

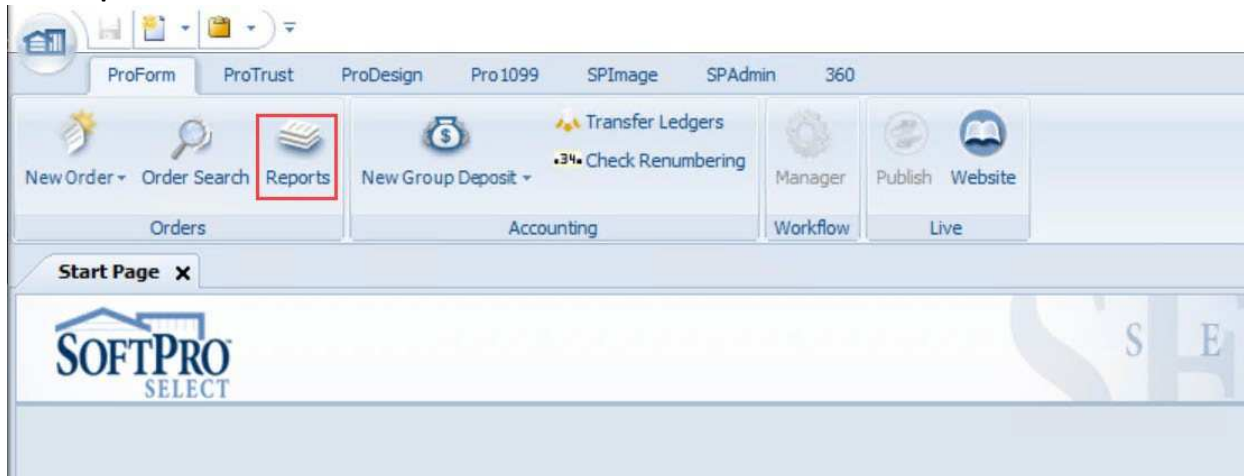


## Run FA Remittance Report – Process in SoftPro Select®

Learn how to generate the First American Remittance Report in SoftPro Select.

### Run the First American Remittance Report

1. Click **Reports** in the **Orders** section of the ribbon



**NOTE: ProForm Reports opens with the new folder First American National visible.**



2. Right-click **First American Remittance**
3. Choose **Preview, Print, or Email**



**NOTE:** Selecting **Email** will attach an unusable pdf. If emailing your remittance to First American, select **Preview** to validate contents of report before submission to First American.

4. In the **First American Remittance** parameters window:
  - In the **Underwriter Name** field, select the applicable First American Underwriter
  - In the **Underwriter Code** field, select the applicable First American code
  - In the **Property State** field, select **one or more states**

**NOTE:** States are based on your configuration of SoftPro Select.

**NOTE:** Check boxes to **Include Endorsements**, **Include additional title charges**, and **Show charge type**.



In the **Format Details for Excel Report** parameter:

First American Remittance

Underwriter name:

Underwriter code:

Use date:

Begin date from: 09/01/2021

End date through: 09/30/2021

Property state: ☐ AZ ☐ CA ☐ CO ☐ CT ☐ DE ☐ FL ☐ HI ☐ KY ☐ LA

Include endorsements: ☒

Include additional title charges: ☒

Endorsements only: ☐

Show endorsements, charges as totals only: ☐

Show charge type, transaction code summary: ☒

**Format details for Excel report: ☒**

Show programming notes/report criteria: ☐

Report comments:

\* Required

OK Cancel

## Option 1

Deselect the **Format Details for Excel Report** checkbox to produce a formatted report for your records, including remittance totals for easy comparison of remittance amounts.

First American Remittance  
By Effective Date

Underwriter Code: FA  
Underwriter Name: First American Title Insurance Company  
Effective Date: All dates through 10/31/2021  
Property State: FL, PA  
Format Options: Selection by effective date; endorsement details included; additional title charge details included; transaction code summary displayed

Underwriter	Agent Number	Order Number	Insured / Description	Amount of Insurance	Policy Number	Property Use/Type	Property State	Property County	Property Out of County	Transaction Code	Effective Date	Total Charges	Underwriter Portion	Agent Portion	Prior Policy Number/Coverage/Credit/Comments
Underwriter: First American Title Insurance Company															
Agency ID: Not Entered															

## Option 2

Select the **Format details for Excel report** checkbox to format report for First American remittance. This is the required format to remit to First American.

After the report renders:

A. Choose **File > Export > Export as Excel document**

