### User Guide

#### **Radian Title Services**

## Radian Settlement Services Inc. Calyx® Title and Closing Services

In order to use **Calyx Path** with Radian Settlement Services Inc., your company must be configured with Radian Settlement Services Inc. Provider. Please reach out Calyx Support at <a href="mailto:pathsoftware.com">pathsoftware.com</a>. Calyx Support will add the Radian-Title button in the portal.

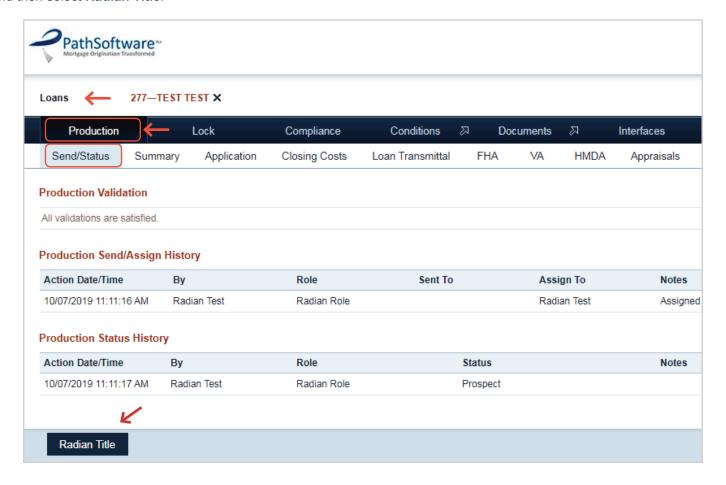
For more information, contact Radian Client Relations: clientrelationsrss@radian.com.

Below is a step-by-step guide to creating Title Orders through Radian Settlement Services Inc. via Calyx Path:

1

#### **Accessing Radian's Services**

Create a new loan or open an existing loan. From the **Production tab** select **Send/Status** and then select **Radian Title**.



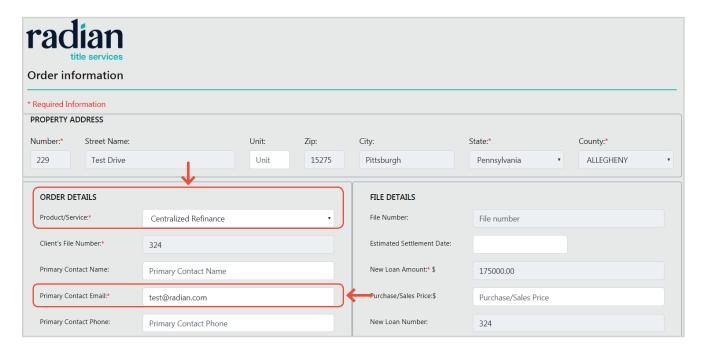
1000 GSK Drive, Suite 210 | Coraopolis, PA 15108 800.646.8258 | Fax: 412.494.9121 radiantitle.com | clientrelationsrss@radian.com



#### Place an Order

#### From the Radian Title Button

- The Radian website will load. Enter in the credentials provided by Radian.
- The Order opens with the loan information prepopulated. Select the Product/Service and enter Primary Contact Email before the order is placed.

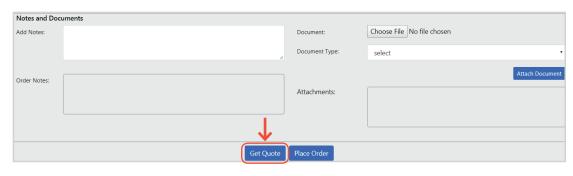


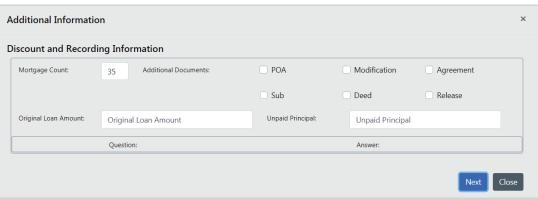
- Add any additional information or special instructions regarding the order in the Add Comments field.
- When ready, select Place Order. Once the order has been placed, a success notification will appear with the Radian Order ID.

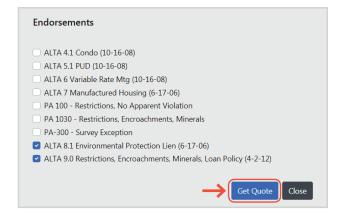


# Get a Title Quote From the Radian Title Order Form

- The Order information form opens with loan information prepopulated. Select the desired product/service.
- Scroll to the bottom of the page to find Get Quote.
- A window will prompt you to answer transaction specific recording questions, and add any additional documents to be recorded.
- If additional documents are selected for recording, you will have the option to specify page counts.
- The system will allow you to select the available endorsements by state. Standard endorsements are preselected and can be deselected as necessary.
- Select Get Quote to generate a PDF quote document.







4

#### **Documents, Communication and Order Updates**

- You may add responses or additional comments at any time. Sending a comment will trigger an action item for the Radian Service Team as soon as the order has been updated.
- Documents may also be attached to the order for delivery to Radian. Click Attach Document to retrieve files from your computer.
- To send the comments and documents that have been added click **Update Order**.

1000 GSK Drive, Suite 210 | Coraopolis, PA 15108 800.646.8258 | Fax: 412.494.9121 radiantitle.com | clientrelationsrss@radian.com

