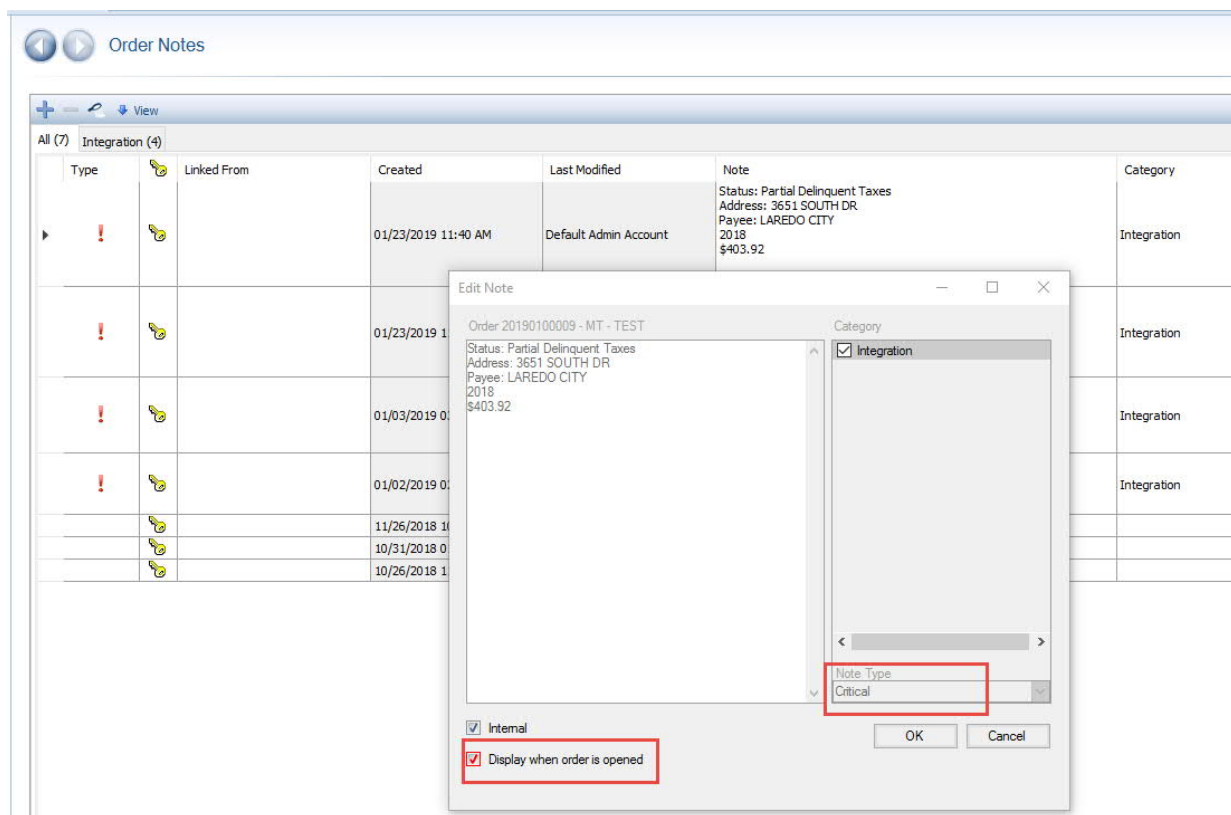
## Notes

Tax information to include; delinquent taxes, partial delinquent taxes and open taxes, provided by NTN - Black Knight Property Tax will be added to the Notes screen in the ProForm order. HOA information and exemption information will also be included in the notes.

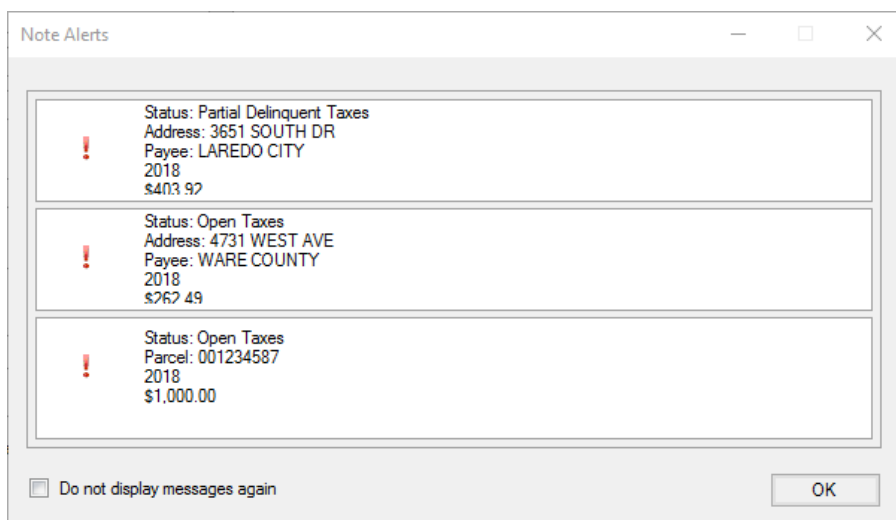
The screenshot shows the SOFTPRO 360 application interface. The top navigation bar includes tabs for ProForm, ProTrust, ProDesign, Pro1099, SPImage, SPAdmin, and 360. The 'Order' tab is active, and the 'Notes' icon is highlighted with a red box. The main content area is titled 'Order Notes' and displays a table of integration notes for 'Order 20190100009 - MT - TEST'.

Type	Linked From	Created	Last Modified	Note	Category
!		01/23/2019 11:40 AM	Default Admin Account	Status: Partial Delinquent Taxes Address: 3651 SOUTH DR Payee: LAREDO CITY 2018 \$403.92	Integration
!		01/23/2019 11:40 AM	Default Admin Account	Status: Open Taxes Address: 4731 WEST AVE Payee: WARE COUNTY 2018 \$252.49	Integration
!		01/03/2019 03:45 PM	Default Admin Account	Status: Delinquent Taxes Address: 5621 EAST SIDE AVE Payee: WEBB COUNTY 2017 \$678.37	Integration
!		01/02/2019 02:25 PM	Default Admin Account	Status: Open Taxes Parcel: 001234587 2018 \$1,000.00	Integration
		11/26/2018 10:06 AM	Default Admin Account	Property - 1 Exemption Type: Homeowners	
		10/31/2018 01:38 PM	Automation Account	Property - 1 Exemption Type: Homeowners	
		10/26/2018 11:26 AM	Automation Account	Property - 1 Exemption Type: Homeowners	

The note will be marked as critical and the box will be checked to 'Display when order is opened' to create the alert on the order.



The alert will be presented to the user when opening an order.



- With permission the user can check the 'Do not display messages again' checkbox to avoid seeing the pop up upon future order access.