

ProSuite and FCT

Do you order Title Insurance from FCT? Do you order online and find yourself manually completing much of the same information that you have already entered into your ProSuite file?

We are pleased to provide you with the ability to order title insurance from FCT directly from your ProSuite file. This feature automates the completion of many of the fields on the FCT order website. Save valuable time and increase efficiency for your firm by eliminating duplicate data entry and reducing errors that may result in repetitive work.

In order to place FCT title insurance orders, FCT requires that practitioners be registered with them and have valid login credentials. If you are not already registered with FCT, see the Enroll Now section below.

Once you have the necessary credentials, completing the initial setup is easy and should take only a few moments.

Practitioner Setup

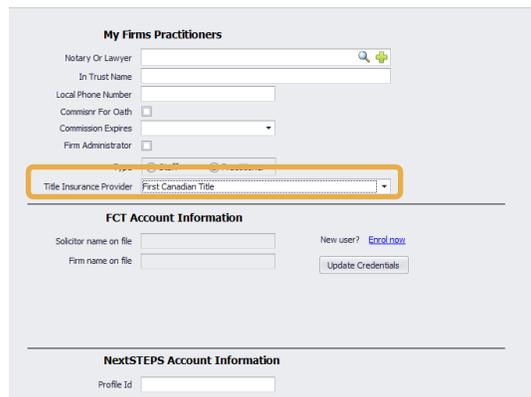
You must have Administrator or Supervisor permissions in ProSuite to complete the setup. From the Main Menu ribbon, click the My Firm button and open the Firm Personnel tab. Select the practitioner you wish to setup.

Title Insurance Provider

Select the practitioner's preferred title insurance provider from the Title Insurance Provider drop down.

The title insurance provider as selected here will automatically populate each new file opened for this practitioner.

The title insurance provider can easily be changed on a file by file basis if necessary.



My Firms Practitioners

Notary Or Lawyer

In Trust Name

Local Phone Number

Commission For Oath

Commission Expires

Firm Administrator

Title Insurance Provider

FCT Account Information

Solicitor name on file [New user? Enroll now](#)

Firm name on file

NextSTEPS Account Information

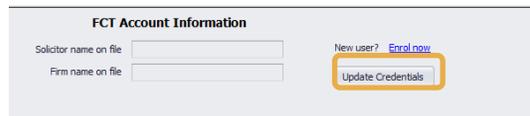
Profile Id

Enroll Now

If the practitioner is not already registered with FCT, click the [Enroll Now](#) link. This will take you to FCT’s enrollment page.

Update Credentials

Click the Update Credentials button to enter the Login ID and Password as provided by FCT.



The screenshot shows a form titled "FCT Account Information". It has two input fields: "Solicitor name on file" and "Firm name on file". To the right, there is a "New user? Enroll now" link and a highlighted "Update Credentials" button.

Once the credentials have been entered, click the Validate button.

The system will validate the credentials and automatically populate the Solicitor name on file and Firm name on file as registered with FCT.



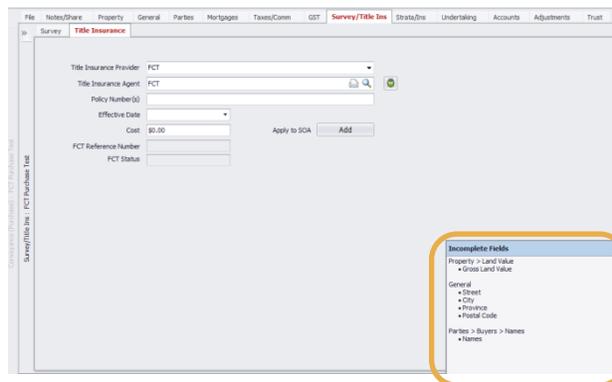
The screenshot shows the same "FCT Account Information" form. The "Solicitor name on file" and "Firm name on file" fields are now populated. The "Login ID" and "Password" fields are also present. The "Validate" button is highlighted.

Ordering a Policy

Data Completion

Complete all information in your file as you normally would prior to accessing the Title Insurance tab.

If any of the information required by FCT is not completed, the Incomplete Fields popup will be displayed in the lower right hand corner of the screen.



The screenshot shows a software window with multiple tabs. The "Title Insurance" tab is active. A popup window titled "Incomplete Fields" is open in the bottom right corner, listing missing information for "Property > Land Value" and "Parties > Buyers > Names".

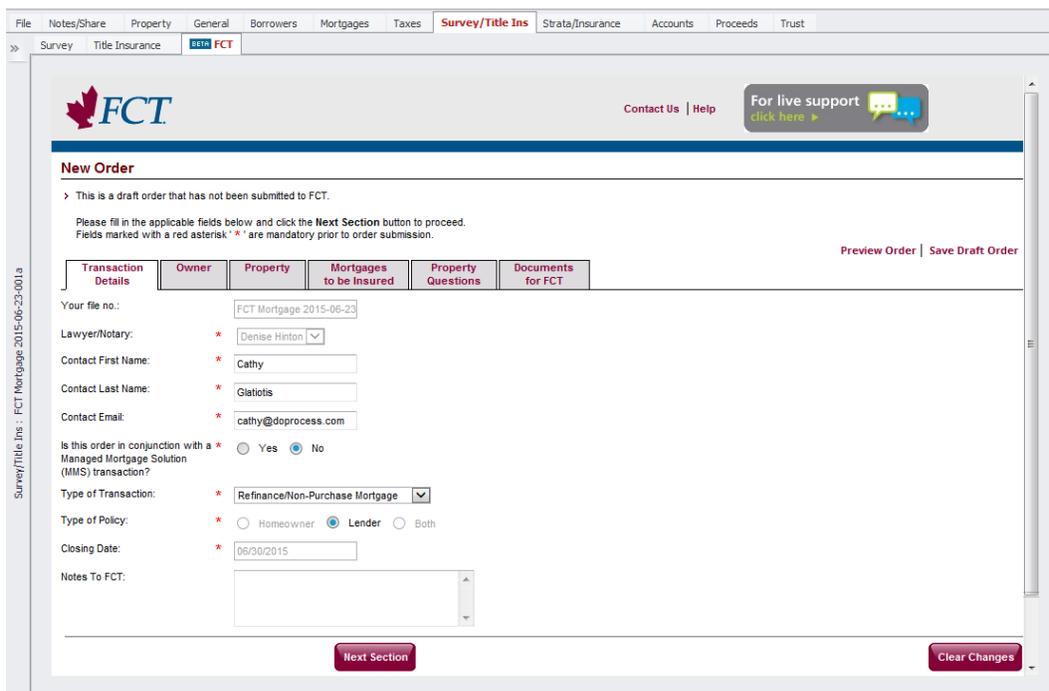
This popup provides details of the tab and field names for the missing information and will remain visible throughout the file until all information is completed. The popup can be minimized.

All missing information must be completed before you can proceed to submit your title insurance order.

Submitting A Policy Order

When you are ready to submit your order, the [Continue To Order Page](#) button will become available on the Title Insurance tab.

Clicking this button will open the FCT tab, log the practitioner in and display the FCT online order form with the information from your ProSuite file already populated.



The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Survey, Title Insurance, **FCT**
- Page Header:** FCT logo, Contact Us | Help, For live support click here >
- Section:** New Order
- Message:** This is a draft order that has not been submitted to FCT. Please fill in the applicable fields below and click the Next Section button to proceed. Fields marked with a red asterisk * are mandatory prior to order submission.
- Navigation:** Preview Order | Save Draft Order
- Form Fields:**
 - Transaction Details: FCT Mortgage 2015-06-23
 - Owner: Denise Hinton
 - Property: Cathy
 - Mortgages to be Insured: Glatiotis
 - Property Questions: cathy@doprocess.com
 - Documents for FCT: [Empty]
 - Your file no.: FCT Mortgage 2015-06-23
 - Lawyer/Notary: * Denise Hinton
 - Contact First Name: * Cathy
 - Contact Last Name: * Glatiotis
 - Contact Email: * cathy@doprocess.com
 - Is this order in conjunction with a Managed Mortgage Solution (MMS) transaction? Yes No
 - Type of Transaction: * Refinance/Non-Purchase Mortgage
 - Type of Policy: * Homeowner Lender Both
 - Closing Date: * 06/30/2015
 - Notes To FCT: [Text Area]
- Buttons:** Next Section, Clear Changes

Once your order has been submitted, the FCT Reference Number and the FCT Status fields will be populated on the ProSuite Title Insurance tab.

Updating A Policy Order

If you have submitted a title insurance order but have not yet received your policy, and information that affects your order is changed in your ProSuite file, you must notify FCT. Click on the [Continue To Order Page](#) button or the Survey/Title Ins > FCT tab and the updated information will automatically populate the FCT fields. Click the Update Order link to finalize the update.

Check Order Status

To see the current status of your title insurance order, simply click on the Title Insurance tab and review the FCT Status field.

Obtaining The Policy and Invoice

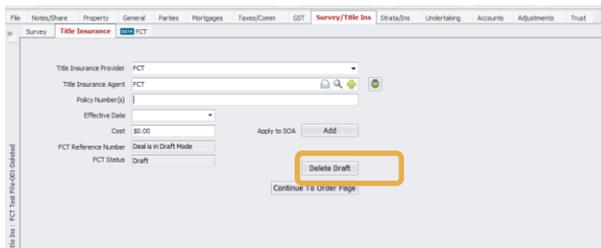
If the policy is available immediately, you can download a copy together with a copy of the invoice as soon as the order is submitted.

If the policy is not available immediately, an email notification will be sent to the contact email when the policy is ready for pickup.

To pick up your policy, go to the Survey/Title Ins > FCT tab and go to the Policy Details and Documents tab.

Canceling a Policy Order

If you have submitted a draft title insurance order and you no longer wish to proceed with the order, you may delete the draft that was submitted.



On the Title Insurance tab,
select the Delete Draft button.

Notification is sent to FCT to
delete the draft.

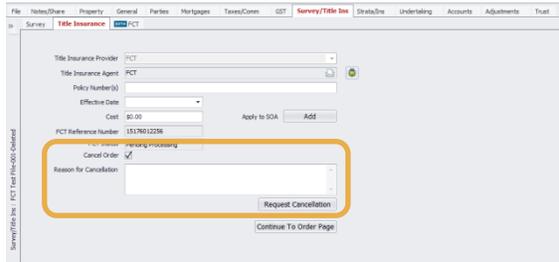
All reference to the order is
removed from the title
insurance screen.

If you have submitted a title insurance order and you have not yet received your policy, you may cancel the order from the Title Insurance tab.

If required, title insurance orders can be resubmitted after cancellation has completed.

Select the Cancel Policy check box.

Enter the reason for cancellation in the Reason box that appears.

A screenshot of a software interface for FCT Insurance. The window title is 'Survey/Title Doc'. The 'FCT' tab is active. Fields include 'Title Insurance Provider' (FCT), 'Title Insurance Agent' (FCT), 'Policy Number(s)', 'Effective Date', 'Cost' (\$0.00), and 'FCT Reference Number' (15176012256). A 'Reason for Cancellation' section is highlighted with a yellow border, containing a checked 'Cancel Order' checkbox and a text input field. A 'Request Cancellation' button is visible below the text field.

Click the Request Cancellation button.

All reference to the order is removed from your title insurance screen.

Support

For support with setup and use of this new feature please contact Do Process Customer Support at 416.322.6111, 1.866.367.7648 or inquiries@doprocess.com. For help with FCT enrollment, credentials or FCT order screens, please contact FCT at 905.287.3122 or 1.866.804.3122.