



1. Complete and issue the commitment/policy(ies) in ATG REsource®.
2. Click the **Policy Reporting** button. 
3. Select the **AIS** (Accounting Information Statement) tab. 
4. Enter the check number used for payment in the **Check #** field.
5. Enter the amount of the check in the **Check Amount** field.

Accounting Information Statement:

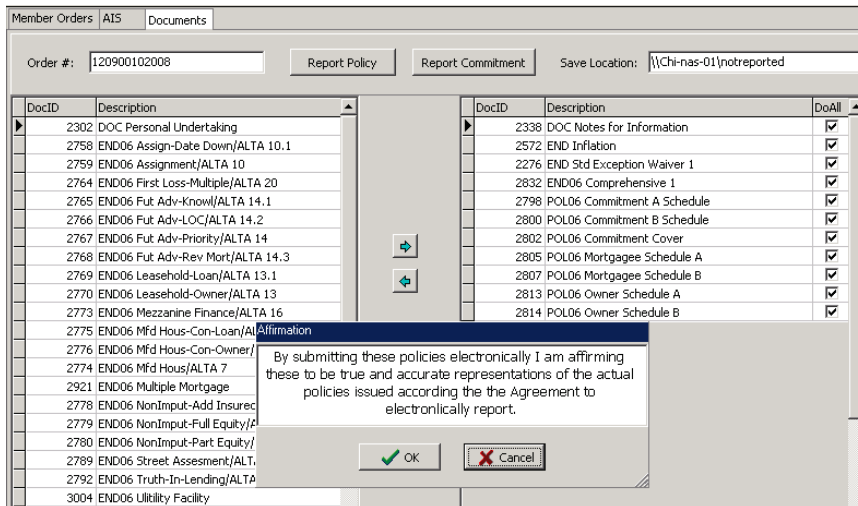
Member No:	9989	Prop. County:	CHAMPAIGN	GFNo:	090998900214
Member File:				Associated File No.:	
Commitment No.:	090998900214			Commitment Effective Date:	
Owner's No.:	090998900214-01	Owner's Amount:	\$100,000.00	Owner's Policy Date:	
Loan 1 No.:	090998900214-01	Loan 1 Amount:	\$100,000.00	Loan 1 Policy Date:	
Loan 2 No.:		Loan 2 Amount:	\$0.00	Loan 2 Policy Date:	

Premium Information:	ATG	Consumer	Policy Information:
Owner's Premium:	100.00	450.00	Loan 1 Insured's Name(s): Wells Fargo Home Mortgage, Inc.
Loan Premium:	25.00	250.00	Loan 2 Insured's Name(s):
Loan Premium 2:	0.00	0.00	Owner's Insured's Name(s): John M. Buyer and Mary Buyer
Endorsement/GRU Total:	20.00	0.00	Buyer's Name(s): John M. Buyer and Mary Buyer
State Regulatory Fee:	6.00	6.00	Seller/Owner's Name(s): Joe Seller and Michael Seller
Lender CPL	25.00	25.00	PIN: 12-12-254-254
Buyer/Borrower CPL	25.00	25.00	Property Type (NAIC):
Seller CPL	50.00	50.00	Premium Info Comments:
Mortgage Compliance Certificate	0.00	0.00	When attaching one check for several policies, be sure that the total of the individual transactions agrees with the amount of the check.
Mortgage Exemp Certificate	0.00	0.00	
Search	0.00	275.00	
Advisory OMC/Search Plus:	0.00	0.00	
MC Admin Fee:	0.00		
Checks HUD Only:	0.00		
AIS Total:	251.00	806.00	
Check #:	1234		
Check Amount:	251.00		

Prior Title Policy Reference (Attach if non-ATG):

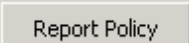
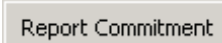
6. Chose **a** or **b**:
 - a. Click the **Print AIS (Policy)** button if reporting Policy and/or Policy and Commitment.
 - b. Click the **Print AIS (Cmt)** button if reporting Commitment only.
7. Click the **Approve** button and answer **Yes** to the **Confirmation** prompt. The **Documents** tab displays.

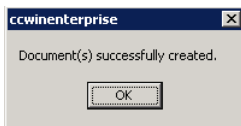
8. Click **OK** to the **Affirmation** prompt. The documents to report (commitment/policy schedules and endorsements) will automatically appear on the right.



9. Select/remove documents associated with the commitment and policy(ies) by using the arrow buttons to move the document to the right or left.

10. Chose **a** or **b**:

- a. Click the **Report Policy** button  to report the commitment and policy(ies). A confirmation message will appear.
- b. Click the **Report Commitment** button  to report only the commitment. A confirmation message will appear.



11. Click **OK**. You have successfully reported the commitment/policy for this file. When you are finished reporting commitment/policy documents, you will be returned to the **Member Order** tab. You may select another file to report or close Electronic Policy Reporting.

12. Mail AIS and Premium Check to.

Attorneys' Title Guaranty Fund, Inc.
Reporting Department
P.O. Box 9136
Champaign IL 61826-9136

13. Documents listed below cannot be filed electronically and should be emailed to **policies@atgf.com** or faxed to 217.359.4567.

- Date Down 1 Endorsement
- Date Down 2 Endorsement
- Construction Endorsement
- Location Endorsement
- Loan Modification
- Leasehold Policies
- Amended or Revised Commitment or Policy
- Second Loan Policy

If you have questions about these procedures, please contact ATG's Software Support Team via phone, **888.776.4420**, or email, **ATGsoftwarehelp@atgf.com**.