

Thank you for choosing **FirstFunding**. Please refer to this job aid to help you Add Title Information in **FastPa\$\$** via the **F.U.E.L.** Web Portal. If you have any questions about this document, please contact your **FirstFunding Account Executive**.

Completing the Settlement Agent/Title Tab.

This is the Third Tab in your FastPa\$\$ order form. Complete this page by filling in all the data that does not import from you Calyx or FNMA 3.2 File.

All previous Settlement Agent information will save from previous files. Select the applicable Settlement Agent in the dropdown. If not saved, the system will need to be updated.

Note: After filling out all applicable fields, click the **Save** button on the top right corner.

The screenshot shows the 'Settlement Agents/Title' tab in the FastPa\$\$ web portal. The form is divided into four numbered sections:

- 1. Settlement Agent Info:** Includes a dropdown for 'Settlement Agent', text fields for 'Company', 'Settlement Agent ID', 'Address', 'Suite', 'City', 'State' (dropdown), 'Zipcode', 'Website', 'Phone', and 'Fax', and a 'Save Title Company' button.
- 2. Settlement Agent Contact Info:** Includes a dropdown for 'SA Contact', text fields for 'First Name', 'Last Name', 'Email', and 'Phone', and a 'Save Contact' button.
- 3. Insured Closing Info, Underwriter Info, and Mortgage Insurance Info:** Includes checkboxes for 'Insured Closing Letter' and 'Insured Attorney Closing', a text field for 'Binder/Order#', a dropdown for 'Underwriter Company Name', a date field for 'Title Commitment Effective Date', a dropdown for 'Mortgage Insurance Info' (with 'No' selected), and a dropdown for 'Settlement Agent Affiliated with Lender' (with 'No' selected).
- 4. Wire Info:** Includes a text field for 'Net Wire Amount' (pre-filled with '-\$1,639.00'), text fields for 'Bank Name', 'Bank ABA', 'Bank Address', 'Bank Suite', 'Bank City', 'Bank State' (dropdown), 'Bank Zip', 'Final Credit Account Name', 'Final Credit Account Number', 'Beneficiary Reference', and a checkbox for 'Further Wire to 2nd Location?'.

Step 1 of 4

Start with Selecting your Settlement Agent from the dropdown.

If the settlement agent is not saved in FUEL, you will need to fill in the applicable information and click **"Save Title Company"**.

Note: Once the Title Company is saved, you will need to select them from the dropdown.

Settlement Agent Info:

1

Settlement Agent:

★ Company:

Settlement Agent ID:

★ Address:

★ Suite:

★ City:

★ State:

★ Zipcode:

Website:

★ Phone:

Fax:

- Select your previously saved Settlement Agent information here.

If you do not see your Settlement Agent in the dropdown, enter the required information. Once completed, click "Save Title Company"

Note: This information must match on the Wire Instructions AND the Closing Protection Letter/ICL

Step 2 of 4

Your **Settlement Agent Contact** will be saved to the corresponding **Settlement Agent Company** Selected in step 1.

If your SA Contact is not there, enter the information requested and click **“Save Contact”**.

Settlement Agent Contact Info:		Additional Settlement Agent Emails:	
2 Select or enter the information of you Settlement Agent Contact.	SA Contact: <input type="text" value="Select One / Add New"/>	Email: <input type="text"/>	Enter any other additional contacts at the Settlement Agents office who may upload the closed loan package.
	First Name: <input type="text"/>	Email: <input type="text"/>	
	Last Name: <input type="text"/>	Email: <input type="text"/>	
	Email: <input type="text"/>		
	Phone: <input type="text" value=" - - "/>		
<input type="button" value="Save Contact"/>			

Step 3 of 4

Step 3 includes additional title information found on the ICL/CPL, the Title Commitment/Prelim, and the Mortgage.

All information shown in white below is required, along with the corresponding documents.

Insured Closing Info:

3 Insured Closing Letter:

Insured Attorney Closing:

ICL Date: • Date issued

ICL Expiration Date: • Typically 60-90 days from issue date

Binder/Order#: • Also known as General File or Title File Number

Underwriter Info:

Underwriter Company Name: • Found on the letter head of the CPL

Title Commitment Effective Date: • Date the Title was effective or vested

Mortgage Insurance Info:

Is there MI or PMI: • Only enter if Borrower MI

Other Info:

EXACT vesting show on Mort./Deed: • Found on Section B of the Mortgage or Deed of Trust. This typically reads: BORROWER IS

Settlement Agent Affiliated with Lender:

Step 4 of 4

Complete the Wire information.

Note: This must match the Settlement Agent Wire Instructions.

Wire Info:

4

Net Wire Amount:

Bank Name:

Bank ABA:

Bank Address:

Bank Suite:

Bank City:

Bank State:

Bank Zip:

Final Credit Account Name:

Final Credit Account Number:

Beneficiary Reference:

Further Wire to 2nd Location?:

Note: This information must exactly match the Wire Instructions.

If document does not state a Beneficiary Reference, enter the Binder/Order number from step 3.