

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

Below is a step-by-step guide to creating Title and Closing Services through Radian Settlement Services Inc. via Encompass.

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1. Create a new loan or open an existing loan. From the **Services** tab select **Order Title & Closing**.
2. Within the *All Title Companies* tab or the *My Title Companies* tab, select **Radian Settlement Services Inc.**
3. Select **Order** to proceed to the **Title & Closing Order Request** screen.

The screenshot displays the Encompass software interface. The 'Services' menu is open, and 'Order Title & Closing' is selected. A search for 'Radian Settlement Services' is performed, and the company is highlighted in the results. The 'Order' button is visible at the bottom right.

Company Name	City, State	Integration Type	Profile	ALTA ID	Fee Quote	Order	Blacklisted
Guardian Title & Guaranty Agency, Inc.		Vendor Integration	More Info			Order	
Guardian Title & Trust Co., Inc.		Vendor Integration	More Info			Order	
Horizon Title Corporation		Vendor Integration	More Info			Order	
Lawyers Advantage Title Group, Inc		Vendor Integration	More Info			Order	
Mark Title & Escrow		Vendor Integration	More Info			Order	
Progressive Land Title of Indiana, LLC		Vendor Integration	More Info			Order	
Radian Settlement Services Inc.		Vendor Integration	More Info			Order	
Reliance Title Services LLC		Vendor Integration	More Info			Order	
Smith & Janian, LLC		Vendor Integration	More Info			Order	

Get a Title Quote and Import Fees

From the Title & Closing Order Request Screen

1. The **Order** tab opens with loan information prepopulated. Select the desired product type.
2. Click the button for **Generate Quote**.
3. A window will prompt you to answer transaction specific recording questions, 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.
5. 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.
6. Once the quote has been generated, you will be able to post the Title Fees into the 2015 Itemization form by selecting the **Post Fees** button.

Question	Answer
Is property a 1-2 family dwelling or a single unit condominium or cooperative?	Yes
Is the Mortgagee a Federal Credit Union?	No
Is the property commercial?	No
Does the existing debt include a Line of Credit on an owner-occupied residential property?	No
Is this transaction a modification of existing debt by the same lender (requires 255 mortgage affidavit to accompany recording)?	No
Does the existing debt include a fixed amount mortgage on an owner-occupied residential property?	No

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

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Place an Order

From the Title & Closing Order Request Screen

1. The **Order** tab opens with the loan information prepopulated. Select the product type for the order being placed. This file will already be completed if a quote was just requested.
2. Order contact information will automatically be filled in for the current user. Select the **Contact Type** for the user placing the order.
3. Additional contacts can be added at this time by selecting the **Add Contact** button. Fill in additional contact information then click **Add**.
4. Add any additional information or special instructions regarding the order in the **Add Comments** field.
5. When ready, select **Submit Order**. Once the order has been placed, a Success notification will appear with the **Radian Order ID**.

Title & Closing Order Request

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Loan Information

Borrower Name
Co-Borrower
Property
City/St/Zip

Order Parties

Products

Centralized Refinance **1**

Standard Purchase
Centralized Refinance
Attachments

Generate Quote:
Post Fees:

Add Comments

Sample Comment - Spouse will be added to title at closing **4**

Additional Contacts **3**

Name	Email	Phone	Type
John Smith	jsmith@radian.com	412-555-1234	Loan Closer

First Name: John
Last Name: Smith
Email: jsmith@radian.com
Phone: 412-555-1234
Contact Type: Loan Closer

Closing Date/Time:
Contact Name: DavidCarter
Email: David.Carter@radian.com
Phone: 412-494-0400
Contact Type: Order Entry **2**
Additional Contacts:

Order Comments

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Should you have any questions about this transaction, please contact Radian Settlement Services Inc. at: 1-800-646-8258 x 8245 or ClientRelationsRSS@radian.com

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Order Updates, Documents and Communication

1. After an order has been placed the **File Status** will be available. This will indicate when an order is Open, Clear to Close, Signing Complete, Disbursed or Cancelled.
2. Order comments placed by the Encompass user and Radian are also available after an order has been placed. Date/time stamps and the user type which placed comment are identified in the **Order Comments** section.
3. 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.
4. Documents may also be attached to the order for delivery to Radian. Click **Upload Document** to retrieve files from your computer. When loading the order form, any documents provided by Radian will automatically upload to the loan's e-folder under "Title Docs."
5. To send the comments and documents that have been added click **Update Order**.

The screenshot shows the Radian Title & Closing Order Request interface. The form is divided into several sections:

- Loan Information:** Fields for Borrower Name, Co-Borrower, Property, City/St/Zip, Property County, Loan Amount, Loan Reference, File Number, and File Status. A red circle '1' highlights the 'Clear to Close' button next to the File Status field.
- Products:** A dropdown menu set to 'Centralized Refinance' and an 'Upload Document' button. A red circle '4' highlights the 'Upload Document' button.
- Attachments:** A list of attachments with a checkbox for 'Payoff.pdf' checked. A red circle '4' highlights this checkbox.
- Generate Quote:** A 'Click Here' button.
- Add Comments:** A text area with the placeholder text 'Please find the payoff attached.' A red circle '3' highlights this text area.
- Order Comments:** A list of comments with timestamps and user names. Two red circles '2' highlight the user names 'Radian User' and 'Encompass User'.
- Footer:** A 'Cancel Order' button, an 'Update Order' button (highlighted with a red circle '5'), and a 'Close' button.

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Schedule a Signing

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 to load the Appointment Details Window.
3. Select the Date, Time and Location of the appointment. If there are any special requirements for the appointment, they can be provided at this time.
4. Click **Submit** to send the signing request to Radian.

Title & Closing Order Request

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Loan Information

Borrower Name	TEST TEST13	Property County	Cattaraugus
Co-Borrower		Loan Amount	350000.00
Property	999 Test Drive	Loan Reference	1908001194
City/St/Zip	Olean NY 14760	File Number	1280057611

File Status Clear to Close 1

Order Parties

Products
Standard Refi

Upload Documents:
From Desktop From eFolder

Attachments

Generate Quote: Click Here 2

Schedule Signing: Click Here 2

Add Comments

Order Comments

Loan Purpose: NoCash-Out Refinance
Property Type: Detached
Occupancy:
Purchase Amount: 500000.00
Closing Date/Time:
Contact Name: Radian Settlement Services Inc
Email: ordersrss@radian.com
Phone: 412-494-0411 x111
Contact Type: Loan Closer
Additional Contacts: Add Contacts

Should you have any questions about this transaction, please contact Radian Settlement Services Inc. at ClientRelationsRSS@radian.com or 800.646.8258 x8245.

Cancel Order Update Order Close

NOTE: Appointments scheduled through Encompass should be made at least 24 hours in advance. Please contact Radian directly to schedule rush or same day signings.

Appointment Details

Requested Signing: 08/21/2019 10:15 AM 3

Location Type: Property Address

Address: 999 Test Drive

City: Olean

State: NY

Zip: 14760

Special Instructions:
Best Phone Number: 555.123.4567

Submit 4 Cancel