

CREATING A POLICY JACKET – REFERENCE GUIDE



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 on the left of the screen.
4. Click the iJacket Manager link
5. Enter your Login Name and Password
6. You may also add the link to your desktop.

Creating a New File

After logging into the system, click on the order tab to look for your file or you may search by your GF file number under the search button. If an ICL was created, a file number will be assigned to the file. 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 Policy.



ITC File Number	Agency File Number	Owner Name	Owner Coverage	Lender Name	Lender Coverage	Property Address	Tax Parcel	Rate State	Rate Method	Premium	Special Risk	Premium Tax	Agent Commission	ITC Retention
NMA00120110027	1234	Tereza Frost	\$100,000.00	Bank	\$80,000.00	1234 State Street Austin TX	Travis	TX	To Be Determined	\$843.00	\$0.00	\$0.00	\$716.55	\$120.41

To Import a file from AIM, SoftPro or TSS, complete the following steps:

Click the Browse button to search for the already created file. 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

*Address, City & State

A required field that must be entered by the user,

*Property County

A required field that must be entered by the user

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 +

Owner Information Section. The Owner's Title Policy will be created in this Section.

Owner Information 1

* Owner/Borrower #1 Mickey Mouse 1 Relationship
 + -

Is this a purchase transaction?

Owner's Coverage Amount \$ 100,000.00 2
 Policy Effective Date 09/01/2011 (mm/dd/yyyy)
 Owner's Policy Jacket Texas Residential Owner Policy (T-1R)
 Endorsements + -

1. The Owner/Borrower is a Required Field. Enter the Owner/Borrower name.
2. Enter the policy amount, policy effective date and type of policy required. Only Texas Owner's Policies are available for selection.

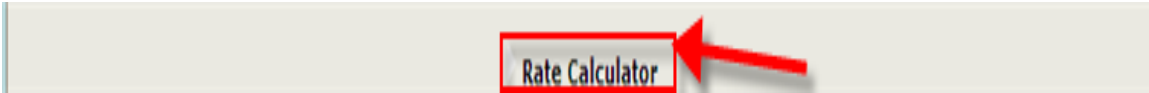
If you are creating a Loan Policy, proceed to this section.

Lender & Loan Information 1

Lender/Mortgagee Name First National Bank 1
 Lender Loan Number 1234

Lender's Coverage Amount \$ 80,000.00 2
 Policy Effective Date 09/01/2011 (mm/dd/yyyy)
 Lender's Policy Jacket Texas Loan Policy (T-2)
 Endorsements + -

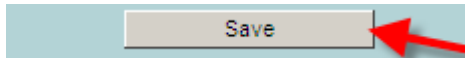
1. Enter the name of the Lender. If an ICL was created for this transaction, the Lender name will have automatically been entered as well as the loan number.
2. Enter coverage amount, policy effective date and the type of policy to be issued. Only Texas Loan Policies are available for selection.



Expand the Rate Calculator Section to complete the Calculated (risk) premium (estimate). You may add the total of all policies and endorsements. The system will not automatically calculate the rate. This is a manual field.

A screenshot of the 'Rate Calculator' form. The form includes fields for 'Select a State region' (Texas), 'Select policy rate method' (To Be Determined), and various coverage amounts. The 'Calculated (risk) premium (estimate)' field is highlighted with a red rectangular box and contains the value '943.00'. Other fields include 'Owner Premium (if applicable)', 'Mortgagee Premium (if applicable)', 'Endorsement premium', 'All-inclusive premium (estimate)', 'Agent Commission', 'ITC Retention', 'Special Risk', 'Agent Fee', and 'Total Collected'. A 'Calculate Premium' button is located below the 'All-inclusive premium' field, and a 'Clear' button is at the bottom right.

Save your Policy. 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 file, you will automatically be taken to the File Options Screen. Select the policies you wish to print and select the print option.

A screenshot of the 'File Options' screen in the iJacket Manager application. The screen displays file information: 'File: NMA00120110032' and 'Agent File: 22'. On the left, there are sections for 'File Options' (Basic Information, Calculate Rate, Add a Note, Copy to New File) and 'Transaction Maintenance' (Cancel File). On the right, there is a 'View/Print' section with buttons for 'Check All', 'Clear All', 'Print', and 'Email'. Two policy entries are listed: 'Owner Policy #1 - Texas Residential Owner Policy' and 'Lender Policy #1 - Texas Loan Policy'. These entries are enclosed in a red rectangular box. Below the 'Print' button in the 'View/Print' section, a red arrow points to it.

REMITTANCE

ITC File Number	Agency File Number	Owner Name	Lender Name	Property Address	Tax Parcel	Rate State	Premium Special Risk	Agent Commission	ITC Retention
ICL Date	Owner Coverage	Lender Coverage	City	State	County	Rate Method	Premium Tax	Commission	
NMA00120110029 QF#567		Teresa Frost \$10,000.00	First Community \$80,000.00	568 State Street Killeen TX	Ball	TX To Be Determined	\$943.00 Recalc \$0.00 \$0.00	\$844.05	\$ 148.95

1 2

Show Prior Remittances Preview Remit \$ 837.45

1. Once per month you should review the remittance tab for a list of policies ready to be remitted.
2. Preview the policies ready to be remitted, correct any information as needed, and select the remit button.

Please continue to send us your regular remittance report from your software system. If you have individual policies that are shown on the ijacket remittance report but are not being remitted that month, please go ahead and press the remit button. We will compare the two reports and notate those not showing on your software remittance report. You may send remittance reports electronically to: TXRemittance@nititle.com

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

Teresa Frost at 512/497-2054 - teresa.frost@nititle.com
Tava Patterson at 512/852-7600 - tava.patterson@nititle.com

TROUBLESHOOTING

Save Button not working correctly.

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.

PLEASE NOTE: The policy jackets for the T-1 Owner's and the T-2 Loan Policy no longer contain a signature line for the agent. This is the promulgated form. Your signature is required on Schedule "B" of the policy.