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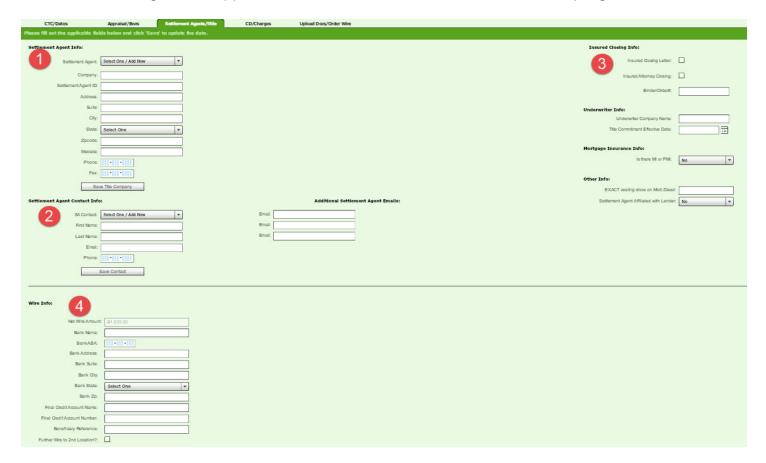
Thank you for choosing **FirstFunding**. Please refer to this job aid to help you Add Title Information in **FastPa$$** via the **F.U.E.L.** Web Portal. If you have any questions about this document, please contact your **FirstFunding Account Executive**.

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.
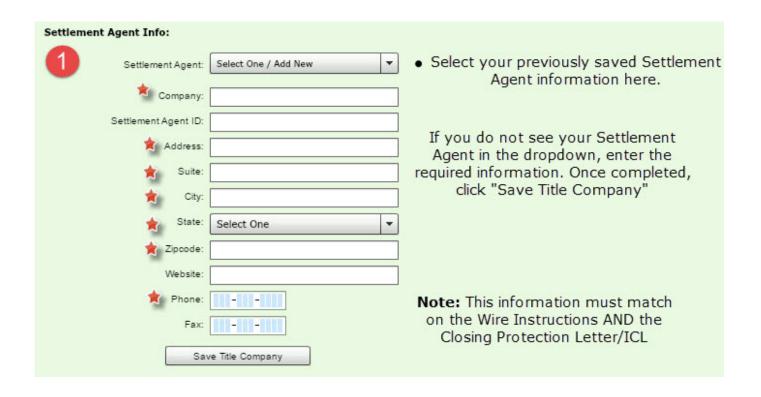
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Step 1 of 4

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.

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Step 2 of 4

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

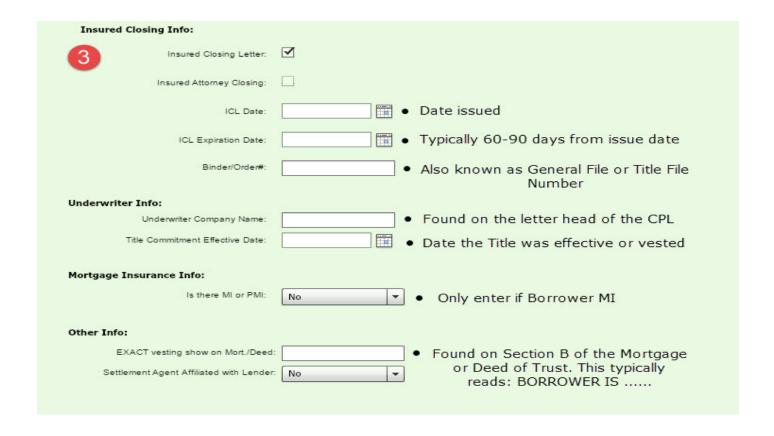If your SA Contact is not there, enter the information requested and click **"Save Contact"**.

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: | No ▼ | • 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: | No ▼ | |

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Step 4 of 4

Complete the Wire information.

Note: This **must match** the Settlement Agent Wire Instructions.