

# ePolicyManager® User Guide



# **Table of Contents**

Logging into The Fund website	4
Searching for an Existing File	4
Creating a New File	6
Generating a Commitment Jacket	6
Generating a Policy Jacket	8
Rating a File	8
Uploading Schedules	12
Viewing the Invoice	14
Paying an Invoice	15

# ePolicy Manager User Guide

ePolicyManager is designed for Fund Members who **do not** use E-Closing DT or DoubleTime as their closing software; but want the convenience of generating commitment and serialized policy jackets, creating rating worksheets, remitting policies, and paying premiums electronically. ePolicyManager users have the added benefit of generating a Rating Worksheet which can be printed or saved electronically for their records. Additionally, when final policy schedules are complete and ready for submission to The Fund, users can upload final policy schedules through ePolicyManager, review a remittance invoice, and pay the invoice electronically.

This User Guide reviews the tasks you can complete using **ePolicyManger**:

- Logging into The Fund Website
- Searching for an Existing File
- <u>Creating a New File</u>
- <u>Generating a Commitment Jacket</u>
- <u>Generating a Policy Jacket</u>
- <u>Rating a File</u>
- Uploading Schedules
- <u>Viewing the Invoice</u>
- Paying an Invoice



# ePolicyManager Permissions

All users must have permission to use ePolicyManager.

Portal Owners or Administrators enable users by managing their permissions in the *My Account* section on thefund.com.

To learn more about enabling user access to Fund Software and Integrations, visit support.thefund.com.

# Logging into The Fund website

- 1. Log into www.thefund.com.
- 2. In the Launch Center, click Launch under the ePolicyManager icon as shown below.

# Searching for an Existing File

- 1. Log into www.thefund.com.
- 2. In the Launch Center, click Launch under the ePolicyManager icon as shown above.
- 3. Click Search Existing File(s).
- 4. Select the appropriate branch location (if applicable) for your firm or title agency.

You may conduct a search for a file based on three types of search criteria; **Search on File Information**; **Search on Policy Information**; and **Search on Invoice Information**.

Search on Inderwriter: Closing File Iumber: Iame of the	File Informatio	n ational Title	Insurance	Company		
Underwriter: Closing File Number: Name of the	Old Republic N	ational Title	Insurance	Company		
Closing File Number: Name of the						
Name of the						
Insured:						
Property:						
Address1:						
Address2:						
City/State/Zip:			FL			
Short Legal Description:						
Jacket Type:	All	uon	~	0.0		
Closing Date	All Jackets	Non-compi	eted Jacket	3 Complet	ed Jackets	
Range:	1	/		/	1	
	From: (mm/dd/yy	уу)	To:	(mm/dd/yyyy)	)	
O Search on	Invoice Inform	ation				
Invoice Number:						
Invoice Number: Invoice Date:	1	1		1	1	

- 5. Enter the applicable search criteria information.
- 6. Click **SEARCH** at the bottom of the screen.



ePolicy Manager User Guide





#### ePolicyManager presents a list of all files which meet the search criteria previously entered.

Search Resul	ts								
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices to Pay
Demo-102821-1	20	10/28/2021	CF6R	10/28/2021	Jacket				
			MF6	10/28/2021	MF6-8543027				
			OF6	10/28/2021	OF6-8830768				
						FL4701160	10/28/2021	\$865.5	
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices to Pay
sales	20	10/18/2021	MF6	10/18/2021	MF6-8543024				
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices to Pay
ak10273	20	10/27/2021	MF6	10/27/2021	MF6-8543023				
						FL4701158	10/27/2021	\$197.25	EP0194
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices to Pay
ak10272	20	10/27/2021	CF6R	10/28/2021	Jacket				
			OF6	10/27/2021	OF6-8830765				
						FL4701157	10/27/2021	\$101.25	EP8522
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices to Pay
ak 10272021	20	10/27/2021	MF6	10/27/2021	MF6-8543022				
			OF6	10/27/2021	OF6-8830764				
						FL4701153	10/27/2021	\$370.5	EP4701
						FL4701154	10/27/2021	\$39.75	EP1601
						FL4701155	10/27/2021	\$22.5	EP0680
						FI 4701156	10/27/2021	\$32.25	EP6400

7. Click the desired Closing File Number <u>link</u> from the **Closing File Number** column to view details of the previously created file on the **File/Policy** screen.

All previously entered commitment and/or policy information displays for the selected Closing File Number.

Underwriter:	Old	Republic N	ational Title	Insuran	ce Company					
Closing File Number:*	Dem	10-102821-	1							
Closing Date:*	10	/ 28	/ 2021	(mm	/dd/yyyy)					
Property Address1:	123	Lake Dr.								
Property City/State/Zip	: Orla	ndo		FL	32812					
Property County:	ORA	ANGE	~							
Short Legal Descriptio	n: This	is the lega	I description	Ι.						
IOTE: Please enter th ou intend to upload d	e Property (	County and edules to Th	either input o ie Fund.	r generat	e all Policy Serial I	lumbe	rs along w	ith Policy	Effectiv	e Date if
Rating Information	on									
tating Type:	Bi	asic O Mor	tgage Modific	ation C	Substitution Loan					
Rating Date:	10	/ 28	/ 2021	(mm/	(dd/yyyy)					
Rating Remarks:		I' Unit	J'Comme	Jr						
olicy Informatio	n									
olicy Type:*	Com	nmitment (C	CF6R)		-					
olicy Submittal:	@ E	lectronic 🔘	Paper Serial	#:						
Date of Policy:		1/	1/	(mm/	(dd/yyyy)					
olicy Exposure Amt			0.00							
lame of the Insured:				<u> </u>			i i			
400	100						1			
Fill Polic	Informatio	n and click A	Add Policy bu	tton to ac	Id Policy.					
Policy List:		1					Lonn			
Policy List:	Exposure	Manage of the	he Insured		Policy Serial #	Edit	Priority	Adjust	Priority	Remov
Policy List: Policy Effective Type Date	Exposure Amount	Name of D			Toronto and					
Policy List: Policy Effective Type Date CF6R 10/28/2021	Exposure Amount 500000.00	Bank of Flo	orida		Jackel	-		-		
Policy List: Policy Effective Type Date CF6R 10/28/2021 OF6 10/28/2021 MES 10/28/2021	Exposure Amount 500000.00 500000.00	Bank of Flo	orida er		OF6-8830768	-		-	-	-

8. You are now ready to continue working in **ePolicyManager**, beginning from the **File/Policy** screen.



# **Creating a New File**

1. Click the **Create New File** <u>link</u>.



- 2. Select the appropriate branch location (if applicable) for your firm or title agency.
- 3. Click **SUBMIT** at the bottom of the screen.

# **Generating a Commitment Jacket**

1. Enter general file details in the File Information (Basic Rating) section.

**NOTE:** Required fields are denoted with an (\*) asterisk.

File Information (B:	sic Pating)					
File Information (De	isic Rading)					
Underwriter:	Old Republic Nati	onal Title	Insuranc	e Company		
Closing File Number:*	Demo-102821-1					
Closing Date:*	10 / 28	/ 2021	(mm)	dd/yyyy)		
Property Address1:	123 Lake Dr.					
Property City/State/Zip:	Orlando		FL	32812		
Property County:	ORANGE	~				
Short Legal Description:	1					

#### 2. Enter Rating Information.

This information populates onto the **Rating Worksheet**.

Rating Informati	on			
Rating Type:	<ul> <li>◎ Ba</li> <li>✓ 1-4</li> </ul>	sic O Mor Residentia	tgage Modific al 🗌 Timesha	ation O Substitution Loa
Rating Date:	10	/ 28	/ 2021	(mm/dd/yyyy)
Rating Remarks:				

• The **Rating Type** default is **Basic**; advanced rating options of **Mortgage Modification** and **Substitution Loan** are also available.

If you need additional assistance, contact Finance Customer Service at 800-275-2843.

• Optionally, enter a Rating Date and/or Rating Remarks.

The information populates onto the Rating Worksheet.



#### 3. Enter **Policy Information**.

• From the **Policy Type** drop-down, select the appropriate policy option.

Policy Type:*	Com	mitment (C	CF6R)	~	
Policy Submittal:	I Ele	ectronic O	Paper Serial #		
Date of Policy:	10	/ 28	/ 2021	(mm/dd/yyyy)	
Policy Exposure Amt			250000.00	-	
Name of the Insured:	Bank	of Florida			

- The **Policy Submittal** option defaults to **Electronic** and may not be changed.
- Enter the **Date of Policy** effective date of the commitment; or when requesting policy jackets enter the recording date of the insured document (i.e., Warranty Deed or Mortgage).
- Enter the **Policy Exposure Amt** proposed insured amount for the commitment or the insured amount for the policy.
- Enter the **Name of the Insured** name of the proposed insured for the commitment or the name of insured for the policy.
- 4. Click ADD to add the commitment or policy information to the Policy List.

Type	Date	Amount	Name of the Insured	Policy Serial #	Edit	Priority	Adjust	Priority	Remove
CF6R	10/28/2021	250000.00	Bank of Florida	2	2	2	22	-	1
			Select a mongagee Pt	bildy radio button and th	CII CIICA	op or bo	101 31	curry Lo	

- 5. To delete commitment or policy information from the **Policy List** *prior to* selecting the **Generate Jacket** button, click icon in the **Remove** column.
- 6. Click **GENERATE JACKET** to generate the commitment or policy jacket. You may also click the <u>link</u> located in the **Policy Serial #** column to view the jacket.

Policy Type	Effective Date	Exposure Amount	Name of the Insured	Policy Serial #	Edit	Loan Priority	Adjust	Priority	Remove
CF6R	10/28/2021	250000.00	Bank of Florida	Jacket	12		*		-
			Select a Mortgagee Po	olicy radio button and th	en clici	CUp or Do	own for s	etting Lo	an Prior

**NOTE:** To cancel a policy jacket write *VOID* across the front of the policy jacket and email a copy to <u>epolicycancellation@thefund.com</u>.



# **Generating a Policy Jacket**

1. Repeat <u>step 3</u> through <u>step 6</u> in the <u>Generating a Commitment Jacket</u> section to generate policy jackets (i.e., Owners or Mortgagee).

Policy Type	Effective Date	Exposure Amount	Name of the Insured	Policy Serial #	Edit	Loan Priority	Adjust	Priority	Remove
CF6R	10/28/2021	500000.00	Bank of Florida	Jacket		-	-	-	-
OF6	10/28/2021	500000.00	Buyer Tester	OF6-8830768		-	-	-	-
MF6	10/28/2021	250000.00	Bank of Florida	MF6-8543027		1	-	-	-

# **Rating a File**

1. After you complete the setting up the file process, click **CONTINUE** at the bottom of the screen or scroll to the top of the screen to click the **Rating** <u>link</u>.

File/Policy	<u>Rating</u>	Schedule Upload
,	10 1	

2. Complete the **Rating** section of **ePolicyManager** to calculate the policy rating and remittance amounts for the transaction; after you complete the rating you may print a **Rating Worksheet**.

The File Information section populates.

Note: This information may or may not be changed based on state of the transaction.

Creat	e New File	1	Search Existing File(s)
<u>File/Policy</u>   Rating   <u>S</u> Rating (Basic R	achedule Upload Rating)		
File Information			
Closing File Number:	Demo-102821-1		
Closing Date:	10 / 28 / 2021	(mm/dd/yyyy)	

**Note:** After you upload policies or associated documents, these sections may or may not be enabled for entry of information. See <u>Uploading Schedules</u>.

• If the transaction qualifies for a reissue rate and a copy of the Owner's Title Insurance Policy is obtained, enable the **Prior Policy** check box, and then enter the **Prior Policy Information**.

Prior Policy Info	rmation				
Prior Policy					
Policy Type:	Owner	Po	icy Date:	1	1
Policy Amount:	0.00	Us	ed Amount:		0.00
Policy No:					
Underwriter Name:			$\sim$		
New Hon	ne Purchase Discount				
Number of U	nits:	Discount Amount Per Unit:		0.00	

• If applicable, enable the **New Home Purchase Discount** check box and enter the appropriate **Number of Units** and **Discount Amount Per Unit** information.



- ePolicyManager calculates the reissue rate based on information entered in the Prior Policy Information section.
- Reissue rates display on the **Policy List** and on the **Rating Worksheet**.

Note: ePolicyManager Automatically Adds Two Endorsements

When you add a new mortgagee/loan policy to a new or existing file, ePolicyManager automatically adds the 8.1 and 9.0 endorsements. This is true for all three rating scenarios. Defaulting the two endorsements on a loan policy changes the rating. In such cases, the system displays this information.

	Create Nev	v File		l.		Se	arch Existing	File(s)	
File/Policy   Ratir	ng   <u>Schedu</u>	ule Upload	!						
Rating (Bas	ic Ratin	ng)							
File Informati	ion								
Closing File Num	ber: Der	mo-10282	21-1						
Closing Date:	10	/ 28	3 / 2	2021 (mm/	dd/yyyy)				
Prior Policy I	nformati	on							
Prior Policy									
Policy Type:	Ow	ner				Policy Da	te:	/	1
Policy Amount:			0.0	00		Used Am	ount:		0.00
Policy No:									
- Underwriter Nam	e:					~			
New Number	Home Pure of Units: ience, mos	chase Disc	on endors	Discount Am	een added t	t:	n policy(ies) t	0.00 vy default. Pl	lease review an
New Number For your conven Policy List: Click Add/Edit to /	Home Pure of Units: ience, mos	sements or	on endors confir	Discount Am sements have b rm the below se	een added t lection and f	t: to the loar the charge	n policy(ies) b es.	0.00 vy default. Pl	lease review an
New Number For your conven Policy List: Click Add/Edit to. Policy	Home Pure of Units: ience, mos Add Endors	sements or Date Am	r edit Polio	Discount Am sements have b im the below se icy Information. Name of the Insi	een added t lection and f	t to the loar	n policy(ies) b es. Calculated	0.00 by default. Pl	lease review an Add Endorse / Edit Policy
New Number For your conven Policy List: Click Add/Edit to , Policy Jacket	Home Pure of Units: ience, mos Add Endors Effective I 10/28/20	sements or Date Exp 21 500	r edit Poli oosure nount	Discount Am sements have b rm the below se icy Information. Name of the Inss Bank of Florida	een added t lection and f	t: to the loar the charge	calculated	0.00 by default. Pl Charged 0.00	Add Endorse / Edit Policy
New Number For your conven Policy List: Click Add/Edit to, Policy Jacket OF6-8830768 MEA.9543027	Home Pure of Units: iience, mos Add Endors Effective I 10/28/20 10/28/20	sements or Date Exp Arr 121 500 121 500	r edit Poli oosure nount 00000.00	Discount Am sements have b rm the below se icy Information. Name of the Inst Bank of Florida Buyer Tester Bank of Elorida	een added t lection and f	t: Loor the loar the charge	Calculated 0.00 2575.00	0.00 by default. Pl Charged 0.00 2575.00 25.00	Add Endorse / Edit Policy
New Number For your conven Policy List: Click Add/Edit to / Policy Jacket OF6-3830768 MF6-8543027 Endorsement	Home Purc of Units: iience, most Add Endors Effective I 10/28/20 10/28/20 10/28/20	sements or Date Exp 21 500 21 250	r edit Polini confir nount 0000.001 0000.001	Discount Am sements have b min the below se cy Information. Name of the Insi Bank of Florida Buyer Tester Bank of Florida	een added t lection and 1 ured	t: to the loar the charge	n policy(ies) b es. Calculated 0.00 2575.00 25.00	0.00 y default. Pl Charged 0.00 2575.00 25.00	Add Endorse / Edit Policy
New Number For your conven Policy List: Click Add/Edit to. Policy Jacket OF6-8330768 MF6-8543027 Endorsemen Policy	Home Purd of Units: ience, most Effective I 10/28/20 10/28/20 t List: Type	sements or Date Exp 221 500 221 250 Edit Er	r edit Polio osure I nount I 00000.001 00000.001	Discount Am sements have b trm the below se cy Information. Name of the Insi Bank of Florida Buyer Tester Bank of Florida ent Description	een added t lection and t	t: to the loar the charge	Calculated Calculated Calculated Calculated	0.00 ry default. Pl Charged 0.00 2575.00 25.00 Charged	Add Endorse / Edit Policy
New Number For your conven For your conven Click Add/Edit to, Policy Jackat OF-6-8543027 Endorsemen Policy MF6-8543027	Home Purco of Units: ience, most Add Endors Effective I 10/28/20 10/28/20 10/28/20 t List: Type	sements or Date Exp 21 500 21 500 21 250 Edit Er	n endors confir nount no	Discount Am sements have be rm the below se cy Information. Name of the Ins Bank of Florida Bank of Florida ent Description	een added t lection and t	t:	Calculated 0.00 2575.00 Calculated 0.00 257.00 255.00	0.00 ry default. Pl Charged 0.00 2575.00 255.00 255.00	Add Endorse / Edit Policy
New Number For your convent Policy List: Click Add/Edit to, Policy Jackat ME6-8543027 Endorsement Policy ME6-8543027	Home Purco of Units: ience, mo: Add Endors Effective I 10/28/20 10/28/20 10/28/20 t List: Type 816 906	sements or Date Arr 21 500 221 500 221 250 23 250 Edit Er	r edit Poli confir r edit Poli confir conf	Discount Am sements have b mm the below se cy Information. Name of the Inst Bank of Florida Bank of Florida ent Description 3.1 EPL.	een added t lection and l	t:	Calculated 0.00 2575.00 25.00 Calculated 25.00	0.00 ry default. Pl Charged 0.00 255.00 Charged 0 25.0	Add Endorse / Edit Policy
New Number For your conven Click AddEdit to.     Policy List:     Click AddEdit to.     Policy     Policy     Policy     MF6-8543027 Endorsemen Policy	Home Purc of Units: ience, mo: Add Endors Effective I 10/28/20 10/28/20 10/28/20 t List: Type 816 906	st commo sements or Date Ary 121 500 121 250 Edit Er 6 06 0 06	r edit Poli oosure nount 0000.001 0000.0000000000	Discount Am sements have be mit the below se cy Information. Name of the Instead Buyer Tester Bank of Florida ent Description 3.1 EPL 20 - REM Policy	unt Per Uni een added lection and I ured y & Endorsen	t:	Calculated 0.00 255.00 Calculated 0.255.00 Calculated 256.00 25	0.00           yy default. Pl           Charged           0.00           2575.00           255.00           0           256.00           0           256.00           0           256.00           0           256.00           0           256.00           0           256.00           0           258.00	Add Endorse / Edit Policy

• To add endorsements to the Owner's or Mortgagee **Policy**, click the *icon* in the **Add Endorse/Edit Policy** column of the Policy List table.

Policy	Effective	e Date	Exposure	Name of the Insured	Calculated	Charged	Add Endorse
Jacket	10/28/2	2021	500000.00	Bank of Florida	0.00	0.00	
OF6-8830768	10/28/2	2021	500000.00	Buyer Tester	2575.00	2575.00	
MF6-8543027	10/28/2	2021	250000.00	Bank of Florida	25.00	25.00	
Policy	t List: Type	Edit	Endorsen	nent Description	Calculated	Charged	Remove
Endorsemen Policy MF6-8543027	t List: Type	Edit	Endorsen	nent Description	Calculated	Charged	Remove
Endorsemen Policy WF6-8543027	Type 816	Edit	Endorsen	nent Description 8.1 EPL	Calculated	Charged	Remove
Endorsemen Policy WF6-8543027	Type 816 906	Edit	Endorsen 06 - ALTA 06 - ALTA	nent Description 8.1 EPL 9.0 - REM	Calculated 25.0 260.0	Charged 25.0 260.0	Remove
Endorsemen Policy MF6-8543027	Type 816 906	Edit	Endorsen 06 - ALTA 06 - ALTA	nent Description 8.1 EPL 9.0 - REM Policy & Endorsement To	Calculated 25.0 260.0 2685.00	Charged 25.0 260.0 2885.0	Remove

• The Edit Policy/Endorsement Information screen displays; you may edit the Policy Effective Date, Policy Exposure Amt, and Name of the Insured fields, if needed.



**Note:** After you upload policies/endorsements to the Fund, the information for those specific policies/endorsements cannot be changed.

• To add an endorsement to a policy, in the **Endorsement Selection** section enter the number 1 next to the required endorsement(s).

Closing File Number:	Demo-102821-1				
Closing Date:	10 / 28	/ 2021	(mm/dd/yyyy)		
Date of Policy:	10 / 28	/ 2021	(mm/dd/yyyy)		
Policy Exposure Amt:	250	00.00			
Name of the Insured:	Bank of Florida				
Calculated Amount:		25.00		Charged Amount:	25.00

Count	Туре	Count	Туре
	06 - ALTA 10 Assignment/AME	0	06 - ALTA 11 Mtg Mod
v		•	oo - AETA TT Mig Mod
0	06 - ALTA 12 Aggregation	0	06 - ALTA 14 Futr Adv-Pri
0	06 - ALTA 14.2 Futr Adv-LoC	0	06 - ALTA 14.3 Futr Adv-RevM
0	06 - ALTA 4.1 Condo	0	06 - ALTA 5.1 PUD
0	06 - ALTA 6 Var Rate	0	06 - ALTA 6 Var Rate-Neg
0	06 - ALTA 7 Manf Hse Unit	1	06 - ALTA 8.1 EPL
0	06 - ALTA 9.0 - REM	0	06 - ALTA 9.3 -Loan
0	ALTA 13.1 Mortgagee Leasehold	0	Additional Interest
0	Balloon Mortgage	0	Change of Partners
0	Construction Loan Update	0	Contiguity
1	FF9 Florida Form 9	0	Florida Form 8.1 - EPL
0	Foreign Currency	0	General Endorsement
0	Navigational Servitude	0	Reverse Mortgage
0	Revolving Credit	0	Shared Appreciation
0	Survey		

Note: Endorsments can only be added to the Count. To remove a specific endorsement, cancel out of this window and click the Remove link to remove a specific endorsement.



• After you have added all endorsements, click **SAVE** at the bottom of the screen.

The system returns you to the Rating screen.

**Note:** Endorsements may only be added to the count at this location. To remove an endorsement, click **CANCEL** to return to the **Rating** screen, and then click i con in the **Remove** column.

3. To view and/or print the Policy Rating Worksheet, click RATING WORKSHEET.

### The system displays the Rating Worksheet in PDF format.

	r oney rearing workeneer									
Underwriter: Old Republic National Title Insurance Company			Rating Date:	10/28/2021						
Agent:	Agent: TEST NUMBER X.		Rating Type:	Basic						
Agent ID No: 8999			Agent File No	: Demo-10282	<u>1-1</u>					
Invoice No:										
	Form Tuno	Exposure	Calculated	Agent Variable	Underwriter					
Form Type		Exposure	(Promulgated)	(Promulgated)	Remittance					
Commitment(CF6R)		500,000.00	0.00	0.00	0.00					
06 - Owner Poli	icy(OF6)	500.000.00	2 575 00	2 575 00	772 50					
Number: OF6-8	830768	000,000.00	2,010.00	2,010.00						
06 - Mortgagee	Policy(MF6)	250.000.00	25.00	25.00	7.50					
Number: MF6-8	543027									
Endorsements										
06 - ALTA 8.1 E	PL (MF6-8543027)		25.00	25.00	7.50					
FF9 Florida For	m 9 (MF6-8543027)		260.00	260.00	78.00					
Agent Premiun	n: \$2,019.50	Totals:	\$2,885.00	\$2,885.00	\$865.50					

#### Policy Rating Worksheet

\* Amount to underwriter Based on Agent Variable Promulgated Amount

ePolicy Manager User Guide

Remarks:

Rating Variables:	eshare	✓ 1-4 Residential	
For Underwriter Use	Premium:	Due:	Refund:
			ePolicyManager (ver 3.0)

4. To close the .pdf copy of the **Rating Worksheet**, click **X**.



# **Uploading Schedules**

1. After you complete the <u>Rating a File</u> process, click **CONTINUE** at the bottom of the screen or scroll to the top of the screen to click the **Schedule Upload** <u>link</u>.

File/Policy	Rating	Schedule Upload

The File Information section populates but may not be changed.

2. The **Recording Information** section is the location to add specific recording information for the insured document; click the *info* icon in the **Edit Recording Info** column to open the window.

**Note:** After you upload policies/endorsements to the Fund, the information for those specific policies/endorsements cannot be changed.

Recording Information								
Policy	County	Recording Date	Document No.	Book Type	Book	Page	Edit Recording Info	
OF6-8830768	ORANGE							
MF6-8543027	ORANGE							

3. Enter the recording information of the insured document including; **Recording Date**, **Document No**. and/or **Book Type**, **Book**, and **Page**.

Closing File Number:*	Demo-102821-1	
Closing Date:*	10 / 28 / 2021 (m	m/dd/yyyy)
County:	ORANGE 🗸	
Recording Date:	/ / (mr	n/dd/yyyy)
Document No.:		
Book Type:	Official Records 🗸	
Book:		
Page:		

4. Click **SAVE** after you have entered all information

The system returns you to the **Schedule Upload** screen.

- 5. Repeat <u>step 2</u> through <u>step 4</u> for each insured document.
- 6. Review the **Document List** to browse and locate policy schedules.

Policy	Endorsement	Uploaded?	Policy Schedules & Endorsemen			
OF6-8830768	SCHEDULE A and B ONLY	N	Choose File	No file chosen		
MF6-8543027	SCHEDULE A and B ONLY	N	Choose File	No file chosen		
	06 - ALTA 8.1 EPL	N	No Upload Nee	bed		
	EE9 Elorida Form 9	N	No Upload Needed			



7. Click **Choose File** to locate **Schedule A and B Only** of the policy.

💿 Open							х
$\leftarrow \rightarrow \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	uments >		v õ	,O Search D	ocuments	5	
Organize * New folder					• == •		D
> 🖈 Quick access	Name E Loan Policy.pdf	Date modified 10/18/2021 2:36 PM	Type Adobe	Acrobat Docu	Size	33 KB	^
	😧 Owners Policy pdf	10/18/2021 2:37 PM	Adobe	Acrobat Docu		33 KB	~
File name: Owner	s Policy.pdf		~	All Files (*.*)			~
				<u>O</u> pen	С	ancel	

8. After you locate the document, click **Open**.

**Note:** There is no upload needed for schedules to the policies or the ALTA 8.1 and 9.0 endorsements unless the 8.1 and 9.0 endorsements are not requested by the lender, in which case the 8.1 and 9.0 endorsements should not be issued.

- 9. After you add all policy schedules, enable the check box which reads "I understand uploading documents will create an invoice that might have a financial obligation".
- 10. After you enable the check box, click **UPLOAD DOCUMENTS**.

Document L	ist:			
Policy	Endorsement	Uploaded?	Policy Schedul	es & Endorsements
OF6-8830768	SCHEDULE A and B ONLY	N	Choose File	OF6.PDF
MF6-8543027	SCHEDULE A and B ONLY	N	Choose File	MF6.PDF
	06 - ALTA 8.1 EPL	N	No Upload Nee	ded
	FF9 Florida Form 9	N	No Upload Nee	bed
* I understar	nd uploading documents will create an inv	oice that might I	nave a financial o	bligation.

UPLOAD DOCUMENTS



# **Viewing the Invoice**

1. After you complete the <u>Upload Schedules</u> process, the **Invoice Information** section displays a <u>link</u> in the **Invoice No.** column.

Invoice No	Invoice Date	Invoice Amount	Select Invoices to Pay
FL4701160	10/28/2021	\$865.50	

2. Click the <u>link</u> of the invoice you want to view from the **Invoice No** column.

The system displays the Invoice in PDF format.

	:75-2843	Invoice	
Bill To:			
TEST NUMBER X.	Invoice Number:	FL4701160	
899920 TESTING NUMBER	Invoice Date:	10/28/2021	
ORLANDO, FL 32862-0000	Customer Number:	8999	
ORLANDO, FL 32862-0000	File Reference:	Demo-102821-1 16326772	
	Rating Type:	Basic	
Product Description		Detail Ar	mount
Commitment(CF6R)			0.00
06 - Owner Policy(OF6-8830768)			772.50
06 - Mortgagee Policy(MF6-8543027)			7.50
06 - ALTA 8.1 EPL(MF6-8543027)			7.50
FF9 Florida Form 9(MF6-8543027)			78.00
			400.00

You may print the invoice by selecting the print icon on the PDF screen.

3. To exit the .pdf copy of the **Invoice**, click **X**.

The system returns you to the Schedule Upload (Basic Rating) screen.



# **Paying an Invoice**

All users must have permission to use Policy Payment.

Portal Owners or Admins can enable users by managing their permissions in the *My Account* section on thefund.com.

Search Existing File(s)

To learn more about enabling user access to Fund Software and Integrations, visit the <u>support.thefund.com</u>.

- 1. Perform steps 1 through 5 of the <u>Search for an Existing File</u> process.
- 2. Enable the individual invoice(s) check box(es) you want to pay.

OR

#### Enable the Select all invoices to pay option.

Create New File

Search Resul	ts								
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices to Pay
Demo-102821-1	20	10/28/2021	CF6R	10/28/2021	Jacket				
			MF6	10/28/2021	MF6-8543027				
			OF6	10/28/2021	OF6-8830768				
						FL4701160	10/28/2021	\$865.5	<b>Z</b>
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices t Pay
sales	20	10/18/2021	MF6	10/18/2021	MF6-8543024				
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices t Pay
ak10273	20	10/27/2021	MF6	10/27/2021	MF6-8543023				
						FL4701158	10/27/2021	\$197.25	EP0194
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices t Pay
ak10272	20	10/27/2021	CF6R	10/28/2021	Jacket				
			OF6	10/27/2021	OF6-8830765				
						FL4701157	10/27/2021	\$101.25	EP8522
Closing File Number	Rqstd Office	Closing Date	Policy Type	Effective Date	Serial Number	Invoice No	Invoice Date	Amount	Select Invoices t Pay
ak 10272021	20	10/27/2021	MF6	10/27/2021	MF6-8543022				
			OF6	10/27/2021	OF6-8830764				
						FL4701153	10/27/2021	\$370.5	EP4701
						FL4701154	10/27/2021	\$39.75	EP1601
						FL4701155	10/27/2021	\$22.5	EP0680
						FL4701156	10/27/2021	\$32.25	EP6400
Note: Click 'Closir	ng File Nur	mber' link(s) a	bove to vi	ew details. Cli	ck 'Serial Numb	er' link(s) to o	pen/save pol	icy jackets.	

#### The system displays the Payment Summary screen.

Create Nev	w File		Search Existing File(s)
Payment Summary			
ACH Payment Inform	ation:		
Name of Bank* Ba	nk of Orlando		
ABA Routing Number:* 98	7436967		
Account Number.* 12	345		
AUTHORIZATION FOR ELE payment service in ePolicyM Fund Services, LLC to initiat	CTRONIC PAYMENTS: By u lanager or any other electron le an electronic debit to the fil	using Attorneys' Title Fund S lic payment service, you are nancial account you specify	Services, LLC electronic authorizing Attorneys' Title in the amount you request.
Close File Number	Invoice Number	Invoice Date	Invoice Amount
Demo-102821-1	FL4701160	10/28/2021	\$865.50
		TOTAL	\$865.50
		CANCEL	CONFIRM & PAY

Note: If there is an issue with the ABA Routing Number:

• A Validation Error message displays.



• Click CANCEL. The system returns you to the Payment Summary screen.

Validation Error You must correct the following error(s) before proceeding: • Routing number is invalid.

3. Review the information, and then click **CONFIRM & PAY**.

The system displays the Invoice Confirmation Sheet.

***		2040		
	Inv	voice Confirmation Sh	leet	
Close File Number	Invoice Number	Invoice Date	Invoice Amount	Confirmation Number
Close File Number	Invoice Number	Invoice Date	Invoice Amount	Confirmation Number
Close File Number Demo-102821-1	Invoice Number FL4701160	Invoice Date 10/28/2021	Invoice Amount \$865.50 TOTAL	Confirmation Number EP6784 \$865.5

4. Click **PRINT** to print a hard copy of the Invoice Confirmation Sheet.