



DoubleTime[®]

Electronic Commitment
Jacket Request



Obtaining an Electronic Commitment Jacket

1. Click the **Commitment Jacket Request** button on the secondary toolbar 

Note: You may only request Commitment Jackets electronically if you are writing on Old Republic National Title Insurance Company through Attorneys Title Fund Services, LLC. The **eSolutions Commitment Request** window opens. Type the appropriate information in the **FundNet User ID** and **FundNet Password** boxes.

2. Click **Next**

The billing address for this transaction is displayed. If only one address is available for your office, the address is displayed as the default.



eSolutions Commitment Request - Given To Thomas

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Get Ready to receive a Commitment Jacket!

All that needs to be done is to select the billing address for the final policies.
So, if you're ready to proceed, please login after reading the following note:
No invoice will be generated until the final policies are sent to The Fund electronically.

FundNet User ID:

FundNet Password:

Remember my Password so that I don't have to type it each time

Close < Back Next >

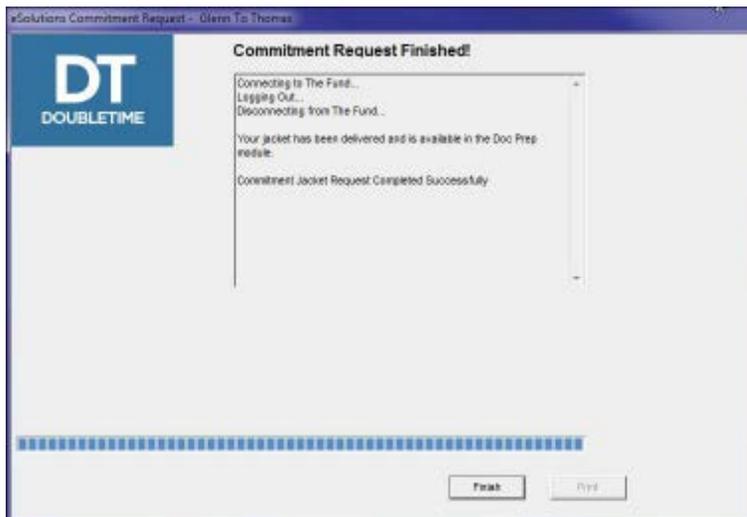


3. Click **Next**

The **eSolutions Commitment Request** window opens. A connection with Attorneys' Title Fund Services, LLC is established. Once a commitment request is finished the message field will update that the jacket request completed successfully. The commitment and jacket are now available to print in the **Documents** module.



4. Click **Finish**



The **Commitment** module closes.

5. Click **Close** on the secondary toolbar 



Obtaining an Electronic Policy Jacket

1. On the main toolbar, click the **Policy** button 

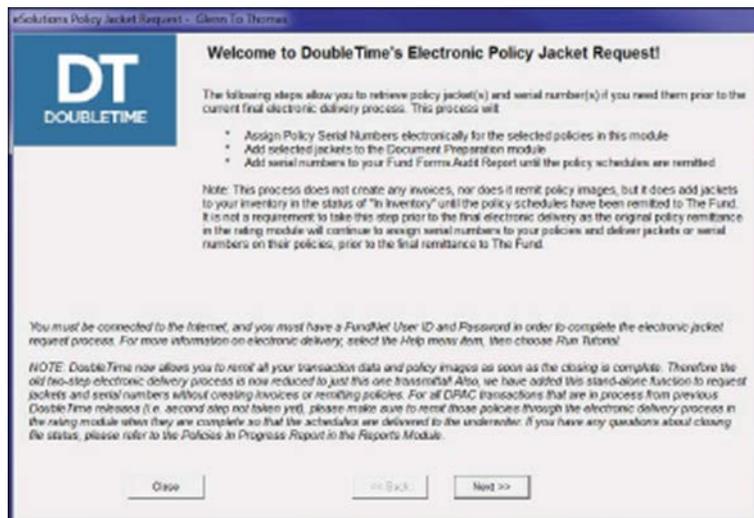
The **Title Insurance Policy** module window is displayed. The **Owner** tab includes **FUND 06 Owner's Policy (OF6)** in the **Template** box, the **Amount of Insurance**, and **Name of Insured**, all of which were selected in the **Commitment** module. A check mark is displayed in the **Policy Required** box. This selection carried over from the **Commitment** module. **Electronic** is displayed in the **Policy No** box.

Note: In the **Policy** module users will be able to request policy jackets any time during the closing process. The user will still be responsible for submitting **Final Policies** or hardcopies electronically. Access the **Policy** module and click the **Policy Jacket Request** button on the secondary toolbar. Follow instructions on the **eSolutions Policy Jacket Request** window.

2. Click on the **Policy Jacket Request** on the secondary toolbar 

Note: You may only request Policy Jackets electronically if you are writing on Old Republic National Title Insurance Company through Attorneys' Title Fund Services.

The **eSolutions Policy Jacket Request** window opens.





3. Click Next

A list of the policy jackets to be ordered are displayed.

eSolutions Policy Jacket Request - Glenn T. Thomas

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DoubleTime's Electronic Policy Jacket Request!

Policy Select	Policy Type	Policy No.	Priority	Amount of Insurance	Proposed Insured
<input checked="" type="checkbox"/>	DF6	To Be Received		\$225,000.00	Susan S. Thomas
<input checked="" type="checkbox"/>	MF6	To Be Received	1st	\$180,000.00	Bank of Florida, its successors and/or assigns as their interests may appear

Please select a Policy(s) with a Policy No. of "To Be Received" and then click Next-> to continue.

You must be connected to the Internet and you must have a FundNet User ID and Password in order to complete the electronic policy number (jacket) request process. **NOTE:** DoubleTime now allows you to retrieve your Policy Numbers (Jackets) prior to closing and remit all your transaction data and policy images as soon as the closing is complete. If you have any questions about which files are in process, please refer to the Policies In Progress Report in the Reports Module for those transactions.

Close << Back Next >>

4. Click Next

Type the appropriate information in the FundNet User ID and FundNet Password boxes.

eSolutions Policy Jacket Request - Glenn T. Thomas

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Get Ready to Receive a Policy No. and Jacket!

All that needs to be done is to select the billing address for the final policies. So, if you're ready to proceed, please login after reading the following note.

No invoice will be generated until the final policies are sent to The Fund electronically.

FundNet User ID: CentralTrainer

FundNet Password: [REDACTED]

Remember my Password as that I don't have to type it each time.

Close << Back Next >>



5. Click **Next**

The **Select the Billing Address!** window opens. If only one address is available for your office, the address is selected as the default.

6. Click **Next**

The **eSolutions Policy Jacket Request in Process** window opens. A connection with Attorneys' Title Fund Services, LLC is established. Once a jacket(s) has been requested the window closes and the **Policy** module is displayed. The jacket(s) are now available to print in the **Documents** module.

7. On the secondary toolbar, click the **Close** button 

The **Policy** module closes.