

ProSuite™ and CTIC

Do you order title insurance from CTIC? Do you order online and find yourself manually completing much of the same information that you have already entered into your ProSuite file?

We are pleased to provide you with the ability to order title insurance from CTIC directly from your ProSuite file. This feature automates the completion of many of the fields on the CTIC order website. Save valuable time and increase efficiency by eliminating duplicate data entry and reducing errors that can occur in repetitive work.

There is no setup required for you to submit a CTIC title insurance order through ProSuite. If you are not already registered with CTIC at the time you submit the order, CTIC will display a link to a Registration Form. Once you are registered, your order will be processed. It's that simple!

Default Title Insurance Provider

The default title insurance provider setting is available for all practitioners in your firm. In order to set this, you must have Administrator or Supervisor permissions in ProSuite. From the Main Menu ribbon, click the My Firm button, open the Firm Personnel tab and select the practitioner you wish to set the default title insurance provider for.

Title Insurance Provider

Select the practitioner's preferred title insurance provider from the Title Insurance Provider drop down.

The title insurance provider as selected here will automatically populate each new file opened for this practitioner.

The title insurance provider can easily be changed on a file by file basis if necessary.



My Firms Practitioners

Notary Or Lawyer: Cathy Glatiotis

In Trust Name: [Empty]

Local Phone Number: [Empty]

Commission Expires: [Dropdown]

Firm Administrator:

Type: Practitioner (selected) / Staff

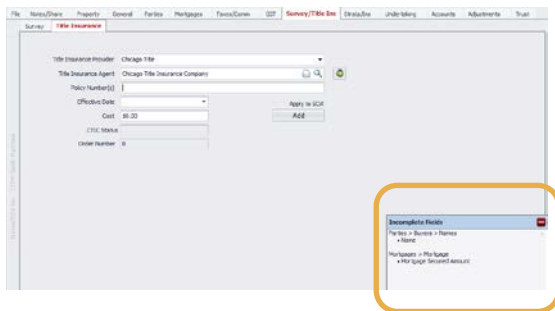
Title Insurance Provider: Chicago Title

Ordering a Policy

Data Completion

Complete all information in your file as you normally would prior to accessing the Title Insurance tab.

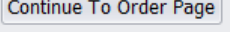
If any of the information required by CTIC is not completed in your file, the Incomplete Fields popup will be displayed in the lower right hand corner of the screen.



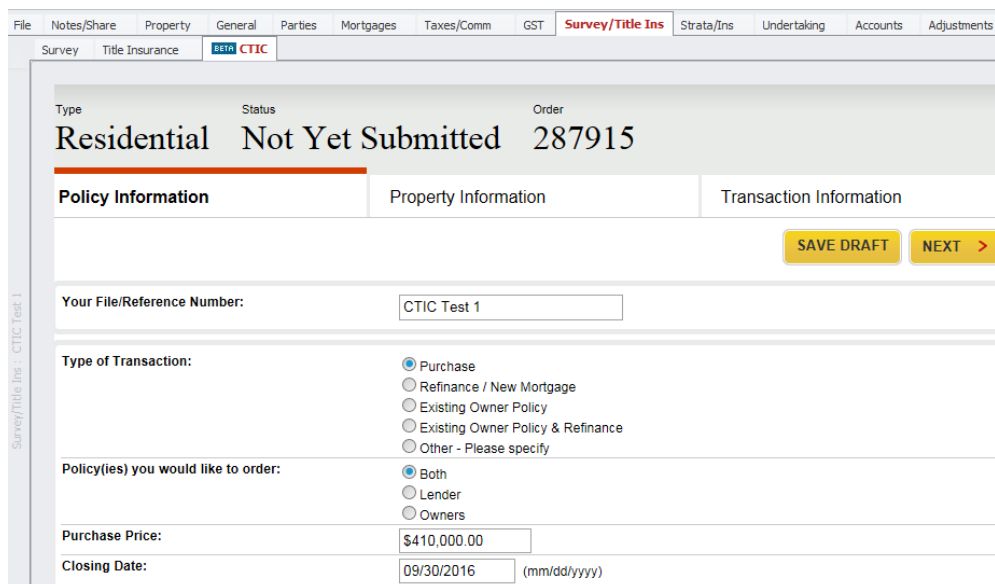
This popup provides details of the tab and field names for the missing information and will remain active throughout the file until all information is completed. The popup can be minimized.

All missing information must be completed before you can submit your title insurance order.

Submitting A Policy Order

When you are ready to submit your order, the  button will become available on the Title Insurance tab.

Clicking this button will open the CTIC tab and display the CTIC online order form with the information from your ProSuite file already populated.



Once your order has been submitted, the CTIC Order Number and the CTIC Status fields will be populated on the ProSuite Title Insurance tab.

Updating A Policy Order

If you have submitted a title insurance order but have not yet received your policy, and information that affects your order is changed in your ProSuite file, you must notify CTIC. Click on the [Continue To Order Page](#) button or the Survey/Title Ins > CTIC tab and the updated information will automatically populate the CTIC order form. Click the Submit button to finalize the update.

Check Order Status

To see the current status of your title insurance order, simply click on the Title Insurance tab and review the CTIC Status field.

Obtaining the Policy and Invoice

If the policy is available immediately, you can download a copy together with a copy of the invoice as soon as the order is submitted.

If the policy is not available immediately, CTIC will email the policy and invoice to the party submitting the order as soon as it becomes available.

Support

For support with setup and use of this new feature please contact Do Process Customer Support at 1.866.367.7648, 416.322.6111 or inquiries@doprocess.com. For help with CTIC registration or CTIC order screens, please contact CTIC at Direct: 289-562-5216 | Toll Free: 1-888-868-4853.