

In order to use the Encompass Radian Title Services integration, your company must be configured with Radian Title Services. Provide Radian Title Services with your Encompass Client ID and contact email address to complete the setup process.

If you need further help with setup, please reach out to clientrelationsrss@radian.com.

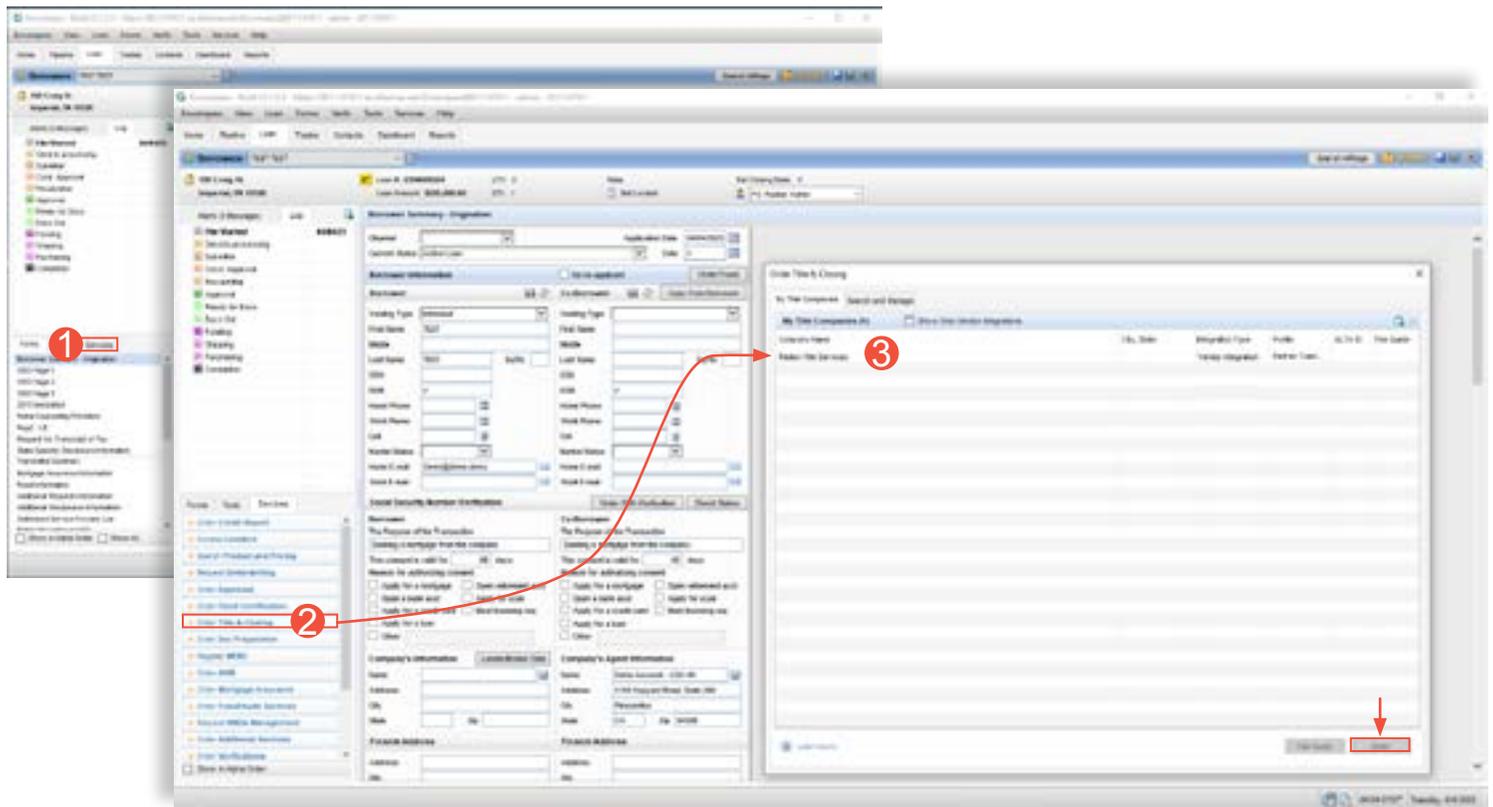
1

Create a New Loan or Open an Existing Loan

From the **Loan** tab within Encompass

1. Locate the **Services** tab on the left side of the screen. Then, select **Order Title & Closing** from the list.
2. A new window titled **Order & Title Closing** will open.
3. Under the **My Title Companies** tab, select **Radian Title Services**. Then, click the **Order** button to proceed to the Radian Title Services **Order Information** page.

NOTE: If Radian Title Services doesn't exist under My Title Companies, your Encompass ID will need to be configured on the Radian side. Please reach out to clientrelationsrss@radian.com to provide your Encompass ID. Once you're configured, Radian Title Services will show up automatically under My Title Companies.



*The Order Information page opens with loan information prepopulated.

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Get a Title Quote & Post Fees

From the **Order Information** page

1. Select the **Product/Service** type from the drop-down menu located under **ORDER DETAILS**.
2. Click the **Get Quote** button.
3. The **Additional Information** window will prompt you to answer a transaction-specific recording **Question** and add any **Additional Documents** to be recorded.
4. If **Additional Documents** are selected for recording, you will have the option to specify page counts. Click the **Next** button to continue.
5. The **Endorsements** window will appear that allows you to select the available endorsements by state. Standard endorsements are preselected and can be deselected as necessary. Click the **Get Quote** to generate a PDF quote document that you can save.
6. After saving the quote document, select the **Close** button on the **Endorsements** pop-up window to proceed.
7. Once the quote has been generated, you will be able to post the Title Fees into the 2015 Itemization form by clicking the **Post Fees** button.

Order information

Account address

ORDER DETAILS

Product/Service: **Service Fee** (1)

Get Quote (2)

Additional Information

Document and Recording Information

Document type: **Service Fee** (4)

Question: **Is this transaction being recorded electronically?** (3)

Next

Endorsements

Get Quote (6)

Order information

Account address

ORDER DETAILS

Product/Service: **Service Fee**

Post Fees (7)

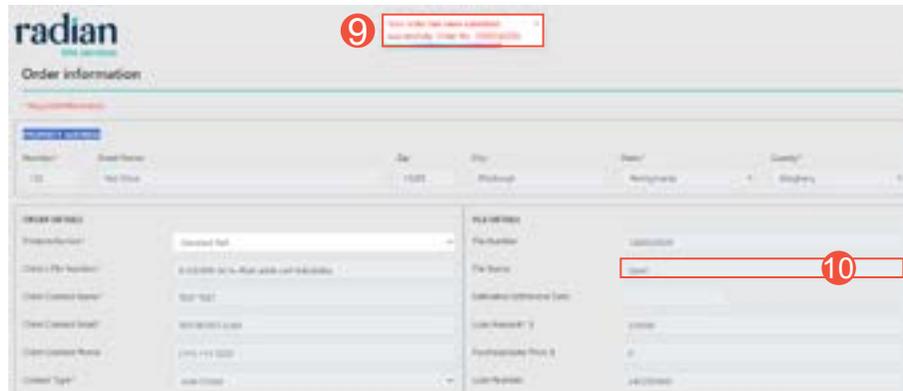
Place an Order

From the **Order Information** page

1. This page opens with loan information prepopulated. Select the **Product/Service** type from the drop-down menu located under **ORDER DETAILS**. Order and File Details will already be completed if a quote was just requested.
2. Order contact information will automatically be filled in for the current user.
3. Select the appropriate **Contact Type** from the drop-down menu.

4. Users will have the ability to enter Payoffs during the order creation.
5. Scroll down to the **Notes and Documents** section to add any additional or special instructions regarding the order in the **Add Notes** field.
6. You can attach documents to deliver to Radian. Click **Attach Document** to send files from your computer or click **Attach from e-Folder** to send files from the Encompass e-Folder.
7. You may add additional contacts before placing the order. Click the **Add Contact** button to access the **Additional Contacts** dialogue box.
 - a. Enter the contact information
 - b. Select the appropriate **Contact Type** from the drop-down menu
 - c. Click the **Add** button.
8. When ready, click the **Place Order** button.

9. Once the order has been placed, a Success notification will appear with the Radian **Order No.**
10. After an order has been placed, the File Status will be available under **FILE DETAILS**. The Status will indicate when an order is **Open**, **Clear to Close**, **Signing Complete**, **Disbursed**, or **Canceled**.

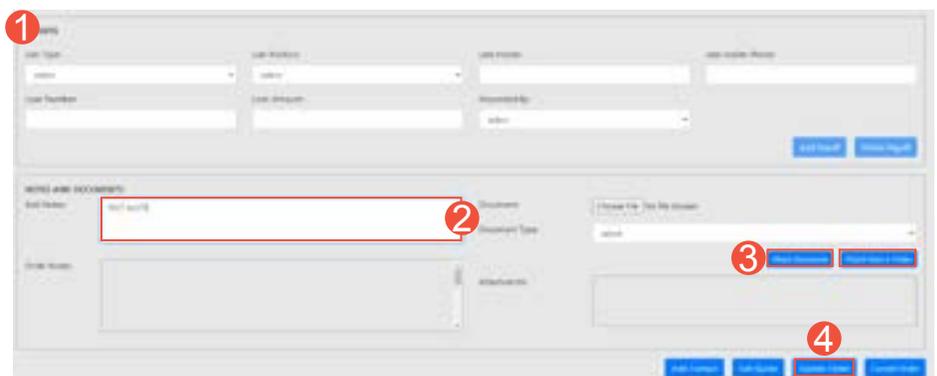


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Adding Comments & Attaching Documents to Orders

From the **Order Information** page

1. Scroll down to the **Notes and Documents** section.
2. You can **Add Notes** or additional comments at any time. Sending a Note will trigger an action item for the Radian Service Team as soon as **Update Order** button is clicked.
3. You can attach documents to deliver to Radian. Click **Attach Document** to send files from your computer or click **Attach from e-Folder** to send files from the Encompass e-Folder.
4. To send the Notes and Documents that have been added, click the **Update Order** button.



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Schedule a Signing

From the **Order Information** page

1. Once the File Status of an order has been set to **Clear to Close**, the ability to schedule a signing will become available.
2. Click the **Schedule Signing** button and the Appointment Details window will open.
3. Enter the Requested Signing (Date and Time) and Location Type of the appointment. If there are any Special Instructions for the appointment, they can be provided at this time.
4. Click the **Submit** button to send the signing request to Radian.

The screenshot shows the 'Order Information' page in the Radian system. The 'File Status' is set to 'Clear to Close', which is highlighted with a red box and a circled '1'. The page includes sections for 'ORDER DETAILS', 'APPOINTMENT SCHEDULE', and 'APPOINTMENT DETAILS'.

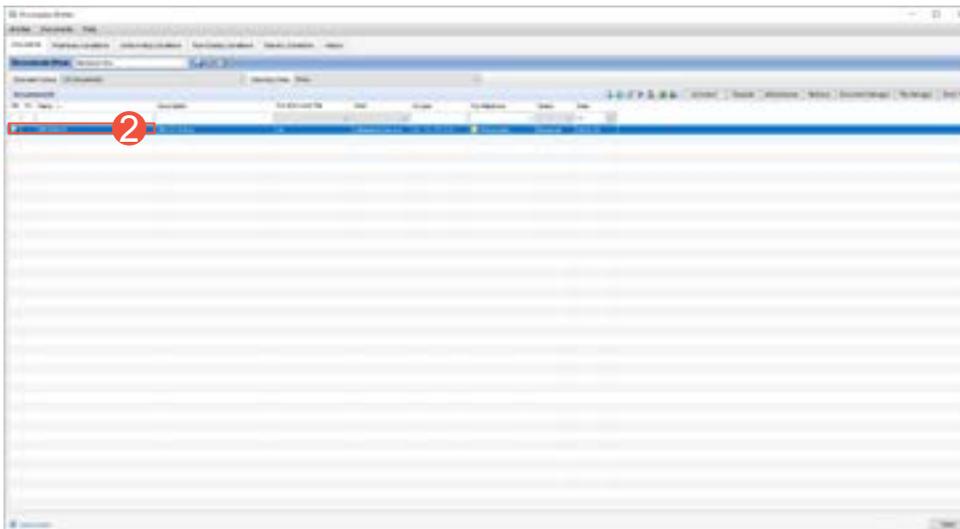
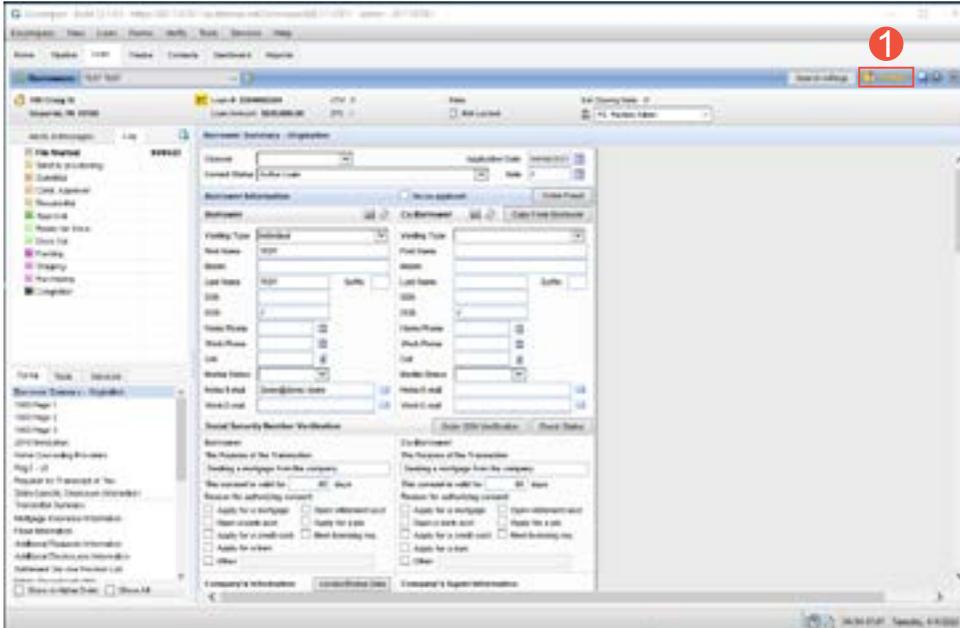
The screenshot shows the 'Appointment Details' window. The 'Schedule Signing' button is highlighted with a red box and a circled '2'. The window includes fields for 'Appointment Date', 'Appointment Time', 'Appointment Location', and 'Appointment Type'.

The screenshot shows the 'Appointment Details' window. The 'Requested Signing' field is highlighted with a red box and a circled '3'. The 'Submit' button is highlighted with a red box and a circled '4'. The window includes fields for 'Appointment Date', 'Appointment Time', 'Appointment Location', and 'Appointment Type'.

Document Upload from Radian

Documents that are uploaded from Radian to Encompass will automatically be placed into **eFolder**.
To access **eFolder**:

1. From the **Encompass Loan** page, click on the **eFolder** button.
2. You can locate the documents under **Title Report**.



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