

Use ATG®'s Title Examination portal to review the initial search and chain of title, select closing documents specific to the transaction, and complete the title examination. Simply click **Submit** to send your completed exam to ATG Title Services for processing.

I. GETTING STARTED

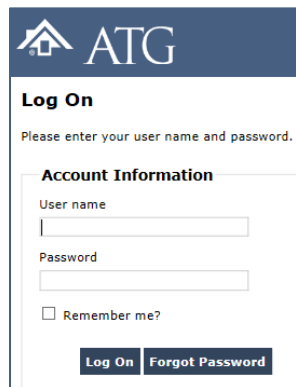
A. Recommended Settings – Internet Explorer

1. Click **Tools > Pop-up Blocker > Turn Off Pop-up Blocker**.
2. Click **Tools > Internet Options > Security**. In **Trusted Sites**, click the **Sites** button.
3. Add ***.atgf.com** to the trusted zone.

B. Log On

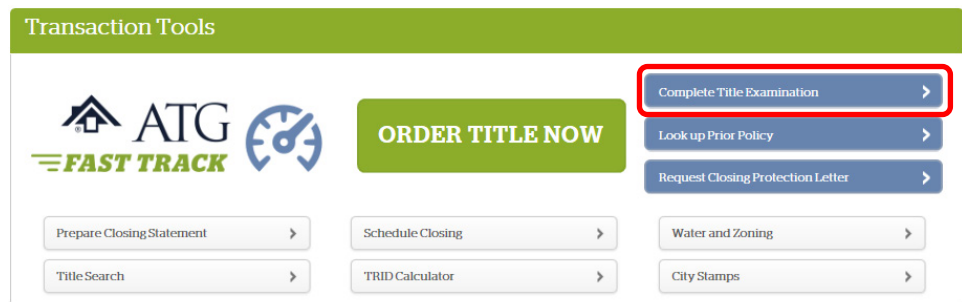
You may access PaperlessCloser using either a direct link or via the ATG website.

1. Direct Access
 - a. Go to **<http://resource.atgf.com/PaperlessCloserCCE/Account/LogOn>**
 - b. Enter your **User name** and **Password**.



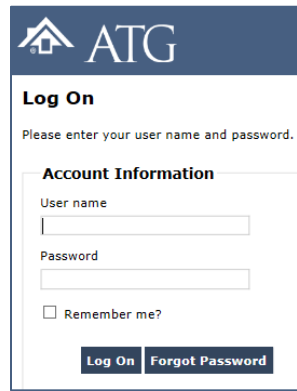
The image shows a web form titled "Log On" with the ATG logo at the top. Below the title, it says "Please enter your user name and password." There is a section labeled "Account Information" containing two input fields: "User name" and "Password". Below these fields is a checkbox labeled "Remember me?". At the bottom of the form are two buttons: "Log On" and "Forgot Password".

2. Access via the ATG Website
 - a. Go to **www.atgf.com**.
 - b. Click the **Sign In** button.
 - c. Enter your **Username** and **Password**.
 - d. In the **Transaction Tools** menu, click **Complete Title Examination**.



The image shows a "Transaction Tools" menu with a green header. Below the header, there is a grid of buttons. The first row includes the ATG logo, a green "ORDER TITLE NOW" button, and a blue button labeled "Complete Title Examination" which is highlighted with a red rectangle. The second row contains three blue buttons: "Look up Prior Policy" and "Request Closing Protection Letter". The third row contains six light gray buttons: "Prepare Closing Statement", "Schedule Closing", "Water and Zoning", "Title Search", "TRID Calculator", and "City Stamps". Each button has a right-pointing arrow.

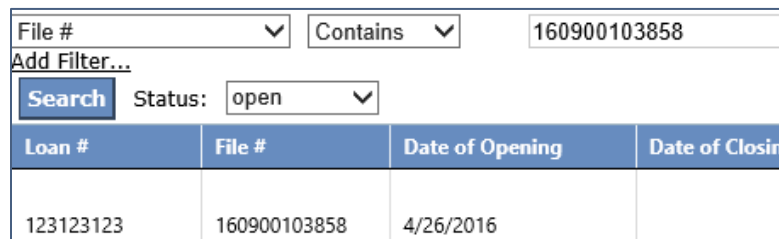
- e. Enter your **User name** and **Password** (same credentials as ATG website).



The image shows the ATG Log On form. It has a header with the ATG logo. Below the header, it says "Log On" and "Please enter your user name and password." There are two input fields: "User name" and "Password". Below these fields is a checkbox labeled "Remember me?". At the bottom, there are two buttons: "Log On" and "Forgot Password".

C. Selecting File from the Lobby

Hint: Click **Add Filter** to search by Buyer/Seller name, File Number, or other file information; then click the **Search** button.



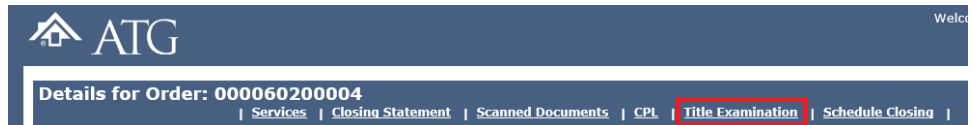
The image shows the ATG Search form. It has a header with the ATG logo. Below the header, it says "Add Filter...". There are two input fields: "File #" and "Contains". The "File #" field has the value "160900103858". Below these fields is a "Search" button. To the right of the "Search" button is a "Status:" label and a dropdown menu with the value "open". Below the search fields is a table with the following data:

Loan #	File #	Date of Opening	Date of Closing
123123123	160900103858	4/26/2016	

II. TITLE EXAMINATION

A. Using the Title Examination Module

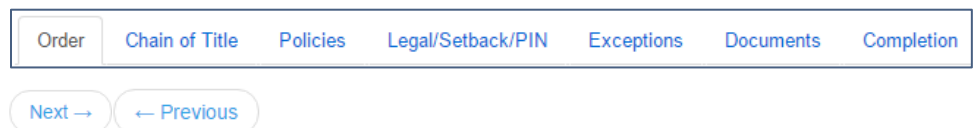
1. Select **Title Examination**



The image shows the ATG Title Examination Module. It has a header with the ATG logo. Below the header, it says "Details for Order: 000060200004". There are several tabs: "Services", "Closing Statement", "Scanned Documents", "CPL", "Title Examination", and "Schedule Closing". The "Title Examination" tab is highlighted with a red box.

2. **Navigation**

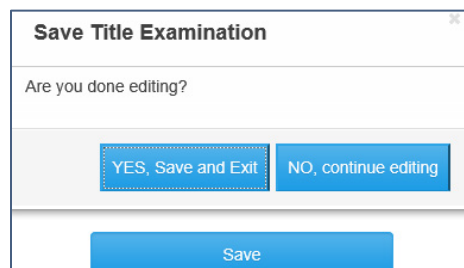
To navigate through each section, click the desired tab or use the **Next/Previous** buttons.



The image shows the ATG Navigation buttons. It has a row of tabs: "Order", "Chain of Title", "Policies", "Legal/Setback/PIN", "Exceptions", "Documents", and "Completion". Below the tabs are two buttons: "Next →" and "← Previous".

3. **Saving Data**

- a. Using the **Next/Previous** buttons saves your data.
- b. The **Save** button at the bottom also saves data. You may **Save and Exit** and then return to finish the title examination when convenient.



The image shows the ATG Save Title Examination form. It has a header with the ATG logo. Below the header, it says "Save Title Examination". There is a question: "Are you done editing?". Below the question are two buttons: "YES, Save and Exit" and "NO, continue editing". At the bottom, there is a "Save" button.

4. **Contacting ATG**

For ATG contact information, click the **Contact Us** button on the upper right corner of each screen.



A dialog box titled "Contact Us" with a close button (X) in the top right corner. It contains three rows of contact information:

Underwriting Questions	ATG_Underwriting@atgf.com or call 800-252-0402 and press #5
Technical Questions	atgsoftwarehelp@atgf.com or call 888-776-4420
General Questions	orders@atgf.com or 800-252-0402 and press #1

At the bottom right is a blue "OK" button.

B. Completing the Title Examination

1. **Review Search**

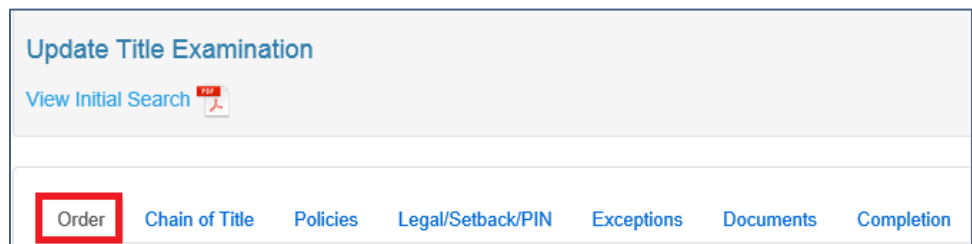
Click **View Initial Search** to review the search. You may also print or save the initial search report.



A button labeled "Update Title Examination" in blue text. Below it is a link "View Initial Search" with a red document icon.

2. **Order Information**

a. Select the **Order** tab review and update information previously submitted.



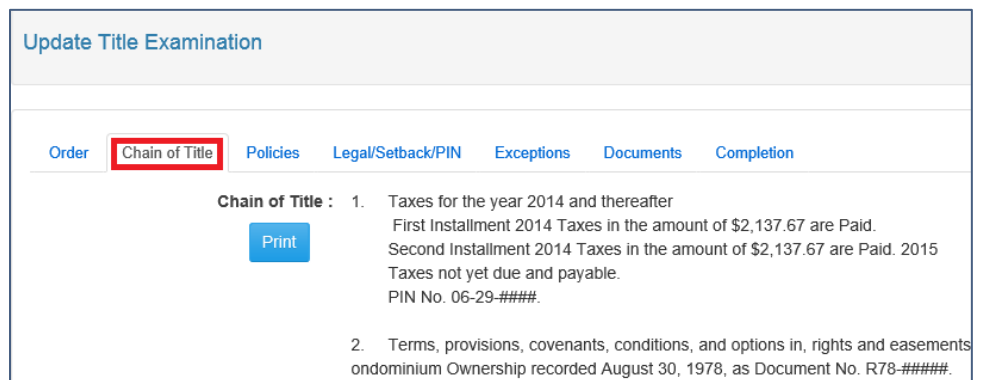
The "Update Title Examination" screen. At the top is the title "Update Title Examination" and a link "View Initial Search" with a red document icon. Below is a horizontal tab bar with the following tabs: "Order", "Chain of Title", "Policies", "Legal/Setback/PIN", "Exceptions", "Documents", and "Completion". The "Order" tab is highlighted with a red border.

b. Click **Next**  when finished.

3. **Chain of Title**

a. Review the Chain of Title.

Note the numbered items to be added to the commitment or click the **Print** button to print the Chain of Title to save this information later.



The "Update Title Examination" screen with the "Chain of Title" tab selected and highlighted with a red border. Below the tab bar, the text "Chain of Title :" is followed by a list of items:

1. Taxes for the year 2014 and thereafter
First Installment 2014 Taxes in the amount of \$2,137.67 are Paid.
Second Installment 2014 Taxes in the amount of \$2,137.67 are Paid. 2015 Taxes not yet due and payable.
PIN No. 06-29-####.
2. Terms, provisions, covenants, conditions, and options in, rights and easements
condominium Ownership recorded August 30, 1978, as Document No. R78-####.

A blue "Print" button is located to the left of the list items.

b. Click **Next**  when finished.

4. Policies

Order	Chain of Title	Policies	Legal/Setback/PIN	Exceptions	Documents	Completion
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- a. Enter the **Effective Date** of the Search

Policies to be issued	
Effective Date : <input type="text"/>	
Owner's Policy	
<input type="checkbox"/> Issue Owner's Policy	
Proposed Insured :	<input type="checkbox"/> Buyer Other : <input type="text"/>
Amount of Insurance :	<input type="checkbox"/> Purchase Price Other : \$ <input type="text"/>
First Loan Policy	
<input type="checkbox"/> Issue First Loan Policy	
Proposed Insured :	<input type="checkbox"/> Lender Other : <input type="text"/>
Amount of Insurance :	<input type="checkbox"/> Loan Amount Other : \$ <input type="text"/>

b. **Owner's Policy**

- If the Proposed Insured for the Owner's Policy is the Buyer as listed in the Order Tab, check the **Buyer** checkbox.
- If the Amount of Insurance is the Purchase price as listed in the Order Tab, check the **Purchase Price** checkbox.

c. **First Loan Policy**

- If the Proposed Insured for the Loan Policy is the Lender as listed in the Order Tab, check the **Lender** checkbox.
- If the Amount of Insurance is the Loan Amount as listed in the Order Tab, check the **Loan Amount** checkbox.

Repeat the above steps for a Second Loan Policy, if any

- d. Click **Next** when finished.

5. Legal/Setback/PIN

a. **Title Vested In**

- Check the **Grantee in Document No.** check box and enter the document number of the document vesting title in the grantee; or
- Type the Grantee Name(s) in the **Other** field.

Order	Chain of Title	Policies	Legal/Setback/PIN	Exceptions	Completion
Title / Legal Description / Setbacks / Easements / PIN					
Title Vested In :		<input type="checkbox"/> Grantee in Document No. <input type="text"/>			
Other :		<input type="text"/>			

b. Legal Description

- i. Select one of the three options:
- (1) Enter or copy/paste the correct legal description in the **Legal Description** field;
 - (2) Enter the Document Number containing the correct legal description in the **Use the Legal Description in Document** field; or
 - (3) Send the correct legal description to ATG Title Services and provide the file number.

Legal Description

In order to comply with regulations concerning commitment preparation we can not provide the legal for you. Please complete **one** of the options below.

Legal Description :

Use Legal Description in Document :

☐ If the legal description differs from the above please send the correct legal description to tsc@atgf.com or fax 217-352-4909 and, include the file number.

c. Setbacks and Easements

Enter any Setbacks (Building Lines) or Easements indicated on the Plat of Subdivision, deed, or other document, such as a Declaration of Covenants, Conditions, and Restrictions.

Setbacks

Setback Line(s) Size :

Feet

Setback Location :

Line of the Property

Setback Created By :

☐ Plat

Document No.:

Easements

Easements Size :

Feet

Easement Location :

Line of the Property

Easement Created By :

☐ Plat

Document No.:

Easement Purpose :

d. Tax and PIN Information

- i. If the Tax and PIN information in the Chain of Title is correct, check the **Real Estate Tax payment ... is Correct** checkbox.
- ii. If the Tax and PIN information in the Chain of Title is incorrect, enter the correct Tax and PIN information in the **Tax and PIN Should Be** field.

☐ Real Estate Tax payment information and the PIN number in the Chain of Title is Correct

Tax and PIN Should Be :

- iii. Click **Next** [Next →](#) when finished.

6. Exceptions

Order Chain of Title Policies Legal/Setback/PIN **Exceptions** Documents Completion

- List all numbered items from the Chain of Title that should be included as exceptions.
- If there is a prior policy, list all the numbered Schedule B Exceptions that should be included.

Exceptions

The following numbered Chain of Title paragraphs should be included as Schedule B exceptions on the title commitment. (If another search company is used, provide a copy of the search and circle the items to be included as exceptions on the commitment.)

Schedule B Exceptions (numbered) :

The following numbered exceptions from the prior policy sent with the Chain of Title should be included as Schedule B exceptions on the title commitment.

Prior Policy Exceptions (numbered) :

- Select additional exceptions to be included.

Include the following as exceptions in the title commitment. (For a complete description of each exception and its full language, consult the ATG Underwriting manual or the ATG Resource Exception Library Manual.)

<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Judgments
<input type="checkbox"/> Creditor's Rights	<input type="checkbox"/> Possible
<input type="checkbox"/> Statutory Powers	Against : <input type="text"/>
<input type="checkbox"/> Broker's Lien	<input type="checkbox"/> Recorded
<input type="checkbox"/> Commercial Property	Document No. : <input type="text"/>
<input type="checkbox"/> Condominium	<input type="checkbox"/> Leaseholds - Unrecorded
<input type="checkbox"/> Construction (New) (Rehab)	<input type="checkbox"/> L.L.C.
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Municipal Transfer Tax/Municipal Inspection
<input type="checkbox"/> Corporation - Domestic	<input type="checkbox"/> None
<input type="checkbox"/> Active	<input type="checkbox"/> Tax Applies
<input type="checkbox"/> Dissolved	City : <input type="text"/>
<input type="checkbox"/> Corporation - Foreign	<input type="checkbox"/> Partnerships
<input type="checkbox"/> Decedent's Estate	<input type="checkbox"/> General
Name : <input type="text"/>	<input type="checkbox"/> Limited

- Click **Next**  when finished.

7. Documents

Order Chain of Title Policies Legal/Setback/PIN Exceptions **Documents** Completion

- From the **Document** tab, request additional closing documents to be sent with your commitment package.
- The commitment package includes the following documents:
 - Commitment cover
 - Schedules A and B
 - Attorney-Title Agent Disclosure
 - Disclosure Statement – Controlled Business Arrangement
 - Privacy Policy Notice
 - Invoice for Title Charges
- Select the format.
 - RTF; compatible with Word and other document programs; or
 - PDF; compatible with Adobe Acrobat and Acrobat Reader.

d. Select the recommended packages.

In addition to the commitment package please send the following documents

☐ No Additional Documents

NOTE: The Commitment Package includes the Commitment cover, Schedules A and B, Attorney-Title Agent Disclosure, Disclosure Statement – Controlled Business Arrangement, Privacy Policy Notice, and Invoice for Title charges.

Preferred Format : ☐ RTF (Word) ☐ PDF (Adobe Acrobat Reader required)

Recommended Document Packages

☐ Bill of Sale, Affidavit of Title, and ALTA Statement

☐ 1099-S, Certificate of No Information Reporting, and Solicitation of Taxpayer ID Number

e. Select the required deed, any affidavits, and miscellaneous documents or request a specific document.

Deeds

<input type="checkbox"/> Quitclaim Deed in Trust	<input type="checkbox"/> Special Warranty Deed - FNMA
<input type="checkbox"/> Warranty Deed in Trust	<input type="checkbox"/> Warranty Deed - Individual to Individual
<input type="checkbox"/> Trustee's Deed	<input type="checkbox"/> Warranty Deed - Tenants in Common
<input type="checkbox"/> Administrator's Deed	<input type="checkbox"/> Warranty Deed - Joint Tenancy
<input type="checkbox"/> Executor's Deed	<input type="checkbox"/> Warranty Deed - Tenancy by the Entirety
<input type="checkbox"/> Quitclaim Deed	<input type="checkbox"/> Warranty Deed - Corporation
<input type="checkbox"/> Special Warranty Deed	<input type="checkbox"/> Warranty Deed - Individual to Corporation
	<input type="checkbox"/> Warranty Deed - LLC

Affidavits

<input type="checkbox"/> Joint Tenancy Affidavit	<input type="checkbox"/> Personal Information Affidavit
<input type="checkbox"/> Affidavit in Lieu of Survey (Downstate Illinois Property)	<input type="checkbox"/> Foreign Transferor Affidavit - Individual
<input type="checkbox"/> Tenancy by the Entirety Affidavit	<input type="checkbox"/> Foreign Transferor Affidavit - Entity

Miscellaneous

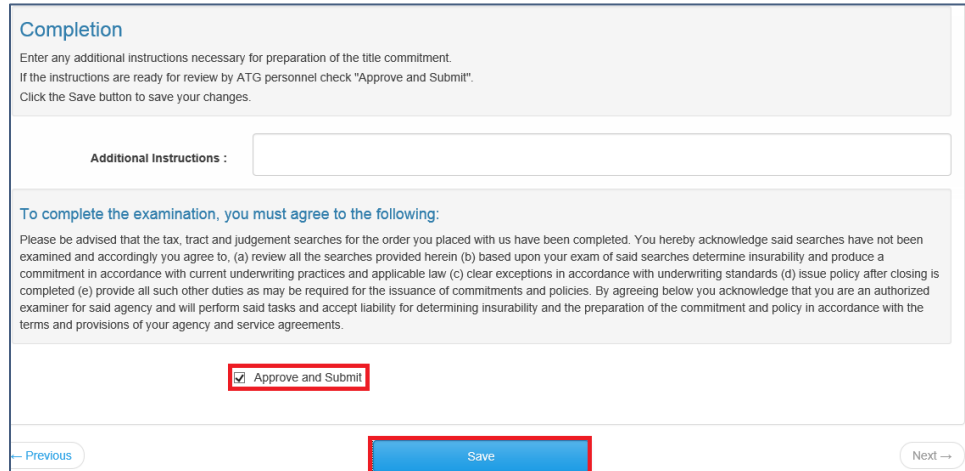
<input type="checkbox"/> Power of Attorney	<input type="checkbox"/> Agency/Escrow Disbursement Statement
<input type="checkbox"/> Legal Description	<input type="checkbox"/> ATG-Assisted Closing Request Form
<input type="checkbox"/> Request for Water and/or Zoning Certification (Chicago Property)	

Other (Please specify.) :

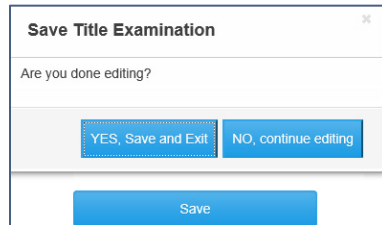
f. Click **Next**  when finished.

C. Completion

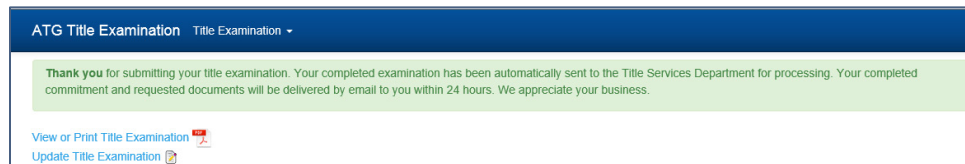
1. Enter any **Additional Instructions**.



2. Check **Approve and Submit** and click **Save**
3. Click **YES, Save and Exit**. The Title Examination will automatically be delivered to ATG Title Services for processing.



4. Confirmation of submitted Title Examination will appear on your screen



Your completed Title Examination has been automatically sent to the Title Services department for processing and your completed commitment and requested documents will be sent by email within 24 hours. We appreciate your business.

(There is no need to fax or email the completed examination.)

Questions?

Underwriting Questions	atg_underwriting@atgf.com	800.252.0402; Option 5
Technical Questions	atgsoftwarehelp@atgf.com	888.776.4420
General Questions	orders@atgf.com	800.252.0402; Option 1