FIRST NATIONAL TITLE INSURANCE COMPANY

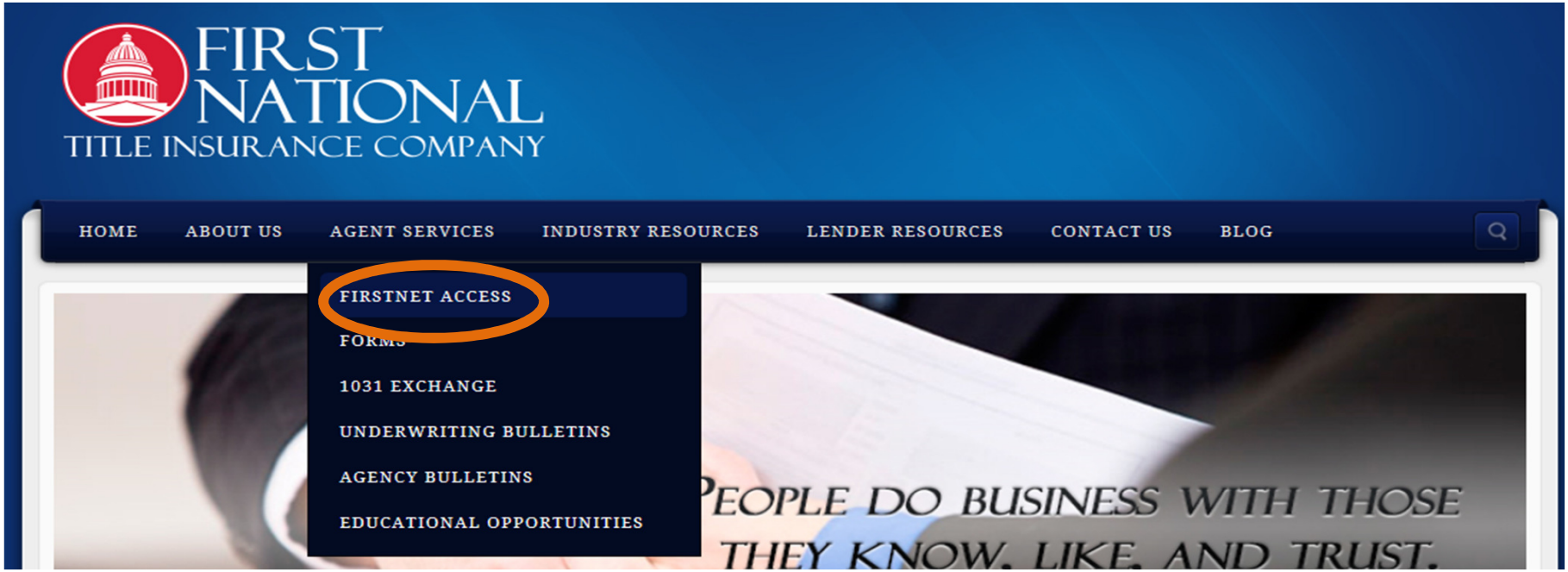
Instructions for using FirstNET Agent Access to create Insured Closing Service Letters

- First National Title Insurance Company's Agent Access is referred to as **FirstNET Portal**.
- There are two ways to get to it through your Internet Explorer:

  http://firstnet.fnti.com

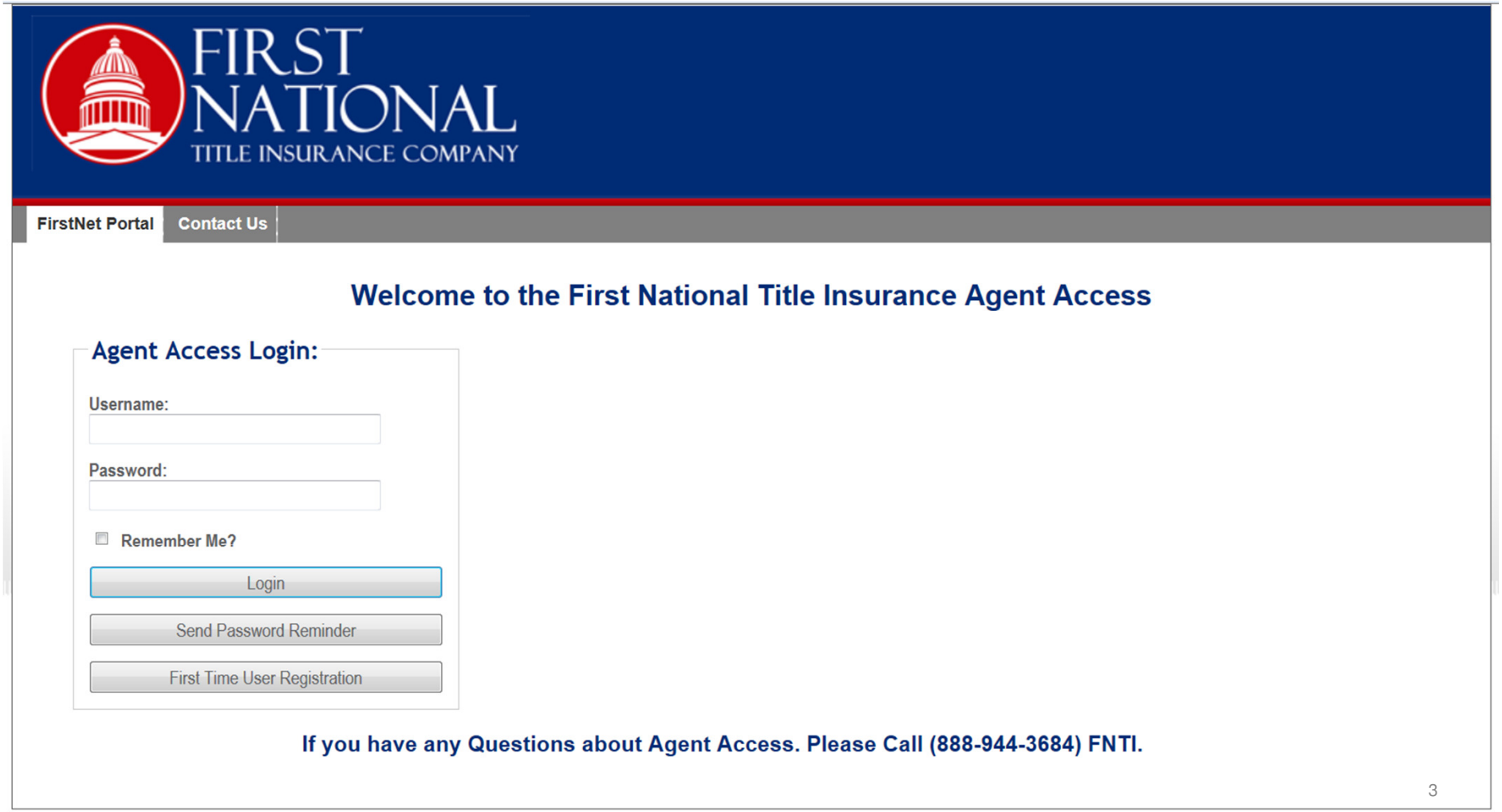
  or go to our website at www.fnti.com, click on Agent Access and then click on FirstNET Portal. Below is a screen shot of this method.

- Either way, Agent Access is located at http://firstnet.fnti.com and this link can be bookmarked in your browser.



When you go to http://firstnet.fnti.com, you will see the Agent Access Login page where you enter your UserName and Password.

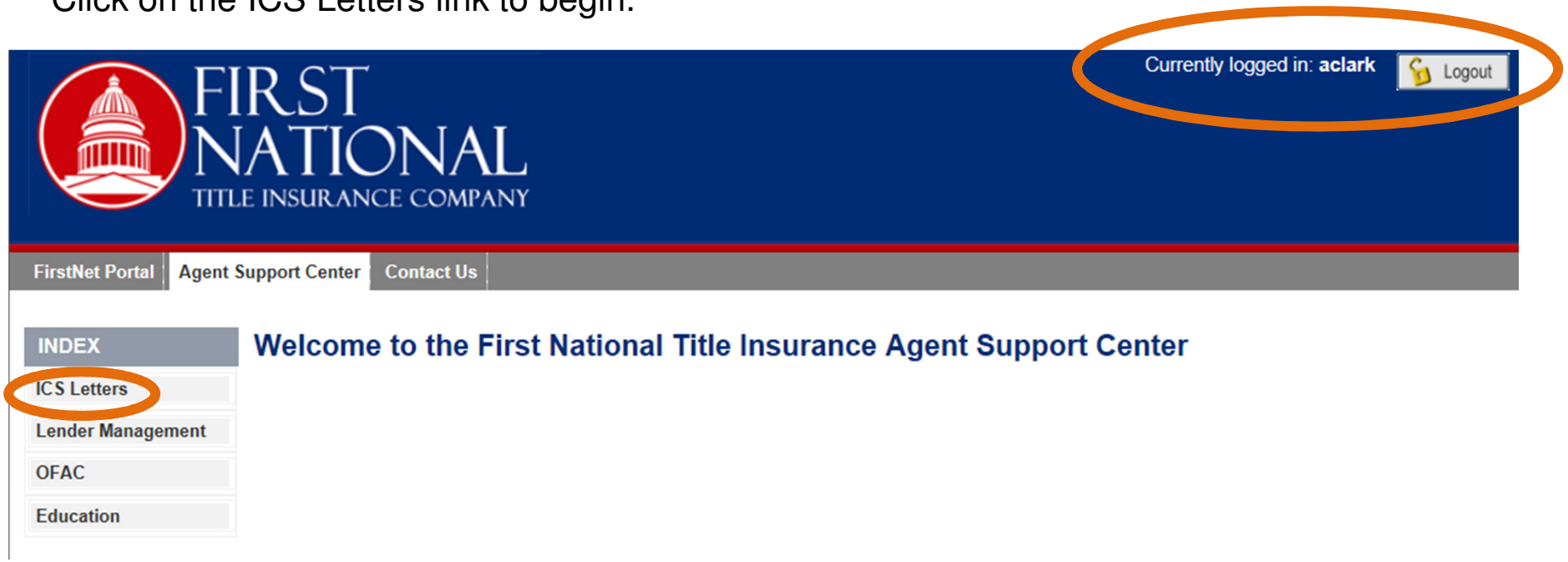
If you have not received a UserName and Password yet, please contact our office at 972-588-1280 or 888-944-3684 or e-mail us at firstnet@fnti.com. We will need your first and last name, branch office name, phone number and e-mail address. An e-mail with a link to Agent Access Login page, your UserName and a temporary Password will be e-mailed to you.



After you have entered your UserName and Password, you will be directed to this page.

In the upper right corner is your UserName and the Logout button.

Click on the ICS Letters link to begin.



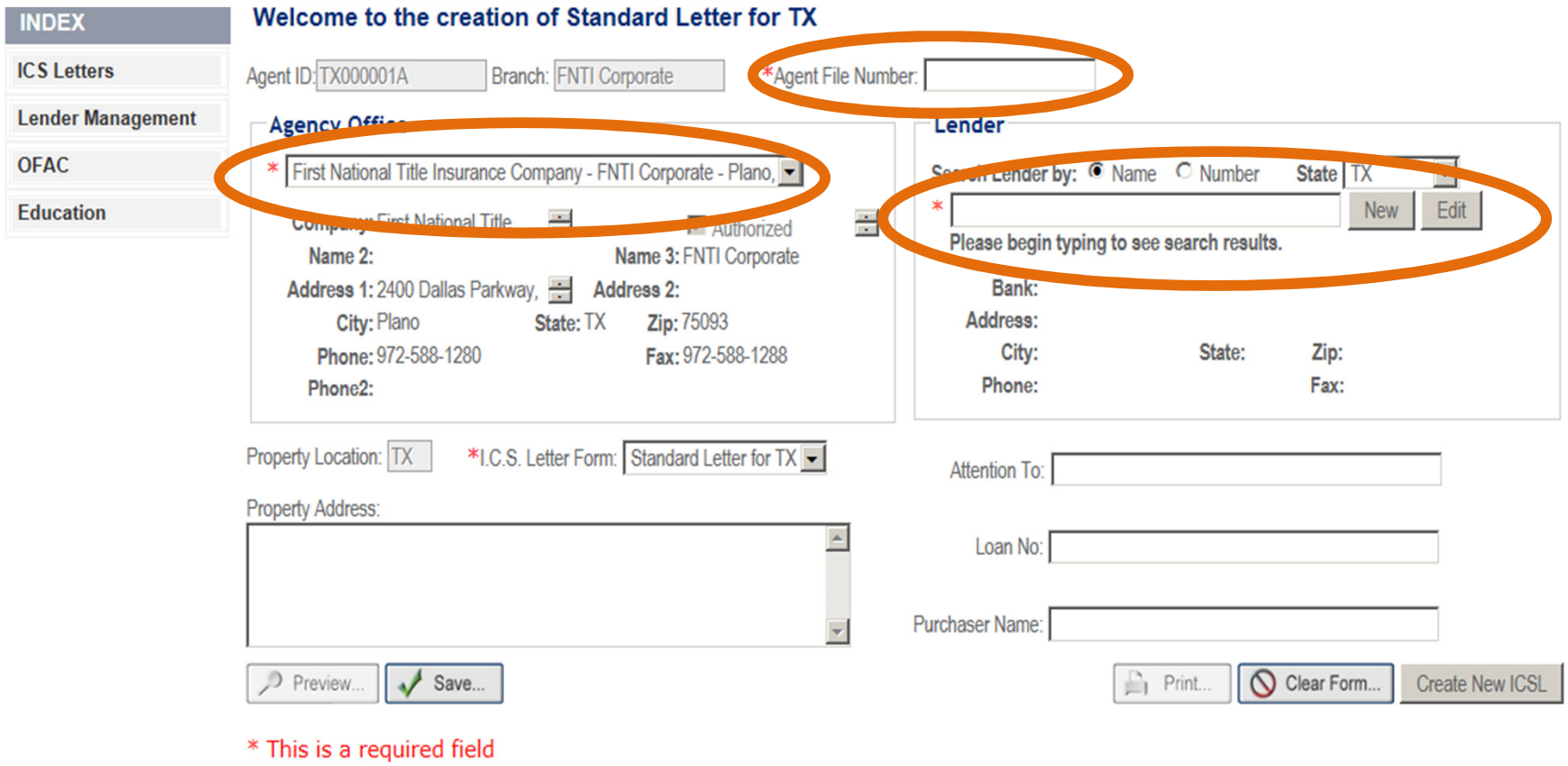
On this page you can Create New ICSL or you can review past ICSLs that have been created.

Let's come back to the list of past ICSLs later. (See page 14)

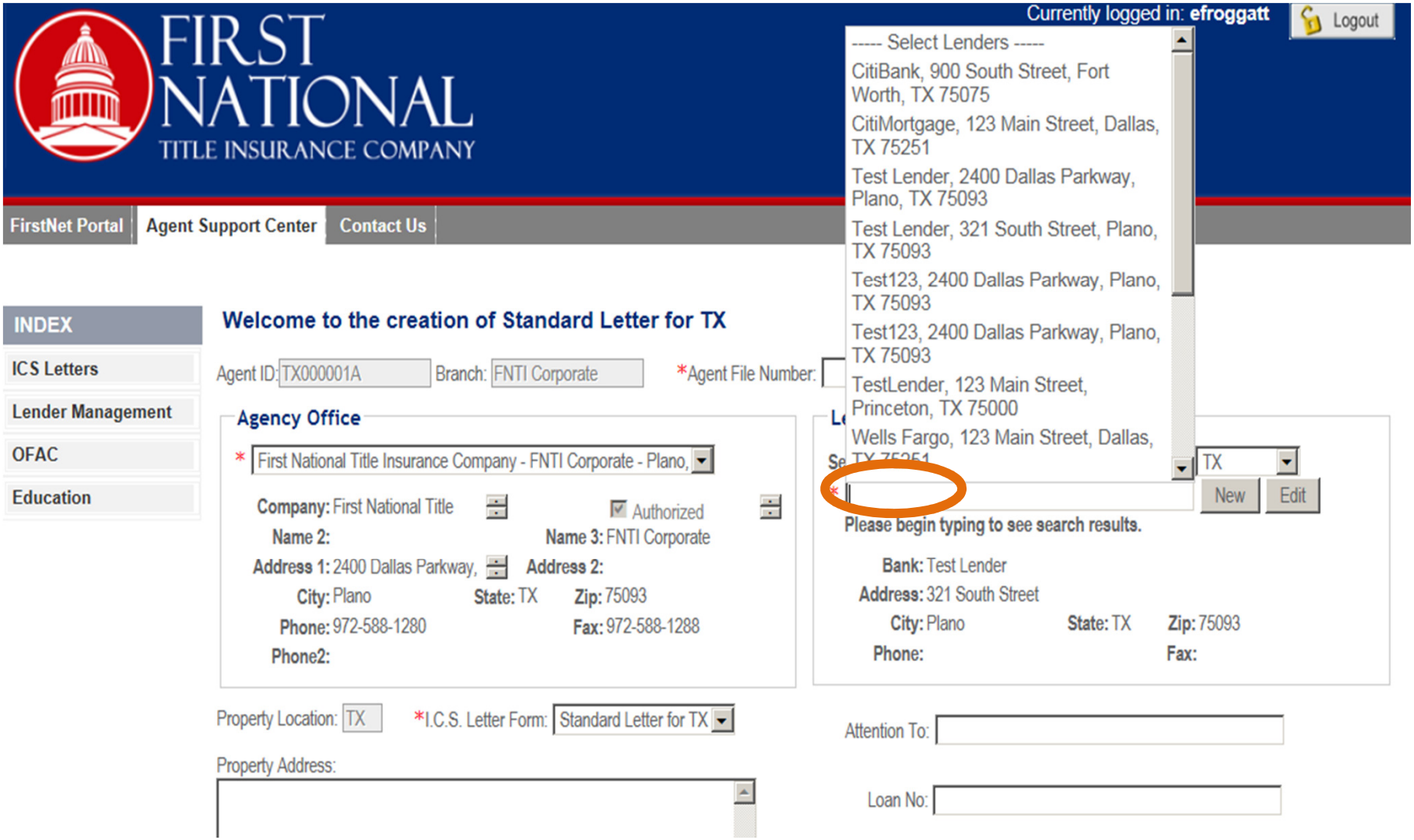
Begin by clicking on the Create New ICSL

Create New ICSL

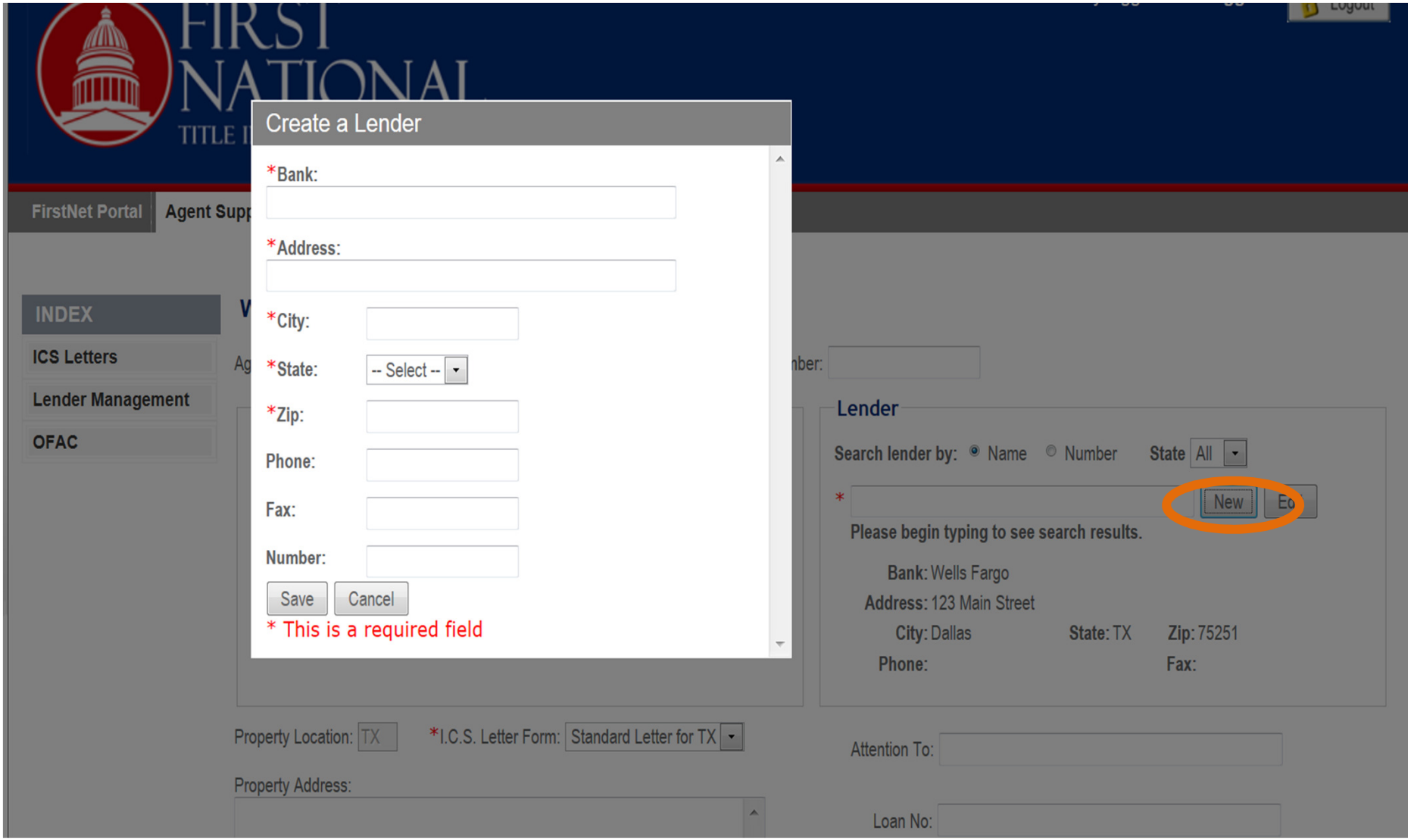
- This is the form where you create the ICSL.
- In the Agency Office area, you can see the user information determined by how each user account is set up.
- There are four required fields of information indicated with the red asterisk *. They are the Branch, Agent File Number, Lender and ICS Letter Form.
- You may be located in one branch but want to choose a different branch office address that will appear on the ISC letter. You can use the drop down list of branch offices to make this change.
- Enter your file number (GF Number) in the Agent File Number field.
- Lender will be covered on the next page.



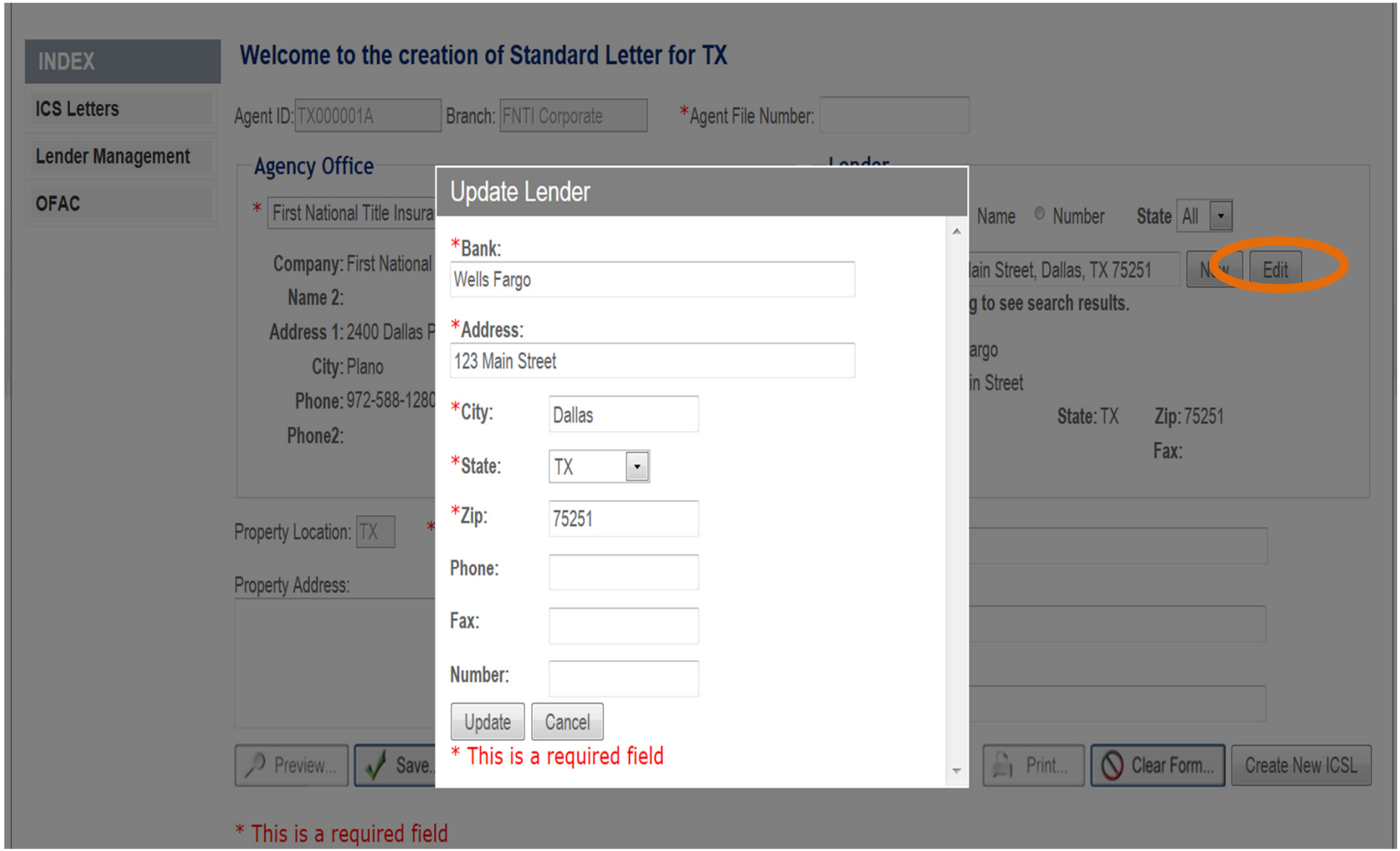
To choose a lender, click in the Lender Name field. A pop-up list will appear of the lenders you have created. You may choose from this list and the address will auto populate the lender address information.



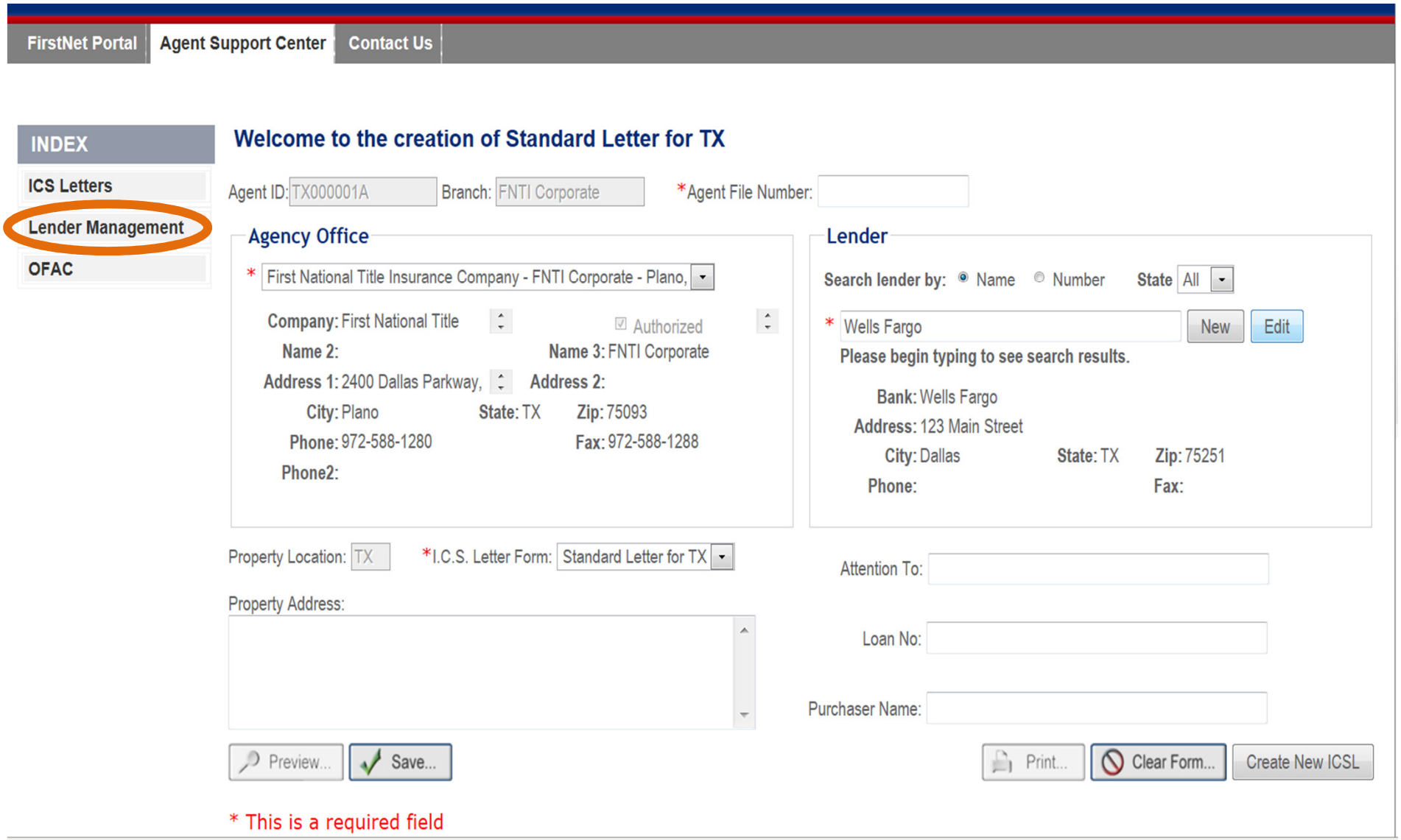
There are two ways to create or edit a lender. One way is to click on the New button next to the Lender Name field. This will open the Create a Lender form where you can enter the lender information and click on Save.



You may edit lender information in this same area. After you choose a lender from the pop-up list of lenders, you may click on Edit, and it will open the Update Lender form where you may make changes. When finished, click on Update.



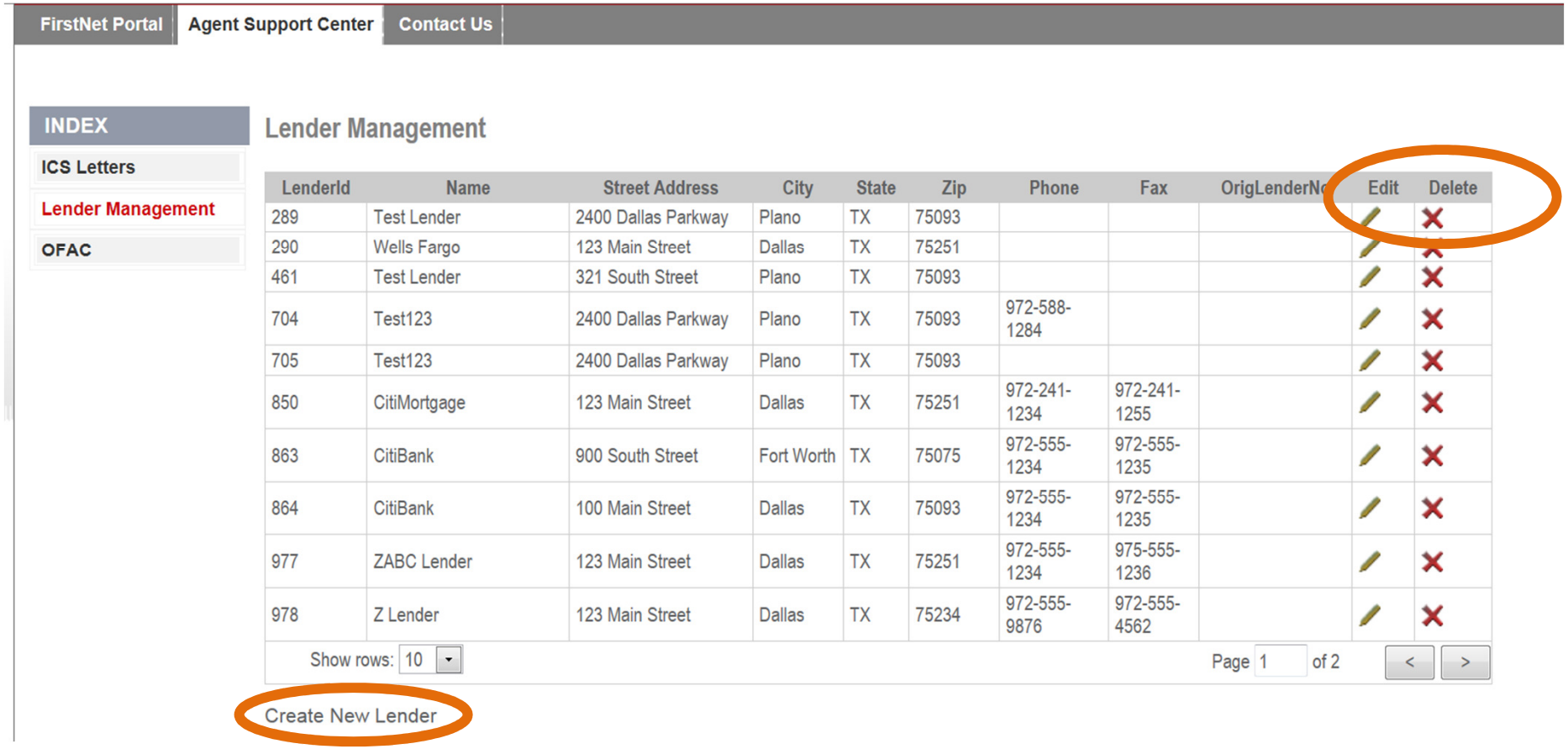
The second way to create a lender is the link to Lender Management on the left side of the form where you may create, edit or delete lender information all in one place.



In the Lender Management form you can see all the lenders you have created. You can create new lenders or edit or delete lenders you have already created.

You can sort this list by holding your mouse over the column headings. If you want to sort by Lender name, hold your mouse over the Name column heading, click and it will resort the list.

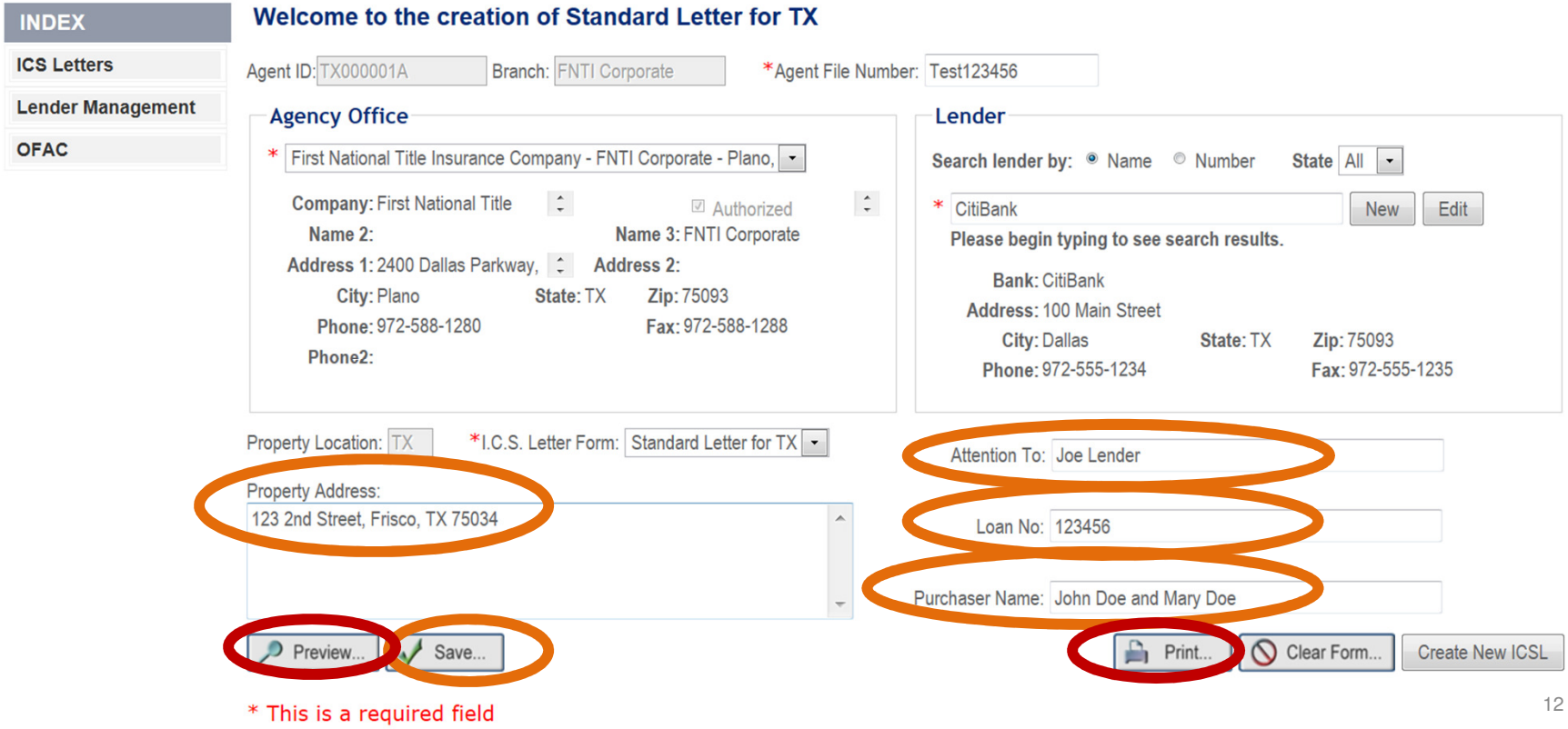
This list of lenders is what populates the pop-up list when you click in the Lender Name field in the previous form.



LenderId	Name	Street Address	City	State	Zip	Phone	Fax	OrigLenderNo	Edit	Delete
289	Test Lender	2400 Dallas Parkway	Plano	TX	75093					
290	Wells Fargo	123 Main Street	Dallas	TX	75251					
461	Test Lender	321 South Street	Plano	TX	75093					
704	Test123	2400 Dallas Parkway	Plano	TX	75093	972-588-1284				
705	Test123	2400 Dallas Parkway	Plano	TX	75093					
850	CitiMortgage	123 Main Street	Dallas	TX	75251	972-241-1234	972-241-1255			
863	CitiBank	900 South Street	Fort Worth	TX	75075	972-555-1234	972-555-1235			
864	CitiBank	100 Main Street	Dallas	TX	75093	972-555-1234	972-555-1235			
977	ZABC Lender	123 Main Street	Dallas	TX	75251	972-555-1234	975-555-1236			
978	Z Lender	123 Main Street	Dallas	TX	75234	972-555-9876	972-555-4562			

Back to Creating a New ICSL

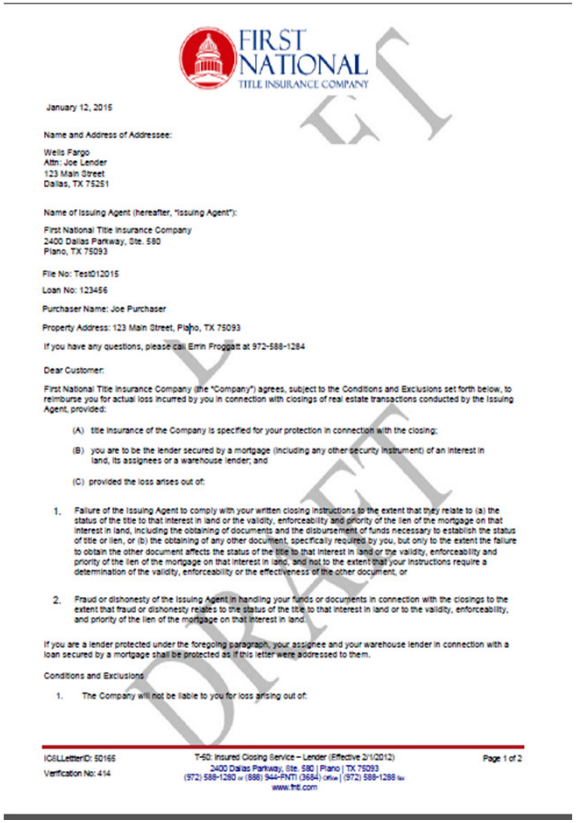
- For the purposes of this instruction document, I have created a lender called CitiBank and you can see how it has filled in the Address, City, State and Zip.
- There are four remaining fields that are optional and they are the Attention To: (which could be the loan officer at the lender), the Loan No., Purchaser Name and Property Address.
- I have completed these fields and clicked on the Save icon at the bottom of the form.
- Once you click the Save icon. the **Preview** and **Print** icons become active. Please go to the next page for explanation on the difference between Preview and Print. **Very important!**



- The **Preview** icon will display the ICSL with all of the information you have entered with a DRAFT watermark. This gives you the opportunity to preview the letter to verify that all of the information is correct. If you find something that needs to be changed or corrected, you may close the letter and go back to the creation form and make changes. When you Preview the document, edit and changes can still be made.

- The **Print** icon will display the ICSL and permanently saves the letter information. You can then print, save or send the ICSL as needed and an ICLLetterID and Verification No. are assigned in the left footer of each letter.

Preview - Editable



FIRST NATIONAL
TITLE INSURANCE COMPANY

January 12, 2015

Name and Address of Addressee:

Wells Fargo
Attn: Joe Lender
123 Main Street
Dallas, TX 75251

Name of Issuing Agent (hereafter, "Issuing Agent"):

First National Title Insurance Company
2400 Dallas Parkway, Ste. 580
Plano, TX 75093

File No: Test012015

Loan No: 123456

Purchaser Name: Joe Purchaser

Property Address: 123 Main Street, Plano, TX 75093

If you have any questions, please call Erin Froggatt at 972-588-1284

Dear Customer:

First National Title Insurance Company (the "Company") agrees, subject to the Conditions and Exclusions set forth below, to reimburse you for actual loss incurred by you in connection with closings of real estate transactions conducted by the Issuing Agent, provided:

(A) title insurance of the Company is specified for your protection in connection with the closing;

(B) you are to be the lender secured by a mortgage (including any other security instrument) of an interest in land, its assignees or a warehouse lender; and

(C) provided the loss arises out of:

1. Failure of the Issuing Agent to comply with your written closing instructions to the extent that they relate to (a) the status of the title to that interest in land or the validity, enforceability and priority of the lien of the mortgage on that interest in land, including the obtaining of documents and the disbursement of funds necessary to establish the status of title or lien, or (b) the obtaining of any other document, specifically required by you, but only to the extent the failure to obtain the other document affects the status of the title to that interest in land or the validity, enforceability and priority of the lien of the mortgage on that interest in land, and not to the extent that your instructions require a determination of the validity, enforceability or the effectiveness of the other document, or

2. Fraud or dishonesty of the Issuing Agent in handling your funds or documents in connection with the closings to the extent that fraud or dishonesty relates to the status of the title to that interest in land or to the validity, enforceability, and priority of the lien of the mortgage on that interest in land.

If you are a lender protected under the foregoing paragraph, your assignee and your warehouse lender in connection with a loan secured by a mortgage shall be protected as if this letter were addressed to them.

Conditions and Exclusions

1. The Company will not be liable to you for loss arising out of:

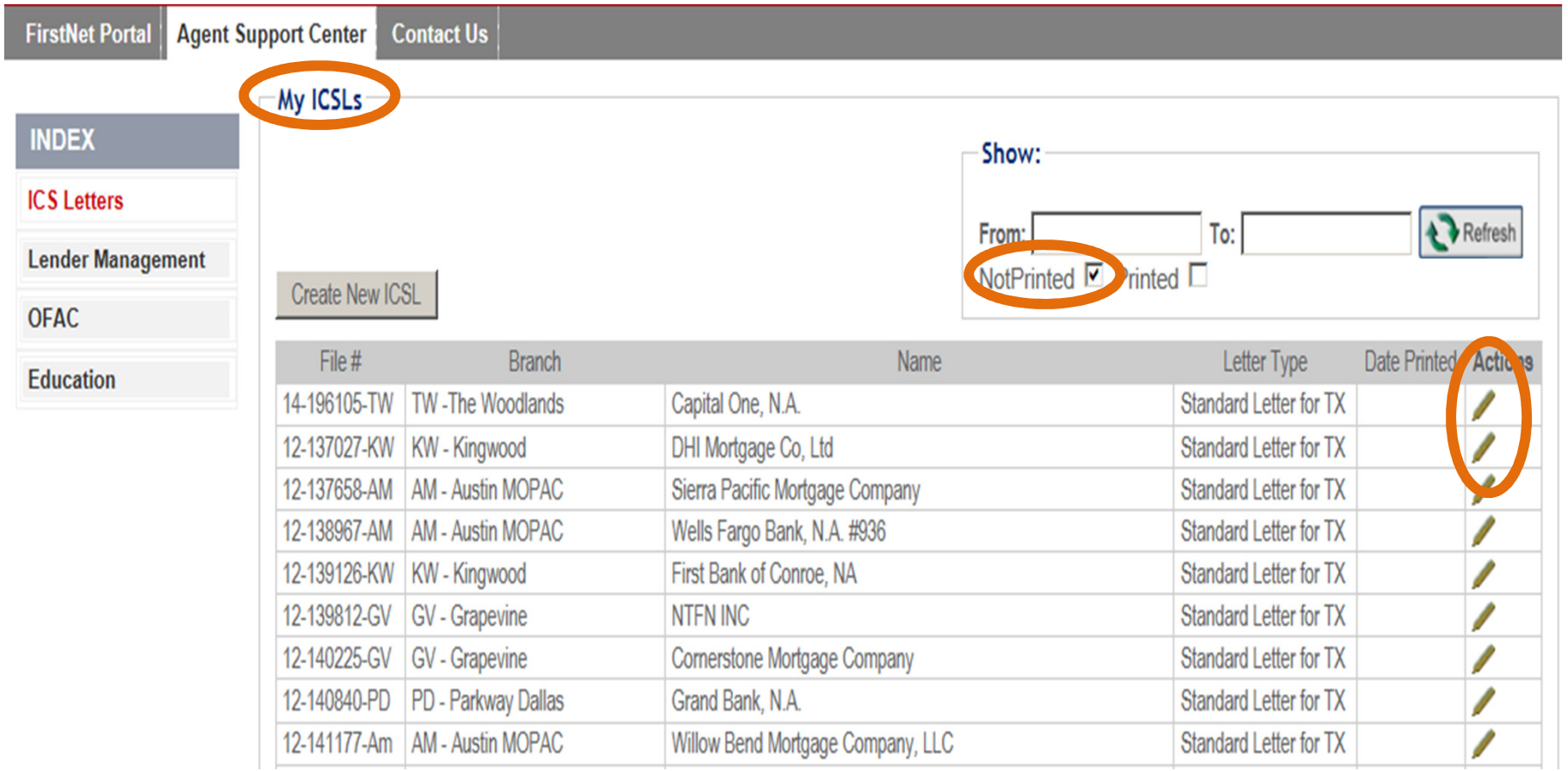
DRAFT

ICSLLetterID: 50165
Verification No: 414

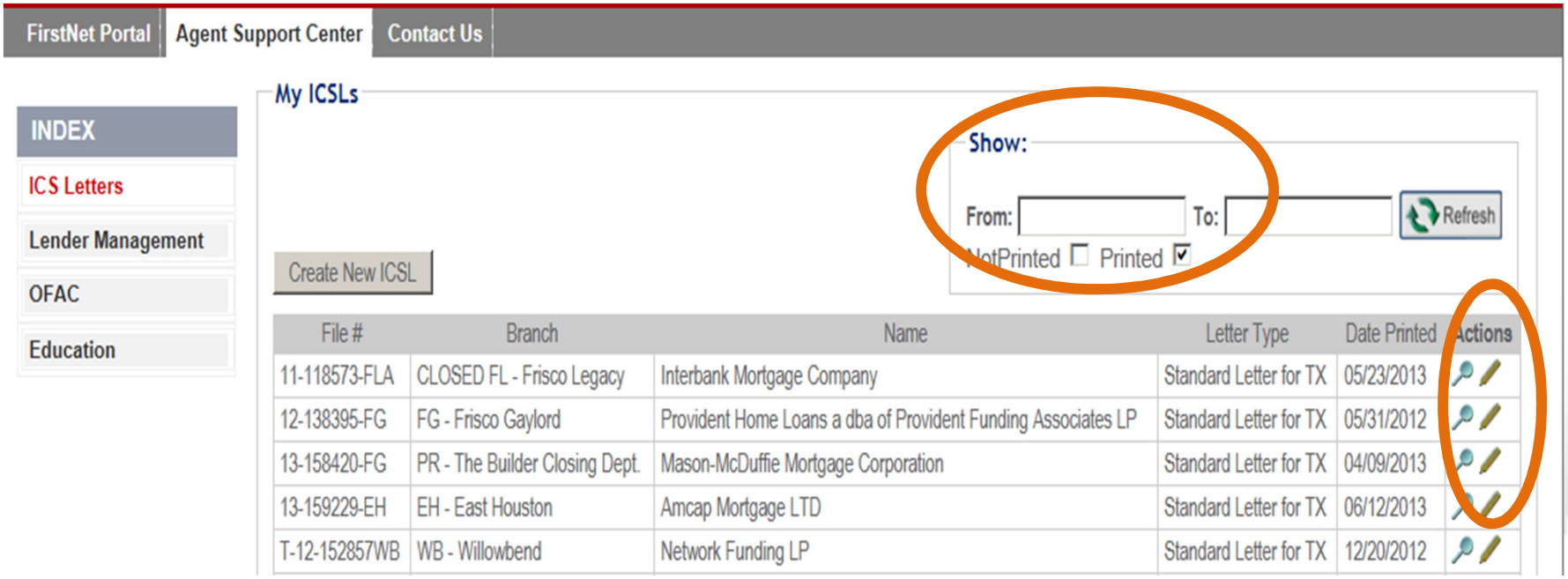
T-50: Insured Closing Service – Lender (Effective 2/1/2012)
2400 Dallas Parkway, Ste. 580 | Plano | TX 75093
(972) 588-1280 or (888) 944-FNTI (3684) Office | (972) 588-1288 fax
www.fnt.com

Page 1 of 2

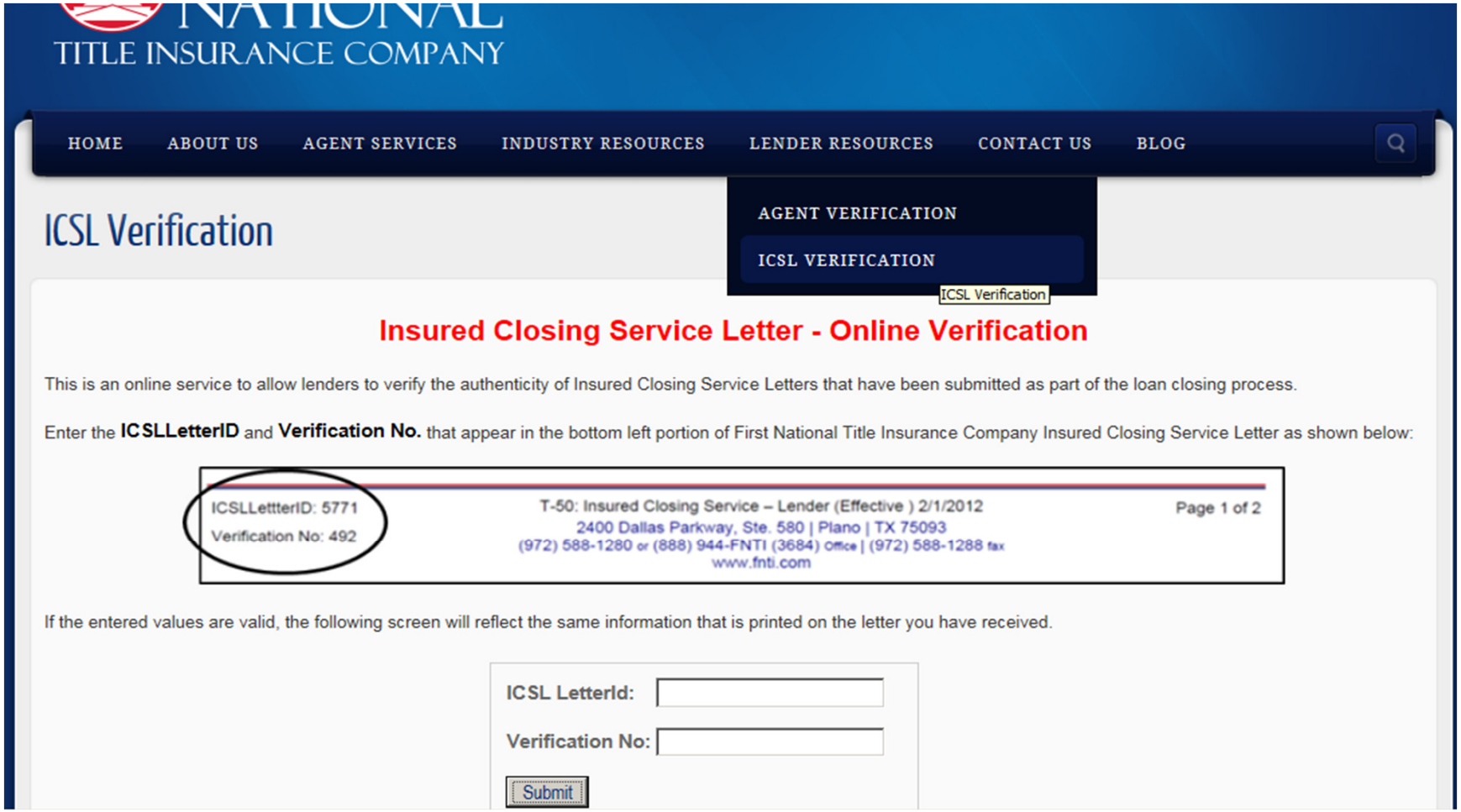
This takes us back to the My ICSLs screen which is the default form when you first sign in and click on ICS Letter. This form displays letters that have been created by all users in your company but have only been **Previewed** as indicated by the little pencil icon to the right of each record and are listed in File # order. You may change the display order by clicking on the column heading to change it to sort by Branch or Lender. If you click the pencil icon next to a record you would like to see, it will open it in the creation form where you may make changes.



In the My ICSLs, there is a filter box in the upper right corner that says “Show.” When this form is first opened, the default view is to show the letters that have been Previewed as shown on the previous page. To view the letters that have been **Printed**, check the Not Printed and click on the check box for Printed and then click on the Refresh icon. This will then display a list of ICSLs that have been **Printed** and are listed in File # order. You may change the display order by clicking on the column heading to change it to sort by Branch, Lender or Date. They have a magnifying icon and a pencil icon beside each record. If you click on the magnifying icon, it will open the creation form where you can click on the Preview icon and view the ICSL. If you click on the pencil icon, it will open in the creation form with all the information as it was originally created but as a brand new record where you can edit the File #, Lender, Attention To:, Loan #, Purchaser Name and Property Address. Once you Save or Print the newly edited letter, it will create a new ICSLLetterID and Verification No: located at the bottom of the letter.



Lenders can go to our website at www.fnti.com and use the ICSLLetterID and Verification No: located in the footer of each letter to verify it is accurate and has not been modified.



If you have any further questions about how to use **FirstNET Agent Access** please contact us.

If you have not received a UserName and Password yet, please contact us. We will need your first and last name, branch office name, phone number and email address. An e-mail with a link to Agent Access Login page, your UserName and a temporary Password will be e-mailed to you.

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