



Electronic Remittance – Process in TitleExpress®

Learn how to electronically report First American Title Policy premiums and fees on individual or multiple files using the TitleExpress® Integration with AgentNet®. This feature is available in TitleExpress® version 8.10 or higher.

Prerequisites to eRemittance

The following activities must be completed in TitleExpress in order to electronically report on files:

- You must have Remittance Rights checked in the Reports section of System Management.
- Product Creation and Pricing
NOTE: Only one terminal in your office can be designated as the Remittance terminal

Terminal Designation

- Navigate to **System Management**
- Click **System** tab
- In the **Terminal Designations/Underwriting Reporting** field, enter the terminal number where remittance will be completed

NOTE: Refer to **TitleExpress®** training material for specific instruction to complete these requirements.

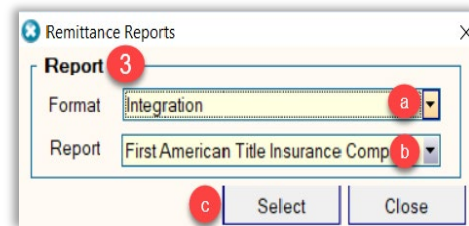
After final pricing has been completed on the title products in your file using the integration, follow these steps to electronically report remittance information to First American.

eRemittance

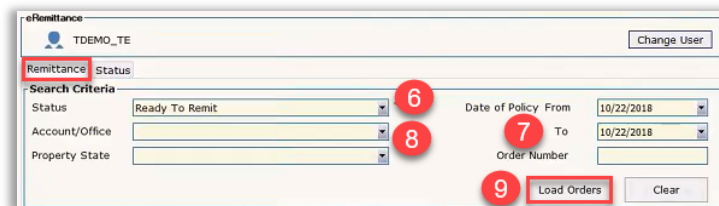
Beginning from the **TitleExpress** homepage:

- Click 
- In the **TitleExpress Reporting System** screen, click 

- In the **Remittance Reports** window under **Report**, select:
 - 'Integration' from **Format** dropdown menu
 - 'First American Title Insurance Comp' from **Report** dropdown menu
 - Click **Select**



- In the **Underwriter Wizard** window, enter your **AgentNet** credentials
- Click **Login**
- In the **eRemittance** screen on the **Remittance** tab, select 'Ready to Remit' from the **Status** dropdown
- Select a **Date of Policy From and To** dropdown option
NOTE: Future dates may not be entered.
- If preferred, select **Account/Office** and **Property State** to further refine your search
- Click **Load Orders**



- In the **Remit** column, select the file(s) for eRemittance
- Click **Remit Selected Files**



Remit	Order Number	File ID	Date Of Policy	Property Address	Gross Premium	Agent Premium	UW Premium
10	SL0H102218-2	18706443	10/22/2018	1256 main street, Heat...	\$1,580.00	\$1,025.50	\$554.50
11	SL0H102218-1	18706442	10/22/2018	235 MAIN STREET, Mou...	\$1,877.50	\$1,233.75	\$643.75
Total of Selected Orders:					\$3,457.50	\$2,259.25	\$1,198.25

12. In the TitleExpress Confirm window, click **OK**

TitleExpress Confirm

Remitting 2 files for \$1,198.25(UW Premium). Do you want to continue?

OK Cancel

NOTES:

- If the Batch is successfully submitted the **Status** column will show successfully **Remitted**.
- If the **Status** column shows an error, you will need to make the correction(s) and resubmit the batch. See **Resubmit Batch** section on the next page.

13. In the **Status** tab, click **Create Payment Transmittal Sheet**

eRemittance TDEMO_3 Change User

Remittance **Status**

Search Criteria

Status Remitted Batch Date/Time 11/14/2018 8:58:58 AM

Load Batch Clear

Property Address	Gross Premium	Agent Premium	UW Premium	Message	Remitted By
567 Park Blvd North, Se...	\$2,603.00	\$2,212.55	\$390.45	Successfully Remitted.	TDEMO_3
8345 Main Street #56, ...	\$316.39	\$268.94	\$47.45	Successfully Remitted.	TDEMO_3
3207 San Domingo Blvd, ...	\$3,280.10	\$2,788.09	\$492.01	Successfully Remitted.	TDEMO_3
234 Elm Street, Sugar ...	\$2,614.75	\$1,749.82	\$864.93	Successfully Remitted.	TDEMO_3

Create Payment Transmittal Sheet 13 Refresh Print Report

NOTE: The **First American Payment Transmittal Sheet** is displayed. You can click **Print Report** to display the Remittance Report, if preferred.

First American eRemittance

JPMorgan Chase Payment Transmittal Sheet for Agent Remittances (One sheet per transmission)

Firm Name: DEMO - ABC Settlement Services
JPMorgan Chase Lockbox Number: 978686

Overnight Courier Address (i.e. Fed-Ex, DHL, UPS):
JPMorgan Chase - TX1 0029
Attn: First American Title # 978686
14890 Frye Road, 2nd Floor
Ft. Worth, TX 76155
(800) 562-5002

United States Postal Service:
First American Title Ins. Co.
P.O. Box 978686
Dallas, TX 75397-8686

PREMIUM REMITTANCE

Account Number	State	Order Number	Invoice Amount	Invoice Date	Check Number	Check Amount	Comments
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NOTE: The **Remittance** tab is displayed with the **Remittance Status** as **Remitted**. The **Batch Date/Time** is displayed with remitted date and time.

NOTE: To see Policy Details, you can click **[+]** in the **Order Number** column to expand the order.

View Previously Remitted Batches - Optional

- From the **Remittance** tab, select '**Remitted**' from the **Status** dropdown
- Select a **Date/Time** dropdown option
- Click **Load Batch**

Resubmit Batch

If your original submission resulted in an error, you must make the corrections and resubmit the batch. The **Status** tab is opened displaying the missing data item in the **Message** column.

- In the **Status** tab, select the **Order Number** with the error
NOTE: The **Order** tab is opened for the selected file.

eRemittance TDEMO_3 Change User

Remittance **Status**

Remit	Order Number	File ID	Account/Office	Date Of Policy	Property Address	Gross Premium	Agent Premium	UW Premium	Message
1	M2C15	18703528	DEMO NextG...	9/29/2018	51 Magnolia St., S1 Ma...	\$175.00	\$122.50	\$52.50	Error: File status
2	M2C12	18704003	DEMO NextG...	10/1/2018	51 Magnolia St., S1 Ma...	\$175.00	\$122.50	\$52.50	
3	M2C11	18703497	DEMO NextG...	9/29/2018	51 Magnolia St., S1 Ma...	\$175.00	\$122.50	\$52.50	

2 of 3 Total of Selected Orders: \$350.00 \$245.00 \$105.00

Resubmit Batch Refresh Print Report

- Enter correct data in the appropriate tab(s)
- Click **Save**
NOTE: The Order is updated with the correct data. The **eRemittance** window is opened again with the **Status** tab displayed.
- Click **Refresh**
NOTE: The **Status** and **Message** columns are cleared.
- Click **Resubmit Batch**
- Complete Steps 8- 13 above