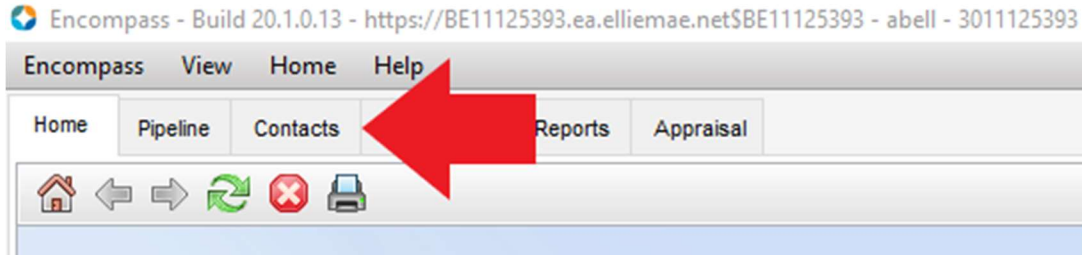


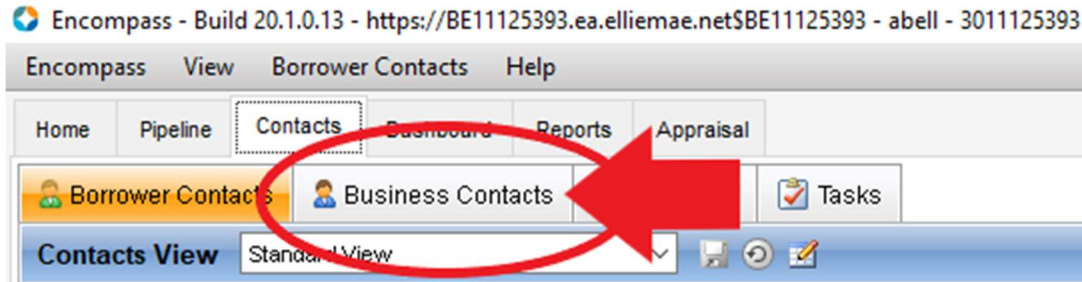
Approved Title Company Search Tutorial

Step 1: Log into Encompass

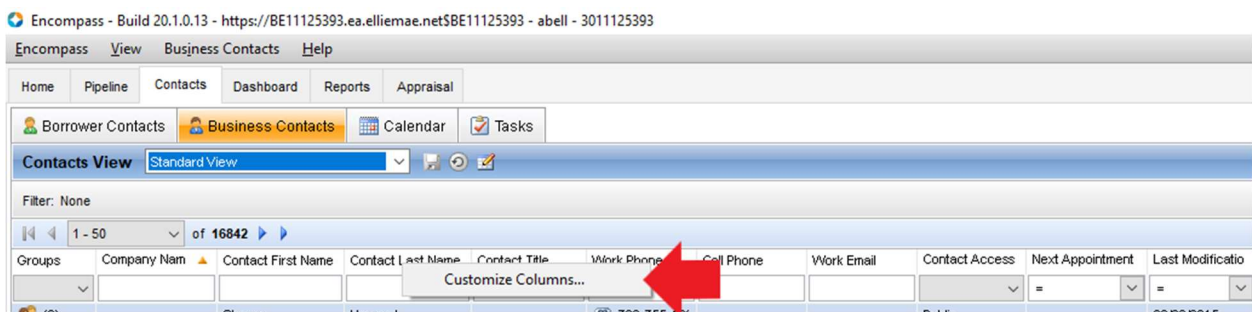
Step 2: Click on the “Contacts” Tab of Encompass



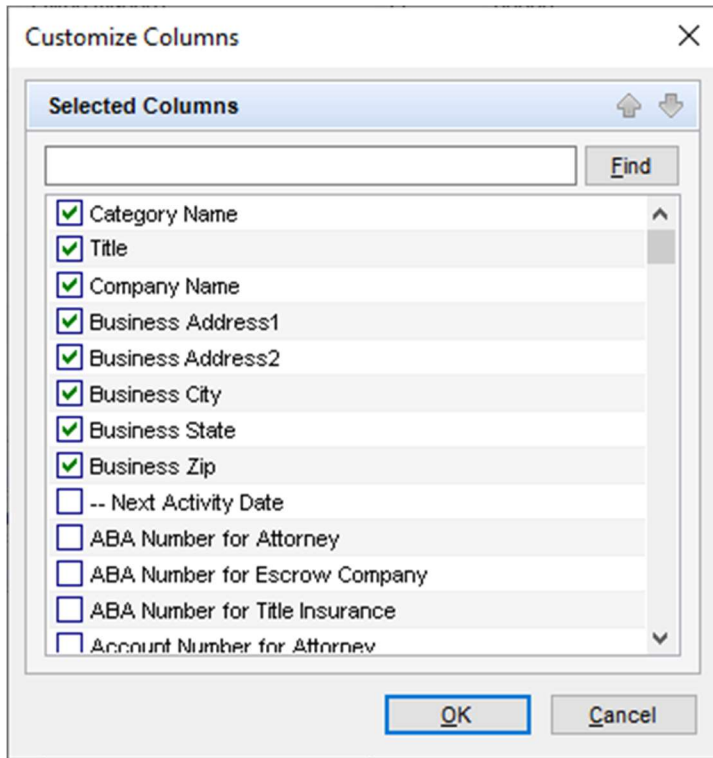
Step 3: Click on the “Business Contacts” Sub-tab



Step 4: To Properly filter, you will need to create a custom view within Encompass. To start, right click anywhere on the column headers and select “Customize Columns”

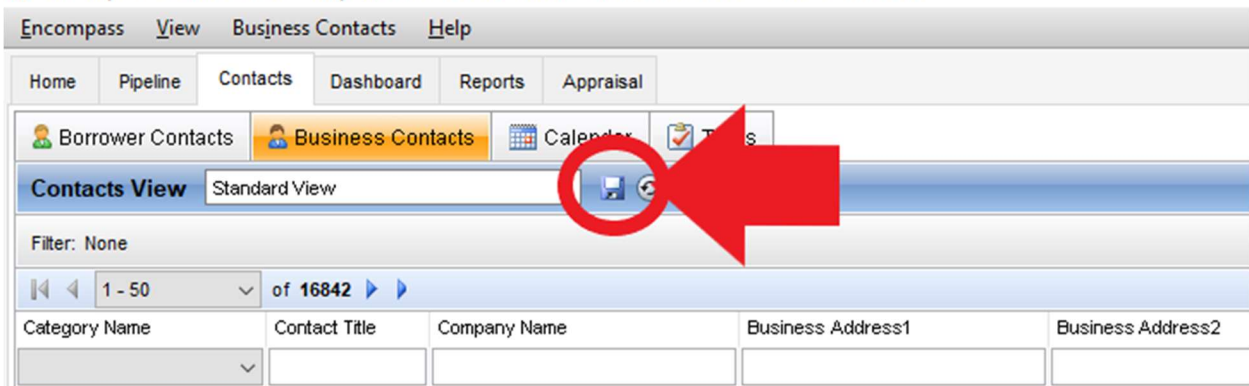


Step 5: Customize Your Columns to Include the following fields. (Note: You can use the arrows on the top right to adjust the order that each column appears in)



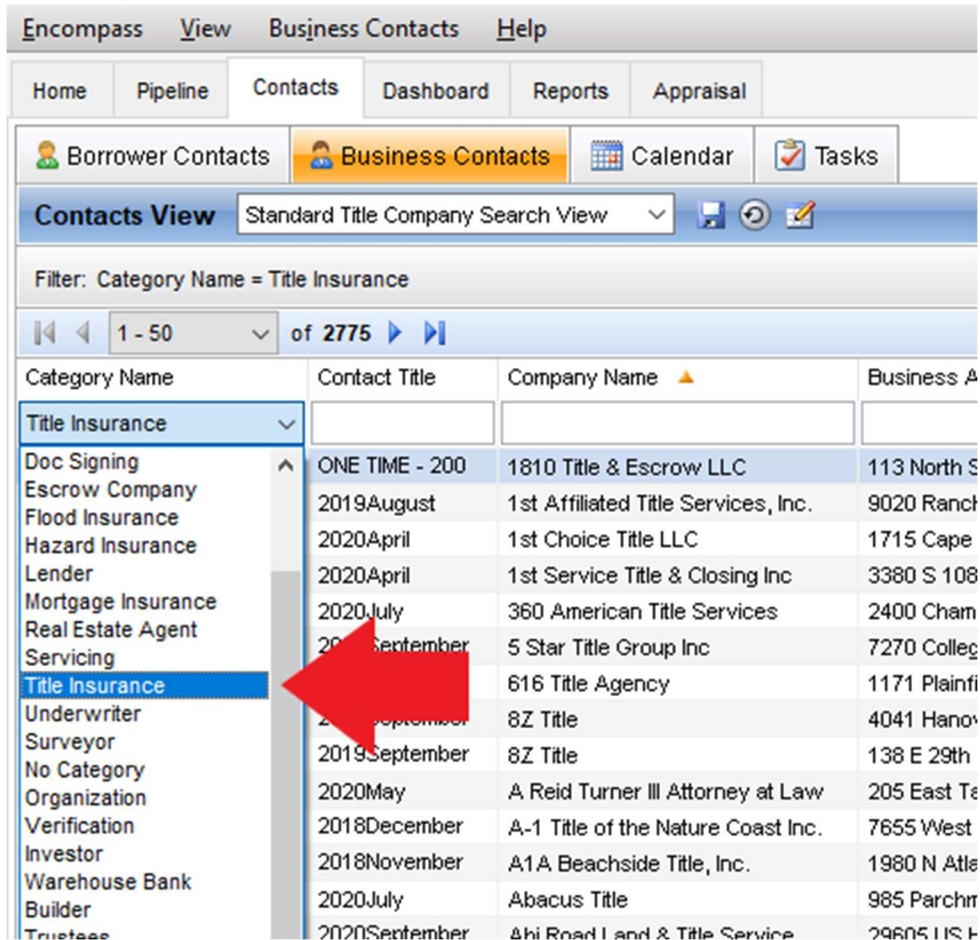
Step 6: Save your custom view

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Step 7: Use Filters to Locate your Title Company. First, select “Title Insurance” from the Category Name Drop Down Menu

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Encompass View Business Contacts Help

Home Pipeline Contacts Dashboard Reports Appraisal

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Contacts View Standard Title Company Search View

Filter: Category Name = Title Insurance

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Category Name	Contact Title	Company Name	Business A
Title Insurance			
Doc Signing	ONE TIME - 200	1810 Title & Escrow LLC	113 North S
Escrow Company	2019August	1st Affiliated Title Services, Inc.	9020 Ranc
Flood Insurance	2020April	1st Choice Title LLC	1715 Cape
Hazard Insurance	2020April	1st Service Title & Closing Inc	3380 S 108
Lender	2020July	360 American Title Services	2400 Cham
Mortgage Insurance	2019September	5 Star Title Group Inc	7270 Colleg
Real Estate Agent		616 Title Agency	1171 Plainfi
Servicing	2019September	8Z Title	4041 Hanov
Title Insurance	2019September	8Z Title	138 E 29th
Underwriter	2020May	A Reid Turner III Attorney at Law	205 East Te
Surveyor	2018December	A-1 Title of the Nature Coast Inc.	7655 West
No Category	2018November	A1A Beachside Title, Inc.	1980 N Atle
Organization	2020July	Abacus Title	985 Parchr
Verification	2020September	Ahi Road Land & Title Service	29605 US F
Investor			
Warehouse Bank			
Builder			
Trustee			

Now you are set up to view approved title companies within Encompass. If the title company does not exist, we will need to add them for you. If the “Contact Title” Field is older than 1 year, than that title company approval has expired and we will need to reapprove them.

Example:

If you wanted to find out if First American Title is approved in Orlando, Florida, you would filter by “First American” for the Company Name column, and “Orlando” For the Business City Column. You would find 3 results.

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Encompass View Business Contacts Help

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Contacts View Standard Title Company Search View

Filter: Category Name = Title Insurance and Business City contains "Orlando" and Company Name contains "first american"

1 - 3 of 3

Category Name	Contact Title	Company Name	Business Address1	Business Address2	Business City
Title Insurance		first american			Orlando
Title Insurance	2018December	First American Title	601 North Magnolia Avenue	Suite 300	Orlando
Title Insurance	2020May	First American Title	9102 Southpark Center Lp., Ste 1		Orlando
Title Insurance	2020February	First American Title	12301 Lake Underhill Road	Suite 221	Orlando

The Office at 601 North Magnolia expired on 12/31/2019. We will need to have this office re-approved prior to use.

The Office at 9102 Southpark Center LP expires 05/31/2021. This company is approved and ok to use.

The Office at 12301 Lake Underhill Road Expires 02/28/2021. This company is approved and ok to use.