



Job Aid: How to Upload a Policy

The purpose of this document is to show you how to upload a policy.




1. In the **Applications** window, click
2. In the **Title Policies** window, select the desired **Policy**

Title Policies:	
Owners Fee Simple	\$0.00
Loan TIRSA Junior Short Fc	\$100,000.00
Loan Mortgage	\$0.00

Create
Policy PDF

3. Click

NOTE: The **Loan Policy** displays, enabling you to print or save the file to another location.

4. Click  to close the **Document** view

Upload
Policies
PDFs

5. Click
6. In the **Policy Upload** dialog box, select the **Policy** to upload

Select	Policy Number	Title Number	Closed	Uploaded	File
<input checked="" type="checkbox"/>	5008736-000110	VT-NY-1254			VT-NY-1254 Loan Policy 1

NOTE: If there is only one **Policy**, it is selected by default.

Upload Now

7. Click

NOTE: A message displays, telling you that the **Policy** uploaded successfully.

OK

8. Click