



E-Remit and Upload Policies in E-Closing

Learn how to electronically report First American Title Policy premiums and CPL fees on individual files using E-Closing integration with AgentNet®. Then learn to upload policy images via the Policy Upload feature within your E-Closing file, without having to navigate to AgentNet®. The Electronic Remittance integration with E-Closing is only available to files created after 6/24/2019

Prerequisites to E-Remittance

The following activities must be completed in E-Closing in order to electronically report on files:

- You must have the **Remittance Rights** in AgentNet assigned to your user profile
- You must have **Calculate Premiums** on your file in order to remit. Please refer to the appropriate job aid on **Calculating Premiums in E-Closing**

E-Remittance

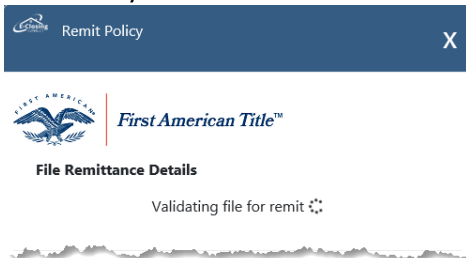
After you calculate premiums and generate a **Policy** and **CPL** within your **E-Closing** file, you can remit your premiums electronically using the AgentNet® Integration on any files created after 7/1/2019.

Beginning from an existing file in **E-Closing**:

1. In the **Title Policy** screen, click **Remit Policy**



NOTE: In the new window, E-Closing will validate your file is ready for remittance




2. In the **Remit Policy** window, click **Submit**

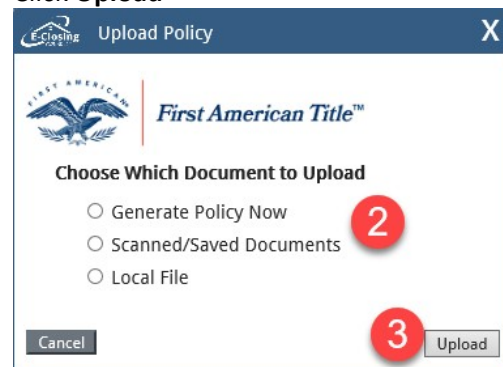
 This screenshot shows the 'Remit Policy' window with the 'File Remittance Details' section. It lists the following information: Premium: 1,344.00, Commission: 806.40, Other Fees (including CPL): .00, Underwriter Net: 537.60, and a comment field. At the bottom, there are 'Cancel' and 'Submit' buttons.

NOTE: Policy(s) have been reported to AgentNet and a "Payment Transmittal Form" is generated on screen. The **Payment Transmittal Form** is also available in the **Document Management** screen within the **Scanned/Saved Documents** section


Upload Policy Documents

Follow the steps below to upload your policy schedules in First American.

1. In the **Title Policy** screen, click 
2. In the **Upload Policy** window, select a document upload option: **Generate Policy, Scanned/Saved Documents** and **Local File**
 - A. **Generate Policy Now:** Creates a **Title Policy** in E-Closing and AgentNet.
 - B. **Scanned/Saved Documents:** Allows you to upload **Jackets** and **CPLs** you have created for your File.
 - C. **Local File:** Allows you to browse your computer to upload a Policy document from a stored location.
3. Click **Upload**



NOTE: A message is populated stating policy documents were uploaded successfully

4. Click **X** to close **Informational Message**  **Successfully uploaded policy documents**



First American Title™



Frequently Asked Questions

Why is my CPL fee missing from the Remit Policy window?

Your CPL fee is being captured as a Title Fee and not as premium. It is still reflected in your CD. Do not change CPL fee description in your file as this may result in an accounting error.

Why can't I upload a Local File from my computer?

The Local File upload option is not available if using Internet Explorer as your browser. At this time, E-Closing does not recommend using Internet Explorer. Chrome or Firefox are the recommended browsers.

Why can't I remit on my file?

The Electronic Remittance integration is only available to files created after June 24th, 2019. You can check your File Creation Date in file summary screen.