

Approved Title Company Search Tutorial



Corporate Office | 2449 Camelot Ct. SE | Grand Rapids, MI 49546 | NMLS #3035 888.482.6395 | www.vandykmortgage.com | www.nmlsconsumeraccess.org



Step 1: Log into Encompass

Step 2: Click on the "Contacts" Tab of Encompass

Encompass - Build 20.1.0.13 - https://BE11125393.ea.elliemae.net\$BE11125393 - abell - 3011125393

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Step 3: Click on the "Business Contacts" Sub-tab

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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"

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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)

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🗹 Category Name	^
✓ Title	
🗹 Company Name	
Business Address1	
Business Address2	
🗹 Business City	
✓ Business State	
🗹 Business Zip	
Next Activity Date	
ABA Number for Attorney	
ABA Number for Escrow Company	
ABA Number for Title Insurance	
Account Number for Attorney	~

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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Escrow Comp	any		2019August	1st Affiliated Title Services, Inc.	9020 Rancł			
Hazard Insuran	nce		2020April	1st Choice Title LLC	1715 Cape			
Lender			2020April	1st Service Title & Closing Inc	3380 S 108			
Mortgage Insu	rance		2020 July	360 American Title Services	2400 Cham			
Real Estate Ag	ent		20 September	5 Star Title Group Inc	7270 Collec			
Title Insurance	}			616 Title Agency	1171 Plainfi			
Underwriter		-		8Z Title	4041 Hanov			
Surveyor			2019September	8Z Title	138 E 29th			
Organization			2020May	A Reid Turner III Attorney at Law	205 East Ta			
Verification			2018December	A-1 Title of the Nature Coast Inc.	7655 West			
Investor			2018November	A1A Beachside Title, Inc.	1980 N Atla			
Warehouse Ba	ink		2020July	Abacus Title	985 Parchr			
Builder			2020September	Ahi Road Land & Title Service	29605 LIS F			

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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Filter: Category Name = Title	e insurance and B	usiness City contains "Orlando"	and Company Name contains "first ameri	can"	
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Category Name	Contact Title	Company Name 🔺	Business Address1	Business Address2	Business City
Title Insurance v		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.

