

## CREATING AN ICL – REFERENCE GUIDE



### 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<sup>®</sup> link.
5. Bookmark the page or add the link to your desktop
6. Enter your Login Name and Password.

### 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.

ITC File Number	Owner Name	Lender Name	Property Address	Tax Parcel	Premium	Special Risk	Agent Commission
Agency File Number	Owner Coverage	Lender Coverage	City	State	County	Premium Tax	
NMA00120110041	Talasa Frost	First Community	989 Perfect Harmony	TX	San Saba	\$0.00	\$0.00
736	\$0.00	\$0.00	Elm Grove			Recalc	
10/19/2011						\$0.00	

### ***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:***

Select *New File* from the iJacket workspace, click *Basic Information* from *File Options*. You are 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 or is automatically generated if the import feature is used.

#### **\*Agent File Number**

A required field that must be entered by the user., or is automatically generated if the import feature is used.

\*Address, City & State

A required field that must be entered by the user, . or is automatically generated if the import feature is used.

\*Property County

A required field that must be entered by the user, or is automatically generated if the import feature is used.

ITC File Number - NMA00120110027

\*Agent File Number 1234  
Indicates a required field.

\*Agency Location Austin  
Closing Date (mm/dd/yyyy)  
Processor Teresa Frost

**Description of Property to be Insured**

Address 1234 State Street  
\*City Austin \*State TX Zip  
\*Property is located in the following County: Travis  
Additional Information +

### Complete the Insured Closing Letter information

**Insured Closing Letters**

Lender ICL Required?  1  
\*Select an ICL T-50 2

**Lender Information**

Loan Number 1234 3

Lender Name First Community  
Address Line 1 Line 2  
City State Zip  
Attention  
CC Letter To Secondary CC

Buyer/Purchaser ICL Required?   
Seller ICL Required?

**Required Field** 4

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 Agent/Settlement Provider (Use Default)

Agent/Settlement Provider

A.O. Thompson Abstract Company, Inc. / Hereford	Provider ID
American Abstract & Title Company, Inc. / Killeen	Name
American Guaranty Title, LLC / Waco	Company/Firm
Archer Title of Texas, Inc. / Wichita Falls	DBA
Arnold Abstract Company / Henderson	Address
Atascosa Guaranty Titles, Inc. / Pleasanton	City, State, Zip
Attorney's Land & Title Company / Hawkins	

Agent/Settlement Provider Not Found

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

Continue to the Owner Information Section. The Owner/Borrower #1 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

You do not have to complete any of the additional information in this section when generating an ICL.

The information in the Lender & Loan Section automatically populates 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 scroll 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

### Editing the Insured Closing Letters.

If you need to edit your ICL, locate your ICL by going to the Orders Tab, find and click on your GF #, simply click on the Basic Information, edit the necessary information in the ICL, 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.

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.

The screenshot displays the 'File Options' screen for file NMA00120110045, Agent File: 23. Under 'File Options', there are three items: 'Basic Information', 'Calculate Rate', and 'Copy to New File'. Under 'Transaction Maintenance', there is one item: 'Cancel File', which is highlighted with a red arrow. Below this, a section titled 'Please select a reason for voiding this File:' contains a dropdown menu with 'Deal Fell Through' selected, also highlighted with a red circle. Below the dropdown is an 'Additional Information:' text input field. At the bottom left, there is a 'Cancel File' button, also highlighted with a red arrow.

If you have questions, or need assistance, please call or email:  
Teresa Frost 512/497-2054 - [teresa.frost@nititle.com](mailto:teresa.frost@nititle.com)  
Tava Patterson 512/852-7600 - [tava.patterson@nititle.com](mailto:tava.patterson@nititle.com)

**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.**

### TROUBLESHOOTING

User Default fails to generate User name

1. Check browser, it is necessary to use internet explorer
2. Check compatibility-  
Login to ijacket  
Click on the toolbar click Tools  
Check Compatibility View.