



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.

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">• Actions are performed by a single mouse click• Click on hyperlinks to access different pages within E-Closing• Menus are roll over menus, simply place the mouse pointer over the top of the menu and select the desired screen• Data is saved by clicking the Update tab at the bottom of each page.• The pages are dynamic, each page is recreated every time the user updates the screen• Do not use the browser back or forward button, those will link to out of date information

Built in Keyboard Commands

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

Basic Command Buttons

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

E-Closing Full Suite Reference Manual, Continued



Website Review

Website address: www.e-closing.com
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">• E-Closing Telephone Number: 603.485.7951• E-Closing Login highlighted in green
Note: Mozilla Firefox or Internet Explorer are preferred browsers.

Whiteboard

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

Whiteboard View

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

Announcement Field

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

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

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

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

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

Back Office

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

Continued on next page

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

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

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Rolodex Menu, (continued)

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

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

Rescission Days	Days Per Year	Days per month
Count Saturdays	P&I Rounding	Prepaid interest thru
Per Diem Decimals	Pay taxes due within	
Note: Disregard Old Style HUD 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 Back Office > Rolodex Menu > Manage Rolodex Result > Rolodex Management screen appears
2	Search for the company or select from the Business Type dropdown to search by Business Type Result > Rolodex Maintenance screen appears
3	Select Add a new contact for “company name” under the company name Result > Rolodex Management screen appears.
4	The top portion of the screen will have all of the Company data > Scroll down the page to the Contact section
5	Enter the new contact name an email address Notes: The company address and telephone numbers will populate if the fields are left blank once the screen is updated. The following fields are NOT essential: Title, Schedule color, Level, Picture, Team, Position, Office
6	Select the applicable Business type from the drop down Note: The Business Type: Attorneys, Closers, Loan Originators and Real Estate Agents results in an additional field for License . Enter applicable NMLS, MLO and/or State Bar numbers to carry over to Page 5 of the Closing Disclosure. Note: Selecting the Business Type: Notary results in an additional field for the Expiry Date .
7	E-Closing User drop down: No / Yes - Select Yes 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 Back Office > Rolodex Menu > Manage Rolodex Result > Rolodex Management screen appears
2	Select the Business Type from the Business Type drop down or enter the Company/Contact name in Select by Company Name / Select by Contact Name field Result > Rolodex Maintenance screen appears
3	Click the Company or Contact to be edited Result > Rolodex Management screen appears
4	Scroll to field appropriate fields to edit
5	Click Update Rolodex to save

Continued on next page

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

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

Manage Document Pkgs

Follow the steps below to create a custom document package:

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

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 Back Office > Document Menu > Manage Boilerplate Result > Manage Boilerplate screen appears
2	Select Create a new text block Result > Boilerplate screen appears Note: Users also have the option to select an existing Boilerplate to edit.
3	Enter Name of new Boilerplate and Group by Note: Users have the ability to group new Boilerplates in a new or existing group. Enter language in the text box <ul style="list-style-type: none">• Some text is always present “The Boilerplate”• Some text is populated from fields within E-Closing• Some text is not entered in E-Closing
4	Replace text that is found in E-Closing with an ellipsis (...) > Double click the Replacement Tag to select Note: 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 () Note: 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 Update Boilerplate to save Note: To delete a Boilerplate, click Delete Boilerplate

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 E-Closing Help Center Result > Help Center screen appears
2	Select Document Uploader Software under General Result > Document Uploader screen appears
3	Click the link Instructions to Download Uploader Software.pdf Result > Message box will appear
4	Select Open with Adobe Acrobat Reader and Click Ok Result > Download instructions will appear

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 Back Office > Misc Menu > Manage Users Result > Select a User screen appears										
2	Select Add a New User Result > User Management screen appears Note: 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 1812"> <tbody> <tr> <td data-bbox="479 1033 922 1220"> <p>a. User Name - Users have the ability to create user name format Note: Initial of first name and full last name is the common format.</p> </td> <td data-bbox="922 1033 1393 1220"> <p>b. Name - Enter full user name</p> </td> </tr> <tr> <td data-bbox="479 1220 922 1392"> <p>c. Copy from User – 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>d. Address (optional)</p> </td> </tr> <tr> <td data-bbox="479 1392 922 1530"> <p>e. Telephone - Punctuation not required, system will autofill</p> </td> <td data-bbox="922 1392 1393 1530"> <p>f. Email Note: 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>g. Status – Active is the default Note: Users have the option to change user status to Inactive.</p> </td> <td data-bbox="922 1530 1393 1635"> <p>h. Team (optional)</p> </td> </tr> <tr> <td data-bbox="479 1635 922 1812"> <p>i. User’s Rolodex Entry – Select the entry that ties the user to the Rolodex contact</p> </td> <td data-bbox="922 1635 1393 1812"> <p>j. Ignore Readonly - No is the default. When checks are printed in a file, the file data cannot be changed unless this field is changed to Yes</p> </td> </tr> </tbody> </table>	<p>a. User Name - Users have the ability to create user name format Note: Initial of first name and full last name is the common format.</p>	<p>b. Name - Enter full user name</p>	<p>c. Copy from User – users have the ability to copy user access from one user to another. Enter the user name to copy to new user.</p>	<p>d. Address (optional)</p>	<p>e. Telephone - Punctuation not required, system will autofill</p>	<p>f. Email Note: The email address must be entered for the user to use the email function within E-Closing.</p>	<p>g. Status – Active is the default Note: Users have the option to change user status to Inactive.</p>	<p>h. Team (optional)</p>	<p>i. User’s Rolodex Entry – Select the entry that ties the user to the Rolodex contact</p>	<p>j. Ignore Readonly - No is the default. When checks are printed in a file, the file data cannot be changed unless this field is changed to Yes</p>
<p>a. User Name - Users have the ability to create user name format Note: Initial of first name and full last name is the common format.</p>	<p>b. Name - Enter full user name</p>										
<p>c. Copy from User – users have the ability to copy user access from one user to another. Enter the user name to copy to new user.</p>	<p>d. Address (optional)</p>										
<p>e. Telephone - Punctuation not required, system will autofill</p>	<p>f. Email Note: The email address must be entered for the user to use the email function within E-Closing.</p>										
<p>g. Status – Active is the default Note: Users have the option to change user status to Inactive.</p>	<p>h. Team (optional)</p>										
<p>i. User’s Rolodex Entry – Select the entry that ties the user to the Rolodex contact</p>	<p>j. Ignore Readonly - No is the default. When checks are printed in a file, the file data cannot be changed unless this field is changed to Yes</p>										

E-Closing Full Suite Reference Manual, Continued

Manage Users (continued)

	<p>k. Force password change – Yes allows the administrator to reset user passwords.</p>	<p>l. Allow Word Output – Yes, enables the user to generate any document in Word.</p>
	<p>m. First Screen – Defaults to Whiteboard</p>	<p>n. Table Highlight 1 – Default Pale Dull Azure Note: 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>o. Table Highlight 2 - Default is White</p>	<p>p. Duplicate File Color – Default is Pale Weak Yellow</p>
	<p>q. Can this user change file summary notes – Default is No</p>	<p>r. Prevent this user from changing Escrow Bank – Default is No</p>
	<p>s. Login History – Login audit trail</p>	<p>t. Time and IP Restrictions – Administrators can restrict access based on IP address and the time of day</p>
	<p>u. Security Setup – Administrators can restrict access on each screen Note: There are three access options; No Access, Full Access and Read Access.</p>	
4	<p>Click Update User to save Note: 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 Back Office > Misc Menu > Order Type Codes Result > Order Type Codes screen appears
2	Select Add a new Order Type or select an existing type to edit Result > Order Type Codes screen appears
3	Enter new information or edit existing data
4	Click Update Order Type Code to save Note: To delete a type, Click Delete Order Type Code

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

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 Back Office > Misc Menu > Manage Payoff Master Result > Manage Payoff Master screen appears
2	Select Create a New Payoff Master Record or Select an existing record to edit Result > Payoff Master Management screen appears
3	Enter new information or edit existing data
4	Click Update Payoff Master to save Note: To delete a payoff record, Click Delete Payoff Master

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 Back Office > Misc Menu > Manage Teams Result > Select Team screen appears
2	Select Add a New Team or Select an existing team to edit Result > Team Maintenance screen appears
3	Enter new information or edit existing data
4	Click Update Team to save Note: To delete a team, Click Delete Team

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 Back Office > Misc Menu > Manage Referral Code Result > Manage Referral Codes screen appears
2	Select Add a New Referral Code or Select an existing code to edit Result > Manage Referral Codes screen appears
3	Enter new information or edit existing data
4	Click Update Referral Code to save Note: To delete a code, Click Delete Referral Code

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 Back Office > E-Closing Connect Result > E-Closing Connect screen appears
2	Select desired provider > Click on Logo Result > Partner required fields will populate
3	Enter required information Note: 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 Update Connections 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 Back Office > Data Export Result > Data Export screens appears														
2	<p>Determine the Data to export File Data or Rolodex Data</p> <table border="1" data-bbox="513 548 1364 856"> <thead> <tr> <th data-bbox="513 548 1364 585">If Exporting File Data:</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 585 1364 623">a. Select the File Data radio button</td> </tr> <tr> <td data-bbox="513 623 1364 697">b. Select the Export Type > Click either ° Report or ° All Fields radio button</td> </tr> <tr> <td data-bbox="513 697 1364 735">c. Complete the File Selection Criteria fields</td> </tr> <tr> <td data-bbox="513 735 1364 772">d. Select the desired boxes for Data to Export</td> </tr> <tr> <td data-bbox="513 772 1364 810">e. Click Start Export tab</td> </tr> <tr> <td data-bbox="513 810 1364 856">f. Save the page to your computer as an .xml file</td> </tr> </tbody> </table> <table border="1" data-bbox="513 877 1364 1186"> <thead> <tr> <th data-bbox="513 877 1364 915">If Exporting Rolodex Data:</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 915 1364 953">a. Select the Rolodex Data radio button</td> </tr> <tr> <td data-bbox="513 953 1364 1026">b. Select the Export Type > Click either ° Report or ° All Fields radio button</td> </tr> <tr> <td data-bbox="513 1026 1364 1064">c. Complete the File Selection Criteria fields</td> </tr> <tr> <td data-bbox="513 1064 1364 1102">d. Select the desired boxes for Data to Export</td> </tr> <tr> <td data-bbox="513 1102 1364 1140">e. Click Start Export tab</td> </tr> <tr> <td data-bbox="513 1140 1364 1186">f. Save the page to your computer as an .xml file</td> </tr> </tbody> </table>	If Exporting File Data:	a. Select the File Data radio button	b. Select the Export Type > Click either ° Report or ° All Fields radio button	c. Complete the File Selection Criteria fields	d. Select the desired boxes for Data to Export	e. Click Start Export tab	f. Save the page to your computer as an .xml file	If Exporting Rolodex Data:	a. Select the Rolodex Data radio button	b. Select the Export Type > Click either ° Report or ° All Fields radio button	c. Complete the File Selection Criteria fields	d. Select the desired boxes for Data to Export	e. Click Start Export tab	f. Save the page to your computer as an .xml file
If Exporting File Data:															
a. Select the File Data radio button															
b. Select the Export Type > Click either ° Report or ° All Fields radio button															
c. Complete the File Selection Criteria fields															
d. Select the desired boxes for Data to Export															
e. Click Start Export tab															
f. Save the page to your computer as an .xml file															
If Exporting Rolodex Data:															
a. Select the Rolodex Data radio button															
b. Select the Export Type > Click either ° Report or ° All Fields radio button															
c. Complete the File Selection Criteria fields															
d. Select the desired boxes for Data to Export															
e. Click Start Export 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.

Follow the steps below to generate a report:

Step	Action
1	From the Whiteboard, Select Documents > Scroll to select the desired report Result > Report screen appears
2	Enter Begin Date and End Date in text boxes in mm/dd/yy format
3	Select Sort output by from drop-down field
4	Select the desired Output Options 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 Create Report 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:

Set Up HUD Defaults Account Balance Deposits Menu <ul style="list-style-type: none"> • Deposits • Deposit List Reconciliation Menu <ul style="list-style-type: none"> • Clear Bank Entries • Reconciliation Setup • Bank Reconciliation • Bank Account Registers • Bank Unreconcile 	Invoicing Menu <ul style="list-style-type: none"> • Unpaid Invoice Report • Statements • Payments • Client Invoice Inquiry • Client Payment Inquiry Adjustments Files Out of Balance	1099 File Summary 1099 Submission Consolidated Checks Cons. Chk Report Check Register Query Title Ins Remit Title Remit Report Bank Setup Positive Pay Setup Positive Pay Submission
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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 > Escrow Acc. > Setup HUD Defaults
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 Update Defaults to save Note: 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 Escrow Acc. > Account Balance Result > Account Balance screen appears Note: Account balances for all bank accounts in E-Closing will appear
2	Obtain account balance, Click Close Window

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 Escrow Acc. > Deposits Menu > Deposits Result > Deposits screen appears
2	Select Bank Account
3	Select Create a New Deposit Result > Deposits to account screen appears
4	Enter Deposit date
5	Click the boxes under the Include column <input type="checkbox"/> to add items to deposit
6	Click Update Deposit or Update and Print (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 Escrow Acc. > Deposits Menu > Deposits List Result > Deposits List screen appears
2	Select Bank account
3	Enter Begin Date / End Date
4	Select Output Options 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 Create List Result > a report of Deposits 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 Escrow Acc. > Reconciliation Menu > Clear Bank Entries Result > Clear Bank Entries screen appears
2	Select Bank Account
3	Enter date to be cleared in the Clear Date field
4	Click Start Clearing Result > Clear Bank Entries screen appears
5	Click the box under the Clr column to mark the entry as cleared Result > Checkmark will appear in box Note: If an entry is selected in error, click the box and the entry is unselected.
6	Click Clear Entries 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 Escrow Acc. > Reconciliation Menu > Reconciliation Setup Result > Bank Reconciliation Setup screen appears
2	The Reconciliation Setup screen is divided into the following sections: Incoming Wires Section / Deposits Section Outgoing Wires Section / Withdrawals Section Start at Incoming Wires and repeat the process to build all sections of the reconciliation layout.
3	Select an item from the Data Item Panel Result > Item is highlighted blue
4	Click the arrow that appears between the boxes to move an item from the Data Item Panel to the Display Panel Note: 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 Display Panel box to activate an Up/Down arrow to sort the data within the columns
6	Select an item from the Sort Item Panel Result > Item is highlighted blue
7	Click the blue arrow that appears between the boxes to move an item from the Sort Item Panel to the Display Panel Note: Reconciliation transactions will be displayed sorted by the data elements listed on the Sort Panel.
8	Click Update Setup to save

Bank Reconciliation

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

Step	Action
1	From the Whiteboard, Select Escrow Acc. > Reconciliation Menu > Bank Reconciliation Result > Bank Reconciliation screen appears
2	Select appropriate Bank account to be reconciled > Enter Statement Period End and Start dates (off actual bank statement) Note: 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 Start Reconciliation to start reconciliation
4	Match items from bank statement with items on the Bank Reconciliation screen > Click the box under the Clr column to mark the entry as reconciled Result > Checkmark will appear in box Note: If an entry is selected in error, click the box to unselect.
5	Click Update Reconciliation 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 Escrow Acc. > Reconciliation Menu > Bank Account Registers Result > Bank Account Registers screen appears
2	Select Bank account
3	Verify Statement date
4	Select the desired report
5	Select Output Options 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 Create Report to generate

Bank Unreconcile

Follow the steps below to unreconcile a reconciled month:

Step	Action
1	From the Whiteboard, Select Escrow Acc. > Reconciliation Menu > Bank Unreconcile Result > Bank Unreconcile screen appears
2	Select Bank account
3	Enter Statement Period End date
4	Click Unreconcile This Month Note: 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 Escrow Acc. > Invoicing Menu > Unpaid Invoice Report Result > Unpaid Invoice Report screen appears
2	Enter Invoiced to and End Date
3	Select Output Options 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 Create Report to generate

Statements

Follow the steps below to generate a Statement:

Step	Action
1	From the Whiteboard, Select Escrow Acc. > Invoicing Menu > Statements Result > Statements screen appears
2	Enter Invoiced to and Begin Date / End Date
3	Select Output Options 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 Create Report to generate

E-Closing Full Suite Reference Manual, Continued

Payments

Follow the steps below to apply payments:

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

Client Invoice Inquiry

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

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

Client Payment Inquiry

Follow the steps below to make a Client Payment Inquiry:

Step	Action
1	From the Whiteboard, Select Escrow Acc. > Invoicing Menu > Client Payment Inquiry Result > Client Payment Inquiry screen appears
2	Enter Paid By and either: Payment reference <u>OR</u> Begin date / End date
3	Click Do Inquiry 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 Escrow Acc. > Adjustments Result > Adjustments screen appears
2	Select Create a New Adjustment Result > Check Register Adjust screen appears
3	Select Bank account
4	Enter Date / Amount / Description / File ID Note: The File ID is the E-Closing auto populated File number not the Lookup number.
5	Click Update Check Register to save Note: To delete an Adjustment, Click Delete Adjustment

Files Out of Balance

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

Step	Action
1	From the Whiteboard, Select Escrow Acc. > Files Out of Balance Result > Files Out of Balance screen appears
2	Select radio button for: Report option <input type="radio"/> Detail Report <input type="radio"/> Summary Only
3	Select Output Options 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 Create Report 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 Escrow Acc. > 1099 File Summary Result > 1099 Files Report screen appears
2	Enter Begin Date and End Date Note: Settlement Agencies will select an "Office" from the drop down menu
3	Select Output Options 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 Create Report to generate Note: 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 Escrow Acc. > 1099 File Submission Result > 1099 Files Report screen appears Note: File must be submitted in TEXT file format per IRS requirements.
2	Enter Begin Date and End Date Note: Settlement Agencies will select an "Office" from the drop down menu
3	Select Submission Type from the drop down menu Options: First Submission this year / Correction File / Resubmission
4	Select Test File from the drop down menu Options: Yes / No
5	Click Create Submission to generate, proceed to save the submission as file type TEXT (*.txt)
6	Log into the IRS Fire site (https://fire.irs.gov) 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 Escrow Acc. > Consolidated Checks Result > Print Consolidated Checks screen appears
2	Select Bank Account
3	Enter Beginning Check # / Check date
4	Click Uncheck All Disbursements or Check All Disbursements
5	Select Output Option: View on Screen <input type="checkbox"/> (click box)
6	Click Print Checks to generate

Consolidated Check Report

Follow the steps below to generate a Consolidated Check Report:

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

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 > Escrow Acc. > Title Insurance Remittance Result > Title Insurance Remittance screen appears
2	Select Underwriter
3	Enter Remittance date
4	Click Start Remittance
5	Check the boxes to select the items to remit
6	Click Update Remittance 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 > Escrow Acc. > Title Remit Report Result > Title Remit Report screen appears
2	Select Underwriter
3	Enter Remittance dates (begin/end)
4	Select Output Options 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 Print Remittance 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 for more information on these menu options.

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 > Select File > Scroll to desired Select By option Result > Select By screen will appear
2	Enter requested search criteria
3	Click Find Files Result > File Summary screen appears Note: 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 > Select File > Recent Files
2	Click on desired file Result > File Summary 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 > Select File > Create New File Result > Create New File screen appears														
2	<p>Enter the information in the applicable fields Note: 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. Region – (optional)</td> <td data-bbox="1019 512 1481 562">b. Order Type – (optional)</td> </tr> <tr> <td data-bbox="586 562 1019 735">c. Purpose – Select from drop down</td> <td data-bbox="1019 562 1481 735">d. HUD Type – Select from drop down menu Note: The system will default the option to Closing Disclosure.</td> </tr> <tr> <td data-bbox="586 735 1019 873">e. Buyer Type – Select from drop down menu</td> <td data-bbox="1019 735 1481 873">f. First Name / Last Name – Enter primary borrower name Note: Middle initial is entered in the first name field.</td> </tr> <tr> <td data-bbox="586 873 1019 1113">g. Property Address – Enter address of property being transferred or refinanced Note: Once the zip code is entered, the City, County and State fields will populate.</td> <td data-bbox="1019 873 1481 1113">h. Team – (optional)</td> </tr> <tr> <td data-bbox="586 1113 1019 1381">i. Lookup Number – (optional) Note: 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. Referred By – (optional)</td> </tr> <tr> <td data-bbox="586 1381 1019 1461">k. Projected close date - (optional)</td> <td data-bbox="1019 1381 1481 1461">l. Settlement Agency – (optional)</td> </tr> <tr> <td data-bbox="586 1461 1019 1743">m. Escrow account – Select from drop down menu</td> <td data-bbox="1019 1461 1481 1743">n. Select the following fields from the drop down menu's: Title Processor, Closer, Other Employee, Attorney, Notary, Abstractor and Plot Plan Eng. Note: These fields populate from the company Rolodex.</td> </tr> </tbody> </table>	a. Region – (optional)	b. Order Type – (optional)	c. Purpose – Select from drop down	d. HUD Type – Select from drop down menu Note: The system will default the option to Closing Disclosure.	e. Buyer Type – Select from drop down menu	f. First Name / Last Name – Enter primary borrower name Note: Middle initial is entered in the first name field.	g. Property Address – Enter address of property being transferred or refinanced Note: Once the zip code is entered, the City, County and State fields will populate.	h. Team – (optional)	i. Lookup Number – (optional) Note: 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. Referred By – (optional)	k. Projected close date - (optional)	l. Settlement Agency – (optional)	m. Escrow account – Select from drop down menu	n. Select the following fields from the drop down menu's: Title Processor, Closer, Other Employee, Attorney, Notary, Abstractor and Plot Plan Eng. Note: These fields populate from the company Rolodex.
a. Region – (optional)	b. Order Type – (optional)														
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i. Lookup Number – (optional) Note: 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. Referred By – (optional)														
k. Projected close date - (optional)	l. Settlement Agency – (optional)														
m. Escrow account – Select from drop down menu	n. Select the following fields from the drop down menu's: Title Processor, Closer, Other Employee, Attorney, Notary, Abstractor and Plot Plan Eng. Note: These fields populate from the company Rolodex.														

Continued on next page

E-Closing Full Suite Reference Manual, Continued

Create New Files (continued)

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

Copy to New File

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

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

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

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 File Summary , Select Maintain File > Lender Information Result > Lender Information screen appears								
2	<p>Enter the information in the applicable fields</p> <table border="1" data-bbox="483 489 1391 1171"> <tbody> <tr> <td data-bbox="483 489 927 678">a. Team – (optional)</td> <td data-bbox="935 489 1391 678">b. Projected close date – (optional)</td> </tr> <tr> <td data-bbox="483 688 927 772">c. Purpose – Select from drop down</td> <td data-bbox="935 688 1391 772">d. Loan type – Select from drop down</td> </tr> <tr> <td data-bbox="483 783 927 919">e. Broker – Select from drop down or click the NEW tab to create a new mortgage broker Rolodex entry</td> <td data-bbox="935 783 1391 919">f. Broker CD Contact – Select from drop down</td> </tr> <tr> <td data-bbox="483 930 927 1171">g. Lender – Select from drop down or click the NEW tab to create a new lender Rolodex entry Note: 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="935 930 1391 1171">h. Lender CD Contact - Select from drop down Note: The contact selected will populate to the bottom of page 5 of the CD.</td> </tr> </tbody> </table> <p>Note: Option to select or add Loan Originator, Loan Processor, Loan Processor Assistant and Loan Closer.</p>	a. Team – (optional)	b. Projected close date – (optional)	c. Purpose – Select from drop down	d. Loan type – Select from drop down	e. Broker – Select from drop down or click the NEW tab to create a new mortgage broker Rolodex entry	f. Broker CD Contact – Select from drop down	g. Lender – Select from drop down or click the NEW tab to create a new lender Rolodex entry Note: Once the Lender or Broker have been selected, the address blocks at the bottom of the screen will populate from Rolodex.	h. Lender CD Contact - Select from drop down Note: The contact selected will populate to the bottom of page 5 of the CD.
a. Team – (optional)	b. Projected close date – (optional)								
c. Purpose – Select from drop down	d. Loan type – Select from drop down								
e. Broker – Select from drop down or click the NEW tab to create a new mortgage broker Rolodex entry	f. Broker CD Contact – Select from drop down								
g. Lender – Select from drop down or click the NEW tab to create a new lender Rolodex entry Note: Once the Lender or Broker have been selected, the address blocks at the bottom of the screen will populate from Rolodex.	h. Lender CD Contact - Select from drop down Note: The contact selected will populate to the bottom of page 5 of the CD.								
3	Click Update Lender 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 File Summary , Select Maintain File > Seller Information Result > Seller Information screen appears																
2	Select type of Seller highlighted in blue Note: Option to select an existing seller to edit.																
3	Enter the information in the applicable fields Note: US Treasury OFAC Website listed is a link to the US Treasury Sanctions. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> a. Seller Name – Enter First Name / Last Name Note: The first name and middle initial is entered in the First Name field. </td> <td style="width: 50%; padding: 5px;"> b. SSN </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> c. Use primary’s address – Check the box if the new seller has the same address as the primary seller </td> <td style="width: 50%; padding: 5px;"> d. Use property address – Check box if seller’s current address is the same as the property being transferred </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> e. Contact Information – Enter address, telephone numbers an email address </td> <td style="width: 50%; padding: 5px;"> f. Marital status – Select from drop down </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> g. Related to – Select from drop down </td> <td style="width: 50%; padding: 5px;"> h. Relationship – Select from drop down </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> i. On title - Select Yes or No </td> <td style="width: 50%; padding: 5px;"> j. Salutation – (optional) </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> k. Power of Attorney – Enter name of POA Note: E-Closing will populate the POA name with additional language to the documents. </td> <td style="width: 50%; padding: 5px;"> l. % Ownership – Enter percentage of ownership for each seller Note: This will determine the amount that will appear on each 1099. </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> m. Attorney – Select from drop down or click the NEW tab to create a new attorney Rolodex entry </td> <td style="width: 50%; padding: 5px;"> n. E-Closing User – Select Yes or No Note: Selecting yes will give the seller access to the E-Closing Client Portal. </td> </tr> <tr> <td style="width: 50%; padding: 5px;"> o. 1031 Exchange info – (optional) </td> <td style="width: 50%; padding: 5px;"> p. Forwarding – Enter the seller’s forwarding address or click the box to Use Current address </td> </tr> </table>	a. Seller Name – Enter First Name / Last Name Note: The first name and middle initial is entered in the First Name field.	b. SSN	c. Use primary’s address – Check the box if the new seller has the same address as the primary seller	d. Use property address – Check box if seller’s current address is the same as the property being transferred	e. Contact Information – Enter address, telephone numbers an email address	f. Marital status – Select from drop down	g. Related to – Select from drop down	h. Relationship – Select from drop down	i. On title - Select Yes or No	j. Salutation – (optional)	k. Power of Attorney – Enter name of POA Note: E-Closing will populate the POA name with additional language to the documents.	l. % Ownership – Enter percentage of ownership for each seller Note: This will determine the amount that will appear on each 1099.	m. Attorney – Select from drop down or click the NEW tab to create a new attorney Rolodex entry	n. E-Closing User – Select Yes or No Note: Selecting yes will give the seller access to the E-Closing Client Portal.	o. 1031 Exchange info – (optional)	p. Forwarding – Enter the seller’s forwarding address or click the box to Use Current address
a. Seller Name – Enter First Name / Last Name Note: The first name and middle initial is entered in the First Name field.	b. SSN																
c. Use primary’s address – Check the box if the new seller has the same address as the primary seller	d. Use property address – Check box if seller’s current address is the same as the property being transferred																
e. Contact Information – Enter address, telephone numbers an email address	f. Marital status – Select from drop down																
g. Related to – Select from drop down	h. Relationship – Select from drop down																
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o. 1031 Exchange info – (optional)	p. Forwarding – Enter the seller’s forwarding address or click the box to Use Current address																
4	Click Update Seller to save Note: To delete a Seller click Delete Seller																

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:

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

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 File Summary , Select Maintain File > Financial Information Results > Financial Information screen appears																																						
2	<p>Enter the information in the applicable fields:</p> <table border="1"> <tr> <td>Purchase price</td> <td>1st payment date, Payment day, Late day and Maturity date - Fields will populate once the Close date has been entered</td> </tr> <tr> <td>Appraisal Value</td> <td>Mers Number (optional)</td> </tr> <tr> <td>Loan Amount</td> <td>Interest Rate Type – Select from drop down</td> </tr> <tr> <td>Exp pay meth (N/A)</td> <td>Loan Number (optional)</td> </tr> <tr> <td>Interest rate</td> <td>Gov/MIC Number (optional)</td> </tr> <tr> <td>Origination Fee (801) - Enter the percent or \$ and the amount or enter the amount directly on the Closing Disclosure</td> <td>Note form – Select from drop down</td> </tr> <tr> <td>Discount/Points (802) - Enter the percent or \$ and the amount or enter the amount directly on the Closing Disclosure</td> <td>Yield Spread Premium</td> </tr> <tr> <td>Term</td> <td>Years</td> </tr> <tr> <td>Total commission</td> <td></td> </tr> <tr> <td>Pmt Sched. – Select from dropdown</td> <td>Listing Broker Name - Select from drop down or click the NEW tab to create a new Broker Rolodex entry</td> </tr> <tr> <td>Payment and Daily Interest – E-Closing will populate these fields from information entered above.</td> <td>Agent and Assistant - Select from drop down or click the NEW tab to create a new Rolodex entry</td> </tr> <tr> <td>Escrow Account – Select from drop down</td> <td>Commission</td> </tr> <tr> <td>1099 Eligible</td> <td>Selling Broker Name - Select from drop down or click the NEW tab to create a new Broker Rolodex entry</td> </tr> <tr> <td>Close date</td> <td>Agent and Assistant - Select from drop down or click the NEW tab to create a new Broker Rolodex entry</td> </tr> <tr> <td>Rescission date, Disbursement date – E-Closing will populate these dates once the Close date has been entered</td> <td>Commission</td> </tr> <tr> <td></td> <td>Create Disbursement – Select Yes or No</td> </tr> <tr> <td>Closing Location – The location will populate from the Company or the Settlement Agent Rolodex</td> <td>Deposit of Earnest \$</td> </tr> <tr> <td></td> <td>Deposit held by – Select from drop down</td> </tr> <tr> <td></td> <td>Deposit action – Select from drop down</td> </tr> </table>	Purchase price	1st payment date, Payment day, Late day and Maturity date - Fields will populate once the Close date has been entered	Appraisal Value	Mers Number (optional)	Loan Amount	Interest Rate Type – Select from drop down	Exp pay meth (N/A)	Loan Number (optional)	Interest rate	Gov/MIC Number (optional)	Origination Fee (801) - Enter the percent or \$ and the amount or enter the amount directly on the Closing Disclosure	Note form – Select from drop down	Discount/Points (802) - Enter the percent or \$ and the amount or enter the amount directly on the Closing Disclosure	Yield Spread Premium	Term	Years	Total commission		Pmt Sched. – Select from dropdown	Listing Broker Name - Select from drop down or click the NEW tab to create a new Broker Rolodex entry	Payment and Daily Interest – E-Closing will populate these fields from information entered above.	Agent and Assistant - Select from drop down or click the NEW tab to create a new Rolodex entry	Escrow Account – Select from drop down	Commission	1099 Eligible	Selling Broker Name - Select from drop down or click the NEW tab to create a new Broker Rolodex entry	Close date	Agent and Assistant - Select from drop down or click the NEW tab to create a new Broker Rolodex entry	Rescission date, Disbursement date – E-Closing will populate these dates once the Close date has been entered	Commission		Create Disbursement – Select Yes or No	Closing Location – The location will populate from the Company or the Settlement Agent Rolodex	Deposit of Earnest \$		Deposit held by – Select from drop down		Deposit action – Select from drop down
Purchase price	1st payment date, Payment day, Late day and Maturity date - Fields will populate once the Close date has been entered																																						
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	Deposit held by – Select from drop down																																						
	Deposit action – Select from drop down																																						
3	Click Update Financial Info 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 File Summary , Select Maintain File > Payoff Information Result > Payoff Information screen appears				
2	Select the payoff type to be entered, First, Second, Third Mortgage, Other Record, Credit Card, Taxes, Equity Line and/or Lien Records Result > new Payoff Information 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>In behalf of: Borrower or Seller</td> <td>Include name(s) on check? <input type="checkbox"/></td> </tr> <tr> <td>Account Number:</td> <td>Result: Full or Partial Release</td> </tr> </table>	In behalf of: Borrower or Seller	Include name(s) on check? <input type="checkbox"/>	Account Number:	Result: Full or Partial Release
In behalf of: Borrower or Seller	Include name(s) on check? <input type="checkbox"/>				
Account Number:	Result: Full or Partial Release				
4	Select a previously entered payee from the Remit To drop down or enter new payee				
5	Enter the total amount of the payoff in Principle field or enter breakdown > amounts will carry down to the Total Due field				
6	Payoff Calculation fields: Note: 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>Calculated Thru (payoff good thru date)</td> </tr> <tr> <td>Per Diem</td> </tr> <tr> <td>Additional Days (if additional days are needed past the disbursement date)</td> </tr> </table> Result > Payoff Calculation will appear	Calculated Thru (payoff good thru date)	Per Diem	Additional Days (if additional days are needed past the disbursement date)	
Calculated Thru (payoff good thru date)					
Per Diem					
Additional Days (if additional days are needed past the disbursement date)					
7	Discharge Status – Text area to add notes				
8	Additional Payoff Letter Text – Text area to add additional language to the payoff letter				
9	Recording Information - Original recording information that will populate to the payoff letter and to the Text Description screen if a Boilerplate is selected.				
10	Assignment Information – Original assignment information				
11	Click Update Payoff 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 File Summary , Select Maintain File > Payoff CC Result > Payoff CC screen appears
2	Type – Select from drop down
3	In behalf of – Select from drop down
4	Add Names – Click box to add buyer/seller names to check
5	Result – Select from drop down
6	Name
7	Total Due
8	Click Update Payoffs 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 File Summary , Select Maintain File > Tax/Fee/Pro-ration Info Results > Tax/Fee/Pro-ration Information 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 Note: 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 Note: 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 Note: 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 Show Pro-ration 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 Update Tax Record 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 File Summary , Select Maintain File > Insurance Information Result > Insurance Information 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 NEW tab to create a new insurance Rolodex entry
5	Enter the applicable information
6	Click Update Insurance 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 File Summary , Select Maintain File > Title Policy screen Result > Title Policy screen will appear																																	
2	Select the Underwriter 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>Loan</td> <td>Owner</td> </tr> <tr> <td>Policy number *</td> <td></td> <td></td> </tr> <tr> <td colspan="3">* Enter 'TBD' in the Loan and/or Owner policy number fields to calculate premiums for those policies</td> </tr> <tr> <td>Policy Rate Type</td> <td>Select from drop down</td> <td style="text-align: center;">“</td> </tr> <tr> <td>Jacket type</td> <td>Select from drop down</td> <td style="text-align: center;">“</td> </tr> <tr> <td>Total Coverage</td> <td>Amounts populate from the financial information screen</td> <td style="text-align: center;">“</td> </tr> <tr> <td>Reissue rate coverage</td> <td></td> <td style="text-align: center;">“</td> </tr> <tr> <td>Premium</td> <td></td> <td style="text-align: center;">“</td> </tr> <tr> <td>Policy Exceptions</td> <td>Select from drop down</td> <td style="text-align: center;">“</td> </tr> <tr> <td>Who Is Paying?</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>Note: 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		Loan	Owner	Policy number *			* Enter 'TBD' in the Loan and/or Owner policy number fields to calculate premiums for those policies			Policy Rate Type	Select from drop down	“	Jacket type	Select from drop down	“	Total Coverage	Amounts populate from the financial information screen	“	Reissue rate coverage		“	Premium		“	Policy Exceptions	Select from drop down	“	Who Is Paying?	<input type="radio"/> Buyer <input type="radio"/> Seller	<input type="radio"/> Buyer <input type="radio"/> Seller
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4	Click Calculate Premium 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 Update Title Info to save Note: 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 File Summary , Select Maintain File > Chain of Title Result > Chain of Title screen appears
2	Enter the applicable data
3	Click Update Chain of Title 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 File Summary , Select Maintain File > Recording Information Result > Recording Information screen will appear
2	Select document from Know Types of Documents or Enter a new document type here in the field below
3	Select Create MANUAL Recording or Create Simplifile Recording
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 Browse tab to search for the document
6	Double click to select document
7	Click Update Recording or Submit Document to Simplifile 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.

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 File Summary , Select Maintain File > Text Description Result > Text Description screen appears
2	Select the desired Text Description from the box on the upper left side of the screen to add or modify the data. For example, Exhibit A – Property Description Result > new text box appears, Exhibit A – Property Description Text Area
3	In the text area, the information can be manually entered or copied and pasted from an existing file or outside source. Note: Once a Text Description has been selected, the user may select an available Group (middle box at the top of the screen). Clicking on a Group name opens a list of Boilerplates (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 Update All Descriptions to save

E-CLOSING TEXT DESCRIPTION	WHERE IT GOES
Exhibit A- Property Description	Commitment, Policies, Exhibit A
Schedule A- Insured Lender Name	Pulled from Rolodex. Commitment, Policies
Schedule A- Insured Mortgage/Assignment	Loan Policy: Schedule A, Item 4 (typically)
Schedule A - Title Vested In – Commitment	Commitment: Schedule A – Current Owner Vesting
Schedule A - Title Vested In – Policy	Policies: Schedule A – New Owner Vesting
Schedule B Section 1 – Requirements (Mortgages)	Commitment, Schedule B, Section 1, Typically Mortgage payoffs.
Schedule B Section 1 – Requirements (Special)	Commitment, Schedule B, Section 1, Additional Commitment Requirements
Schedule B Section 2 – Policy/Commitment Exceptions	Schedule B, Part 2 exceptions on the Commitment and Part 1 on the Policies.
Schedule B Section 2 - Exceptions (Special)	Subordinate items on Schedule B part 2 of the policies
Deed- Exhibit A Property Description	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 File Summary , Select Maintain File > Miscellaneous Change Result > Miscellaneous Change screen appears
2	Click the appropriate drop down and select the desired entry
3	Click Update 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 File Summary , Select Maintain File > Upload File Result > Upload File screen appears
2	Select Browse - to find the file on your computer to be uploaded
3	Select File Type – the document name as it will be stored in E-Closing
4	Click Upload File 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 File Summary , Select Maintain File > Lookup Ernst Data Result > Lookup Ernst Data screen appears
2	Fill in required fields and answer necessary questions
3	Click Lookup to search the data base Result > Screen will refresh and E-Closing will forward the user to the File Summary screen Note: A note in the upper left corner of the File Summary 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 File Summary , Select Maintain File > Upload Search Results Result > Upload Search Results screen appears
2	Select Browse – to find the file on your computer to be uploaded
3	Click Upload Results to upload into the E-Closing file Result > Screen will refresh and E-Closing will forward the user to the File Summary 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 File Summary , Select Escrow Acc. > Credit Information Result > Credit Information screen appears
2	Select Create a New Credit Record Note: Option to select an existing credit to edit. Result > Credit Information screen appears
3	Select from the drop down menu the Credit to and Credit from
4	Enter description of credit Note: This description will appear on the Closing Disclosure
5	Enter the amount
6	Click Update Credit 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																						
	Information Entered / Page Features																						
1	<p>From the File Summary, Select Escrow Acc. > Closing Disclosure Form Result > Closing Disclosure Form screen appears</p> <p>Notes:</p> <ul style="list-style-type: none"> All five pages will be displayed by scrolling E-Closing alphabetizes each section when the CD is updated All manual entries will be highlighted in bright green on the CD Tips and Tricks will be listed at the beginning of each page, click on the link to read 																						
	Page One																						
2	<ul style="list-style-type: none"> Maintain File screens populate borrower, seller, lender, and financial data To change data: Return to the screen of entry and make desired changes Projected Payments section: To add additional columns per Lender instruction click, Add another column to this table at bottom of the column Estimated Taxes, Insurance & Assessments: manually enter per Lender instruction 																						
	Page Two																						
3	<ul style="list-style-type: none"> Maintain File screens and manual entries populate Lender / Company fees Manual entries to be entered on next available blank line <p>Note: Click on a line number under the section letter, a red data input window will populate for additional line options.</p>																						
	Page Three																						
4	<ul style="list-style-type: none"> Maintain File and Credit Information screens populate Borrower and Seller sides <p>Note: 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 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																						

Continued on next page

E-Closing Full Suite Reference Manual, Continued

Closing Disclosure Form
(continued)






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

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>Escrow Balance: A total of the file receipts and disbursements</p> <p>+ Receipts: - Disbursements: = Balance: .00</p> <p>Note: Balance must be at .00 to print checks</p>	<p>Expected Receipts: All expected funds to receipt in</p> <p>Note: Post any net funded lender fees prior to posting an expected receipt.</p>
<p>Check Register Balance: The amounts total as receipts and disbursements are posted</p> <p>+ Receipts: - Disbursements: = Balance: .00</p> <p>Note: When the file is disbursed fully, the report will balance to zero.</p>	<p>Posted Receipts: Once funds are receipted in, the receipt changes from outstanding to posted receipt</p>
<p>Click on the icon to: print, void or reprint checks</p> <p> Print Checks</p> <p> Void Checks</p> <p> Reprint Check</p>	<p>Outstanding/Net Funded Disbursements: Funds expected to be disbursed</p> <p>Note: Post any net funded fees prior to posting an expected disbursement.</p>
<p>Click on the icon to generate the report:</p> <p> Bank Activity Report</p> <p> Escrow Detail By File</p>	<p>Posted/Wired Disbursements: Once funds are disbursed, disbursements change from outstanding to posted disbursements</p>
<p>Note: 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 > Escrow Receipt screen appears
3	Verify and/or edit the amount, receipt date, payment method and reference number
4	Click Update Receipt to post receipt Note: Option to choose Update and Print 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 Escrow Accounting screen to find the lender disbursements
2	Select Lender 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 Note: 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.

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 Escrow Accounting 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 Escrow Accounting screen to the desired disbursement to split
2	Click on the amount of disbursement to split Result > Escrow Disbursement screen appears
3	Select Split Disbursement tab at the bottom of the screen Result > Escrow Split Disbursement screen appears
4	Fill in the required fields (split amount, name, address, and description)
5	Click Update Split 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 Escrow Accounting screen to the desired disbursement
2	Click on the amount of the disbursement to post the wire Result > Escrow Disbursement screen appears
3	Select Wire Transfer as the Payment method and enter the date and wire reference number
4	Click Update Disbursement to post wire

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 Print Checks by clicking on the printer icon on the left side of the screen
2	Verify Escrow Account and Beginning Check #
3	Unselect any disbursement not to be printed
4	Scroll down to the Output Options
5	Select Print Selected Checks 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 Void Checks by clicking on the void check icon on the left side of the screen
2	Select desired check(s) to void
3	Click Void Checks Result > checks will appear
4	Select check to void
5	Enter void Reason Result > Check Number is voided and the disbursement moves back to Outstanding/Net Funded Disbursements

Reprint Checks

Follow the steps below to Reprint Checks:

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

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 Escrow Balance field at the top left corner of the screen
2	Select > QuickBooks Export by clicking on the QuickBooks icon on left side of the screen
3	Right mouse click, Select Save Page As (the file will be saved as an IIF file)
4	Click Ok 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

Continued on next page

Manual Checks/Wires

Follow the steps below to post wires out:

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

Hand Written Checks

Follow the steps below to post a manual check:

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

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)

Document Management

Follow the steps below to Print Documents:

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

Continued on next page

E-Closing Full Suite Reference Manual, Continued

Document Management
(continued)

Email Output option

Follow the steps below to Email Documents:

Step	Action
1	From File Summary , Select Documents > Document Management Result > Document Management screen appears
2	Select the desired document package from the available options by clicking on the name of the Document Package Result > Generate Package screen appears
3	E-Closing will default to email all documents in the selected group Note: Users have the option to click Uncheck All Documents and manually select the desired documents.
4	Select Email as the Output Options > Manually enter an email address or select a contact that was assigned in the file Result > Custom Email Body Text box appears at the bottom of the screen
5	Enter message in text body for the recipient
6	Click the box Require Password to View to send the attached documents securely or leave unchecked Note: 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 Retrieve Docs .
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 File Summary , Select Documents > Document Management Result > Document Management screen appears
2	Select the desired document package from the available options by clicking on the name of the Document Package Result > Generate Package screen appears
3	E-Closing will default to print all documents in the selected group Note: Users have the ability to click Uncheck All Documents and manually select the desired documents.
4	Select Word as the Output Option
5	Click Generate Documents Result > Message box will populate
6	Click Ok to open file in Microsoft Word Result > E-Closing will open Word and populate the document Note: Users can edit the document and then save the document to their computer.

Continued on next page

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 File Summary , Select Documents > Document Management Result > Document Management screen appears
2	Select the desired document package from the available options by clicking on the name of the Document Package Result > Generate Package screen appears
3	E-Closing will default to save all documents in the selected group Note: Users have the ability to click Uncheck All Documents and manually select the desired documents.
4	Select the E-Closing User in the Output Option, Save for E-Closing User Result > documents will be saved in the E-Closing Client Portal Note: 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.

Continued on next page

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

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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 File Summary , Select Documents > Shipping Label Result > Create Shipping Label screen appears
2	Select Ship Via > to choose shipping method
3	Select a name from below to ship to a known address Click the radio button to select delivery recipient Result > fields will auto populate from data previously entered in E-Closing Note: FedEx requires Phone number and Weight , enter additional fields as applicable
4	Click Create Shipping Label Result > FedEx Shipping label populates in PDF and users can designate printer
5	Close label screen Result > Label successfully created...Tracking #: will be delivered on: Shipping Charge: appears on upper left corner of Create Shipping Label 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 File Summary , Select and open the desired file from the Whiteboard Result > File Summary page appears
2	Scroll to Shipping Labels field > Click on the Tracking # Result > The Fedex.com site will populate to the tracking page where the package tracking history will be listed

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

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 File Summary , Select Documents > Delete Shipping Label Result > Delete Shipping Label screen appears
2	Click on the Tracking Number field Result > Label information auto populates
3	Click Delete Shipping Label Result > Shipping Label deleted -Tracking #: > appears on upper left corner of File Summary screen
