



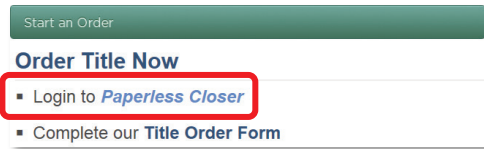
I. LOG ON INFORMATION

A. Recommended Settings – Internet Explorer:

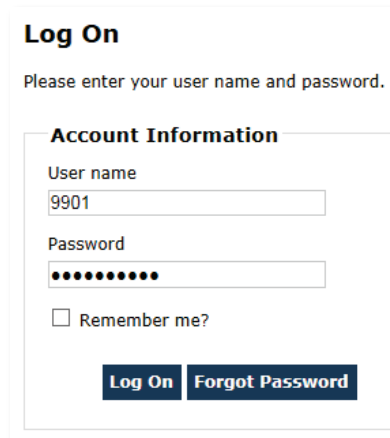
1. Click **Tools > Pop-up Blocker > Turn Off Pop-up Blocker**.
2. Click **Tools > Internet Options > Security**. Select **Trusted Sites** and click the **Sites** button. Add **http://*.atgf.com** to the trusted zone.

B. Log On

1. Go to **https://www.atgf.com**.
2. Click **Sign In**. 
3. Enter your **User Name** and **Password** in the log on screen and click **Sign In**.
4. Click **Order Title Now**. 
5. Click **Login to PaperlessCloser**.



6. Enter your **User Name** and **Password** (same as the ATG® website).



A screenshot of a 'Log On' form. The title is 'Log On' and the instruction is 'Please enter your user name and password.' The form is titled 'Account Information' and contains the following fields: 'User name' with the value '9901', 'Password' with masked characters '.....', and a 'Remember me?' checkbox which is unchecked. At the bottom are two buttons: 'Log On' and 'Forgot Password'.

II. PLACE A NEW ORDER

- A. From the Lobby, click the **New Order** button located at the bottom right.

Lobby

You have no tasks assigned

Add Filter...

Search Status: open

Loan #	File #	Date of Opening	Date of Closing	Buyer(s)	Seller(s)	Property
	150900103324	9/11/2015	9/22/2015	bob buyer	Sam Seller	789 Elm Chicago, IL 65656
1111111	150900103322	9/10/2015	9/20/2015	bob buyer	sam seller and sally seller	123 main chicago, IL 22222-2222
1111111	150900103323	9/10/2015	9/21/2015	Bob Buyer	sam seller	123 Oak Chicago, IL 60606-066
	150900103321	9/9/2015	9/9/2015	Test Buyer	Test Seller	123455 Main St Chicago, IL 60606
123456789	150900103320	9/8/2015	9/29/2015	John M. Buyer	Joe Seller	123 Seller Street Champaign, IL 61826
6666	150900103318	9/5/2015	9/15/2015			4444 chicago, IL 60666

Displaying items 1 - 10 of 2537

Use Template: **New Order**

B. Entering New Order Information

New Order

General Information

* indicates required field

Customer (your) File #

* Commitment Due Date 5/28/2016

Closing Date 5/20/2016

* Service Type Simultaneous

- Customer (your) File #**
This is an optional field if you use and internal file number.
- Commitment Due Date:**
Enter the date you need the commitment.
- Closing Date:**
Enter the date of the closing.
- Service Type:**
 - Select **Owners** for a cash transaction.
 - Select **Mortgage** for a refinance transaction.
 - Select **Simult (Res)** for a buy/sell transaction when the buyer will be obtaining financing.
 - Select **Simult (Non Res)** for commercial property.

C. Loan Information

Enter the **Sales Price**, **Earnest Money**, and **Loan Amount**, if applicable; otherwise enter **0** (zero).

Loan Information	
Sales Price	<input type="text" value="\$200,000.00"/>
Earnest Money	<input type="text" value="\$1,000.00"/>
Loan Amount	<input type="text" value="\$180,000.00"/>

D. Participant Information

Participant Information	
Buyers Click Add to add a Buyer	Add
Sellers Click Add to add a Seller	Add
Notes Click Add to add a Note	Add

1. Buyer Information

- a. Click the **Add** button to enter the buyer information

Buyers
Click Add to add a Buyer
Add

- b. Enter the Buyer name(s) in the **Name** field(s). Use the **Business Name** field for entities, such as trusts or corporations.
- c. Enter remaining Buyer information.

Add Buyer	
Buyer Info	
Buyer Business	
Business Name	<input type="text"/>
Business Phone	<input type="text"/>
Buyer 1	
First Name	<input type="text" value="Bob"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Buyer"/>
Buyer 2	
First Name	<input type="text" value="Betty"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Buyer"/>
Relationship	<input type="text" value="None"/>
Contact Info	
Home Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text" value="123 Main"/>
City	<input type="text" value="Any City"/>

2. Buyer's Realtor or Attorney

The screenshot shows a web interface for searching for a Realtor or Attorney. It consists of two main sections, one for Realtors and one for Attorneys. Each section has a search input field and two buttons: 'Search' and 'Clear'.

- Type the name of the company in the **Company** field or type the name of the attorney in the **Agent Name** field and click **Search** to display a list of matching names.
- Select the desired agent.

The screenshot shows the 'Realtor Search' form with the following fields: Company (remax), Agent Name, City, and State (dropdown menu). A 'Search' button is located below the fields. Below the form is a table of search results.

Company	Name	Address	City	State
ReMax Excellence	Fred Sosinski			
Remax Suburban		330 E Northwest Hwy	Mt Prospect	IL
Remax-Polly Frost				
REMAX NEW STARS AS				

- If the desired agent is not listed, click the link at the bottom of the tab to add a new agent.

If the Agent does not appear in the list, [click here to add a new one.](#)

- When you are finished entering the Buyer information, you *must* click the **Add Buyer** button to save entered data.

Add Buyer **Cancel**

- NOTE:** *If you do not click the **Add Buyer** button, the data will not be saved.*

3. **Seller Information**

- a. Click the **Add** button to enter the seller information. Repeat steps 1-9, above.



- b. When you are finished entering the Seller information you *must* click the **Add Seller** button to save entered data.



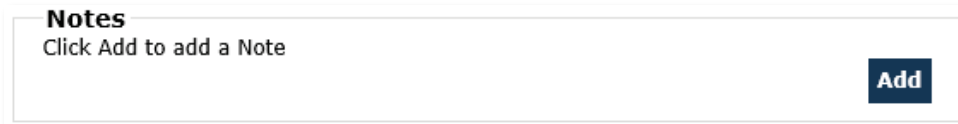
- **NOTE:** *If you do not click the **Add Seller** button, the data will not be saved.*

E. Mortgage Broker or Lender


1. Click the **Search** button.
2. Type the name of the Mortgage Broker or Lender in the **Company** field and click **Search** to display a list of matching names.
3. Select the desired agent.
4. If the desired agent is not listed, click the link at the bottom of the tab to add a new agent.

F. Notes

Click the **Add** button to add notes, if any.



G. Review and Submit

1. You may review the information in each section before submitting the order by clicking the **Edit** link  **Add** above the **Add** button of each section.
2. Your order is almost complete. You must click the **Add Order** button when you have finished entering the **Buyer**, **Seller**, and **Lender** information. Click the **Add Order** button to display the **Property Information** screen. Upon adding the property information, the **Services** screen displays.



H. Add Property Information

Submitting your new order displays the **Property Information** screen.

1. Complete the **Property Information**, including the **Property Type**, **Search Provider**, and **Order Category**.

* Indicates required field

Property Information

* Address: 123 Main Street

* City: Any Town

Transfer Tax City:

* State: ILLINOIS

* County: COOK

* Zip: 60606
Please enter zip code in the format xxxxx or xxxxx-xxxx

Tax ID: 123-123-123

Property Type: Residential (1-4 Units)

Search Provider: ATG Chicago Metro

Order Category: Title Services

Order Complete Add Additional Services (optional) Reset Form

- **NOTE:** The order must contain a **Property Address**, **County**, **State**, and, if possible, a **Tax ID** number (Permanent Index Number).

2. If you just need a search, click the **Order Complete** button to complete your order and return to the Lobby. Please note your file number.
3. If you need additional services such as a Rush Search or a Lot Update, click the **Add Additional Services (optional)** button.
4. Click the **Add Property** button **Add Property** to display the **Services** page.

I. ATG Services (Optional)

ATG

Submit Services

Services for file: 150900103442

Prior Policy <ul style="list-style-type: none"><input checked="" type="radio"/> No Prior Policy<input type="radio"/> ATG Prior Policy<input type="radio"/> Contract<input type="radio"/> Abstract<input type="radio"/> Non ATG Prior	Title <ul style="list-style-type: none"><input type="checkbox"/> Advisory Comm(TSC or CAP-WI)<input type="checkbox"/> Minutes of Foreclosure Prep<input type="checkbox"/> Loan Modification<input type="checkbox"/> Gap Risk Update	Type of Property <ul style="list-style-type: none"><input type="radio"/> Commercial<input checked="" type="radio"/> Residential<input type="radio"/> Vacant
Search <ul style="list-style-type: none"><input checked="" type="checkbox"/> Search - No Prior<input type="checkbox"/> Search -With Prior<input type="checkbox"/> Deed Forward<input type="checkbox"/> Cham of Title<input type="checkbox"/> Computer Search Only - Daily Bill<input type="checkbox"/> J & L Search Only<input type="checkbox"/> Location Note<input type="checkbox"/> Rush Search	Endorsements <ul style="list-style-type: none"><input type="checkbox"/> Homestead<input type="checkbox"/> Balloon<input type="checkbox"/> CCR - Loan Endorsement (ALTA 9.3-06)<input type="checkbox"/> Condo Blanket 1 (ALTA 4)<input type="checkbox"/> Condo Blanket 2 (ALTA 4.1)<input type="checkbox"/> Encroachment<input checked="" type="checkbox"/> EPL (ALTA 8.1)<input type="checkbox"/> Inflation<input type="checkbox"/> ...	Transaction Type <ul style="list-style-type: none"><input checked="" type="radio"/> Buy/Sell<input type="radio"/> Refinance<input type="radio"/> Installment Contract<input type="radio"/> New Construction<input type="radio"/> Cash
		Closing <ul style="list-style-type: none"><input checked="" type="checkbox"/> Statutory CPL Buyer<input checked="" type="checkbox"/> Statutory CPL Seller<input checked="" type="checkbox"/> Full Closing

1. Select the desired services. Typical services include:
 - a. **Search – No Prior;**
 - b. **Search – With Prior;**
 - c. **Endorsements**, if known;
 - d. **Type of Property;**
 - e. **Transaction Type;** and
 - f. **Full Closing** (unless your office is authorized to close).

2. Note your file number located on the top center of the page.

Services for file: 150900103442

Thank you for your order! We will begin processing it immediately.

If you have any questions, please contact your Account Representative or the ATG Help Desk by email: atgresource@atgf.com, or phone: 888.776.4420.