

QUICK REFERENCE GUIDE - CREATING A POLICY JACKET



National Investors Title Insurance Company

INNOVATIVE BY INSTINCT

LOGGING IN

1. Open Internet Explorer
2. Go to <http://www.tx.nititle.com>
3. Click the Agent tab on the left of the screen
4. Click the iJacket Manager link
5. Enter your Login Name and Password
6. You may also add the link to your desktop.

Creating a New File

After logging into the system, click on the order tab to look for your file or you may search by your GF file number under the search button. If an ICL was created, a file number will be assigned to the file. If your file is shown, on the left side of the screen, simply click the number. You will be taken directly to your file and can begin the process of creating your Policy.

To Import a file from AIM, SoftPro or TSS, complete the following steps:

Click the Browse button to search for the already created file. Once the file is located and selected, click the Open button and then click *Import*. The file information is then imported into the Basic Information Screen and a new file is started.

To Create a new file by manually entering the information in the Basic Information Screen, complete the following steps:

After selecting *New File* from the iJacket workspace, click *Basic Information* from *File Options*, which will allow the user to be taken directly to a blank Basic Information Screen to enter the required file information.

The Basic Information Screen

(* indicates required field)

ITC File Number	Automatically generated for every file.
*Agent File Number	A required field that must be entered by the user, but is automatically completed with import feature.
*Address, City & State	A required field that must be entered by the user,
*Property County	A required field that must be entered by the user But is automatically completed with the import feature.

When creating policy jackets, you may skip the Agent/Provider Section. Only used for ICL's

Begin completing the information for the Policy.

Owner Information Section. The Owner's Title Policy will be created in this Section.

1. The Owner/Borrower is a Required Field. Enter the Owner/Borrower name.
2. Enter the policy amount, policy effective date and type of policy required. Only Texas Owner's Policies are available for selection.

If you are creating a **Loan Policy**, proceed to this section.

1. Enter the name of the Lender. If an ICL was created for this transaction, the Lender name will have automatically been entered as well as the loan number
2. Enter coverage amount, policy effective date and the type of policy to be issued. Only Texas Loan Policies are available for selection.

Expand the **Rate Calculator** Section to complete the Calculated (risk) premium (estimate). You may add the total of all policies and endorsements. The system will not automatically calculate the rate. This is a manual field.

You are now ready to **Save** your policy. You can use "Control S" feature to Save or scroll to the Save button at the bottom of the screen.

After you have saved your file, you will automatically be taken to the File Options Screen. Select the policies you wish to print and select the print option.

REMITTANCE

1. Once per month you should review the remittance tab for a list of policies ready to be remitted.
2. You may preview the polices ready to be remitted, correct any information as needed, and then select the remit button.

Please continue to send us your regular remittance report from your software system. If you have individual policies that are shown on the ijacket remittance report but are not being remitted that month, please go ahead and press the remit button. We will compare the two reports and notate those not showing on your software remittance report. You may send remittance reports electronically to: TXRemittance@nititle.com

If you have questions, or need assistance, please call or email:

Teresa Frost at 512/497-2054 - teresa.frost@nititle.com

Tava Patterson at 512/852-7600 - tava.patterson@nititle.com

PLEASE NOTE: The policy jackets for the T-1 Owner's and the T-2 Loan Policy no longer contain a signature line for the agent. This is the promulgated form. Your signature is required on Schedule "B" of the policy.