EPIC

A comprehensive reference guide to EPIC with quick start guide and troubleshooting steps to help you easily resolve common issues.

atgf

Contents

NOTES:

EPIC User Guide

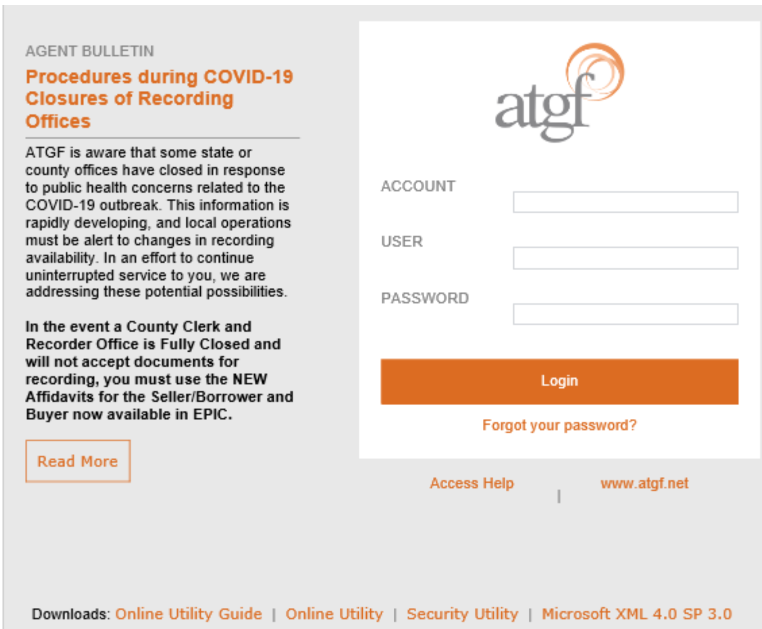
Log In

To log in to EPIC Admin, you will need to verify the specific EPIC Admin login to access (this is the login that does not have a "USER", non-admin users will login with an "ACCOUNT" name, "USER" name, and password).

To log in to EPIC User, you will need to use the below link:

- Multi-State Login: https://www.attorneydonedeal.com/epicplus/login.asp

Once you have selected the site that you need to login, click the link to get the below login screen.

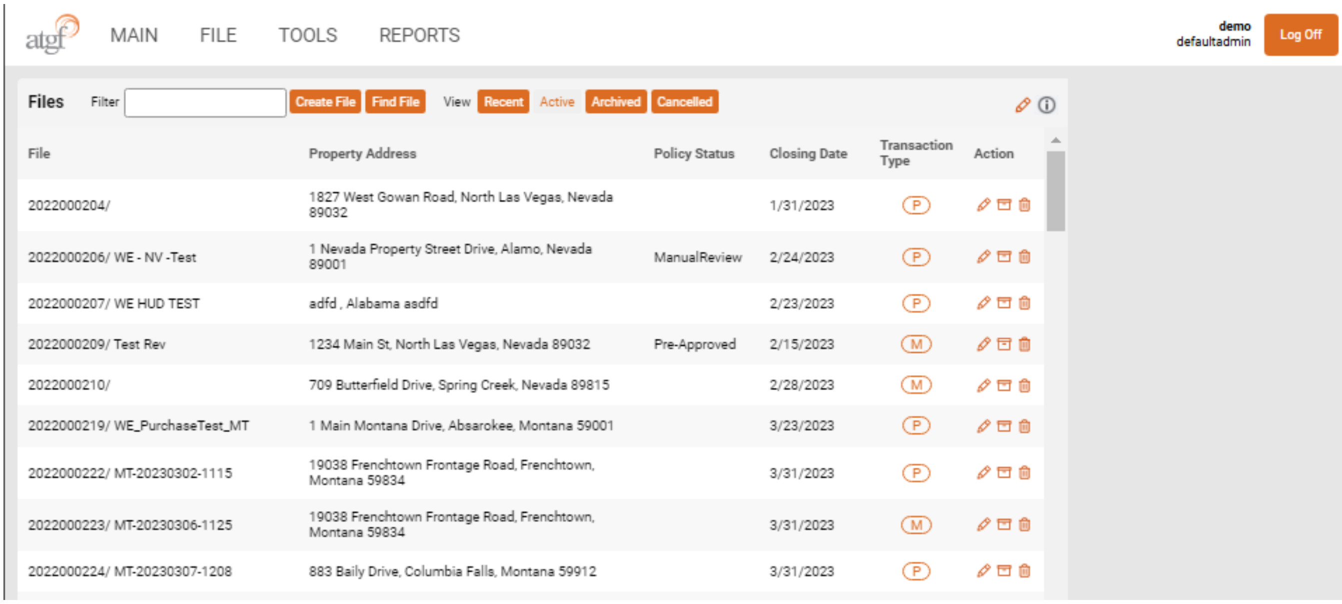


Setup Instructions for Microsoft Edge

Setup instructions are in the Appendix. There are three different processes based on how you need to setup EPIC.

1. If you are setting up EPIC to work with QuickBooks Desktop run the following:
   a. Microsoft Edge – IE Mode Setup Instructions
   b. EPIC Utility Setup
   c. EPIC Setup – Enabling Pop-ups
2. If you are setting up EPIC for any other purpose, run the following:
   a. EPIC Utility Setup
   b. EPIC Setup – Enabling Pop-ups

Your login credentials will be set up for you by ATGF. After successful login, you will be brought to the landing page:



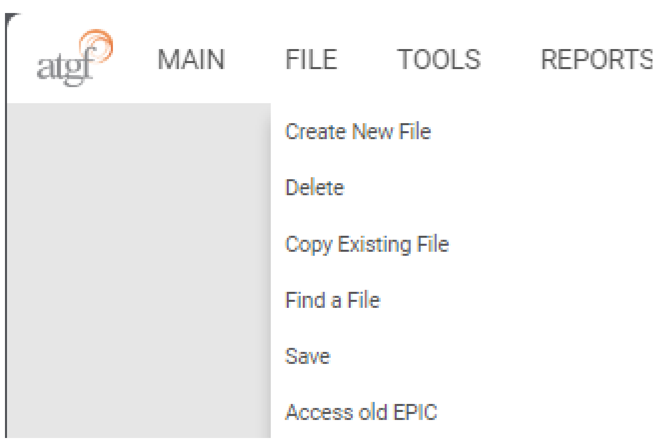
We will review each section of this screen first.

Menu Options

MAIN

This will link back to the main landing page that is shown after a successful login. There are no sub-menu options under this menu.

FILE

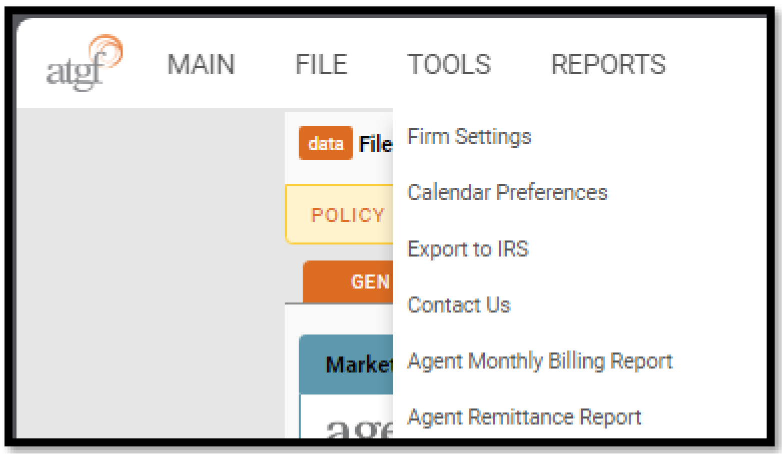


- Create New File
  - Redirects EPIC to the New File Setup screen.
- Delete
  - Deletes the currently open file.
    - Does not work for files where policies have been issued.

        ▪ Does not appear as a menu option when no file is open.

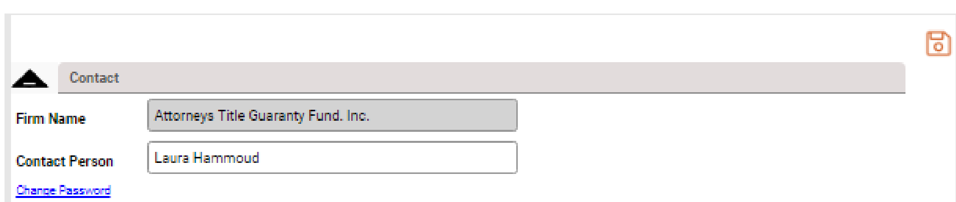
- Copy Existing File
    - Navigates to a list of existing files to copy. Refer to the section "EPIC Instructions – Copy and Existing File" in the Quick Start section of the appendix.
- Find a File
    - Opens the file search window. Please refer to the CONTROLS section on this feature.
- Save
    - Saves the current file.
    - Does not appear when no file is open.
- Access old EPIC
    - Redirects the user to the old EPIC system to access files issued there.
    - This feature will not work for any user that has never operated in the old EPIC system.

TOOLS



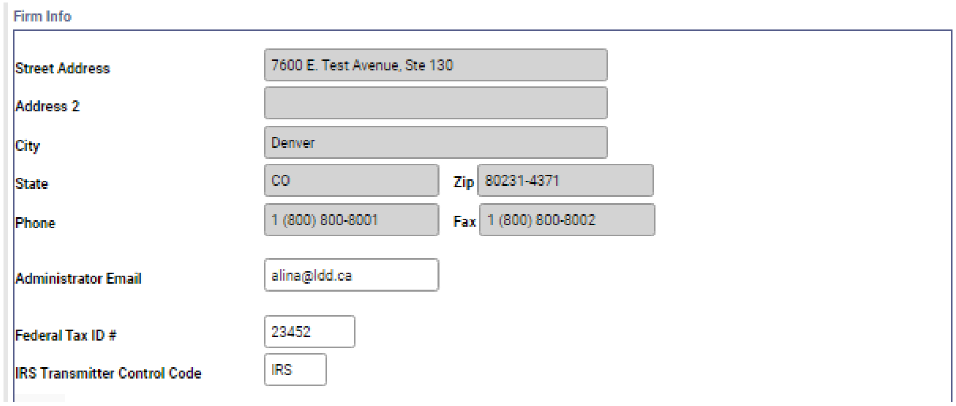
Firm Settings – Contact

The Firm Settings option is only available when logged in using the admin login Account Name and Account Password. If you login with an Account Name, User, and Password, then you are not an admin and will not have access to this screen. Speak with the company representative to get the login credentials if needed. If they are not available and it is urgent that a change be made, you can email the change request to ATGF at Title@atgf.net.

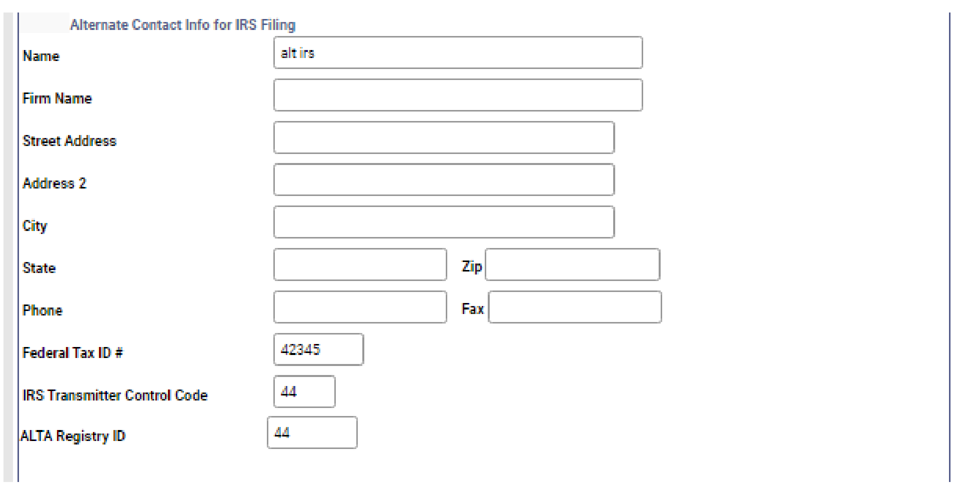


- The **Firm Name** field is automatically populated based on the information entered by ATGF, if this is incorrect, please reach out to Title@atgf.net to request a change.
- The **Contact Name** is not automatically populated and will need to be filled in. This is the main contact person responsible for the policies.
- Finally, the **Change Password** link will open a window where the password can be changed, enter your current password followed by the new password and then confirm the new password.

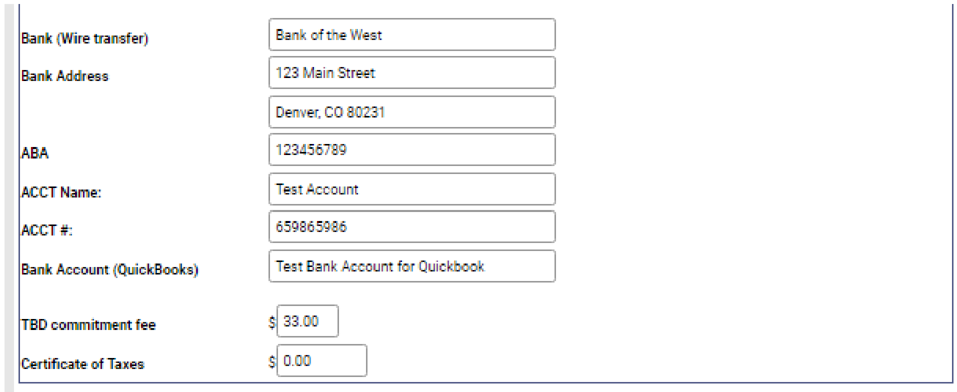
In the even that you have forgotten your password, email ATGF at Title@atgf.net to request a password reset.



- In the Firm Info section, the Address, phone, and fax numbers can only be changed by ATGF. Please email Title@atgf.net detailing the information that needs to be updated.
- The **Administrator Email** can be updated and should be kept current by the Admin user of EPIC.
- The **Federal Tax ID #** needs to be entered to ensure proper reporting to the IRS.
- The **IRS Transmitter Control Code** is provided to you by the IRS once you have requested one. This is used to send your 1099-S information to the IRS electronically through the IRS Fire System. You can search the IRS website at irs.gov for "New FIRE TCC Applicants"; however, at this time, the direct link to the application is: https://la.www4.irs.gov/secureaccess/ui/?TYPE=33554433&REALMOID=06-000507f7-6ce6-12ca-ace5-7c2b0ad00000&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-u0ktItgVFneUJDzkQ7tjvLYXyclDooCJJ7%2bjXGjg3YC5id2x9riHE98hoVgd1BBv&TARGET=-SM-https%3a%2f%2fla%2ewww4%2eirs%2egov%2fesrv%2fesam%2fpages%2flandingPage%2exhtml



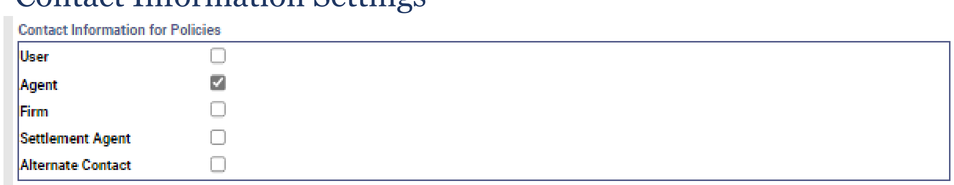
- The Alternate Contact Info for IRS Filing section should be completed if you can file under a different Federal Tax ID # and TCC. Otherwise, leave this section blank.
- Your **ALTA Registry ID** should be entered into this field.



The above section should be completed if you are using QuickBooks. Microsoft Edge will still support QuickBooks Desktop while the Google Chrome web browser will only support the QuickBooks Online functionality.

- The **Bank (Wire transfer)** field should be completed with the Wire transfer identification information.
- The **Bank Address** should be the address of the bank where you do business for your Escrow account.
- The **ABA** is the routing number.
- The **ACCT Name** should be entered exactly as it is in QuickBooks.
- The **ACCT #:** should be entered exactly as it is in QuickBooks
- **Bank Account (QuickBooks)** should be entered exactly as you have the Bank Account setup in QuickBooks.
- The **TBD commitment fee** field should be filled in with the fee you have filed with the state to issue a TBD Commitment.
- The **Certificate of Taxes** field should also reflect the amount of the fee filed with the state to be charged for a Certificate of Taxes.

Firm Settings – Contact Information Settings



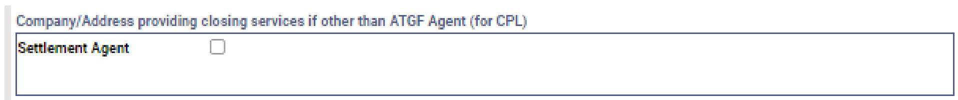
The next section is the Contact Information for Policies. Select the option that best fits which information you want to appear. The system will default to: _______________

- Selecting **User** will show the contact information for the user that is logged into EPIC
- Selecting **Agent** will show the agency's information
- Selecting **Firm** will show the Firm information
- Selecting **Settlement Agent** will use the Settlement Agent information
- Selecting **Alternate Contact** will use the Alternate Contact Information

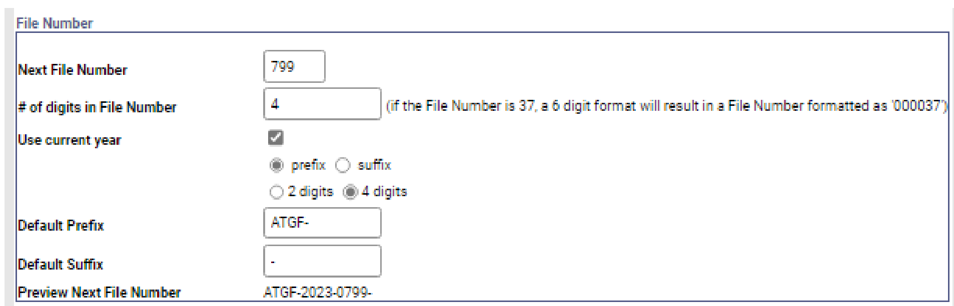
This section enables you to change the default Payee for title fees from the title agent to the settlement agent:

The section "Company/Address providing closing services if other than ATGF Agent (for CPL)" enables you to change the party conducting the closing. *Please note that checking the Settlement Agent box will cause all CPLs to go into manual review*. The default value is not checked.

- Selecting **Settlement Agent** will use the Settlement Agent information



The section labeled "File Number" enables you to set up a naming convention for your files that EPIC will follow for every file setup after this information is completed.



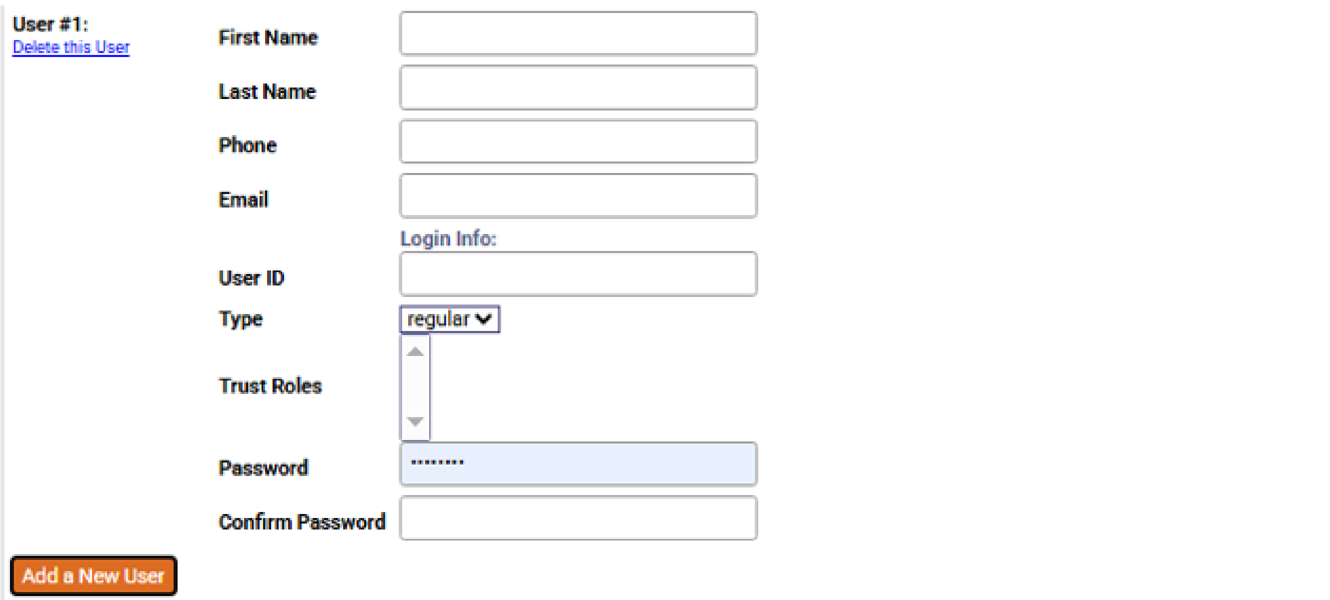
- The **Next File Number** field accepts the next file number in your series. This is the number that will increment each time the "Create File" screen is launched (regardless if you create a file or not).
- The **# of digits in File Number** will force the file number to be a specific length (remember, this is only for that portion of the file number that increments with each file).
- The **Use current Year** checkbox will open an area to select the year to be added as either a prefix to the file number or suffix to the file number as well as whether you prefer a 2 or 4-digit year.
  - The next two fields will act as a prefix or suffix to the combined fields above it.
- The **Default Prefix** field will precede the file number and current year (if selected). You may leave this field blank if you do not want a prefix.
- The **Default Suffix** field will follow the file number and current year (if selected). You may leave this field blank if you do not want a suffix.
- The **Preview Next File Number** will show you what the next file number will populate as the next time you create a new file.

Note: This will not create a file number that cannot be changed. If you need to make small changes or decide not to use the pre-set file number, it can be overwritten on a per-file basis. You can also access this screen if you need to update how EPIC creates the new file numbers going forward.

Firm Settings – Users

The final section houses the users setup to have individual access to your EPIC account:

Click the "Add a New User" button to add a new user. A set of fields will appear. Enter in the information for the person that you would like to have access to your EPIC account:



- First Name
    - Enter the first name of the person you are giving access to EPIC
- Last Name
    - Enter the last name of the person you are giving access to EPIC
- Phone
    - Enter the phone number of the person you are giving access to EPIC
- Email
    - Enter the email address of the person you are giving access to EPIC
- User ID
    - Enter the User ID for the person you are giving access to EPIC. This can be anything you want to use First name, First initial followed by last name, full name, Employee number, it's up to you.
    - Provide this information to your employee as they will need this to log in.
- Type
    - No change is needed to this section.
- Trust Roles
    - This is not available when setting up a new user.
    - This section is to provide access to different parts of EPIC's Trust Accounting feature.
- Password
    - Enter the password that the employee would like to use to access EPIC.

    - If this is lost, you cannot change the agent's password from this screen without knowing their password. They will need to be deleted and set back up.
- Confirm Password
    - Re-enter the password to confirm its accuracy.

Make sure to click the save icon when you are done; otherwise, none of the information will be retained in EPIC.

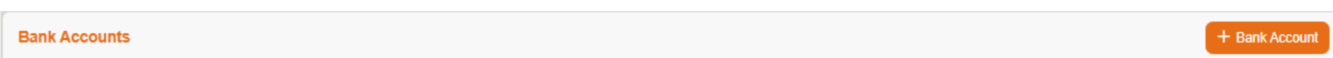
Similarly, when you click "Delete this User", EPIC will not successfully delete the user until the save icon is selected to save the delete user request.

Note: Admin logins provide comprehensive control over system-wide settings, enabling users to update crucial company information like contact details, banking information, and fee structures. They also manage user access by adding or deleting accounts and configuring file number formatting. In contrast, user logins offer limited functionality, primarily focused on allowing individuals to modify their personal information within firm settings. While users have access to all files, they lack the administrative privileges to alter broader system configurations. **Due to this clear separation of privileges, ATGF recommends creating individual user accounts for each employee accessing EPIC, ensuring both security and accountability within the system.**

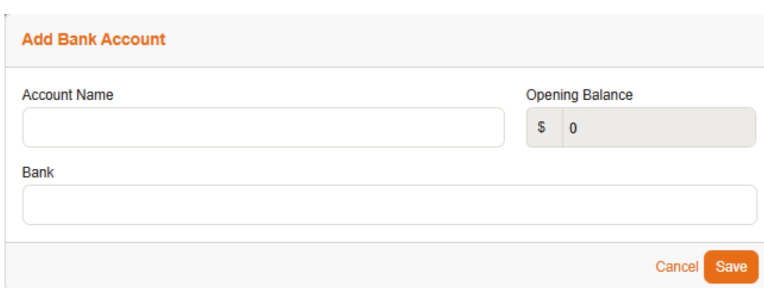
Firm Settings – Trust Accounting

Use this section to setup EPIC for your Trust accounting.

- Setup Bank account
    - This will launch a new tab in EPIC and take you to the Bank Accounts screen.



    - Enter all of your trust accounts in this screen.
    - Click the button "+ Bank Account" to add your trust account
        - Remember, it is recommended that you open a brand new account when setting this up in EPIC.

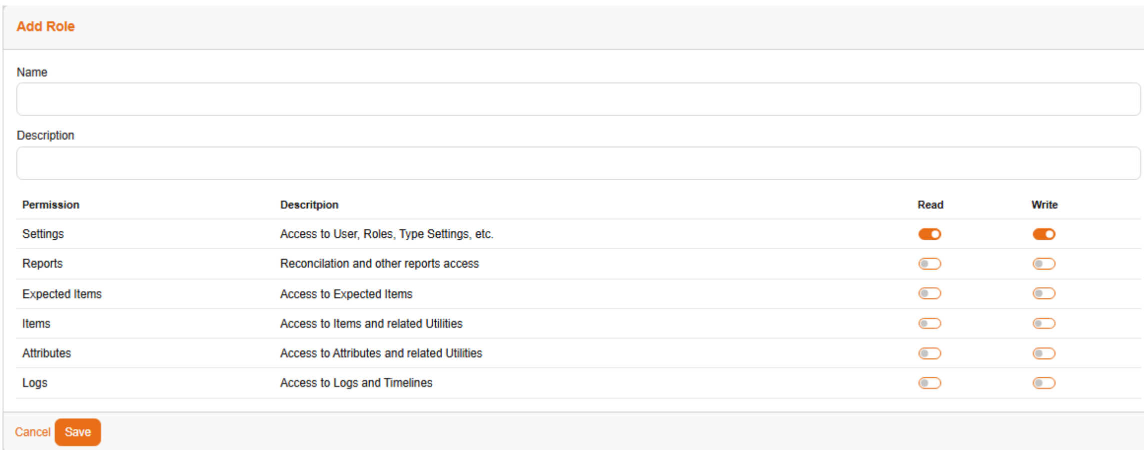


    - Enter the Account Name
    - Opening Balance – This field cannot be changed, it is preset to $0
    - Enter the Bank Name

- Click “Save” when done.

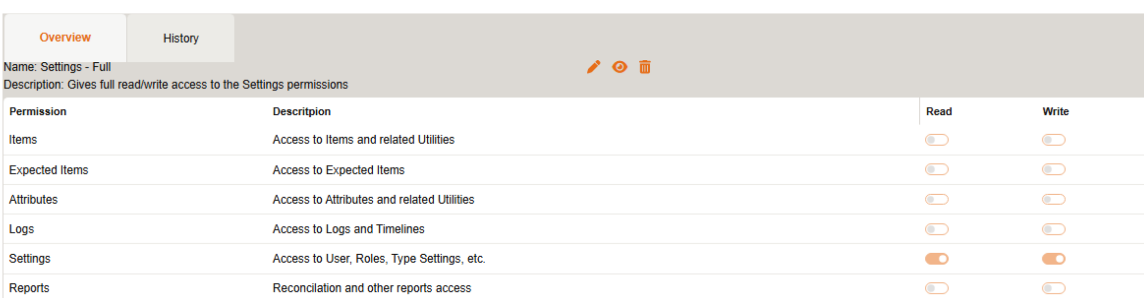
- Setup Roles
  - This will launch a new tab in EPIC and take you to the “Roles” screen.

  - Click the “+” button located to the right of “Roles”



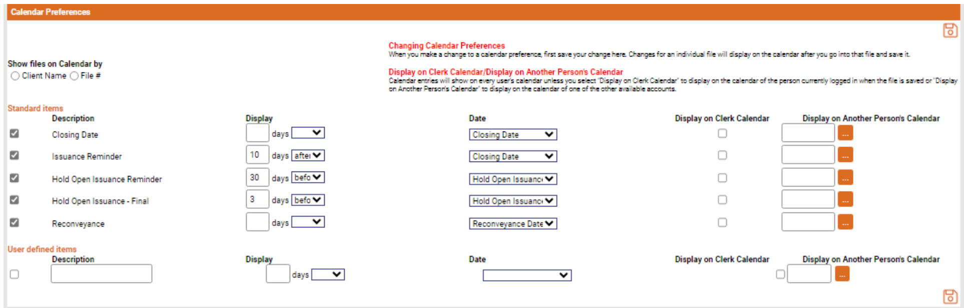
  - This will open the screen to allow you to setup different roles.
  - Name
    - Enter the name of the role. Use terms like “Escrow”, “Bookkeeper”, “Accounting”, etc. to help you quickly know what areas of the trust accounting section you are granting to users.
  - Description
    - Enter the description of the role you are creating
  - Permission
    - This section defines ach separate section of the trust accounting and allows you to grant read or read/write access to it.

- Remember to click the Save button when you are done to save your new role. Upon successful save, the screen will show an overview of the new role as well a history tab

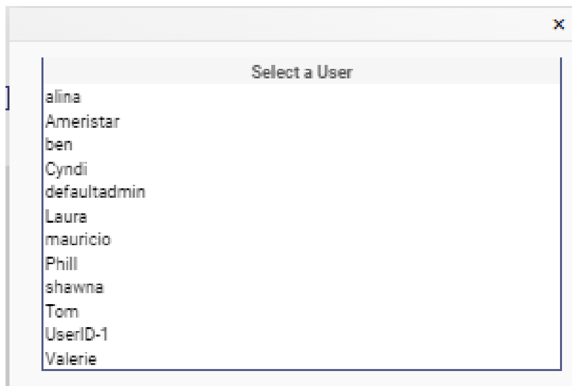


To add a new role, close the tab to go back to the Firm Settings screen and click the “Setup Roles” link again. Follow the “Setup Roles” steps section above to set a new accounting role. Repeat until you have all roles setup as you prefer them.

Calendar Preferences



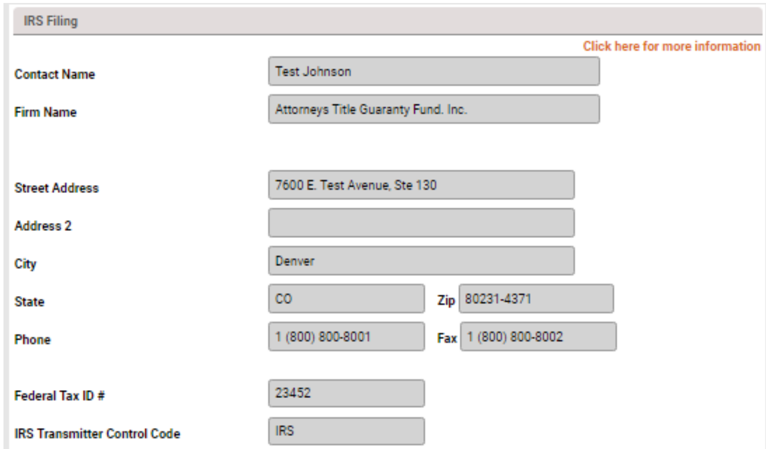
This allows you to customize the calendar. The default options will automatically show on the calendar based on the dates shown before or after the defined date. Options are available to force items to show on specific user calendars, clicking the square with the 3 dots will open a menu showing all available users to select.



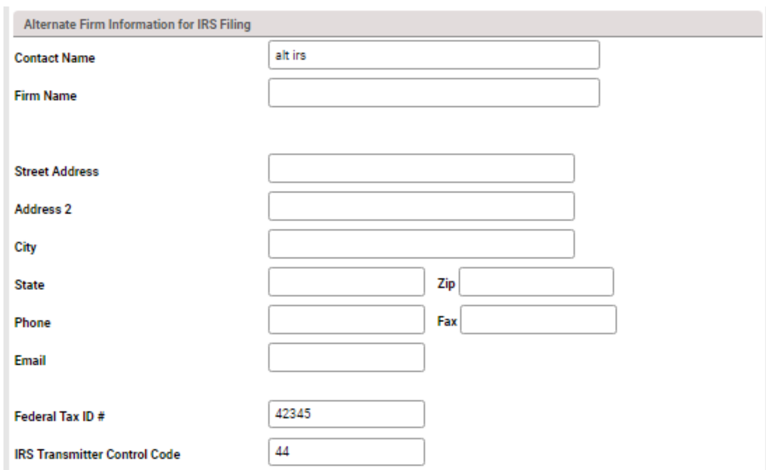
To add a customized item, label the item as you would like it to appear on the calendar (enter the description of the event, chose the date that the event is based on, the number of days before or after the trigger event and if it should appear on another's calendar; don't forget to check the first box if you want the event to appear on your calendar).

Export to IRS

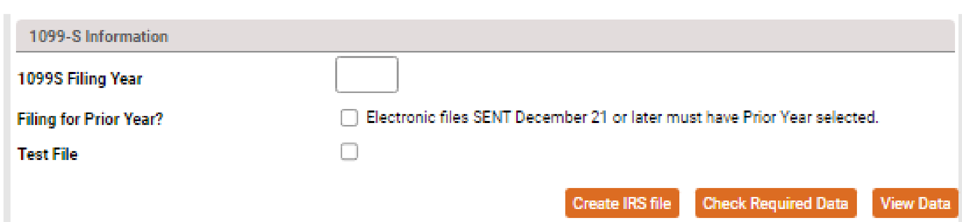
To utilize this feature, you need to have a TCC (Transmitter Control Code) from the IRS. You can get this by registering for one at www.irs.gov. The first section labeled IRS Filing pulls the information from the Firm Settings. If the information is incorrect go back to the Firm Settings section for assistance in completing the information. Information on how to make sure your files are setup to report to the IRS is contained by clicking on the link 'Click here for more information' located in the top right-hand corner of this section.



The second section titled 'Alternate Firm Information for IRS Filing' should only be completed if you need to submit the filing under a different firm name. This is usually (but not exclusively) only necessary if you are filing under a parent company.



The final section, titled '1099-S Information' is used to generate your file to be sent to the IRS. You will usually send your report to the IRS during the first week or two of January for the prior year, so enter the prior year in the first field and check the box to indicate that you are filing for the prior year. Check the 'Test File' box only if you are wanting to generate a test file to send to the IRS and are not ready to send a final package. Click the 'Check Required Data' button the have EPIC validate the information that was saved for the prior year's files. The 'View Data' button will allow you to see the information being reported to the IRS. Finally, once you have validated your data, made all necessary corrections to each file, you may click the 'Create IRS file'. Save the file to your desktop and upload it to the IRS FIRE system.



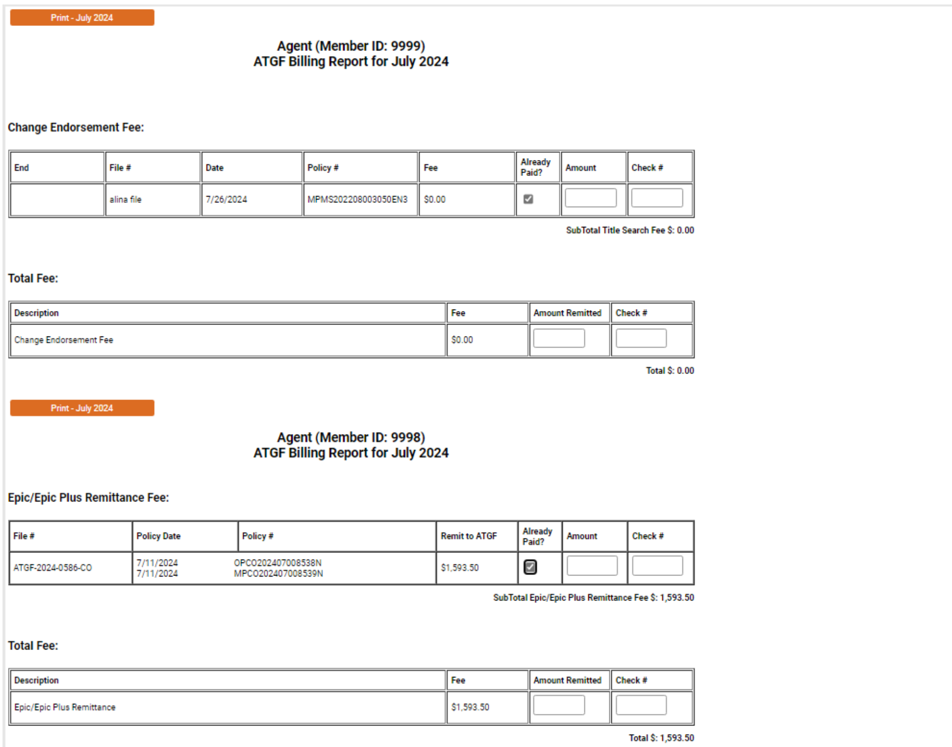
For more information on setting up the 1099S on a per-file basis, review the section on the 1099S tab.

Contact Us

This provides a list of contact methods for ATGF from our main office location, phone numbers and link to our website.

Agent Monthly Billing Report

This is one of two payment tools you can use to ensure that the amounts being sent to ATGF match what EPIC anticipates being sent. For any file that was already paid, check the box to indicated that it was already paid; otherwise, enter the amount of payment and check number that will be sent. Refer to the Agent Billing report for a more robust tool to help with sending payments (next):



Print - July 2024

Agent (Member ID: 9999)
ATGF Billing Report for July 2024

Change Endorsement Fee:

End	File #	Date	Policy #	Fee	Already Paid?	Amount	Check #
	alina file	7/26/2024	MPMS202208003050EN3	$0.00	☑		

SubTotal Title Search Fee $: 0.00

Total Fee:

Description	Fee	Amount Remitted	Check #
Change Endorsement Fee	$0.00		

Total $: 0.00

Print - July 2024

Agent (Member ID: 9998)
ATGF Billing Report for July 2024

Epic/Epic Plus Remittance Fee:

File #	Policy Date	Policy #	Remit to ATGF	Already Paid?	Amount	Check #
ATGF-2024-0586-CO	7/11/2024 7/11/2024	OPCO202407008538N MPCO202407008539N	$1,593.50	☑		

SubTotal Epic/Epic Plus Remittance Fee $: 1,593.50

Total Fee:

Description	Fee	Amount Remitted	Check #
Epic/Epic Plus Remittance	$1,593.50		

Total $: 1,593.50

Note: ATGF now requests that agents use the “Agent Remittance Report” when remitting payments manually. You can also choose to use our ACH program instead. Please request information on this by emailing: title@atgf.net. The agent billing report can be used to track payments sent to ATGF and the check number used for said payment. Print completed months for your records.

Agent Remittance Report

This is the second payment tool you can use to ensure that the amounts being sent to ATGF match what EPIC expects. This is also the ATGF preferred tool to use when remitting policy payments. In this report, you will be shown each month and the amounts due for the month. Locate the month by looking under the orange print button. Select all the items that you will be paying for.

Print - August 2024

Agent (Member ID: 9998)
ATGF Remittance Report for August 2024

Epic/Epic Plus Fee:

File #	Policy Date	Policy #		Remit to ATGF	Pay? ☐
WE-SamplePolicies-MS	8/14/2024 8/14/2024	OPMS202408010520N MPMS202408010521N	$400.00 $20.00	$420.00	☐
ATGF-2024-0592-CO	8/15/2024	MPCO202408010608N	$258.50	$258.50	☐
ATGF-2024-0629-CO	8/23/2024	OPCO202408011089N	$267.50	$267.50	☐

SubTotal Epic/Epic Plus Fee Remitted$: 0.00

Change Endorsement Fee:

End	File #	Date	Policy #	Fee	Pay? ☐
	ATGF-2024-0586-CO	8/13/2024	MPCO202407008539NEN1	$0.00	☐

SubTotal Change Endorsement Fee Remitted$: 0.00

Total Fee:

Description	Fee
Epic/Epic Plus Remitted	$0.00
Change Endorsement Fee Remitted	$0.00

Total $: 0.00

As you click each one, the system will sum all fees due to ATGF and display them at the bottom of the list:

Print - August 2024

Agent (Member ID: 9998)
ATGF Remittance Report for August 2024

Epic/Epic Plus Fee:

File #	Policy Date	Policy #		Remit to ATGF	Pay? ☐
WE-SamplePolicies-MS	8/14/2024 8/14/2024	OPMS202408010520N MPMS202408010521N	$400.00 $20.00	$420.00	☑
ATGF-2024-0592-CO	8/15/2024	MPCO202408010608N	$258.50	$258.50	☐
ATGF-2024-0629-CO	8/23/2024	OPCO202408011089N	$267.50	$267.50	☑

SubTotal Epic/Epic Plus Fee Remitted$: 687.50

Change Endorsement Fee:

End	File #	Date	Policy #	Fee	Pay? ☐
	ATGF-2024-0586-CO	8/13/2024	MPCO202407008539NEN1	$0.00	☐

SubTotal Change Endorsement Fee Remitted$: 0.00

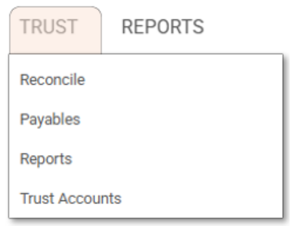
Total Fee:

Description	Fee
Epic/Epic Plus Remitted	$687.50
Change Endorsement Fee Remitted	$0.00

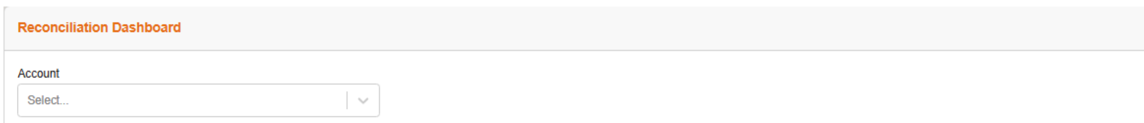
Total $: 687.50

Once you have completed selecting all the items that you need to include for payment, scroll up to reach the top of the specific month that you are working on and click the orange Print button (in the example the button is labeled 'Print – August 2024'). This will generate a PDF that can be printed and included with payment. For simplicity, you can use this to print a single check for the full amount or you can still print a check for each file. The sum of all checks must match the remittance report; otherwise, it will be returned to you for the corrected amount. When sending, do not attach the checks to the report as staples or tape can cause errors in processing the check/checks. If for any reason EPIC doesn't match your expected amount due to ATGF, please reach out to our underwriting team as soon as possible at Title@atgf.net. If a file is setup incorrectly, it can be fixed only if the policy was issued less than 15 days prior. Use the “Regenerate Policies” button in the PIT bar to enable editing. Otherwise, the file will need to be corrected using the 110.3b/Form E change endorsement or a combination of endorsements depending up on the inaccuracy up to voiding the policy and setting up a replacement file.

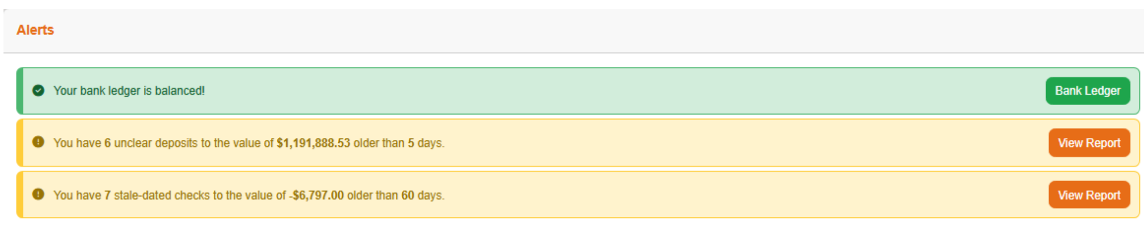
TRUST

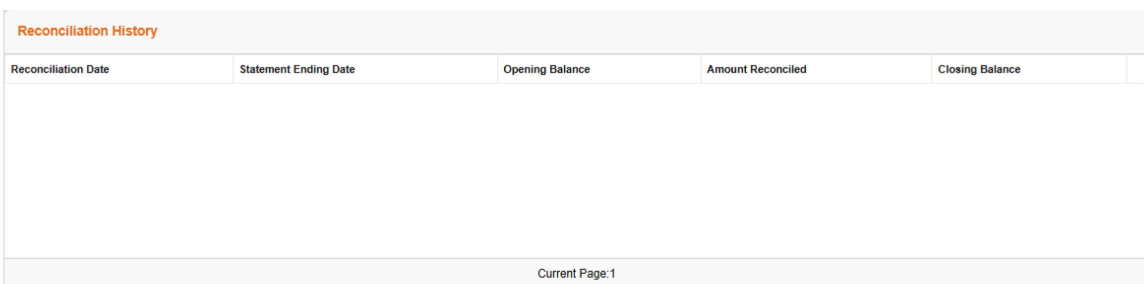


Reconcile



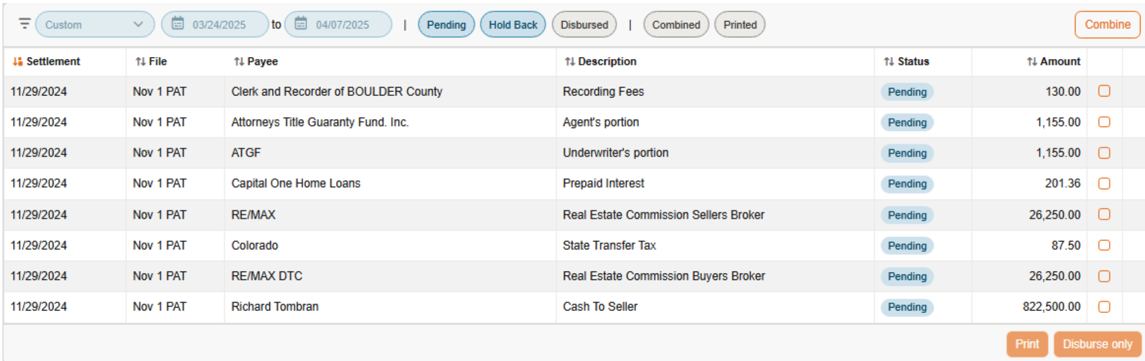
This opens the Reconciliation Dashboard. Use the dropdown to select the account that you would like to reconcile. This will open two sections, Alerts, and Reconciliation History:





Payables

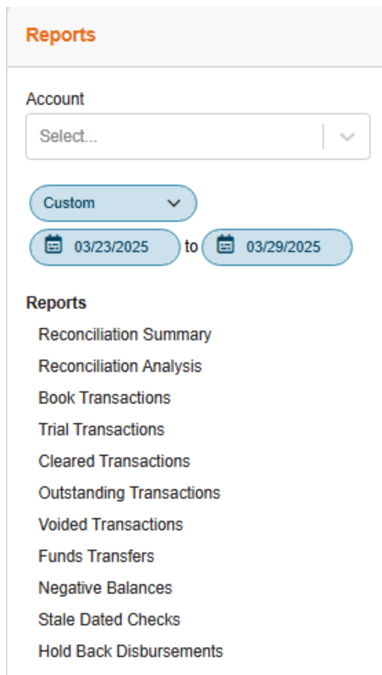
This will open the Check Printing screen. Select the account and ledger (if desired) to begin



Settlement	File	Payee	Description	Status	Amount
11/29/2024	Nov 1 PAT	Clerk and Recorder of BOULDER County	Recording Fees	Pending	130.00
11/29/2024	Nov 1 PAT	Attorneys Title Guaranty Fund. Inc.	Agent's portion	Pending	1,155.00
11/29/2024	Nov 1 PAT	ATGF	Underwriter's portion	Pending	1,155.00
11/29/2024	Nov 1 PAT	Capital One Home Loans	Prepaid Interest	Pending	201.36
11/29/2024	Nov 1 PAT	RE/MAX	Real Estate Commission Sellers Broker	Pending	26,250.00
11/29/2024	Nov 1 PAT	Colorado	State Transfer Tax	Pending	87.50
11/29/2024	Nov 1 PAT	RE/MAX DTC	Real Estate Commission Buyers Broker	Pending	26,250.00
11/29/2024	Nov 1 PAT	Richard Tombran	Cash To Seller	Pending	822,500.00

Reports

Select Reports to be taken to a new screen that provides a list of available reports. Select the account that you need to run the report and desired date range to begin.



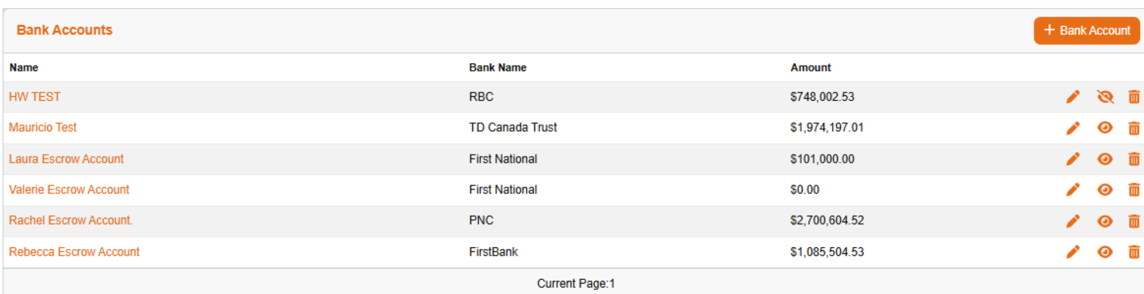
From here, select the report. The information will display to the right of the screen. A PDF button is available to save the information as a PDF for your physical records. Report options include:

- Reconciliation Summary
- Reconciliation Analysis
- Book Transactions
- Trial Transactions
- Cleared Transactions
- Outstanding Transactions
- Voided Transactions
- Funds Transfers
- Negative Balances
- Stale Dated Checks

- Hold Back Disbursements

Trust Accounts

This will take you to a list of your trust accounts and allow you to add new accounts. This is the same screen that came up when you clicked on “Trust Accounts” from the bottom of the Firm Settings screen (this was covered in the first part of this section.



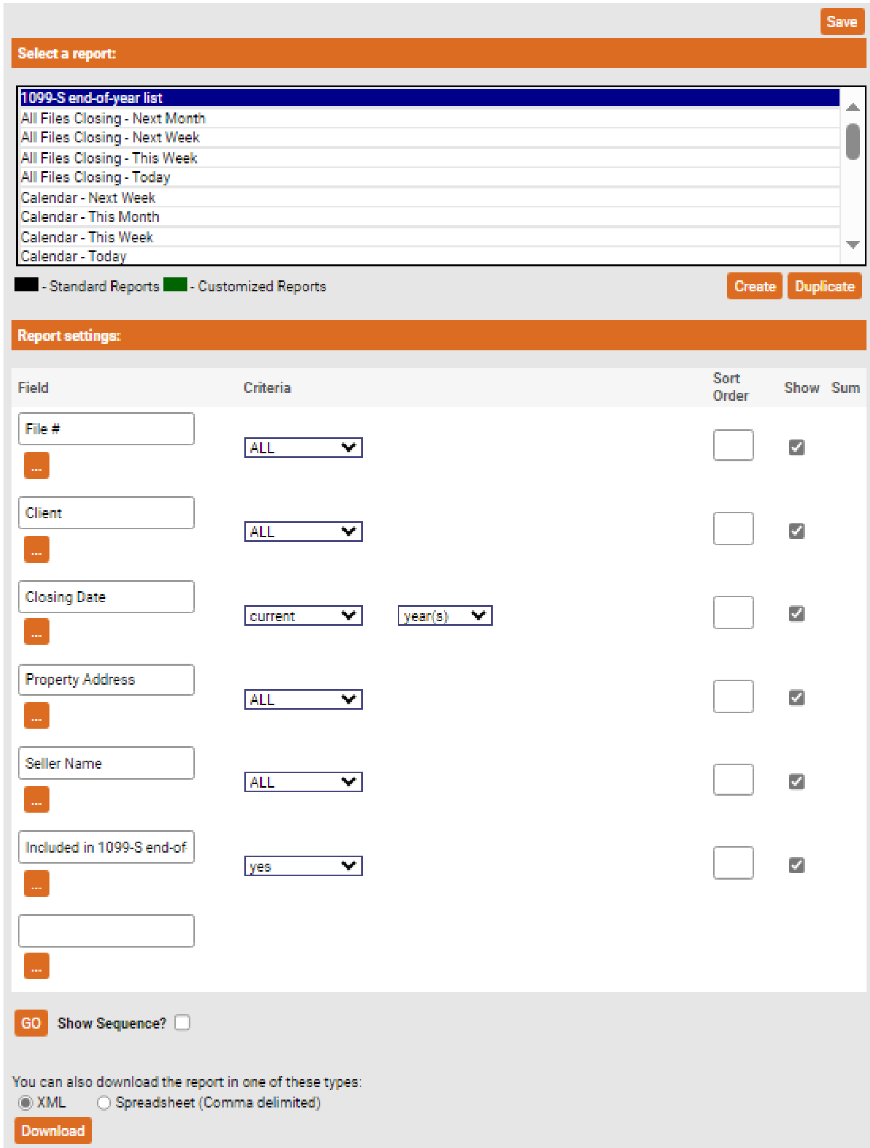
Bank Accounts   + Bank Account

Name	Bank Name	Amount
HW TEST	RBC	$748,002.53
Mauricio Test	TD Canada Trust	$1,974,197.01
Laura Escrow Account	First National	$101,000.00
Valerie Escrow Account	First National	$0.00
Rachel Escrow Account.	PNC	$2,700,604.52
Rebecca Escrow Account	FirstBank	$1,085,504.53

Current Page:1

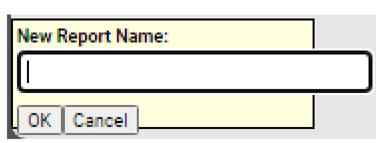
REPORTS

The “REPORTS” menu item directs you to a new page where all reports are housed. These reports are named so that it will be easier to locate. If you need a custom report, locate an existing report that contains all the fields that you need and then click “Duplicate”. Add or remove the fields as you need to create your custom report.



Creating a New Report

Note: Any report with green font is a customized report and can be changed/saved/deleted. Do Not Delete any report unless you have created it. Others rely on this same list to keep custom reports that they use. Reports that are in black font cannot be deleted or changes saved. If you need to customize an existing report, please duplicate the report, and save it under a new file name.

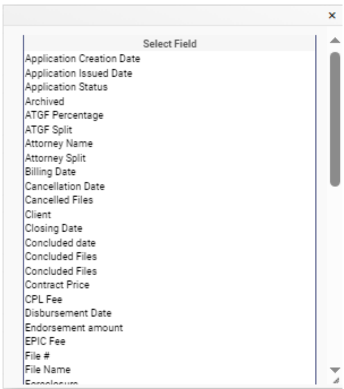


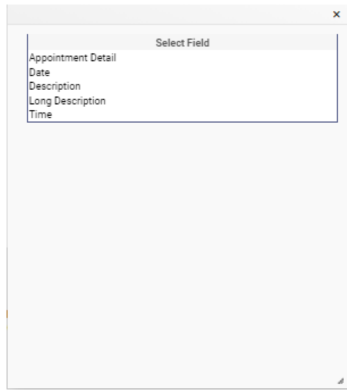
Customize the report after you have successfully saved the duplicate and make sure you save the report after you make the last customization.

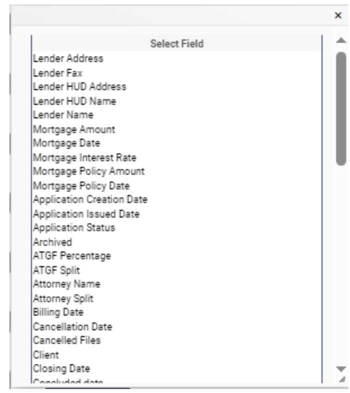
Otherwise, the changes will not save. EPIC will prompt you to save if you have not done so before navigating away from the page (it will not do this if you are closing the window).

Choosing a Report Base

Each report varies based on the information tables that the report will pull information. When creating a custom report, you will want to duplicate an existing report that has the files containing the information you need for the specific report. Click on the square to the right of one of the fields in the report column (below are examples of how the field options differ between reports):



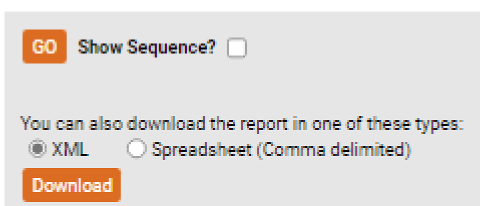




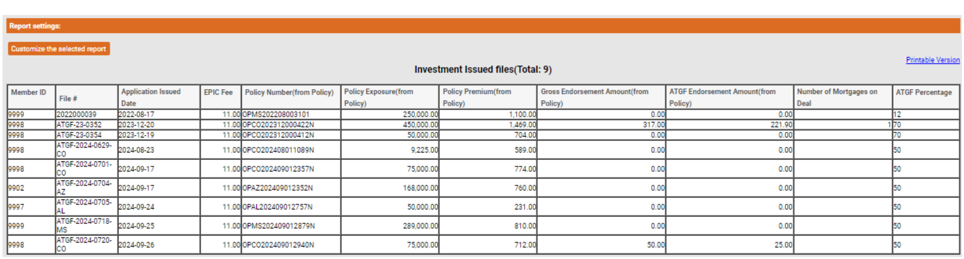
As shown above, each report may have different fields available (your options will differ). It is important that you familiarize yourself with the existing reports to make it easier to create new reports when needed. There is some information that is not available in all reports. Reports providing specific information relating to files will not show detailed agency information (such as address, phone number, and email addresses). If this information is needed, you will need to run two reports and combine the data into one spreadsheet with two tabs. Utilize a VLOOKUP or XLOOKUP Excel formula to pull information into the primary sheet, if needed.

Generating a Report to View

There are three options to view your reports.



- View in browser
  - You can click the "Go" button to view the report within the browser. Once the report has successfully completed, the data will be launched below the window in place of field chooser.


Report settings:

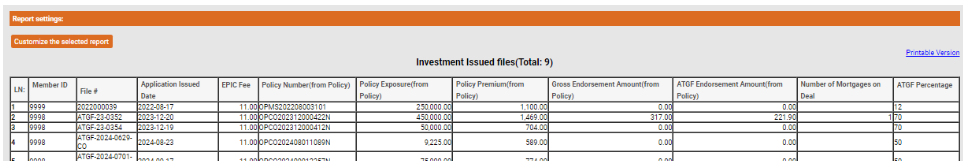
Customize the selected report

Printable Version

Investment Issued files(Total: 9)

Member ID	File #	Application Issued Date	EPIC Fee	Policy Number(from Policy)	Policy Exposure(from Policy)	Policy Premium(from Policy)	Gross Endorsement Amount(from Policy)	ATGF Endorsement Amount(from Policy)	Number of Mortgages on Deal	ATGF Percentage
9999	2022000039	2022-08-17	11.00	OPMS202208003101	250,000.00	1,100.00	0.00	0.00		12
9998	ATGF-23-0352	2023-12-20	11.00	OPCO202312000422N	450,000.00	1,469.00	317.00	221.90	1	70
9998	ATGF-23-0354	2023-12-19	11.00	OPCO202312000412N	50,000.00	704.00	0.00	0.00		70
9998	ATGF-2024-0629-CO	2024-08-23	11.00	OPCO202408011089N	9,225.00	589.00	0.00	0.00		50
9998	ATGF-2024-0701-CO	2024-09-17	11.00	OPCO202409012357N	75,000.00	774.00	0.00	0.00		50
9902	ATGF-2024-0704-AZ	2024-09-17	11.00	OPAZ202409012352N	168,000.00	760.00	0.00	0.00		50
9997	ATGF-2024-0705-AL	2024-09-24	11.00	OPAL202409012757N	50,000.00	231.00	0.00	0.00		50
9999	ATGF-2024-0718-MS	2024-09-25	11.00	OPMS202409012879N	289,000.00	810.00	0.00	0.00		50
9998	ATGF-2024-0720-CO	2024-09-26	11.00	OPCO202409012940N	75,000.00	712.00	50.00	25.00		50

- Opening and reviewing data initially this way gives you the option (when available) to click on row data to open either the file, or the agent information. There are some reports that do not have this option, so do not report an issue if clicking a row data doesn't work.
- Viewing your data prior to downloading also ensures that you have a chance to make sure that you have included all useful data.
- To go back to the report details, click the "Customize the selected report" button.
- The "Show sequence" option by the "Go" button adds line numbers to the rows.


Report settings:

Customize the selected report

Printable Version

Investment Issued files(Total: 9)

LN:	Member ID	File #	Application Issued Date	EPIC Fee	Policy Number(from Policy)	Policy Exposure(from Policy)	Policy Premium(from Policy)	Gross Endorsement Amount(from Policy)	ATGF Endorsement Amount(from Policy)	Number of Mortgages on Deal	ATGF Percentage
1	9999	2022000039	2022-08-17	11.00	OPMS202208003101	250,000.00	1,100.00	0.00	0.00		12
2	9998	ATGF-23-0352	2023-12-20	11.00	OPCO202312000422N	450,000.00	1,469.00	317.00	221.90	1	70
3	9998	ATGF-23-0354	2023-12-19	11.00	OPCO202312000412N	50,000.00	704.00	0.00	0.00		70
4	9998	ATGF-2024-0629-CO	2024-08-23	11.00	OPCO202408011089N	9,225.00	589.00	0.00	0.00		50
[illegible]	[illegible]	ATGF-2024-0701-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]

- Downloading data provides two options. XML or Spreadsheet (CSV file)
  - XML is useful if you utilize an XML reader or plan to upload the data into a program that requires the data in such a format, if not, choose spreadsheet
  - Spreadsheet is useful as it has your information available instantly in a file readable by Microsoft Excel. Remember that this is a CSV file, so you will need to save it as a .xls or .xlsx file for many features within Excel to work properly.
- XML is the default option on the screen, if you wish to download the spreadsheet, make sure that you change it prior to clicking the "Download" button.

Log Off

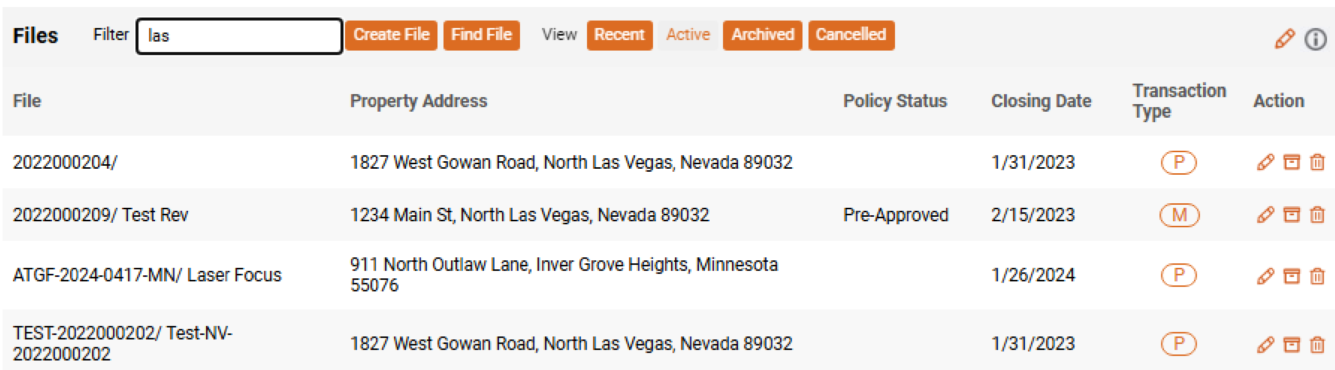
Clicking this button will log you off your current session and take you back to the login screen. Make sure you receive the logout successful message before closing your browser window.

Main ‘Landing’ Page

Controls Section

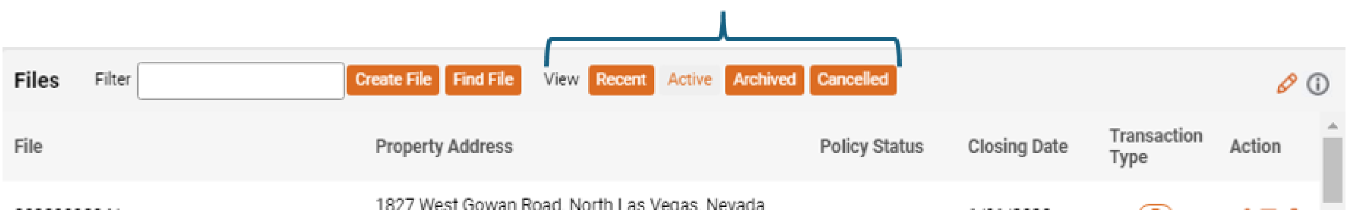
This shows all the files that are available to you (in the current view). The default view is ‘Recent Files’ however, you may use the options within the control box to switch your view between ‘Recent Files’, ‘Active Files’, ‘Archived Files’, and ‘Canceled Files’.

- Filter
    - Use this box to quickly search for files based on the selected view.
    - You can use any information in the search field as long as it is contained in the row and concurrent to each other (you cannot search part of the file number and then part of the address at the same time). In the example below, typing in “las” reveals all the files that have “las” in any of the displayed information; in the example, we have three files showing in Las Vegas and one from Minnesota since the File Name was “Laser Focus”.



File	Property Address	Policy Status	Closing Date	Transaction Type	Action
2022000204/	1827 West Gowan Road, North Las Vegas, Nevada 89032		1/31/2023	P	
2022000209/ Test Rev	1234 Main St, North Las Vegas, Nevada 89032	Pre-Approved	2/15/2023	M	
ATGF-2024-0417-MN/ Laser Focus	911 North Outlaw Lane, Inver Grove Heights, Minnesota 55076		1/26/2024	P	
TEST-2022000202/ Test-NV-2022000202	1827 West Gowan Road, North Las Vegas, Nevada 89032		1/31/2023	P	

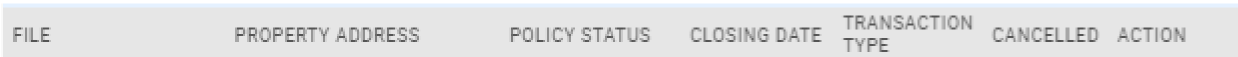
Views:



- Recent
    - This view shows you the most recently opened files.
- Active
    - This view shows you all your files that have not been marked as “Archived” or “Canceled”
- Archived
    - This view shows you only files that have been marked as "Archived”
    - Any file can be archived, at any time. Be sure that you really do want to archive the file as it may make locating it later more difficult.
- Cancelled
    - This view shows you only files that have been marked as “Cancelled”
    - Only files that have not had a policy issued can be cancelled.
- Search Results (hidden when not in use)
    - This view shows the results found after clicking on the “Find File” button (covered below).

- This view appears ONLY when a full search was initiated and will remain active until you navigate to another page in EPIC.

By default, the columns will show as follows:



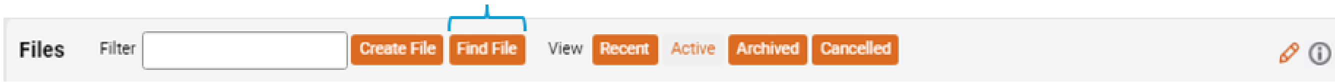
- File
  - Displays both the file number and file name
- Property Address
  - Displays the full property address entered or the property description
- Policy Status
  - Displays the approval status
    - "Pre-Approved": The file has gone through the system review and no issues were found that would trigger a manual review.
    - "ManualReview": The file has triggered a manual review requiring underwriter approval
    - Blank: The file has not undergone the system's review process (this is done by clicking Pre-Approve in the file or at the time that a commitment is issued.
- Closing Date
  - Displays the closing date entered for the file
- Transaction Type
  - P: Purchase
  - M: Refinance
- Cancelled
  - Shows if the cancel indicator in the file was selected
- Action
  - Displays Action icons to edit, archive, cancel, or restore a file.

You can click on a file to go into that file. There are options that will appear in the action column when files are present. They function the same; however, they appear differently based on the browser you are using. The following table provides an explanation of each. The icons used in Edge appear on the left and those used in Chrome appear on the right in the first column.

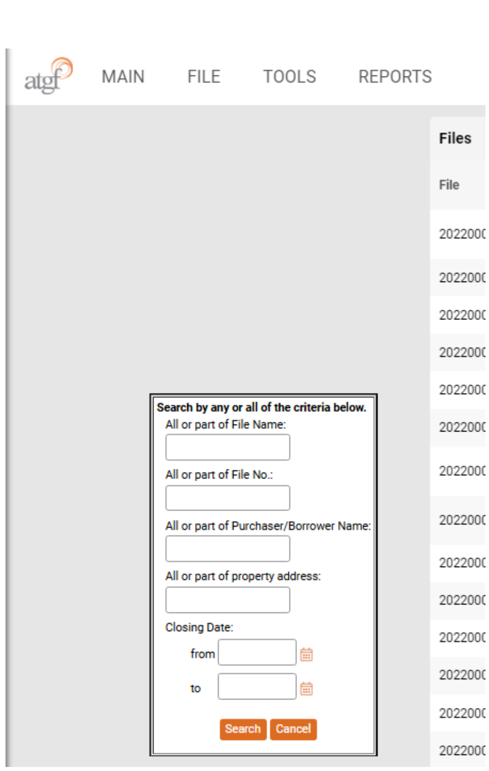
Icon	Label	Description
	Edit	This will open the file the same as if you clicked on the file number.
	Archive	This will archive the file and remove it from the Active Recent Files list.
	Cancel	This will cancel the file and remove it from the Active Files list.
	Restore Cancelled File	This will un-cancel the file and remove it from the Cancel Files list.

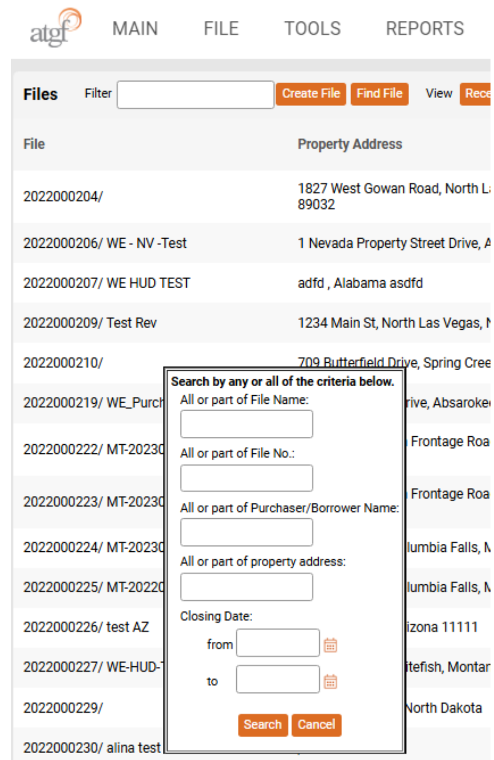
Find File

The Controls section was originally housed in a separate area in EPIC. This has since been moved to the top of the screen and is located to the right of the filter box labeled "Find File":



Clicking on the button will launch a new window to the left of your file list (if operating on full screen) or over the list of files. This is completely dependent on the amount of screen real estate you have available for EPIC to use:

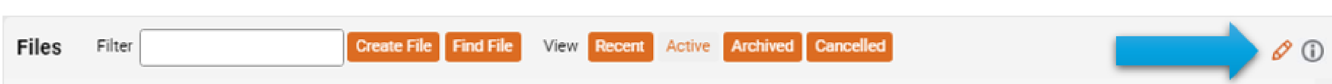




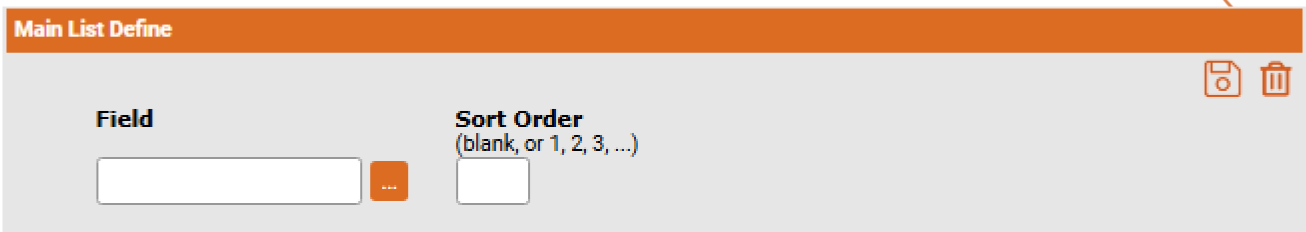
The Find File search box offers more options for you to search. Use either the File Name (if you have opted to select one) or the File Number, all or part of the purchaser/borrower's name, the address or portion thereof, or the closing date. Once you have entered the information and clicked "Search" your results will appear in the 'Files' section. All files that match the criteria will be displayed. Remember, this will display all matching content. The more precise you are, the less the results that you will need to review before locating your file.

Customize the File List

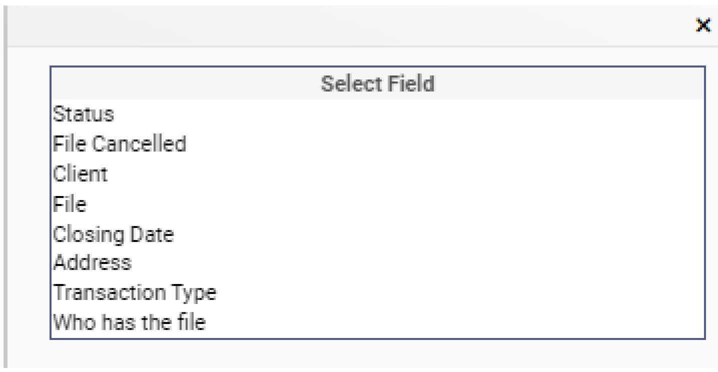
In some cases, the information that defaults to show on the list of files may seem overwhelming. If this is the case for you, you can change what columns are displayed on the list. To make this update, click the pencil on the right side of the Controls Toolbar.



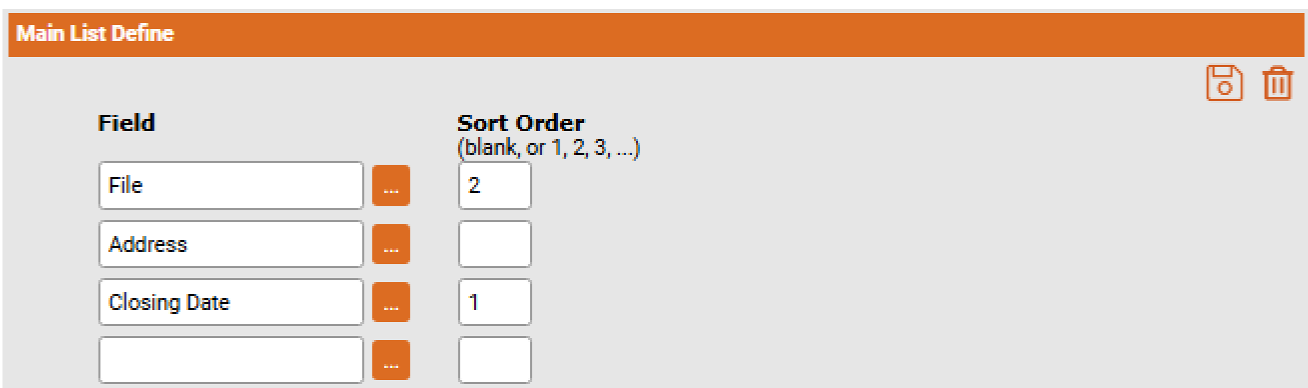
You will be taking to the "Main List Define" page:



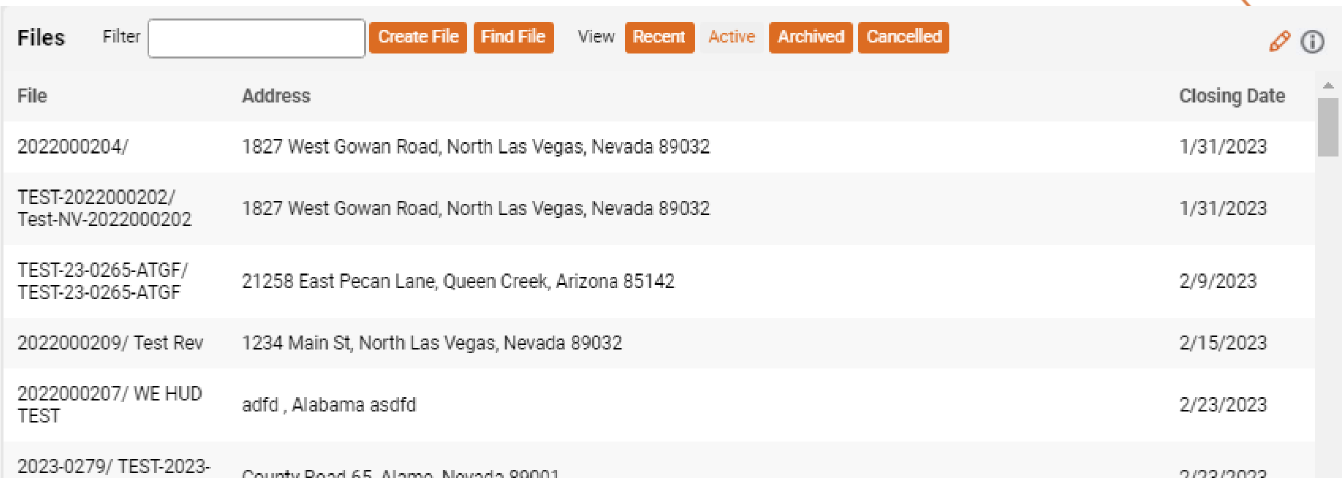
EPIC will only display the last unchanged row; a new row will appear once you select the data for the first field. The Sort Order field can remain blank; however, if you want EPIC to automatically sort the list for you, you can enter 1 as the primary sort 2 as the secondary sort, etc. Here are the options to chose from for the customized view:



In this example, we will update the customized list to show “File”, “Address”, and “Closing Date”. I have opted to have the closing date sorted first and then by file number:



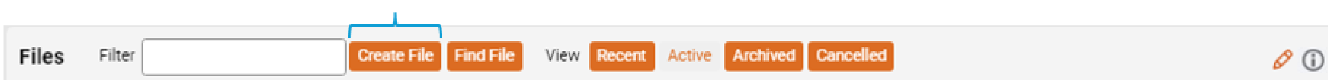
Once the fields are chosen, just click the save icon located to the left of the trash bin icon. You will receive confirmation that the changes were saved successfully. Click “Main” from the toolbar to go back and view your changes:



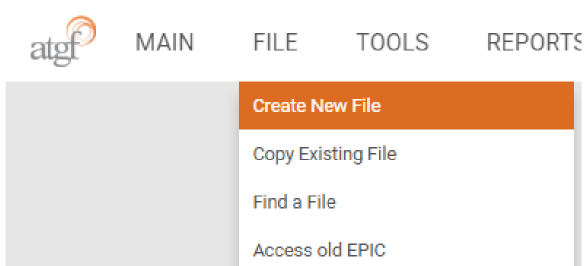
To revert the list to the default setting, click the pencil again. When the page loads, click the trash bin to discard the customized columns. Two pop-ups will appear, one confirming the intention to delete and the other confirming that the changes were discarded. The page will reload back to how it appeared when first opening the page. Click “Main” to navigate back to the main screen.

Creating a File in EPIC

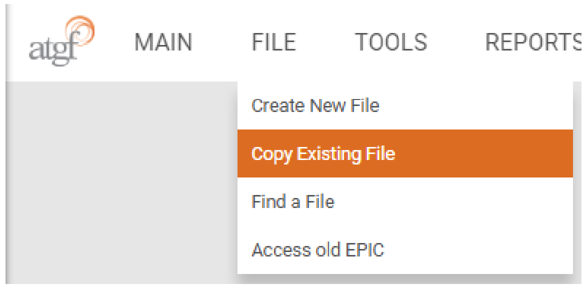
You have a few options available to you for setting up a new file. You can select the “Create File” button from the main page:



Or you can use the “Create New File” link located under the file menu:



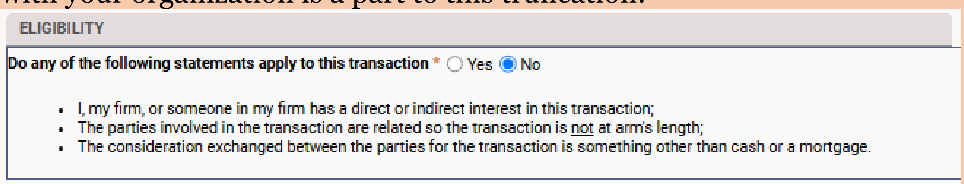
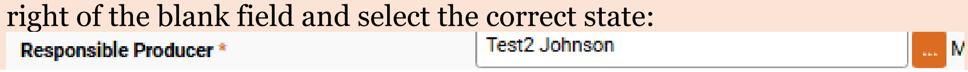
If you are looking to create a file that has most of the information you need already filled in, you can copy an existing file. You can do this by clicking on “File” and then selecting “Copy Existing File”:



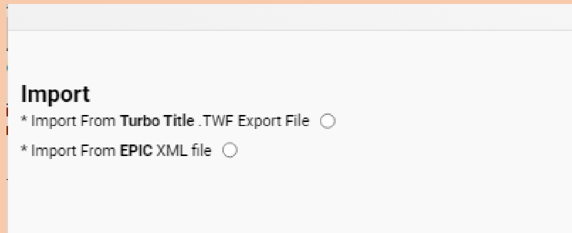
Instructions for creating a new file are located at the links below:

A. Creating a New File
B. Copy and Existing File

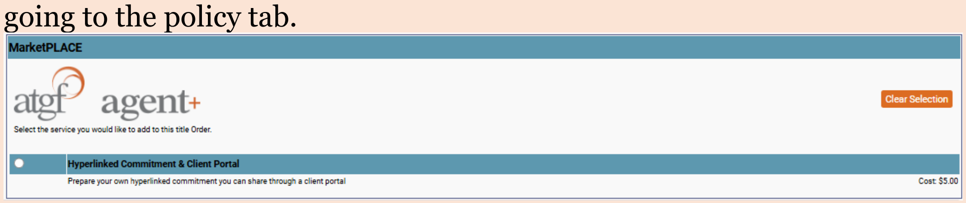
Create File field list and description

Field	Description
Eligibility	This is the arm's length question. Please select whether you or someone with your organization is a part to this truncation: 
Responsible Producer	This field will auto-populate if your organization only works in one state. If your organization is set up in EPIC to work in multiple states, this field will default to blank. You will need to click on the ellipses button to the right of the blank field and select the correct state: 

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Import / Export</td><td>
This is used to manually import a file:


This works very similar to the copy existing file but was developed specifically for sharing files between agents. Clicking the button will open a new window:


Click the option “Import from EPIC XML file” to summon the text field:

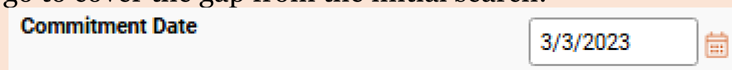
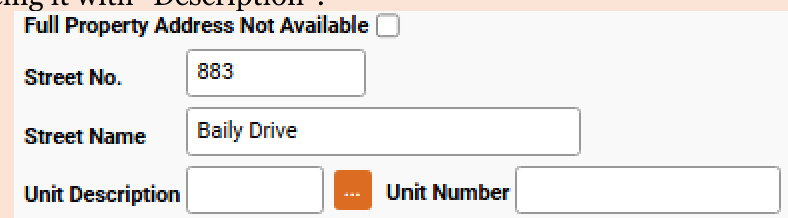
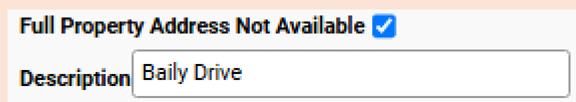
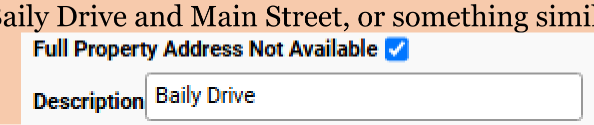
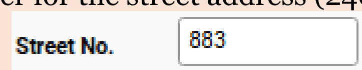
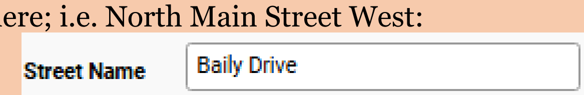
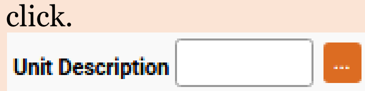

Open your XML file that was exported from EPIC, copy everything in the file and paste it into the text box and click “import”. Two confirmation windows will populate to confirm successful import, prior to taking you back to the Create File screen.
</td></tr>
<tr><td>MarketPLACE</td><td>
At the time of writing, this section was reserved for ordering hyperlinked commitments. They can be requested during initial setup or afterwards by going to the policy tab.


To request the hyperlinked commitment, click the radio button to the left of the “Hyperlinked Commitment & Client Portal” label. If you change your mind, just click “Clear Selection” before creating the file. Once ordered and confirmed, you cannot remove it.
</td></tr>
</table>

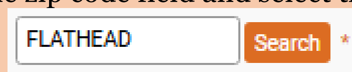
Field	Description

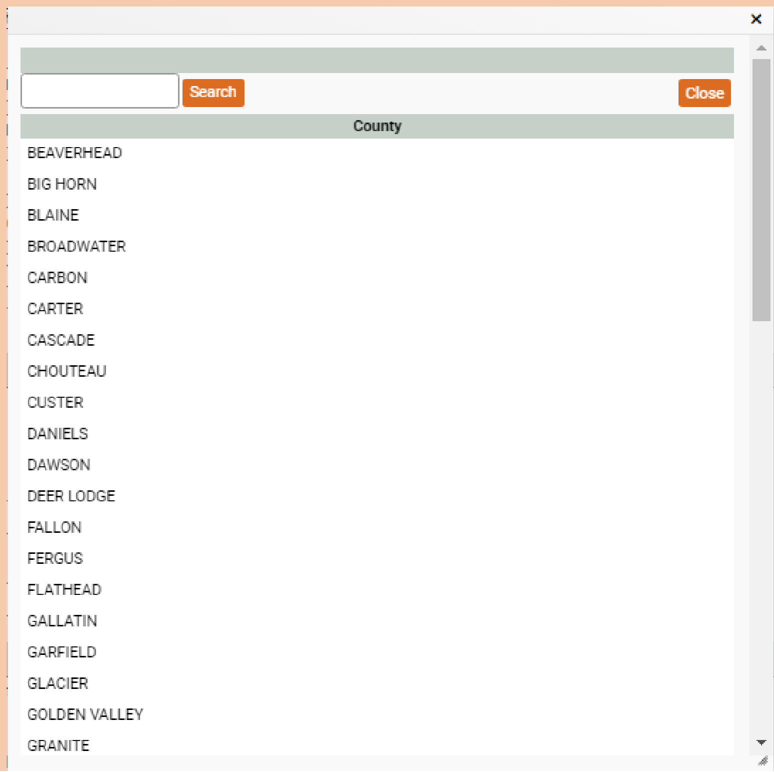
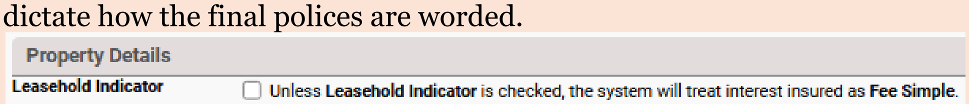
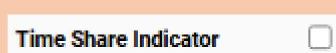
Use Hud?	Use this field to select the type of disclosure document you want associated with the file:
	Use Hud? 2015
	• 2015 will give you the “Closing Disclosure”
	  ○ Most commonly used
	• 2010 will give you the “HUD-1” Settlement Statement
	  ○ Used usually when requested by the lender.
	• Old hud
	  ○ Used least often, normally used for cash transactions where no lender will be used.
	  ○ This can only be selected from the Create File screen. Once you change to a 2015 Closing Disclosure of the 2010 HUD, you cannot go back to the Old hud.

File Name	This is not a required field; however, if you do enter information, it must be unique to this file and not be repeated in any prior files: File Name Test Old HUD
File Number	This is a required filed and it must be unique to this file: File Number * ATGF-2025-0803-MT
Transaction Type	This is a required field; select purchase or refinance: Transaction Type * Purchase Purchase will force the “Purchase Price” field to appear.
Foreclosure Commitment	Indicate if you are generating a foreclosure commitment by checking the box: Foreclosure Commitment ☐
Closing Date	Enter the date currently scheduled for closing. If you do not know it, you can leave the field blank. This date can be updated at any time prior to issuing the policy: Closing Date 3/31/2023
Disbursement Date	This field auto-populates based on the Closing Date and Transaction type. The date will populate same business day for purchases or next business days after three-day right of recission if transaction type is refinance: Disbursement Date 3/31/2023
Reconveyance Tracking	This field is used to add a reminder to your calendar. If you want to track the reconveyance, enter the date in this field to trigger the reminder. Reconveyance Tracking Set Date To Trigger Reminder
Purchase Price	This field will only appear on files where the transaction type is set to Purchase. Enter the purchase price in this field. The amount entered here will automatically update the policy amount field for the owner policy once the file is created. Purchase Price $ 25,300.00

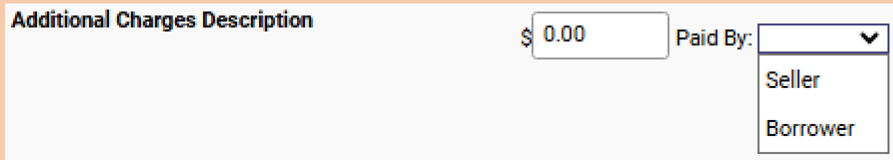
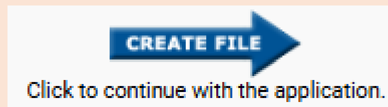
Field	Description
Commitment Date	This field should show the good through date for the county. You can use this to request updates / date downs as a reminder how far back the search needs to go to cover the gap from the initial search: 
FinCEN GTO	Check the box if this file is subject to the FinCEN Geographical Targeting Order. If you have questions, there is a hyperlink to the right of the checkbox that will take you to the FinCEN document explaining the process: 
Full Property Address not Available	Use this field when you do not have the full property address and need to enter a description of the property instead. Checking the box will remove “Street No.”, “Street Name”, “Unit Description”, and “Unit Number”, replacing it with “Description”:  Unchecked  Checked
Description	This field appears only when the “Full Property Address Not Available” box is checked. Enter in the description of the property, i.e. Located ½ mile east of Baily Drive and Main Street, or something similar: 
Street No.	Enter the House number for the street address (2465 or 134-A): 
Street Name	Enter the name of the street. Don’t forget to include any directional information here; i.e. North Main Street West: 
Unit Description	Enter the name of the unit for the address (examples include Suite, Floor, Building, etc.). Click the Ellipses button to the right of the blank field to see a convenient list to click.  Note: If nothing is entered in this field, the information in the Unit Number field will not carry over.

Field	Description
Unit Number	Enter the information that appears after the Unit description for the property address (a couple of examples would be 214-B, or 4): Unit Number Note: As mentioned in the previous item, information entered into this field will not populate (EPIC ignores it) unless something is set up in the Unit Description field telling EPIC that there should be something in this field.
State	This is auto-populated by the Responsible Producer selected and cannot be changed without selected a different Responsible Producer: State MT
Zip	This field holds the zip code. Type in or copy/paste the zip code into this field. Once you table out, the Town and County fields should auto populate with the most up-to-date information that we have on file. If nothing appears for the zip code, it means that the zip code was created since our list was generated OR that the zip code is erroneous. To validate, look up your request on the Post Office's web site: https://tools.usps.com/zip-code-lookup.htm ZIP 59912
Town	This field should auto-populate with the correct information based on the zip code entered; however, there are times it could be incorrect when a zip code spans multiple municipalities. Verify that the information is correct and if not, you can enter in the corrected information directly in the field without issues: Town Columbia Falls

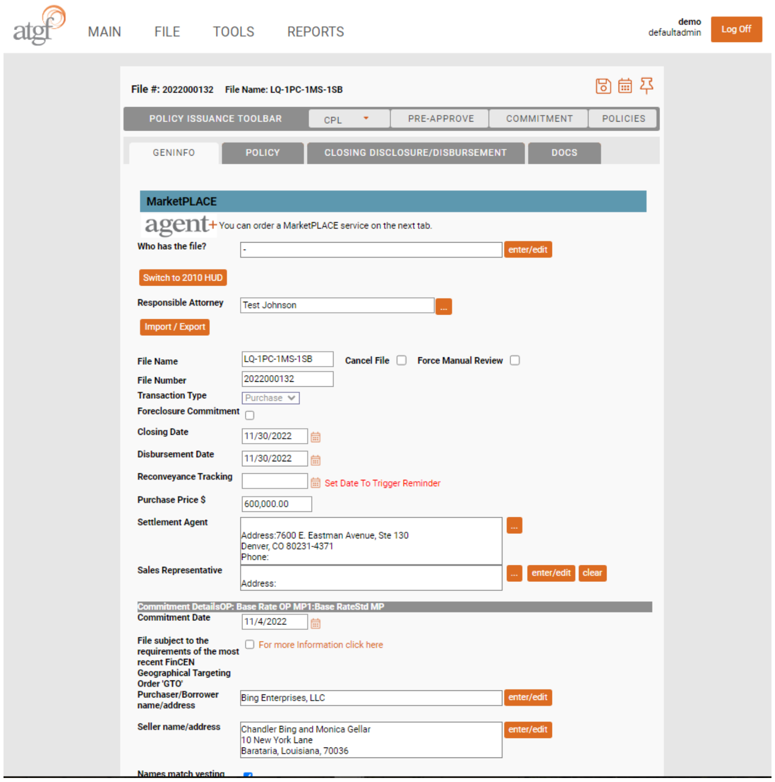
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>County</td><td>This is a required field, the final required field to create a new file. This field should auto-populate based on the zip code entered in the Zip field. If the field does not populate or has the incorrect information pre-loaded DO NOT type in the county. To update the information, delete the pre-loaded information and tab out of the field. You should bet a window with a list of all counties for the selected state, if nothing appears, click on the “Search” button to the right of the zip code field and select the county from there:



</td></tr>
<tr><td>Leasehold Indicator</td><td>Checking this box will switch between Fee Simple and Leasehold. This will dictate how the final polices are worded.

</td></tr>
<tr><td>Time Share Indicator</td><td>Checking this box will trigger EPIC to treat the file as a Time Share property.

</td></tr>
</table>

Field	Description
Property Use	Select if the property is a 1-4 Family Residence: **Property Use** **1-4 Family Residential** ☑ Yes ☐ No If not, once "No" is selected, a drop down will appear so that the alternate Property Use can be selected: Please indicate the **specific intended use** of this property. Vacant Land -select property use- Commercial/industrial Over-4 Family Residential Vacant Land Agricultural
Ownership Structure	Select if the property is a condominium or Planned Unit Development. If neither apply, then leave blank: **Ownership Structure** ☐ Condominium ☐ Planned Unit Development Note: EPIC will only allow you to select one of the two options. Once selected, then the associated endorsements will be made available in the Endorsement list located on the policy tab (i.e. ALTA 4, ALTA 4.1 for condominiums or ALTA 5, ALTA 5.1 for Planned Unit Developments).
Conservation Easement	Check this box if this file is establishing a conservation easement. **Conservation Easement** ☐
Easement Estate	Check this box if this file is establishing an easement estate. **Easement Estate** ☐
Mobile/Manufactured Homes	Check this box if the property includes a Mobile/Manufactured home. This will trigger a manual review to ensure that property documents were submitted, signed, and recorded to indicate permanent attachment. **Mobile/Manufactured Homes** ☐
Property Tax ID	Enter the Parcel/Tax ID in this field: **Property Tax ID**
Hold Open	This field is not available in all states. If this property is going to be sold again within the defined term set in the rate manual, a new policy can be issued as a hold open. Select the hold open type here: **Hold Open** No
Certificate of Taxes	If you have a fee filed with the state to charge for a certificate of taxes, enter that amount here if a certificate of taxes will be issued: **Certificate of Taxes Due** $ 0.00
Additional Charges Description	If additional charges are being passed to the buyer or seller, enter a description of the charge here: **Additional Charges Description** None

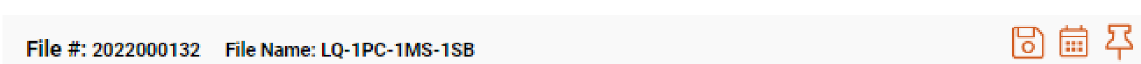
Field	Description
Additional Charges Description (2nd box)	The second filed for the Additional Charges Description contains a fee amount and paid by field. Enter the amount that will be charged to the file and select borrower or seller: 
Create File	This is the button that you will click when ready to create the file; if the blue arrow with “Create File” is not showing, go back and check all required fields: 

EPIC File Management Screens

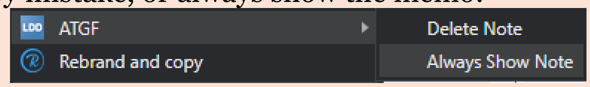
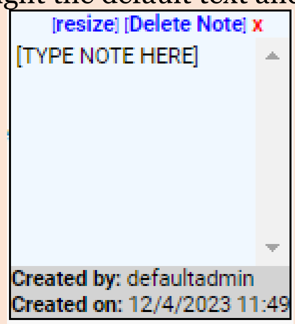
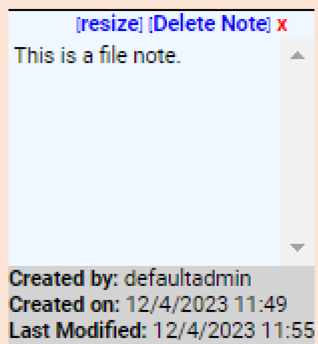


Once a file is created, the File Management screen will appear. This will also be the landing page once an existing file is selected from the Files section of the Main page. The main toolbar remains the same as it is on the Main landing page.

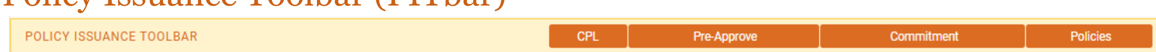
The File Management page header provides the File Number, File Name, Save icon, Calendar icon, and notes icon. This is also referred to as the EPIC Header bar.



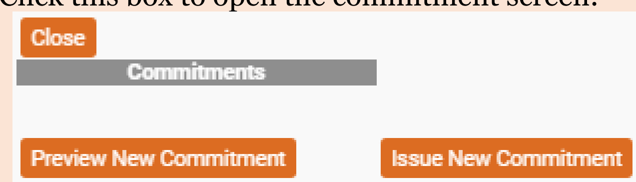
Icon	Name	Function
	Save	Saves any changes made to the file
	Calendar	Launches the calendar. The calendar will show all calendar events for all files for the current state, not just the current file. The calendar can only be accessed while in a file as the calendar is state specific. Refer to the CONTROLS section for information on the calendar.

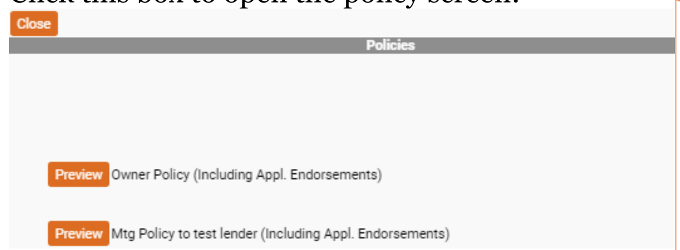
Icon	Name	Function
	Notes	Places an icon on the file:  Allows notes to be added to the file by clicking on the pushpin in the file and adding your note to the provided field. Right-clicking on the icon will allow you to delete the note if added by mistake, or always show the memo:  To add a note, click and highlight the default text and delete it:  Then type in the note you want to leave for the next person in the file, or as a reminder.  The note will show the "Created by:", "Created on:", and "Last Modified:" information in addition to the note that was left.

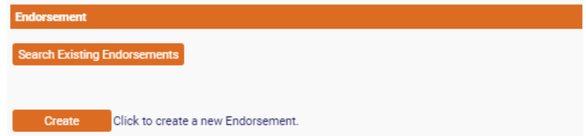
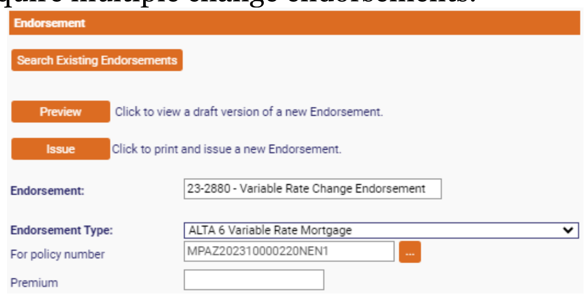
Policy Issuance Toolbar (PITbar)



Icon	Name	Function
	CPL	Click this button to show all CPL options. Depending on the file, you may be able to issue a CPL for a lender and/or Borrower. If multiple lenders are shown as insured on the file, the option to issue a CPL will be shown here. Please consult the rate manual for your state regarding CPL fees. NOTE: *You must have a lender selected, borrower information entered, Loan Amount, and Loan Number completed to issue the CPL.*

Icon	Name	Function
	Pre-Approve	This allows the user to run a check on the file to see if any selections will force the file into manual review. The ensuing popup window will tell you if the file is pre-approved (not required to be reviewed by the underwriter) or what selections on the file are causing the file to go into manual review. Note: *The file will go into manual review for the underwriter if a manual review trigger is active on the file. Removing the trigger and clicking the pre-approve button again will remove the file from manual review. If the underwriter should look at the file and no Manual Review is triggering, check the "Force Manual Review" box on the GEN INFO tab and then click the Pre-Approve button.*
	Commitment	Click this box to open the commitment screen:  For files without commitments, you will only see the "Close", "Preview New Commitment" and "Issue New Commitment" action buttons. Preview new commitment will open a daft watermark of the commitment for preview. Use this to validate if all information is correct on the file prior to issuance of a new commitment. Issue New Commitment will issue a commitment with an assigned commitment number without the draft watermark. Note: *EPIC will check to see if the "Right of Access" question has been answered on the "POLICY" tab as well as verify that the box is checked under "Commitment Details" on the "GEN INFO" tab labeled "Names match vesting" before it will open and allow a commitment to be previewed or issued.*

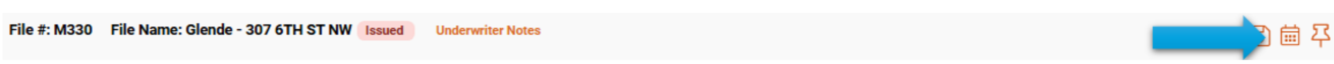
Icon	Name	Function
	Policies	Click this box to open the policy screen:  For files without a policy, you will only see the “Close”, “Preview” and “Issue Policies” action buttons. Preview will open a daft watermark of the specific policy for preview (a preview button will show for every policy being issued; multiple lender policies will show individually). Use this to validate if all information is correct on the file prior to issuance of a policy (unlike the commitment, once issued, a policy cannot be issued again). Issue Policies will issue all policies with an assigned policy number without the draft watermark.
	Regenerate Policies	This function will allow you to move the file back into active status and is only available for 15 days after the policy(ies) was/were last issued. Use this function to correct the file so that the policy(ies) can be reissued with the corrections/additions. If this is not available, selecting Change Endorsement and issuing a 110.3b will allow you to make corrections to clerical errors, or select an endorsement that was missing from the original setup.

Icon	Name	Function
Change Endorsements	Change Endorsements	After the policy has been issued for longer than 15 days, the only way to make a correction to the policy is using the “change endorsements” function. This appears once the policy is issued on the file.  To preview a previously issued change endorsement, select it from the list (not shown). Use the “Search Existing Endorsements” to help find endorsements that may be in a long list (usually an issue with construction loans that require multiple change endorsements.  Common uses of the change endorsement are to issue loan disbursements for construction loans or to correct policies when errors are found outside of the 15-day grace period.

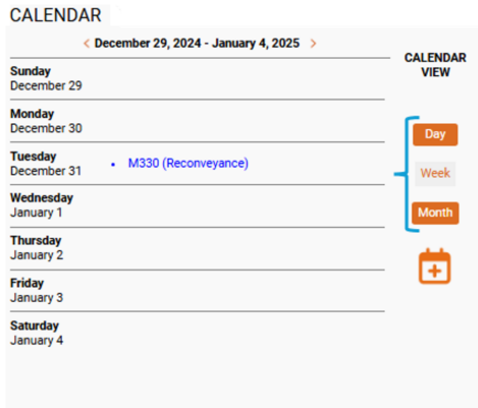
CALENDAR

The calendar provides you with an at-a-glance view of upcoming tasks. Set the view to see the Day, Week, or Month.

Note: *The Calendar can only be accessed from within a file. Since the calendar is state specific, a file will open the calendar for that state. This ensures that errors do not cause EPIC to crash when the calendar attempts to pull data from all states for your organization.*

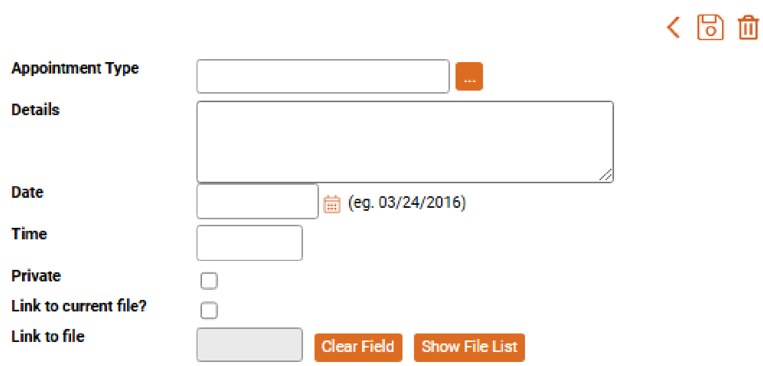


On the left of the calendar, you can change the view between day, week, and month; figure 3 shows the day view as it appears in Edge and figure 4 shows the monthly view as it appears in Chrome.



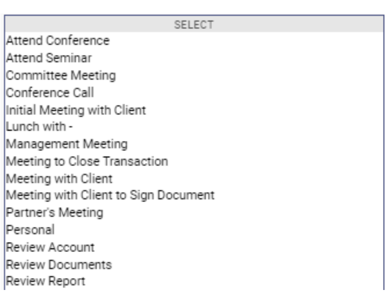
To add an item to the calendar, click the "Add New Appointment" icon.

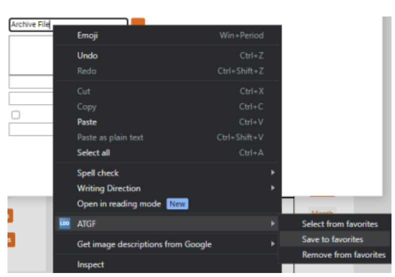
The new appointment window will open:

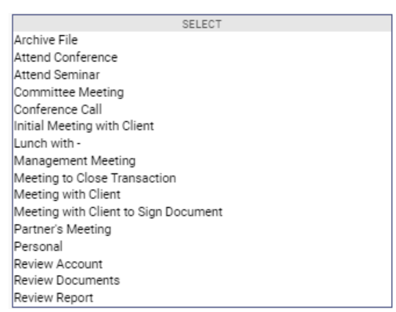


Appointment type is updated by selecting from the list of existing options. Click the button with the three dots to the right of the field to access your options. If an appropriate option is not available, you can type directly into the field. Note, if you want to save your new option to the list for future use, right click in the field and chose "Save to favorites:

"Appointment Type" Options *Saving a Favorite* *Same list with favorite saved*







Note: If you accidentally add an item to your "favorites" list, click on the button with the three dots, locate the erroneous entry and select it. Once it appears in the Appointment Type field, right-click and *choose "Remove from favorites". If this option is not available to you in Chrome because the menu is missing the ATGF submenu, you will need to download the Chrome Extension. Go to the section of this manual to setup your browser and follow the steps in the Chrome Specific Setup Instructions.*

The **Details** section allows additional information regarding the calendar event to be set up. It is possible to save information from this field to your favorites. Just make sure that it is generic enough to be used in the future. This will help keep your favorite's list organized.

The **Date** field should contain the date you wish to be reminded of on the calendar.

The **Time** field allows for specific time instead of the whole day.

The **Private** check box, when selected, will restrict the view of the item to the specific login. If you are not utilizing separate logins for all users, this will not function properly.

The **Link to current file**, when checked, will tie the event to the current file.

Clear field will clear the file number from the box.

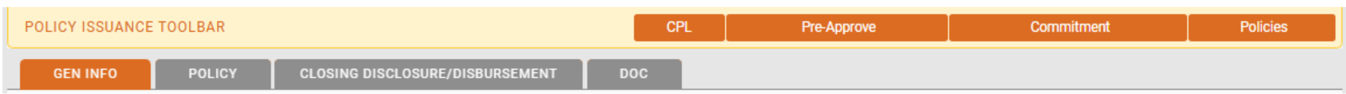
The **Show File** List button will open the list of files that you currently have active so that you can assign the date to a different file if needed.

Click the Save icon located at the top right of the window to save the event and add it to the calendar. Or If you have changed your mind, click on the trash bin to delete the entry and close the dialogue box.

Tabs

The next section will go over each tab and the options that are available for each section.

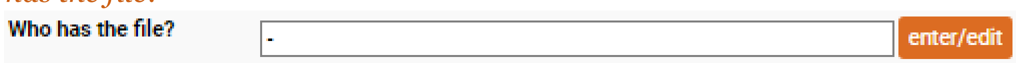
A recent update to EPIC has added a feature that will dock the tabs to the top of the screen once you start scrolling down. This will cause the EPIC Header to disappear and display the following:



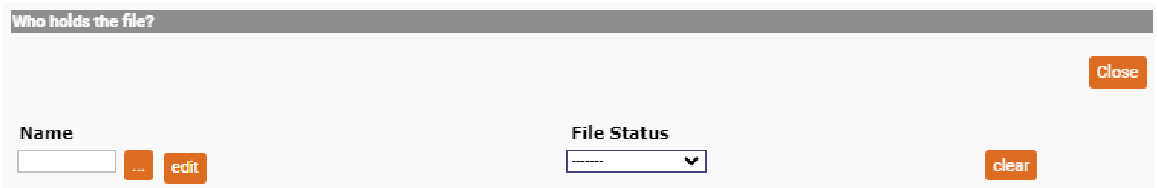
GENINFO

Basic (First) section

Who has the file?



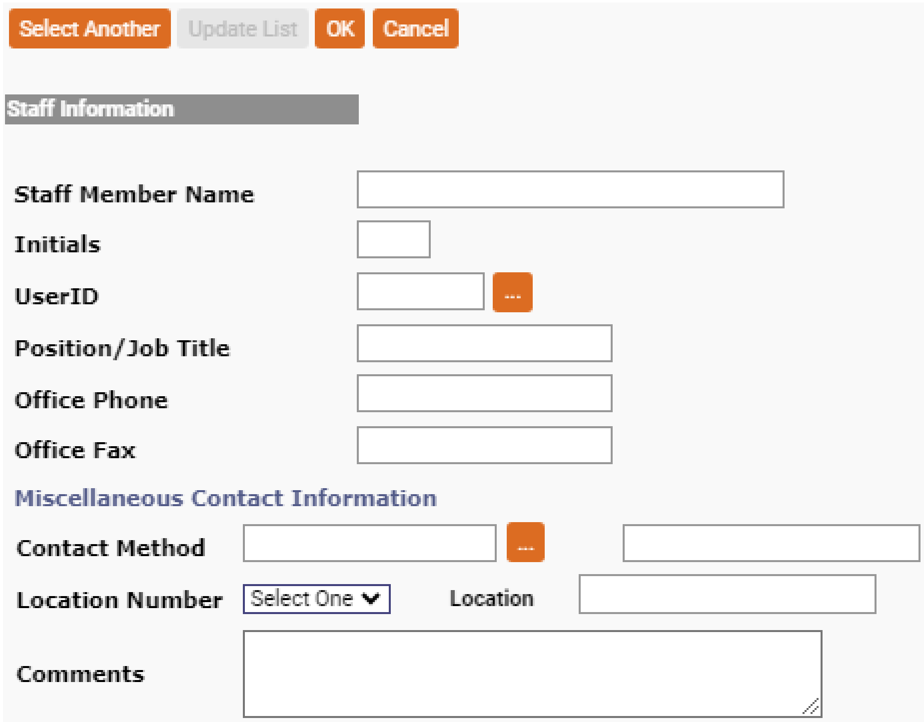
Useful when multiple people are working a file, this will show at a glance, who is working in the file and what they are currently doing. This is not a required field for a file and is only provided as a tool that is available to make the day-to-day work in EPIC easier. Click the enter/edit button to set the status of this field:



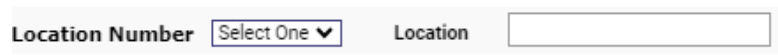
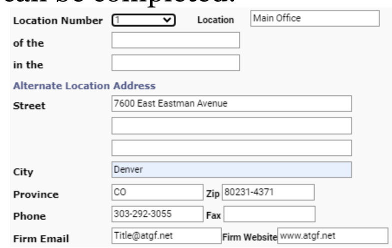
Click the ellipses icon to open the current list of staff previously entered.

First time use will require that the staff be entered manually; however, EPIC will store this information for current and future files so that it can be quickly recalled.

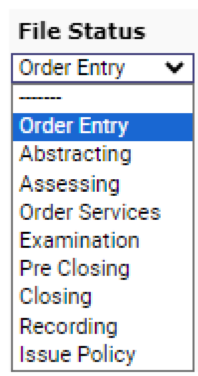
For a large list, use the filter function to type in the name of the individual that you are assigning to the file. If the individual is not on the list, click the 'ADD' link. A new window will appear to input all the of then necessary information to identify the employee. Note: This screen is the permanent information about the employee, it should not be filled out specifically to one file.



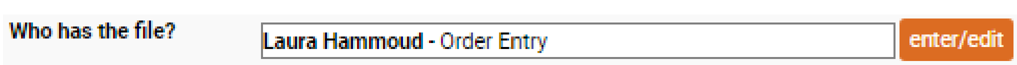
Field	Name	Description
Staff Member Name	Staff Member Name	Enter the name of the employee.
Initials	Initials	Enter the initials of the employee (1, 2, 3…, the system has no requirements here)
UserID	UserID	If the employee has their own login into EPIC (recommended), select the ellipses and chose the employee from the list; otherwise, leave blank. SELECT A USER Avanze defaultadmin
Position/Job Title	Position/Job Title	Enter the official position of the employee (not required)
Office Phone	Office Phone	Enter the direct phone number to the employee (not required).
Office Fax	Office Fax	Enter the fax number used by the employee (not required).
Contact Method	Contact Method	Enter the contact method for the employee. Click the ellipses to open a list of preset options: SELECT CONTACT METHOD Cell Phone Home Phone Email Home Fax Work Phone Work Fax After selecting the contact type, enter the phone number associated with this contact method in the next, unlabeled field. There are two of these fields required.

	Location Number	Pick a location number (1,2,or 3) and enter the name of the location. This will open additional contact details that can be completed:  The location field can be completed withing needing to select a location number from the list.
	Comments	Use this as needed. It can be used to list employee specialties, or any other information deemed necessary. Once complete, click “Update List” to add/update the employee information in the list, or click OK to not add/update the list, just add the employee to this file only.

Once all the information is updated for the name, click OK to return to the “Who holds the file?” window. Update the ‘File Status’, selecting from the options available:



Click close to return the GENINFO tab of EPIC. The name of the employee and file status should now display in the first field:



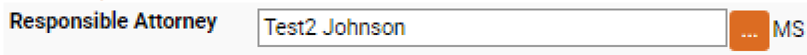
2010 HUD v. 2015 Closing Disclosure

Next, EPIC will display a button to switch between a HUD or CD. If currently set to CD, the button will appear as:

Otherwise, it will show:

Note: If you selected the Old hud during the file setup process, changing it to any of the other two will prevent you from going back to the Old hud. Additionally, clicking the button will clear all information entered on the HUD or CD prior to switching to the other.

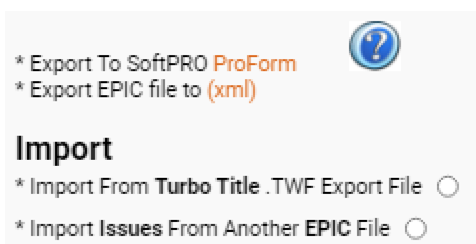
Responsible Attorney



In most cases, this field will automatically populate; however, when an organization operates in more than one state and ATGF is selected as an underwriter in more than one state, the field will remain blank to allow the user to select the state of the property. Select the ellipses to see all the available options for the organization:

The Attorney name will appear to the left of the bar "|" separator and the state to the right. Select the attorney responsible for the state where the property is located.

Import/Export



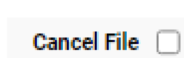
This should only be used to Import or Export an EPIC file. Any information imported will overwrite fields already present in EPIC. The Import feature should only be used during the initial setup process, otherwise there is a risk of losing previously entered data with incorrect information. Follow the instructions for using the feature located in the "Setting up a new File" section.

File Name

This displays the File Name provided when the file was setup. Since it is not a required field, the could be blank.

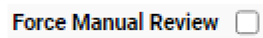
Cancel File

Removes the file from Active status and places it as an inactive file in the cancelled view. To reactivate the file, just remove the check from the box.



Force Manual Review

Triggers the file to go into manual review **at any time** a policy or commitment issuance is attempted **or** when the Pre-Approve button is clicked. To prevent the file from triggering the manual review after the first approval, uncheck this box. If in the manual review status prior to clicking the box to remove the check, click Pre-Approve.

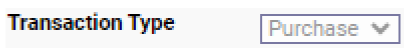


File Number

This displays the File Number provided when the file was set up. This field will never be blank and should always be a unique, never-before-used number for your organization.

Transaction Type

This field allows the file to be identified as either a purchase or refinance.

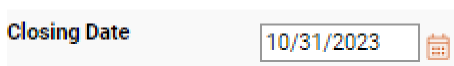


Foreclosure Commitment

Check this box if the file was set up to provide a foreclosure commitment.

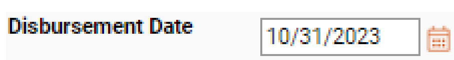
Closing Date

The closing date will show the closing date assigned to the file, this can be updated as necessary.



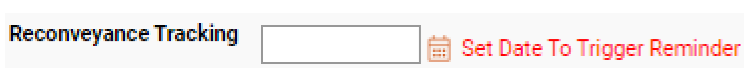
Disbursement Date

This field changes automatically based on the closing date and transaction type. For purchases, the disbursement date will be the same as the closing date; for refinances, it is extended to allow for the 3-day right of recission.



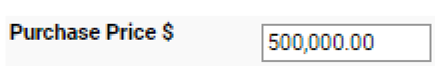
Reconveyance Tracking

This field can be completed to add a date to your calendar. It is not a required field and can be left blank if preferred.



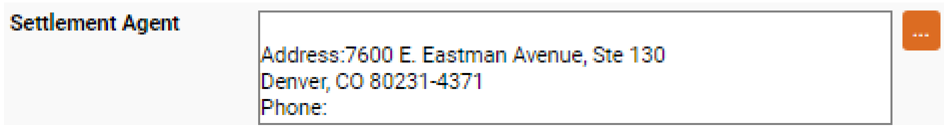
Purchase Price

This field only displays if the transaction type is set to Purchase. Enter the purchase price when shown. Make sure to set this field to 0.00 when changing from purchase to refinance.

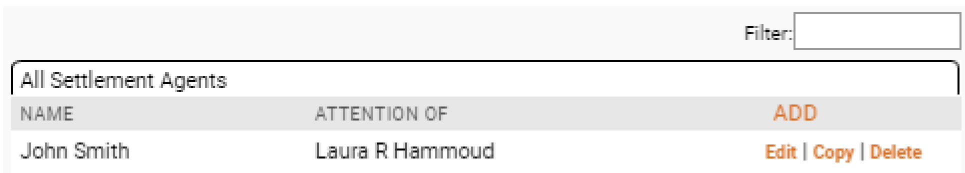


Settlement Agent

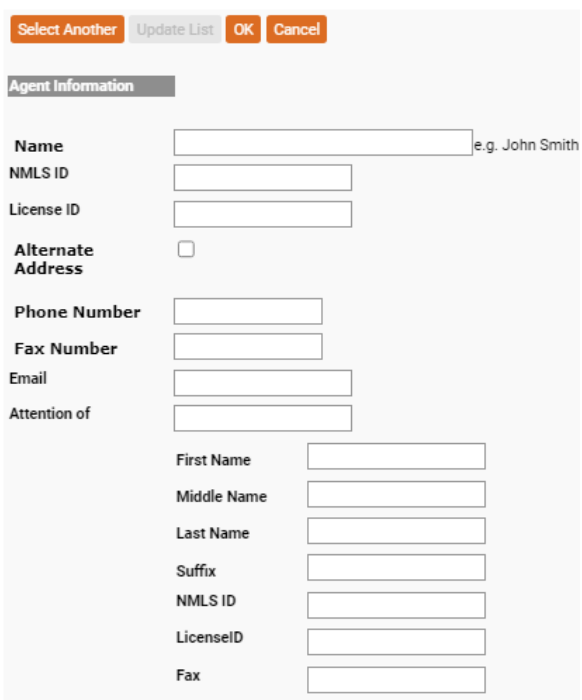
The field will pre-populate from information that was entered in the Firm Settings. Changes to this field will force a manual review on the file when a CPL is issued. If using another underwriter, the information can be updated by clicking the ellipses to the right of the field:

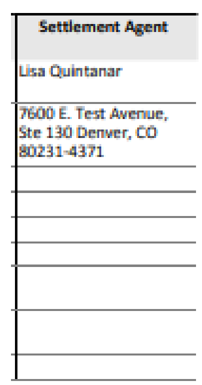


Use the filter field to locate the settlement agent if you have a long list; otherwise, click 'ADD' to add a new settlement agent:



Fill out all the information requested and click "Update List" to add the new settlement agent to your list or 'OK' to not update the list and just save to the file. This section links directly to the Settlement Agent field on the last page of the Closing Disclosure under the Contact Information section.



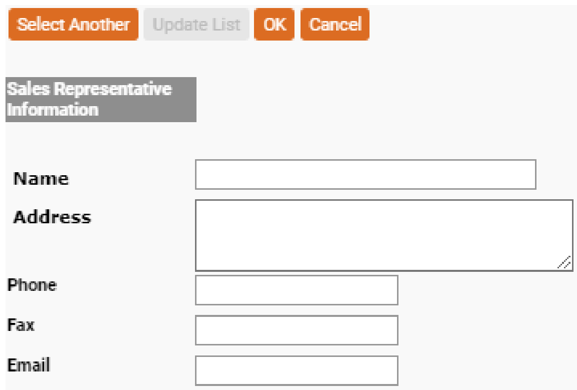


Sales Representative

If there is a sales representative for the file, you may enter the information in this field:

Clicking the ellipses will open the search function to the current list of sales representatives that you have created. The second tab, ‘All SalesReps’ will show the full list. If the sales rep is not present, click ‘ADD’:

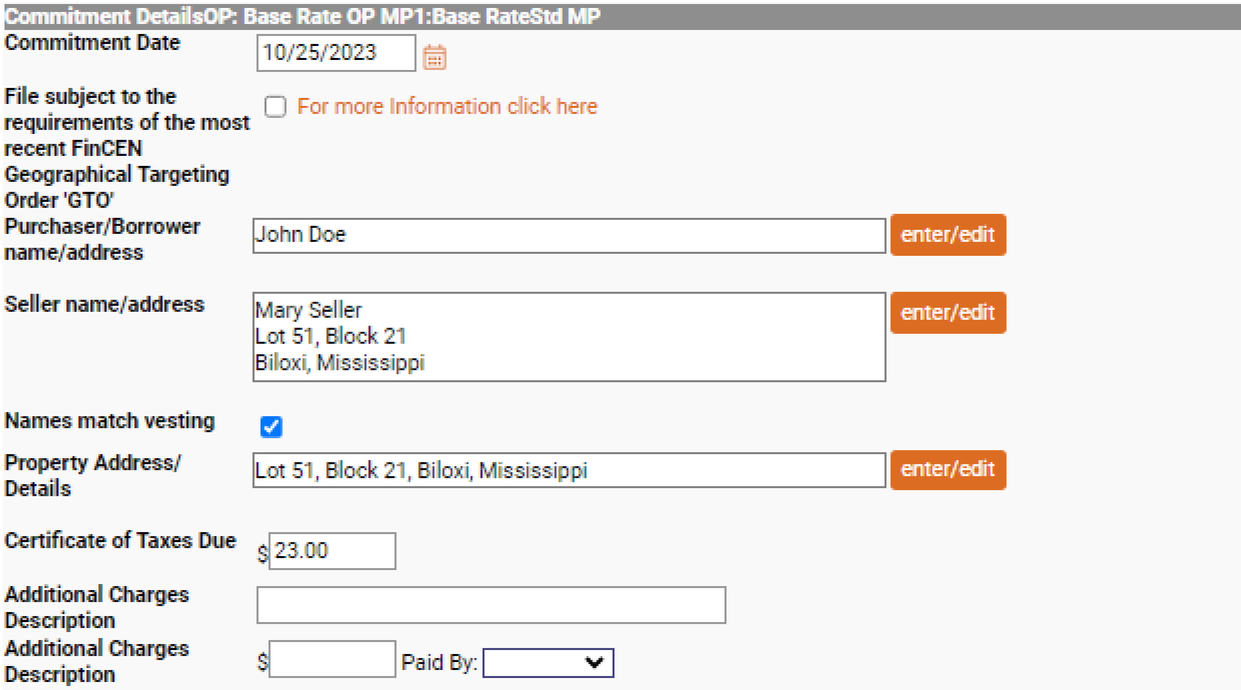
Complete the information requested:



Click ‘OK’ to update the field on the open file, or ‘Update List’ to add the representative to your existing list. Press ‘OK’ again to save to the open file after updating the existing list.

The ‘enter/edit’ button will open the same window that opened when clicking ‘ADD’ in the prior steps. Clear will remove any information that was in the field.

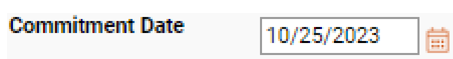
Commitment Details section



This section provides the basic information for Schedule A of the commitment and policies.

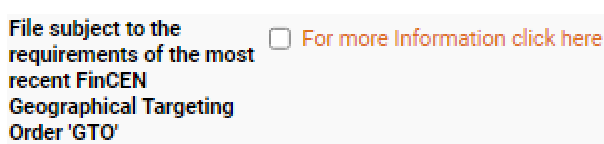
Commitment Date

Enter the county certified date in this field. The is the date that the county certifies records as current/official. This field should be updated each time an update/date-down is completed.



File subject to the requirements of the most recent FinCEN Geographical Targeting Order 'GTO'

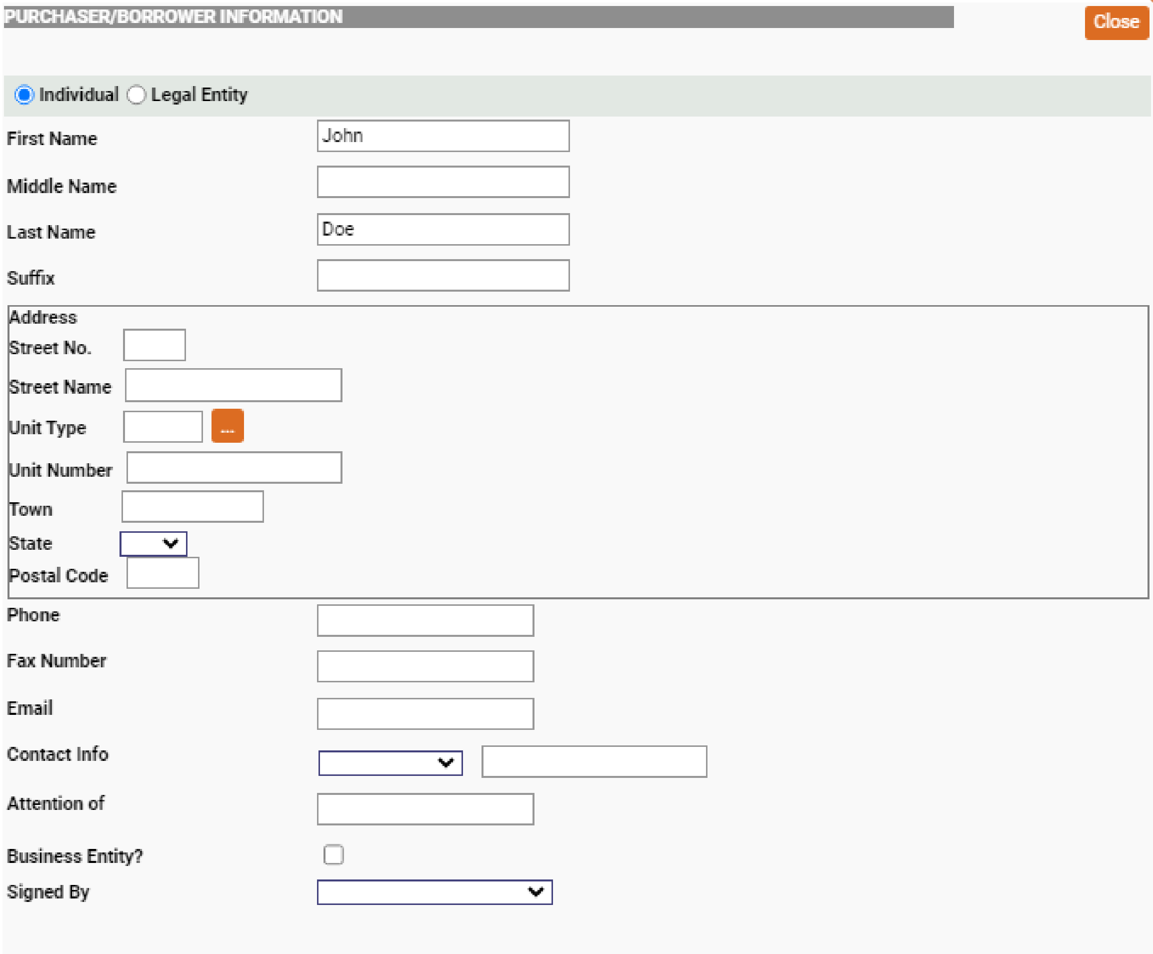
If the county is subject to the FinCEN requirements set forth by the Government, check this box. This will serve as a reminder to send a transaction report to FinCEN. Unless otherwise specified in release updates from FinCEN, this only applies to cash transactions. The link 'For more information click here' will take you to FinCEN's site for additional research.



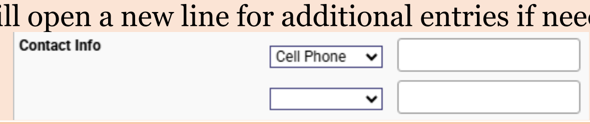
Purchaser/Borrower name/address

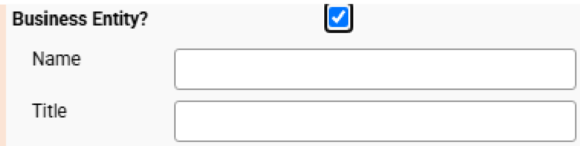
Click the enter/edit button to open the window to enter this information.

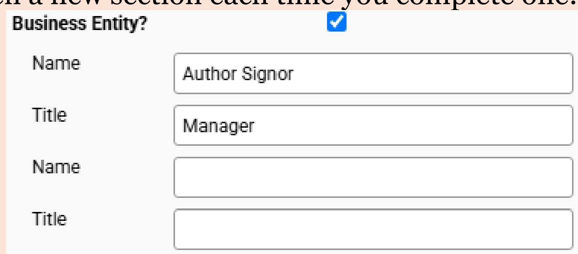
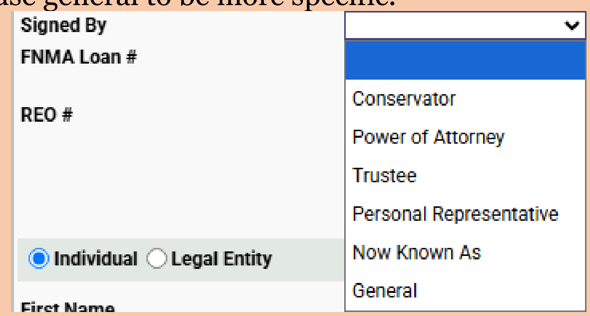
Select the type of purchaser being entered to reveal the name field. Legal entity will only show one field whereas Individual will show four. You will need to enter individual names in the fields based on how the vesting will be established.

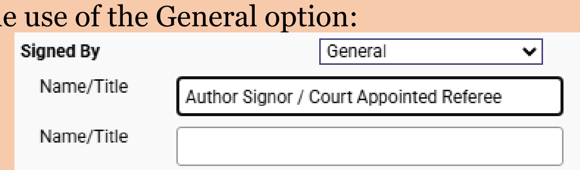


For individuals with more than one middle name, enter all the names that will be used there, leaving the first and last name fields for the first given name and the last surname. Once the last name field is completed, EPIC will present another name field for a secondary borrower. EPIC will only produce a new field once the last name is completed for the individual or the entity name is completed for a Legal Entity.

Field Name	Instructions
Phone	Enter the phone number for the party listed at the top of this section.
Fax Number	Enter the fax number for the party listed at the top of this section.
Email	Enter the email address for the party listed at the top of this section.
Contact Info	If additional pieces of contact information need to be documented, select the drop-down and choose from Cell Phone, Home Phone, Email, Home Fax, Work Phone, and Work Fax; then enter the appropriate information. Each time a new Contact Info Type is selected, EPIC will open a new line for additional entries if needed. 
Attention of	Enter the Attention of name (if appropriate).
Business Entity	Check this box if this party is a business entity. Once checked a new line will open to allow for the documentation of the authorized signatory for that organization:

<table>
<tr><td></td><td>

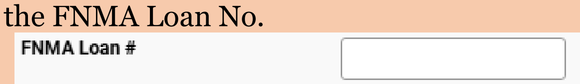
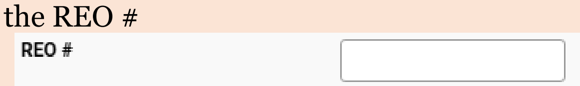
Enter the name and title of the authorized signor, if you have more than one, that's OK as EPIC will open a new section each time you complete one:

</td></tr>
<tr><td>Signed By</td><td>Use this section to indicate who will be signing for the listed party. This is where would document Conservator, Power of Attorney, Trustee, Personal Representative, indicate a name change, or use general to be more specific.


Below illustrates the use of the General option:

</td></tr>
</table>

Seller name/address

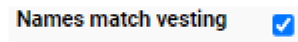
This field functions the same as the Purchaser/Borrower name/address field. This field will not appear for refinance transactions. To edit, click the 'enter/edit' button to the right of the field.

In addition to the fields shown in the Purchaser/Borrower name/address field, the Seller name/address has two additional fields:

<table>
<tr><th>Field Name</th><th>Instructions</th></tr>
<tr><td>FNMA Loan #</td><td>If applicable, enter the FNMA Loan No.

</td></tr>
<tr><td>REO #</td><td>If applicable, enter the REO #

</td></tr>
</table>

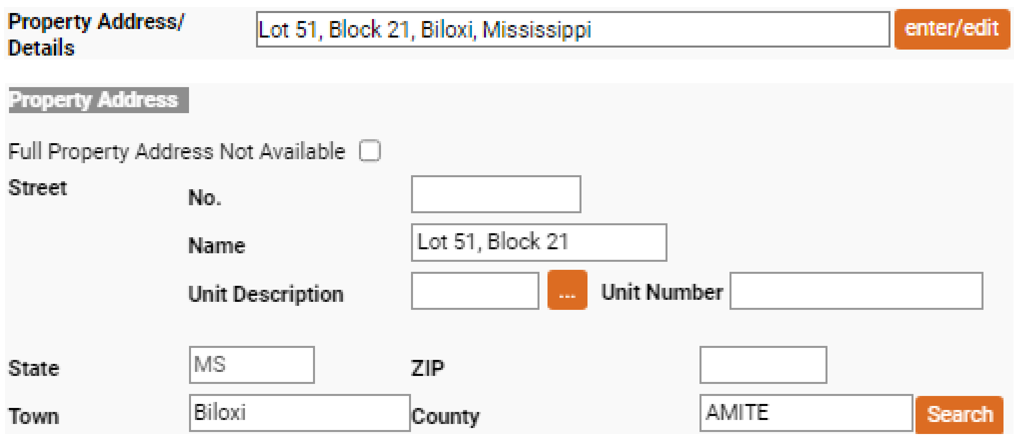
Names Match Vesting

Select this field after reconfirming that the information entered in EPIC matches the vesting that will be on the recorded documents. Note: *You cannot issue or preview a draft commitment until this box is checked.*

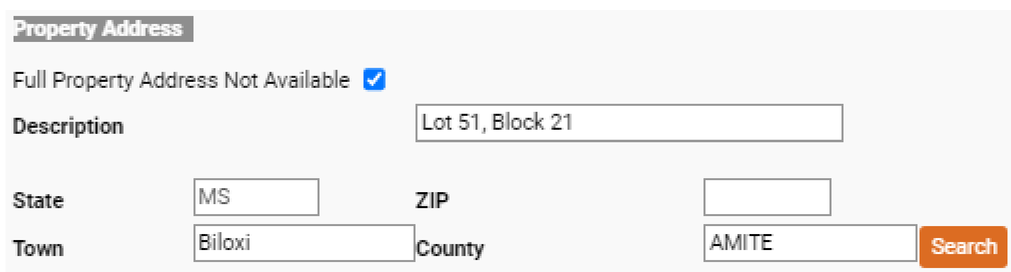


Property Address/Details

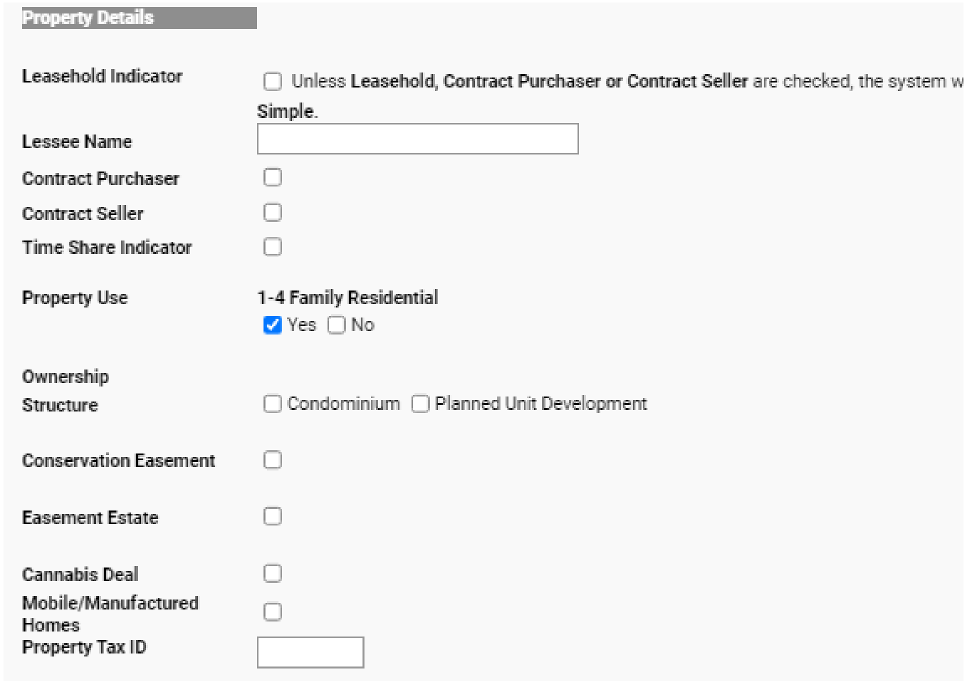
This field will show the address information entered regarding the property at the time the file was set up. To change the information in this field, as well as to access additional information regarding the property type, click the 'enter/edit' button:



The first section contains the property address or description (if the address is not available) click the 'Full Property Address Not Available' box to toggle between the two:

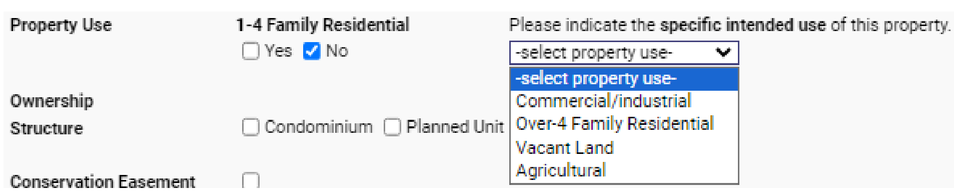


When completing this field, NEVER type in the county. Enter the property zip code and EPIC will pull the county with the greatest chance of matching. If, in the rare event, EPIC displays the incorrect county, delete the county name that the system pulled and tab out of the field. A list of all counties will appear, type the county you are looking for in the search field and click 'Search' or scroll down the list to locate it (the list is in descending alphabetical order). Click the county name once located. More commonly an issue is the incorrect Town as there are increasing number of zip codes that will span across multiple small towns/districts. This field can be deleted and typed over without special regard towards an existing list. Go to the next section to update/confirm the information entered.

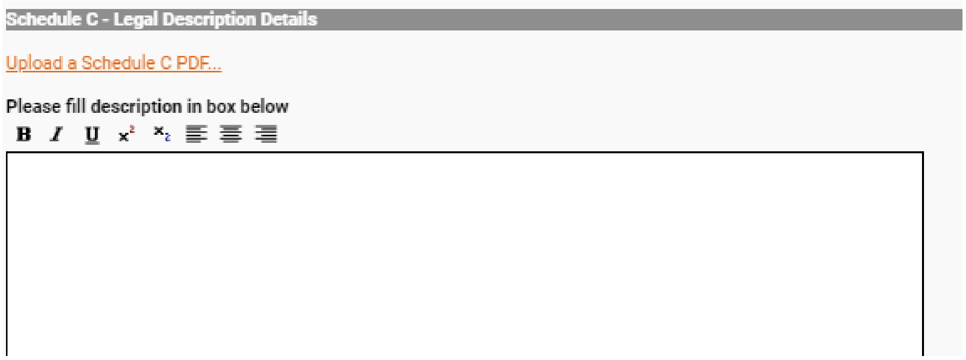


If this should be set up as a Leasehold, Contract Purchaser, or Contract Seller, make sure that the appropriate box is selected. If the Leasehold option is selected, enter the Lessee Name in the field. The Time Share Indicator will be selected for any Time Share transactions.

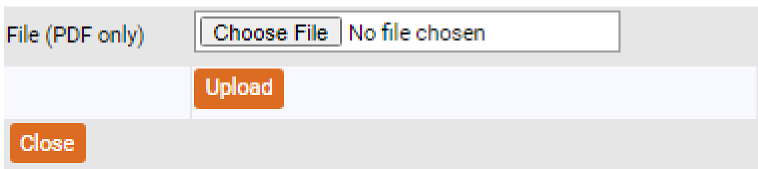
The Property Use will provide two options for the 1-4 Family Residential question. Yes (it is a 1-4 Family Residential property) or 'No', it is not. If no is selected, you will receive a couple of pop-up messages with information regarding the file and steps that need to be taken.



Confirm these pop-ups to get the intended use drop down. Select the option that best suits the property type for the file. It is important that you have this set correctly as there are endorsements that will not show up unless the property type that they service is selected. The ownership structure works the same. If the property is a condominium or Planned Unit Development, ensure that you select the right option. Again, there are endorsements that will now show up if they are not selected. The next four checkboxes identifies if this is a Conservation Easement, Easement Estate, Cannabis deal, or Mobile/Manufactured Home. Each of these will trigger an event in epic needed to complete the file type. Cannabis will ensure that the cannabis exception is added to the file and Mobile/Manufactured home will trigger a manual review to confirm that either the non-affixed exception is added to the file, or all properly recorded documents are shown to ensure the property is taxed as real property instead of personal property. The final option in this section is the Property Tax ID. Enter the Tax ID as shown in county records here.



In the Schedule C – Legal Description Details field, you have two options to get the Legal description into EPIC. The first option is type or copy/paste or type in the legal inside the text box provided. If the legal description is too massive to do this way, you can upload a PDF instead. To upload a PDF, click the link 'Upload a Schedule C PDF…' and follow the instructions to upload files.



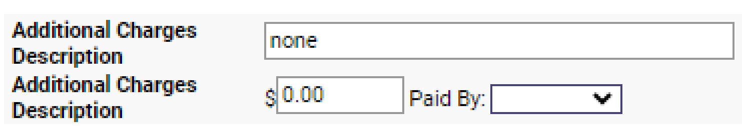
Click Choose File to locate and select the file containing the legal description. After you have selected the file and clicked OK from the file explorer, click 'Upload' on the screen. Once the upload is complete, click 'Close'. Scroll back to the top of the screen and click Close to save changes to the system and refresh EPIC with the latest changes.

Certificate of Taxes Due

This will normally pre-populate based on the information provided in the Firm Settings. If the field is pink, it means that the information was overwritten. To remove an overwrite and insert your latest information, right-click on the pink field, go to the ATGF and then click 'Remove Overwrite' from the available options. Once the field is no longer pink, updates can be made to the field. An existing overwrite will not take a change to the overwritten field, you must remove the overwrite and restore the field to the original state before you can overwrite with a new amount.

Additional Charges Description

This is not a required field; however, it always appears on the final commitment. I prefer to complete the field with 'None' instead of leaving it blank, it just allows for a better-looking commitment. Alternatively, you can also use this field to place fees for additional services such as a secondary parcel search, etc.

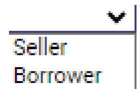


Additional Charges Amount

Enter the amount of the additional charge. If no charge, enter 0.00. This will prevent the commitment from having a floating '$' with nothing associated to it.

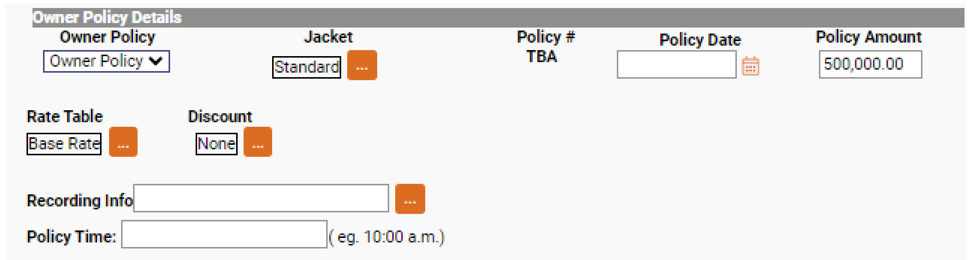
Paid By:

This field should be changed to show the party responsible for the additional charge, the seller or the borrower. It does not need to have information completed if the additional charges are 0.00.



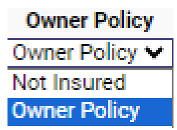
Owner Policy Details

This section will only appear on files with transaction type of Purchase.



Owner Policy

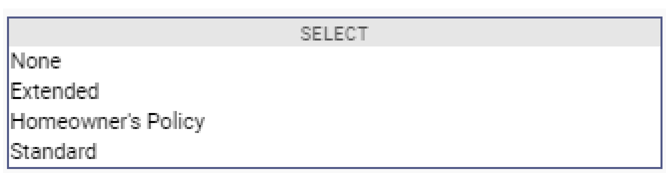
When the transaction type is set to Purchase, this field will default to 'Owner Policy'. Select this option to change to 'Not Insured' if a policy will not be needed.



Jacket

This field will allow a selection for the type of policy needed and varies based on the filed rates for each state.

To change, click the ellipses button to the right of the Jacket field and choose the policy type needed.

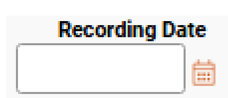


Policy#

This field cannot be edited and will be populated by EPIC once the final policy is issued.

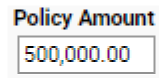
Recording Date

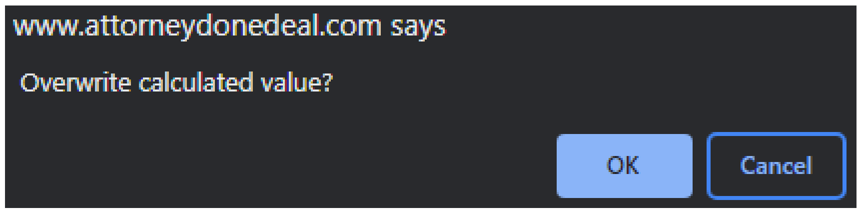
The policy date will be the recording date. You can either type the date in as #/#/#### or click the calendar icon and select the recording date.



Policy Amount

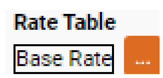
This field is automatically populated based on the amount entered for the purchase price. If a different amount is being requested, the field will need to be updated manually which will trigger an overwrite confirmation. This field should always match the Purchase Price field in the first section unless the amount of insurance is less than the purchase price, if so, then you should update this field with the insured amount.

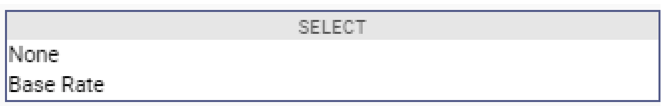




Rate Table

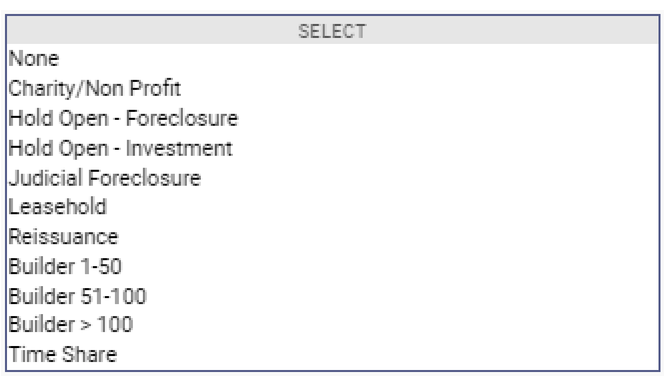
The information available in this field is based on the filed rates in the rate manual. In most cases, there will be only two options; however, in states where an owner policy has multiple rate tables, they will appear here. Click the ellipses button to the right of the table type currently selected. Any rate table shown in the rate manual that affects the owner policy will show here.





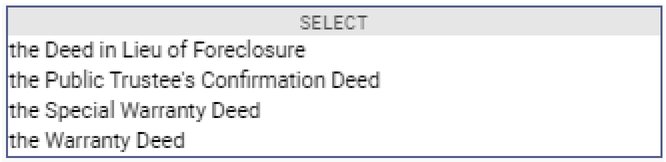
Discount

Like the rate table (shown above), this field is based on the filed rates and available discounts. Click on the ellipses button to the right of the current discount type shown (the default is none). This is based on the discounts available in the property state and may not match the below screen shot.

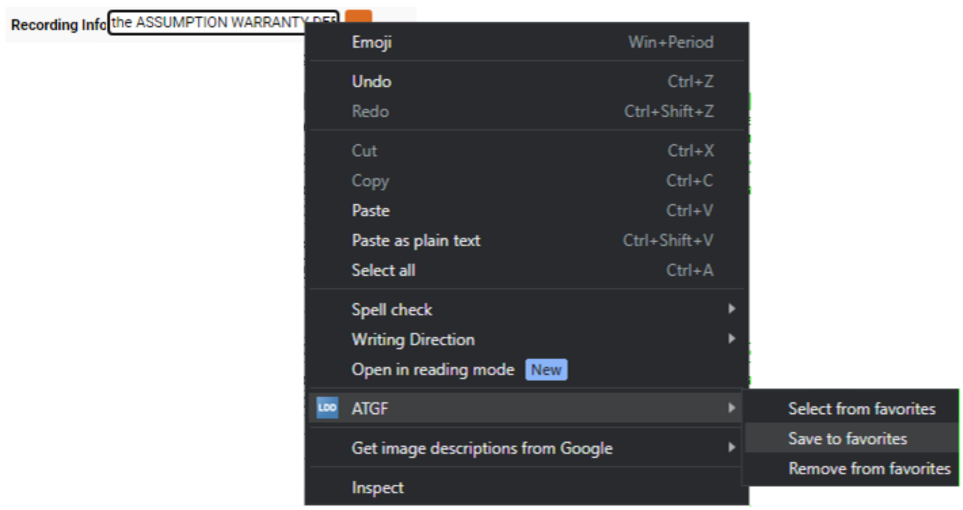


Recording Info

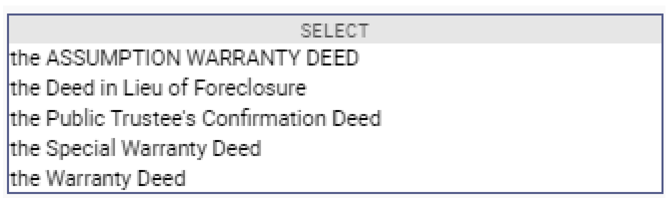
This is an editable field with the preformatted text available by clicking the ellipses button to the right of the text field. Since this field is being inserted into documents, all responses should begin with 'the'.



You can add to this list of items by typing in the type of document being recorded. Right-click on the manually entered text and choose 'Save to favorites' from the ATGF submenu:



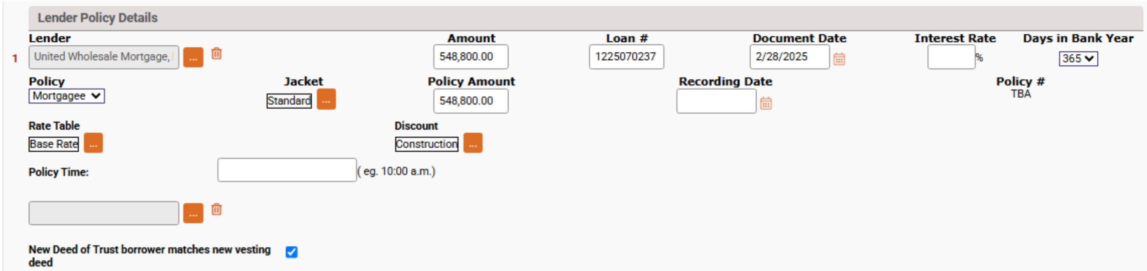
Now the new recording info will show in the options that are displayed from the ellipses button:



Policy Time

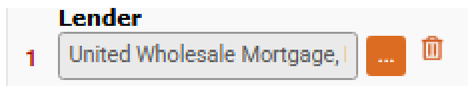
The policy time will be the time shown on the recording stamp from the county. You can enter the time in either 12h or 24h formats (i.e. 1:00 p.m. or 1300). We have had users enter "Exact time of recording" instead of an actual time.

Lender Policy Details

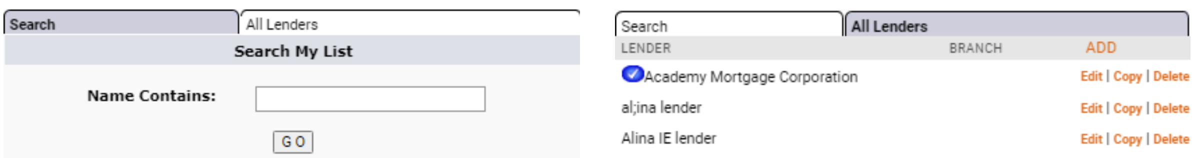


Lender

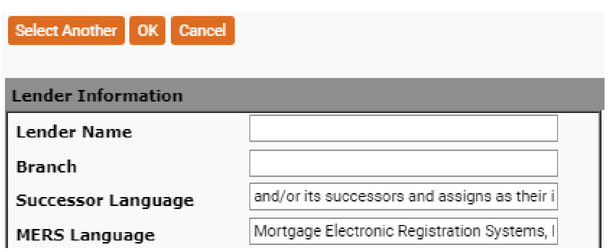
The lender information is entered/selected by using the ellipses button located to the right of the Lender field. All the information needed to complete this will be included in the lender closing instructions.



The window that launches will have two tabs “Search” and “All Lenders”. By default, there are no lenders, the list is built by each agent as policies are set up. The “Search” tab enables a search of all lenders entered in to EPIC under the currently active account. To visually search the entire list, click on “All Lenders”. If no lenders are present or the lender needed is not on the list, click “ADD”:

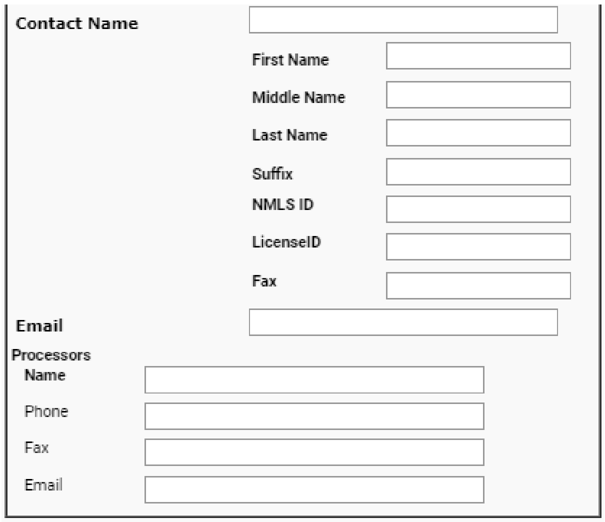


Complete as much information as possible to prevent a need to edit the information later, I have split out sections in multiple screen shots below:



In the first section, information entered here directly ties to the information shown on Schedule A of the policy. First, enter the name of the lender and then the branch information can be used to help with identifying the lender in the future. Branch information shows up in the Branch column whenn searching or scrolling through the list of All Lenders.

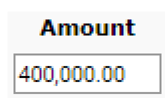
In the second section that I have cropped out, you will see the NMLS ID, License ID, Lender Address, Phone, and Fax. This information will automatically fill in on the Closing Disclosure so that you do not need to re-enter it each time you select the specific lender in the future. The lender address section has two fields, the first should be for all street address info and the second should be for the city, state and zip code. Again, fill in all pertinent information so that you do not need to add it again if you use the same lender on a different policy.



There are other parts of EPIC that will use information from this section, such as the CPL Lender Information, and Address for document/policy return Once you have completed all the fields you can, click 'OK'. This will update the lender's information on the file and save that information for future use.

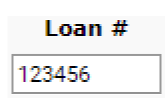
Amount

Enter the amount of the note (this is the loan amount is written on the Deed of Trust/Mortgage). This is **not** the insured amount.



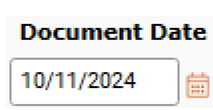
Loan #

This should be provided by the financial institution; however, if it is not available you may use TBD or simply leave the field blank. It is not required to have information here to complete a file setup. You will not be able to create a CPL unless there is information in this field.



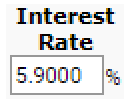
Document Dated

This field reflects the closing date. This is the date that will be shown on all recorded documents indicating the date the documents were signed.



Interest Rate

This is not a required field. Information used here will transition to the HUD.

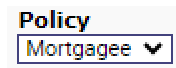


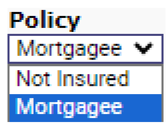
Days in Bank Year

This enables the system to calculate interest on the loan correctly. It is not a required field but will transfer into the HUD and assist in making it easier to complete that document.

Policy

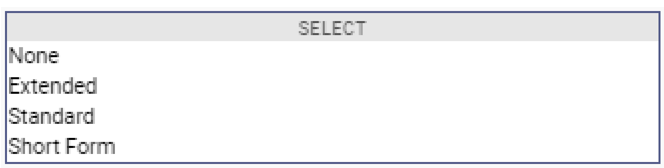
The Policy drop down enables you to select the between Mortgagee and Not Insured.





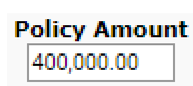
Jacket

This works the same as the jacket for the owner policy. The options available are based strictly on the rates filed in the property state.



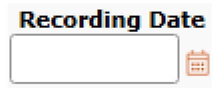
Policy Amount

This field is for the insured amount. Normally, EPIC will auto-populate this field once the “Amount” field is entered. This field can be overwritten to change the amount of coverage being requested. Most commonly used for reverse mortgages where the coverage amount is 2/3 of the loan amount or in cases where lenders want more coverage than being loaned (such as coverage for the value of the property).



Recording Date

This field captures the recording date and (in most cases) will be the same date shown in the ‘Policy Date’ on the Owner’s Policy.

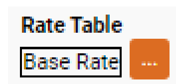


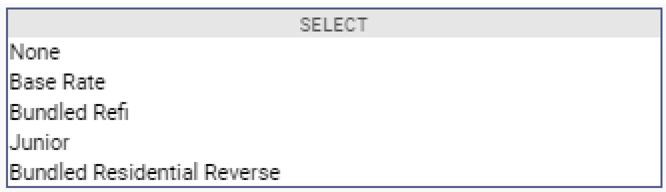
Policy #

This field is not editable and will populate once the final policy is issued.

Rate Table

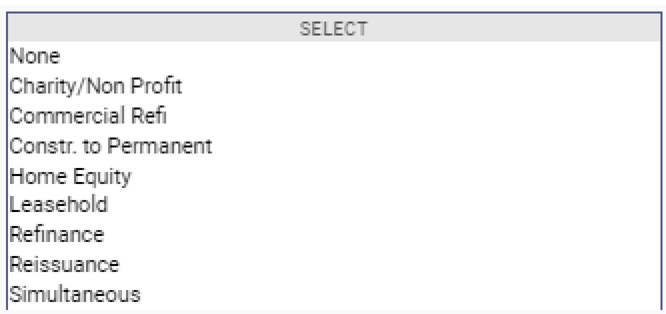
This is like the Rate Table shown in the Owner Policy section. The available options to select will be based on the filed rates for the state where the property is located and specifically tied to all lender-based rate tables shown in that state's rate manual.





Discount

This section allows you to select available discounts to provide for the lender policy. The discounts shown will be based on the approved rate manual for your state.



All the discounts that are shown in the rate manual will show up here. If a discount is selected that is not compatible with the file, an error message will be displayed when attempting to issue a commitment. Additionally, selecting some of the discounts will present a new set of questions in the Lender Policy Details section once the screen closes.

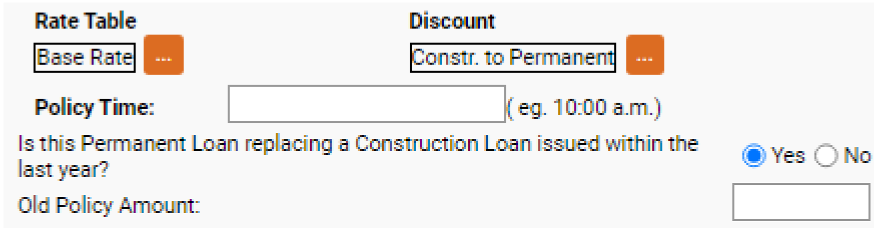


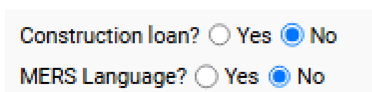
Figure 1: Construction to Perm Discount Rate example

Policy Time

The "Policy Time" will be the time shown on the recording stamp from the county. You can enter the time in either 12h or 24h formats (i.e. 1:00 p.m. or 1300). Some lenders are fine with entering "exact time of recording".

Minnesota & North Dakota

These two states have an additional two questions that need to be answered: "Construction Loan?" and "MERS Language?". Please select the appropriate option based on the loan type and the lender preference. MERS Language tells EPIC how to display the lender in Schedule A. Failing to answer this question will cause the lender information to not show on the final policy properly, if at all.



Add Lender

In the even that you need to add more than one lender to a file, click the ellipses button to the right of the blank Lender field located just below the Lender information that was just completed:

This will operate the same as the Lender field shown previously.

HUD 2010

This appears only on lenders added to the file after the primary. This allows the setup of a separate HUD-1 settlement statement or CD for that specific lender. To use the HUD-1 settlement statement check the 2010 HUD field, otherwise, leaving it unchecked will provide the CD.

Figure 2: Configuration for CD

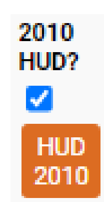
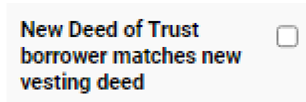


Figure 3: Configuration for HUD-1

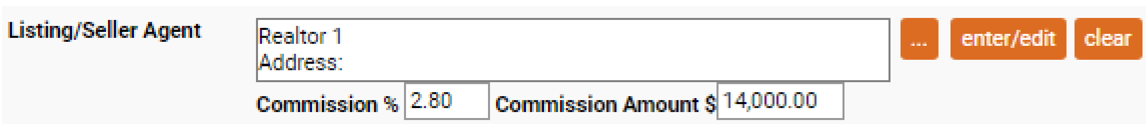
New Deed of Trust borrower matches new vesting deed

Select this box when you have confirmed that the vesting for both the Deed and Deed of Trust/Mortgage match.

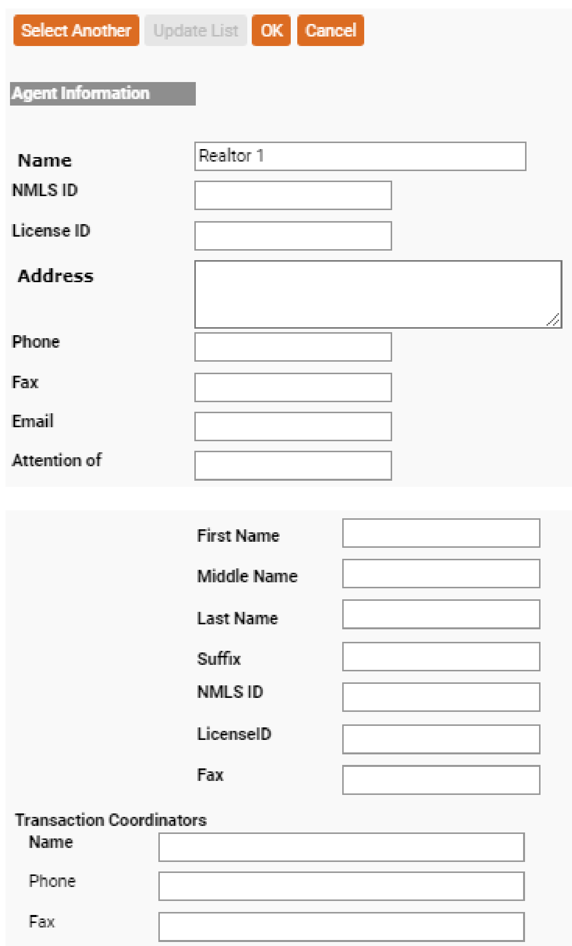


Listing/Seller Agent

This section allows you to enter the information for the Listing Agent. The benefit to completing this information is that it allows EPIC to update the HUD/CD for you.



If this is an agent that was on a prior file, you can click the ellipses button to locate them from the list (use the search tab to search by name or scroll through the list from the 'All Agents' tab), if you could not locate them, you can use the 'ADD' link to enter the agent's information; however, you can skip directly to entering the information by clicking the enter/edit button.



Once you have entered the information (or updated existing information), click the "Update List" button to save the agent to your ongoing list and/or click the OK button to save the information to this file and go back to the GENINFO tab.

Next, enter the Commission% or the Commission Amount. The system will automatically calculate the Commission Amount if the Commission% is entered first. This information will be transferred to your closing docs.

Selling/Buyer's Agent

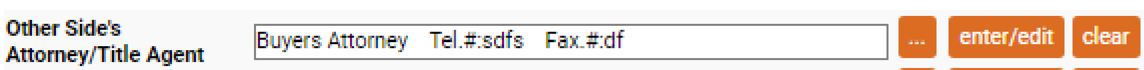
Follow the same instructions here as shown for the Listing/Seller Agent section.

Mortgage Broker

Follow the same instructions here as shown for the Listing/Seller Agent section.

Other Side's Attorney/Title Agent

Follow the same instructions here as shown for the Listing/Seller Agent section.

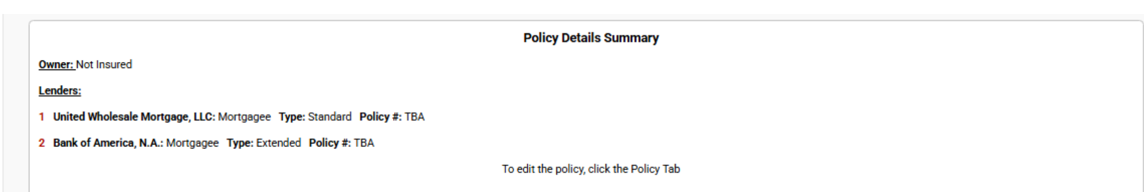


Other Side's Attorney Attorney

Follow the same instructions here as shown for the Listing/Seller Agent section.

Policy Details Summary

This section provides a summary of the file and policy information. The fields in this section cannot be edited directly, but are completed by EPIC as additional updates/entries are made in the file:

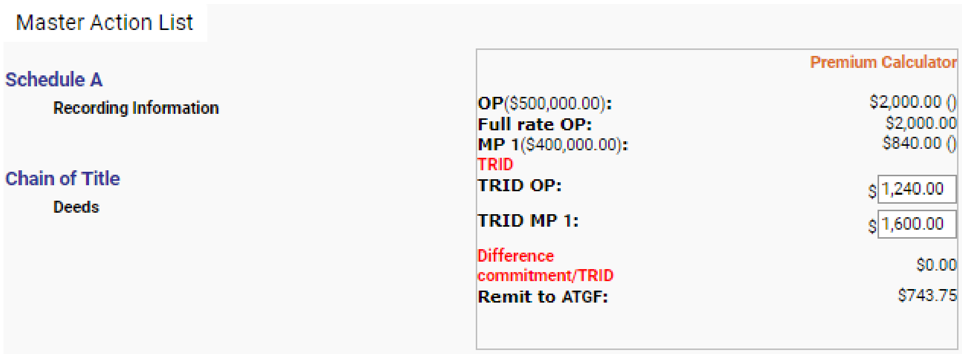


Archive File

The icon located at the bottom center of the GENINFO screen allows you to Archive the file. This is usually done to get rid of dropped deals, but keeping the information in EPIC in case the deal comes back or a new deal for the same property comes through.

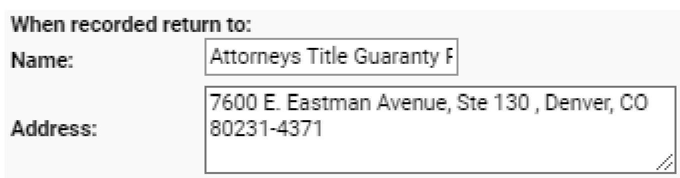
Policy Tab

Master Action List

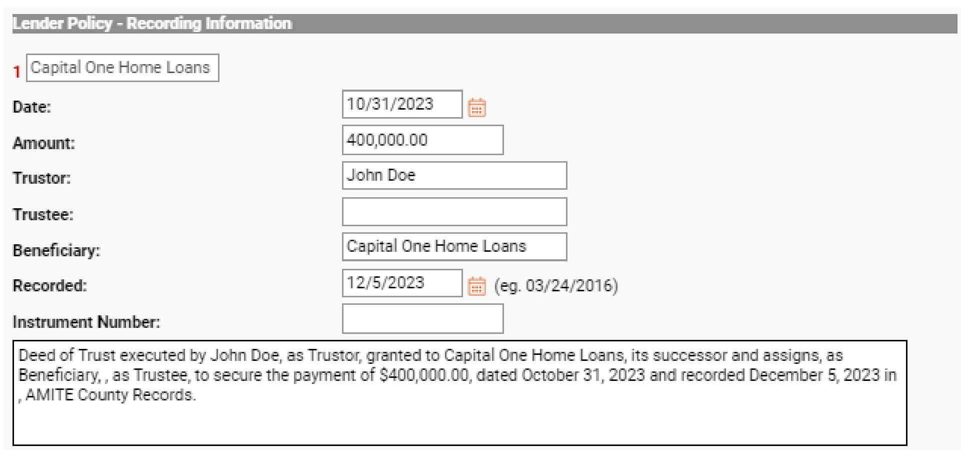


Schedule A

Click on the 'Recording Information' link to open the window to update the Deed of Trust recording information. Note: this screen will only require updating when a lender policy is listed in the GENINFO tab under the Lender Policy Details section. In the header section you will have the ability to update the "When recorded return to:" information:



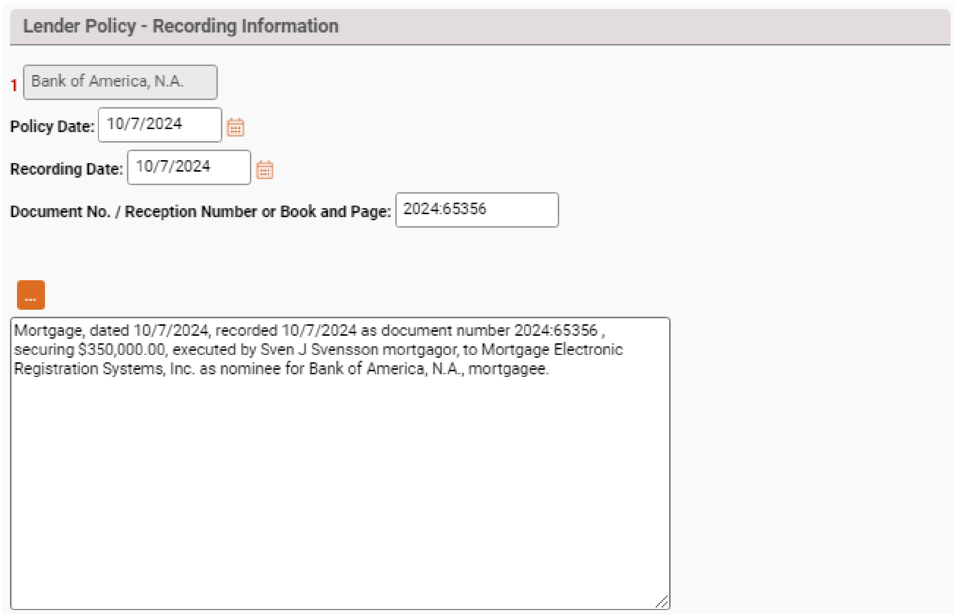
The next section labeled, "Lender Policy – Recording Information" presents all lenders, regardless as to whether the policy is insured. All information is pulled from the GENINFO tab, make sure that you have updated the recording dates there in the Policy Date field for the owner policy and the Dated Date field for the lender policy(ies). You should only need to update the "Trustee" and "Instrument Number" fields.

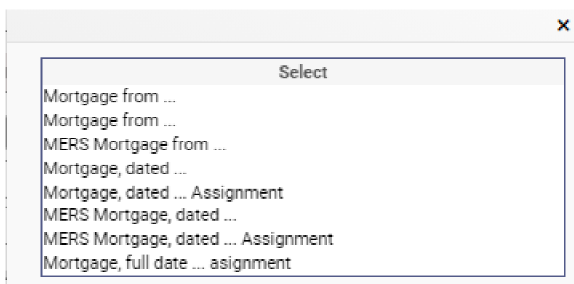


Minnesota and North Dakota have a different screen as well, only displaying the option for the policy date, recording date and Document No / Reception Number / Book and Page and is only limited to what can be typed into the field. Keep in mind that anything that is typed in the field will be preceded by "document number", so type information into the field based on that, i.e. *document number* "696859 in

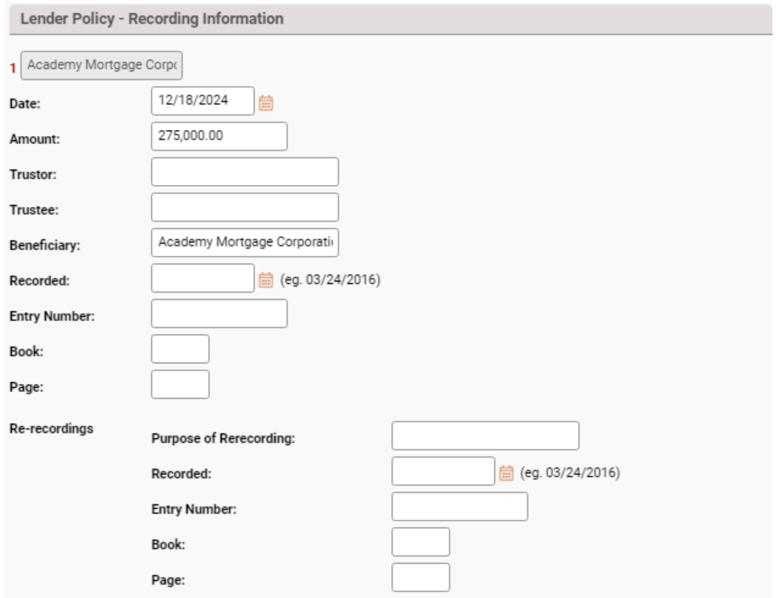
Book 576 at Page 34”. You also have the ellipses button that will give you several different preformatted clauses to choose from.

Note: Do not make changes to the Clause field until you have completed all the information in the input fields prior to it. Once the information is changed in the clause box, it will stop getting updates from the fields above it.





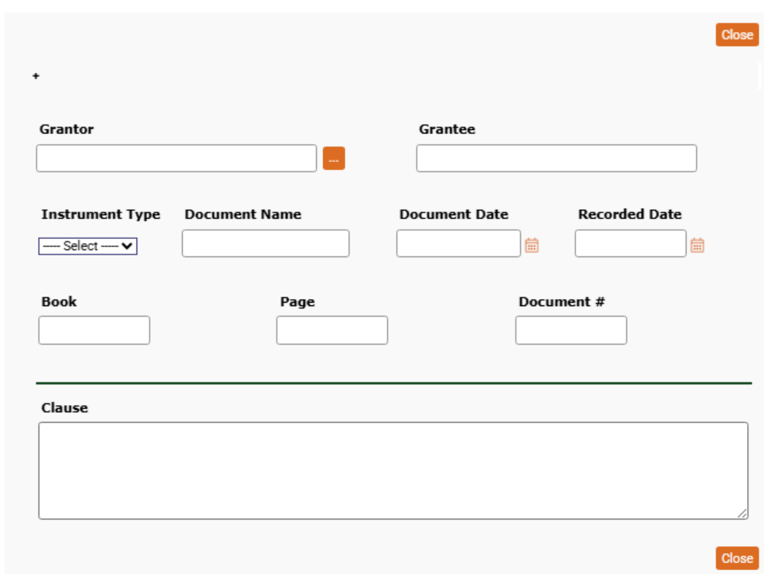
Note: Depending upon the state, some of these fields will be missing. For instance, UT does not have the text box, it has the fields available for the Document Date, Loan Amount, Trustor, Trustee, Beneficiary, Recorded Date, Entry Number, Book Number, Page number, as well as a section when the original Deed of Trust needs to be re-recorded:



The clause will auto generate based on the information that is entered above it. If any information needs to be manually updated, the clause can be edited directly in the text box. Do this **only after** all the fields above the clause are complete. Once changes are made to the clause field, it will change to an overwritten field and no longer update. Always remove the overwrite a field before changing it.

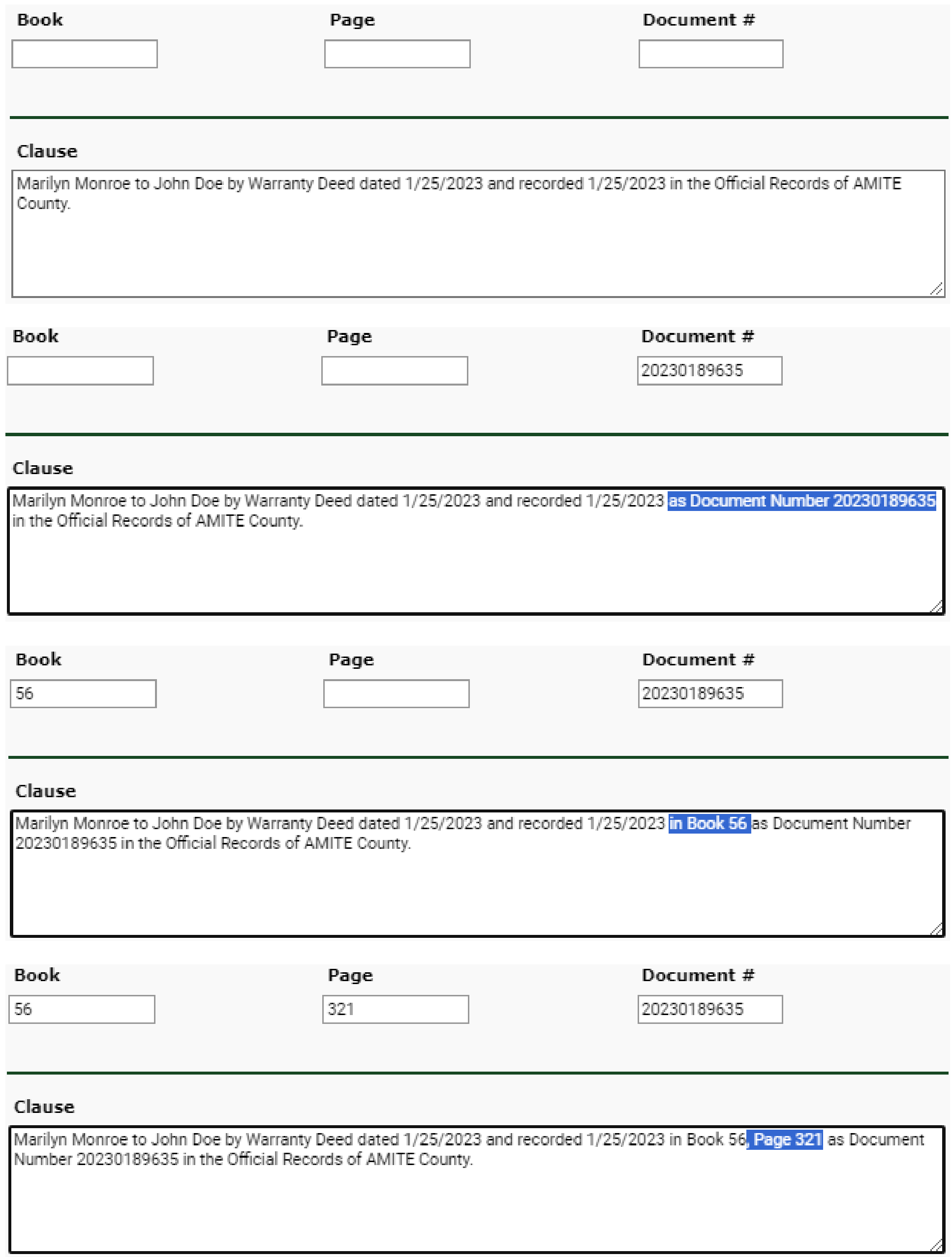
Deeds

This section contains the 24-month chain of title. Complete all the fields before entering another deed. Once you have completed both the Grantor and Grantee, you will see the current entry receive a "#1 Deed" to the left of the "+" sign. After completing the information for the current deed, click the "+" sign to open a new blank card to enter another. Continue this until you have entered all the deeds recorded in the last 24 months.



The clause will auto complete based on the information entered in the fields above it.

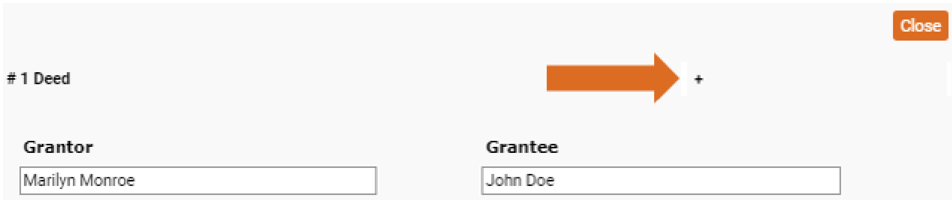
NOTE: The “Book”, “Page”, and “Document #” fields will only update the clause if they contain information; otherwise, the clause will not show “Book”, “Page”, or “Document #” if they are blank.



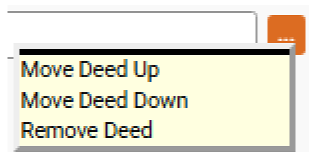
In some instances, you may need to change the clause from the pre-format provided. This is allowed in EPIC, but it is recommended that you fill in all the fields prior to changing any information located in the Clause field. Once all edits are made, press the Tab key to tab out of the field and trigger the overwrite confirmation box. Upon confirmation, the field will turn pink to visually indicate that it was overwritten.

Note: *You will need to remove the overwrite prior to making any corrections. This will clear all changes and put the field back to the default clause. Make all the updates necessary to the clause prior to tabbing out of the field and confirming the overwrite.*

Add another Deed by clicking the ‘+’ located at the top of the window:



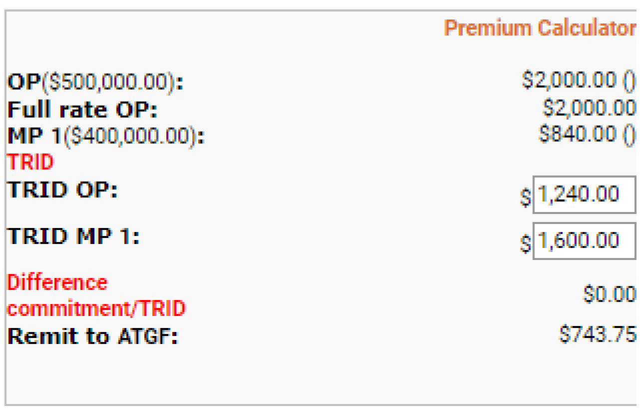
Repeat the above steps for each deed in the 24-month chain of title. You can change the order of the deeds by right-clicking on a deed tab and selecting either "Move Deed Up", "Move Deed Down", or "Delete Deed" from the ellipses button.



When complete, click 'Close'.

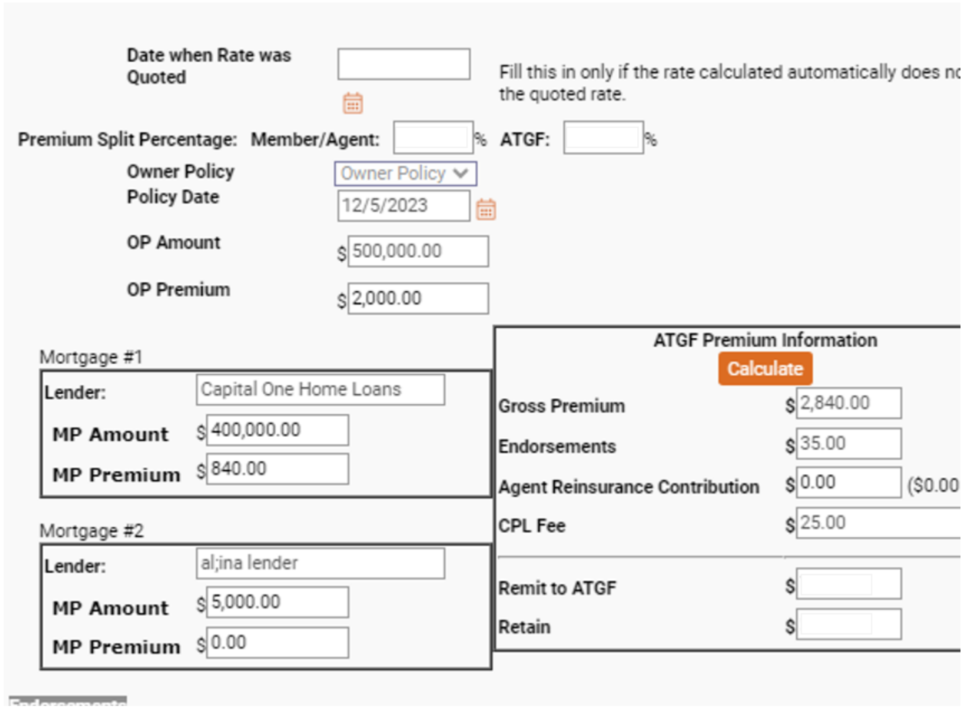
Premium Calculator

This provides an overview of the file's coverage and premiums, including the agent/underwriter split, and TRID calculations.



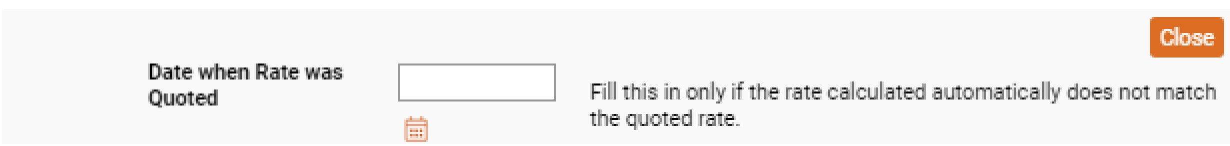
The TRID can be updated from this screen without launching the full Premium Calculator window. **The TRID information populates section 'H' of the Closing Disclosure.** The TRID is calculated using information from the CFPB; however, to get the information to appear in the CD so that it matches the actual EPIC premiums, you may need to update these to reflect the OP and MP amounts shown on this window.

To get additional information on the file, click "Premium Calculator".



Date when Rate was Quoted

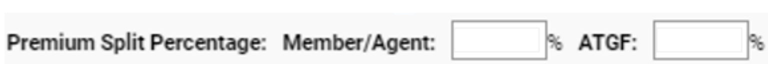
This field is used when quoting rates after a rate change. Inputting a date prior to the new effective date will force EPIC to use the old rates.



Note: This is most commonly used when there are new rate filings with the state. This ensures that the price that is quoted for closing remains and is not updated based on the newly filed rates.

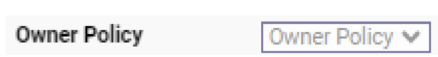
Premium Split Percentage: Member/Agent

These fields are for information only and cannot be edited. The information shown reflects the current split based on the agency agreement currently in effect. If this rate should differ (issuing a file prior to a new split agreement), the underwriter will need to update the split on file until the policies are issued and change it back.



Owner Policy

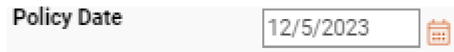
This field indicates whether the owner policy selected from the GENINFO tab is insured or not (this will not appear when refinance is selected during file setup). It will display Owner Policy or Not insured. If the file is a refinance, this field will not show on the premium calculator.



Note: *If there is an owner policy field showing in the Premium calculator for a refinance file, it means that there is information hidden in the Owner Policy field. To fix this, go back to the GEN INFO tab and change the file to Purchase and change the sell price to $0.00. Then, go down to the Owner Policy Details* *section, make sure the coverage amount is $0.00 and then change the Policy from Owner Policy to Not Insured. Once this is done, you can change the file type back to refinance. That should have resolved the problem.*

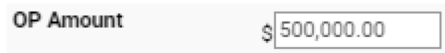
Policy Date

The Policy date is the recording date and can only be changed from the GENINFO tab. This field will not show up for all states.



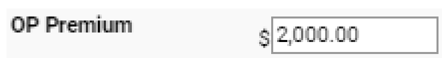
OP Amount

This field reflects the coverage amount for the owner policy. This is normally the purchase price, but may differ based on information entered in the GENINFO tab.



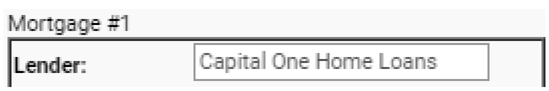
OP Premium

This field reflects the premium charged based on the OP Amount (coverage). Any discounts selected will also be reflected in the premium.



Mortgage #1: Lender

This field shows the name of the lender in the first (#1) position as entered in the GENINFO tab.



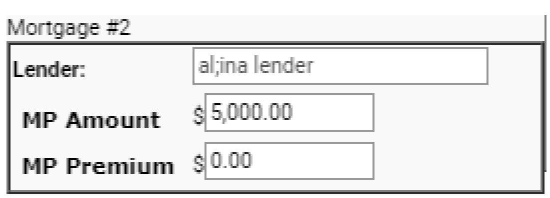
MP Amount

This field reflects the coverage amount listed in the Policy Amount field from the GENINFO tab.

MP Premium

This field reflects the premium charged based on the MP Amount for this mortgage less any selected discounts shown on the GENINFO tab.

Note: All additional lenders that are entered on the GENINFO tab will also appear in separate boxes below the Mortgage #1, each labeled with the corresponding lender from the GENINFO tab.



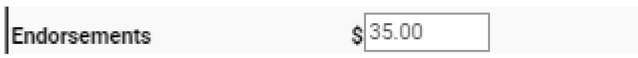
ATGF Premium Information:

Gross Premium

This is the total of all policy premiums. This amount is subject to the split mentioned in the previous section.

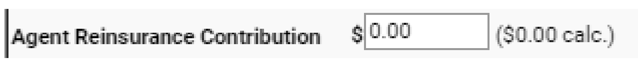
Endorsements

This reflects the sum of all endorsements that were added to the file from the Policy tab. This amount is subject to the split mentioned in the previous section.



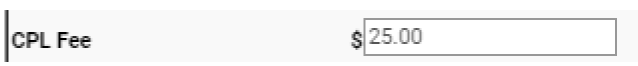
Agent Reinsurance Contribution

In most cases, this field will remain 0.00; however, any file that exceeds $20,000,000.00 (at the time this manual is written) will require additional premium to be paid by the title agency. The amounts due will be shown here. Note: The Agent Reinsurance Contribution amount is not subject to the split calculations, the full amount shown in this field should be included in the remittance amounts to ATGF.



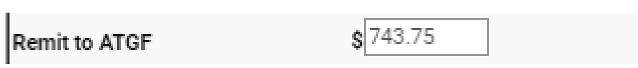
CPL Fee

This field shows the sum of all CPL charges for the file. One CPL fee per lender issues. It will not charge if corrections need to be made and reissued. Note: The CPL is not subject to the split, all funds collected for CPLs are forwarded to ATGF (unless otherwise specified in a rate filing)



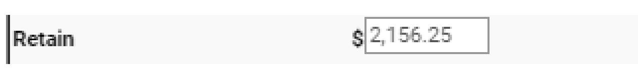
Remit to ATGF

This is the calculated amount based on the following calculation (this may differ by state): ((Gross Premium + Endorsements) X ATGF Split) + (Reinsurance + CPL Fee)



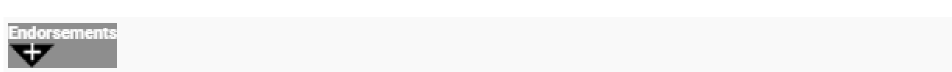
Retain

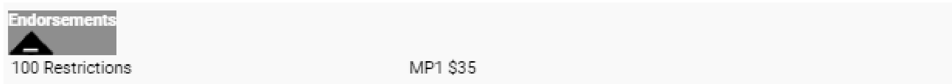
This is the calculated amount based on the following calculation (this may differ by state): ((Gross Premium + Endorsements) X Member/Agent Split) + (Reinsurance + CPL Fee)



Endorsements

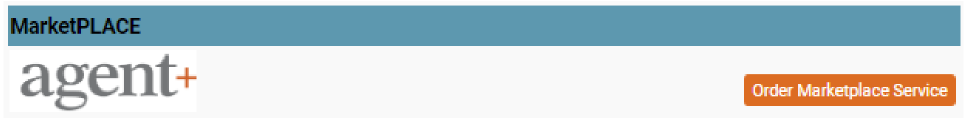
This section will list all endorsements added to the file from the Policy Tab. When first opened, the Endorsements will be collapsed, click on the '+' in the triangle to expand and see all the endorsements.





Each endorsement will be listed individually along with which policy the endorsement is issued to followed by the fee.

MarketPLACE



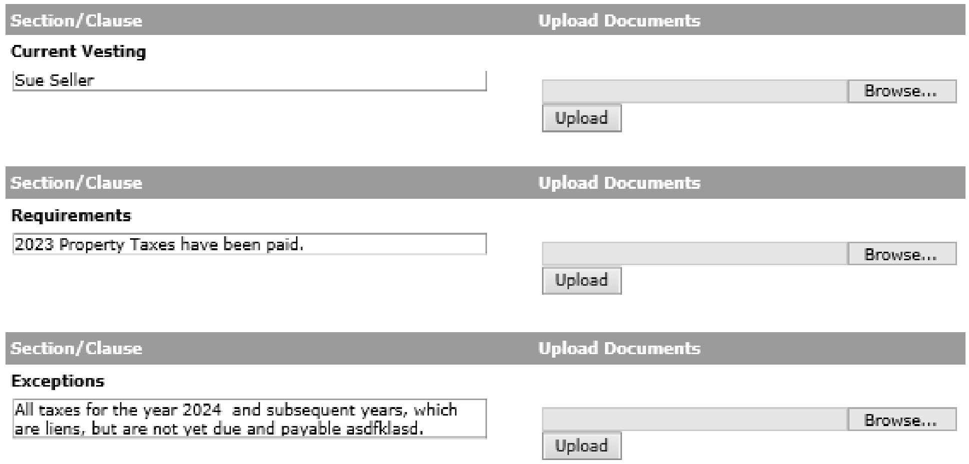
Click on the "Order Marketplace Service" button to access the agent+ services currently available.

Hyperlinked Commitments

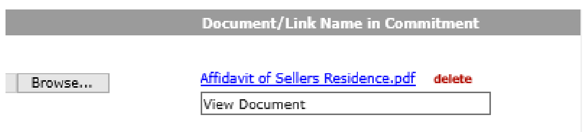
Currently, only the Hyperlinked Commitment & Client Portal is available in the above option. The fee for the service will appear to the far right (in this case $5.00). After selecting all the options needed for the file, the system will present the "ORDER NOW" button.

The screen will change to show the services ordered. Before working on the Hyperlinked Commitment, complete all the exceptions, requirements, and endorsements on the file. To prepare the hyperlinked commitment, click the button:

The new window will list all the vesting information, requirements, and exceptions, regardless of reference to any recorded documents. For each section, click on "Browse" to locate the file and then click Open. The file path information will appear in the gray text field. Click "Upload" to attach to the commitment. Repeat this process for each item that a file is available to upload.

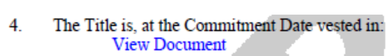


Verify that the files selected were correct by verifying the file name and clicking to view the document on the hyperlink (this will be the name of the file that was uploaded. Remember to always double-check to ensure that the system grabbed the correct file. If an incorrect file is found, click the delete link (shown in red text). The text field located under the hyperlink is the text that will show up on the commitment. You can change this to whatever you want, “View Document” is just the default text. The text has been changed to be more specific to the document such as “Click to view current vesting document” or “Click to view Property Tax document”.

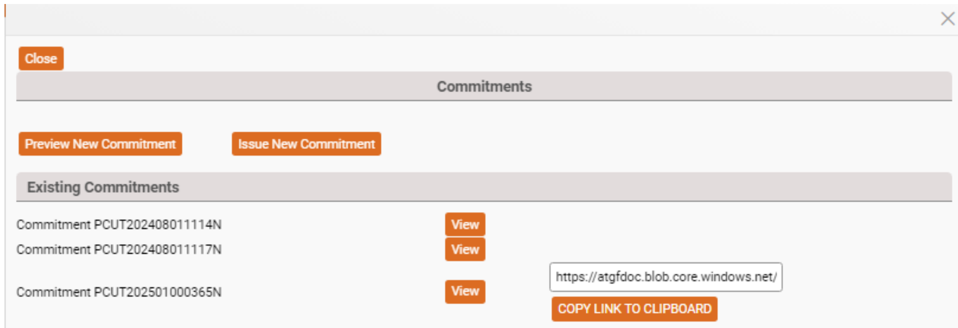


After the file has been QC’d, the commitment can be previewed. Scroll to the bottom of the window and click the “Preview Linked Commitment” button.

The commitment will have links labeled “View Document” (by default, but will be labeled as it is entered in as the Link Name while setting up the hyperlinked commitment) at each point in the commitment a supporting document was supplied.



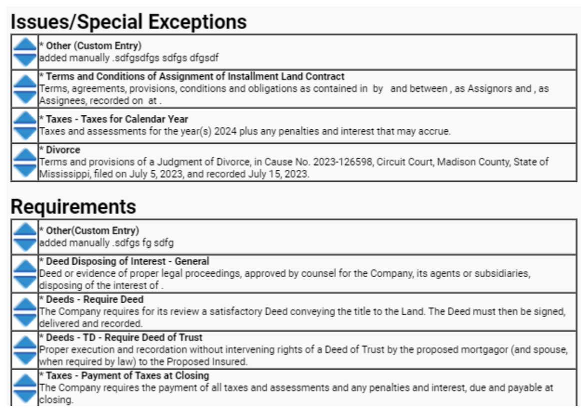
Once commitments are issued, hyperlinked commitments will show in the system differently from non-hyperlinked commitments, a link will be presented that can be emailed to the recipients instead of an attachment.



Exceptions

Issues/Special Exceptions

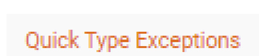
The first option available is the “Arrange” button. This can be used to put exceptions and requirements entered in EPIC into a specific order.



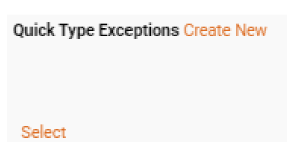
Use the arrows to the left of the exceptions and requirements to move them up and down the list as needed to meet the needs of the file.

Quick Type Exceptions

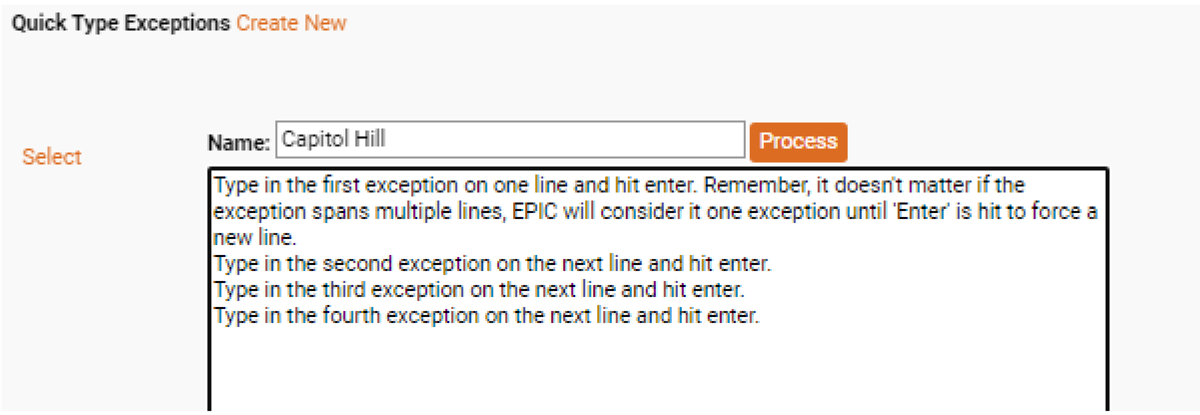
This link will allow the addition of pre-typed exceptions to the file without adding them individually. Click the link to open the Quick Type Exception screen.



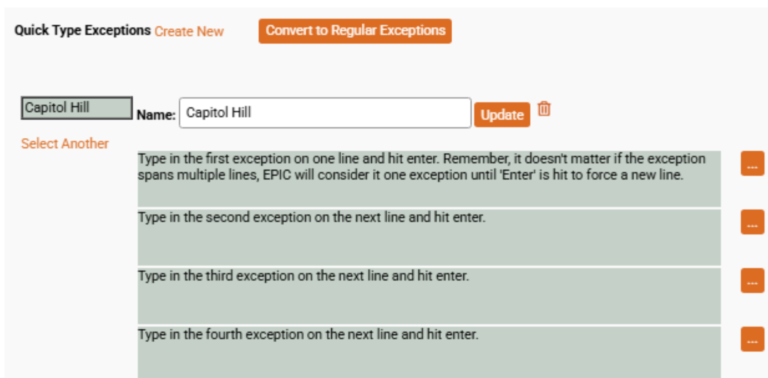
The window will display an option to Create New or Select.



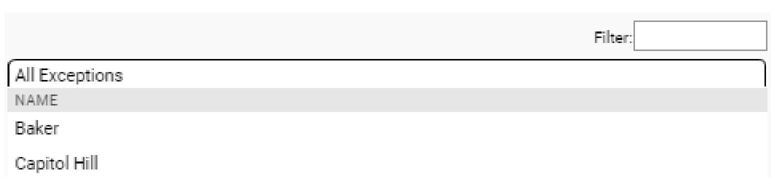
Click “Create New” to enable entry of the exceptions. In the “Name” field, enter the label for the exceptions being entered. It is recommended that you use the title of the subdivision so that it can be easily found when needed on a later file. Enter the exceptions into the main text box as seen below, when complete, click “Process”.



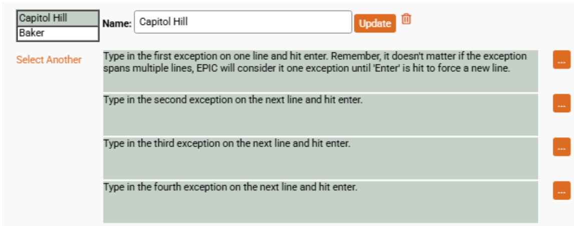
Once the exceptions are processed, the screen will display the text, and the name assigned to the group of exceptions.



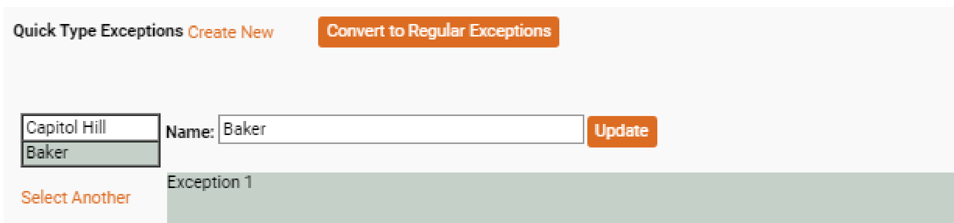
A new button will appear called “Update” which when changes/corrections are made to the exceptions, clicking update, will save the changes to be used on future files. To the left, “Select Another” will display the list of all saved exceptions:



If the list is too long to review easily, use the filter field to search for exceptions, the field only searches the assigned exception name, not the contents of the exceptions. Click on the exception list needed for the file. EPIC will automatically add it to the exceptions for the file but will not combine with any other exception list selected.



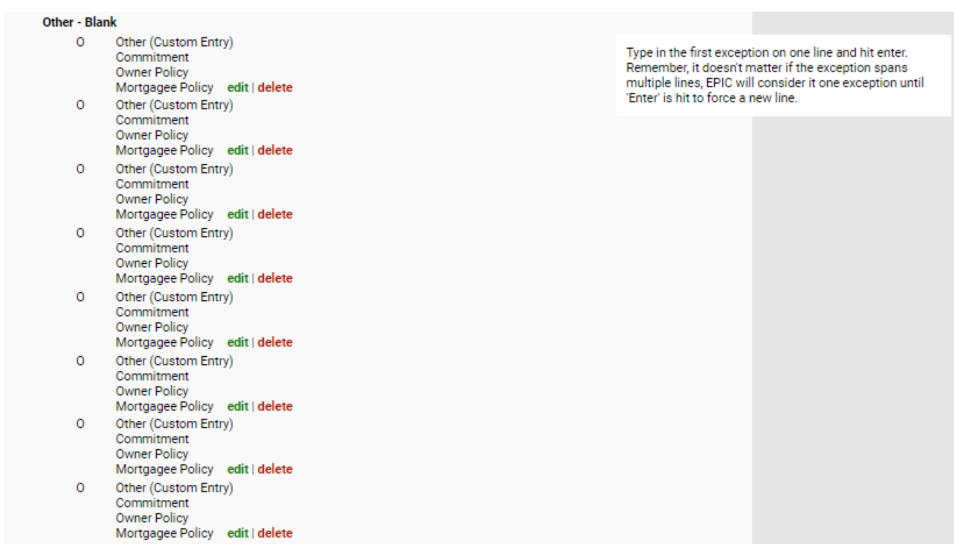
Switch between the exception "groups" by clicking the assigned name of the exception to the left of the window, as seen above. These exceptions should always appear after the exceptions selected in the main list. If these need to appear in a specific order, the quick type exceptions can be converted to regular exceptions. To do this, click the "Conver to Regular Exceptions" button located at the top of the Quick Type Exceptions pop-up window.



A confirmation box will appear asking for confirmation to convert the quick type to regular exceptions. Select OK to continue. After conversion, a conversion successful confirmation box will display.

Note: Doing this will convert all exceptions that were shown in the window, this includes all selected groupings.

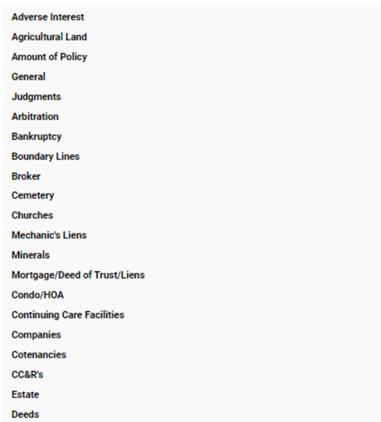
The Quick Type Exceptions window will close, scroll to the bottom of the Exceptions list to find "Other" or "Other - Blank" to see the list of the converted Quick Type Exceptions:



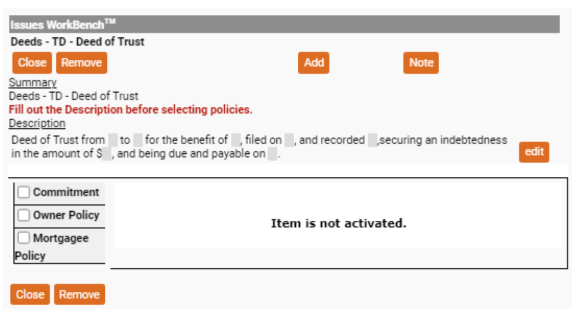
Hovering over each exception will reveal the text (as seen above with the first exception).

Exception Library

ATGF strove to provide as many pre-formatted exceptions to assist the title agent in quickly getting this part of the Title policy setup completed. Exceptions vary by state and additional Exceptions can be added upon request. The list shows the headings for similarly grouped exceptions that can be selected to add to the policy:

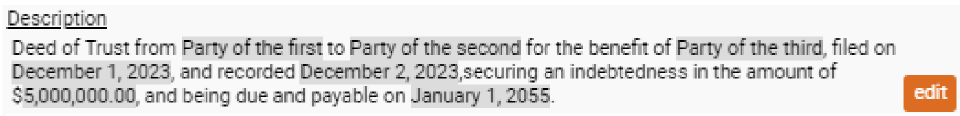


After selecting the header, a new window will populate showing all the pre-formatted exceptions for that subject. In the example above, "Deeds" was selected to reveal nearly 20 different Deed-related exceptions that can be chosen. As the file is being setup, you can select the same exception more than once if needed. These are here to help guide you with verbiage, etc. Locate and select the desired exception to load the dialogue box to customize the exception. Exceptions and requirements are state specific. What is shown above may not be available in your state. In this example, "Deed – TD – Deed of Trust" was selected:

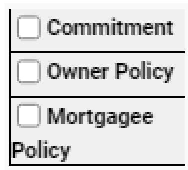


In the "Description", some exceptions will have grey text boxes that indicate additional information is needed to be input to complete the exception.

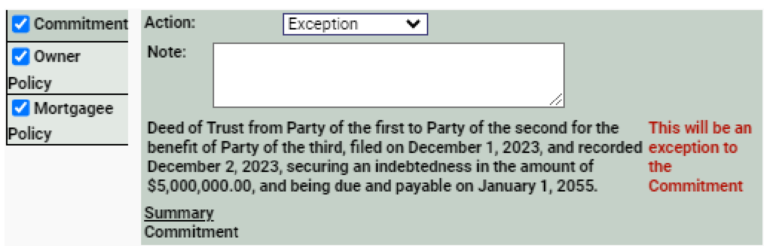
Click in the first field and enter the requested information (use visual cues based on what is typed, the field does not specify what information should be entered). After completing each field, pressing TAB will jump to the next field without the need of moving the mouse and clicking. If verbiage needs to be changed in the areas that are not grayed in, the edit feature for the description must be activated. To do this, click the "edit" button to the right of the Description field.



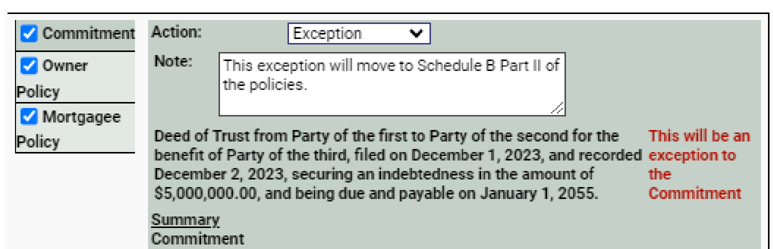
Once selected, the description box will have a border appear around it to indicate that edit mode is active. Make the necessary updates to the prefilled text and click out of the Description box once changes are complete to save them and exit edit mode. To control where the exception is applied, you can check the documents that it should appear:



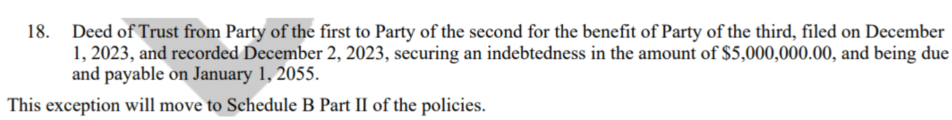
If an exception will be removed a requirement is met, click "Commitment" only. If this should appear on only one of the policies, click the policy that it should appear. This section will not contain more than the Commitment, Owner Policy, and Mortgagee Policy regardless the number of lenders that a policy will be issued. In the case of the Commitment and Mortgagee Policy, a "Note" field will appear:



The note field will populate a comment below the exception; however, it will only appear on the document selected at the time. Make sure that the note being typed will appear on the desired document. In the section above, if a note were typed, it would appear as a note under the exception for the Commitment. The Mortgagee Policy would need to be clicked on and a note updated there as well if it should appear there. Below we have a note entered for the commitment:

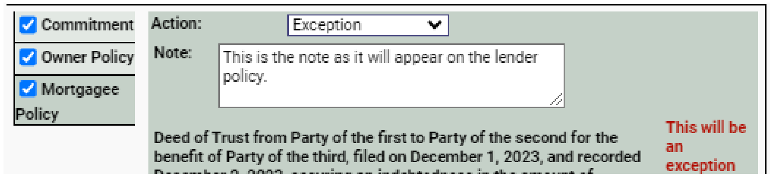


It would appear on the commitment as follows:


18. Deed of Trust from Party of the first to Party of the second for the benefit of Party of the third, filed on December 1, 2023, and recorded December 2, 2023, securing an indebtedness in the amount of $5,000,000.00, and being due and payable on January 1, 2055.

This exception will move to Schedule B Part II of the policies.

Adding another note to the same exception, but to have it appear on the lender policy this time. Click the Mortgagee Policy tab on the left, enter the note and click close to save the changes.



Similarly, the Note would show on the lender policy below the same exception as seen below:

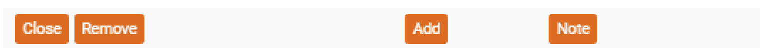
16. Deed of Trust from Party of the first to Party of the second for the benefit of Party of the third, filed on December 1, 2023, and recorded December 2, 2023, securing an indebtedness in the amount of $5,000,000.00, and being due and payable on January 1, 2055.

This is the note as it will appear on the lender policy.

This functionality is for any exception added to the file regardless as to it being a pre-formatted exception or a manually created exception. It must be in the standard exception list to work; notes are not available for quick type exceptions.

TIP: When using notes, add "Note:" or "Note to the above:" to the beginning of the text to make it easier to differentiate from the exception. A reference to the exception the note applies to would also be helpful to ensure that the reader understands which reference the note applies.

When finished, click the 'Close' button located at the top and bottom of the window. If it becomes necessary to do multiple endorsements of the same type, instead of clicking 'Close', click 'Add' (located at the top center of the window):



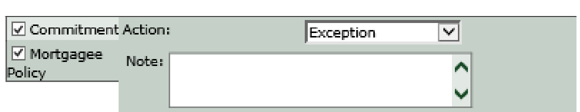
Add will save the changes made to the current exception and reset the window to as it was when first opened. This allows for the next exception to be completed without the need to click in the exception library, locate the exception from the list and open it back up. Continue this until all exceptions of that type are entered into EPIC.

Other Exceptions – Subordinate Liens

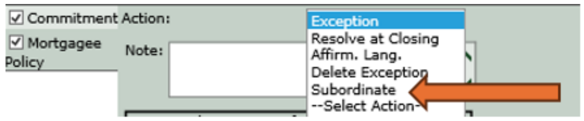
The section marked "Other - Blank" exception allows you to freely type in an exception that may not be listed in the exception library. This is also where you will need to list out any subordinate liens. To do this, draft your subordination clause, i.e.:

> A Deed of Trust from ____________________ to _______________ in the original amount of $_______ recorded on _______________ as Instrument No.: ______________ in the official records of the _______ County Recording Office. Said Deed of Trust is made subordinate to the deed of trust insured herein by that certain Subordination Agreement recorded on ______________ as Instrument No.: _______________ in the official records of the ____________ County Recording Office.

Once complete, select all documents that the exception should appear (Commitment and Mortgage Policy):

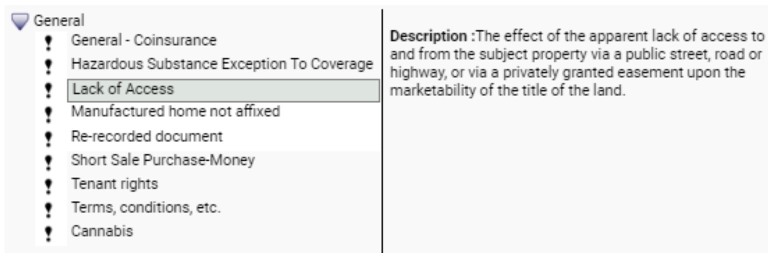


On the Mortgagee Policy tab, click on the Action drop down and change it from "Exception" to "Subordinate" to move the exception to Schedule B Part II of the policy:



Verify right of access to and from the land

This must be completed to issue a commitment and/or policy. Manual review of the file is triggered when 'No' is selected. This allows the underwriter the opportunity to review the file, confirm no right of access and ensure that the lack of access exception was added to the file. The Lack of Access exception is located under General:



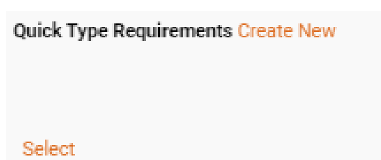
Requirements

This section of EPIC is used to document any requirements that must be met before closing.

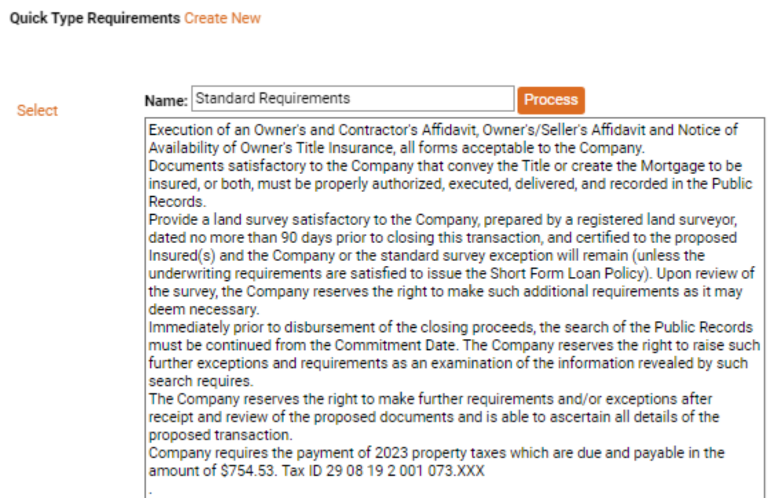
Quick Type Requirements

This link will allow the addition of pre-typed requirements to the file without adding them individually. Click the link to open the Quick Type Requirement screen.

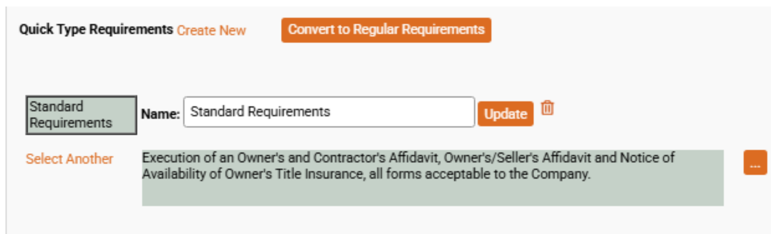
The window will display an option to Create New or Select.



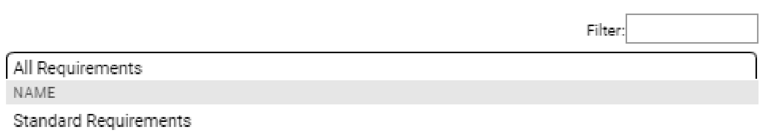
Click "Create New" to enable entry of the requirements. In the "Name" field, enter the label for the requirements being entered. It is recommended that you use the title of the subdivision so that it can be easily found when needed on a later file. Enter the requirements into the main text box as seen below, when complete, click "Process".



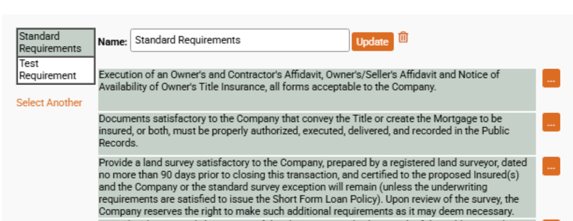
Once the requirements are processed, the screen will display the text, and the name assigned to the group of requirements.

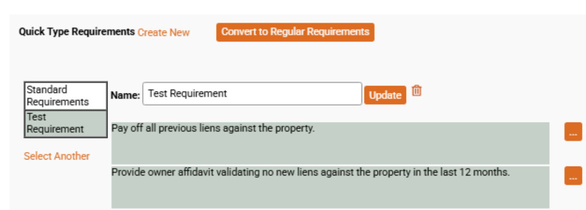


A new button will appear called "Update" which when changes/corrections are made to the requirements, clicking update, will save the changes to be used on future files. To the left, "Select Another" will display the list of all saved requirements:

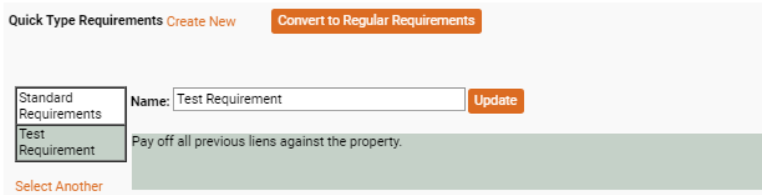


If the list is too long to review easily, use the filter field to search for requirements, the field only searches the assigned requirement name, not the contents of the requirements. Click on the requirement list needed for the file. EPIC will automatically add it to the requirements for the file but will not combine with any other requirement list selected.





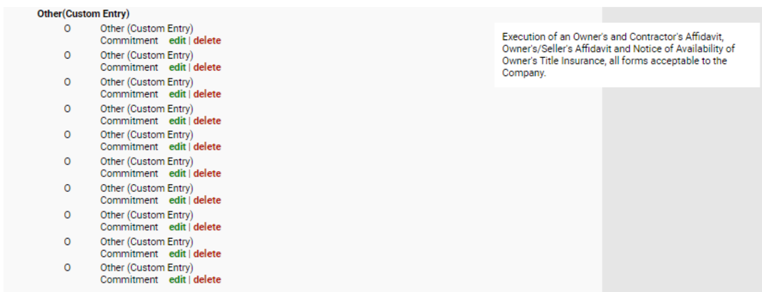
Switch between the requirement "groups" by clicking the assigned name of the requirement to the left of the window, as seen above. These requirements should always appear after the requirements are selected from the main list. If these need to appear in a specific order, the quick type requirements can be converted to regular requirements. To do this, click the “Conver to Regular Requirements” button located at the top of the Quick Type Requirements pop-up window.



A confirmation box will appear asking for confirmation to convert the quick type to regular requirements. Select OK to continue. After conversion, a conversion successful confirmation box will display.

Note: Doing this will convert all requirements that were shown in the window, this includes all selected groupings.

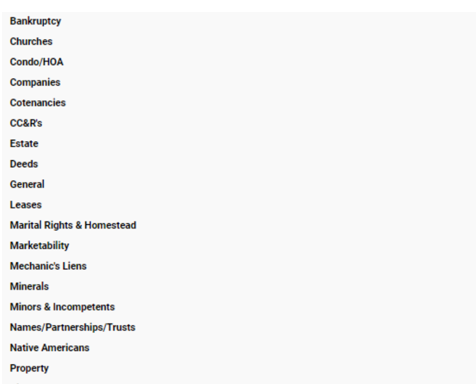
The Quick Type Requirements window will close, scroll to the bottom of the Requirements list to find “Other” or “Other (Custom Entry)" to see the list of the converted Quick Type Requirements:

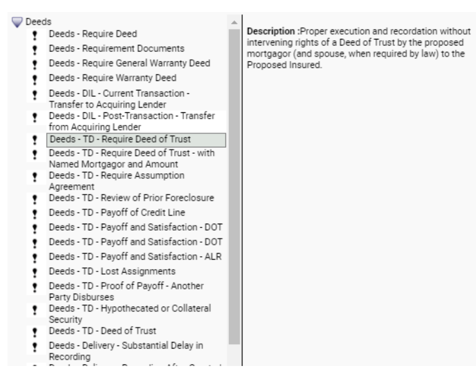


Hovering over each requirement will reveal the text (as seen above with the first requirement).

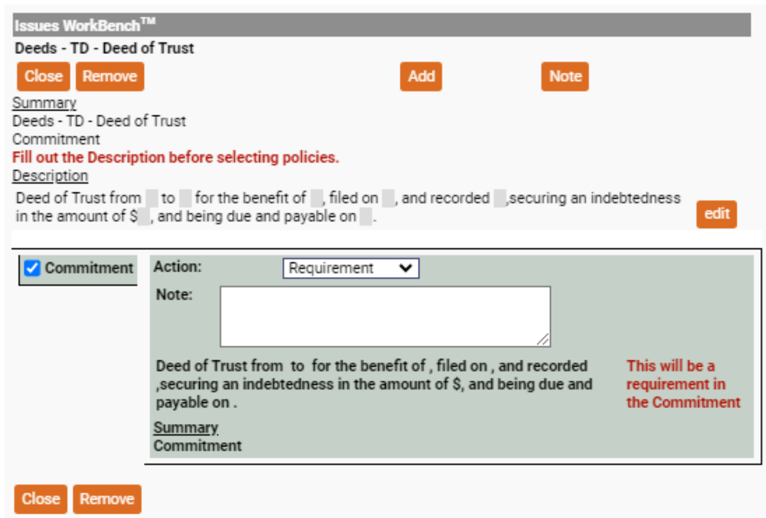
Requirement Library

ATGF strove to provide as many pre-formatted requirements to assist the title agent in quickly getting this part of the Title policy setup completed. Requirements vary by state and additional Requirements can be added upon request. The list shows the headings for similarly grouped requirements that can be selected to add to the policy:



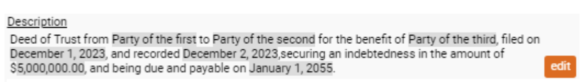


After selecting the header, a new window will populate showing all the pre-formatted requirements for that subject. In the example above, “Deeds” was selected to reveal over 20 different Deed-related requirements that can be chosen. As the file is being setup, you can select the same requirement more than once if needed. These are here to help guide you with verbiage, etc. Locate and select the desired requirement to load the dialogue box to customize the requirement. In this example, “Deed – TD – Deed of Trust” was selected:



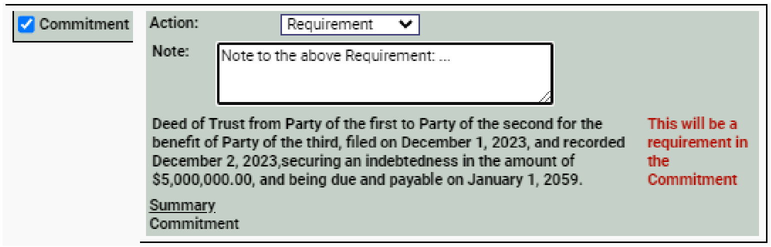
In the “Description”, some requirements will have grey text boxes that indicate additional information is needed to be input to complete the requirement.

Click in the first field and enter the requested information (use visual cues based on what is typed, the field does not specify what information should be entered). After completing each field, pressing TAB will jump to the next field without the need of moving the mouse and clicking. If verbiage needs to be changed in the areas that are not grayed in, the edit feature for the description must be activated. To do this, click the “edit” button to the right of the Description field.

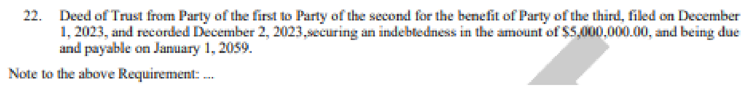


Once selected, the description box will have a border appear around it to indicate that edit mode is active. Make the necessary updates to the prefilled text and click out of the Description box once changes are complete to save them and exit edit mode.

The note field will populate a comment below the requirement; however, it will only appear on the document selected at the time. Make sure that the note being typed will appear on the desired document. In the section above, if a note were typed, it would appear as a note under the requirement for the Commitment. The Mortgagee Policy would need to be clicked on and a note updated there as well if it should appear there. Below we have a note entered for the commitment:



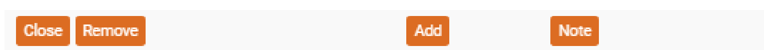
It would appear on the commitment as follows:



This functionality is for any requirement added to the file regardless as to it being a pre-formatted requirement or a manually created requirement. It must be in the standard requirement list to work; notes are not available for quick type requirements.

TIP: When using notes, add “Note:” or “Note to the above:” to the beginning of the text to make it easier to differentiate from the requirement. A reference to the requirement the note applies to would also be helpful to ensure that the reader understands which reference the note applies.

When finished, click the ‘Close’ button located at the top and bottom of the window. If it becomes necessary to do multiple endorsements of the same type, instead of clicking ‘Close’, click ‘Add’ (located at the top center of the window):



Add will save the changes made to the current requirement and reset the window to as it was when first opened. This allows for the next requirement to be completed without the need to click in the requirement library, locate the requirement from the list and open it back up. Continue this until all requirements of that type are entered into EPIC.

Endorsements

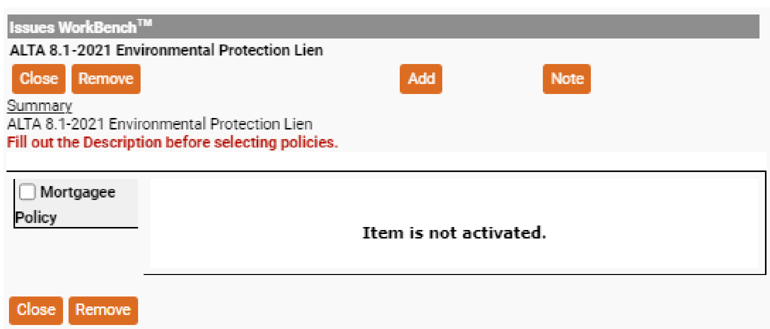
Here is where all the endorsements available for a file are housed. EPIC separates the endorsements into two categories, Common Endorsements and Other Endorsements.

Common Endorsements

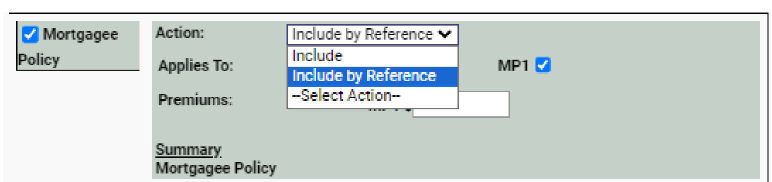
This section contains the most commonly issued endorsements and will vary by state. Consult the rate manual for all available endorsements.

In the example above, there are CLTA endorsements as well as ALTA endorsements. Some endorsements will only appear when certain items are selected on the file. If a P.U.D. endorsement is required, go back to the GENINFO tab and select that as the property type under property details. Follow similar steps if a condominium endorsement is required or if commercial endorsements are needed. Not all endorsements are affected this way, but the vast majority will show up only when they are available for the specified configuration.

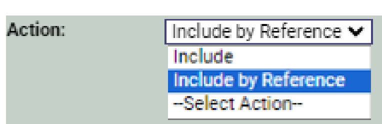
Once an endorsement is selected, a new window will appear:



The endorsement is not active until the policy that it should be applied is selected. Place a check in the box beside the policy. In some cases both owner and mortgagee policy will show; however, if the endorsement is not available for one or the other, it will not show.



Once selected, additional options will show in the body. The first, "Action" allows to change how the endorsement is reflected on the policy. Selecting 'Include' will add the endorsement to the end of the policy, whereas 'Include by Reference' will check a box on Schedule A.

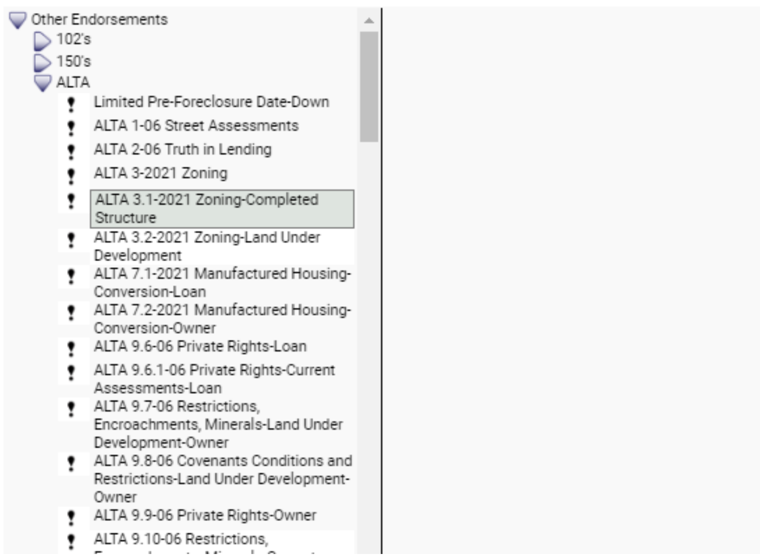


The second option "Applies To:" allows you to select all policies that fall in that policy type (MP1, MP2, MP3, etc.), only the number of lender policies being issued will appear. Having a second lender on the account, but marking it as Not Insured will cause that policy not to show on this screen. Remember to select and/or unselect each lender policy that should receive the endorsement.

The next field, "Premiums" will reflect the cost of the endorsement. This will always appear blank when first launched. To see if a fee applies, close the window, and reopen it, or review the premium calculator. Note that the endorsement amount will show the total charged for each lender policy being covered.

Other Endorsements

Like the Common Endorsements section above, the 'Other Endorsements' section shows a different list of endorsements, some of which will not display if the property is not configured for their use.



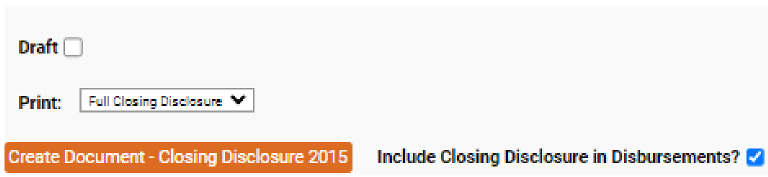
Follow the same instructions from the Common Endorsements to apply to the policy(ies).

Closing Disclosure/Disbursement Tab

There are four subsections in this tab; Closing Disclosure, Disbursement, 1099S, and Discharges.

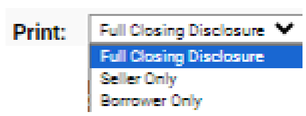
Closing Disclosure

In the first section of this tab, there are four options. Draft, Print, Create Document – Closing Disclosure 2015, and 'Include Closing Disclosure in Disbursements?'.



The Draft option should be selected when a draft CD needs to be printed.

The Print Dropdown controls the printing of the Full, borrower, or seller CD:

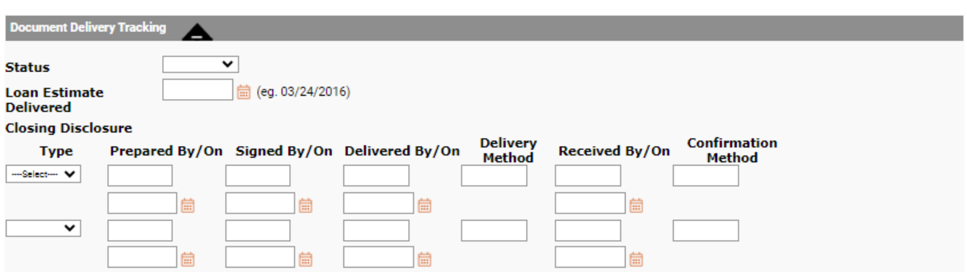


The 'Create Document – Closing Disclosure 2015' button generates the CD based on the options selected.

The 'Include Closing Disclosure in Disbursements?' option will transfer the information entered in the CD to the Disbursement sheet if checked.

Document Deliver Tracking

Click the '+' in the black triangle to open the contents of this section.

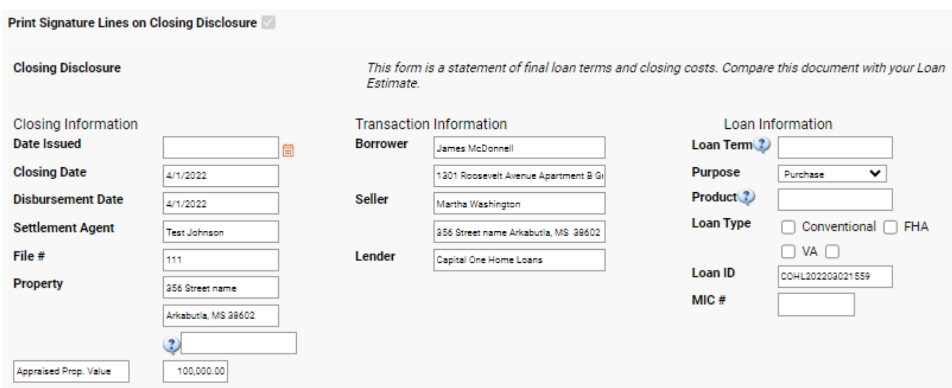


Fill in each field to track the CD. See the table below for detailed instructions:

Field Name	Example	Description
Status	Status	Select the status “Estimate” or “Final”
Loan Estimate Delivered	Loan Estimate Delivered (eg. 03/24/2016)	Enter the date the loan estimate was delivered
Closing Disclosure		
Type	Type ---Select---	Select Seller or Borrower
Prepared By / On	Prepared By/On	Indicate the preparer and date prepared
Signed By / On	Signed By/On	Indicated the signer and date signed
Delivered By / On	Delivered By/On	Indicate who delivered the CD and date delivered
Delivery Method	Delivery Method	Entered the method of delivery
Received By / On	Received By/On	Indicate who received the delivery and the date
Confirmation Method	Confirmation Method	Indicate the method that this delivery receipt was confirmed

Closing Information / Transaction Information / Loan Information

Most of the information for this section will auto-populate based on the information entered in the GENINFO tab. Fill in any necessary fields that are missing:



Field Name	Example	Description
Date Issued	Date Issued	Enter the issue date for the closing disclosure
Closing Date	Closing Date 4/1/2022	Auto-fills from EPIC
Disbursement Date	Disbursement Date 4/1/2022	Auto-fills from EPIC
Settlement Agent	Settlement Agent Test Johnson	Auto-fills from EPIC
File #	File # 111	Auto-fills from EPIC
Property	Property 356 Street name Arkabutla, MS 38602	Auto-fills from EPIC
<blank>		This field is for personal property value
Appraised Prop. Value	Appraised Prop. Value 100,000.00	Enter the appraised property value here.
Borrower	Borrower James McDonnell 1301 Roosevelt Avenue Apartment B Gi	Auto-fills from EPIC

Field Name	Example	Description
Seller	Seller Martha Washington 356 Street name Arkabutla, MS 38602	Auto-fills from EPIC
Lender	Lender Capital One Home Loans	Auto-fills from EPIC
Loan Term	Loan Term 30 years	Enter the term of the loan as 30 years, 1 yr. 6 mo., 9 months, etc.
Purpose	Purpose Purchase	Auto-fills from EPIC
Product	Product Fixed Rate	The first piece of information is any payment feature that may change the periodic payment, which includes Negative Amortization, Interest Only, Step Payment, Balloon Payment, or Seasonal Payment. The second piece of information disclosed is whether the loan uses an Adjustable Rate, Step Rate, or Fixed Rate to determine the interest rate applied to the principal balance.
Loan Type	Loan Type ☑ Conventional ☐ FHA ☐ VA ☐	Select the appropriate option
Loan ID	Loan ID COHL202203021559	Auto-fills from EPIC
MIC #	MIC #	This is for the FHA issued electronic Mortgage Insurance Certification number.

Loan Terms

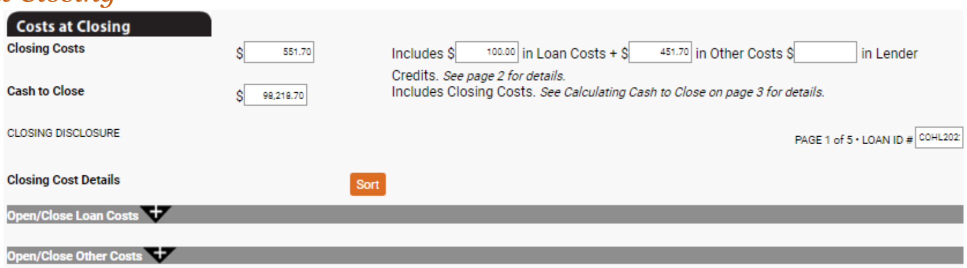
Field Name	Example	Description
Loan Amount	$ 2,333.00	Auto-fills from EPIC. Select if the amount can increase after closing.
Interest Rate	6.1253 %	Auto-fills from EPIC. Select if the amount can increase after closing.
Principal & Interest	Monthly Principal & Interest $	Select the payment frequency, amount of the P&I payment, and indicate if the payment can change after closing.
Total Payment	See Projected Payments below for your Total Monthly Payment	Indicate the frequency of the next section's projected payments.
Prepayment Penalty		Indicate if the loan has a prepayment penalty, if so, select the highest amount of the penalty and the number of years it is in effect.
Balloon Payment		Indicate if there is a balloon payment, if so, indicate the amount and date it is required to be paid.
Number of Columns	Number of Columns 1	Select the number of columns to be displayed in the Projected Payments section.

Projected Payments

Field Name	Example	Description
Payment Calculation	Years	Enter the number of years
Principal & Interest	$ min $ max	Enter the minimum and maximum payment for P&I payments
Mortgage Insurance	+	Mortgage Insurance

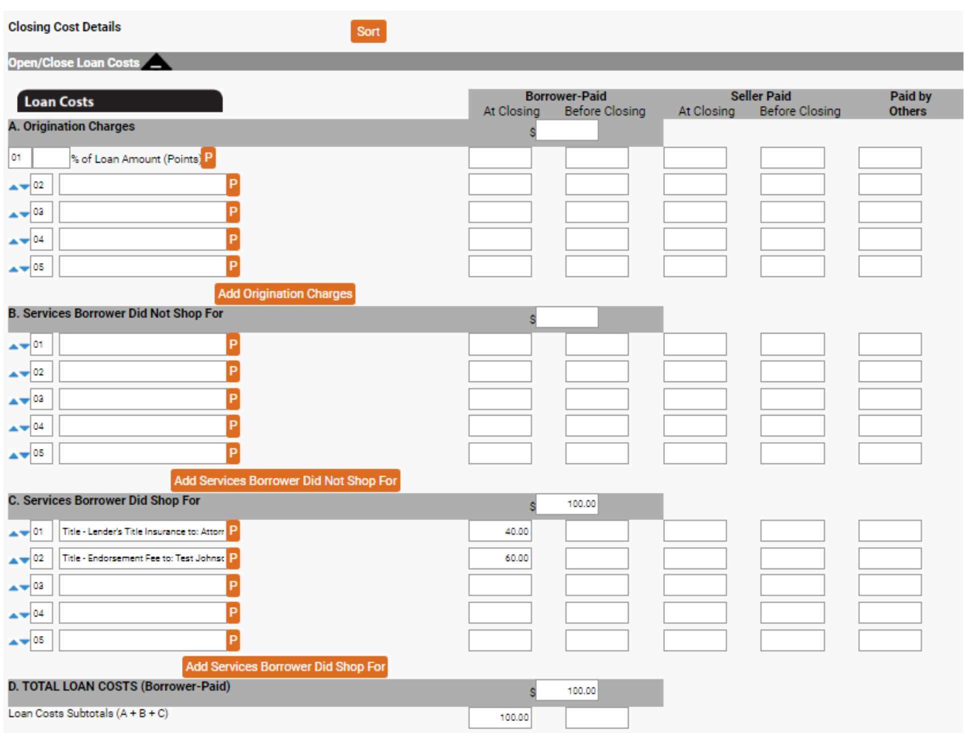
Field Name	Example	Description
Estimated Escrow	+	Estimated Escrow
Estimated Total	Estimated Total Monthly Payment	Select the payment frequency and estimated payment total
Estimated Taxes, Insurance & Assessments	$ a month	Enter the total estimated Taxes, Insurance & Assessments and select the frequency.
Property Taxes	Property Taxes	Select if the estimates for the above include Property taxes and if it is Escrowed.
Homeowner Insurance	Homeowner Insurance	Select if the estimates for the above include Homeowner Insurance and if it is Escrowed.
Other	Other:	Select if something else is included in the estimates above and if it is escrowed.

Costs at Closing



Click on the '+' in the black triangle to the right of "Open/Close Loan Costs" to update information for this section.

Loan Costs



Section A – Origination Charges

Enter items associated with origination. The P icon indicates that the amount charge will be paid by the purchaser. You can change to the seller by clicking the icon once to open the window and moving the amount from the borrower to the seller.

Section B – Services Borrower Did Not Shop For

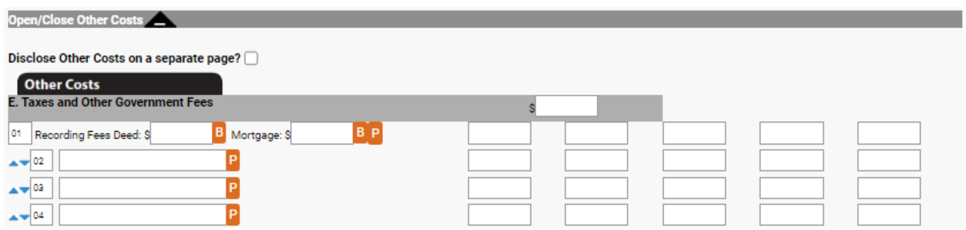
Section C – Services Borrower Did Shop For

Section D – Total Loan Costs (Borrower-Paid)

Click on the '+' in the black triangle to the right of "Open/Close Other Costs" to update information for this section.

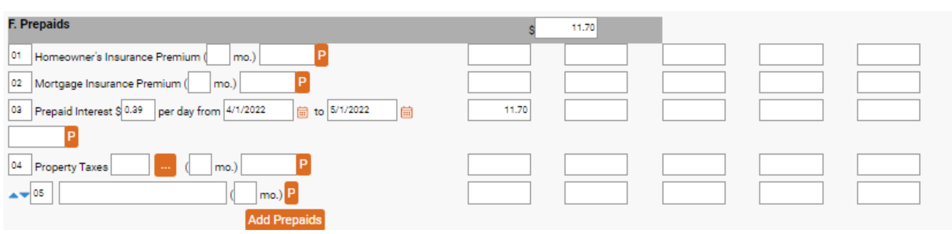
Other Costs

Section E – Taxes and Other Government Fees

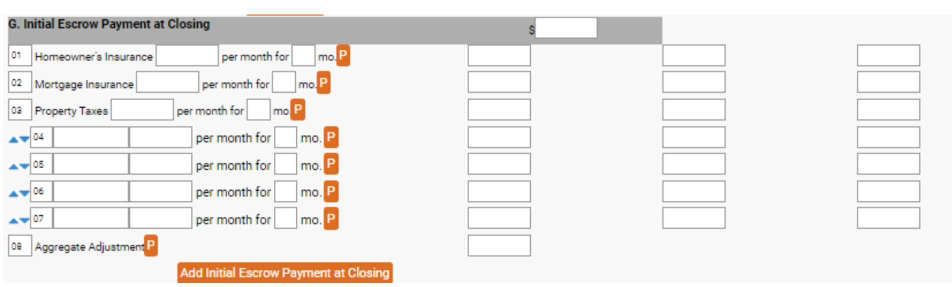


Note: In sections that contain the "B" or "S" box, click these to move the charge from the Borrower to the Seller.

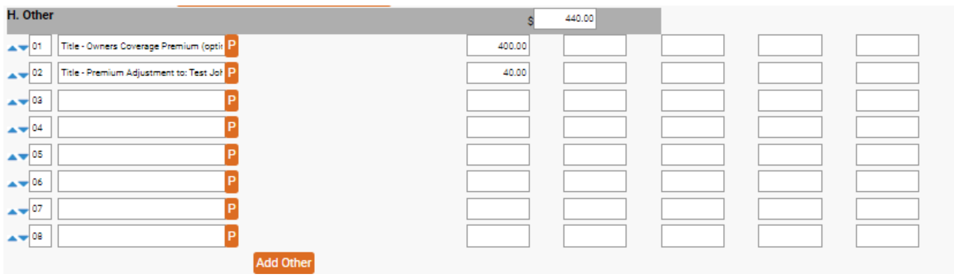
Section F – Prepaids



Section G – Initial Escrow Payment at Closing



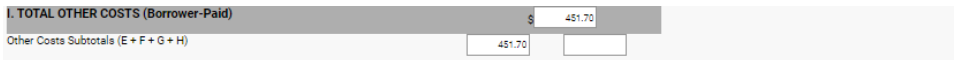
Section H – Other



H. Other		$ 440.00
01	Title - Owners Coverage Premium (opti	400.00
02	Title - Premium Adjustment to: Test Jot	40.00
03		
04		
05		
06		
07		
08		

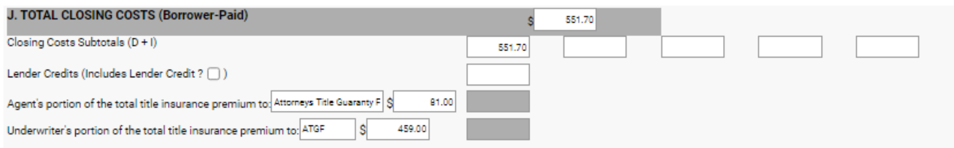
Add Other

Section I – Total Other Costs



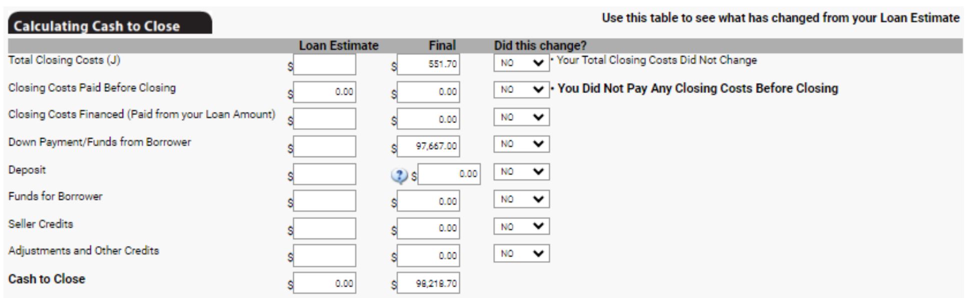
I. TOTAL OTHER COSTS (Borrower-Paid)	$ 451.70
Other Costs Subtotals (E + F + G + H)	451.70

Section J – Total Closing Costs (Borrower-Paid)



J. TOTAL CLOSING COSTS (Borrower-Paid)			$ 551.70
Closing Costs Subtotals (D + I)			551.70
Lender Credits (Includes Lender Credit ?)			
Agent's portion of the total title insurance premium to:	Attorneys Title Guaranty F	$ 81.00	
Underwriter's portion of the total title insurance premium to:	ATGF	$ 459.00	

Calculation Cash to Close



Calculating Cash to Close — Use this table to see what has changed from your Loan Estimate

	Loan Estimate	Final	Did this change?	
Total Closing Costs (J)	$	$ 551.70	NO	• Your Total Closing Costs Did Not Change
Closing Costs Paid Before Closing	$ 0.00	$ 0.00	NO	• You Did Not Pay Any Closing Costs Before Closing
Closing Costs Financed (Paid from your Loan Amount)	$	$ 0.00	NO	
Down Payment/Funds from Borrower	$	$ 97,667.00	NO	
Deposit	$	$ 0.00	NO	
Funds for Borrower	$	$ 0.00	NO	
Seller Credits	$	$ 0.00	NO	
Adjustments and Other Credits	$	$ 0.00	NO	
Cash to Close	$ 0.00	$ 98,218.70		

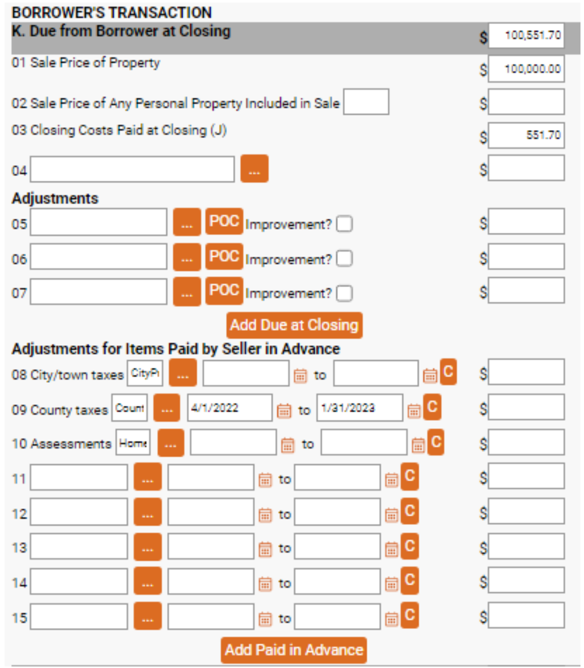
Summaries of Transactions

Summaries of Transactions — Use this table to see a summary of your transaction

Open/Close Summaries of Transaction

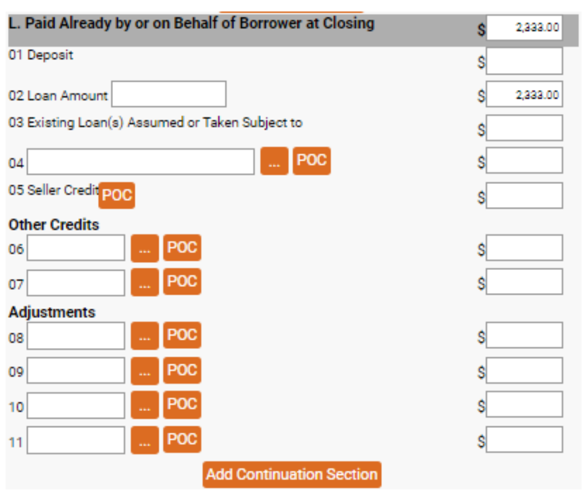
Click '+' in the black triangle to expand the section.

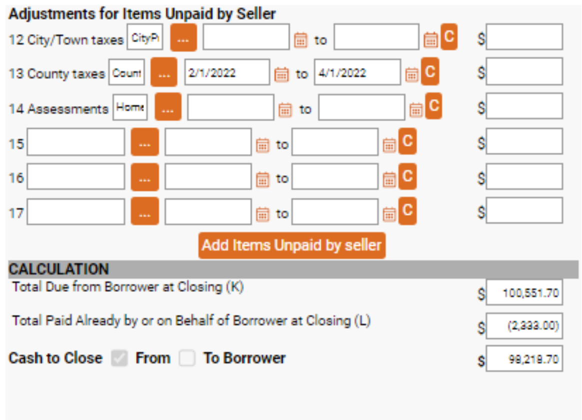
Section K



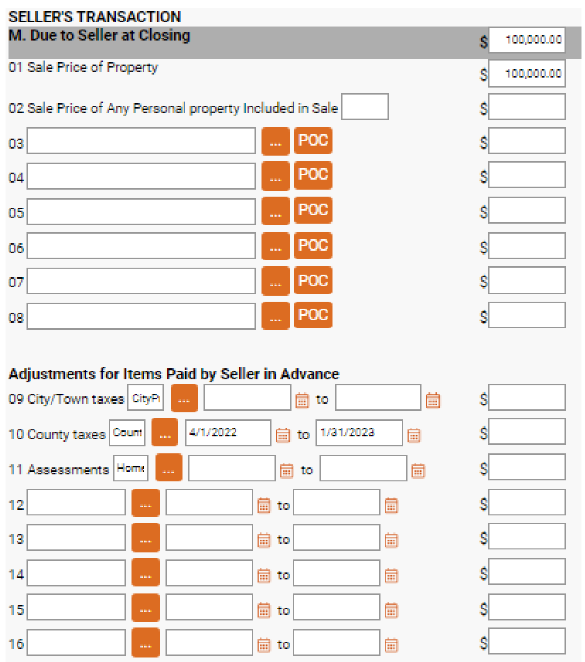
Note: "POC" boxes indicate if the item is being paid outside of closing. For fields containing a "C" box, click this to open the calculator. Functionality changes based on the field being updated.

Section L

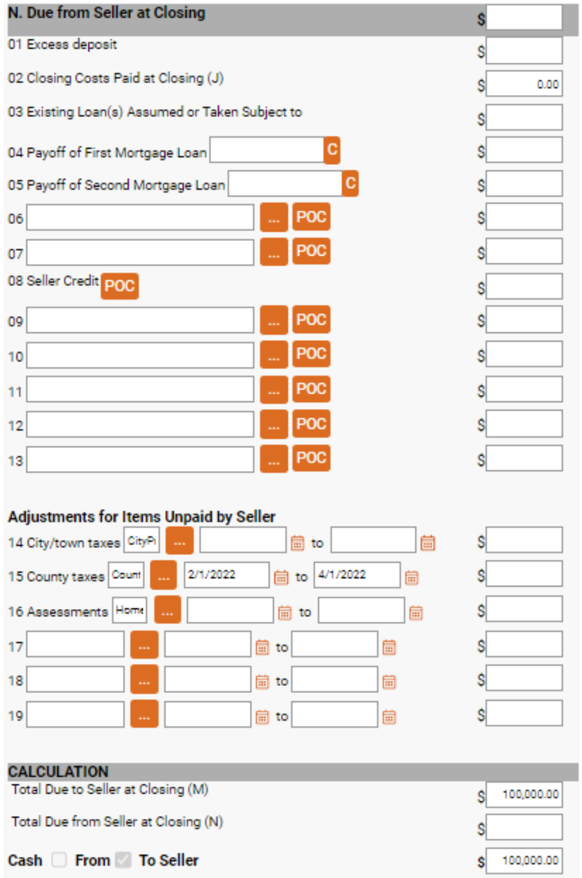




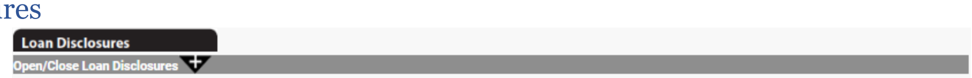
Section M



Section N



Loan Disclosures



Click '+' in the black triangle to expand the section.

Assumption
If you sell or transfer this property to another person, your lender
☐ will allow, under certain conditions, this person to assume this loan on the original terms.
☐ will not allow assumption of this loan on the original terms.

Demand Feature
Your Loan
☐ has a demand feature, which permits your lender to require early repayment of the loan. You should review your note for details.
☐ does not have a demand feature.

Late Payment
If your payment is more than ☐ days late, your lender will charge a late fee of ☐

Negative Amortization (Increase in Loan Amount)
Under your loan terms, you
☐ are scheduled to make monthly payments that do not pay all of the interest due that month. As a result, your loan amount will increase (negatively amortize), and your loan amount will likely become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.
☐ may have monthly payments that do not pay all of the interest due that month. If you do, your loan amount will increase (negatively amortize), and, as a result, your loan amount may become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.
☐ do not have a negative amortization feature.

Partial Payments
Your lender
☐ may accept payments that are less than the full amount due (partial payments) and apply them to your loan.
☐ may hold them in a separate account until you pay the rest of the payment, and then apply the full payment to your loan.
☐ does not accept any partial payments.
If this loan is sold, your new lender may have a different policy.

Security Interest
You are granting a security interest in
356 Street name, Arkabutla, Missis
...

You may lose this property if you do not make your payments or satisfy other obligations for this loan.

Escrow Account
For now, your loan
☐ will have an escrow account (also called an "impound" or "trust" account) to pay the property costs listed below. Without an escrow account, you would pay them directly, possibly in one or two large payments a year. Your lender may be liable for penalties and interest for failing to make a payment.

Escrow		
Escrowed Property Costs over Year 1	$	Estimated total amount over year 1 for your escrowed property costs:
Non-Escrowed Property Costs over Year 1	$	Estimated total amount over year 1 for your non-escrowed property costs: You may have other property costs.
Initial Escrow Payment	$	A cushion for the escrow account you pay at closing. See Section G on page 2.
Monthly Escrow Payment	$	The amount included in your total monthly payment.

☐ will not have an escrow account because ☐ you declined it ☐ your lender does not offer one. You must directly pay your property costs, such as taxes and homeowner's insurance. Contact your lender to ask if your loan can have an escrow account.

No Escrow		
Estimated Property Costs over Year 1	$	Estimated total amount over year 1. You must pay these costs directly, possibly in one or two large payments a year.
Escrow Waiver Fee	$	

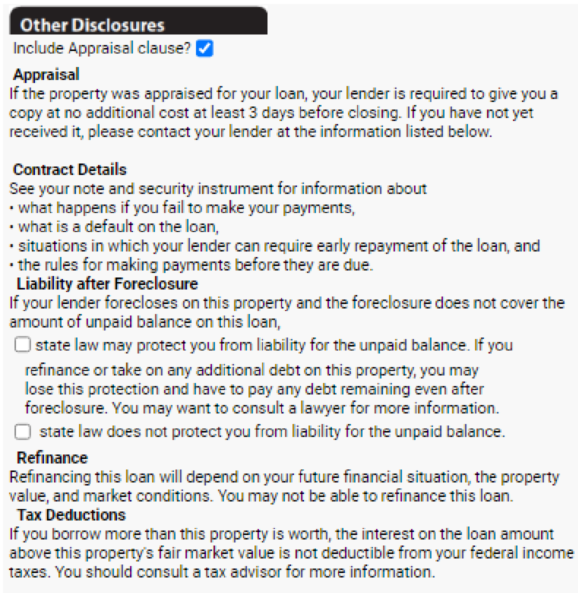
In the future,
Your property costs may change and, as a result, your escrow payment may change. You may be able to cancel your escrow account, but if you do, you must pay your property costs directly. If you fail to pay your property taxes, your state or local government may (1) impose fines and penalties or (2) place a tax lien on this property. If you fail to pay any of your property costs, your lender may (1) add the amounts to your loan balance, (2) add an escrow account to your loan, or (3) require you to pay for property insurance that the lender buys on your behalf, which likely would cost more and provide fewer benefits than what you could buy on your own.

Loan Calculations

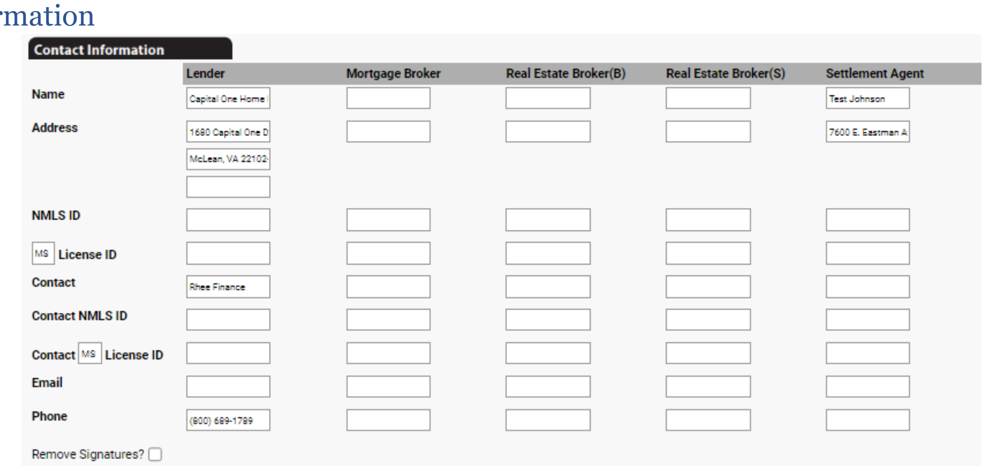
Loan Calculations

Total of Payments. Total you will have paid after you make all payments of principal, interest, mortgage insurance, and loan costs, as scheduled.	$
Finance Charge. The dollar amount the loan will cost you.	$
Amount Financed. The loan amount available after paying your upfront finance charge.	$
Annual Percentage Rate (APR). Your costs over the loan term expressed as a rate. This is not your interest rate.	%
Total Interest Percentage (TIP). The total amount of interest that you will pay over the loan term as a percentage of your loan amount.	%

Other Disclosures



Contact Information



Information in this section should automatically populate based on the information that was entered in the GENINFO tab. Any information that is missing or incorrect can be manually entered to overwrite the field.

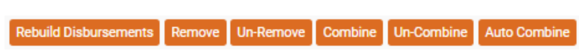
Disbursement

Create Disbursements Document

Transfer to QuickBooks Online

Bank Account Information

Disbursement Tool Bar



Cash Receipts

Cash Receipts			Total Cash Receipts: $100,551.70
Line Item	**Check Received From**	**Memo/Description**	**Amount**
L.02	Loan Amount	Loan Amount	$ 2,333.00
303	ddddd	Cash From Borrower	$ 98,218.70
			$

Cash Disbursements

Cash Disbursements			Total Cash Disbursements: $100,551.70
Line Item	**Check Payable To**	**Memo/Description**	**Amount**
603	Martha Washington	Cash To Seller	$ 100,000.00
F.03	Capital One Home Loans	Prepaid Interest	$ 11.70
1108	ATGF	Underwriter's portion	$ 459.00
1107	Attorneys Title Guaranty Fund. Ir	Agent's portion	$ 81.00
			$

Note: Total Cash Receipts and Total Cash Disbursements amounts need to match to validate a file that is in balance. If these do not match, it is necessary to review the Closing Disclosure for any errors. An additional validation method to check if the file is in balance is by looking for the "Difference Receipts/Disbursements" located at the bottom of this page. A balanced file will show $0.00.

Difference Receipts/Disbursements: $0.00

1099S

Closing Disclosure | Disbursement | **1099S** | Discharges

Verify Seller Data

Verify Seller Data

Rpt?	Foreign?	Same addr as above	Name	TIN/SSN	Street Addr	City/ Town	State	Zip	Gross Proceeds	Buyer's Part of Real Estate Tax	M
			Martha Was				MS				

Account Number: 111 See Details

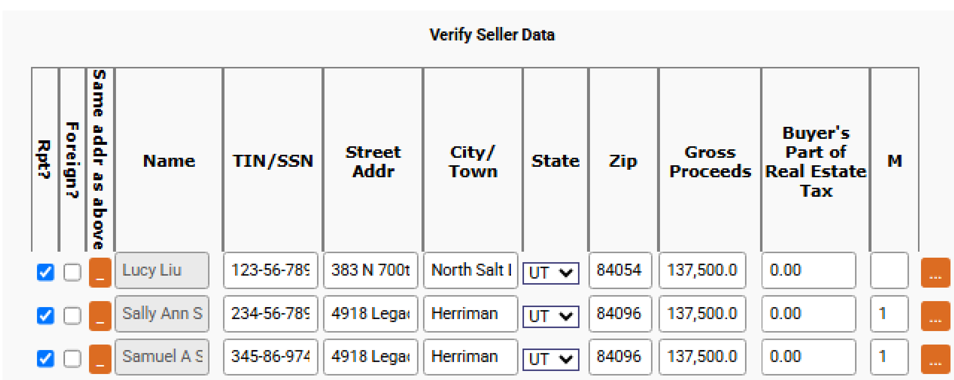
Transferor received or will receive property or services as part of the consideration

1099-S Filings List

Include in 1099-S end-of-year list

Using the information collected at closing, complete all the fields shown for each seller. Once complete, place a check in the box below the file number if the seller received property or services as part of the sale. Select "Include in 1099-S end-of-year list" if this file will be sent as a bulk upload to the IRS. Remember, the IRS requires all 1099's reporting to be submitted using the IRS FIRE system. Use the 1099s questionnaire and 1093 completed by the seller to gather the information for this screen.

Field	Instructions
Rpt?	Check this box if this line will be reported to the IRS.
Foreign?	Check this box if the seller is a non-US citizen. Refer to FIRPTA guidelines
Same addr as above	If you did not include a forwarding address in EPIC, the report will show the property address. Use this to change to the forwarding address.
Name	This is the name of the seller.
TIN/SSN	Enter the TIN/SSN of the seller
Street Addr	Enter the forwarding street address for the seller.
City/Town	Enter the forwarding city/town for the seller.
State	Enter the forwarding state for the seller.
Zip	Enter the forwarding zip for the seller.
Gross Proceeds	This is the Gross transaction amount, not the amount the seller walks away with. If there is more than one seller and each sold individually, the amount of the gross proceeds must be split according to the party's shares. Individuals filing jointly are considered a single party, for example John Seller and Sally seller as joint tenants, and Brian Smith are the three parties to the transaction; however, John and Sally Seller are filing jointly, then the gross proceeds would be split in half.
Buyer's Part of Real Estate Tax	Enter $0 unless the buyer paid the property tax at closing for the tax year due. Do not include credits, only include amounts actually paid to the taxing authority for that year.
M	This section is for Blank – individual report # – Married Filing Jointly (this number is placed by the parties filing jointly), if there are more than one party that file jointly, then place a different duplicate number for each pair, i.e. 1, 1 and 2, 2, etc.



Verify Seller Data

Rpt?	Foreign?	Same addr as above	Name	TIN/SSN	Street Addr	City/Town	State	Zip	Gross Proceeds	Buyer's Part of Real Estate Tax	M	
☑	☐	_	Lucy Liu	123-56-789	383 N 700t	North Salt I	UT	84054	137,500.0	0.00		...
☑	☐	_	Sally Ann S	234-56-789	4918 Lega	Herriman	UT	84096	137,500.0	0.00	1	...
☑	☐	_	Samuel A S	345-86-974	4918 Lega	Herriman	UT	84096	137,500.0	0.00	1	...

☐ VOID ☐ CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Attorneys Title Guaranty Fund. Inc. 9220 BASS LAKE ROAD STE 238 NEW HOPE, MN 55428-3108 1 (800) 800-8001	1 Date of closing 1/31/2025 2 Gross proceeds $ 137500.00	OMB No. 1545-0997 Form **1099-S** (Rev. January 2022) For calendar year 20 24	**Proceeds From Real Estate Transactions**
FILER'S TIN 42345 · TRANSFEROR'S TIN 123-56-7894	3 Address (including city, state, and ZIP code) or legal description 8835 West 3000th South, Magna, Utah 84044		**Copy C** **For Filer**
TRANSFEROR'S name Lucy Liu	4 Check here if the transferor received or will receive property or services as part of the consideration ▶ ☐		For Privacy Act and Paperwork Reduction Act Notice, see the **current General Instructions for Certain Information Returns.**
Street address (including apt. no.) 383 N 700th West, Unit B City or town, state or province, country, and ZIP or foreign postal code North Salt Lake UT, 84054	5 Check here if the transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust) ▶ ☐		
Account number (see instructions) ATGF-2025-0821-UT	6 Buyer's part of real estate tax $ 0.00		

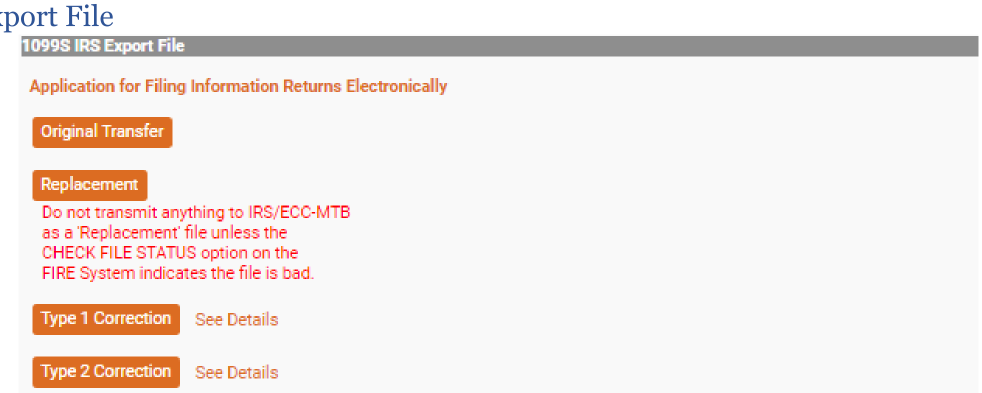
Form **1099-S** (Rev. 1-2022) www.irs.gov/Form1099S Department of the Treasury - Internal Revenue Service

☐ CORRECTED (if checked)

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Attorneys Title Guaranty Fund. Inc. 9220 BASS LAKE ROAD STE 238 NEW HOPE, MN 55428-3108 1 (800) 800-8001	1 Date of closing 1/31/2025 2 Gross proceeds $ 137500.00	OMB No. 1545-0997 Form **1099-S** (Rev. January 2022) For calendar year 20 24	**Proceeds From Real Estate Transactions**
FILER'S TIN 42345 · TRANSFEROR'S TIN 234-56-7891	3 Address (including city, state, and ZIP code) or legal description 8835 West 3000th South, Magna, Utah 84044		**Copy B** **For Transferor**
TRANSFEROR'S name Sally Ann Seller Samuel A Seller	4 Transferor received or will receive property or services as part of the consideration (if checked) ▶ ☐		This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this item is required to be reported and the IRS determines that it has not been reported.
Street address (including apt. no.) 4918 Legacy Springs Dr City or town, state or province, country, and ZIP or foreign postal code Herriman UT, 84096	5 If checked, transferor is a foreign person (nonresident alien, foreign partnership, foreign estate, or foreign trust) ▶ ☐		
Account number (see instructions) ATGF-2025-0821-UT	6 Buyer's part of real estate tax $ 0.00		

Form **1099-S** (Rev. 1-2022) (keep for your records) www.irs.gov/Form1099S Department of the Treasury - Internal Revenue Service

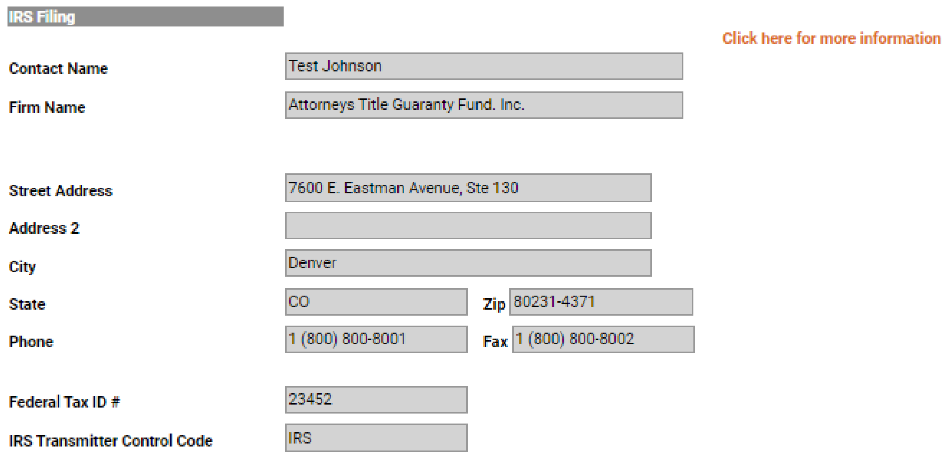
1099S IRS Export File



Before the IRS FIRE system can be used, companies must obtain a TCC (Transmission Control Code). Follow this link on setting up a TCC number: https://www.irs.gov/tax-professionals/about-information-returns-ir-application-for-transmitter-control-code-tcc-for-filing-information-returns-electronically-fire. Use this section only if transmitting individual files to the IRS. Bulk uploads are available that can be done at the end of the year for all files processed during the prior year.

Original Transfer

Clicking this button will open the IRS file window, verify the information in the first section.

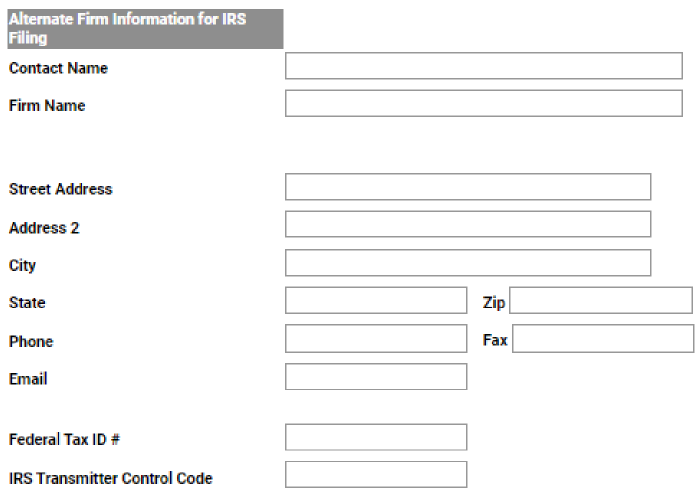


IRS Filing

Click here for more information

Contact Name	Test Johnson		
Firm Name	Attorneys Title Guaranty Fund. Inc.		
Street Address	7600 E. Eastman Avenue, Ste 130		
Address 2			
City	Denver		
State	CO	Zip	80231-4371
Phone	1 (800) 800-8001	Fax	1 (800) 800-8002
Federal Tax ID #	23452		
IRS Transmitter Control Code	IRS		

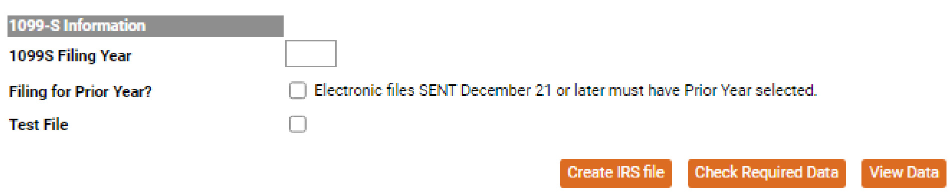
Enter any alternate (company) filing information for the IRS in the section labeled 'Alternate Firm Information for IRS Filing'. This is only used when filing under a parent company. If you are filing under your own credentials, then there is no need to complete this section.



Alternate Firm Information for IRS Filing

Contact Name			
Firm Name			
Street Address			
Address 2			
City			
State		Zip	
Phone		Fax	
Email			
Federal Tax ID #			
IRS Transmitter Control Code			

Now enter the filing year and click on "Check Required Data" to verify that a valid file can be created.



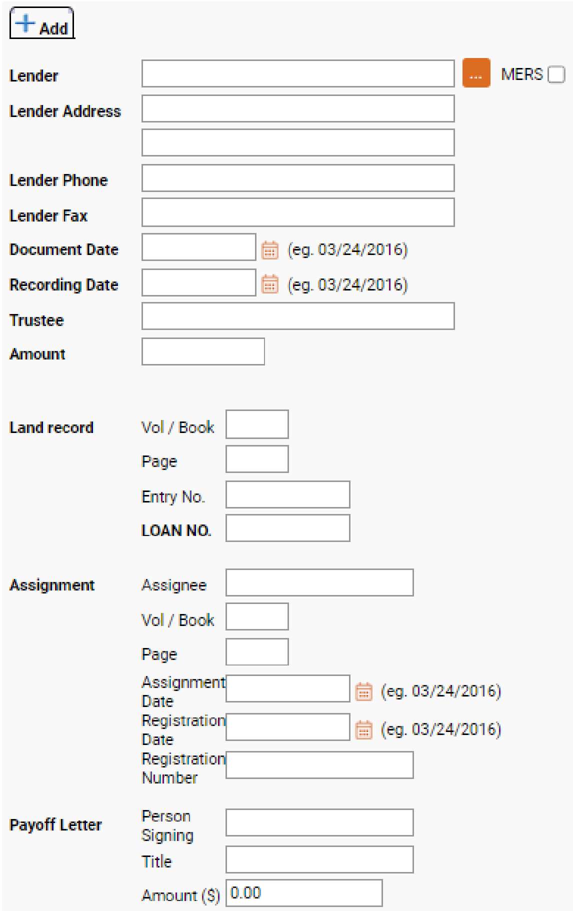
1099-S Information

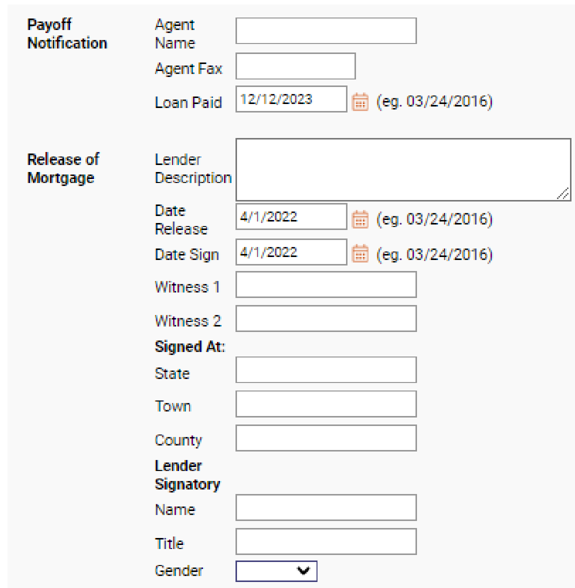
1099S Filing Year	
Filing for Prior Year?	☐ Electronic files SENT December 21 or later must have Prior Year selected.
Test File	☐

Create IRS file | Check Required Data | View Data

Any errors in the required data will be shown as a pop-up message in EPIC. Click "View Data" to see the information that will be transmitted to the IRS. When you are done, click Create IRS File. A '.asc' file will be created. Save this file to your desktop or an easily accessible location. Log into the IRS FIRE System and upload the file according to the site's direction.

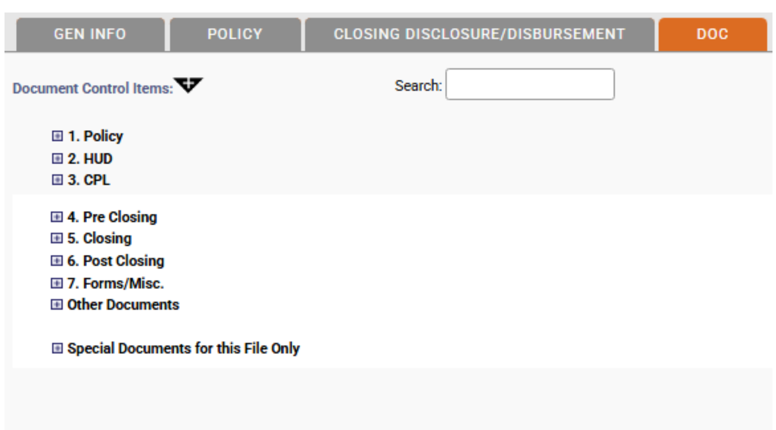
Discharges



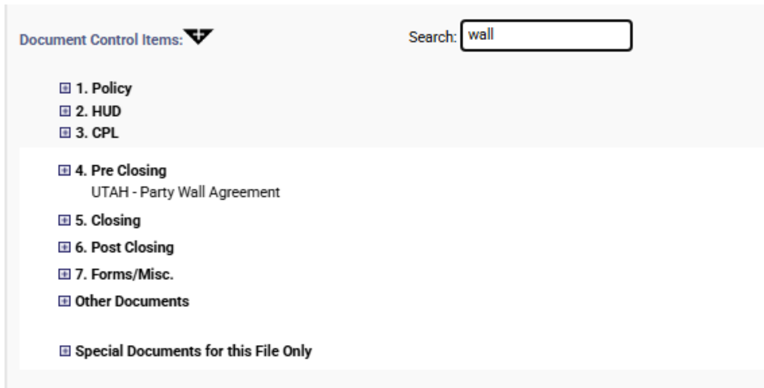


The section enables tracking of lien releases. The ellipses button to the right of the Lender field ties directly into the saved lender list covered in the GENINFO section.

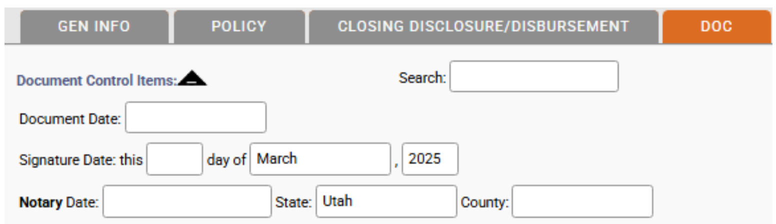
DOCS



The DOCS tab houses all the state specific documents. If you need additional documents uploaded, please contact the underwriter to assist with this. Click the '+' beside of each section to reveal all documents available for use specific to each section. A search box is available to type in all or a part of the file name to quickly locate files withing the need to search:



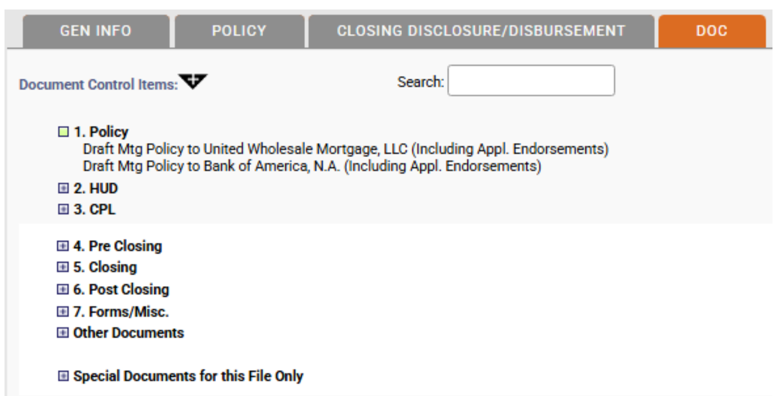
Before exporting any of the documents, it is recommended that the fields in the Document Control Items be completed. To reveal the fields, click the '+' in the black triangle.



Enter the dates for the documents, the signing date and notary information. This will update the documents exported from EPIC with the information specific to this file and the notary.

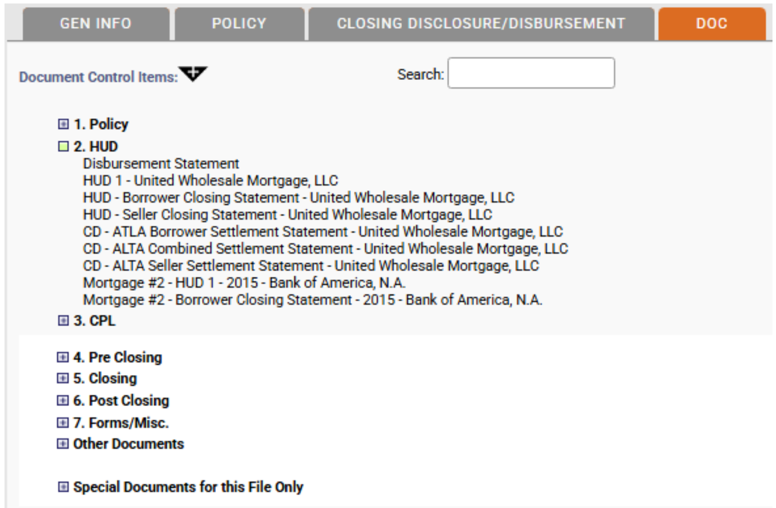
Policy

The first item, Policy, houses all the policies and commitments issued on the file.



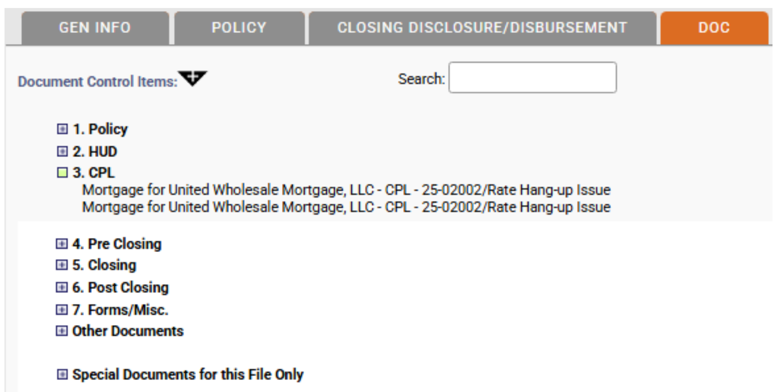
HUD

Item two houses the HUD/Closing Disclosures and Disbursement Statements



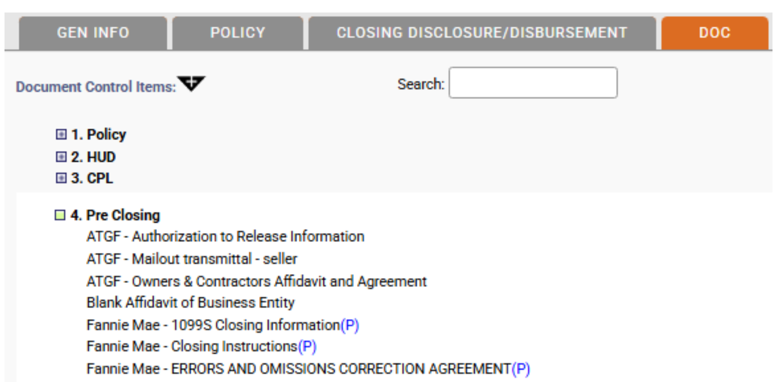
CPL

Item three houses the CPLs issued on the file.



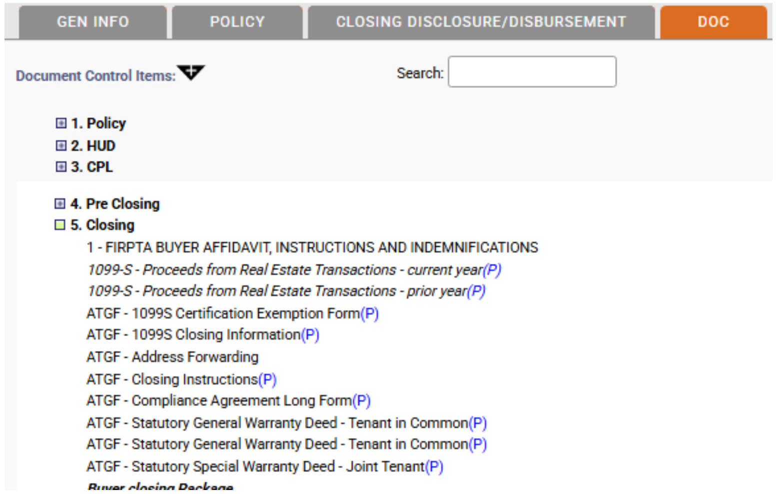
Pre Closing

The fourth item houses documents that need to be completed prior to closing. These are all for the convenience of the user and are not required to be completed. Use only what is needed for the file.



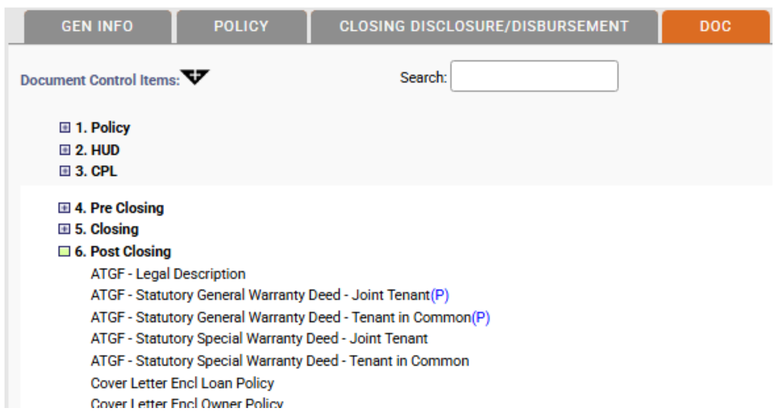
Closing

The fifth item houses documents related to the closing. These will vary by state, only a small sample of these documents are shown below:



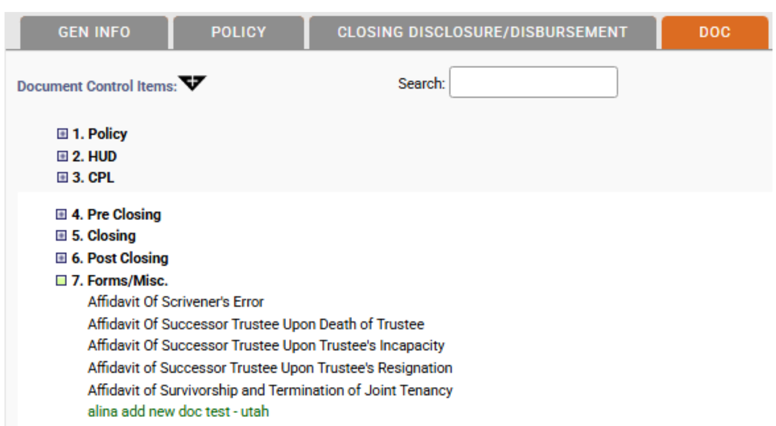
Post Closing

Item six contains Post closing documents; these documents will vary by state.



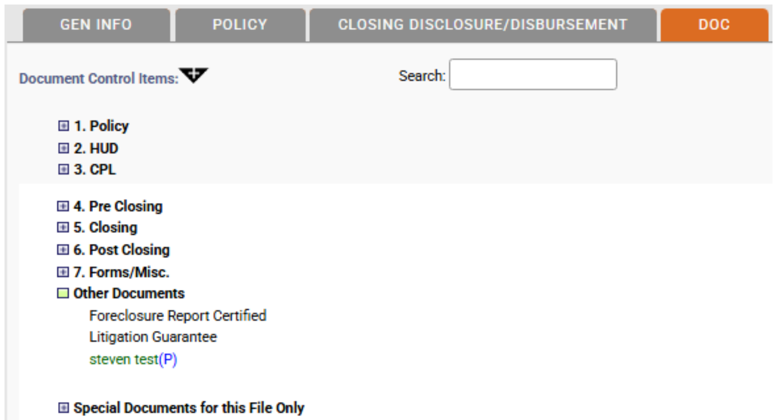
Forms/Misc.

Item seven contains miscellaneous documents and will vary by state and individual. Any agent specific documents will likely be contain within this section unless specified to be housed in another section.



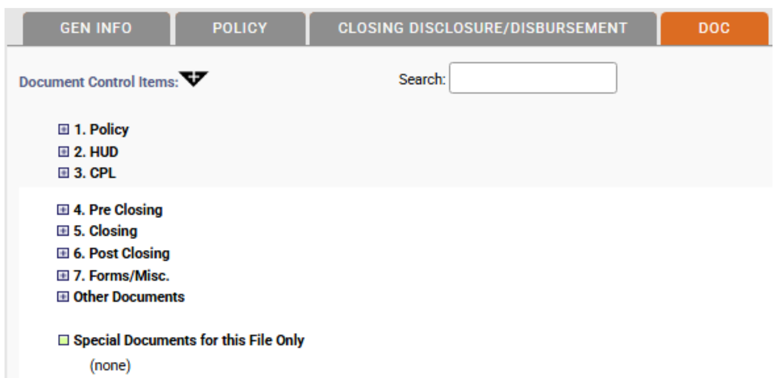
Other Documents

Item eight is not numbered and is labeled as “Other Documents”. When documents for a specific state are found and may not belong well within any of the other categories, they will be placed here. In most cases, this will not contain any documents.



Special Documents for this file only

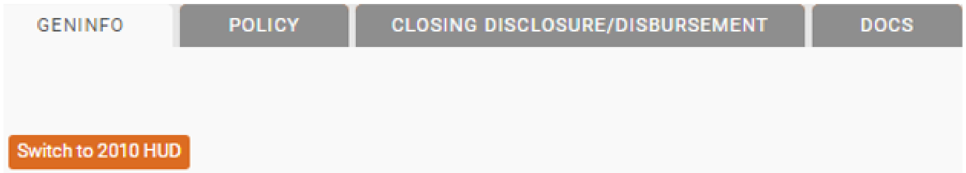
The final item in the list is for documents related specifically to the current file. Unless a document is uploaded specifically for the file, this section will remain empty.



Selecting a file will download either a word document or PDF (based on how the file was originally set up in the system). If transitioning from the old EPIC system to the new system, it is important to remember that EPIC will not save the documents (currently). When a document is downloaded, save it to an easily accessible location for printing/editing as needed, and if multiple people are working on the file, remember to save documents to a shared drive so that all users will have access.

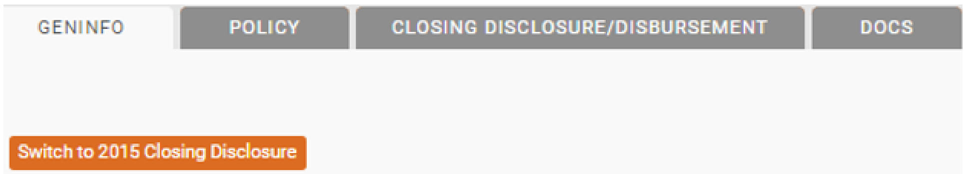
Switching between a Closing Disclosure and HUD-1

The file can be updated to reflect either the Closing Disclosure or the HUD-1 Settlement Statement. As mentioned earlier, during the file setup process, there is an option to select the Old hud. If the Old Hud was selected at setup, it can be changed to either of the two options listed here; however, it cannot be changed back. A new file would need to be created to get that function back. When switching, be very cautious to ensure that you do need to switch before confirming. To switch between the two, go to the GENINFO tab and click the “Switch to 2010 HUD” button located just below the GENINFO tab:

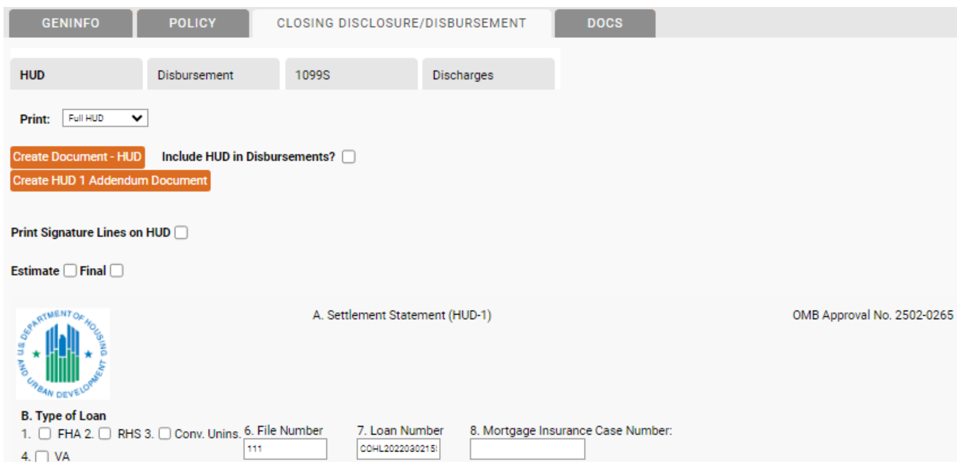


If the button reads “Switch to 2015 Closing Disclosure” then the file is already set for the HUD-1 and no changes are necessary.

Note: *Switching between the HUD-1 and Closing Disclosure (2010 HUD and 2015 Closing Disclosure) will cause all changes entered in to that screen to be deleted.*



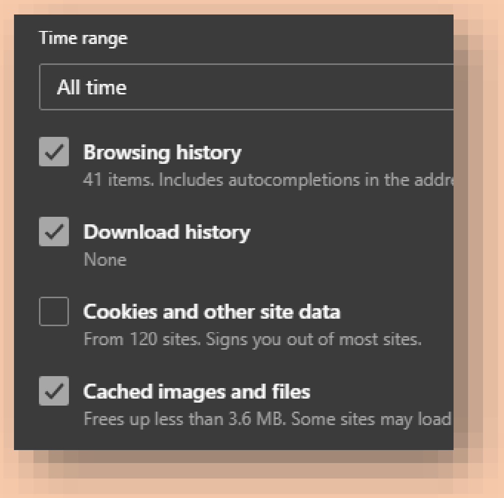
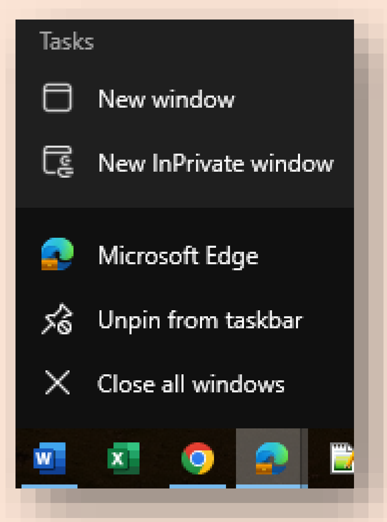
Click on the Closing Disclosure/Disbursement tab again to access the HUD-1.



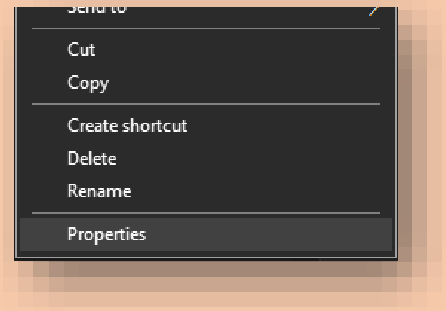
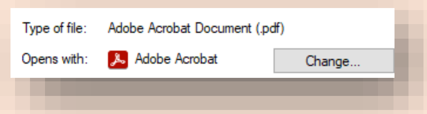
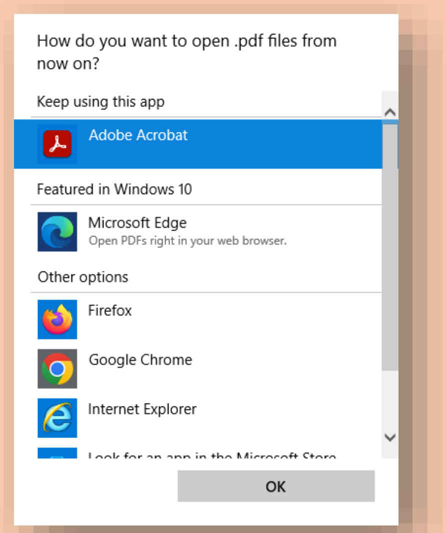
Appendix

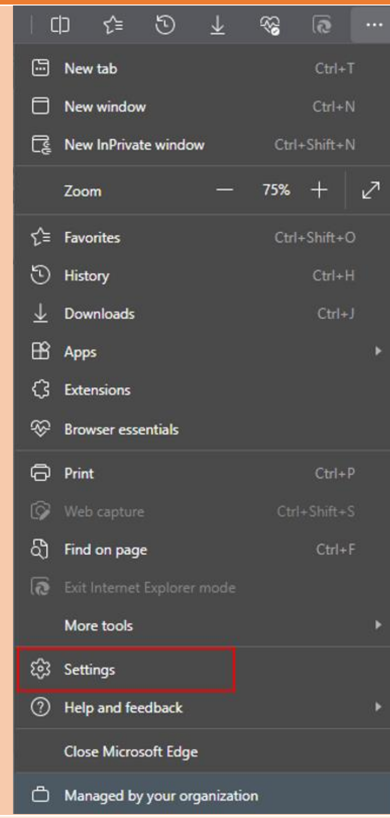
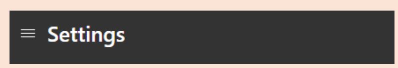
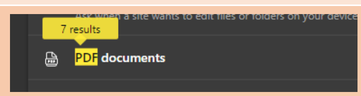
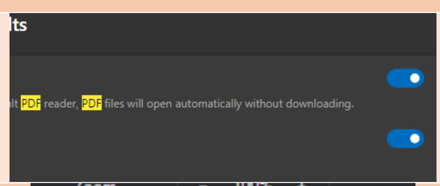
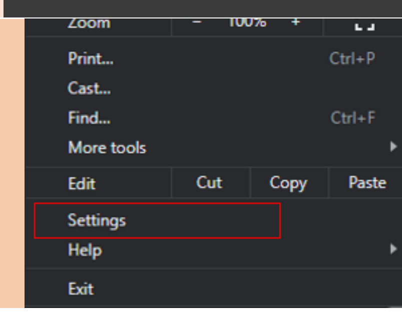
Troubleshooting EPIC

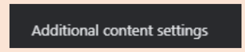
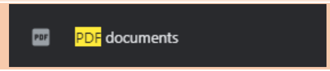
Basic

Step	Instructions	Example
1	The first step in troubleshooting any issue is to clear your cache and attempt to replicate the issue. Before doing any troubleshooting steps, always follow this procedure as your first course of action. In your browser press **CTRL + SHIFT + Delete** on your keyboard (this works the same for both Edge and Chrome). Make sure that you have the time range set to “All Time” and the ‘Browsing history’, ‘Download history’, and Cached images and files’ boxes checked and click “Clear Data”:	
2	Once complete, close all browser windows. You may need to check your task bar to ensure that all windows have closed. If your taskbar indicates that another window is open, right-click on the icon and click ‘Close all windows’:	
3	Next, verify that the problem experienced was corrected or if it is persisting. Continue to the next appropriate troubleshooting step as necessary.	

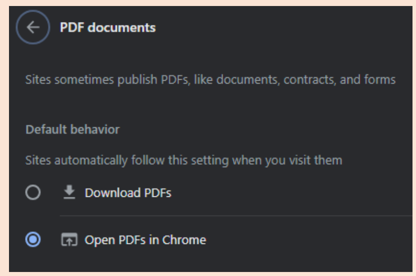
Cannot open a PDF file.

Step	Instructions	Example
1	PDF's must be handled by Adobe and not the browser. Check your computer to ensure that the system is set up to use Adobe Acrobat as the default reader. To do this, locate a PDF on your computer (any pdf will suffice). Right-click on the file and chose "Properties" from the submenu:	
2	Next, locate the "Type of file" and "Opens with" section of the properties window.	
3	It should show Adobe Acrobat for both, if not, click "Change". In the pop-up, locate and select Adobe Acrobat from the list of available programs. If a section appears that allows you to check a box to always use Adobe, click it before clicking OK on the window.	
4	This should resolve the issue; however, if you are still encountering problems you will need to make changes to your browser settings. If you are using Google Chrome, jump to step 9.	

Step	Instructions	Example
5	For **Microsoft Edge**: Click on the ellipses located at the top right of the browser, towards the bottom of the menu click on Settings:	
6	If you are viewing the settings in full screen or maximized, you will see a search field located in the top left of the screen, if the screen is not fully maximized, the search field will be in the top right of the screen. Type in ‘PDF’ in the search field and hit enter.	
7	In the search results, scroll down until you locate pdf documents and click on it:	
8	Once loaded, verify that both options shown are turned on. They should appear on your screen as shown:	
9	For **Google Chrome**: In the top right corner of the browser, locate and click on the three vertical dots. Locate and click on “Settings” from the menu list that appears:	

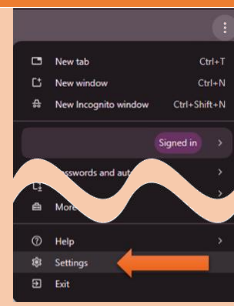
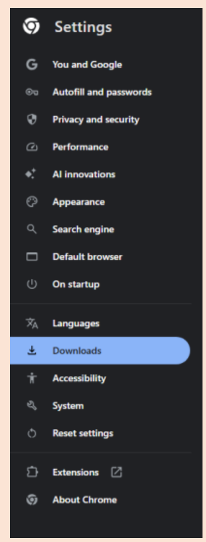
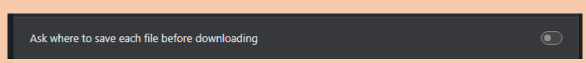
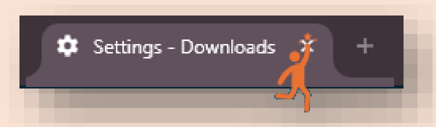
<table>
<tr><th>Step</th><th>Instructions</th><th>Example</th></tr>
<tr><td>10</td><td>In the search bar located at the top center of the settings screen, type in ‘PDF’ and hit enter. Scroll to the bottom of the list and click ‘Additional content settings’:</td><td>
</td></tr>
<tr><td>11</td><td>Locate and click on ‘PDF documents’:</td><td>
</td></tr>
<tr><td>12</td><td>Make sure that Chrome is set to open PDF document in the browser:

Chrome handles the files from Chrome differently than Edge. For the information to be transferred from EPIC into the pdf, it needs to open in Chrome before you save the file elsewhere.

Note: If you are using a Mac, you will need to set this to download PDFs and make sure you have the Adobe Acrobat Reader downloaded and installed on your computer.</td><td>
</td></tr>
</table>

Cannot Download Documents

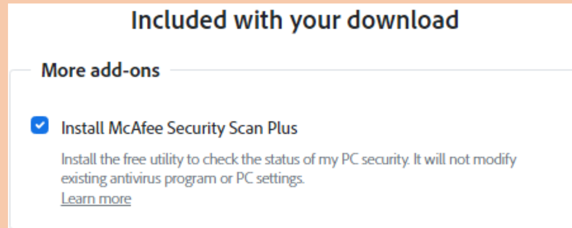
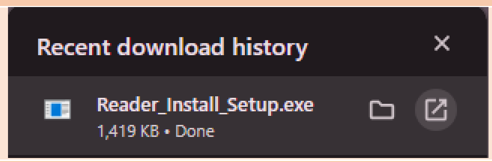
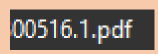
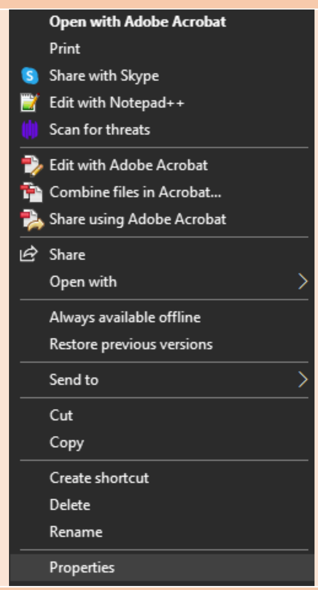
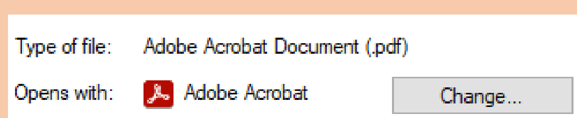
This issue is identified when you click to download a document (the closing disclosure as an example). After clicking a window appears that says “Merging…” for a few seconds, then disappears. Nothing shows up in your download list and no download notifications are received. Follow these steps to fix this issue.

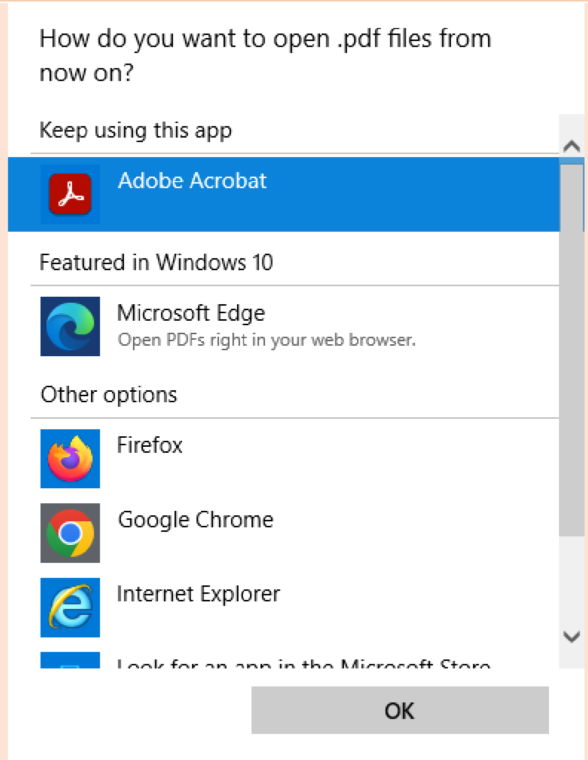
Step	Instructions	Example
1	Go to settings by clicking the ellipses at the top right of your browser (In Edge the ellipses are horizontal and in Chrome, they are vertical). Scroll down the list to locate the settings option and click on it. It will be one of the last few menu options at the bottom.	
2	After the settings screen opens, look at the menu on the left of the screen and click on “Downloads”	
3	Next, locate the option “Ask me what to do with each download” or “Ask where to save each file before downloading”. Turn this option **off** (the screen should look exactly as it does to the right).	
4	You can now close this tab and download the file.	

PDFs print corrupted

<table>
<tr><th>Step</th><th>Instructions</th><th>Example</th></tr>
<tr><td>1</td><td>Important: If you are using a Mac, the process will be different. Please follow the normal installation processes for a Mac.

Download the Adobe Acrobat Reader from https://get.adobe.com/reader/ and then click “Download Acrobat Reader”. The system will automatically detect the computer you are accessing the site from and provide you with the correct download file.

Note: Check for anything on the page that says, “More add-ons” or “Included with your download” and uncheck the box so that you are only downloading the reader and not any third party software.</td><td>
</td></tr>
<tr><td>2</td><td>Once downloaded, run and install the application. Follow the on-screen instructions.</td><td>
</td></tr>
<tr><td>3</td><td>To verify that Adobe Reader was set as the default PDF reader, you will need to do a quick check of a pdf file. Locate a pdf file on your computer.</td><td>
</td></tr>
<tr><td>4</td><td>Right-click the file and choose properties from the bottom of the submenu.</td><td>
</td></tr>
<tr><td>5</td><td>Once the property window launches, check the General tab for the “Type of file” and “Opens with”, it should appear as follows:
If it does, close the window and try to access the file again in EPIC, you will want to download a fresh file. If this doesn’t work, or the screen to the right doesn’t match the</td><td>
</td></tr>
</table>

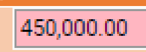
	properties window on your computer, continue to the next step.	
6	To update what the computer uses as your default reader, click the “Change” button and select Adobe from the list. If it has an option to check if you always want to use this application, select it before you click OK.	
7	Check to see if this resolves your issue. Make sure you go back into EPIC and download the file that you need again. If you still have issues, contact ATGF.	

EPIC will not launch.

Step	Instructions
1	Restart your browser. Remember to close all instances of the browser windows; otherwise it may not clear all your session data.
2	If not resolved, email support@ldd.ca and title@atgf.net, include the following information: 1. Browser you are using 2. Screen shots of any errors that you are getting (error code 404 or 503, etc.) 3. Verify if you can get to any other website to confirm that you do have internet access. 4. Any recent changes such as installation of new virus software, etc. IT will review the information and check the servers to verify no issues. If a reboot of the server is required, it will take approximately 5-15 minutes to come back up

Field Update not affecting file

When making updates to a field, changes are not reflected in the rest of the file. This is usually due to an overwritten field. Changes cannot be made to a field that was previously overwritten, the overwrite needs to be removed before the field can be updated again. Please see below.

Step	Instruction	Example
1	Verify the form field is pink. If not, go to step 4.	
2	Click in the field to reveal the "x" located to the left of the overwritten field. Click the "x" to clear the overwrite, restoring the default data. The field should no longer be pink and the values in the field may have changed (reverted to the default value).	
3	Update the field, if necessary, and verify the changes that took effect in the other areas of EPIC or forms. You may need to confirm that the field should be overwritten again.	
4	If this did not fix the issue, please contact ATGF	Title@ATGF.net

File Locked

EPIC utilizes cookies to store information that is referenced by the server on your computer. This ensures that while you are actively working in a file, someone else cannot make changes to the file. Long periods of inactivity (i.e. when working in Quick Type exceptions for periods longer than 10 minutes) may cause this lock to expire.

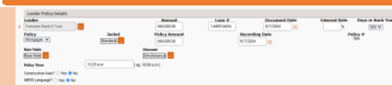
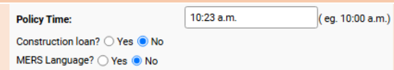
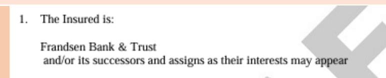
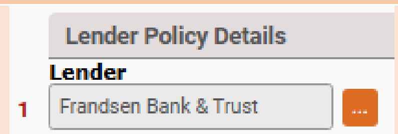
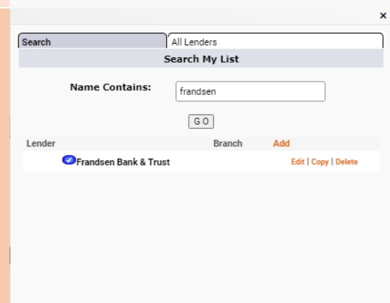
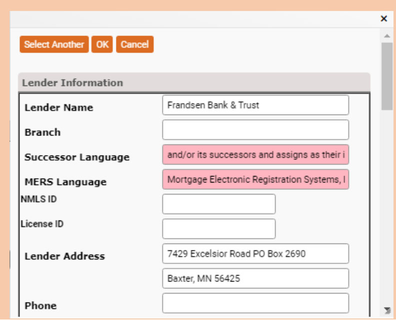
When working in EPIC, there are times that someone else may get into a file. Or, in other cases, the browser may have refreshed after a time of being idle. In either case, you will get a message that advises you the file is being locked by another user (messages vary slightly between Edge and Chrome but will mean basically the same.

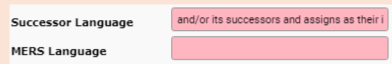
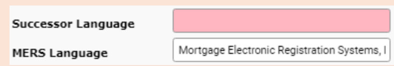
To avoid unintentional locking of a file, never close your browser while still in a file, always navigate back to the main page (by clicking "Main" on the menu bar). This will tell the server that you have completed working on the last file and release the lock.

Step	Instruction
1	When in a file, a message appears that you are locked out of the file due to another user being in the file.
2	Get out of the file and go back to the Main screen. Search for your file again and re-open. Check to see if that has resolved your issue; if not, continue to step 3
3	Send an email to Title@atgf.net with the file number as the subject of the email. Simply indicate that the file is locked and you need to have it unlocked. We will unlock the file and email you back as soon as we're done.

Lender Information not showing on policy (MN & ND properties only)

In some instances, lender information may not appear on the policies correctly. If your property is in Minnesota or North Dakota, follow these steps.

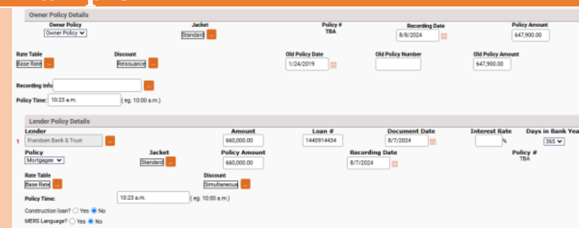
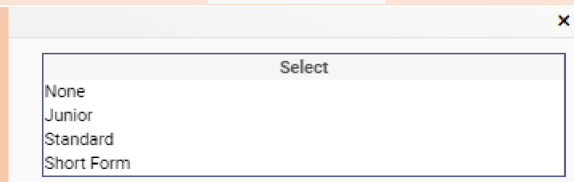
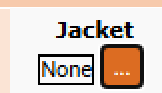
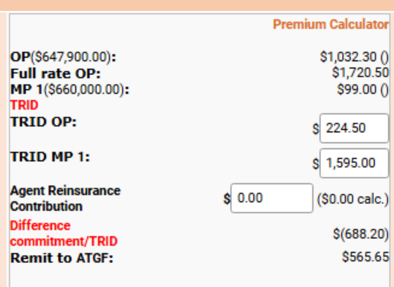
Step	Instruction	Example
1	Open the file and navigate to the GEN INFO tab of EPIC. Scroll down to the Lender Policy Details section	
2	At the bottom of the active lender, under the "Policy Time" look for the radio buttons marked "Construction Loan?" and "MERS Language?", if these were unanswered, take a moment to answer each.	
3	If these questions in Step 2 were unanswered, go back to the draft policies and check to see if that resolved the issue. If not, continue to the next step.	
4	From the GEN INFO tab, pull up the lender's information. Click on the ellipses button to the right of the lender's name.	
5	In the pop-up window, search the current lender's entry. When the search returns, locate the lender (the one with the check mark in front of it. Click on "Edit" to the far right to load the lender's information.	

Step	Instruction	Example
6	Here you can manually set how the information should appear. If this is not a MERS lender, then delete all the information from the MERS Language field. Determine how the successor language should be worded for non-MERS lenders, i.e. "and/or its successors and assigns as their interests may appear" or "ISAOA ATIMA". Enter that information in the "Successor Language" field and delete everything in the "MERS Language" field. Or vice versa for the MERS Language. Determine how the MERS Language will appear "Mortgage Electronic Registration Systems, Inc. as nominee for Frandsen Bank & Trust" or "Mortgage Electronic Registration Systems, Inc. as nominee for Frandsen Bank & Trust ISAOA / ATIMA".	 Or 
7	Check the Lender Policy to see if the correction fixed the issue. If no, email support@ldd.ca and Title@atgf.net.	

Premium not showing up on the Premium Calculator

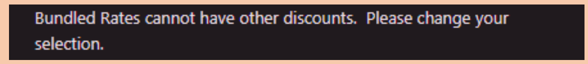
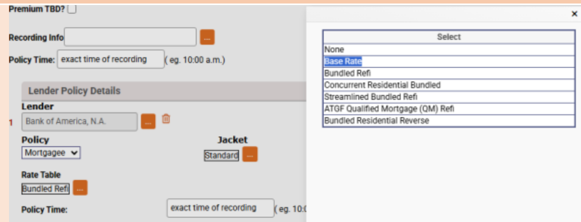
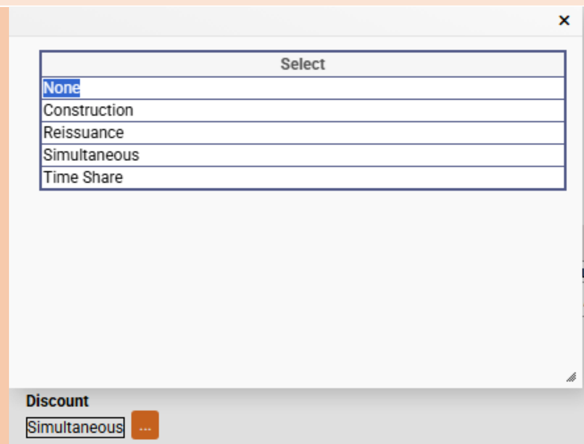
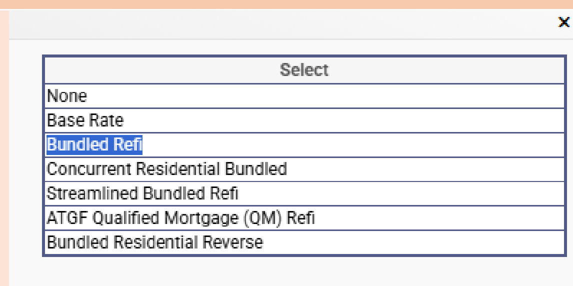
Note: This issue should have been fixed in an EPIC update from 3/24/2025. If you come across this issue, please report it to ATGF at Title@atgf.net or you may call your primary ATGF contact if you prefer.

In rare cases, there may be issues where the premium does not populate in the premium calculator, commitment, or policies. This is usually related to a disconnect with how the information for the policies was saved during the setup process. Follow these steps to fix this issue:

Step	Instruction	Example
1	Open the file in EPIC and navigate to the GEN INFO tab. Scroll down the page to locate the policy that is not calculating a premium in the Premium Calculator.	
2	Click on the ellipses button to the right of the jacket field:	
3	A pop-up will appear. Select "None" to change the jacket type to None.	
4	Verify that the Jacket selection changed to "None"	
5	Scroll to the top of the screen and save your file. This will ensure that any issues are cleared out.	
6	Scroll back down and locate the jacket that you just changed to "None" and change it back to the previously selected option.	
7	Scroll to the top of the screen and save your file. This will ensure that any issues are cleared out.	
8	Navigate back to the POLICY tab and verify that the premium is now showing.	

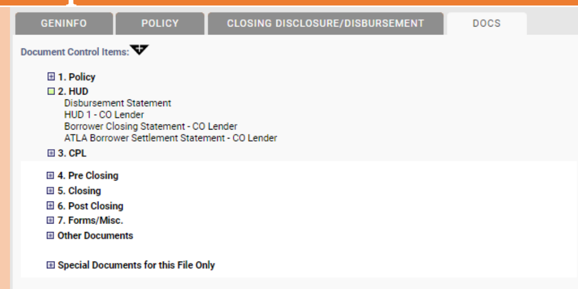
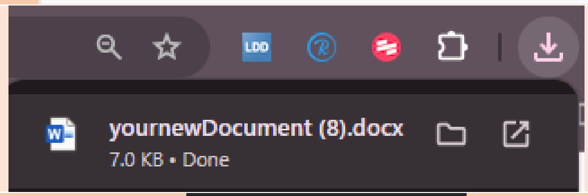
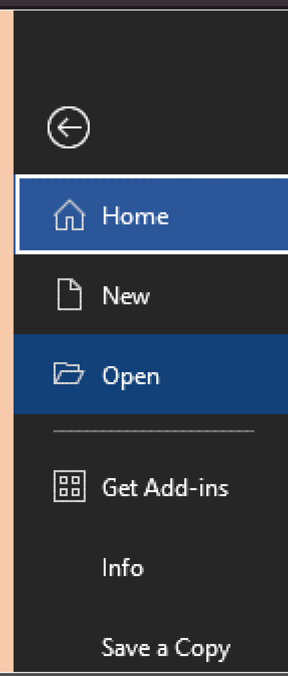
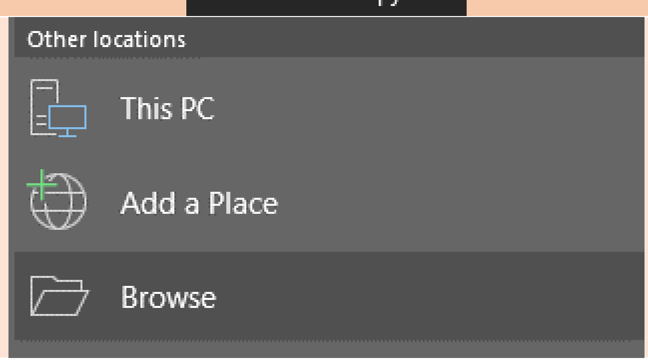
Error Message: Bundled Rates cannot have other discounts. Please change your selection

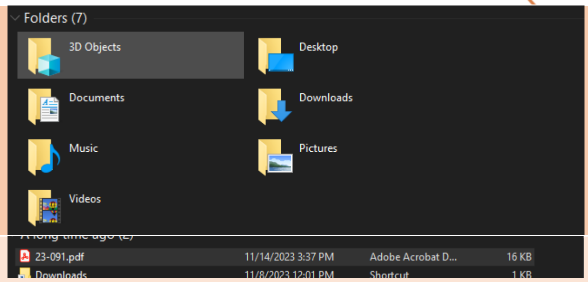
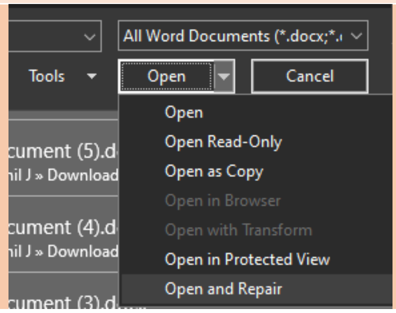
EPIC displays this message after a bundled rate is selected.

Step	Instructions	Example
1	When switching from the “Base Rate” to a bundled rate under the “Rate Table” option, an error message appears advising that the bundled rate selected cannot have any other discounts.	
2	Select the “Rate Table” ellipses button to open the list and change back to “Base Rate”:	
3	Once the change takes effect, click on the “Discount” ellipses button to open the list and change it to “None”:	
4	Once the discount updates to “None”, click on the “Rate Table” ellipses button again and re-select the appropriate bundled rate.	

Word documents corrupted

When using Google Chrome, accessing some files requires that the file is downloaded as a word document instead of viewing as a PDF.

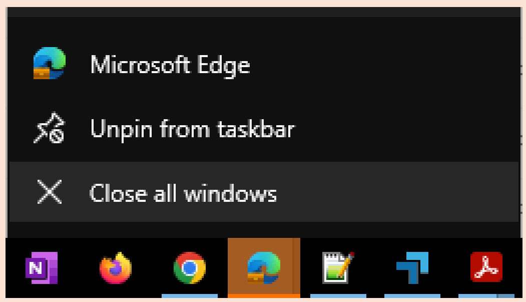
Step	Instructions	Example
1	Click on the document that you need to open/download	
2	Once downloaded, a download confirmation should show at the top right of your browser window. If it doesn't, press CTRL+J on your keyboard to open the recent download list.	
3	Error message occurs when you attempt to open the file from here, or your download folder. If error occurs, open Microsoft Word, click Open…	
4	Then click browse	

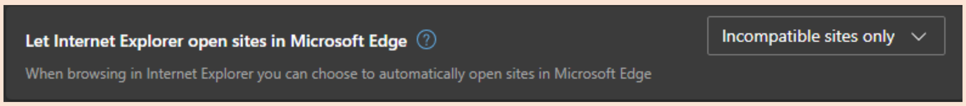
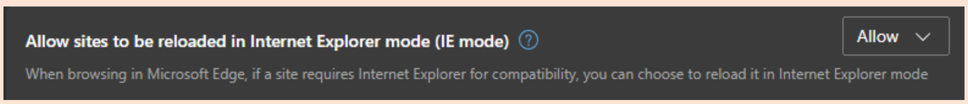
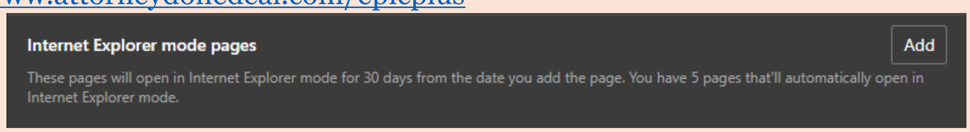
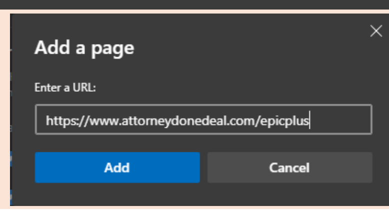
5	Then navigate to where the file is saved, probably your download folder	
4	Click once on the file that you want to open. Be sure to click once, do not double-click	
5	Finally, click the drop down arrow located to the right of the Open button and select “Open and Repair”	

Microsoft Edge – IE Mode Setup Instructions

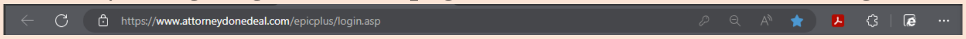
Note: Before we begin, please note that this will only work on a windows computer. If you are using Microsoft Edge on a Mac, these steps will not work. IE Mode is not available in Microsoft Edge for Mac. Additionally, it is not recommended that you use this by default, this work-a-round was made available to EPIC users who still use QuickBooks Desktop. Microsoft discontinued support for Internet Explorer and has plans to discontinue IE Mode by 2029. ATGF is not updating EPIC for Internet Explorer because of this. We recommend either Microsoft Edge or Google Chrome for EPIC.

At the time of the writing of this manual, Microsoft still supports Internet Explorer functionality through its new web browser Edge. This feature is referred to as IE Mode. There are a few steps that you need to go through prior to using EPIC in IE Mode.

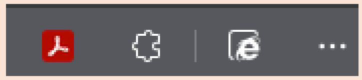
Step	Instructions
1	To set IE Mode up for EPIC, you must first update the registry in your computer to grant the specific permissions that Edge will need to activate IE Mode properly. To do this, download the program and the following link: https://www.lawyerdonedeal.com/rplus/images/iemodeon.reg
2	Once downloaded, close all Microsoft Edge windows, the easiest way is to just right click on the Edge icon located on the taskbar and click either “Close Window” or “Close All Windows”: 
3	Locate the file iemodeon.reg that you just downloaded. It will be in your downloads folder. By default, this is C:\Users*username*\Downloads\ (or similar) Double check your download location by copying and pasting the following into either your Chrome browser’s address bar or Microsoft Edge: chrome://settings/downloads edge://settings/downloads Once located, double-click on the file to run it. You will receive notices letting you know that the program will change your registry and could harm your computer, please accept and confirm all pop-up messages until you receive confirmation that the registry update was complete.

Step	Instructions
4	You can now open Microsoft Edge. Copy and paste this link into the address bar in Edge: edge://settings/defaultBrowser This will load the settings screen and direct you directly to the “Default Browser” page. Your screen may differ slightly than the screen shots below; select the option on your screen that matches the instructions closest. In the section: “Let Internet Explorer open sites in Microsoft Edge”, set that to “Incompatible Sites Only”:  In the section: “Allow sites to be reloaded in Internet Explorer mode (IE mode)”, set this to “Allow”  Note: *At any point, you may see an option displayed asking you to restart Edge. If this comes up, click restart. When Edge reloads, continue with the configuration.* In the section: “Internet Explorer mode pages”, click “Add” and type in the following: https://www.attorneydonedeal.com/epicplus  
4	Next, copy and paste the following link into the Edge Address bar: edge://settings/appearance Scroll down to the section labeled “Customize Toolbar” and begin looking for the “Select which buttons to show on the toolbar:” grouping appears:   Towards the bottom of this list you will see the “Internet Explorer mode (IE mode) button switch, make sure that is turned on like so: 

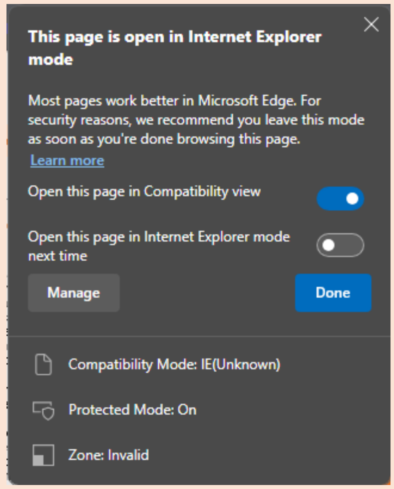
<table>
<tr><th>Step</th><th>Instructions</th></tr>
<tr><td>5</td><td>
Once you are ready to log in, go the main page and look at the toolbars in Edge:



If the icon on the far right that appears to be an ‘e’ over a square is showing, you are Not in IE mode. Click that icon to put Edge in IE mode.



Once you have clicked the button, the page will reload and a pop-up window may appear, if it does, make sure all switches are turned on and click done:



If the window disappears, click on the ‘e’ that has appeared on the address bar:

This will make sure Edge remembers to load EPIC in IE Mode. You must always check to ensure that you are being logged in under IE Mode prior to entering your login credentials to ensure that information wasn’t lost. To validate look for two items on your screen; 1. The ‘e’ in the address bar:

And then the edge logo on the IE mode button on the right in the toolbar:

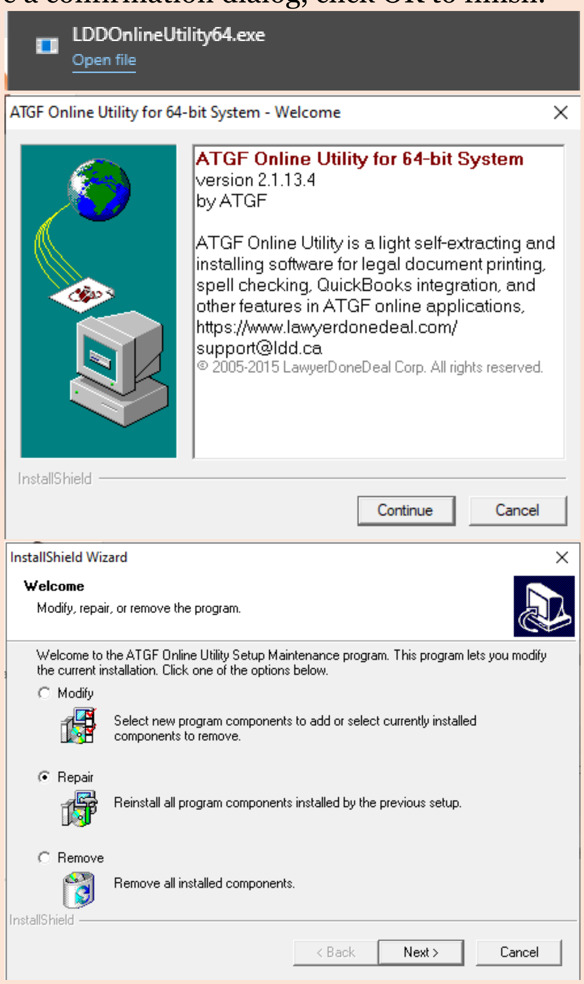

</td></tr>
<tr><td>6</td><td>
To Disable IE Mode, download and run the follow registry file (remember to close all Microsoft Edge windows):
https://www.lawyerdonedeal.com/rplus/images/iemodeoff.reg

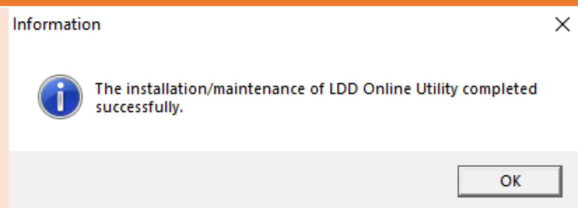
Once you have run, follow the instructions above to turn off IE Mode in the EPIC settings.
</td></tr>
</table>

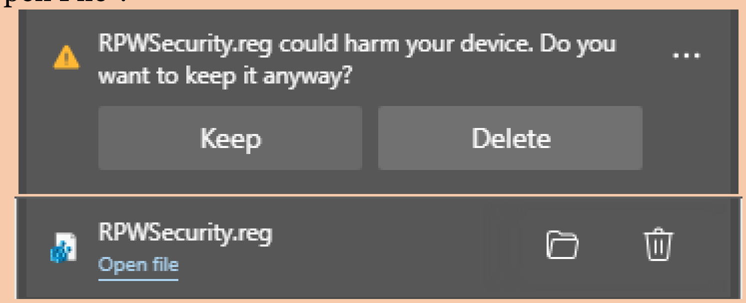
EPIC Utility Setup

Prior to using EPIC in either Chrome or Edge, you will need to install the utilities to ensure smooth functionality. There are times that you may need to run this going forward. Since the possibility that these programs can become corrupted, if you have issues with EPIC, you may need to re-run these programs. Just follow these steps if you need to re-run them in the future.

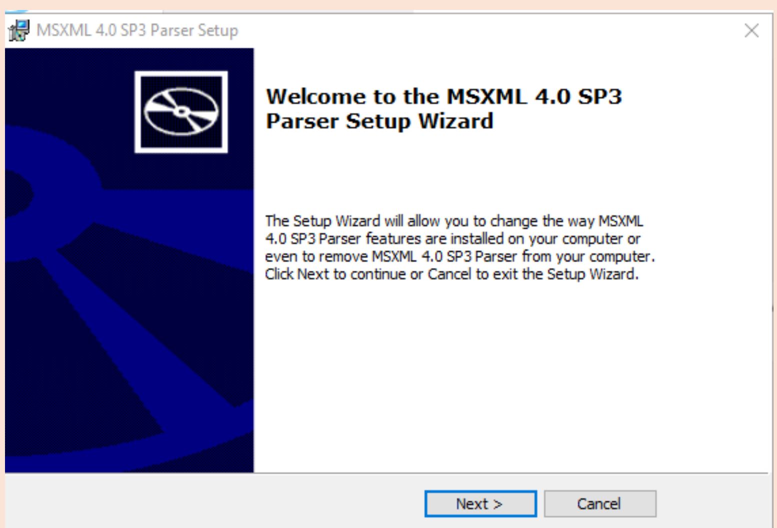
If running EPIC in Google Chrome from an Apple device (i.e., iMac, Macbook, Macbook Pro, Mac Mini, Mac Studio, etc.) you will not need to perform these steps.

Step	Instructions
1	Navigate to the EPIC login screen: https://www.attorneydonedeal.com/epicplus/login.asp Do not log in. Locate the list of programs towards the bottom of the screen: Downloads: Online Utility Guide | Online Utility | Security Utility | Microsoft XML 4.0 SP 3.0
2	Click on “Online Utility” and then click “Run” or “Open File”. Follow the instructions shown making sure to select “Continue”, “Next”, or “OK” to progress through the installation. If you are presented with a screen asking to “Install”, click “Install”; otherwise, click “Repair”. Once complete, you will receive a confirmation dialog, click OK to finish. 

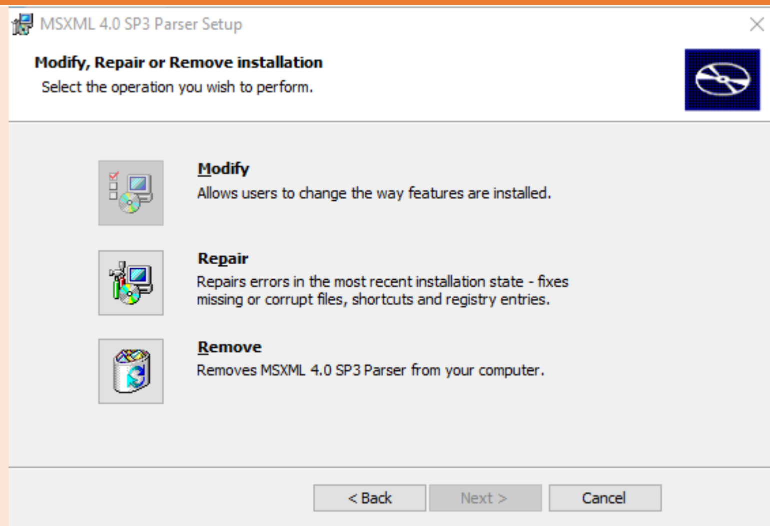
<table>
<tr><th>Step</th><th>Instructions</th></tr>
<tr><td></td><td>


Note: You may need to have administrative rights to run this on your computer. If this is not you, please contact your IT person to run the program for you.</td></tr>
<tr><td>3</td><td>Next, click on “Security Utility” and then click “Run”. You may bet a popup advising that the program may be harmful to your computer, click “Keep” to initiate the download. Once complete, click “Open File”.


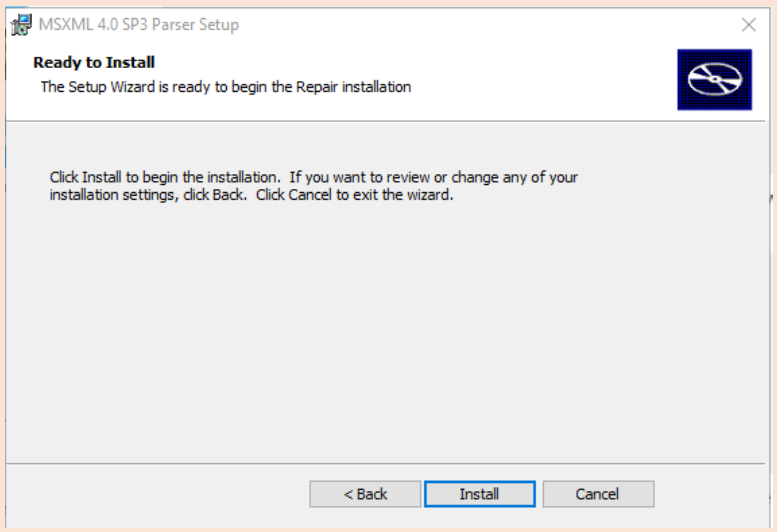
Note: You may need to have administrative rights to run this on your computer. If this is not you, please contact your IT person to run the program for you.</td></tr>
<tr><td>4</td><td>Next click on “Microsoft XML 4.0 SP 3.0” and then click “Run” or “Open File”:


Click “Next”:


Next, click either “Install” or “Repair”:</td></tr>
</table>

<table>
<tr><th>Step</th><th>Instructions</th></tr>
<tr><td></td><td>


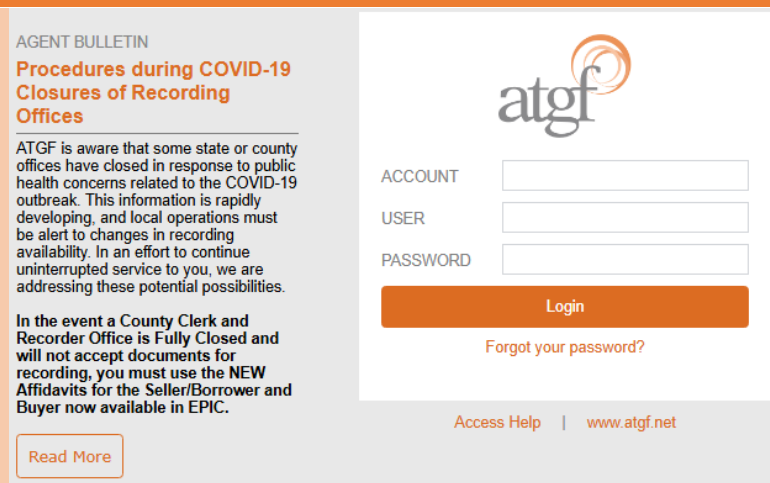
Next, click “install”



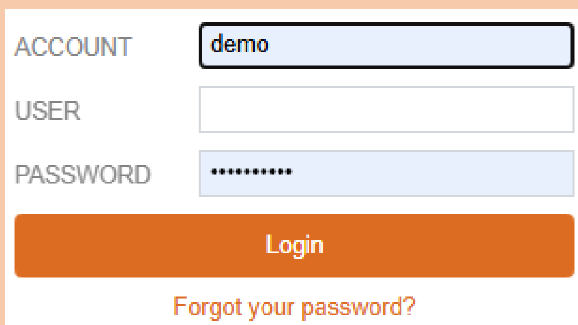
Once the installation is complete, click “Finish”.
</td></tr>
<tr><td>5</td><td>It is best to close your browser windows and relaunch to make sure your session is linked to the newly updated applications on your computer.</td></tr>
</table>

Logging In - Administrator

The administrator login is the first login created for you by ATGF. This gives the user access to all aspects of the account. If you do not want to provide everyone in your organization access to this, you can set up individual logins from the Firm Settings screen (this screen is only available to the account administrator). To login, navigate to the EPIC login screen by going to: https://www.attorneydonedeal.com/epicplus/login.asp

<table>
<tr><th>Step</th><th>Instructions</th></tr>
<tr><td>1</td><td>


Enter the account name and administrator password, do not enter any information in the "User" field (see below).

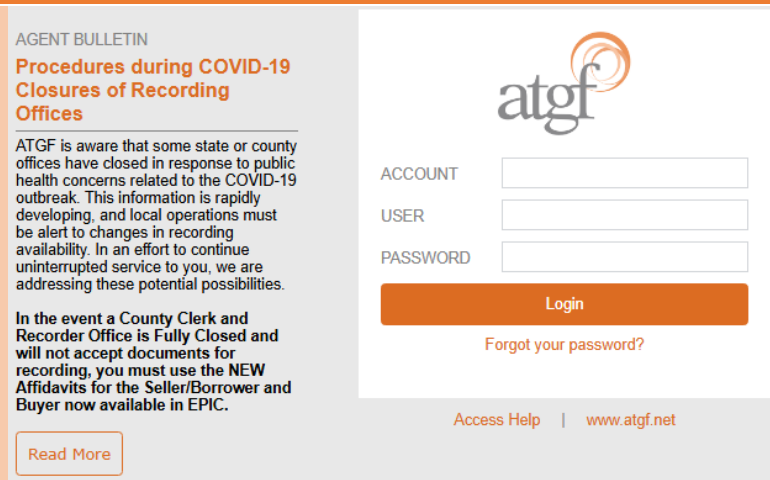
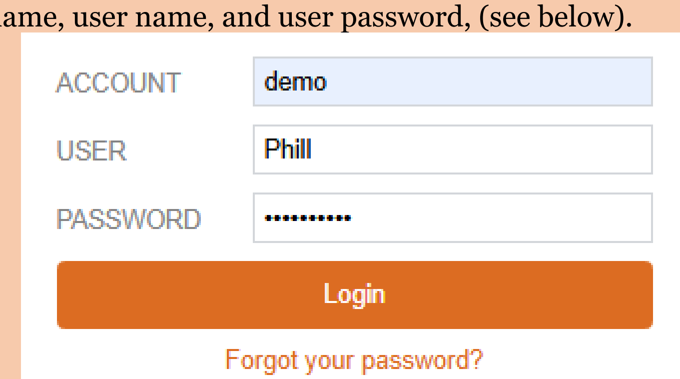


</td></tr>
<tr><td>2</td><td>
Click the "Login" button, this will take you to the "Main" page.

</td></tr>
</table>

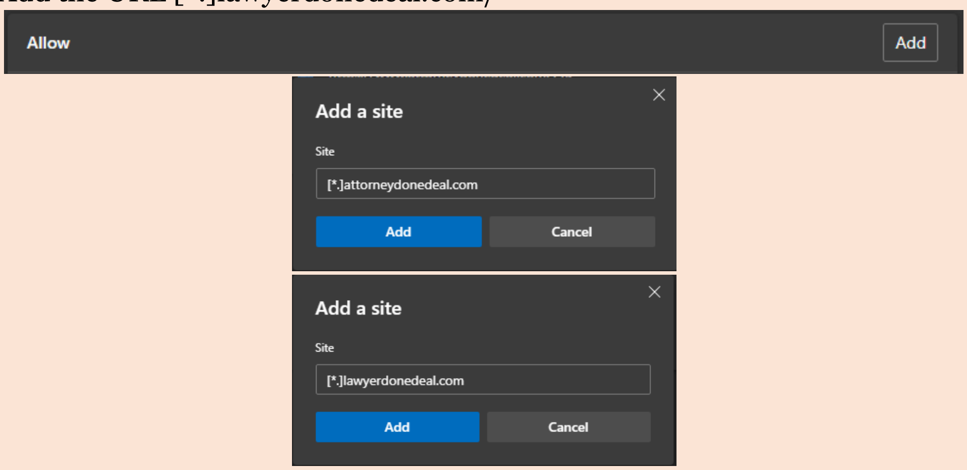
Logging In – User Account

After setting up user accounts, the user can login to EPIC to view and work on files within. They will have full access to EPIC outside of administrator functions such as changing information, creating automatic file numbers, creating new users, etc. To login, navigate to the EPIC login screen by going to: https://www.attorneydonedeal.com/epicplus/login.asp

Step	Instructions
1	 Enter the account name, user name, and user password, (see below). 
2	Click the “Login” button, this will take you to the “Main” page.  In the top right-hand corner of the screen, you should see the Logg Off button. To the left, you will see the account and user that is currently logged in. In this case the account that is logged in is “demo” and the User is “Phill”

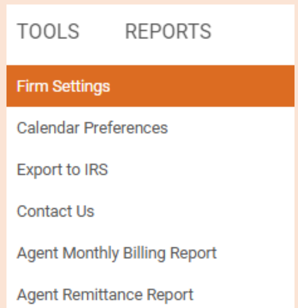
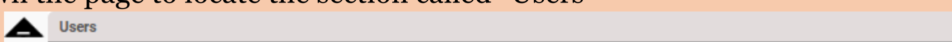
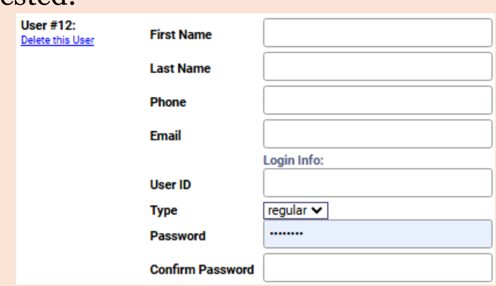
EPIC Setup – Enabling Pop-ups

Many areas in EPIC require pop-ups to allow for data entry as well as downloading documents. This will walk you through to quickly enable pop-ups for EPIC.

Step	Instructions
1	Next, copy and paste the following link into the Edge Address bar: edge://settings/content/popups
2	Locate the section labeled "Allow" and click "Add". Enter the URL [*.]attorneydonedeal.com/ and then Add the URL [*.]lawyerdonedeal.com/ 

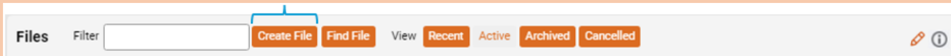
EPIC Administrator - Creating new User logins

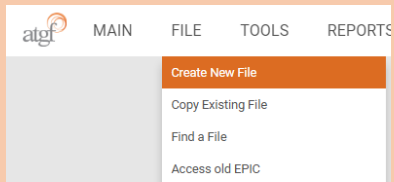
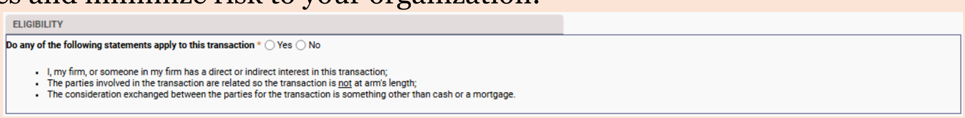
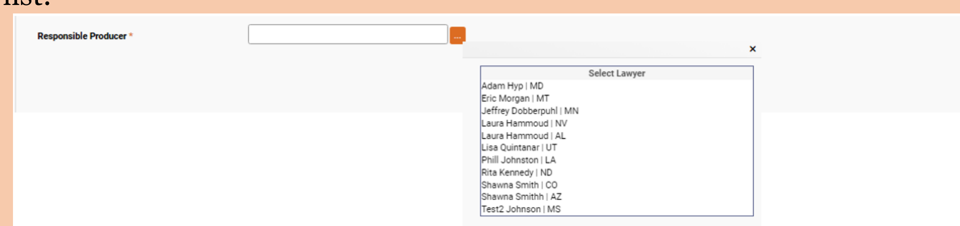
As an EPIC Admin, it is within your capabilities to grant access to your EPIC files for others. Follow the below instructions on setting up users in EPIC.

Step	Instructions
1	Navigate to the EPIC login screen by going to: https://www.attorneydonedeal.com/epicplus/login.asp Enter your login credentials and click “Login”
2	Click on the “Tools” drop down form the menu and then select “Firm Settings”: 
3	Scroll down the page to locate the section called “Users”  And then click on “Add a New User”: 
4	Fill in the information requested:  The User ID, Password, and Confirm Password are the only required files; however, it is strongly recommended that you take a moment and complete all fields to make it easier to identify which section needs to be deleted or updated later down the road. Note: At the time of writing, the “Type” field only has the one option, “regular”. This may be changed in a newer release. Users can change their password by accessing the “Firm Settings” screen.

EPIC Instructions – Creating a New File

Setting up a new file is easy in EPIC. The following instructions cover how to set up a new file. As well as covering what fields are required to complete the initial setup.

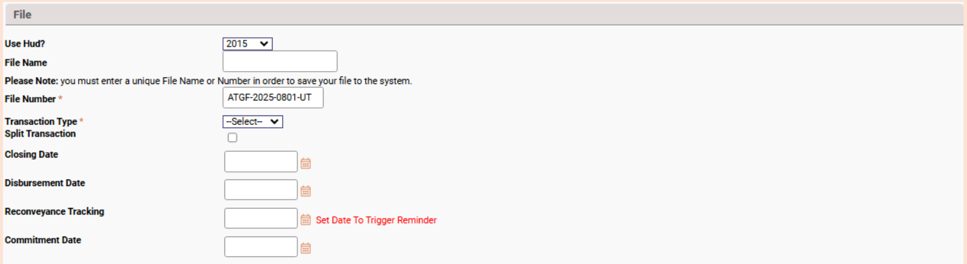
<table>
<tr><th>Step</th><th>Instructions</th></tr>
<tr><td>1</td><td>Click on the “Create File” button from the main screen:


Or, you can click on “File” and select “Create New File” no matter where you are in EPIC (even from an existing file):

</td></tr>
<tr><td>2</td><td>When the screen first populates, you will need to answer the “Eligibility” question. This is asking if the transaction is an arm’s length. If you or someone in your first is a party to the transaction in any way, click “Yes”; otherwise, click “No”. This will trigger a manual review when you are ready to issue your first document. This ensures that ATGF underwriters can be your second pair of eyes and minimize risk to your organization:

</td></tr>
<tr><td>3</td><td>The next section “Responsible Producer” should auto populate unless your company is in more than one state. If that is the case, it will be blank. Click the ellipses button and select your state from the list:

</td></tr>
</table>

4 Once you have done this, the screen will fully populate with all the setup options:

The first section – File

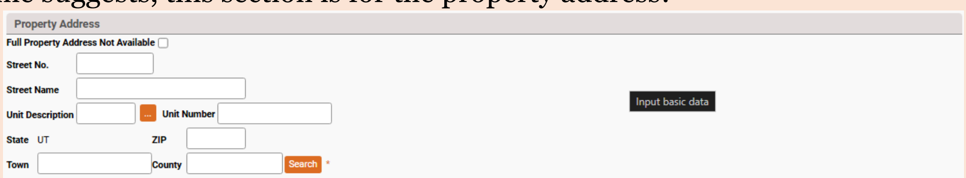
This houses the overall details about the file:



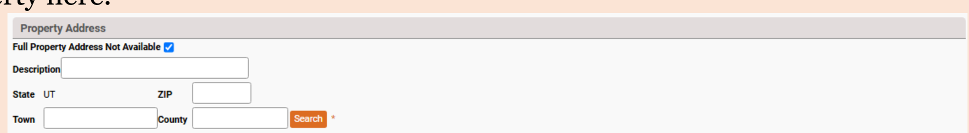
In this section, only the File Number and Transaction Type are required. Note that when information is entered into both the File Name AND File Number fields, EPIC will require that they be unique values and cannot be repeated in any existing file you have previously setup.

The second Section – Property Address

As the name suggests, this section is for the property address:



If you do not know the full address, check the box "Full Property Address Not Available" and the "Steet No. and Street Name fields will change to "Description". Enter a brief description of the property here.



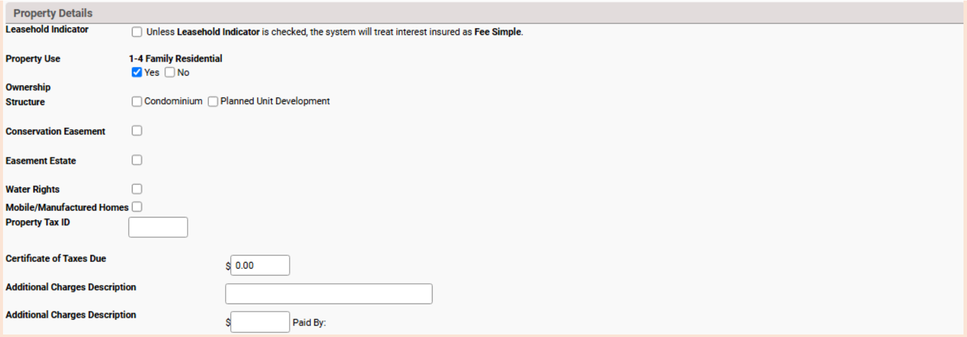
The only field that is required in this section is the County. You can pull the county by entering a zip code (If you don't know the exact zip code, you can look it up online at https://tools.usps.com/zip-code-lookup.htm And searching By Address or by City and State. If you only know the county because of rural agricultural land or other reason, click the Search box to the right of the County field and select the county from the list.

Note: *EPIC will not accept the county if it is typed in manually. It must either be selected from the list of counties shown under the search button or auto populated by entering in the zip code.*

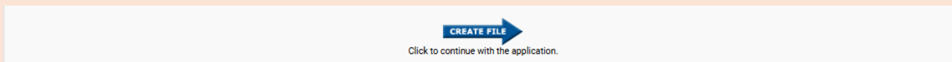
The third section – Property Details

In this section you can select Leasehold if it is not a Fee Simple file, the Property Use, ownership structure, easements, water rights, etc. There are no fields required in this section:

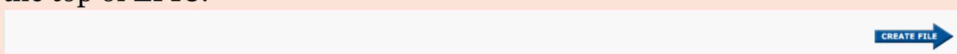
Step	Instructions



After all required fields have been completed, the "Create File" button will appear at the bottom of the screen:

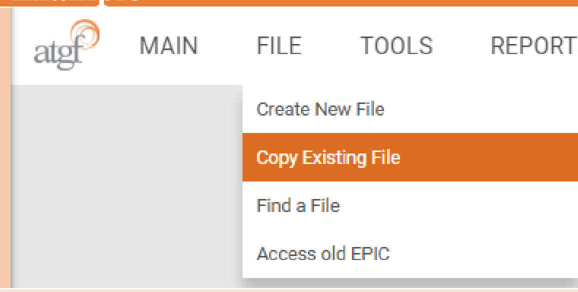
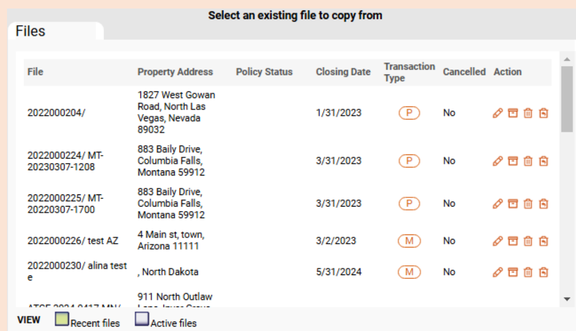
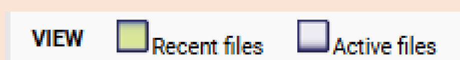
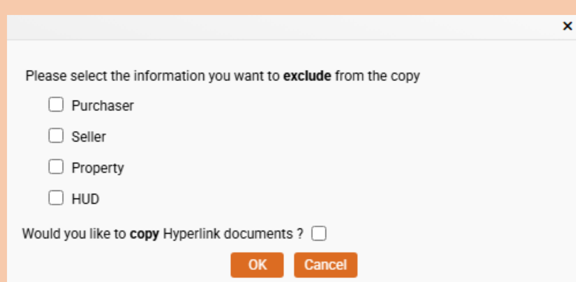


If you prefer to scroll back to the top of the screen to review your work, the button will also appear at the top of EPIC:

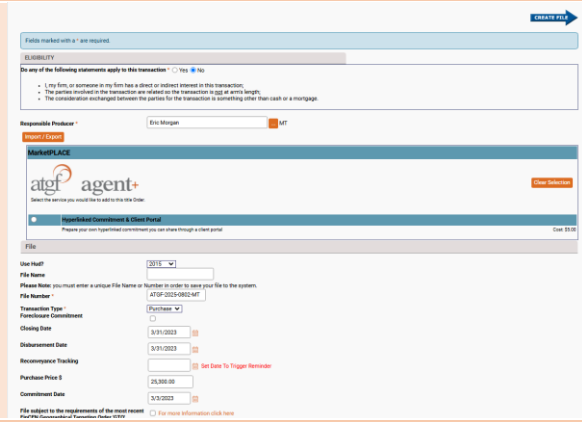


EPIC Instructions – Copy an Existing File

In some cases, you may want to create a file based off of one that was previously created. Some examples could be: Handling multiple parcels for a vendor that has subdivided a lot, handling another transaction on the same plot of land, etc. The purpose of this feature is to allow for EPIC to copy over the address, legal description, requirements, exceptions, etc. so that you spend less time recreating the file and more time ensuring that all parts of the transaction are handled efficiently.

Step	Instructions	Example
1	Hover over the File menu option at the top of the screen and click on “Copy Existing File”.	
2	A new screen will display all the recent files. You can switch between Recent files and Active files by clicking the corresponding button at the bottom of the list. Once the file is located, select the row (this can be done with a single-click) HINT: The list does not have a search feature on it; however, one can quickly locate a file by using the find feature within the browser. To use this, just press CTRL + F on the keyboard and type in the file number in the search box. **Is your file missing and not showing on the list of available files to copy even if you switch between “Recent files” and “Active files”**? Go back to the Main screen and search for the file. Once it has been located, open the file and go back to step 1. You will find the file in the recent list once you repeat step 1.	 
3	The ensuing window asks what items need to be **<u>excluded</u>** from the new file. Check each box that should not be copied to the new file. If copying a purchase file to be used as a refi, check the “Seller” box and the HUD to ensure that the file starts with a clean HUD. A new addition is the question: “Would you like to **copy** Hyperlink documents?” Checking this box will ensure that any documents that were uploaded to the file being copied for the purpose of completing a hyperlinked commitment will also transfer to the new file.	

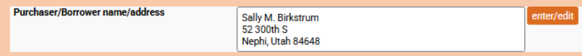
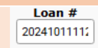
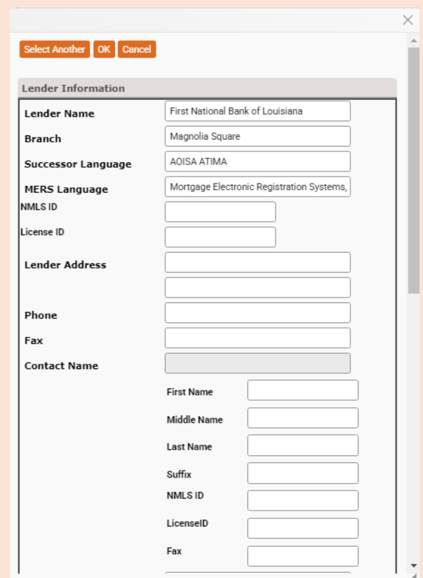
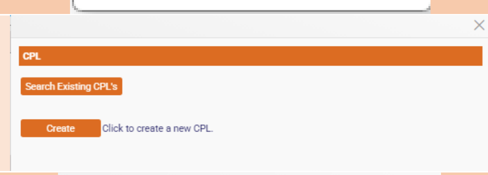
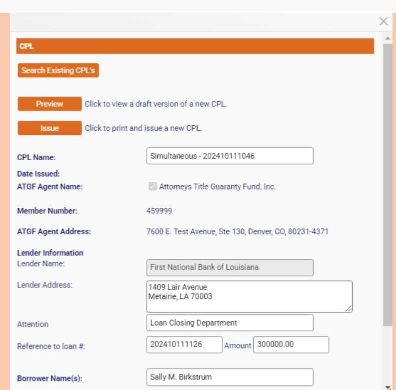
<table>
<tr><td></td><td>Click OK when done.</td><td></td></tr>
<tr><td>4</td><td>The next screen will launch the “Create File” window.

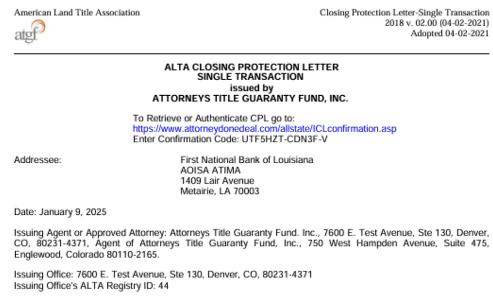
Go to Step 2 in the EPIC Instructions – Creating a New File Section to make sure all fields are completed properly.</td><td>
</td></tr>
<tr><td>5</td><td>Additional step for hyperlinked commitments. If you checked the box to transfer the Hyperlink Documents, you will need to first order the hyperlinked commitment form the Policy tab after creating the file. This will ensure that the user can agree to the hyperlink commitment fee. Once the request is successfully submitted, the button will change to “Prepare hyperlink commitment”. Click the button to show all documents that were transferred.

This feature was enabled to allow agents the ability to create a master file where the base documents common to all transactions for the specific deal (subdivision/project) can be created and uploaded once to EPIC, and then copied to a new file each time they are needed. This can be a massive savings in time.</td><td></td></tr>
</table>

EPIC Instructions – Issuing a CPL

A CPL or iCPL is a Closing Protection Letter normally issued to the Lender but may be requested by the borrower as well. Currently EPIC only has the ability to issue a CPL to the lender and borrower. Below are the instructions to issue a CPL along with the required data and where it is completed.

Step	Instructions	Example
1	Verify that you have entered all the purchasers/borrowers on the file. If any names are missing, click the enter/edit button to the right of the field and make the necessary updates.	
2	Next, ensure that all information regarding the lender is present, specifically the address for the lender and the loan number. To verify the lender's information, click on the ellipses button to the right of the lender in the Lender Policy Details section of the GEN INFO tab.	
3	Now, click the CPL button and click on the party you want to issue the CPL to.	
4	In the pop-up windows that comes up, click on "Create".	
5	Verify the information is correct shown on the screen and fill in anything that is missing and necessary. When complete, click "Issue".	

6	A new tab or window will appear with the new CPL document. A valid ATGF CPL will have a confirmation code and link to where the party can authenticate the CPL located at the top of the first page of the PDF.	

American Land Title Association

Closing Protection Letter-Single Transaction
2018 v. 02.00 (04-02-2021)
Adopted 04-02-2021

ALTA CLOSING PROTECTION LETTER
SINGLE TRANSACTION
issued by
ATTORNEYS TITLE GUARANTY FUND, INC.

To Retrieve or Authenticate CPL go to:
https://www.attorneydonedeal.com/allstate/ICLconfirmation.asp
Enter Confirmation Code: UTF5HZT-CDN3F-V

Addressee: First National Bank of Louisiana
AOISA ATIMA
1409 Lair Avenue
Metairie, LA 70003

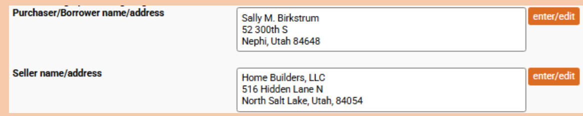
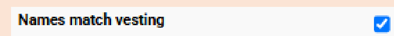
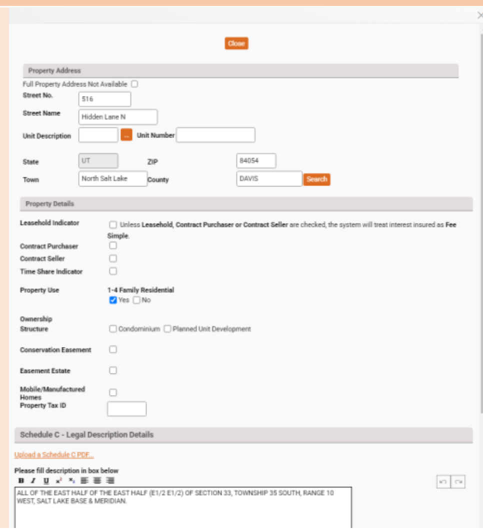
Date: January 9, 2025

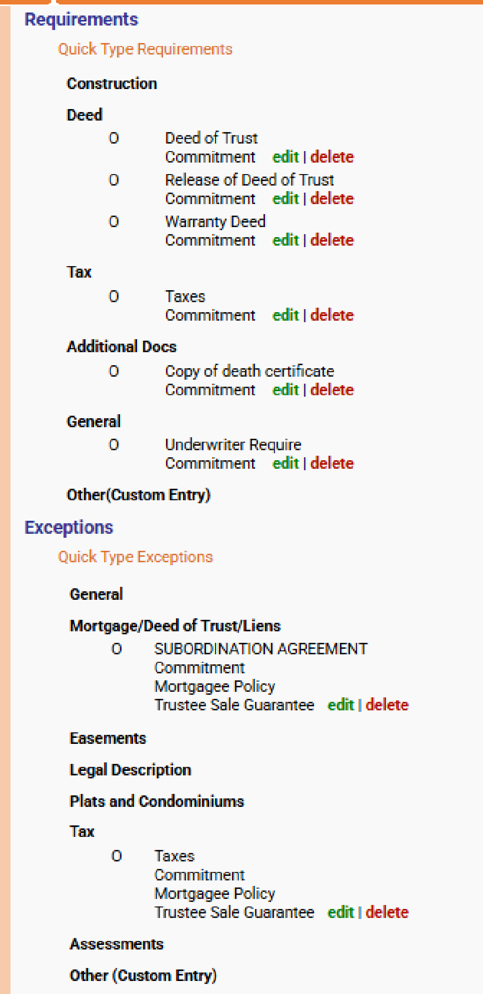
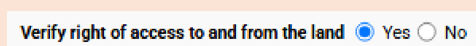
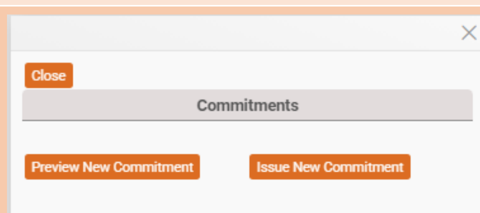
Issuing Agent or Approved Attorney: Attorneys Title Guaranty Fund. Inc., 7600 E. Test Avenue, Ste 130, Denver, CO, 80231-4371, Agent of Attorneys Title Guaranty Fund, Inc., 750 West Hampden Avenue, Suite 475, Englewood, Colorado 80110-2165.

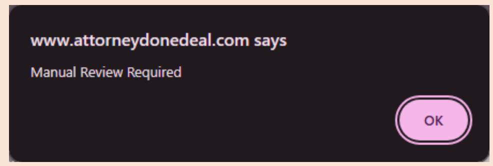
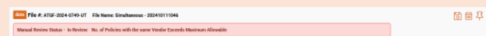
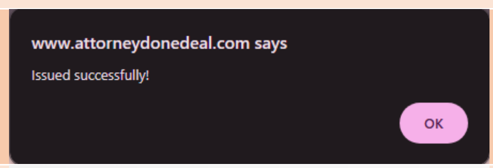
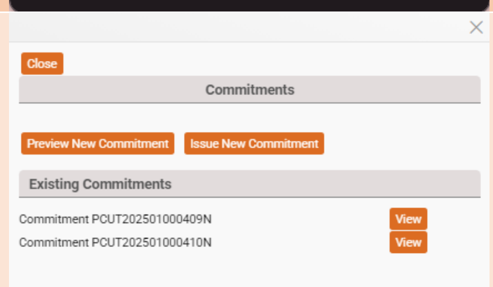
Issuing Office: 7600 E. Test Avenue, Ste 130, Denver, CO, 80231-4371
Issuing Office's ALTA Registry ID: 44

EPIC Instructions – Preview and Issue a Title Commitment

A title commitment (also referred to as a Preliminary Report "PR" in some states) is issued to parties of the transaction as the underwriter's promise to issue a final policy once all required items are met in Schedule B Part I. The below steps cover all required information needed in EPIC to issue the commitment as well as the process of previewing and issuing the final commitment.

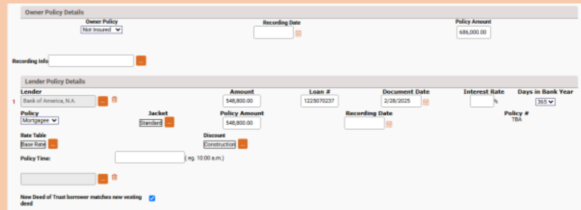
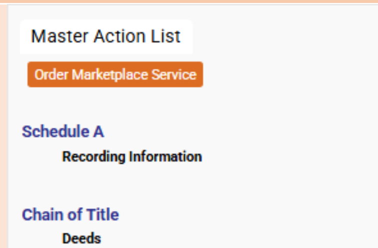
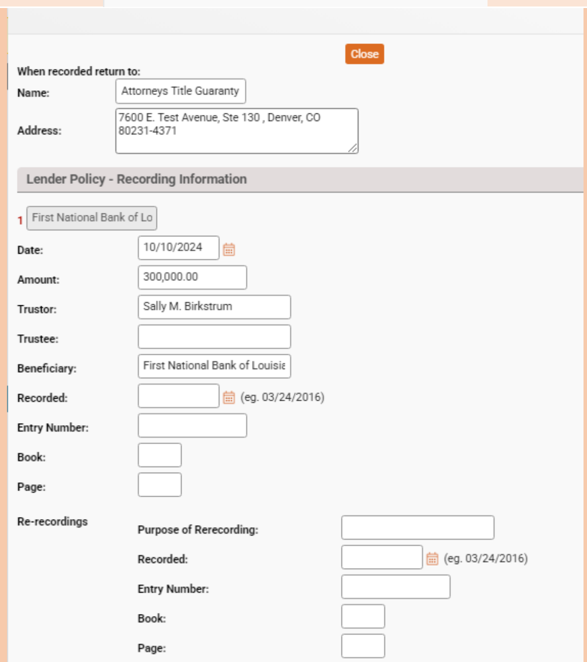
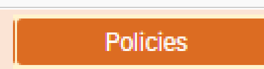
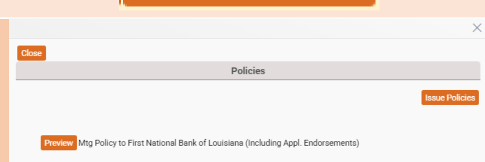
Step	Instructions	Example
1	Verify that you have entered all the purchasers/borrowers as well as Sellers (if applicable) on the file. If any names are missing, click the enter/edit button to the right of the field and make the necessary updates.	
2	Check the box in the field labeled "Names match vesting" to indicate that you have confirmed that the information for the borrower and seller match the current vesting as well as how it will appear once the property is sold (if applicable).	
3	Confirm that all property details are correct. Click on the "enter/edit" button to the right of the field "Property Address/ Details"	
4	The Property Details screen will open, verify the correct address is entered and ensure that the county has been populated. Next ensure the property information is correct, add the Tax/Parcel ID, and make sure that the Legal Description is complete.	

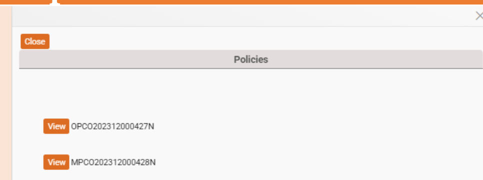
Step	Instructions	Example
5	Next, click on the Policy Tab, verify that all the requirements and exceptions are entered properly. Make sure Requirements are listed in the requirements section, not in the Exceptions as there are separate sections in the commitment for each of these.	
6	Below the exceptions, indicate whether the property has access. If not, remember to add the access exception.	
7	Next, verify that all currently requested endorsements are added to the file.	
8	Now that all the data has been validated, click on the "Commitment" button located at the top of the screen in the PIT header. If any information was missed, EPIC will display a message at the top of the screen before opening the commitments pop-up window.	
9	Once the Commitments pop-up window has opened, you will have two options: 1. Preview New Commitment a. Click this button to review a draft commitment. Some lenders want to have a draft commitment to review prior to	

Step	Instructions	Example
	the issuance of the official commitment. 2. Issue New Commitment	
10	When ready, click the "Issue New Commitment" button. EPIC will begin a check for any issues with the file that may require a manual review. If not, go to Step 13. If so, it will give you a notification. Click "OK" to confirm (you may get two pop-ups, just confirm both). Close the Commitments pop-up window and scroll to the top of the screen to see the reason for the manual review (in this example, it is due to "No. of Policies with the same Vendor Exceeds Maximum Allowable"). Note: A notification is sent to ATGF that the file is in manual review; however, if you need immediate attention, you can email Title@atgf.net to request immediate assistance.	 
11	Once approved, if you are still in the file, refresh your screen (F5 on the keyboard or the refresh icon in your browser ""). You should see the message in the Manual Review box has changed from under review to approved.	
12	Repeat steps 8-10.	
13	You will receive a confirmation pop-up once the commitment is successfully generated and saved to the file. Click 'OK' to dismiss the confirmation.	
14	You will now have at least one commitment saved to the list of existing commitments. The most recent commitment will always appear that the bottom. Click the View button to open a PDF of the commitment that can be saved to your folder and sent to the appropriate parties.	

EPIC Instructions – Preview and Issue a Policy

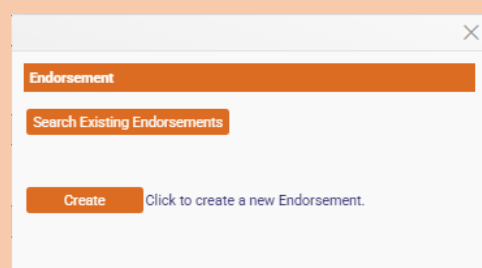
The final policy will be issued once all recorded documents are accounted for and is generally required to be issued no later than 30 days after the closing date. Make sure you have validated your state's requirements. Generally, issuing a final policy is quick and easy as all the information that was entered into EPIC was confirmed at or prior to the commitment being issued.

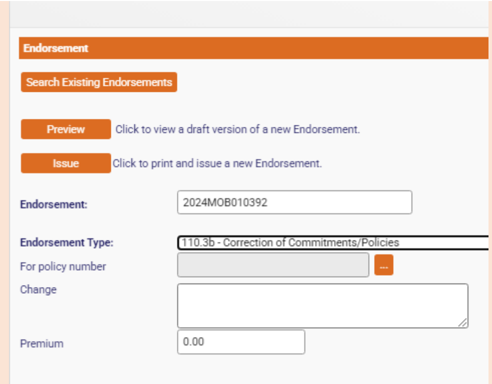
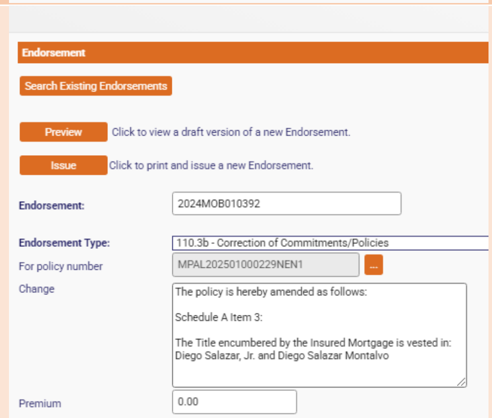
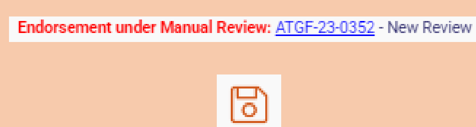
Step	Instructions	Example
1	From the GEN INFO screen fill in the recording date and Policy Time located under both the Owner Policy Details and Lender Policy Details. If there are more than one lender, make sure to enter the information for each lender based on the corresponding recorded mortgage or deed. If you do not have a lender on the file, skip to step 4.	
2	For any file where a lender policy will be issued. Go to the Policy tab and locate and click on the "Recording Information" link under Schedule A of the Master Action List.	
3	The Lender Policy – Recording Information window will open. Fill in all the missing information. Click "Close" when complete. Note: The screen will vary by state and may not appear exactly as the screen shot shown.	
4	Now click the "Policies" button located in the PIT header to open the Policies pop-up window.	
5	Click "Preview" to preview the final policy and do a quick validation that everything is showing properly. When satisfied with the results, click "Issue Policies" button.	

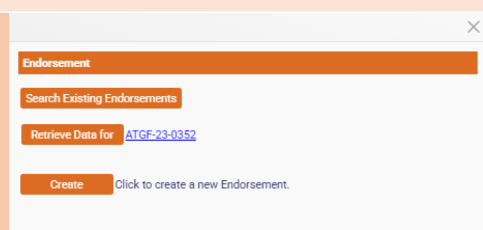
Step	Instructions	Example
6	Click “View” on each policy to open and save a copy to be sent out to the insured.	

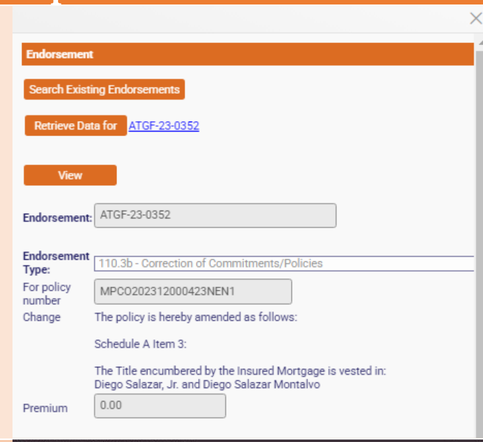
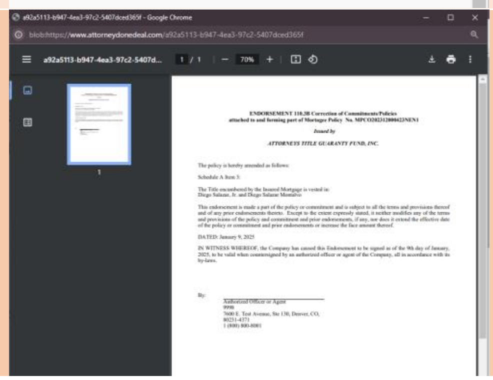
EPIC Instructions – Policy Corrections

From time to time, an error may slip through the many reviews on a file which will necessitate corrections. EPIC provides a grace period of 15 days following the date of issuance to make corrections directly in the file. After this period, change endorsements will need to be issued.

Step	Instructions	Example
1	Prior to making corrections to the file, determine if you can make corrections directly to the file or if you need to issue an endorsement. Open the file in EPIC and review the PIT header bar. If a button "Regenerate Policies" is present, then the file is still within the period where changes can be made directly in EPIC instead of issuing a change endorsement. If the Regenerate Policies button is not present, the file has exceeded the 15-day period and will require a change endorsement. Go to the Step 2 if the button is present; otherwise, proceed to step 4.	
2	Click "Regenerate Policies", confirm all off the notifications.	
3	Make the necessary corrections to the file and reissue the policy the same as indicated in "[EPIC Instructions – Preview and Issue a Policy]" Step 4.	
4	To correct a file that is outside of the regeneration period, a change endorsement will be necessary. For most states, this endorsement is the 110.3b (Minnesota and North Dakota will use Form E). Click the "Change Endorsements" button to begin.	
5	Once the Endorsement pop-up appears, check for any existing change endorsements. View each one to ensure that the correction has not already been created. In this example, there are no existing endorsements. Click "Create" once confirmed that none of the previously issued endorsements correct the error.	

<table>
<tr><th>Step</th><th>Instructions</th><th>Example</th></tr>
<tr><td>6</td><td>The screen will change to show the file number the endorsement will be issued on and show a drop down titled “Endorsement Type”. Click the drop down and select either 110.3b or Form E.</td><td>
</td></tr>
<tr><td>7</td><td>Click the ellipses button to the right of the “For policy number” field and then select the affected policy.</td><td>
</td></tr>
<tr><td>8</td><td>This will cause the pop-up to close and go back to the Endorsement window. Enter the text to document the change to the policy.</td><td>
</td></tr>
<tr><td>9</td><td>Review the change endorsement and click the “Issues” button to send the change off for manual review. ATGF will receive a notification that the file is in manual review; however, if you need to get the approval faster, send an email to Title@atgf.net. Close the pop-up window and then click the save icon in the top right-hand corner of the EPIC header.</td><td>
</td></tr>
<tr><td>10</td><td>Once the manual review is approved, either go back into the file or refresh the file if you are still in it.</td><td></td></tr>
<tr><td>11</td><td>Click the Change Endorsements button to open the endorsement pop-up window.

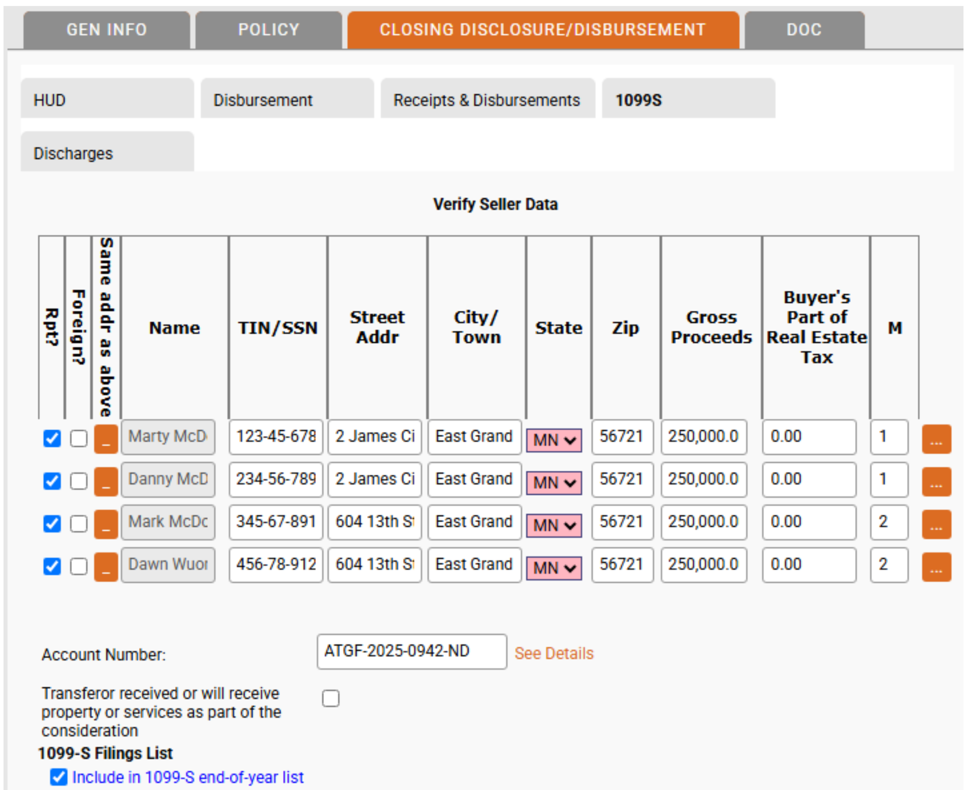
The change endorsement will no longer show that ti is in manual review, but instead display a “Retrieve Data for” button. Click the button to open the approved change endorsement.</td><td>
</td></tr>
</table>

Step	Instructions	Example
12	Once the “View” button appears, click it to download the change endorsement pdf file.	
13	Save the file so that it may be printed, signed, and sent to the insured.	

EPIC Instructions – Tax document preparation – Individual 1099S documents

In most instances, a sale will require a 1099-S and must be reported to the IRS. EPIC helps make this much easier for you. Throughout the year, as you process files and complete closings, the information collected should be collected and saved in EPIC. 1099-S forms are no different. EPIC has a specific tab located under the Closing Disclosure/Disbursement tab labeled 1099S where you will place this information.

On each file, make sure to gather the TIN/SSN for each seller and save to EPIC under the 1099S tab. Each part listed as a seller will show up here. It is important that you list the actual vested owners of the property on the GEN INFO tab. Do not replace a current vested party with a personal representative of signer, you can set up signers for each vested party in the lower section of each seller's section. See the section Seller name/address section for more information on setting this up.



Field Name	Instructions
Rpt?	Place a check in this box to ensure the item is reported.
Foreign?	Place a check in this box to indicate if the seller is foreign, refer to FIRPTA guidelines.
Same adder as above	Use this to save typing. This will take the address from the row immediately above it and copy to the current row for the button that you have pressed.
Name	This information can only be entered from the GEN INFO tab on the Buyer/Seller information screen.
TIN/SSN	Enter the SSN for each individual or the TIN for each entity shown. This is the only place in EPIC that houses the SSN/TIN.
Street Addr	

Field Name	Instructions
City/Town State Zip	Enter the address for each party. This should be the address after closing
Gross Proceeds	Enter the gross proceeds for the transaction. This is the sales price. Make sure that this is divided according to ownership of the property. Using the above screen shot, there are four entities, so that purchase would be split in half, since both pairs are filing jointly. If only 2 of the 4 parties were filing jointly, you would divide the sales price by 3 and place a third of the amount in each box.
Buyer's Part of Real Estate Taxes	Enter taxes paid by the sellers for the current tax year only. Do not include any amounts that were reimbursed.
M	This section is used to group parties that are filing joint returns. Place duplicate numbers be each party that will be filling jointly, only changing the number to indicate a different grouping of joint filers, i.e. place "1" in each box in the M column for the parties filing jointly on their return and then a "2" beside the next set of parties that will be filing jointly, "3" for the next and so on. See the screenshot above.
Ellipses button	Seller Old Information screen. This will display the information that was originally transmitted to the IRS.
Account Number	This field should auto-populate with the file number used in EPIC on the GEN INFO tab.
Transferor received or will receive property or services as part of the consideration	Check this box if the state is true
1099-S Filings List	Check this box if you want this record to be included in the end of year 1099S filing.

EPIC Instructions – Tax document preparation – Get a TCC and create FIRE system credentials

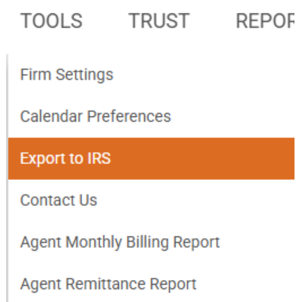
EPIC includes the ability to export your 1099 tax filing for the IRS. In order to utilize this, you must be registered with the IRS appropriately. Follow the steps below to get everything setup.

1. Go to the IRS FIRE webpage to access all the publications: https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire
2. Go to the login screen here: https://la.www4.irs.gov/esrv/esam/pages/landingPage.xhtml. If you already have an ID.me account, login with it. If you do not already have one, create an ID.me account to validate your identity; click on "ID.me Create an account" button to begin setting up your account.
3. Once logged in, fill out the online application. Be careful to ensure all information about your business is entered accurately.
4. It can take up to 45 days for the IRS to process your TCC application. You can monitor your application online or wait for the IRS to mail notification to you. The assigned TCC will typically be active 48 hours after your effective date shown on your application.
5. Your TCC will be a 5-digit alphanumeric code that identifies you as a transmitter of electronic information returns. Your TCC should start with a number for use with the FIRE system.
6. Once you have your TCC, log into EPIC and add it to the Firm Settings and add the TCC to the field labeled "IRS Transmitter Control Code", make sure to check the Federal Tax ID field as well, if blank, fill that in. These fields are necessary for EPIC to generate the file for IRS.
7. Now, you will need to setup login credentials for the IRS FIRE system.
    a. Go to the FIRE Website: https://fire.irs.gov/
    b. Click on the "Create New Account" link.
    c. You will need to enter the following information:
        i. **TCC**: Your five-character Transmitter Control Code.
        ii. **EIN**: Your Employer Identification Number (for businesses) or Social Security Number (for individuals, if applicable). Enter it without hyphens.
        iii. **Legal Business Name**: Enter your legal business name ***exactly*** as it appears on your IRS records. This is case-sensitive and includes punctuation and spaces.
        iv. **User ID**: Create a User ID that is between 8 and 25 alphanumeric characters (no special characters or spaces).
        v. **Password**: Create a password that is between 8 and 20 characters and includes at least one uppercase letter, one lowercase letter, one number, and one of the following special characters: # ? ! @ $ % ^ & * . , - . The User ID or Username cannot be part of the password.
        vi. **Verify Password**: Re-enter your chosen password.
    d. Click the "Create" button.
    e. Make a note of your User ID.
    f. You will then be prompted to create a 10-digit Personal Identification Number (PIN). This PIN is required when you submit your electronic files. The 10 digits cannot be all the same number or sequential.
    g. Finally, you will create a secret phrase (between 8 and 20 characters with specific requirements similar to the password). This phrase will help you reset your password if you forget it.

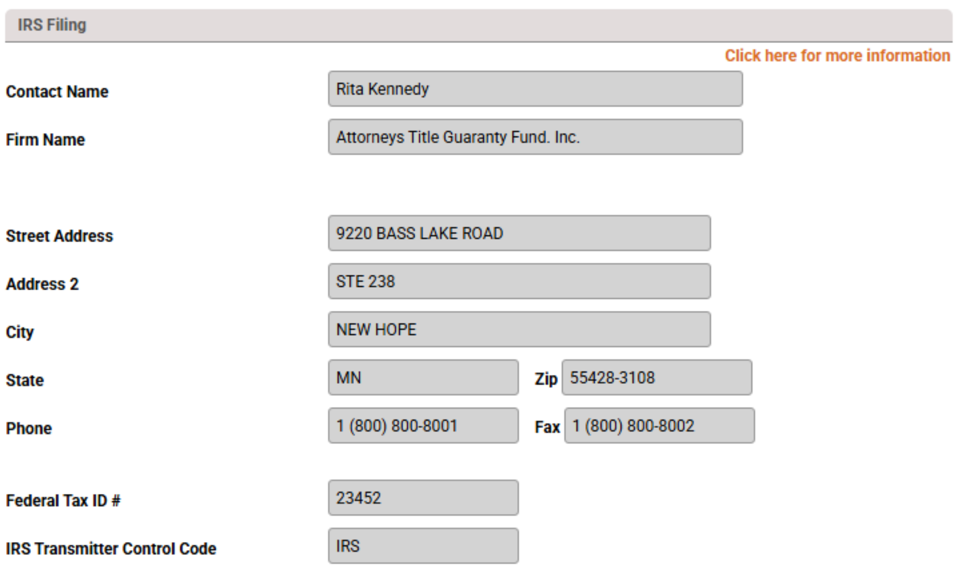
EPIC Instructions – Tax document preparation – Create FIRE system file.

EPIC includes the ability to export your 1099 tax filing for the IRS. Follow these steps on validating your information and setting up your IRS FIRE system 1099 S file.

From the main menu in EPIC, click on "Tools" and the "Export to IRS".



Verify listed information is correct. If you are filing for your own organization, this section should reflect all of your company's information:



If you have a parent organization that will be filing the 1099S on your behalf, you will also need to ensure that their information is entered correctly, if not, do not alter any information in this field, let it remain blank:

Alternate Firm Information for IRS Filing

Contact Name	alt irs
Firm Name	
Street Address	
Address 2	
City	
State	Zip
Phone	Fax
Email	
Federal Tax ID #	42345
IRS Transmitter Control Code	44

Once all the information is validated, you are ready to review your files for export. AT the bottom of the screen, enter the prior year in the 1099S Filing Year field. Check the "Filing for Prior Year?" box. Next click the button "Check Required Data":

1099-S Information

1099S Filing Year	
Filing for Prior Year?	Electronic files SENT December 21 or later must have Prior Year selected.
Test File	

Create IRS file | Check Required Data | View Data

This will show you all of the files that you have which are "OK" or if something is wrong, what is missing:

File Name/Number: ATGF-2024-0548-MN/ATGF-2024-0548-MN	**Seller:** Paul Sachs **Missing Information:** -proceeds -buyer part
File Name/Number: ATGF-2024-0548-MN/ATGF-2024-0548-MN	**Seller:** Shawna Sachs **Missing Information:** -proceeds -buyer part
File Name/Number: ATGF-2024-0548-MN/ATGF-2024-0548-MN	**Seller:** Pamela J Sachs **Missing Information:** -proceeds -buyer part
File Name/Number: DB-24-00158/ATGF-2024-0653-CO	**Seller:** The Estate of John K. Lawto **Missing Information:** -TIN
File Name/Number: CD Testing SS/ATGF-2024-0703-CO OK	

In several fields of the screenshot above, we see the file information on the left and the missing information on the right. The system will tell you which field incorrect and what items is are missing. Use this to go in and fix those files. Once you have fixed them all, go back to the prior screen and select "Check Required Data" button again. If all files show OK, then everything is set to continue. Note that the files showing under "View Data" button are only the files that were fixed. As you fix them, that list will get longer.

When you are ready to export your file, click "Create IRS file". A file labeled "Test.asc" will download to your designated download folder. Please do not attempt to open the file, an accidental change of any data within the file could cause the IRS to reject the filing. You can view the data contained within the file by clicking the "View Data" button from the above screen.

Log into the IRS Fire System https://fire.irs.gov/. Go to the Main Menu:

1. Click Send Information Returns
2. Enter your TCC and TIN and click submit
3. The next screen will have you review your company information, if all is correct, click "Accept"
4. You will now have the option to upload an Original File, Replacement File, Correction File, or Amended File. Choose the option that you are attempting to complete.
5. On the next screen, enter your PIN that was setup during registration.
6. Now you have made it to the screen to upload your file. Click "Choose File", locate the test.asc file that you saved from EPIC earlier. Then click "Upload".
7. The IRS will rename your file once it is uploaded; however, when you check the file, it will provide your file name as well as the new file name assigned by the IRS.
8. A "FILE STATUS" email will be sent within a few days regarding the status of your file. If it is not received within this timeframe, log on to the FIRE system and go to "CHECK FILE STATUS" to verify the status of your file.

NOTES:

- If you do a test file, select the "Test File" checkbox on the "Export to IRS" page in EPIC.
- If you need to make a correction, open the file in question and go to the 1099-S screen.
    - Click on the ellipses "…" button beside the vendor whose information you need to correct.
    - The "Seller Old Information" screen will pop-up. This information will be exactly as it was when it was sent to the IRS. The IRS requires both the incorrect and corrected information to be sent with the correction, therefore, the "Seller Old Information" screen. Close this screen and enter the correction vendor information on the 1099S screen. Once the information was corrected, read the "See Details" beside the "Type 1 correction" and "Type 2 correction" to determine what kind of correction you need to do. If it is a type 1 correction, click "Type 1 correction" button and continue as above. If it is a type 2 correction, the correction is performed in two steps. First click the Type 1 correction and post to IRS as above, then click the type to correction and post to the IRS as above.
    - A replacement file is needed when the status of the export is bad. If it is a programming error, the programmers will have to see the error which was received as well as the .asc file that was exported to fix the issue. Once the problem is fixed, open the file in question in EPIC. Go to the 1099-S page, edit any information that needs changing and click the "Replacement" button. Post to the IRS as above.