



# E-Closing<sup>SM</sup> Integrations

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## User Guide

Provided by





## E-Closing Full Suite Reference Manual

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# E-Closing Full Suite Reference Manual

**Welcome** E-Closing is a definitive web-based real estate, title, escrow and closing software application. It allows users to easily and efficiently manage all aspects of a company's closing process.

A company can also allow outside contacts access to certain features of E-Closing through a secure web connection, which makes E-Closing a very flexible program that can stand up to the demands of the title processing industry.

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## Navigation

A Web Based application
Access through an internet browser program, such as Microsoft's Internet Explorer or Mozilla/Firefox
The pages within E-Closing behave just like pages on the Internet <ul style="list-style-type: none"><li>• Actions are performed by a single mouse click</li><li>• Click on hyperlinks to access different pages within E-Closing</li><li>• Menus are roll over menus, simply place the mouse pointer over the top of the menu and select the desired screen</li><li>• Data is saved by clicking the <b>Update</b> tab at the bottom of each page.</li><li>• The pages are dynamic, each page is recreated every time the user updates the screen</li><li>• Do not use the browser back or forward button, those will link to out of date information</li></ul>

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## Built in Keyboard Commands

Standard built in key board commands are active for navigating through fields and pages. <ul style="list-style-type: none"><li>• Tab Key: navigates from field to field</li><li>• Space Bar: check/uncheck a box or select/unselect a radio button</li><li>• Arrow Keys: scroll through drop down menu options within fields</li><li>• Return: click buttons that are shaded</li></ul>
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## Basic Command Buttons

Clicking a command button automatically performs an action such as: <ul style="list-style-type: none"><li>• Update, Continue, Delete, Find Files</li><li>• Advances the user to the next step in the process or next page</li><li>• The information entered is modified or deleted, then processed and saved</li></ul>
<b>Note:</b> When entering dates and times, punctuation is not needed <ul style="list-style-type: none"><li>• Date Format: MMDDYY (1999 and earlier enter all four digits of the year)</li><li>• Time Format: HHMM ex., 1230 or 0730</li></ul>

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## E-Closing Full Suite Reference Manual, Continued

### Website Review

Website address: <a href="http://www.e-closing.com">www.e-closing.com</a>
Hours of operation: Monday through Friday 8:00 AM to 5:00 PM EST
Upper Right hand corner of the screen <ul style="list-style-type: none"><li>• E-Closing Telephone Number: 603.485.7951</li><li>• E-Closing <b>Login</b> highlighted in green</li></ul>
<b>Note:</b> Mozilla Firefox or Internet Explorer are preferred browsers.



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### Whiteboard

Command Central of E-Closing <ul style="list-style-type: none"><li>• First screen seen at log in and last screen seen at log out</li><li>• Screen can be customized per user preference</li><li>• The <b>Quick Filters</b> feature allows additional sorting options</li><li>• All active files will be viewed</li><li>• Files are listed in alternating colors, blue and white</li></ul>
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### Whiteboard View

Upper Right Hand Corner of Screen <ul style="list-style-type: none"><li>• Announcement Field</li><li>• E-Closing Help Center</li><li>• Live Remote Trainings – <b>REGISTER FOR LIVE TRAINING HERE!</b></li><li>• System Updates </li><li>• Help Videos </li></ul>
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### Announcement Field

<b>Relates to E-Closing news, system updates and/or current industry changes.</b>
Click on Announcement Field link <ul style="list-style-type: none"><li>• Result &gt; Current Announcement appears</li></ul>

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## E-Closing Full Suite Reference Manual, Continued

**E-Closing Help Center** Stay informed with the latest E-Closing system updates, announcements and participate with the E-Closing community.

Click **E-Closing Help Center** link  
Result > **Help Center** screen appears


- Community Help
- Tips & Tricks
- Participate in Community Forums
- Announcements
- Recent Releases
- TRID TIPS
- Wednesday Webinar Series

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### Help Videos



Brief help videos on various topics within E-Closing such as, Create New File, Escrow Accounting and Back Office functions.


- Click on the icon, 
- Result > **Help Video** menu opens
  - Select desired video topic and click
  - Result > Video will open and start playing

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### System Updates



This screen has a listing of all recent E-Closing system updates.

- Click on the icon, 
- Result > Release Notes will appear in date order
  - Scroll to read all notes

## E-Closing Full Suite Reference Manual, Continued

### Whiteboard Elements

<b>Menu Bar – from left to right</b> <ul style="list-style-type: none"><li>• Log Out</li><li>• Select File</li><li>• Escrow Accounting</li><li>• Documents</li><li>• Back Office</li><li>• Change Password</li></ul>
<b>Status Legend</b> <ul style="list-style-type: none"><li>• <b>Status Legend</b> = Option to customize events and tasks that can be tracked within each file</li><li>• The <b>Event Status</b> column shows the assigned event in color coded blocks</li></ul> <p><b>Note:</b> View the video webinar, <b>Organization and Process Flow using the Status Legend</b> to learn more about the Status Legend and Event Checklists. Click <b>the E-Closing Help Center</b> from the Whiteboard, scroll to the bottom of the page to the <b>Wednesday Web Series</b> to view the webinar.</p>
<b>Active Files</b> <ul style="list-style-type: none"><li>• All active files are viewed on the Whiteboard</li><li>• Multiple files can be opened simultaneously</li><li>• A new window or tab opens once an action is completed</li><li>• Clicking on any file data from the Whiteboard will open the File Summary page</li></ul>

### Back Office

The Back Office menu allows users to establish companywide settings.
The screen options are: <ul style="list-style-type: none"><li>• Events Menu</li><li>• Rolodex Menu</li><li>• Document Menu</li><li>• Misc Menu</li><li>• E-Closing Connect</li><li>• Data Export</li></ul>

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## E-Closing Full Suite Reference Manual, Continued

**Events Menu** The Events menu enables users to create an electronic checklist to track all the tasks needed to be completed in the file process.

Available Menu Options:

- **Manage Events List** (pre populated events / can also be customized)
- **Manage Checklist** (created by user / customized to company preferences)

Follow the steps below to create an event:

Step	Action																				
1	From the Whiteboard, Select <b>Back Office &gt; Events Menu &gt; Manage Events List Result &gt; Select Event List</b> screen appears																				
2	Click <b>Add a New Event to Schedule</b> Result > <b>Event List Maintenance</b> screen appears <b>Note:</b> Users have the option to select an existing event to edit.																				
3	<p><b>Enter the information in the applicable fields:</b></p> <table border="1"> <tbody> <tr> <td>a. <b>Event Code</b> – Enter a Code Name (creates the event in the system – use alpha characters only)</td> <td>b. <b>Event Name</b> – Enter the Name (how the event will appear on the Status Legend and Checklist)</td> </tr> <tr> <td>c. <b>Sort Order</b> (how the events are displayed chronologically – presorted in increments of 10)</td> <td>d. <b>Time Length</b> – disregard this field</td> </tr> <tr> <td>e. <b>Email Notify</b> – select <b>Yes</b>, to receive Email notifications when event status is changed or select <b>No</b> for no notification</td> <td>f. <b>Schedule Color</b> – select a color for each event which will appear in the Status Legend</td> </tr> <tr> <td>g. <b>Show Status</b> – select <b>Yes</b> – allows the event to be seen on the <b>Status Legend</b></td> <td>h. <b>Mark as Overdue</b> – click on the drop down and select the applicable option for overdue notification</td> </tr> <tr> <td>i. <b>Checklist Eligible</b> – select <b>Yes</b> – allows the event to be placed on a checklist</td> <td>j. <b>Show on Complete Event page</b> – select <b>Yes</b> – allows the event to appear on <b>File Summary</b> screen</td> </tr> <tr> <td>k. <b>Automatically Schedule</b> – select the file contact to receive the notification email</td> <td>l. <b>Send notification email to</b> – enter specific email address to receive the notification email</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Disregard the following fields:</b></td> </tr> <tr> <td>m. <b>Block End Date Only</b></td> <td>n. <b>Exclude from Calendar</b></td> </tr> <tr> <td>o. <b>Data Item Panel</b></td> <td>p. <b>Display Panel</b></td> </tr> <tr> <td>q. <b>Sort Item Panel</b></td> <td>r. <b>Sort Panel</b></td> </tr> </tbody> </table> <p><b>Note:</b> Fields listed m-r are related to the Calendar feature that is not currently offered.</p>	a. <b>Event Code</b> – Enter a Code Name (creates the event in the system – use alpha characters only)	b. <b>Event Name</b> – Enter the Name (how the event will appear on the Status Legend and Checklist)	c. <b>Sort Order</b> (how the events are displayed chronologically – presorted in increments of 10)	d. <b>Time Length</b> – disregard this field	e. <b>Email Notify</b> – select <b>Yes</b> , to receive Email notifications when event status is changed or select <b>No</b> for no notification	f. <b>Schedule Color</b> – select a color for each event which will appear in the Status Legend	g. <b>Show Status</b> – select <b>Yes</b> – allows the event to be seen on the <b>Status Legend</b>	h. <b>Mark as Overdue</b> – click on the drop down and select the applicable option for overdue notification	i. <b>Checklist Eligible</b> – select <b>Yes</b> – allows the event to be placed on a checklist	j. <b>Show on Complete Event page</b> – select <b>Yes</b> – allows the event to appear on <b>File Summary</b> screen	k. <b>Automatically Schedule</b> – select the file contact to receive the notification email	l. <b>Send notification email to</b> – enter specific email address to receive the notification email	<b>Disregard the following fields:</b>		m. <b>Block End Date Only</b>	n. <b>Exclude from Calendar</b>	o. <b>Data Item Panel</b>	p. <b>Display Panel</b>	q. <b>Sort Item Panel</b>	r. <b>Sort Panel</b>
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o. <b>Data Item Panel</b>	p. <b>Display Panel</b>																				
q. <b>Sort Item Panel</b>	r. <b>Sort Panel</b>																				
4	Click <b>Update Event List</b> to save <b>Note:</b> To delete an Event, click <b>Delete Event</b>																				

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## E-Closing Full Suite Reference Manual, Continued

### Events Menu, (continued)

Follow the steps below to Create a New Checklist:

Step	Action						
1	From the Whiteboard, Select <b>Back Office &gt; Events Menu &gt; Manage Checklist Result &gt; Checklist Management</b> screen appears						
2	Select <b>Create a New Checklist Name</b> Result > <b>New Checklist</b> screen appears <b>Note:</b> Users have the option to select an existing checklist to edit.						
3	Enter the customized name in the <b>Checklist name</b> field <b>Note:</b> The checklist name can be customized based on company preference.						
4	Click <b>Create a New Checklist Event:</b> Result >The following fields populate: <table border="1" data-bbox="483 625 1250 892"> <tr> <td><b>Event</b> (select an event from the drop down)</td> <td></td> </tr> <tr> <td><b>a. Schedule Basis</b> (select time period from the drop down)</td> <td><b>b. Offset (Days)</b> (how many days from the schedule basis)</td> </tr> <tr> <td><b>c. Completion Basis</b> (select time period from the drop down)</td> <td><b>d. Offset (Days)</b> (how many days from the completion basis)</td> </tr> </table> <p><b>Note:</b> Option to select one of three time periods that E-Closing can recognize; <b>File Creation, Close Date</b> and <b>File Close</b> for the <b>Schedule</b> and <b>Completion Basis</b>. These time periods will determine the beginning and ending dates of an individual event.</p>	<b>Event</b> (select an event from the drop down)		<b>a. Schedule Basis</b> (select time period from the drop down)	<b>b. Offset (Days)</b> (how many days from the schedule basis)	<b>c. Completion Basis</b> (select time period from the drop down)	<b>d. Offset (Days)</b> (how many days from the completion basis)
<b>Event</b> (select an event from the drop down)							
<b>a. Schedule Basis</b> (select time period from the drop down)	<b>b. Offset (Days)</b> (how many days from the schedule basis)						
<b>c. Completion Basis</b> (select time period from the drop down)	<b>d. Offset (Days)</b> (how many days from the completion basis)						
5	Click <b>Update Checklist Event</b> to save <b>Note:</b> To delete a Checklist Event, click <b>Delete Checklist Event</b>						
6	Repeat step 4 until all events have been added to the checklist						
7	Update <b>Checklist Name</b> to save						

### Rolodex Menu

The Rolodex menu stores all company and outside contact information that can be selected within a file at the click of the mouse, eliminating duplicate keystrokes and saving time.

- Rolodex entries can also be added from within the file, when the **NEW** tab appears next to the contact field
- Contacts within the company are entered in the initial company set up. A contact can be entered multiple times according to the role within the company. For example, a separate entry can be made for an individual that is a Processor, Closer, Attorney and/or Notary
- Current Rolodex entries can only be edited from the Rolodex in the Back Office

*Continued on next page*

## E-Closing Full Suite Reference Manual, Continued

### Rolodex Menu, (continued)

#### Follow the steps below to create a New Rolodex Company Entry:

<b>1</b>	From the Whiteboard, Select <b>Back Office &gt; Rolodex Menu &gt; Manage Rolodex Result &gt; Rolodex Management</b> screen appears														
<b>2</b>	Click <b>Add a new rolodex Company</b>														
<b>3</b>	Enter the information in the applicable fields <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <b>a. Company name</b> - Legal Name of the Company </td> <td style="width: 50%; padding: 5px;"> <b>b. Status</b> –Active when creating a new entry  <b>Note:</b> Other status options are Inactive or Deleted. These options are used when editing the Rolodex </td> </tr> <tr> <td style="padding: 5px;"> <b>c. Name as insured</b> – How the lender’s name will appear on the title document.  <b>Note:</b> The field is large enough to add additional language after the lender’s name. For example; ISAOA/ATIMA, abbreviated or typed out. </td> <td style="padding: 5px;"> <b>d. Business type:</b> Select applicable <b>Business type</b> from drop down  <b>Note:</b> Selecting Lender or Mortgage Broker will open multiple address fields. If only one address is used, enter the address in the Mortgage Address field and that address will populate to the other address blocks. </td> </tr> <tr> <td style="padding: 5px;"> <b>e. Sort Order</b> - Only applicable if multiple entries for same company are created </td> <td style="padding: 5px;"> <b>f. Org Type</b> - (optional) </td> </tr> <tr> <td style="padding: 5px;"> <b>g. Phone</b> - Punctuation not required, system will autofill </td> <td style="padding: 5px;"> <b>h. Fax</b> Punctuation not required, system will autofill </td> </tr> <tr> <td style="padding: 5px;"> <b>i. Email</b> (optional) </td> <td style="padding: 5px;"> <b>j. Zipcode</b> - Once entered E-Closing will auto populate the City, County and State </td> </tr> <tr> <td style="padding: 5px;"> <b>k. Fed. ID Nbr</b> </td> <td style="padding: 5px;"> <b>l. Corporate Entity</b> - (optional) </td> </tr> <tr> <td style="padding: 5px;"> <b>m. License and State License</b> – These fields will only populate when the Company, Settlement Agency, Lender, Mortgage Broker or Real Estate Broker are selected in the Business type field </td> <td style="padding: 5px;"> <b>n. Website</b> – (optional) </td> </tr> </table>	<b>a. Company name</b> - Legal Name of the Company	<b>b. Status</b> –Active when creating a new entry <b>Note:</b> Other status options are Inactive or Deleted. These options are used when editing the Rolodex	<b>c. Name as insured</b> – How the lender’s name will appear on the title document. <b>Note:</b> The field is large enough to add additional language after the lender’s name. For example; ISAOA/ATIMA, abbreviated or typed out.	<b>d. Business type:</b> Select applicable <b>Business type</b> from drop down <b>Note:</b> Selecting Lender or Mortgage Broker will open multiple address fields. If only one address is used, enter the address in the Mortgage Address field and that address will populate to the other address blocks.	<b>e. Sort Order</b> - Only applicable if multiple entries for same company are created	<b>f. Org Type</b> - (optional)	<b>g. Phone</b> - Punctuation not required, system will autofill	<b>h. Fax</b> Punctuation not required, system will autofill	<b>i. Email</b> (optional)	<b>j. Zipcode</b> - Once entered E-Closing will auto populate the City, County and State	<b>k. Fed. ID Nbr</b>	<b>l. Corporate Entity</b> - (optional)	<b>m. License and State License</b> – These fields will only populate when the Company, Settlement Agency, Lender, Mortgage Broker or Real Estate Broker are selected in the Business type field	<b>n. Website</b> – (optional)
<b>a. Company name</b> - Legal Name of the Company	<b>b. Status</b> –Active when creating a new entry <b>Note:</b> Other status options are Inactive or Deleted. These options are used when editing the Rolodex														
<b>c. Name as insured</b> – How the lender’s name will appear on the title document. <b>Note:</b> The field is large enough to add additional language after the lender’s name. For example; ISAOA/ATIMA, abbreviated or typed out.	<b>d. Business type:</b> Select applicable <b>Business type</b> from drop down <b>Note:</b> Selecting Lender or Mortgage Broker will open multiple address fields. If only one address is used, enter the address in the Mortgage Address field and that address will populate to the other address blocks.														
<b>e. Sort Order</b> - Only applicable if multiple entries for same company are created	<b>f. Org Type</b> - (optional)														
<b>g. Phone</b> - Punctuation not required, system will autofill	<b>h. Fax</b> Punctuation not required, system will autofill														
<b>i. Email</b> (optional)	<b>j. Zipcode</b> - Once entered E-Closing will auto populate the City, County and State														
<b>k. Fed. ID Nbr</b>	<b>l. Corporate Entity</b> - (optional)														
<b>m. License and State License</b> – These fields will only populate when the Company, Settlement Agency, Lender, Mortgage Broker or Real Estate Broker are selected in the Business type field	<b>n. Website</b> – (optional)														
<b>4</b>	Click <b>Update Rolodex</b> to save														

**Note:** The Lender and Mortgage Broker Rolodex screens have additional fields in the center of the page. E-Closing will calculate the financial information and populate the data throughout E-Closing including the Financial Information screen and the Closing Disclosure.

Select from the drop down fields to answer questions based on Lender Instructions:

<b>Rescission Days</b>	<b>Days Per Year</b>	<b>Days per month</b>
<b>Count Saturdays</b>	<b>P&amp;I Rounding</b>	<b>Prepaid interest thru</b>
<b>Per Diem Decimals</b>	<b>Pay taxes due within</b>	
<b>Note:</b> Disregard <b>Old Style HUD</b> set up		

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## E-Closing Full Suite Reference Manual, Continued

Rolodex  
Menu  
(continued)

Follow the steps below to add an individual contact to a Company Rolodex entry:

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Rolodex Menu &gt; Manage Rolodex</b> Result > <b>Rolodex Management</b> screen appears
2	Search for the company or select from the <b>Business Type</b> dropdown to search by <b>Business Type</b> Result > <b>Rolodex Maintenance</b> screen appears
3	Select <b>Add a new contact for</b> “company name” under the company name Result > <b>Rolodex Management</b> screen appears.
4	The top portion of the screen will have all of the <b>Company</b> data > Scroll down the page to the <b>Contact</b> section
5	Enter the new contact name an email address <b>Notes:</b> The company address and telephone numbers will populate if the fields are left blank once the screen is updated. The following fields are <b>NOT</b> essential: Title, Schedule color, Level, Picture, Team, Position, Office
6	Select the applicable <b>Business type</b> from the drop down <b>Note:</b> The <b>Business Type:</b> Attorneys, Closers, Loan Originators and Real Estate Agents results in an additional field for <b>License</b> . Enter applicable NMLS, MLO and/or State Bar numbers to carry over to Page 5 of the Closing Disclosure. <b>Note:</b> Selecting the <b>Business Type: Notary</b> results in an additional field for the <b>Expiry</b> <b>Date</b> .
7	<b>E-Closing User</b> drop down: <b>No / Yes</b> - Select <b>Yes</b> to activate contact as an E-Closing Client Portal User. This feature allows secure, password protected Client Portal access to file related data and documents.

### Editing Rolodex Entries

Follow the steps below to edit a Rolodex entry:

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Rolodex Menu &gt; Manage Rolodex</b> Result > <b>Rolodex Management</b> screen appears
2	Select the <b>Business Type</b> from the <b>Business Type</b> drop down or enter the Company/Contact name in <b>Select by Company Name / Select by Contact Name</b> field Result > <b>Rolodex Maintenance</b> screen appears
3	Click the Company or Contact to be edited Result > <b>Rolodex Management</b> screen appears
4	Scroll to field appropriate fields to edit
5	Click <b>Update Rolodex</b> to save

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## E-Closing Full Suite Reference Manual, Continued

### Rolodex Menu, Changing a Rolodex Entry Status

Rolodex entries can be changed from an Active Status to an Inactive or Deleted Status. Inactive and Deleted entries will remain in the Rolodex but will not be an option to select in an Active file.

(continued)

Follow the steps below to edit the status:

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Rolodex Menu &gt; Manage Rolodex Result &gt; Rolodex Management</b> screen appears
2	Select existing rolodex entry from <b>Business Type</b> drop down or enter the Company/Contact name in <b>Select by Company Name / Select by Contact Name</b> field Result > <b>Rolodex Maintenance</b> screen appears
3	<b>Company Status:</b> <ul style="list-style-type: none"><li>• Click the <b>Status</b> drop down &gt; at upper right hand corner of the screen</li><li>• Option to select; Active / Inactive / Delete</li><li>• Proceed to Step 4</li></ul> <b>Contact Status:</b> <ul style="list-style-type: none"><li>• Click the <b>Status</b> drop down &gt; at lower center of the screen</li><li>• Option to select; Active / Inactive / Delete</li><li>• Proceed to Step 4</li></ul>
4	Click <b>Update Rolodex</b> to save

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## E-Closing Full Suite Reference Manual, Continued

**Document Menu** The Document menu is where users can create customized document packages from the E-Closing library of documents, create/edit Boilerplate Language and download the File Uploader software.

- All documents are generated when the user is in a specific file. E-Closing will populate documents in PDF, email or Word
- E-Closing will upload your customized documents as well as your letterhead

**Available Menu Options:**

- Manage Document Pkgs
- Manage Boilerplate
- Download File Uploader Software

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**Manage Document Pkgs**

**Follow the steps below to create a custom document package:**

1	From the Whiteboard, Select <b>Back Office &gt; Document Menu &gt; Manage Document Pkgs</b> Result > <b>Document Package Management</b> screen appears <b>Note:</b> Users have the ability to create a new package or edit an existing package.
2	Select <b>Create a New Package</b> Result > New <b>Package</b> screen appears
3	Enter the customized name in the <b>Package name</b> field
4	Select desired documents in the <b>Available Documents</b> box > once selected the document name will be highlighted in blue <b>Note:</b> Documents are listed alphabetically and can be searched using the keyboard shortcut, <b>Ctrl +F</b> > type in the name of document you are searching for and continue to search by using the up and down arrows > click on desired document.
5	Once the document is selected from <b>Available Documents</b> > use the arrow between the boxes to move the document to <b>Documents in Package</b>
6	Continue steps 4 and 5 until all desired documents have been added.
7	Click <b>Update Document Package</b> to save <b>Note:</b> To permanently delete a package, Click <b>Delete Document Package</b>

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## E-Closing Full Suite Reference Manual, Continued

### Manage Boilerplate

Boilerplates are blocks of text that users can create and customize, making them useful across different files. The boilerplates created contain text that never changes across files, “tags” that pull data previously entered in E-Closing, and a quick way to enter text that doesn’t fit either of the above.

Follow the steps below to create a new Boilerplate:

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Document Menu &gt; Manage Boilerplate</b> Result > <b>Manage Boilerplate</b> screen appears
2	Select <b>Create a new text block</b> <b>Result &gt; Boilerplate</b> screen appears <b>Note:</b> Users also have the option to select an existing Boilerplate to edit.
3	Enter <b>Name</b> of new Boilerplate and <b>Group by</b> <b>Note:</b> Users have the ability to group new Boilerplates in a new or existing group. Enter language in the <b>text box</b> <ul style="list-style-type: none"><li>• Some text is always present “The Boilerplate”</li><li>• Some text is populated from fields within E-Closing</li><li>• Some text is not entered in E-Closing</li></ul>
4	Replace text that is found in E-Closing with an ellipsis (...) > <b>Double click the Replacement Tag</b> to select <b>Note:</b> The tag will replace the first ellipsis in the text. Proceed in this manner until each ellipsis is replaced with the Replacement Tag.
5	Replace the text that changes from file to file with a straight line (   ) <b>Note:</b> This allows the user to enter data in the Fill-in area within the Text Description then tab and the text will replace the straight line. Proceed in this manner until each straight line is replaced.
6	Click <b>Update Boilerplate</b> to save <b>Note:</b> To delete a Boilerplate, click <b>Delete Boilerplate</b>

## E-Closing Full Suite Reference Manual, Continued

### Download the E-Closing File Uploader Software

To activate the Cloud based storage feature in E-Closing users first will have to download the File Uploader Software.

Follow the steps below to obtain the download instructions:

Step	Action
1	From the Whiteboard, Select <b>E-Closing Help Center</b> Result > <b>Help Center</b> screen appears
2	Select <b>Document Uploader Software</b> under General Result > <b>Document Uploader</b> screen appears
3	Click the link <a href="#">Instructions to Download Uploader Software.pdf</a> Result > Message box will appear
4	Select <b>Open with Adobe Acrobat Reader</b> and Click <b>Ok</b> Result > Download instructions will appear

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## E-Closing Full Suite Reference Manual, Continued

**Misc. Menu** The **Misc Menu** is your administrative menu for company settings.

**Available Menu Options:**

- Manage Users
  - Order Type Codes
  - Whiteboard Set Up
  - Manage Payoff Master
  - Manage Teams
  - Manage Referral Codes
- 

**Manage Users** This is the Company User Profile page. The initial user profile is created by E-Closing when the company is created. The company administrator has the ability to add or delete users, edit user access and reset user passwords.

**Follow the steps below to create a New User:**

Step	Action										
1	From the Whiteboard, Select <b>Back Office &gt; Misc Menu &gt; Manage Users Result &gt; Select a User</b> screen appears										
2	Select <b>Add a New User</b> Result > User Management screen appears <b>Note:</b> Users have the option to select an existing user to edit or delete.										
3	<p>Enter the information in the applicable fields</p> <table border="1" data-bbox="479 1033 1393 1806"> <tbody> <tr> <td data-bbox="479 1033 922 1220"> <p><b>a. User Name</b> - Users have the ability to create user name format <b>Note:</b> Initial of first name and full last name is the common format.</p> </td> <td data-bbox="922 1033 1393 1220"> <p><b>b. Name</b> - Enter full user name</p> </td> </tr> <tr> <td data-bbox="479 1220 922 1392"> <p><b>c. Copy from User</b> – users have the ability to copy user access from one user to another. Enter the user name to copy to new user.</p> </td> <td data-bbox="922 1220 1393 1392"> <p><b>d. Address</b> (optional)</p> </td> </tr> <tr> <td data-bbox="479 1392 922 1530"> <p><b>e. Telephone</b> - Punctuation not required, system will autofill</p> </td> <td data-bbox="922 1392 1393 1530"> <p><b>f. Email</b> <b>Note:</b> The email address must be entered for the user to use the email function within E-Closing.</p> </td> </tr> <tr> <td data-bbox="479 1530 922 1635"> <p><b>g. Status – Active</b> is the default <b>Note:</b> Users have the option to change user status to <b>Inactive</b>.</p> </td> <td data-bbox="922 1530 1393 1635"> <p><b>h. Team</b> (optional)</p> </td> </tr> <tr> <td data-bbox="479 1635 922 1806"> <p><b>i. User’s Rolodex Entry</b> – Select the entry that ties the user to the Rolodex contact</p> </td> <td data-bbox="922 1635 1393 1806"> <p><b>j. Ignore Readonly - No</b> is the default. When checks are printed in a file, the file data cannot be changed unless this field is changed to <b>Yes</b></p> </td> </tr> </tbody> </table>	<p><b>a. User Name</b> - Users have the ability to create user name format <b>Note:</b> Initial of first name and full last name is the common format.</p>	<p><b>b. Name</b> - Enter full user name</p>	<p><b>c. Copy from User</b> – users have the ability to copy user access from one user to another. Enter the user name to copy to new user.</p>	<p><b>d. Address</b> (optional)</p>	<p><b>e. Telephone</b> - Punctuation not required, system will autofill</p>	<p><b>f. Email</b> <b>Note:</b> The email address must be entered for the user to use the email function within E-Closing.</p>	<p><b>g. Status – Active</b> is the default <b>Note:</b> Users have the option to change user status to <b>Inactive</b>.</p>	<p><b>h. Team</b> (optional)</p>	<p><b>i. User’s Rolodex Entry</b> – Select the entry that ties the user to the Rolodex contact</p>	<p><b>j. Ignore Readonly - No</b> is the default. When checks are printed in a file, the file data cannot be changed unless this field is changed to <b>Yes</b></p>
<p><b>a. User Name</b> - Users have the ability to create user name format <b>Note:</b> Initial of first name and full last name is the common format.</p>	<p><b>b. Name</b> - Enter full user name</p>										
<p><b>c. Copy from User</b> – users have the ability to copy user access from one user to another. Enter the user name to copy to new user.</p>	<p><b>d. Address</b> (optional)</p>										
<p><b>e. Telephone</b> - Punctuation not required, system will autofill</p>	<p><b>f. Email</b> <b>Note:</b> The email address must be entered for the user to use the email function within E-Closing.</p>										
<p><b>g. Status – Active</b> is the default <b>Note:</b> Users have the option to change user status to <b>Inactive</b>.</p>	<p><b>h. Team</b> (optional)</p>										
<p><b>i. User’s Rolodex Entry</b> – Select the entry that ties the user to the Rolodex contact</p>	<p><b>j. Ignore Readonly - No</b> is the default. When checks are printed in a file, the file data cannot be changed unless this field is changed to <b>Yes</b></p>										



## E-Closing Full Suite Reference Manual, Continued

### Manage Users (continued)

	<p><b>k. Force password change – Yes</b> allows the administrator to reset user passwords.</p>	<p><b>l. Allow Word Output – Yes,</b> enables the user to generate any document in Word.</p>
	<p><b>m. First Screen</b> – Defaults to Whiteboard</p>	<p><b>n. Table Highlight 1</b> – Default <b>Pale Dull Azure</b>  <b>Note:</b> Background color of each file on the Whiteboard. Colors are alternating based on what is selected in Table Highlight 1 and Table Highlight 2</p>
	<p><b>o. Table Highlight 2</b> - Default is <b>White</b></p>	<p><b>p. Duplicate File Color</b> – Default is <b>Pale Weak Yellow</b></p>
	<p><b>q. Can this user change file summary notes</b> – Default is <b>No</b></p>	<p><b>r. Prevent this user from changing Escrow Bank</b> – Default is <b>No</b></p>
	<p><b>s. Login History</b> – Login audit trail</p>	<p><b>t. Time and IP Restrictions</b> – Administrators can restrict access based on IP address and the time of day</p>
	<p><b>u. Security Setup</b> – Administrators can restrict access on each screen  <b>Note:</b> There are three access options; <b>No Access, Full Access</b> and <b>Read Access.</b></p>	
<b>4</b>	<p>Click <b>Update User</b> to save  <b>Note:</b> Administrators also have the option to Delete a User or reset a user's password by selecting the appropriate tab.</p>	

### Order Type Codes

This concept allows companies to track what type of files they are receiving by creating Order Type Codes.

#### Follow the steps below to add, edit or delete an Order Type:

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Misc Menu &gt; Order Type Codes</b> Result > <b>Order Type Codes</b> screen appears
2	Select <b>Add a new Order Type</b> or select an existing type to edit Result > <b>Order Type Codes</b> screen appears
3	Enter new information or edit existing data
4	Click <b>Update Order Type Code</b> to save <b>Note:</b> To delete a type, Click <b>Delete Order Type Code</b>

## E-Closing Full Suite Reference Manual, Continued

**Whiteboard Setup** This screen allows users to customize their view of the Whiteboard by selecting the file data to view and how their files are sorted.

### Follow the steps below to customize your Whiteboard:

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Misc Menu &gt; Whiteboard Setup</b> Result > <b>Whiteboard Setup</b> screen appears
2	Select an item in the <b>Data Item Panel</b> box on the left Result > Item is highlighted in blue <b>Note:</b> The <b>Display Panel</b> box on the right lists the column heading's viewed on the Whiteboard.
3	Click the right arrow (between the boxes) to move the item from the <b>Data Item Panel</b> to the <b>Display Panel</b> box <b>Note:</b> Repeat Steps 2 and 3 until desired column headings fill the <b>Display Panel</b> box
4	Click on an item in the <b>Display Panel</b> box to activate an Up/Down sort arrow to sort columns to user preference. <b>Notes:</b> Items listed in the Display Panel will be viewed left to right on the Whiteboard.
5	Select an item in the <b>Sort Item Panel</b> box Result > Item is highlighted in blue <b>Note:</b> Data is sorted in an ascending/descending manner.
6	Click the arrow (between the boxes) to move the item from the <b>Sort Item Panel</b> to the <b>Sort Panel</b> box
7	Select the default <b>Use Team / All Teams</b> to view all the company's Active files on the Whiteboard or select a team from the list to view files assigned to that team. Select <b>Use processor</b> to view files assigned to that processor. <b>Note:</b> Processors listed in the box are Company Contacts stored in the Rolodex.
8	Click <b>Update Whiteboard</b> to save

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## E-Closing Full Suite Reference Manual, Continued

### Manage Payoff Master

This screen is where the user may create, edit or delete any payee information that was created in the Payoff Information screen.

Follow the steps below to modify a Payoff Master record:

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Misc Menu &gt; Manage Payoff Master</b> Result > <b>Manage Payoff Master</b> screen appears
2	Select <b>Create a New Payoff Master Record</b> or Select an existing record to edit Result > <b>Payoff Master Management</b> screen appears
3	Enter new information or edit existing data
4	Click <b>Update Payoff Master</b> to save <b>Note:</b> To delete a payoff record, Click <b>Delete Payoff Master</b>

---

### Manage Teams

The E-Closing Team concept is similar to the Company idea. Within your company you are part of a team. This concept allows companies to manage volume and track performance.

Follow the steps below to add, edit or delete a Team:

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Misc Menu &gt; Manage Teams</b> Result > <b>Select Team</b> screen appears
2	Select <b>Add a New Team</b> or Select an existing team to edit Result > <b>Team Maintenance</b> screen appears
3	Enter new information or edit existing data
4	Click <b>Update Team</b> to save <b>Note:</b> To delete a team, Click <b>Delete Team</b>

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## E-Closing Full Suite Reference Manual, Continued

**Manage Referral Codes** This concept allows companies to track where their business is coming from by creating Referral Codes.

**Follow the steps below to add, edit or delete a Referral Code:**

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; Misc Menu &gt; Manage Referral Code</b> Result > <b>Manage Referral Codes</b> screen appears
2	Select <b>Add a New Referral Code</b> or Select an existing code to edit Result > <b>Manage Referral Codes</b> screen appears
3	Enter new information or edit existing data
4	Click <b>Update Referral Code</b> to save <b>Note:</b> To delete a code, Click <b>Delete Referral Code</b>

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**E-Closing Connect** E-Closing Connect, is a marketplace to connect your E-Closing account with industry Partners. Partners are listed with a description of their service offerings.

**Note:** If your office has multiple users only one User Name/Password for the Underwriter/Industry Partner is required for the integration setup.

**Follow the steps below to activate an E-Closing Connect integration:**

Step	Action
1	From the Whiteboard, Select <b>Back Office &gt; E-Closing Connect</b> Result > <b>E-Closing Connect</b> screen appears
2	Select desired provider > Click on Logo Result > Partner required fields will populate
3	Enter required information <b>Note:</b> Passwords are updated according to partner requirements and have to be reset from the partner websites. E-Closing users will then update their password in the E-Closing Connect screen.
4	Scroll to the bottom of the page, Click <b>Update Connections</b> to save

## E-Closing Full Suite Reference Manual, Continued

**Data Export** This tool allows users to export file specific and Rolodex data into an excel spreadsheet where they can sort data and create reports.

Follow the steps below to export data:

Step	Action														
1	From the Whiteboard, Select <b>Back Office &gt; Data Export Result &gt; Data Export</b> screens appears														
2	Determine the Data to export <b>File Data</b> or <b>Rolodex Data</b> <table border="1" data-bbox="513 548 1365 856"> <thead> <tr> <th data-bbox="513 548 1365 585">If Exporting File Data:</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 585 1365 623">a. Select the <b>File Data</b> radio button</td> </tr> <tr> <td data-bbox="513 623 1365 697">b. Select the <b>Export Type</b> &gt; Click either ° <b>Report</b> or ° <b>All Fields</b> radio button</td> </tr> <tr> <td data-bbox="513 697 1365 735">c. Complete the <b>File Selection Criteria</b> fields</td> </tr> <tr> <td data-bbox="513 735 1365 772">d. Select the desired boxes for <b>Data to Export</b></td> </tr> <tr> <td data-bbox="513 772 1365 810">e. Click <b>Start Export</b> tab</td> </tr> <tr> <td data-bbox="513 810 1365 856">f. Save the page to your computer as an .xml file</td> </tr> </tbody> </table> <table border="1" data-bbox="513 877 1365 1186"> <thead> <tr> <th data-bbox="513 877 1365 915">If Exporting Rolodex Data:</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 915 1365 953">a. Select the <b>Rolodex Data</b> radio button</td> </tr> <tr> <td data-bbox="513 953 1365 1026">b. Select the <b>Export Type</b> &gt; Click either ° <b>Report</b> or ° <b>All Fields</b> radio button</td> </tr> <tr> <td data-bbox="513 1026 1365 1064">c. Complete the <b>File Selection Criteria</b> fields</td> </tr> <tr> <td data-bbox="513 1064 1365 1102">d. Select the desired boxes for <b>Data to Export</b></td> </tr> <tr> <td data-bbox="513 1102 1365 1140">e. Click <b>Start Export</b> tab</td> </tr> <tr> <td data-bbox="513 1140 1365 1186">f. Save the page to your computer as an .xml file</td> </tr> </tbody> </table>	If Exporting File Data:	a. Select the <b>File Data</b> radio button	b. Select the <b>Export Type</b> > Click either ° <b>Report</b> or ° <b>All Fields</b> radio button	c. Complete the <b>File Selection Criteria</b> fields	d. Select the desired boxes for <b>Data to Export</b>	e. Click <b>Start Export</b> tab	f. Save the page to your computer as an .xml file	If Exporting Rolodex Data:	a. Select the <b>Rolodex Data</b> radio button	b. Select the <b>Export Type</b> > Click either ° <b>Report</b> or ° <b>All Fields</b> radio button	c. Complete the <b>File Selection Criteria</b> fields	d. Select the desired boxes for <b>Data to Export</b>	e. Click <b>Start Export</b> tab	f. Save the page to your computer as an .xml file
If Exporting File Data:															
a. Select the <b>File Data</b> radio button															
b. Select the <b>Export Type</b> > Click either ° <b>Report</b> or ° <b>All Fields</b> radio button															
c. Complete the <b>File Selection Criteria</b> fields															
d. Select the desired boxes for <b>Data to Export</b>															
e. Click <b>Start Export</b> tab															
f. Save the page to your computer as an .xml file															
If Exporting Rolodex Data:															
a. Select the <b>Rolodex Data</b> radio button															
b. Select the <b>Export Type</b> > Click either ° <b>Report</b> or ° <b>All Fields</b> radio button															
c. Complete the <b>File Selection Criteria</b> fields															
d. Select the desired boxes for <b>Data to Export</b>															
e. Click <b>Start Export</b> tab															
f. Save the page to your computer as an .xml file															

## E-Closing Full Suite Reference Manual, Continued

**Documents Menu** Companywide reports are generated in the **Documents** menu from the Whiteboard. Reports can be customized per company and created by request through our Support Team.

### Available Reports and Menu Options:

- New Files
- Closed Files Reports
- MTD Closings
- Shipping Label
- ReportWriter (Customized Reports)

**Note:** Email customized report requests to our Support Team at [support@e-closing.com](mailto:support@e-closing.com).

### Follow the steps below to generate a report:

Step	Action
1	From the Whiteboard, Select <b>Documents</b> > Scroll to select the desired report Result > <b>Report</b> screen appears
2	Enter <b>Begin Date</b> and <b>End Date</b> in text boxes in mm/dd/yy format
3	Select <b>Sort output by</b> from drop-down field
4	Select the desired <b>Output Options</b> by clicking the box next to the option <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> Email (enter email address for intended recipient) <input type="checkbox"/> Word Document
5	Click <b>Create Report</b> Result > Report will populate in output option selected above

---

## E-Closing Full Suite Reference Manual, Continued

**Escrow Acc. Menu** The Escrow Acc. menu from the Whiteboard is where companywide banking and financial data is store.

### Available Menu Options:

<b>Set Up HUD Defaults</b> <b>Account Balance</b> <b>Deposits Menu</b> <ul style="list-style-type: none"> <li>• Deposits</li> <li>• Deposit List</li> </ul> <b>Reconciliation Menu</b> <ul style="list-style-type: none"> <li>• Clear Bank Entries</li> <li>• Reconciliation Setup</li> <li>• Bank Reconciliation</li> <li>• Bank Account Registers</li> <li>• Bank Unreconcile</li> </ul>	<b>Invoicing Menu</b> <ul style="list-style-type: none"> <li>• Unpaid Invoice Report</li> <li>• Statements</li> <li>• Payments</li> <li>• Client Invoice Inquiry</li> <li>• Client Payment Inquiry</li> </ul> <b>Adjustments</b> <b>Files Out of Balance</b>	<b>1099 File Summary</b> <b>1099 Submission</b> <b>Consolidated Checks</b> <b>Cons. Chk Report</b> <b>Check Register Query</b> <b>Title Ins Remit</b> <b>Title Remit Report</b> <b>Bank Setup</b> <b>Positive Pay Setup</b> <b>Positive Pay Submission</b>
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**HUD Defaults** This feature allows users to create default values on the HUD and Closing Disclosure. These defaults can be defined by the Company/Lender/Mortgage Broker, the state where the property is located, the Loan Purpose and the HUD Style.

### Follow the steps below to Setup HUD Defaults:

Step	Action
1	From the Whiteboard, Select > <b>Escrow Acc.</b> > <b>Setup HUD Defaults</b>
2	Select the criteria for default from the drop down in each field
3	Enter the Line #, description, and the amount to be charged to the borrower and/or seller in the appropriate column
4	Click <b>Update Defaults</b> to save <b>Note:</b> These fees will populate in all active files based on the criteria in the Default.

## E-Closing Full Suite Reference Manual, Continued

**Account Balance** The Account Balance menu will list all the account balances for the company's Escrow/IOLTA account(s).

**Follow the steps below to obtain the Account Balance:**

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Account Balance</b> Result > <b>Account Balance</b> screen appears <b>Note:</b> Account balances for all bank accounts in E-Closing will appear
2	Obtain account balance, Click <b>Close Window</b>

**Deposits Menu** The Deposit Menu option allows users to create new deposits and/or generate a Deposit Report for the Company Escrow/IOLTA account(s).

**Available Menu Options:**

- Deposits
- Deposits List

### Deposits

**Follow the steps below to Create a deposit:**

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Deposits Menu &gt; Deposits</b> Result > <b>Deposits</b> screen appears
2	Select <b>Bank Account</b>
3	Select <b>Create a New Deposit</b> Result > <b>Deposits to account</b> screen appears
4	Enter <b>Deposit date</b>
5	Click the boxes under the <b>Include</b> column <input type="checkbox"/> to add items to deposit
6	Click <b>Update Deposit</b> or <b>Update and Print</b> (to create a printed deposit receipt)

### Deposits List

**Follow the steps below to generate a Deposit List report:**

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Deposits Menu &gt; Deposits List</b> Result > <b>Deposits List</b> screen appears
2	Select <b>Bank account</b>
3	Enter <b>Begin Date / End Date</b>
4	Select <b>Output Options</b> by clicking box next to desired option: <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> E-Mail (enter E-Mail address) <input type="checkbox"/> Word Document
5	Click <b>Create List</b> Result > a report of <b>Deposits</b> posted into E-Closing will populate in PDF



## E-Closing Full Suite Reference Manual, Continued

**Reconciliation Menu** The Reconciliation menu allows users to perform various reconciliation functions for each Escrow/IOLTA account(s).

**Available menu options:**

- Clear Bank Entries
  - Reconciliation Set up
  - Bank Reconciliation
  - Bank Account Registers
  - Bank Unreconcile
- 

**Clear Bank Entries**

Follow the steps below to Clear Bank Entries:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Reconciliation Menu &gt; Clear Bank Entries</b> Result > <b>Clear Bank Entries</b> screen appears
2	Select <b>Bank Account</b>
3	Enter date to be cleared in the <b>Clear Date</b> field
4	Click <b>Start Clearing</b> Result > <b>Clear Bank Entries</b> screen appears
5	Click the box under the <b>Clr</b> column to mark the entry as cleared Result > Checkmark will appear in box <b>Note:</b> If an entry is selected in error, click the box and the entry is unselected.
6	Click <b>Clear Entries</b> to save

---

## E-Closing Full Suite Reference Manual, Continued

**Reconciliation Setup** This screen allows users to customize the layout of the reconciliation screen.

Follow the steps below to create the **Reconciliation Setup**:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Reconciliation Menu &gt; Reconciliation Setup</b> Result > <b>Bank Reconciliation Setup</b> screen appears
2	The <b>Reconciliation Setup</b> screen is divided into the following sections: <b>Incoming Wires Section / Deposits Section</b> <b>Outgoing Wires Section / Withdrawals Section</b> Start at <b>Incoming Wires</b> and repeat the process to build all sections of the reconciliation layout.
3	Select an item from the <b>Data Item Panel</b> Result > Item is highlighted blue
4	Click the arrow that appears between the boxes to move an item from the <b>Data Item Panel</b> to the <b>Display Panel</b> <b>Note:</b> Data items on the Display Panel will be shown on the Reconciliation Screen in the order that they are listed.
5	Click an item in the <b>Display Panel</b> box to activate an Up/Down arrow to sort the data within the columns
6	Select an item from the <b>Sort Item Panel</b> Result > Item is highlighted blue
7	Click the blue arrow that appears between the boxes to move an item from the <b>Sort Item Panel</b> to the <b>Display Panel</b> <b>Note:</b> Reconciliation transactions will be displayed sorted by the data elements listed on the Sort Panel.
8	Click <b>Update Setup</b> to save

**Bank Reconciliation**

Follow the steps below to process the **Bank Reconciliation**:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Reconciliation Menu &gt; Bank Reconciliation</b> Result > <b>Bank Reconciliation</b> screen appears
2	Select appropriate <b>Bank account</b> to be reconciled > <b>Enter Statement Period End and Start</b> dates (off actual bank statement) <b>Note:</b> Reconciliation dates will typically include the full month. The start date will typically be the first and the end date will typically be the last day of that month.
3	Click <b>Start Reconciliation</b> to start reconciliation
4	Match items from bank statement with items on the <b>Bank Reconciliation</b> screen > Click the box under the <b>Clr</b> column to mark the entry as reconciled Result > Checkmark will appear in box <b>Note:</b> If an entry is selected in error, click the box to unselect.
5	Click <b>Update Reconciliation</b> to save

## E-Closing Full Suite Reference Manual, Continued

**Bank Account Registers** This screen is where reconciliation reports are generated.

Follow the steps below to generate a specific report:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Reconciliation Menu &gt; Bank Account Registers</b> Result > <b>Bank Account Registers</b> screen appears
2	Select <b>Bank account</b>
3	Verify <b>Statement date</b>
4	Select the desired report
5	Select <b>Output Options</b> by clicking box next to desired option: <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> Email (enter email address) <input type="checkbox"/> Word Document
6	Click <b>Create Report</b> to generate

**Bank Unreconcile**

Follow the steps below to unreconcile a reconciled month:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Reconciliation Menu &gt; Bank Unreconcile</b> Result > <b>Bank Unreconcile</b> screen appears
2	Select <b>Bank account</b>
3	Enter <b>Statement Period End date</b>
4	Click <b>Unreconcile This Month</b> <b>Note:</b> Once the month has been unreconciled it cannot be reversed.

## E-Closing Full Suite Reference Manual, Continued

### Invoicing Menu

The Invoicing menu allows users to manage the invoicing function. Users have the ability to generate reports.

#### Available Menu Options:

- Unpaid Invoice Report
- Statements
- Payments
- Client Invoice Inquiry
- Client Payment Inquiry

---

### Unpaid Invoice Report

Follow the steps below to generate an Unpaid Invoice report:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Invoicing Menu &gt; Unpaid Invoice Report</b> Result > <b>Unpaid Invoice Report</b> screen appears
2	Enter <b>Invoiced to</b> and <b>End Date</b>
3	Select <b>Output Options</b> by checking box next to desired option: <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> Email (enter email address) <input type="checkbox"/> Word Document
4	Click <b>Create Report</b> to generate

---

### Statements

Follow the steps below to generate a Statement:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Invoicing Menu &gt; Statements</b> Result > <b>Statements</b> screen appears
2	Enter <b>Invoiced to</b> and <b>Begin Date / End Date</b>
3	Select <b>Output Options</b> by checking box next to desired option: <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> Email (enter email address) <input type="checkbox"/> Word Document
4	Click <b>Create Report</b> to generate

---

## E-Closing Full Suite Reference Manual, Continued

### Payments

Follow the steps below to apply payments:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Invoicing Menu &gt; Payments</b> Result > <b>Payments</b> screen appears
2	Enter <b>Paid by / Payment Date / Amount paid / Reference</b>
3	Click <b>Apply Payment</b> <b>Note:</b> To delete a payment, Click <b>Delete Payment</b>

---

### Client Invoice Inquiry

Follow the steps below to generate an inquiry for a Client Invoice:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Invoicing Menu &gt; Client Invoice Inquiry</b> Result > <b>Client Invoice Inquiry</b> screen appears
2	Enter <b>Invoiced To</b> and either: <b>Invoice # <u>OR</u> Begin date / End date</b>
3	Click <b>Do Inquiry</b> to generate

---

### Client Payment Inquiry

Follow the steps below to make a Client Payment Inquiry:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Invoicing Menu &gt; Client Payment Inquiry</b> Result > <b>Client Payment Inquiry</b> screen appears
2	Enter <b>Paid By</b> and either: <b>Payment reference <u>OR</u> Begin date / End date</b>
3	Click <b>Do Inquiry</b> to generate

---

## E-Closing Full Suite Reference Manual, Continued

### Adjustments

Follow the steps below to create a Check Register Adjustment:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc.</b> > <b>Adjustments</b> Result > <b>Adjustments</b> screen appears
2	Select <b>Create a New Adjustment</b> Result > <b>Check Register Adjust</b> screen appears
3	Select <b>Bank account</b>
4	Enter <b>Date / Amount / Description / File ID</b> <b>Note:</b> The File ID is the E-Closing auto populated File number not the Lookup number.
5	Click <b>Update Check Register</b> to save <b>Note:</b> To delete an Adjustment, Click <b>Delete Adjustment</b>

---

### Files Out of Balance

Follow the steps below to generate the Files Out of Balance report:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc.</b> > <b>Files Out of Balance</b> Result > <b>Files Out of Balance</b> screen appears
2	Select radio button for: <b>Report option</b> <input type="radio"/> <b>Detail Report</b> <input type="radio"/> <b>Summary Only</b>
3	Select <b>Output Options</b> by clicking box next to desired option: <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> Email (enter in email address for intended recipient) <input type="checkbox"/> Word Document
4	Click <b>Create Report</b> to generate

---

## E-Closing Full Suite Reference Manual, Continued

**1099 File Summary** This feature will generate a report listing all 1099 eligible files and will indicate any missing data prior to submitting to the IRS.

**Follow the steps below to generate a 1099 File Summary report:**

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; 1099 File Summary Result &gt; 1099 Files Report</b> screen appears
2	Enter <b>Begin Date</b> and <b>End Date</b> <b>Note:</b> Settlement Agencies will select an "Office" from the drop down menu
3	Select <b>Output Options</b> by clicking box next to desired option: <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> Email (enter in email address for intended recipient) <input type="checkbox"/> Word Document
4	Click <b>Create Report</b> to generate <b>Note:</b> All missing data will appear in red on the report. Once all missing data has been entered, the user may run the report until all 1099 eligible files are listed in black, then proceed to 1099 File Submission.

---

**1099 File Submission** Before being able to file electronically you will need to obtain your Fire Account ID. To obtain your ID simply go to <https://fire.irs.gov/firev1r/Register.aspx> and complete the application. Once the ID is obtained, enter the credentials in E-Closing Connect.

**Follow the steps below to submit the 1099 File to the IRS:**

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; 1099 File Submission Result &gt; 1099 Files Report</b> screen appears <b>Note:</b> File must be submitted in <b>TEXT</b> file format per IRS requirements.
2	Enter <b>Begin Date</b> and <b>End Date</b> <b>Note:</b> Settlement Agencies will select an "Office" from the drop down menu
3	Select <b>Submission Type</b> from the drop down menu Options: <b>First Submission this year / Correction File / Resubmission</b>
4	Select <b>Test File</b> from the drop down menu Options: <b>Yes / No</b>
5	Click <b>Create Submission</b> to generate, proceed to save the submission as file type <b>TEXT (*.txt)</b>
6	Log into the IRS Fire site ( <a href="https://fire.irs.gov">https://fire.irs.gov</a> ) and download submission

---

## E-Closing Full Suite Reference Manual, Continued

**Consolidated Checks and Consolidated Check Report** Users can choose to consolidate disbursements from various files to print a consolidated check. One example is the title insurance premiums. Since most files include title insurance, this feature saves time by creating one check per designated time frame (daily, weekly or monthly). The user may then create a detailed report to accompany each check.

### Consolidated Checks

Follow the steps below to Print Consolidated Checks:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Consolidated Checks Result &gt; Print Consolidated Checks</b> screen appears
2	Select <b>Bank Account</b>
3	Enter <b>Beginning Check # / Check date</b>
4	Click <b>Uncheck All Disbursements</b> or <b>Check All Disbursements</b>
5	Select <b>Output Option: View on Screen</b> <input type="checkbox"/> (click box)
6	Click <b>Print Checks</b> to generate

### Consolidated Check Report

Follow the steps below to generate a Consolidated Check Report:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Consolidated Checks Result &gt; Print Consolidated Checks</b> screen appears
2	Select the checks to include in report
3	Select <b>Output Options</b> by clicking box next to desired option: <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> Email (enter in email address for intended recipient) <input type="checkbox"/> Word Document
4	Click <b>Check Report</b> to generate

### Check Register Query

The **Check Register Query** allows users to search for items that have been posted in any file for a particular bank account.

Follow the steps below to run a Check Register Query:

Step	Action
1	From the Whiteboard, Select <b>Escrow Acc. &gt; Check Register Query Result &gt; Check Register Query</b> screen appears
2	Select <b>Bank account</b>
3	Enter <b>Check Number &gt; Written To / Received From &gt; Amount &gt; Date Range</b> (from/to) <b>Note:</b> The search can be performed with as little data as the amount and or date range.
4	Click <b>Perform Query</b> to populate
5	Query results will appear: <b>Trx   Check#   Status   Status Date   File   Date   Payee</b>



## E-Closing Full Suite Reference Manual, Continued

**Title Insurance Remit** This option allows users to generate and select the remittance for a specific Underwriter.

**Follow the steps below to generate the remittance:**

Step	Action
1	From the Whiteboard, Select > <b>Escrow Acc.</b> > <b>Title Insurance Remittance</b> Result > <b>Title Insurance Remittance</b> screen appears
2	Select <b>Underwriter</b>
3	Enter <b>Remittance date</b>
4	Click <b>Start Remittance</b>
5	Check the boxes to select the items to remit
6	Click <b>Update Remittance</b> to save

---

**Title Remit Report** This option allows users to generate and print the Title Remittance Report once the Title Insurance Remit has been done.

**Follow the steps below to generate a Title Remit Report:**

Step	Action
1	From the Whiteboard, Select > <b>Escrow Acc.</b> > <b>Title Remit Report</b> Result > <b>Title Remit Report</b> screen appears
2	Select <b>Underwriter</b>
3	Enter <b>Remittance dates</b> (begin/end)
4	Select <b>Output Options</b> by clicking box next to desired option: <input type="checkbox"/> View on Screen (PDF) <input type="checkbox"/> Email (enter in email address for intended recipient) <input type="checkbox"/> Word Document
5	Click <b>Print Remittance</b> to generate the report

---

**Bank Setup**  
**Positive Pay Setup**  
**Positive Pay Submission**

Contact the E-Closing Support Team at 603.485.7951 or [support@e-closing.com](mailto:support@e-closing.com) for more information on these menu options.

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## E-Closing Full Suite Reference Manual, Continued

### Select File

The **Select File** menu option allows users to search for files, create new and copy existing files to create new files or simply to copy data from one file to another.

#### Select File

Follow the steps below to search for files by: **Location, Borrower Name, Seller Name, File Number, Look Up Number or Policy Number:**

Step	Action
1	From the Whiteboard, Select > <b>Select File</b> > Scroll to desired <b>Select By</b> option Result > <b>Select By</b> screen will appear
2	Enter requested search criteria
3	Click <b>Find Files</b> Result > <b>File Summary</b> screen appears <b>Note:</b> If multiple files are related by search criteria, all related files will appear > Select desired file > Result > File Summary screen appears

---

#### Recent Files

Follow the steps below to search for Recent Files:

Step	Action
1	From the Whiteboard, Select > <b>Select File</b> > <b>Recent Files</b>
2	Click on desired file Result > <b>File Summary</b> screen appears

---

## E-Closing Full Suite Reference Manual, Continued

### Create New Files

Follow the steps below to create a new file:

Step	Action														
1	From the Whiteboard, Select > <b>Select File &gt; Create New File</b> Result > <b>Create New File</b> screen appears														
2	<p>Enter the information in the applicable fields  <b>Note:</b> A file may be created with minimal information; Primary Borrower's Name and the Property being transferred or refinanced, all other data may be entered at a later time.</p> <table border="1" data-bbox="586 512 1481 1743"> <tbody> <tr> <td data-bbox="586 512 1019 562">a. <b>Region</b> – (optional)</td> <td data-bbox="1019 512 1481 562">b. <b>Order Type</b> – (optional)</td> </tr> <tr> <td data-bbox="586 562 1019 735">c. <b>Purpose</b> – Select from drop down</td> <td data-bbox="1019 562 1481 735">d. <b>HUD Type</b> – Select from drop down menu <b>Note:</b> The system will default the option to Closing Disclosure.</td> </tr> <tr> <td data-bbox="586 735 1019 873">e. <b>Buyer Type</b> – Select from drop down menu</td> <td data-bbox="1019 735 1481 873">f. <b>First Name / Last Name</b> – Enter primary borrower name <b>Note:</b> Middle initial is entered in the first name field.</td> </tr> <tr> <td data-bbox="586 873 1019 1113">g. <b>Property Address</b> – Enter address of property being transferred or refinanced <b>Note:</b> Once the zip code is entered, the City, County and State fields will populate.</td> <td data-bbox="1019 873 1481 1113">h. <b>Team</b> – (optional)</td> </tr> <tr> <td data-bbox="586 1113 1019 1381">i. <b>Lookup Number</b> – (optional) <b>Note:</b> Companies have the option to enter a customized file number in this field or leave the field blank an E-Closing will auto populate the file number.</td> <td data-bbox="1019 1113 1481 1381">j. <b>Referred By</b> – (optional)</td> </tr> <tr> <td data-bbox="586 1381 1019 1461">k. <b>Projected close date</b> - (optional)</td> <td data-bbox="1019 1381 1481 1461">l. <b>Settlement Agency</b> – (optional)</td> </tr> <tr> <td data-bbox="586 1461 1019 1743">m. <b>Escrow account</b> – Select from drop down menu</td> <td data-bbox="1019 1461 1481 1743">n. Select the following fields from the drop down menu's: <b>Title Processor, Closer, Other Employee, Attorney, Notary, Abstractor and Plot Plan Eng.</b> <b>Note:</b> These fields populate from the company Rolodex.</td> </tr> </tbody> </table>	a. <b>Region</b> – (optional)	b. <b>Order Type</b> – (optional)	c. <b>Purpose</b> – Select from drop down	d. <b>HUD Type</b> – Select from drop down menu <b>Note:</b> The system will default the option to Closing Disclosure.	e. <b>Buyer Type</b> – Select from drop down menu	f. <b>First Name / Last Name</b> – Enter primary borrower name <b>Note:</b> Middle initial is entered in the first name field.	g. <b>Property Address</b> – Enter address of property being transferred or refinanced <b>Note:</b> Once the zip code is entered, the City, County and State fields will populate.	h. <b>Team</b> – (optional)	i. <b>Lookup Number</b> – (optional) <b>Note:</b> Companies have the option to enter a customized file number in this field or leave the field blank an E-Closing will auto populate the file number.	j. <b>Referred By</b> – (optional)	k. <b>Projected close date</b> - (optional)	l. <b>Settlement Agency</b> – (optional)	m. <b>Escrow account</b> – Select from drop down menu	n. Select the following fields from the drop down menu's: <b>Title Processor, Closer, Other Employee, Attorney, Notary, Abstractor and Plot Plan Eng.</b> <b>Note:</b> These fields populate from the company Rolodex.
a. <b>Region</b> – (optional)	b. <b>Order Type</b> – (optional)														
c. <b>Purpose</b> – Select from drop down	d. <b>HUD Type</b> – Select from drop down menu <b>Note:</b> The system will default the option to Closing Disclosure.														
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g. <b>Property Address</b> – Enter address of property being transferred or refinanced <b>Note:</b> Once the zip code is entered, the City, County and State fields will populate.	h. <b>Team</b> – (optional)														
i. <b>Lookup Number</b> – (optional) <b>Note:</b> Companies have the option to enter a customized file number in this field or leave the field blank an E-Closing will auto populate the file number.	j. <b>Referred By</b> – (optional)														
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*Continued on next page*

## E-Closing Full Suite Reference Manual, Continued

### Create New Files (continued)

	<p><b>o. Checklist name</b> – (optional)</p>	<p><b>p. Escrow Accounting Type</b> – Select <b>Automatic</b> or <b>Manual</b>  <b>Note:</b> E-Closing will balance out the file and populate the receipts and disbursements on the <b>Escrow Accounting</b> screen when <b>Automatic</b> is selected.</p>
	<p><b>q. Underwriter</b> – Select from drop down menu (optional)</p>	<p><b>r. Commitment Eff. Date</b> – (optional)</p>
<b>3</b>	<p>Click <b>Create File</b> to save  <b>Note:</b> Once the file has been created, E-Closing will advance the user to the <b>Borrower Information</b> screen from the <b>Maintain File</b> menu.</p>	

### Copy to New File

Follow the steps below to copy an existing file to create a new file:

Step	Action
<b>1</b>	From the Whiteboard, Select > <b>Select File</b> > <b>Copy to New File</b> Result > <b>Copy to New File</b> screen appears
<b>2</b>	Enter File ID number to be copied in the <b>Copy from File ID</b> field <b>Note:</b> The File ID number is the E-Closing auto generated file number.
<b>3</b>	Select <b>Copy to:</b> <input type="radio"/> A <b>NEW</b> File or <input type="radio"/> An <b>EXISTING</b> File <b>Note:</b> The new file will have the same file number as the copied file with an "A" after the number.
<b>4</b>	Unselect file information that will <b>not</b> be copied from <b>Data to Move</b>
<b>5</b>	Select <b>Checklist name</b> from drop down (if using checklist function)
<b>6</b>	Click <b>Copy Data</b> Result > A new file will be created

### File Building Screens

**Processing a File** To access a file that has been created, click the file data on the Whiteboard, or search for a file in the **Select a File** field or the **Select File** menu.

---

**File Summary** Once a file has been selected from the Whiteboard the **File Summary** screen appears. This screen is a summary of the data entered in the file. Users have two options to navigate within the file:

- Hover over any menu heading and click on the appropriate screen or
- Click on any data in red and E-Closing will populate the screen where that data was originally entered

Other File Summary Options:

- Feature to **Drag Documents Here to Upload** into E-Closing
  - **Creating a New Note** and viewing existing notes
  - **Creating a New Email** and viewing existing emails
- 

**Maintain File** The menu options under **Maintain File** allows users to enter and edit contact and financial information as well as prepare the title commitment and policy. Hover cursor over the **Maintain File** menu and select desired screen.

---

**Borrower Information/ Select Borrower** In the **Borrower** screen an unlimited number of borrowers can be added to a file. Each type of borrower is also represented:

- Individual
- Estate, Trust
- Partnership, Corporation, Limited Liability Company
- Guardianship

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*Continued on next page*

## E-Closing Full Suite Reference Manual, Continued

Select  
Borrower,  
(continued)

Follow the steps below to add an additional Borrower:

Step	Action																
1	From <b>File Summary</b> > Select <b>Maintain File</b> > <b>Borrower Information</b> Result > <b>Borrower Information</b> screen appears																
2	Select <b>Add a New</b> (type of Borrower) highlighted in blue Result > <b>Borrower Information</b> screen appears <b>Note:</b> Option to select an existing borrower to edit.																
3	Enter the information in the applicable fields <b>Note:</b> US Treasury OFAC Website listed is a link to the US Treasury Sanctions.																
	<table border="1"> <tr> <td> <b>a. Borrower Name</b> – Enter First Name / Last Name <b>Note:</b> The first name and middle initial are entered in the <b>First Name</b> field.                 </td> <td> <b>b. SSN</b> </td> </tr> <tr> <td> <b>c. Use primary's address</b> – Check the box if the new borrower has the same address as the primary borrower                 </td> <td> <b>d. Contact Information</b> – Enter address, telephone numbers and email address                 </td> </tr> <tr> <td> <b>e. Marital status</b> – Select from drop down                 </td> <td> <b>f. Related to</b> – Select from drop down                 </td> </tr> <tr> <td> <b>g. Relationship</b> – Select from drop down                 </td> <td> <b>h. Taking title</b> - Select <b>Yes</b> or <b>No</b> </td> </tr> <tr> <td> <b>i. Financially Liable</b> – Select <b>Yes</b> or <b>No</b> </td> <td> <b>j. Salutation</b> – (optional)                 </td> </tr> <tr> <td> <b>k. Tenancy</b> – Select from drop down                 </td> <td> <b>l. Power of Attorney</b> – Enter name of POA <b>Note:</b> E-Closing will populate the POA name with additional language to the documents.                 </td> </tr> <tr> <td> <b>m. Agent</b> – (optional)                 </td> <td> <b>n. Contact info</b> – (optional)                 </td> </tr> <tr> <td> <b>o. Attorney</b> – Select from drop down or click the <b>NEW</b> tab to create a new attorney Rolodex entry                 </td> <td> <b>p. E-Closing User</b> – Select <b>Yes</b> or <b>No</b> <b>Note:</b> Selecting yes will give the borrower access to the E-Closing Client Portal.                 </td> </tr> </table>	<b>a. Borrower Name</b> – Enter First Name / Last Name <b>Note:</b> The first name and middle initial are entered in the <b>First Name</b> field.	<b>b. SSN</b>	<b>c. Use primary's address</b> – Check the box if the new borrower has the same address as the primary borrower	<b>d. Contact Information</b> – Enter address, telephone numbers and email address	<b>e. Marital status</b> – Select from drop down	<b>f. Related to</b> – Select from drop down	<b>g. Relationship</b> – Select from drop down	<b>h. Taking title</b> - Select <b>Yes</b> or <b>No</b>	<b>i. Financially Liable</b> – Select <b>Yes</b> or <b>No</b>	<b>j. Salutation</b> – (optional)	<b>k. Tenancy</b> – Select from drop down	<b>l. Power of Attorney</b> – Enter name of POA <b>Note:</b> E-Closing will populate the POA name with additional language to the documents.	<b>m. Agent</b> – (optional)	<b>n. Contact info</b> – (optional)	<b>o. Attorney</b> – Select from drop down or click the <b>NEW</b> tab to create a new attorney Rolodex entry	<b>p. E-Closing User</b> – Select <b>Yes</b> or <b>No</b> <b>Note:</b> Selecting yes will give the borrower access to the E-Closing Client Portal.
<b>a. Borrower Name</b> – Enter First Name / Last Name <b>Note:</b> The first name and middle initial are entered in the <b>First Name</b> field.	<b>b. SSN</b>																
<b>c. Use primary's address</b> – Check the box if the new borrower has the same address as the primary borrower	<b>d. Contact Information</b> – Enter address, telephone numbers and email address																
<b>e. Marital status</b> – Select from drop down	<b>f. Related to</b> – Select from drop down																
<b>g. Relationship</b> – Select from drop down	<b>h. Taking title</b> - Select <b>Yes</b> or <b>No</b>																
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4	Click <b>Update Borrower</b> to save <b>Note:</b> To delete a Borrower, Click <b>Delete Borrower</b>																

## E-Closing Full Suite Reference Manual, Continued

**Lender Information** In the **Lender Information** screen, the Lender or Mortgage Broker is selected by clicking on the drop down next to each field. The data in the drop down menu will populate from the Rolodex.

Follow the steps below to add Lender Information:

Step	Action								
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Lender Information Result &gt; Lender Information</b> screen appears								
2	<p>Enter the information in the applicable fields</p> <table border="1" data-bbox="483 491 1393 1167"> <tbody> <tr> <td data-bbox="483 491 927 674">a. <b>Team</b> – (optional)</td> <td data-bbox="932 491 1393 674">b. <b>Projected close date</b> – (optional)</td> </tr> <tr> <td data-bbox="483 680 927 772">c. <b>Purpose</b> – Select from drop down</td> <td data-bbox="932 680 1393 772">d. <b>Loan type</b> – Select from drop down</td> </tr> <tr> <td data-bbox="483 779 927 919">e. <b>Broker</b> – Select from drop down or click the <b>NEW</b> tab to create a new mortgage broker Rolodex entry</td> <td data-bbox="932 779 1393 919">f. <b>Broker CD Contact</b> – Select from drop down</td> </tr> <tr> <td data-bbox="483 926 927 1167">g. <b>Lender</b> – Select from drop down or click the <b>NEW</b> tab to create a new lender Rolodex entry <b>Note:</b> Once the Lender or Broker have been selected, the address blocks at the bottom of the screen will populate from Rolodex.</td> <td data-bbox="932 926 1393 1167">h. <b>Lender CD Contact</b> - Select from drop down <b>Note:</b> The contact selected will populate to the bottom of page 5 of the CD.</td> </tr> </tbody> </table> <p><b>Note:</b> Option to select or add <b>Loan Originator, Loan Processor, Loan Processor Assistant</b> and <b>Loan Closer</b>.</p>	a. <b>Team</b> – (optional)	b. <b>Projected close date</b> – (optional)	c. <b>Purpose</b> – Select from drop down	d. <b>Loan type</b> – Select from drop down	e. <b>Broker</b> – Select from drop down or click the <b>NEW</b> tab to create a new mortgage broker Rolodex entry	f. <b>Broker CD Contact</b> – Select from drop down	g. <b>Lender</b> – Select from drop down or click the <b>NEW</b> tab to create a new lender Rolodex entry <b>Note:</b> Once the Lender or Broker have been selected, the address blocks at the bottom of the screen will populate from Rolodex.	h. <b>Lender CD Contact</b> - Select from drop down <b>Note:</b> The contact selected will populate to the bottom of page 5 of the CD.
a. <b>Team</b> – (optional)	b. <b>Projected close date</b> – (optional)								
c. <b>Purpose</b> – Select from drop down	d. <b>Loan type</b> – Select from drop down								
e. <b>Broker</b> – Select from drop down or click the <b>NEW</b> tab to create a new mortgage broker Rolodex entry	f. <b>Broker CD Contact</b> – Select from drop down								
g. <b>Lender</b> – Select from drop down or click the <b>NEW</b> tab to create a new lender Rolodex entry <b>Note:</b> Once the Lender or Broker have been selected, the address blocks at the bottom of the screen will populate from Rolodex.	h. <b>Lender CD Contact</b> - Select from drop down <b>Note:</b> The contact selected will populate to the bottom of page 5 of the CD.								
3	Click <b>Update Lender</b> to save								

## E-Closing Full Suite Reference Manual, Continued

**Seller Information** In the **Seller** screen an unlimited number of sellers can be added to a file.  
Each kind of seller is also represented:

- Individual
- Estate, Trust
- Partnership, Corporation, Limited Liability Company
- Guardianship

**Follow the steps below to add Seller Information:**

Step	Action																
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Seller Information Result &gt; Seller Information</b> screen appears																
2	Select type of Seller highlighted in blue <b>Note:</b> Option to select an existing seller to edit.																
3	<p>Enter the information in the applicable fields <b>Note:</b> US Treasury OFAC Website listed is a link to the US Treasury Sanctions.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p><b>a. Seller Name</b> – Enter First Name / Last Name <b>Note:</b> The first name and middle initial is entered in the <b>First Name</b> field.</p> </td> <td style="width: 50%; padding: 5px;"> <p><b>b. SSN</b></p> </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> <p><b>c. Use primary’s address</b> – Check the box if the new seller has the same address as the primary seller</p> </td> <td style="width: 50%; padding: 5px;"> <p><b>d. Use property address</b> – Check box if seller’s current address is the same as the property being transferred</p> </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> <p><b>e. Contact Information</b> – Enter address, telephone numbers an email address</p> </td> <td style="width: 50%; padding: 5px;"> <p><b>f. Marital status</b> – Select from drop down</p> </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> <p><b>g. Related to</b> – Select from drop down</p> </td> <td style="width: 50%; padding: 5px;"> <p><b>h. Relationship</b> – Select from drop down</p> </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> <p><b>i. On title</b> - Select <b>Yes</b> or <b>No</b></p> </td> <td style="width: 50%; padding: 5px;"> <p><b>j. Salutation</b> – (optional)</p> </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> <p><b>k. Power of Attorney</b> – Enter name of POA <b>Note:</b> E-Closing will populate the POA name with additional language to the documents.</p> </td> <td style="width: 50%; padding: 5px;"> <p><b>l. % Ownership</b> – Enter percentage of ownership for each seller <b>Note:</b> This will determine the amount that will appear on each 1099.</p> </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> <p><b>m. Attorney</b> – Select from drop down or click the <b>NEW</b> tab to create a new attorney Rolodex entry</p> </td> <td style="width: 50%; padding: 5px;"> <p><b>n. E-Closing User</b> – Select <b>Yes</b> or <b>No</b> <b>Note:</b> Selecting yes will give the seller access to the E-Closing Client Portal.</p> </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> <p><b>o. 1031 Exchange info</b> – (optional)</p> </td> <td style="width: 50%; padding: 5px;"> <p><b>p. Forwarding</b> – Enter the seller’s forwarding address or click the box to <b>Use Current address</b></p> </td> </tr> </table>	<p><b>a. Seller Name</b> – Enter First Name / Last Name <b>Note:</b> The first name and middle initial is entered in the <b>First Name</b> field.</p>	<p><b>b. SSN</b></p>	<p><b>c. Use primary’s address</b> – Check the box if the new seller has the same address as the primary seller</p>	<p><b>d. Use property address</b> – Check box if seller’s current address is the same as the property being transferred</p>	<p><b>e. Contact Information</b> – Enter address, telephone numbers an email address</p>	<p><b>f. Marital status</b> – Select from drop down</p>	<p><b>g. Related to</b> – Select from drop down</p>	<p><b>h. Relationship</b> – Select from drop down</p>	<p><b>i. On title</b> - Select <b>Yes</b> or <b>No</b></p>	<p><b>j. Salutation</b> – (optional)</p>	<p><b>k. Power of Attorney</b> – Enter name of POA <b>Note:</b> E-Closing will populate the POA name with additional language to the documents.</p>	<p><b>l. % Ownership</b> – Enter percentage of ownership for each seller <b>Note:</b> This will determine the amount that will appear on each 1099.</p>	<p><b>m. Attorney</b> – Select from drop down or click the <b>NEW</b> tab to create a new attorney Rolodex entry</p>	<p><b>n. E-Closing User</b> – Select <b>Yes</b> or <b>No</b> <b>Note:</b> Selecting yes will give the seller access to the E-Closing Client Portal.</p>	<p><b>o. 1031 Exchange info</b> – (optional)</p>	<p><b>p. Forwarding</b> – Enter the seller’s forwarding address or click the box to <b>Use Current address</b></p>
<p><b>a. Seller Name</b> – Enter First Name / Last Name <b>Note:</b> The first name and middle initial is entered in the <b>First Name</b> field.</p>	<p><b>b. SSN</b></p>																
<p><b>c. Use primary’s address</b> – Check the box if the new seller has the same address as the primary seller</p>	<p><b>d. Use property address</b> – Check box if seller’s current address is the same as the property being transferred</p>																
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<p><b>o. 1031 Exchange info</b> – (optional)</p>	<p><b>p. Forwarding</b> – Enter the seller’s forwarding address or click the box to <b>Use Current address</b></p>																
4	Click <b>Update Seller</b> to save <b>Note:</b> To delete a Seller click <b>Delete Seller</b>																



## E-Closing Full Suite Reference Manual, Continued

**Property Information** The property address is entered when the file is created in the **Create File** screen. The address will auto populate to this screen.

**Follow the steps below to enter / edit the Property Information:**

<b>Step</b>	<b>Action</b>
<b>1</b>	From <b>File Summary</b> , Select <b>Maintain File &gt; Property Information Result &gt; Property Information</b> screen appears
<b>2</b>	Select / Enter data as applicable
<b>3</b>	The <b>Current Owner</b> field populates from the <b>Seller Information</b> screen initially then populates to Title Commitment, Title Vested In area
<b>4</b>	<b>Assoc. Name</b> - Select from drop down or click the <b>NEW</b> tab to create a new association Rolodex entry. <b>Note:</b> The association field holds all contact information for the condo and homeowner associations.
<b>5</b>	<b>Property Information Links</b> – E-Closing may populate up to three links based on where the property is located: City, County and Tax Collector <b>Note:</b> Each company may enter three additional links.
<b>6</b>	Click <b>Update Property</b> to save

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## E-Closing Full Suite Reference Manual, Continued

### Financial Information

The Financial Information screen is where the loan information, the Real Estate Commission and the Deposit/Escrow information is entered.

Step	Action																																						
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Financial Information Results &gt; Financial Information</b> screen appears																																						
2	<p>Enter the information in the applicable fields:</p> <table border="1"> <tr> <td><b>Purchase price</b></td> <td><b>1st payment date, Payment day, Late day and Maturity date</b> - Fields will populate once the Close date has been entered</td> </tr> <tr> <td><b>Appraisal Value</b></td> <td><b>Mers Number</b> (optional)</td> </tr> <tr> <td><b>Loan Amount</b></td> <td><b>Interest Rate Type</b> – Select from drop down</td> </tr> <tr> <td><b>Exp pay meth (N/A)</b></td> <td><b>Loan Number</b> (optional)</td> </tr> <tr> <td><b>Interest rate</b></td> <td><b>Gov/MIC Number</b> (optional)</td> </tr> <tr> <td><b>Origination Fee</b> (801) - Enter the percent or \$ and the amount or enter the amount directly on the Closing Disclosure</td> <td><b>Note form</b> – Select from drop down</td> </tr> <tr> <td><b>Discount/Points</b> (802) - Enter the percent or \$ and the amount or enter the amount directly on the Closing Disclosure</td> <td><b>Yield Spread Premium</b></td> </tr> <tr> <td><b>Term</b></td> <td><b>Years</b></td> </tr> <tr> <td><b>Total commission</b></td> <td></td> </tr> <tr> <td><b>Pmt Sched.</b> – Select from dropdown</td> <td><b>Listing Broker Name</b> - Select from drop down or click the <b>NEW</b> tab to create a new Broker Rolodex entry</td> </tr> <tr> <td><b>Payment and Daily Interest</b> – E-Closing will populate these fields from information entered above.</td> <td><b>Agent and Assistant</b> - Select from drop down or click the <b>NEW</b> tab to create a new Rolodex entry</td> </tr> <tr> <td><b>Escrow Account</b> – Select from drop down</td> <td><b>Commission</b></td> </tr> <tr> <td><b>1099 Eligible</b></td> <td><b>Selling Broker Name</b> - Select from drop down or click the <b>NEW</b> tab to create a new Broker Rolodex entry</td> </tr> <tr> <td><b>Close date</b></td> <td><b>Agent and Assistant</b> - Select from drop down or click the <b>NEW</b> tab to create a new Broker Rolodex entry</td> </tr> <tr> <td><b>Rescission date, Disbursement date</b> – E-Closing will populate these dates once the Close date has been entered</td> <td><b>Commission</b></td> </tr> <tr> <td></td> <td><b>Create Disbursement</b> – Select <b>Yes</b> or <b>No</b></td> </tr> <tr> <td><b>Closing Location</b> – The location will populate from the Company or the Settlement Agent Rolodex</td> <td><b>Deposit of Earnest \$</b></td> </tr> <tr> <td></td> <td><b>Deposit held by</b> – Select from drop down</td> </tr> <tr> <td></td> <td><b>Deposit action</b> – Select from drop down</td> </tr> </table>	<b>Purchase price</b>	<b>1st payment date, Payment day, Late day and Maturity date</b> - Fields will populate once the Close date has been entered	<b>Appraisal Value</b>	<b>Mers Number</b> (optional)	<b>Loan Amount</b>	<b>Interest Rate Type</b> – Select from drop down	<b>Exp pay meth (N/A)</b>	<b>Loan Number</b> (optional)	<b>Interest rate</b>	<b>Gov/MIC Number</b> (optional)	<b>Origination Fee</b> (801) - Enter the percent or \$ and the amount or enter the amount directly on the Closing Disclosure	<b>Note form</b> – Select from drop down	<b>Discount/Points</b> (802) - Enter the percent or \$ and the amount or enter the amount directly on the Closing Disclosure	<b>Yield Spread Premium</b>	<b>Term</b>	<b>Years</b>	<b>Total commission</b>		<b>Pmt Sched.</b> – Select from dropdown	<b>Listing Broker Name</b> - Select from drop down or click the <b>NEW</b> tab to create a new Broker Rolodex entry	<b>Payment and Daily Interest</b> – E-Closing will populate these fields from information entered above.	<b>Agent and Assistant</b> - Select from drop down or click the <b>NEW</b> tab to create a new Rolodex entry	<b>Escrow Account</b> – Select from drop down	<b>Commission</b>	<b>1099 Eligible</b>	<b>Selling Broker Name</b> - Select from drop down or click the <b>NEW</b> tab to create a new Broker Rolodex entry	<b>Close date</b>	<b>Agent and Assistant</b> - Select from drop down or click the <b>NEW</b> tab to create a new Broker Rolodex entry	<b>Rescission date, Disbursement date</b> – E-Closing will populate these dates once the Close date has been entered	<b>Commission</b>		<b>Create Disbursement</b> – Select <b>Yes</b> or <b>No</b>	<b>Closing Location</b> – The location will populate from the Company or the Settlement Agent Rolodex	<b>Deposit of Earnest \$</b>		<b>Deposit held by</b> – Select from drop down		<b>Deposit action</b> – Select from drop down
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	<b>Create Disbursement</b> – Select <b>Yes</b> or <b>No</b>																																						
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	<b>Deposit held by</b> – Select from drop down																																						
	<b>Deposit action</b> – Select from drop down																																						
3	Click <b>Update Financial Info</b> to save																																						

## E-Closing Full Suite Reference Manual, Continued

**Payoff Information** The **Payoff** screen allows users to enter all one sided payments in behalf of the borrower or seller.

Follow the steps below to enter Payoff Information:

Step	Action				
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Payoff Information Result &gt; Payoff Information</b> screen appears				
2	Select the payoff type to be entered, <b>First, Second, Third Mortgage, Other Record, Credit Card, Taxes, Equity Line and/or Lien Records</b> Result > new <b>Payoff Information</b> screen appears				
3	Complete the fields at the top of the screen as applicable: <table border="1" data-bbox="516 646 1365 758"> <tr> <td><b>In behalf of:</b> Borrower or Seller</td> <td><b>Include name(s) on check?</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Account Number:</b></td> <td><b>Result:</b> Full or Partial Release</td> </tr> </table>	<b>In behalf of:</b> Borrower or Seller	<b>Include name(s) on check?</b> <input type="checkbox"/>	<b>Account Number:</b>	<b>Result:</b> Full or Partial Release
<b>In behalf of:</b> Borrower or Seller	<b>Include name(s) on check?</b> <input type="checkbox"/>				
<b>Account Number:</b>	<b>Result:</b> Full or Partial Release				
4	Select a previously entered payee from the <b>Remit To</b> drop down or enter new payee				
5	Enter the total amount of the payoff in <b>Principle</b> field or enter breakdown > amounts will carry down to the <b>Total Due</b> field				
6	Payoff Calculation fields: <b>Note:</b> E-Closing will recalculate the payoff to the disbursement date when the following fields are completed <table border="1" data-bbox="516 1066 938 1272"> <tr> <td><b>Calculated Thru</b> (payoff good thru date)</td> </tr> <tr> <td><b>Per Diem</b></td> </tr> <tr> <td><b>Additional Days</b> (if additional days are needed past the disbursement date)</td> </tr> </table> Result > Payoff Calculation will appear	<b>Calculated Thru</b> (payoff good thru date)	<b>Per Diem</b>	<b>Additional Days</b> (if additional days are needed past the disbursement date)	
<b>Calculated Thru</b> (payoff good thru date)					
<b>Per Diem</b>					
<b>Additional Days</b> (if additional days are needed past the disbursement date)					
7	<b>Discharge Status</b> – Text area to add notes				
8	<b>Additional Payoff Letter Text</b> – Text area to add additional language to the payoff letter				
9	<b>Recording Information</b> - Original recording information that will populate to the payoff letter and to the <b>Text Description</b> screen if a Boilerplate is selected.				
10	<b>Assignment Information</b> – Original assignment information				
11	Click <b>Update Payoff</b> to save				
12	Repeat the steps above until all Payoffs are entered				

## E-Closing Full Suite Reference Manual, Continued

### Payoff CC (Credit Cards)

This screen allows users to rapidly enter multiple credit card payoffs at once.

Follow the steps below to add Credit Card payoff information:

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Payoff CC</b> Result > <b>Payoff CC</b> screen appears
2	<b>Type</b> – Select from drop down
3	<b>In behalf of</b> – Select from drop down
4	<b>Add Names</b> – Click box to add buyer/seller names to check
5	<b>Result</b> – Select from drop down
6	<b>Name</b>
7	<b>Total Due</b>
8	Click <b>Update Payoffs</b> to save

### Tax/Fee/ Pro-ration Info

All pro-rations between buyer and seller are entered in this screen.

Follow the steps below to enter the Tax/Fee/Pro-ration Information:

Step	Action																
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Tax/Fee/Pro-ration Info</b> Results > <b>Tax/Fee/Pro-ration Information</b> screen appears																
2	Select the appropriate Pro-ration Record Type																
3	Enter the following information, as applicable; <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Account number</td> <td style="width: 50%;">Organization (Town Tax Collector)</td> </tr> <tr> <td>*Paid Thru</td> <td>Address 1</td> </tr> <tr> <td>*Pro-ration date <b>Note:</b> The date will auto populate from the Close Date field on the Financial Information screen.</td> <td>Address 2</td> </tr> <tr> <td>*Next due</td> <td>Zip code</td> </tr> <tr> <td>*Payment Schedule (drop down)</td> <td>Phone</td> </tr> <tr> <td>*Annual fee</td> <td></td> </tr> <tr> <td>Make payment if due (drop down)</td> <td></td> </tr> <tr> <td>Notes</td> <td></td> </tr> </table> <p>* Required fields to calculate pro-ration.</p>	Account number	Organization (Town Tax Collector)	*Paid Thru	Address 1	*Pro-ration date <b>Note:</b> The date will auto populate from the Close Date field on the Financial Information screen.	Address 2	*Next due	Zip code	*Payment Schedule (drop down)	Phone	*Annual fee		Make payment if due (drop down)		Notes	
Account number	Organization (Town Tax Collector)																
*Paid Thru	Address 1																
*Pro-ration date <b>Note:</b> The date will auto populate from the Close Date field on the Financial Information screen.	Address 2																
*Next due	Zip code																
*Payment Schedule (drop down)	Phone																
*Annual fee																	
Make payment if due (drop down)																	
Notes																	
4	Click <b>Show Pro-ration</b> tab on the lower right side of screen. The pro-ration calculation will appear in the upper left corner and will also populate to the Closing Disclosure or HUD																
5	Click <b>Update Tax Record</b> to save																
6	Repeat steps 1-4 until all Tax/Fee/Pro-rations are entered.																

## E-Closing Full Suite Reference Manual, Continued

**Insurance Information** This screen is optional. All insurance contacts can be entered here with coverage information which will populate to the Closing Disclosure or HUD.

Follow the steps below to enter the Insurance Information:

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Insurance Information</b> Result > <b>Insurance Information</b> screen appears
2	Select the Type of Insurance > highlighted in blue Result > New Insurance Information screen appears
3	Select Type from drop down
4	Select company from drop down or click the <b>NEW</b> tab to create a new insurance Rolodex entry
5	Enter the applicable information
6	Click <b>Update Insurance</b> to save

**Title Policy** This screen is where the underwriter is chosen, premiums are calculated and links are selected to generate CPL's or Policy Jackets through the underwriter's integrations.

Follow the steps below to enter the Title Policy Information:

Step	Action																																	
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Title Policy</b> screen Result > <b>Title Policy</b> screen will appear																																	
2	Select the <b>Underwriter</b> from the drop down																																	
3	Enter the following information as applicable: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Commitment Effective Date</th> <th style="width: 33%;">Time / AM/PM</th> <th style="width: 33%;">Number</th> </tr> </thead> <tbody> <tr> <td></td> <td><b>Loan</b></td> <td><b>Owner</b></td> </tr> <tr> <td><b>Policy number *</b></td> <td></td> <td></td> </tr> <tr> <td colspan="3">* Enter 'TBD' in the <b>Loan</b> and/or <b>Owner policy number</b> fields to calculate premiums for those policies</td> </tr> <tr> <td><b>Policy Rate Type</b></td> <td>Select from drop down</td> <td style="text-align: center;">“</td> </tr> <tr> <td><b>Jacket type</b></td> <td>Select from drop down</td> <td style="text-align: center;">“</td> </tr> <tr> <td><b>Total Coverage</b></td> <td>Amounts populate from the financial information screen</td> <td style="text-align: center;">“</td> </tr> <tr> <td><b>Reissue rate coverage</b></td> <td></td> <td style="text-align: center;">“</td> </tr> <tr> <td><b>Premium</b></td> <td></td> <td style="text-align: center;">“</td> </tr> <tr> <td><b>Policy Exceptions</b></td> <td>Select from drop down</td> <td style="text-align: center;">“</td> </tr> <tr> <td><b>Who Is Paying?</b></td> <td> <input type="radio"/> Buyer  <input type="radio"/> Seller </td> <td> <input type="radio"/> Buyer  <input type="radio"/> Seller </td> </tr> </tbody> </table> <p><b>Note:</b> The policy number will auto populate after the policy jacket has been generated using the underwriter integration.</p>	Commitment Effective Date	Time / AM/PM	Number		<b>Loan</b>	<b>Owner</b>	<b>Policy number *</b>			* Enter 'TBD' in the <b>Loan</b> and/or <b>Owner policy number</b> fields to calculate premiums for those policies			<b>Policy Rate Type</b>	Select from drop down	“	<b>Jacket type</b>	Select from drop down	“	<b>Total Coverage</b>	Amounts populate from the financial information screen	“	<b>Reissue rate coverage</b>		“	<b>Premium</b>		“	<b>Policy Exceptions</b>	Select from drop down	“	<b>Who Is Paying?</b>	<input type="radio"/> Buyer <input type="radio"/> Seller	<input type="radio"/> Buyer <input type="radio"/> Seller
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4	Click <b>Calculate Premium</b> tab to calculate the premium																																	
5	Click link to generate CPL and Policy Jackets as applicable																																	
6	Select Endorsements if applicable																																	
7	Enter Discount % if applicable																																	
8	Click <b>Update Title Info</b> to save <b>Note:</b> E-Closing will populate premiums to the Closing Disclosure and HUD and will create the disbursements for the agent and underwriter.																																	

## E-Closing Full Suite Reference Manual, Continued

**Chain of Title** The **Chain of Title** screen allows users to build title history of the property and have it generate to the Chain of Title document. This screen is optional, if the Lender requires a Chain of Title.

**Follow the steps below to enter the Chain of Title information:**

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Chain of Title</b> Result > <b>Chain of Title</b> screen appears
2	Enter the applicable data
3	Click <b>Update Chain of Title</b> to save

---

**Recording Information** This screen gives users an option to manually enter the recording information or to use the Simplifile integration.

**Note:** Simplifile users must enter their credentials in the **E-Closing Connect** screen from the **Back Office** to activate the integration.

**Follow the steps below to enter the Recording Information:**

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Recording Information</b> Result > <b>Recording Information</b> screen will appear
2	Select document from <b>Know Types of Documents</b> or <b>Enter a new document type here</b> in the field below
3	Select <b>Create MANUAL Recording</b> or <b>Create Simplifile Recording</b>
4	Enter data in the text block if manual recording is done. If Simplifile recording is selected, verify information populated from the file.
5	Click the <b>Browse</b> tab to search for the document
6	Double click to select document
7	Click <b>Update Recording</b> or <b>Submit Document to Simplifile</b> to save
8	Click the Simplifile logo next to the first document uploaded to send the recording package to Simplifile

**Note:** The recording information on the document types Deed and Mortgage will populate directly to the Title Policy.

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## E-Closing Full Suite Reference Manual, Continued

**Text Description** The title data is entered in the Text Description screen and will populate to the middle portion of the Title Commitment and Title Policy.  
**\*\*Please use the guide below to locate where the data will populate to the title documents.**

Follow the steps below to add/modify the Text Description screens:

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Text Description Result &gt; Text Description</b> screen appears
2	Select the desired <b>Text Description</b> from the box on the upper left side of the screen to add or modify the data. For example, <b>Exhibit A – Property Description</b> Result > new text box appears, <b>Exhibit A – Property Description Text Area</b>
3	In the text area, the information can be manually entered or copied and pasted from an existing file or outside source. <b>Note:</b> Once a <b>Text Description</b> has been selected, the user may select an available <b>Group</b> (middle box at the top of the screen). Clicking on a <b>Group</b> name opens a list of <b>Boilerplates</b> (middle box) that can be inserted into the text description by clicking on the Boilerplate name. Information that has been entered into E-Closing can be selected by clicking on the E-Closing tag from File Data field (right box at the top of the screen).
4	Repeat the above steps until the desired text description areas are filled in accordingly
5	Click <b>Update All Descriptions</b> to save

E-CLOSING TEXT DESCRIPTION	WHERE IT GOES
<b>Exhibit A- Property Description</b>	Commitment, Policies, Exhibit A
<b>Schedule A- Insured Lender Name</b>	Pulled from Rolodex. Commitment, Policies
<b>Schedule A- Insured Mortgage/Assignment</b>	Loan Policy: Schedule A, Item 4 (typically)
<b>Schedule A - Title Vested In – Commitment</b>	Commitment: Schedule A – Current Owner Vesting
<b>Schedule A - Title Vested In – Policy</b>	Policies: Schedule A – New Owner Vesting
<b>Schedule B Section 1 – Requirements (Mortgages)</b>	Commitment, Schedule B, Section 1, Typically Mortgage payoffs.
<b>Schedule B Section 1 – Requirements (Special)</b>	Commitment, Schedule B, Section 1, Additional Commitment Requirements
<b>Schedule B Section 2 – Policy/Commitment Exceptions</b>	Schedule B, Part 2 exceptions on the Commitment and Part 1 on the Policies.
<b>Schedule B Section 2 - Exceptions (Special)</b>	Subordinate items on Schedule B part 2 of the policies
<b>Deed- Exhibit A Property Description</b>	On the new deed, below the property description

## E-Closing Full Suite Reference Manual, Continued

**Miscellaneous Change** The **Miscellaneous Change** screen allows users to change the status of a file or change data that was entered during the create file process, such as reassigning internal company contacts or a checklist.

Follow the steps below to make changes in the **Miscellaneous Change** screen:

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Miscellaneous Change Result &gt; Miscellaneous Change</b> screen appears
2	Click the appropriate drop down and select the desired entry
3	Click <b>Update</b> to save

---

**Upload File** The upload file feature allows users to upload a document from their computer to be stored in a specific E-Closing file.

Follow the steps below to **Upload Search Results**:

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Upload File Result &gt; Upload File</b> screen appears
2	Select <b>Browse</b> - to find the file on your computer to be uploaded
3	Select <b>File Type</b> – the document name as it will be stored in E-Closing
4	Click <b>Upload File</b> to store the document

**Note:** Users have the option to drag any document from their computer using the rectangle box **Drag Documents Here to Upload** to upload document into E-Closing. This feature can be done and viewed from the File Summary or Document Management screens within the file.

---

**Lookup Ernst Data** The Lookup Ernst Data feature is a separate data base provided by E-Closing that allows users to search for property related recording costs and tax stamps.

Follow the steps below to **Lookup Ernst Data**:

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Lookup Ernst Data Result &gt; Lookup Ernst Data</b> screen appears
2	Fill in required fields and answer necessary questions
3	Click <b>Lookup</b> to search the data base Result > Screen will refresh and E-Closing will forward the user to the <b>File Summary</b> screen <b>Note:</b> A note in the upper left corner of the <b>File Summary</b> screen will indicate if the search was successful. Upon success, E-Closing will populate the recording and tax information to the Closing Disclosure.



## E-Closing Full Suite Reference Manual, Continued

**Upload Search Results** This feature allows users to upload their title search results from their underwriter or abstractor. The file must be in either.xml or.pxt format. This data populates to the **Text Description** screen where it can be reviewed an edited.

### Follow the steps below to Upload Search Results:

Step	Action
1	From <b>File Summary</b> , Select <b>Maintain File &gt; Upload Search Results Result &gt; Upload Search Results</b> screen appears
2	Select <b>Browse</b> – to find the file on your computer to be uploaded
3	Click <b>Upload Results</b> to upload into the E-Closing file Result > Screen will refresh and E-Closing will forward the user to the <b>File Summary</b> screen

---

## Escrow Acc.

**Escrow Acc.** This menu option allows users to enter credits, review and add manual entries on the Closing Disclosure, balance the file, print checks and generate file related reports.

### Escrow Acc. Menu Options

- Credit Information
- Closing Disclosure
- Escrow Accounting
- POC Disbursements
- Invoicing Menu
  - Create Invoice
  - Payments
- Escrow Detail by File
- Print Checks
- Manual Checks/Wires
- Void Checks
- Reprint Checks
- Bank Activity Report
- Check Register Maint

### Credit Information Screen

This screen allows users to enter credits to the borrower and seller.

**Follow the steps below to create or edit a buyer/seller credit:**

Step	Action
1	From <b>File Summary</b> , Select <b>Escrow Acc. &gt; Credit Information</b> Result > <b>Credit Information</b> screen appears
2	Select <b>Create a New Credit Record</b> <b>Note:</b> Option to select an existing credit to edit. Result > <b>Credit Information</b> screen appears
3	Select from the drop down menu the <b>Credit to</b> and <b>Credit from</b>
4	Enter description of credit <b>Note:</b> This description will appear on the Closing Disclosure
5	Enter the amount
6	Click <b>Update Credit</b> to save

## E-Closing Full Suite Reference Manual, Continued

**Closing Disclosure Form** The **Closing Disclosure Form** screen allows users to verify data entered through the Maintain File and Credit Information screens as well as manually enter the lender, company and miscellaneous fees.

Follow the steps below to navigate and edit the Closing Disclosure form:

Step	Action																						
	<b>Information Entered / Page Features</b>																						
1	<p>From the <b>File Summary</b>, Select <b>Escrow Acc. &gt; Closing Disclosure Form Result &gt; Closing Disclosure Form</b> screen appears</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>All five pages will be displayed by scrolling</li> <li>E-Closing alphabetizes each section when the CD is updated</li> <li>All manual entries will be highlighted in bright green on the CD</li> <li><b>Tips and Tricks</b> will be listed at the beginning of each page, click on the link to read</li> </ul>																						
	<b>Page One</b>																						
2	<ul style="list-style-type: none"> <li><b>Maintain File</b> screens populate borrower, seller, lender, and financial data</li> <li><b>To change data:</b> Return to the screen of entry and make desired changes</li> <li><b>Projected Payments</b> section: To add additional columns per Lender instruction click, <a href="#">Add another column to this table</a> at bottom of the column</li> <li><b>Estimated Taxes, Insurance &amp; Assessments:</b> manually enter per Lender instruction</li> </ul>																						
	<b>Page Two</b>																						
3	<ul style="list-style-type: none"> <li><b>Maintain File</b> screens and manual entries populate Lender / Company fees</li> <li>Manual entries to be entered on next available blank line</li> </ul> <p><b>Note:</b> Click on a line number under the section letter, a red data input window will populate for additional line options.</p>																						
	<b>Page Three</b>																						
4	<ul style="list-style-type: none"> <li><b>Maintain File</b> and <b>Credit Information</b> screens populate Borrower and Seller sides</li> </ul> <p><b>Note:</b> No manual entries required.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Borrower's Side</th> <th style="width: 50%; text-align: center;">Maintain File / Credit screen</th> </tr> </thead> <tbody> <tr> <td>Section K. Due from Borrower at Closing</td> <td>Payoff Information</td> </tr> <tr> <td>Adjustments/Adjustments for Items Paid by Seller in Advance</td> <td>Tax/Fee/Proration</td> </tr> <tr> <td>Section L. Paid Already by or on Behalf of Borrower at Closing</td> <td>Credit Information Financial Information</td> </tr> <tr> <td>Other Credits</td> <td>Credit information</td> </tr> <tr> <td>Adjustments/Adjustments for Items Unpaid by Seller</td> <td>Tax/Fee/Proration</td> </tr> <tr> <th style="text-align: center;">Seller's Side</th> <th style="text-align: center;">Maintain File / Credit screen</th> </tr> <tr> <td>Section M. Due to Seller at Closing</td> <td>Credit Information Financial Information</td> </tr> <tr> <td>Adjustments for Items Paid by Seller in Advance</td> <td>Tax/Fee/Proration</td> </tr> <tr> <td>Section N. Due from Seller at Closing</td> <td>Payoff Information</td> </tr> <tr> <td>Adjustments for Items Unpaid by Seller</td> <td>Tax/Fee/Proration</td> </tr> </tbody> </table>	Borrower's Side	Maintain File / Credit screen	Section K. Due from Borrower at Closing	Payoff Information	Adjustments/Adjustments for Items Paid by Seller in Advance	Tax/Fee/Proration	Section L. Paid Already by or on Behalf of Borrower at Closing	Credit Information Financial Information	Other Credits	Credit information	Adjustments/Adjustments for Items Unpaid by Seller	Tax/Fee/Proration	Seller's Side	Maintain File / Credit screen	Section M. Due to Seller at Closing	Credit Information Financial Information	Adjustments for Items Paid by Seller in Advance	Tax/Fee/Proration	Section N. Due from Seller at Closing	Payoff Information	Adjustments for Items Unpaid by Seller	Tax/Fee/Proration
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Section N. Due from Seller at Closing	Payoff Information																						
Adjustments for Items Unpaid by Seller	Tax/Fee/Proration																						

*Continued on next page*

## E-Closing Full Suite Reference Manual, Continued

**Closing Disclosure Form**  
(continued)

<b>Page Four</b>	
<b>5</b>	<ul style="list-style-type: none"> <li>• Standard loan disclosure information and calculations</li> <li>• Final figures and descriptions entered manually per Lender instructions</li> </ul>
<b>Page Five</b>	
<b>6</b>	<ul style="list-style-type: none"> <li>• Loan Calculations entered manually per Lender instructions</li> <li>• <b>Contact Information</b> is selected in the <b>Maintain File</b> screens and edited in the Rolodex</li> </ul>
<b>7</b>	<p>Click <b>Update</b> to Save Result &gt; Screen will refresh and return the user to page one <b>Note:</b> Options to select other HUD formats or to restore default settings.</p>






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## E-Closing Full Suite Reference Manual, Continued

### Escrow Accounting

This screen indicates the file and register balances and lists all of the receipts and the disbursements. Users have the ability to print, void or reprint checks, post receipts and disbursements and run reports.

The following is an overview of the **Escrow Accounting** screen:

Left Side of the Screen	Right Side of the Screen
<p><b>Escrow Balance:</b> A total of the file receipts and disbursements</p> <p>+ Receipts: - Disbursements: = Balance: .00</p> <p><b>Note:</b> Balance must be at .00 to print checks</p>	<p><b>Expected Receipts:</b> All expected funds to receipt in</p> <p><b>Note:</b> Post any net funded lender fees prior to posting an expected receipt.</p>
<p><b>Check Register Balance:</b> The amounts total as receipts and disbursements are posted</p> <p>+ Receipts: - Disbursements: = Balance: .00</p> <p><b>Note:</b> When the file is disbursed fully, the report will balance to zero.</p>	<p><b>Posted Receipts:</b> Once funds are receipted in, the receipt changes from outstanding to posted receipt</p>
<p><b>Click on the icon to:</b> print, void or reprint checks</p> <p> <b>Print Checks</b></p> <p> <b>Void Checks</b></p> <p> <b>Reprint Check</b></p>	<p><b>Outstanding/Net Funded Disbursements:</b> Funds expected to be disbursed</p> <p><b>Note:</b> Post any net funded fees prior to posting an expected disbursement.</p>
<p><b>Click on the icon to generate the report:</b></p> <p> <b>Bank Activity Report</b></p> <p> <b>Escrow Detail By File</b></p>	<p><b>Posted/Wired Disbursements:</b> Once funds are disbursed, disbursements change from outstanding to posted disbursements</p>
<p><b>Note:</b> Detailed instructions for the Escrow activities are on the following pages.</p>	

*Continued on next page*

## E-Closing Full Suite Reference Manual, Continued

### Escrow Accounting, (continued)

#### Receipts

Follow the steps below to receipt in funds:

Step	Action
1	Confirm receipt amounts and parties to receive from
2	Select receipt by clicking on the amount of the desired receipt Result > <b>Escrow Receipt</b> screen appears
3	Verify and/or edit the amount, receipt date, payment method and reference number
4	Click <b>Update Receipt</b> to post receipt Note: Option to choose <b>Update and Print</b> to generate a receipt copy.

**Note:** If funds are received over what is expected, E-Closing will present an option to create a disbursement to reimburse for the overpayment.

#### Net Funding Fees

E-Closing will expect the gross loan amount from the lender. The lender fees can be net funded to lessen the amount expected in.

Follow the steps below to net fund lender fees:

Step	Action
1	Scroll down the <b>Escrow Accounting</b> screen to find the lender disbursements
2	Select <b>Lender</b> from the drop down to the right of each fee to net fund
3	Continue to select until all fees are net funded
4	Lender's Expected Receipt will recalculate as each fee is net funded <b>Note:</b> The lender's aggregate adjustment will be net funded automatically by the system, you would only mark the aggregate as net funded if the loan is gross funded.

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*Continued on next page*

## E-Closing Full Suite Reference Manual, Continued

### Escrow Acc., Continued

#### Escrow Accounting, (continued)

#### Disbursements

All the disbursements will be grouped together by name and listed in alphabetical order.

#### Combining Disbursements

Follow the steps below to combine disbursements as needed:

Step	Action
1	Scroll down the <b>Escrow Accounting</b> screen to the desired disbursement to move
2	Using the blank space in the itemized fee line provided after the amount, click and hold
3	Proceed to drag and move the disbursement to the desired group and unclick to drop disbursement to combine

#### Splitting Disbursements

Users have the option to split disbursements. For example, two separate seller proceed checks.

Follow the steps below to split a disbursement:

Step	Action
1	Scroll down the <b>Escrow Accounting</b> screen to the desired disbursement to split
2	Click on the amount of disbursement to split Result > <b>Escrow Disbursement</b> screen appears
3	Select <b>Split Disbursement</b> tab at the bottom of the screen Result > <b>Escrow Split Disbursement</b> screen appears
4	Fill in the required fields (split amount, name, address, and description)
5	Click <b>Update Split</b> to save Result > Initial disbursement will be reduced by the amount of the split and the new disbursement will be listed with a memo indicating where the split came from

Follow the steps below to post an individual outgoing wire:

Step	Action
1	Scroll down the <b>Escrow Accounting</b> screen to the desired disbursement
2	Click on the amount of the disbursement to post the wire Result > <b>Escrow Disbursement</b> screen appears
3	Select <b>Wire Transfer</b> as the <b>Payment method</b> and enter the date and wire reference number
4	Click <b>Update Disbursement</b> to post wire

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*Continued on next page*

## E-Closing Full Suite Reference Manual, Continued

### Escrow Accounting, (continued)

#### Disbursements continued

#### Print Checks

**Note:** The file has to be in balance before E-Closing will allow check printing. The file balance is shown in the top left corner of the screen labelled **Escrow Balance**.

Follow the steps below to Print Checks:

Step	Action
1	Select <b>Print Checks</b> by clicking on the printer icon on the left side of the screen
2	Verify <b>Escrow Account</b> and <b>Beginning Check #</b>
3	Unselect any disbursement not to be printed
4	Scroll down to the <b>Output Options</b>
5	Select <b>Print Selected Checks</b> Result > Selected checks will populate in PDF and users can designate printer

#### Void Checks

Follow the steps below to Void Checks:

Step	Action
1	Select <b>Void Checks</b> by clicking on the void check icon on the left side of the screen
2	Select desired check(s) to void
3	Click <b>Void Checks</b> Result > checks will appear
4	Select check to void
5	Enter void <b>Reason</b> Result > Check Number is voided and the disbursement moves back to <b>Outstanding/Net Funded Disbursements</b>

#### Reprint Checks

Follow the steps below to Reprint Checks:

Step	Action
1	Select <b>Reprint Checks</b> by clicking on the printer icon on left side of the screen
2	Select desired check(s) to reprint
3	Click <b>Reprint Selected Checks</b> Result > Selected checks will populate in PDF and users can designate printer

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*Continued on next page*



# E-Closing Full Suite Reference Manual, Continued

**Escrow Accounting,**  
(continued)

## QuickBooks Export

This feature allows users to export escrow data to create disbursements in QuickBooks.

**Follow the steps below to export QuickBooks data:**

Step	Action
1	Verify the file is in balance which is displayed in the <b>Escrow Balance</b> field at the top left corner of the screen
2	Select > <b>QuickBooks Export</b> by clicking on the QuickBooks icon on left side of the screen
3	Right mouse click, Select <b>Save Page As</b> (the file will be saved as an IIF file)
4	Click <b>Ok</b> to save
5	Open QuickBooks on computer and import IIF file saved

**Note:** Bank account name in E-Closing has to match the exact bank name in QuickBooks.

---

## Reports

### Bank Activity Report

Users have the option to generate a disbursement report called the **Bank Activity Report**. This report will show all the activity that was posted within the file with balances. When the file has been completely disbursed, the report will balance to zero.

To generate this report, click the printer icon to the left of **Bank Activity Report**  
Result > The report will populate in PDF and users can designate printer

### Escrow Detail by File

Users have the option to generate a balance sheet report called the **Escrow Detail by File**. This report will show a detailed breakdown of all receipts and disbursements with totals and the file balance at the very end of the report.

To generate this report, click the printer icon to the left of **Escrow Detail By File**  
Result > The report will populate in PDF and users can designate printer

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*Continued on next page*

## Manual Checks/Wires

Follow the steps below to post wires out:

Step	Action
1	From <b>File Summary</b> , Select <b>Escrow Accounting &gt; Manual Checks/Wires Result&gt; Create Manual Checks/ Wires</b> screen appears
2	Select itemized fees that were included in the wire and confirm the total to each party once completed
3	Select <b>Wire Transfer</b> as the <b>Payment Meth.</b> and enter the <b>Wire #</b> and <b>Wire Date</b>
4	Click <b>Create Manual Checks</b> to post disbursements as wires

## Hand Written Checks

Follow the steps below to post a manual check:

Step	Action
1	From <b>File Summary</b> , Select > <b>Escrow Accounting &gt; Manual Checks/Wires Result&gt; Create Manual Checks/ Wires</b> screen appears
2	Select itemized fees that were included in the manual check, verify total amounts to each party
3	Enter the <b>Check #</b> used and the <b>Check Date</b>
4	Choose <b>Create Manual Checks</b> to post the manual check

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## E-Closing Full Suite Reference Manual, Continued

### Documents Menu

E-Closing will output documents via PDF, email, or Word. All closing documents, including the title commitment and policy, are generated when the user is in a specific file.

**Note:** Companywide reporting is done in the **Documents** menu from the **Whiteboard**.

Available Menu Options:

- **Document Management** (options to print, email, scan, upload, create file barcodes, bring documents into Word for editing and create, edit and delete Document Packages)
- **Generate Documents** (this option only allows users to select a **Document Package** to print, email or to bring documents into Word for editing)
- **Shipping Labels** (options to create, reprint, delete and track)

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### Document Management

Follow the steps below to Print Documents:

Step	Action
1	From <b>File Summary</b> , Select <b>Documents &gt; Document Management</b> Result > <b>Document Management</b> screen appears
2	Select the desired document package from the available options by clicking on the name of the Document Package Result > <b>Generate Package</b> screen appears
3	E-Closing will default to print all documents in the selected group <b>Note:</b> Users have the option to click <b>Uncheck All Documents</b> and manually select the desired documents to generate.
4	Select <b>View on Screen</b> as the <b>Output Option</b> Result > selected documents will populate in PDF > users can designate printer

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## E-Closing Full Suite Reference Manual, Continued

Document  
Management  
(continued)

### Email Output option

Follow the steps below to Email Documents:

Step	Action
1	From <b>File Summary</b> , Select <b>Documents &gt; Document Management Result &gt; Document Management</b> screen appears
2	Select the desired document package from the available options by clicking on the name of the Document Package Result > <b>Generate Package</b> screen appears
3	E-Closing will default to email all documents in the selected group <b>Note:</b> Users have the option to click <b>Uncheck All Documents</b> and manually select the desired documents.
4	Select <b>Email</b> as the <b>Output Options &gt;</b> Manually enter an email address or select a contact that was assigned in the file Result > <b>Custom Email Body Text</b> box appears at the bottom of the screen
5	Enter message in text body for the recipient
6	Click the box <b>Require Password to View</b> to send the attached documents securely or leave unchecked <b>Note:</b> If the box is selected, two emails will go out to the recipient, the first will include a system generated password and the second email will include the email message and a link to the document. The recipient will click on the link and copy and paste the document password then click <b>Retrieve Docs</b> .
7	Click Generate Documents to send the email

### Word Output Option

Follow the steps below to bring a Document into Word:

Step	Action
1	From <b>File Summary</b> , Select <b>Documents &gt; Document Management Result &gt; Document Management</b> screen appears
2	Select the desired document package from the available options by clicking on the name of the Document Package Result > <b>Generate Package</b> screen appears
3	E-Closing will default to print all documents in the selected group <b>Note:</b> Users have the ability to click <b>Uncheck All Documents</b> and manually select the desired documents.
4	Select <b>Word</b> as the <b>Output Option</b>
5	Click <b>Generate Documents</b> Result > Message box will populate
6	Click <b>Ok</b> to open file in <b>Microsoft Word</b> Result > E-Closing will open Word and populate the document <b>Note:</b> Users can edit the document and then save the document to their computer.

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## Document Management (continued)

### Save for E-Closing Users Option

This option allows users to save documents in the E-Closing Client Portal for the contacts within the file to view.

#### Follow the steps below to Save Documents for E-Closing Users:

Step	Action
1	From <b>File Summary</b> , Select <b>Documents &gt; Document Management</b> Result > <b>Document Management</b> screen appears
2	Select the desired document package from the available options by clicking on the name of the Document Package Result > <b>Generate Package</b> screen appears
3	E-Closing will default to save all documents in the selected group <b>Note:</b> Users have the ability to click <b>Uncheck All Documents</b> and manually select the desired documents.
4	Select the E-Closing User in the <b>Output Option, Save for E-Closing User</b> Result > documents will be saved in the E-Closing Client Portal <b>Note:</b> E-Closing Users will log into the Client Portal with their credentials and the documents will be available to view and print.

**Note:** E-Closing Users are assigned in the File Creation process. Borrowers and Sellers are assigned on the Borrower and Seller screens. Mortgage Broker, Lender and Real Estate Broker contacts are assigned in the Rolodex.

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## E-Closing Full Suite Reference Manual, Continued

### Document Management (continued)

#### Generate A Barcodes

This feature allows users to scan documents directly into E-Closing. This Cloud based storage eliminates the need to store documents on company servers.

**Note:** Prior to using the scanning feature, please download the E-Closing File Uploader software. Download instructions can be found by clicking on E-Closing Help Center from the Whiteboard.

Follow the steps below to Generate A Barcode document:

Step	Action					
1	From <b>File Summary</b> , Select <b>Documents &gt; Document Management Result &gt; Document Management</b> screen appears					
2	Select a scanned file name from the options under <b>Generate A Barcode Result &gt; Scanned File</b> (name of the file shows here) screen appears <b>Note:</b> Users have the option to create a new name by clicking <b>Add A New Scanned File Name</b> .					
3	Select from the options below: <table border="1" style="width: 100%;"> <tr> <td><b>Note:</b> The following options provides access to documents through the E-Closing Client Portal</td> </tr> <tr> <td><b>Save for E-Closing Users</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Existing Addresses:</b> Select from the drop down a previously entered email address</td> </tr> <tr> <td><b>File Related Addresses</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Note:</b> E-Closing automatically emails the file upon scanning to up to five recipients.</td> </tr> </table>	<b>Note:</b> The following options provides access to documents through the E-Closing Client Portal	<b>Save for E-Closing Users</b> <input type="checkbox"/>	<b>Existing Addresses:</b> Select from the drop down a previously entered email address	<b>File Related Addresses</b> <input type="checkbox"/>	<b>Note:</b> E-Closing automatically emails the file upon scanning to up to five recipients.
<b>Note:</b> The following options provides access to documents through the E-Closing Client Portal						
<b>Save for E-Closing Users</b> <input type="checkbox"/>						
<b>Existing Addresses:</b> Select from the drop down a previously entered email address						
<b>File Related Addresses</b> <input type="checkbox"/>						
<b>Note:</b> E-Closing automatically emails the file upon scanning to up to five recipients.						
4	Click <b>Generate Barcode</b> Result > <b>Scanned File Barcode</b> document populates in PDF					
5	Print <b>Scanned File Barcode</b> document					
6	Place File Barcode document on top of documents to be scanned to E-Closing					
7	Scan documents to destination folder					
8	The scanned document package will populate with a date and time stamp in the file in the <b>Scanned / Saved Documents</b> section on this page					

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## E-Closing Full Suite Reference Manual, Continued

### Shipping Labels

The FedEx integration allows users to generate shipping labels and track shipments from the E-Closing file.

**Note:** FedEx users must enter their credentials in the **E-Closing Connect** screen from the **Back Office** to activate the integration.

Follow the steps below to generate a FedEx shipping label:

Step	Action
1	From <b>File Summary</b> , Select <b>Documents &gt; Shipping Label</b> Result > <b>Create Shipping Label</b> screen appears
2	Select <b>Ship Via</b> > to choose shipping method
3	<b>Select a name from below to ship to a known address</b> Click the radio button to select delivery recipient Result > fields will auto populate from data previously entered in E-Closing <b>Note:</b> FedEx requires <b>Phone</b> number and <b>Weight</b> , enter additional fields as applicable
4	Click <b>Create Shipping Label</b> Result > FedEx Shipping label populates in PDF and users can designate printer
5	Close label screen Result > <b>Label successfully created...Tracking #: will be delivered on: Shipping Charge:</b> appears on upper left corner of <b>Create Shipping Label</b> screen

### Tracking FedEx Shipments

The FedEx integration allows the user to track the shipment in E-Closing.

Follow the steps below to search for the tracking information:

Step	Action
1	From <b>File Summary</b> , Select and open the desired file from the <b>Whiteboard</b> Result > <b>File Summary</b> page appears
2	Scroll to Shipping Labels field > Click on the Tracking # Result > The <b>Fedex.com</b> site will populate to the tracking page where the package tracking history will be listed

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## E-Closing Full Suite Reference Manual, Continued

### Reprinting FedEx Shipping Labels

The FedEx integration allows the user to reprint a shipping label in E-Closing.

Follow the steps below to reprint a FedEx label from E-Closing:

Step	Action
1	From <b>File Summary</b> , Select <b>Documents &gt; Reprint Shipping Label</b> Result > <b>Reprint Shipping Label</b> screen appears
2	Click on the <b>Tracking Number</b> field Result > Label information auto populates
3	Click <b>Reprint Label</b> Result > FedEx Shipping label appears in PDF and users can designate printer
4	Close label screen Result > <b>Shipping Label reprinted -Tracking #:</b> > appears on upper left corner of the <b>File Summary</b> screen

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### Deleting FedEx Shipping Labels

The FedEx integration feature allows the user to delete a shipping label in E-Closing.

Follow the steps below to delete a FedEx shipping label from E-Closing:

Step	Action
1	From <b>File Summary</b> , Select <b>Documents &gt; Delete Shipping Label</b> Result > <b>Delete Shipping Label</b> screen appears
2	Click on the <b>Tracking Number</b> field Result > Label information auto populates
3	Click <b>Delete Shipping Label</b> Result > <b>Shipping Label deleted -Tracking #:</b> > appears on upper left corner of <b>File Summary</b> screen

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