QUICK REFERENCE GUIDE – CREATING AN INSURED CLOSING LETTER

National Investors Title Insurance Company

INNOVATIVE BY INSTINCT

LOGGING IN
1. Open Internet Explorer
2. Go to http://www.tx.nititle.com
3. Click the Agent Button on the left of the screen.
4. Click the iJacket Manager link
5. Enter your Login Name and Password You may add the link to your desktop.

Creating a New File
After logging into the system, click on the commitment tab to look for your file, or you may search for the file number under the search button. If your file is shown, on the left side of the screen, simply click the number. You will be taken directly to your file and can begin the process of creating your ICL.

To Import a file from AIM, SoftPro or TSS, complete the following steps:
Select Create New File, then click the Browse button for your applicable system to search for the file you would like to import. Once the file is located and selected, click the Open button and then click *Import*. The file information is then imported into the Basic Information Screen and a new file is started.

To Create a new file by manually entering the information in the Basic Information Screen, complete the following steps:
After selecting *New File* from the iJacket workspace, click *Basic Information* from *File Options,* which will allow the user to be taken directly to a blank Basic Information Screen to enter the required file information.

The Basic Information Screen
(* indicates required field)

ITC File Number	Automatically generated for every file.
***Agent File Number**	A required field that must be entered by the user, or is automatically completed with import feature.
***Address, City & State**	A required field that must be entered by the user, or is Automatically completed with the import feature.
***Property County**	A required field that must be entered by the user or is automatically completed with the import feature.**.**

Complete the ICL Section
1. Check the box Lender ICL Required. Once you click this box, the additional information will expand for you to complete.
2. Select the type of ICL to be issued.
3. Enter the loan number if available.
4. You now have the ability to add additional Lender names. Click the Lender Name drop down arrow, select {add new lender} and input your lender name. Lender names will be held in each Agent's workspace.

Select the **Use Default** Button to automatically enter your agent location information. This is a REQUIRED field when completing an ICL.

Owner Information Section. The Owner/Borrower is a Required Field
1. Add the Owner/Borrower Name
2. If you have two Owner/Borrower names type the relationship ie. and wife
3. Click the + sign
4. Add the second Owner/Borrower Name
It is not necessary to complete the additional information in this section..

The information in the **Lender & Loan Section** is automatically inserted from the ICL Section. It is not necessary to enter this information when creating your ICL if entered previously.
You are now ready to **Save** your ICL. You can use "Control S" feature to Save or tab to the Save button at the bottom of the screen.

After you have saved your ICL, you will automatically be taken to the File Options Screen below.
1. Check the Lender ICL box.
2. You are now ready to print your ICL for your GF and
3. Email the ICL to your lender

One of the most frequently requested features is the ability to edit Insured Closing Letters. iJacket Manager now includes the ability to edit the transaction specific information appearing on the ICL., 1. Locate your ICL by going to the Orders or Commitment Tab, 2. Find and click on your GF #, 3. Click on the Basic Information, edit the necessary information in the ICL, 4. Save the changes either by using control S or the Save Button at the bottom of the screen. This will return you to File Options Screen where you may print and email your edited ICL.
ICL's will no longer be checked against the SDN list. You will need to advise your title plant if you are issuing an ICL. They will check the borrower name against the Specially Designated Nationals list.
If you create an ICL and the file does not close, simply cancel the file on the File Options Screen. You will need to enter a reason for cancelling the file.

If you have questions, or need assistance, please call or email:

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