



ePolicyManager®

User Guide

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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 **ePolicyManager**:

- [Logging into The Fund Website](#)
- [Searching for an Existing File](#)
- [Creating a New File](#)
- [Generating a Commitment Jacket](#)
- [Generating a Policy Jacket](#)
- [Rating a File](#)
- [Uploading Schedules](#)
- [Viewing the Invoice](#)
- [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.

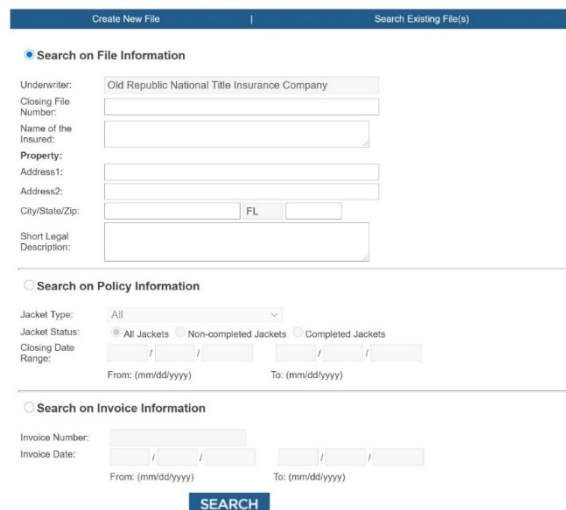
Searching for an Existing File

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**.



Create New File | **Search Existing File(s)**

☒ **Search on File Information**

Undersigner: Old Republic National Title Insurance Company
 Closing File Number:
 Name of the Insured:
 Property:
 Address1:
 Address2:
 City/State/Zip: FL
 Short Legal Description:

☐ **Search on Policy Information**

Jacket Type: All
 Jacket Status: ☒ All Jackets ☐ Non-completed Jackets ☐ Completed Jackets
 Closing Date Range: / / To: / /
 From: (mm/dd/yyyy) To: (mm/dd/yyyy)

☐ **Search on Invoice Information**

Invoice Number:
 Invoice Date: / / To: / /
 From: (mm/dd/yyyy) To: (mm/dd/yyyy)

SEARCH

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

ACH transaction date (mm/dd/yyyy) 14 2021 UPDATE DATE									
Search Results									
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	<input type="checkbox"/> Select Invoices to Pay
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 Select Invoices to Pay
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 Select Invoices to Pay
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	\$36.75	EP1601
						FL4701155	10/27/2021	\$22.5	EP0680
						FL4701156	10/27/2021	\$32.25	EP6400

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

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** link.

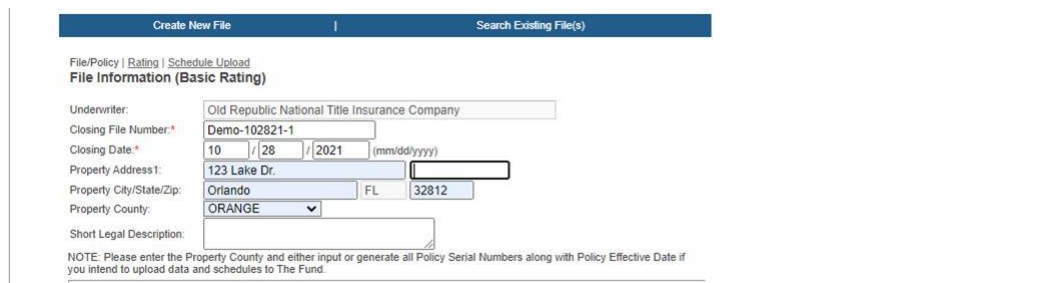


2. Select the appropriate branch location (if applicable) for your firm or title agency.
3. Click **SUBMIT** at the bottom of the screen.

Generating a Commitment Jacket

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

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



2. Enter **Rating Information**.

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



- 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 Information

Policy Type:

Policy Submittal: ☒ Electronic ☐ Paper Serial #

Date of Policy: / / (mm/dd/yyyy)

Policy Exposure Amt:

Name of the Insured:

ADD Fill Policy Information and click Add Policy button to add Policy.

- 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**.

Policy List:

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	-		-	-	

Select a Mortgagee Policy radio button and then click Up or Down for setting Loan Priority.

SAVE **GENERATE JACKET** **CONTINUE**

- To delete commitment or policy information from the **Policy List** *prior to* selecting the **Generate Jacket** button, click icon in the **Remove** column.
- Click **GENERATE JACKET** to generate the commitment or policy jacket. You may also click the [link](#) located in the **Policy Serial #** column to view the jacket.

Policy List:

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		-	-	

Select a Mortgagee Policy radio button and then click Up or Down for setting Loan Priority.

SAVE **GENERATE JACKET** **CONTINUE**

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

Generating a Policy Jacket

1. Repeat [step 3](#) through [step 6](#) in the [Generating a Commitment Jacket](#) section to generate policy jackets (i.e., Owners or Mortgagee).

Policy List:

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	-	-

Select a Mortgagee Policy radio button and then click Up or Down for setting Loan Priority.

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** link.

File/Policy | **Rating** | [Schedule Upload](#)

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.

[Create New File](#) | [Search Existing File\(s\)](#)

[File/Policy](#) | [Rating](#) | [Schedule Upload](#)

Rating (Basic Rating)

File Information

Closing File Number:

Closing Date: / / (mm/dd/yyyy)

Note: After you upload policies or associated documents, these sections may or may not be enabled for entry of information. See [Uploading Schedules](#).

- 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 Information

☐ Prior Policy

Policy Type: Policy Date: / /

Policy Amount: Used Amount:

Policy No:

Underwriter Name:

☐ New Home Purchase Discount

Number of Units: Discount Amount Per Unit:

- 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 New File

Search Existing File(s)

File/Policy | Rating | Schedule Upload

Rating (Basic Rating)

File Information

Closing File Number: Demo-102821-1

Closing Date: 10 / 28 / 2021 (mm/dd/yyyy)

Prior Policy Information

☐ Prior Policy

Policy Type: Owner Policy Date: / /

Policy Amount: 0.00 Used Amount: 0.00

Policy No:

Underwriter Name:

☐ New Home Purchase Discount

Number of Units: Discount Amount Per Unit: 0.00

For your convenience, most common endorsements have been added to the loan policy(ies) by default. Please review and confirm the below selection and the charges.

Policy List:

Click Add/Edit to Add Endorsements or edit Policy Information.

Policy	Effective Date	Exposure Amount	Name of the Insured	Calculated	Charged	Add Endorse / Edit Policy
Jacket	10/28/2021	500000.00	Bank of Florida	0.00	0.00	
OF6-8830768	10/28/2021	500000.00	Buyer Tester	2575.00	2575.00	
MF6-8543027	10/28/2021	250000.00	Bank of Florida	25.00	25.00	

Endorsement List:

Policy	Type	Edit	Endorsement Description	Calculated	Charged	Remove
MF6-8543027						
	816		06 - ALTA 8.1 EPL	25.00	25.00	
	906		06 - ALTA 9.0 - REM	260.00	260.00	

Policy & Endorsement Totals: 2885.00 2885.00

Agent Premium: 2019.50

Underwriter Remittance: 865.50

- 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 List:

Click Add/Edit to Add Endorsements or edit Policy Information.

Policy	Effective Date	Exposure Amount	Name of the Insured	Calculated	Charged	Add Endorse / Edit Policy
Jacket	10/28/2021	500000.00	Bank of Florida	0.00	0.00	
OF6-8830768	10/28/2021	500000.00	Buyer Tester	2575.00	2575.00	
MF6-8543027	10/28/2021	250000.00	Bank of Florida	25.00	25.00	

Endorsement List:

Policy	Type	Edit	Endorsement Description	Calculated	Charged	Remove
MF6-8543027						
	816		06 - ALTA 8.1 EPL	25.00	25.00	
	906		06 - ALTA 9.0 - REM	260.00	260.00	

Policy & Endorsement Totals: 2885.00 2885.00

Agent Premium: 2019.50

Underwriter Remittance: 865.50

SAVE

RATING WORKSHEET

BACK

CONTINUE

- 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).

Edit Policy/Endorsement Information (MF6-8543027)

Closing File Number:	<input type="text" value="Demo-102821-1"/>		
Closing Date:	<input type="text" value="10"/>	<input type="text" value="28"/>	<input type="text" value="2021"/> (mm/dd/yyyy)
Date of Policy:	<input type="text" value="10"/>	<input type="text" value="28"/>	<input type="text" value="2021"/> (mm/dd/yyyy)
Policy Exposure Amt:	<input type="text" value="250000.00"/>		
Name of the Insured:	<input type="text" value="Bank of Florida"/>		
Calculated Amount:	<input type="text" value="25.00"/>	Charged Amount:	<input type="text" value="25.00"/>

Endorsement Selection


Count	Type	Count	Type
<input type="text" value="0"/>	06 - ALTA 10 Assignment/AME	<input type="text" value="0"/>	06 - ALTA 11 Mtg Mod
<input type="text" value="0"/>	06 - ALTA 12 Aggregation	<input type="text" value="0"/>	06 - ALTA 14 Futr Adv-Pri
<input type="text" value="0"/>	06 - ALTA 14.2 Futr Adv-LoC	<input type="text" value="0"/>	06 - ALTA 14.3 Futr Adv-RevM
<input type="text" value="0"/>	06 - ALTA 4.1 Condo	<input type="text" value="0"/>	06 - ALTA 5.1 PUD
<input type="text" value="0"/>	06 - ALTA 6 Var Rate	<input type="text" value="0"/>	06 - ALTA 6 Var Rate-Neg
<input type="text" value="0"/>	06 - ALTA 7 Mant Hse Unit	<input type="text" value="1"/>	06 - ALTA 8.1 EPL
<input type="text" value="0"/>	06 - ALTA 9.0 - REM	<input type="text" value="0"/>	06 - ALTA 9.3 -Loan
<input type="text" value="0"/>	ALTA 13.1 Mortgagee Leasehold	<input type="text" value="0"/>	Additional Interest
<input type="text" value="0"/>	Balloon Mortgage	<input type="text" value="0"/>	Change of Partners
<input type="text" value="0"/>	Construction Loan Update	<input type="text" value="0"/>	Contiguity
<input type="text" value="1"/>	FF9 Florida Form 9	<input type="text" value="0"/>	Florida Form 8.1 - EPL
<input type="text" value="0"/>	Foreign Currency	<input type="text" value="0"/>	General Endorsement
<input type="text" value="0"/>	Navigational Servitude	<input type="text" value="0"/>	Reverse Mortgage
<input type="text" value="0"/>	Revolving Credit	<input type="text" value="0"/>	Shared Appreciation
<input type="text" value="0"/>	Survey		

Note: Endorsements 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.

SAVE **CANCEL**

- 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  icon in the **Remove** column.

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

The system displays the Rating Worksheet in PDF format.

Policy Rating Worksheet

Underwriter: Old Republic National Title Insurance Company Rating Date: 10/28/2021
 Agent: TEST NUMBER X Rating Type: Basic
 Agent ID No: 8999 Agent File No: Demo-102821-1
 Invoice No:

Form Type	Exposure	Calculated (Promulgated)	Agent Variable (Promulgated)	Underwriter Remittance
Commitment(CF6R)	500,000.00	0.00	0.00	0.00
06 - Owner Policy(OF6) Number: OF6-8830768	500,000.00	2,575.00	2,575.00	772.50
06 - Mortgage Policy(MF6) Number: MF6-8543027	250,000.00	25.00	25.00	7.50
Endorsements				
06 - ALTA 8.1 EPL (MF6-8543027)		25.00	25.00	7.50
FF9 Florida Form 9 (MF6-8543027)		260.00	260.00	78.00
Agent Premium: \$2,019.50	Totals:	\$2,885.00	\$2,885.00	\$865.50

* Amount to underwriter Based on Agent Variable Promulgated Amount

Remarks:

Rating Variables:

☐ Timeshare ☒ 1-4 Residential

For Underwriter Use	Premium:	Due:	Refund:
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ePolicyManager (ver 3.0)


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

Uploading Schedules

1. After you complete the [Rating a File](#) process, click **CONTINUE** at the bottom of the screen or scroll to the top of the screen to click the **Schedule Upload** link.



[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  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**.

Edit Recording Information (MF6-8543027)

Closing File Number:*

Closing Date:* / / (mm/dd/yyyy)

County:

Recording Date: / / (mm/dd/yyyy)

Document No.:

Book Type:

Book:

Page:

SAVE **CANCEL**

4. Click **SAVE** after you have entered all information
The system returns you to the **Schedule Upload** screen.
5. Repeat [step 2](#) through [step 4](#) for each insured document.
6. Review the **Document List** to browse and locate policy schedules.

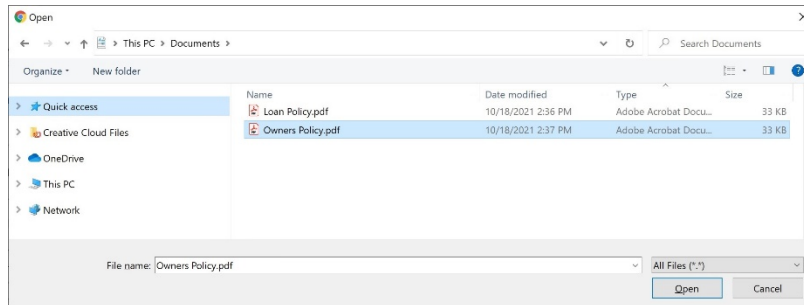
Document List:

Policy	Endorsement	Uploaded?	Policy Schedules & Endorsements	
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 Needed	
	FF9 Florida Form 9	N	No Upload Needed	

☐ * I understand uploading documents will create an invoice that might have a financial obligation.

UPLOAD DOCUMENTS

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



- 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.

- 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”**.
- After you enable the check box, click **UPLOAD DOCUMENTS**.

Document List:

Policy	Endorsement	Uploaded?	Policy Schedules & Endorsements
OF6-8930768	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 Needed
	FF9 Florida Form 9	N	No Upload Needed

☐ * I understand uploading documents will create an invoice that might have a financial obligation.

UPLOAD DOCUMENTS

Viewing the Invoice

1. After you complete the [Upload Schedules](#) process, the **Invoice Information** section displays a link in the **Invoice No.** column.


Invoice Information:

Invoice No	Invoice Date	Invoice Amount	Select Invoices to Pay
FL4701160	10/28/2021	\$865.50	<input type="checkbox"/>

[BACK](#)

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

The system displays the Invoice in PDF format.



Remit To:
Old Republic National Title Insurance Company
P.O. Box 628601
Orlando, FL 32862-8601
For Billing Questions: 1-800-275-2843

Invoice

Bill To:

TEST NUMBER X.
899920 TESTING NUMBER
ORLANDO, FL 32862-0000
ORLANDO, FL 32862-0000

Invoice Number: FL4701160
Invoice Date: 10/28/2021
Customer Number: 8999
File Reference: Demo-102821-1
Fund Reference Number: 16326772
Rating Type: Basic

Product Description	Detail Amount
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
Invoice Total:	\$865.50

Invoice is due and payable upon receipt. To ensure proper credit, please accompany payments with the invoice to the above address. A charge of \$20.00 or 5% of the check, whichever is greater, will be applied to all returned checks.

Thank you for your business! Visit our website at www.thefund.com

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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.

- 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.

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

The system displays the Invoice Confirmation Sheet.

Create New File

Search Existing File(s)



Old Republic National Title Insurance Company

For Billing Questions: 1-800-275-2843

Invoice Confirmation Sheet

Bill to:

TEST NUMBER X

899920 TESTING NUMBER

ORLANDO, FL 32862

Close File Number	Invoice Number	Invoice Date	Invoice Amount	Confirmation Number
Demo-102821-1	FL4701160	10/28/2021	\$865.50	EP6784
			TOTAL	\$865.50

Please print this for your records.

A charge of \$20.00 or 5% of the payment amount, whichever is greater, will be applied to all returned payments.

Thank you for your business!

Visit our website at www.thefund.com

BACK

PRINT

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