

TO: ALL NAVI STAFF

FROM: TAYLOR CRIM

DATE: 10/27/25

SUBJECT: RON SIGNINGS WITH NTS PROS

1) YOU WILL RECEIVE AN EMAIL FROM NTS RON ORDERS WITH A LINK TO SET UP YOUR ONLINE ACCOUNT. YOU WILL USE THE EMAIL ADDRESS THEY PROVIDED ALONG WITH THE TEMPORARY PASSWORD TO SET UP YOUR ACCOUNT

Welcome to our New Scheduling Platform

 NTS RON Orders <hit-reply@signingorder.com>
To: Tanya Banovac



Wed 10/8/2025 12:09 PM

You forwarded this message on 10/8/2025 12:33 PM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Tanya Banovac,

We are excited to announce the launch of our new scheduling platform. Please start scheduling your orders and uploading docs at <https://link.edgepilot.com/s/6c344a62/T64vHxhBXEYKurlhWKoYg?u=https://ntsron.signingorder.com/>

To log in, enter your email: tbanovac@navititle.com

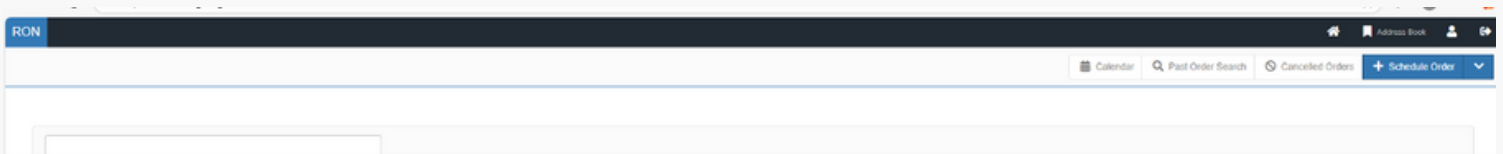
Temporary password: tanya123

We are now integrated with Resware, Ramquest, E-Closing, Softpro 360, Impact/SQL and Online, Title Desktop, and Closer's Choice title softwares. Integrated title softwares can create signing orders, share documents, and share notes all within their title software, which saves time and improves the security of your clients' data. Please reply back if interested setting the integration up.

Regards,

NTS RON Orders

2) ONCE SIGNED IN, YOU WILL FIND SCHEDULE ORDER IN THE TOP RIGHT HAND CORNER



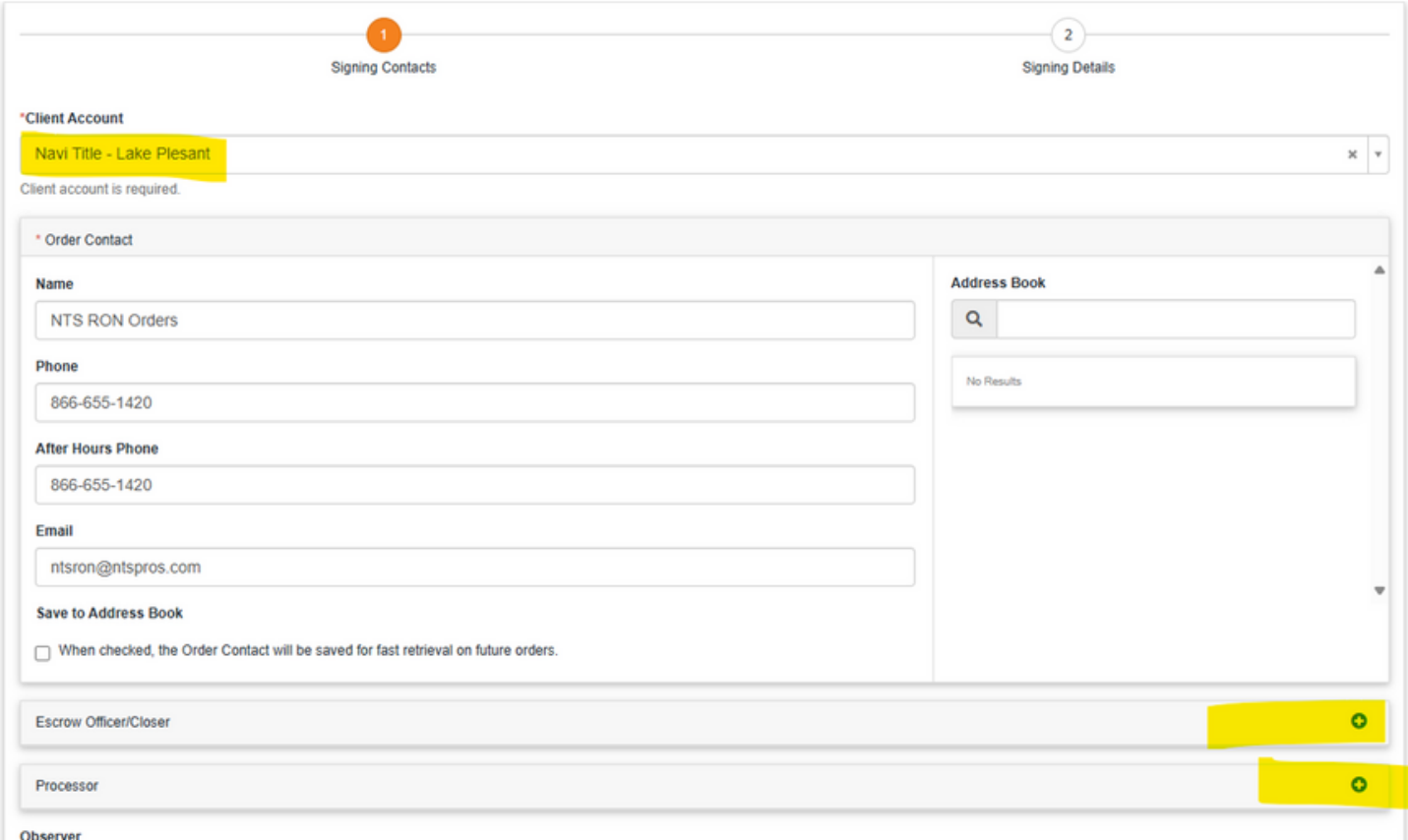
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3) THE CLIENT ACCOUNT DROP DOWN WILL SHOW YOUR DEDICATED BRANCH AND THEN YOU WILL EXPAND THE ESCROW OFFICER /CLOSER SCREEN AND THE PROCESSOR SCREEN



The screenshot displays the Navi Title software interface. At the top, there are two tabs: 'Signing Contacts' (marked with a red '1') and 'Signing Details' (marked with a red '2'). Below the tabs, the 'Client Account' dropdown menu is highlighted with a yellow box and shows 'Navi Title - Lake Pleasant'. A message below it states 'Client account is required.' The 'Order Contact' section contains several fields: 'Name' (NTS RON Orders), 'Phone' (866-655-1420), 'After Hours Phone' (866-655-1420), and 'Email' (ntsron@ntspros.com). To the right of these fields is an 'Address Book' search bar with a magnifying glass icon and a dropdown showing 'No Results'. Below the 'Order Contact' section, there is a checkbox labeled 'Save to Address Book' with the text 'When checked, the Order Contact will be saved for fast retrieval on future orders.' At the bottom of the form, there are three rows: 'Escrow Officer/Closer', 'Processor', and 'Observer'. The 'Escrow Officer/Closer' and 'Processor' rows are highlighted with yellow boxes and have expandable icons (a plus sign in a circle) on the right side.

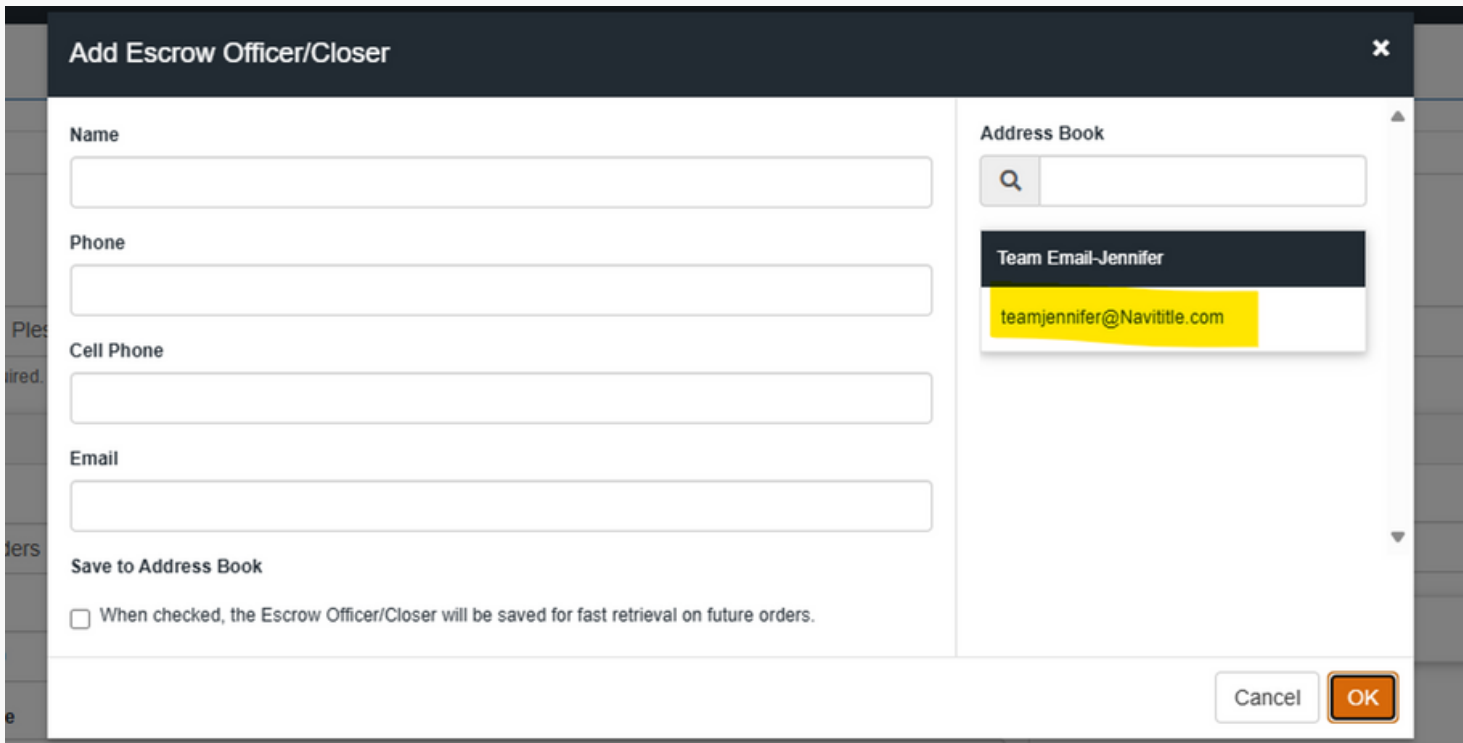
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4) ON THE RIGHT HAND SIDE YOU WILL SEE A LIST OF THE EO'S FOR THE BRANCH – THESE WILL ACTUALLY SHOW THE NAME OF THE EO AND THEIR EMAIL ADDRESS, YOU WILL CLICK ON THE EO NAME AND WILL POPULATE THE LEFT HAND SIDE WITH YOUR INFORMATION.



Add Escrow Officer/Closer [X]

Name
[Input Field]

Phone
[Input Field]

Cell Phone
[Input Field]

Email
[Input Field]

Save to Address Book
☐ When checked, the Escrow Officer/Closer will be saved for fast retrieval on future orders.

Address Book
[Search Icon] [Input Field]

Team Email-Jennifer
teamjennifer@Navititle.com

Cancel OK

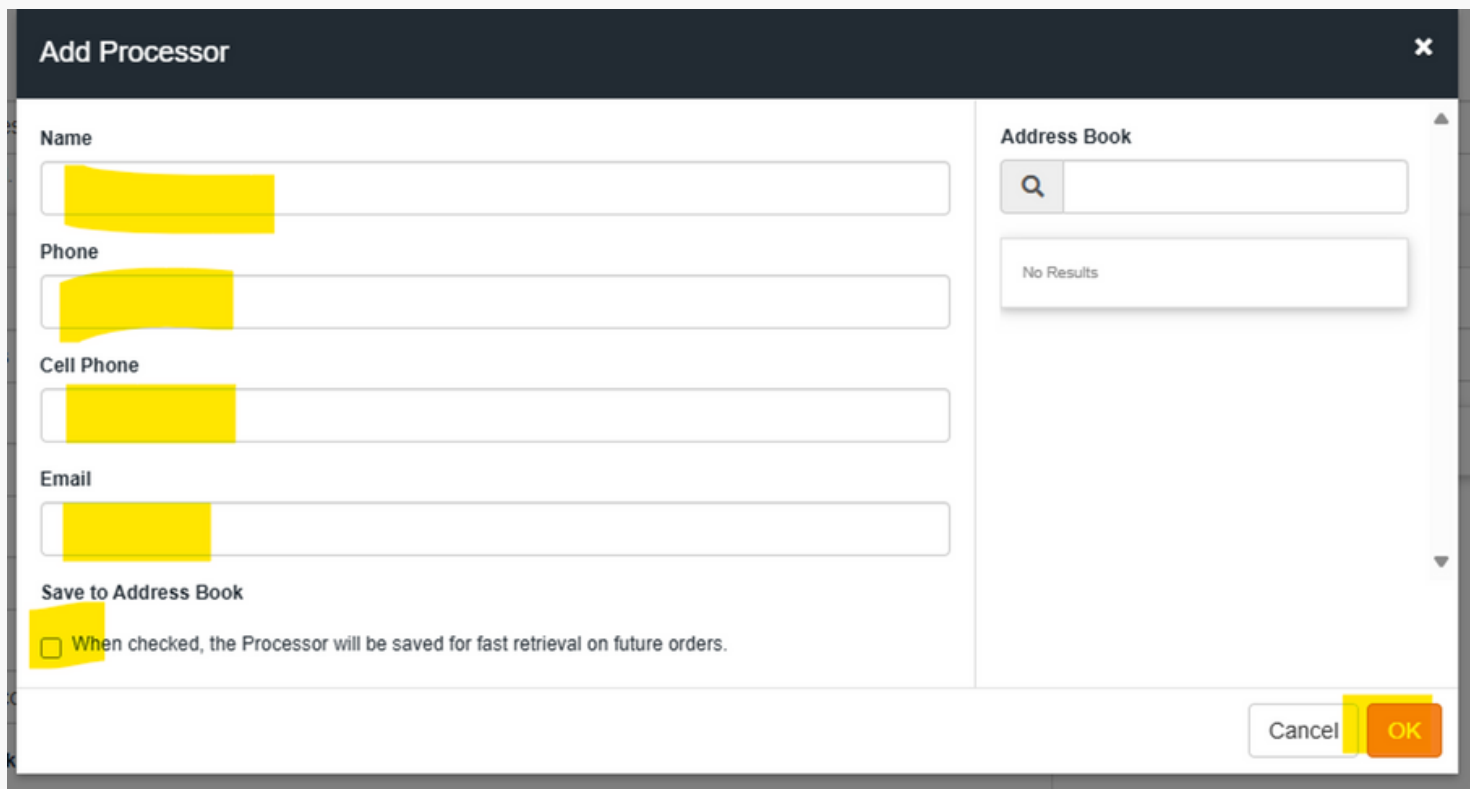
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5) FOR THE PROCESSOR, YOU WILL ENTER THE INFORMATION OF THE CONTACT PERSON OTHER THAN THE EO , ONCE COMPLETED CHECK MARK THE BOX AT THE BOTTOM AND HIT OK. THIS WILL SAVE THE INFORMATION UNDER ADDRESS BOOK FOR A SIMPLE CLICK ON FUTURE ORDERS



Add Processor

Name

Phone

Cell Phone

Email

Save to Address Book

☐ When checked, the Processor will be saved for fast retrieval on future orders.

Address Book

No Results

Cancel OK

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6) NEXT SCREEN IS WHERE YOU PUTT ALL YOUR SIGNING DETAILS AND CLICK SUBMIT ONCE COMPLETED

1
Signing Contacts

2
Signing Details

*File #

*Signing Type

*Any Scanbacks Required?

☐ No ☐ Yes

Is this a RON Signing?

☐ No ☐ Yes

*Date

*Time

*Signer Name

Cell Phone #

Email Address

Add Non-borrowing Spouse

Co-Signer Name

Cell Phone #

Email Address

Add Non-borrowing Spouse

Add Additional Contact Info

*Property Address (or signing address if no property address needs to be referenced)

Enter a location

Eg: Ste. 104

City

State

Zipcode

City

State

Zipcode

What Esingning platform(s) are permitted to use?

Ex: DocVerify, SigniX, Pavaso, etc...

Loan Number

Document Delivery (Other than EDOCS)

+

Language (Other than English)

+

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7) ONCE YOU SUBMIT IT, IT WILL SHOW ON YOUR DASHBOARD

Client Account	File #	Signer(s)	Date	Address	Notary			Documents
Navi Title - Luke Picard Team Email-Jennifer	Test File 123	Banovac 9732974900 (cell)	10/22/2025 TBD					   
Showing 1 to 1 of 1 entries								

8) YOU WILL SEE ON THE RIGHT HAND SIDE A RED ENVELOPE, YOU WILL OPEN THAT UP AND THAT IS WHERE YOU WILL DROP THE DOCUMENTS FOR SIGNING

NTSR-32155 / Test File 123 / Tanya Banovac on 10/22/2025 at tbd

Drag & Drop files here

(Uploads are limited to 5 files at a time.)

+ Add files... (Uploads are limited to 5 files at a time.)

 Seller Docs.pdf	Description	1.81 MB	Not Downloaded	 Delete
Uploaded at 10/21/2025 3:25 pm by Tanya Banovac				

Closing Package is Complete

✕ Uncomplete Package

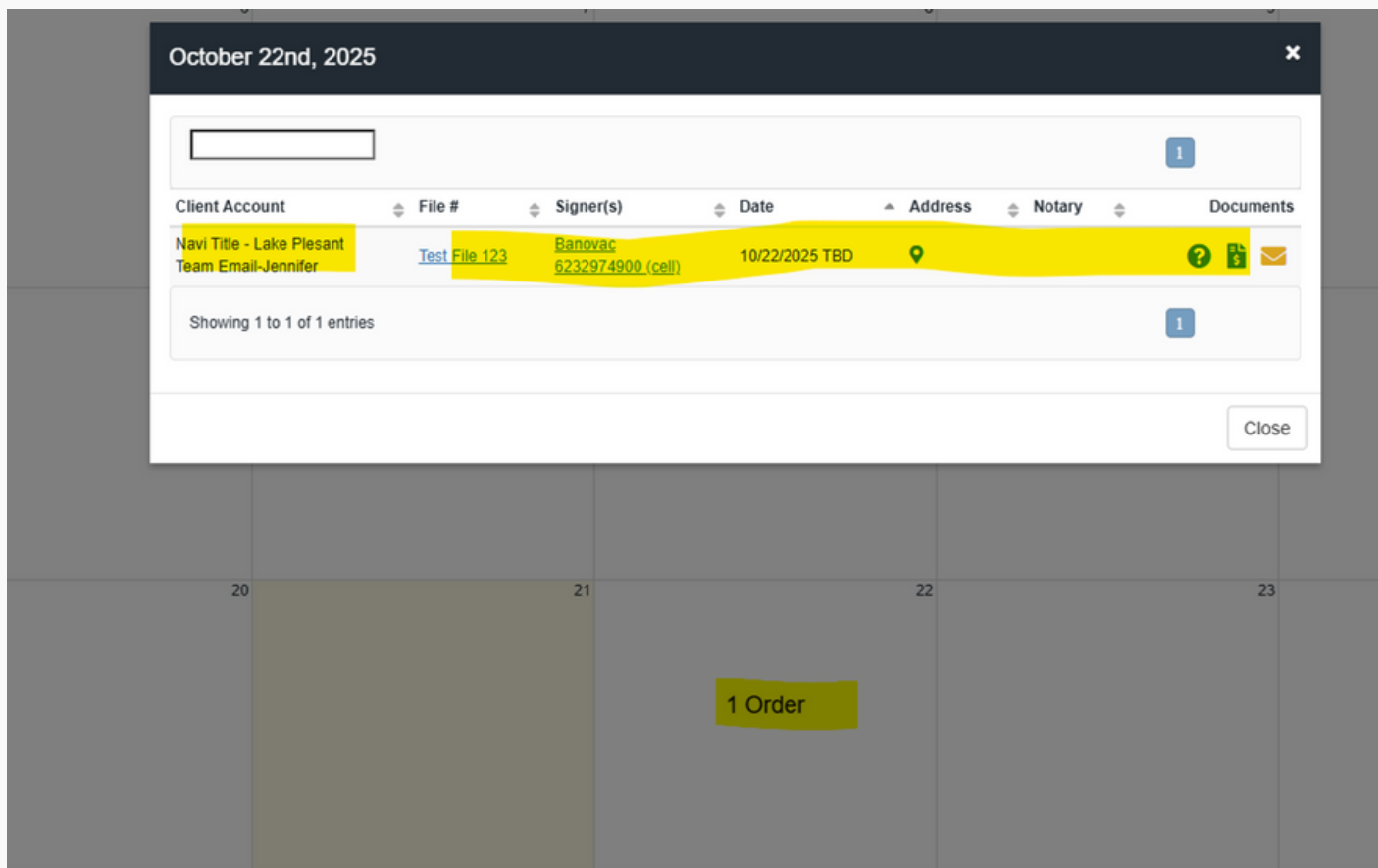
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9) YOU CAN CLICK THE CALENDAR VIEW AND SEE ALL YOUR UPCOMING SIGNINGS
ALONG WITH THE TIME ONCE IT IS SCHEDULED



The screenshot shows a calendar interface for October 22nd, 2025. A modal window is open, displaying a table of signing appointments. The table has columns for Client Account, File #, Signer(s), Date, Address, Notary, and Documents. One appointment is listed for 'Navi Title - Lake Pleasant Team Email-Jennifer' with File # 'Test File 123', Signer(s) 'Banovac, 6232974900 (cell)', and Date '10/22/2025 TBD'. The appointment is highlighted in yellow. Below the table, it says 'Showing 1 to 1 of 1 entries'. A 'Close' button is at the bottom right of the modal. In the background, a calendar grid shows the date 22nd highlighted with a yellow sticky note that says '1 Order'.

Client Account	File #	Signer(s)	Date	Address	Notary	Documents
Navi Title - Lake Pleasant Team Email-Jennifer	Test File 123	Banovac, 6232974900 (cell)	10/22/2025 TBD			?, \$, 📧

Showing 1 to 1 of 1 entries

Close

1 Order

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10) YOU CAN ALSO DOWNLOAD THE INVOICE ANYTIME AND NOT HAVE TO WAIT UNTIL THE SIGNING IS COMPLETE

Client Account	File #	Signer(s)	Date	Address	Notary	Documents
Navi Title - Lake Pleasant Team Email-Jennifer	Test File 123	Banovac 6232974900 (cell)	10/22/2025 TBD			  

11) HAVE QUESTIONS OR NEED TO SEND A QUIT NOTE , JUST CLICK THE ?

Navi Title - Lake Pleasant Team Email-Jennifer	Test File 123	Banovac 6232974900 (cell)	10/22/2025 TBD		  
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TO:

FROM:

DATE:

SUBJECT: