

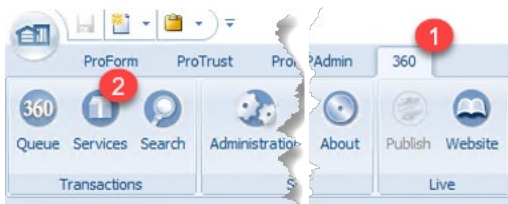


## Remittance Reporting – Bulk Remit in SoftPro 360®

Learn how to remit title product premiums in bulk using the SoftPro 360® integration with AgentNet®. This service is available for files that are in remittance ready status.

Beginning from the SoftPro home screen:

1. Click the **360** tab
2. Click **Services**



**NOTE:** The Services window opens with the available service files displayed.

3. Double-click **FATIC - Bulk Remit** from the **Underwriter Services** folder

**NOTE:** The **Welcome** screen might be displayed. Click ☒ **Skip Welcome Page** if preferred.

4. In the **Welcome** screen, click **Next**, if applicable
5. In the **Login** screen:

- A. Enter your **AgentNet** login credentials
- B. Click **Remember me**

**NOTE:** **Bulk Remit** screen opens displaying all files Ready to Remit. **Remittance Reporting** displays 200 records at a time. You can use **Search Filters** to reduce the number of file selection options, if preferred.

6. In the **Bulk Remit** screen:

- A. Select a **Search Filter** option

**NOTE:** Search Filter options available are **Date of Policy**; **Property State**; **File Number**. You can also sort displayed data by clicking on the selected Column Header.

- B. Click **Search**

- C. Enter **Email Notification** address

**NOTE:** Upon successful remittance, a notification including remittance details and the Transmittal Control Sheet will be sent to this email address.

- D. Select files to remit

**NOTES:**

- You can click ☐ at the top of the screen to select all files to remit
- Total number of files and total premium due appears at the bottom of the screen



Search Filter

Date of Policy: To Property State: DE Email Notification: sevans-scott@firstam.com

File Number:

	File #	Office Name	Buyer/Borrower	Date of Policy	Underwriter	Compl
	Test_FACC_2	DEMO - ABC Settlement Services/DE/Wilmington	LN BuyerFN	04/27/2020	FATIC	
	UdayTest1DE5	DEMO - ABC Settlement Services/DE/Wilmington		04/26/2020	FATIC	

E. Click

#### NOTES:

- **Remittance Status** is displayed once your Bulk Remit request has been successfully submitted to AgentNet
- **Navigate to Online Payment Option** is checked by default. This will open the **AgentNet Remittance** page to allow you to **ePay**.
- For **Manual Pay** or **Wire** uncheck **Navigate to Online Payment Option**

7. Click **Print Log**, if preferred

8. Click **Close**

## Optional View Service and Status

1. Click
2. Select/verify **Views** options: **My Transactions**
3. Select **Bulk Remit Service** option
4. Click applicable log entry to display payment details

Queue

Next Step Views: My Transactions Filter: All Provide

	Provider	Service	Status	Linked Order	Linked Profile	Ch
	FATIC	Bulk Remit	Completed			Ch
	FATIC	Bulk Remit	Completed			Ch
	FATIC	Bulk Remit	Completed			Chn
	FATIC	Bulk Remit	Rejected			Ch
	FATIC	Bulk Remit	Completed			Ch
	FATIC	Bulk Remit	Completed			Ch

#### NOTES:

- If an order is **Rejected** all files will be rejected and must be **Resubmitted**
- If an order is **Completed** an email containing the **Transmittal Control Sheet** will be sent to the address entered in the Bulk Remit screen to provide instructions for manual and wire payments.

5. In the **Log** window, view payment details

6. Click **OK** to close the window

Log - 360213-40-200817-210453

Created On	Created By	Message
8/17/2020 2:51:58 PM	cheffner@firstam.com	Operation Update requested
8/17/2020 2:50:03 PM	System	Payment URL: <a href="https://agency.myfirstam.com/MyRemittancesGUI/MyRemittance.aspxOrder N...">https://agency.myfirstam.com/MyRemittancesGUI/MyRemittance.aspxOrder N...</a>
8/17/2020 2:50:03 PM	cheffner@firstam.com	Operation Submit requested

Payment URL: <https://agency.myfirstam.com/MyRemittancesGUI/MyRemittance.aspx>

Order Number : 3176168  
File Number(s) : KY\_vid\_RF

Order Number : 3176167  
File Number(s) : 1156

Order Number : 3176169  
File Number(s) : BDT\_7/3/2020\_01-40-30\_536  
File Number(s) : BDT\_7/8/2020\_14-12-38\_521