

## VALLEYRITE

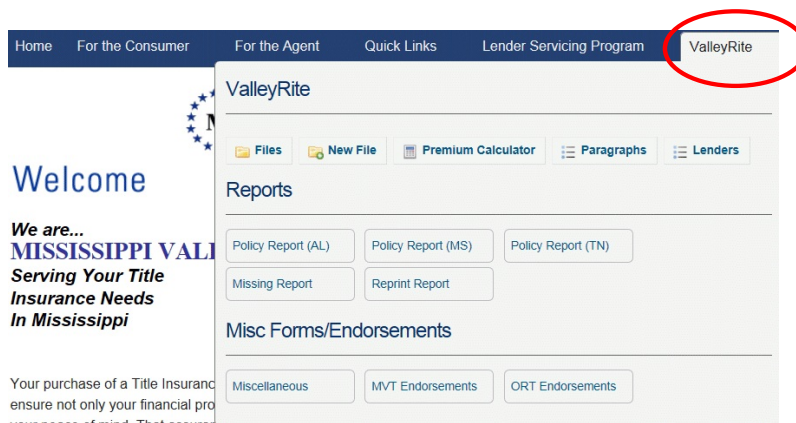
ValleyRite has been designed to assist in the issuance of title insurance in the following ways:

1. In **preparation** of a Commitment, Policies and Endorsements **with Retrieval** of a Commitment, Policies and Endorsements.
2. In **preparation** of the various affidavits (Misc Forms)
3. In **creating** the monthly policy report, and printing or reprinting a policy report and/or a missing policy report

This material will instruct you on the **preparation** of a Commitment, Policies and Endorsements **with Retrieval** of Jackets.

### LOCATION

ValleyRite is located on the Menu Main Bar as an Option.



### LOG IN/ON

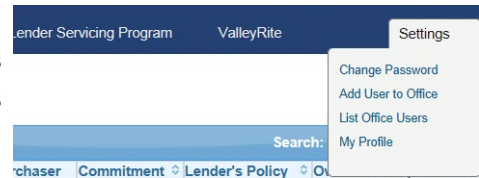
When you access ValleyRite, if the user has not already logged on, the following will display:

Your User Name is your e-mail address and your password is what you have setup. If you have forgotten your password, you can access Forgot Password and it will e-mail you a temporary Password that allows you to reset your password.

## PROCEDURE

### SETTINGS

Settings allows the user to change a password, add users to the office, list office users and display your profile. It is located on the Main Menu Bar and appears after you log in/on to our website. Refer to New Login & Password Procedure Material, if you have any questions.



### COMMITMENT

To prepare the Commitment Schedules, click New File from the ValleyRite drop down menu and the following will display:

A screenshot of the Commitment Schedules form. The form has a header with "Files" and "Create File". Below this, there is a "File Name" field, a "State" dropdown menu (currently set to "Mississippi"), and an "Add Note" text area. At the bottom of the form, there are "Files" and "Save Notes" buttons. To the right of the form, there is a list of options: "Transaction 1 - 9/13/2012", "Add Commitment", "Add Lenders Policy", "Add Owners Policy", "Add Endorsement", and "Start Another Transaction". The "Transaction 1 - 9/13/2012" and "Start Another Transaction" options are circled in red.

Transaction 1: This represents the current closing in which title insurance is requested.

Start Another Transaction: This represents another closing that might occur after Transaction 1 has been completed.

**NOTE: The user can have several transactions under this file name.**

***File Name Field:*** This is your office file name or number. This is a required field.

***Add Notes Section:*** This allows the user to enter any notes that are needed for this transaction. These notes will not print on any of the documents. After entering your notes, click the Save Notes Button.

***Files Button:*** This allows the user to return to their list of files.

After entering the File Name, click Add Commitment and the following will display:

**JACKET INFO TAB** allows the user to complete the commitment schedules. The commitment number will be assigned to your agency when the user clicks Add Commitment and will appear in the Commitment Number Field.

**Always remember that as soon as you click Add Commitment Button your agency will be issued a commitment number.**

**Print Jacket Button:** If the user is accessing ValleyRite to complete schedules, then you will not use this button. This allows the user to print the Commitment Jacket only. It will be in a PDF format.

**Void Button:** If the closing fell through, then the user will need to Void this commitment.

**Complete Schedules:** This allows the user to continue with the program and produce the schedules for this commitment.

Click *Complete Schedules* and the following will display:

**MAIN TAB** allows the user to enter the general data regarding a commitment.

**Effective Date and Time:** Insert the date and time through which the title has been searched.

**Property Type:** Choose from the drop down whether the property is Residential or Non-Residential.

**County Name:** The county in which the property is located. The drop down will provide the user with a list to select from OR the user may enter a portion of the county name and the rest will display:

**Current Owner:** Enter the current owner of the property.

**Estate or Interest of Owner:** Choose from the drop down the type of interest owned by the current owner.

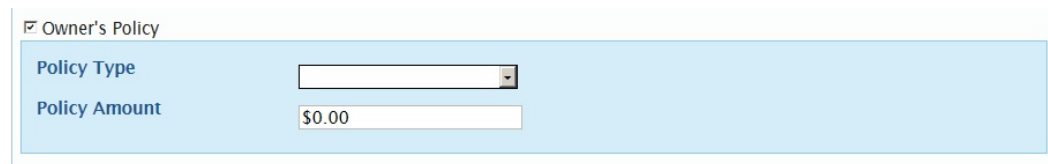
**Lender's Section:** This section is used if there is a lender with this transaction.

**Policy Type:** Choose from the drop down the type of lender's policy that will be issued. After choosing this option, the web page **will refresh (jump)** to display the remaining tabs.

**Policy Amount:** Enter the amount of the loan.

**Type of Loan:** Choose from the drop down the type of loan.

**Lender Insured:** Choose from the drop down the lender, or if it is a new lender click the add icon to add this lender. When the user has added this lender, the lender will appear in the Lender Insured Field.

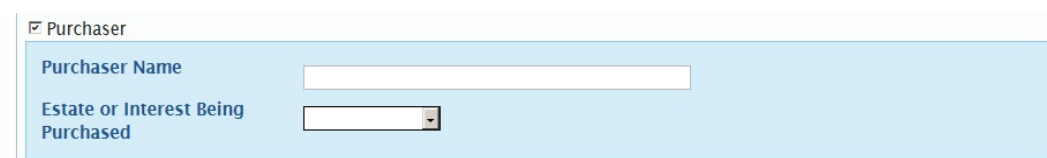


The screenshot shows a light blue rectangular form titled "Owner's Policy" with a checked checkbox to its left. Inside the form, there are two rows of input fields. The first row is labeled "Policy Type" and has a white dropdown menu. The second row is labeled "Policy Amount" and has a white text input field containing the value "\$0.00".

**Owner's Policy Section:** This section is used if the purchaser in a purchase transaction or current owner in a refinance transaction requests an Owner's Policy.

**Policy Type:** Choose from the drop down the type of owner's policy that will be issued. After choosing this option, the web page **will refresh (jump)** to display the Exceptions Owner's Tab.

**Policy Amount:** Enter the full value of the property and any improvement as determined by purchase price or some other valuation.



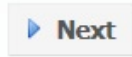
The screenshot shows a light blue rectangular form titled "Purchaser" with a checked checkbox to its left. Inside the form, there are two rows of input fields. The first row is labeled "Purchaser Name" and has a wide white text input field. The second row is labeled "Estate or Interest Being Purchased" and has a white dropdown menu.

**Purchaser Section:** This section is used if there is a purchaser of the property.

***Purchaser Name:*** The name of the party buying the property.

***Estate of Interest Being Purchased:*** Choose from the drop down the type of interest being purchased.

Click the Next Button

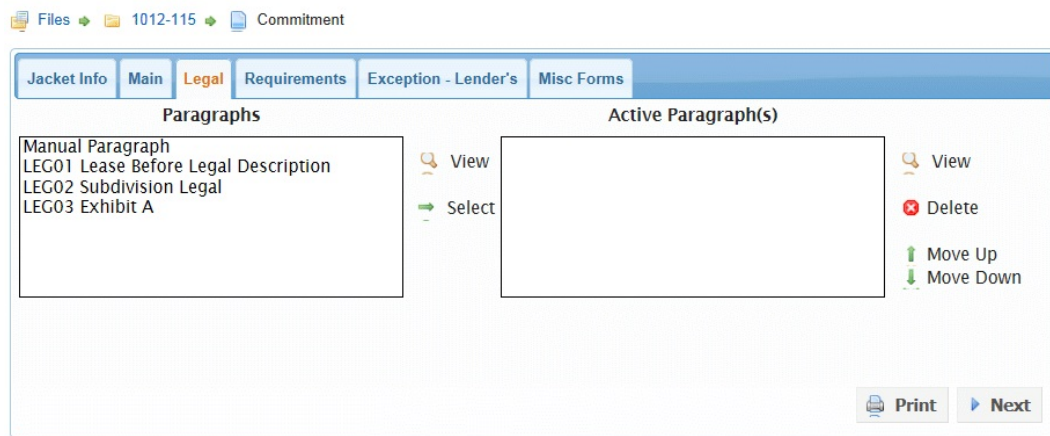


**OR**

the Next Tab



and the following will display:




**LEGAL TAB** allows the user to enter the legal description of the property.

**PARAGRAPHS** are preprogrammed Legal Descriptions, Requirements, Exceptions and Insured Instruments. Paragraphs make up most of the text in preparing commitments and policies. The list will vary according to the specific tab.

**MANUAL PARAGRAPH** allows the user to type or insert in the Editor.

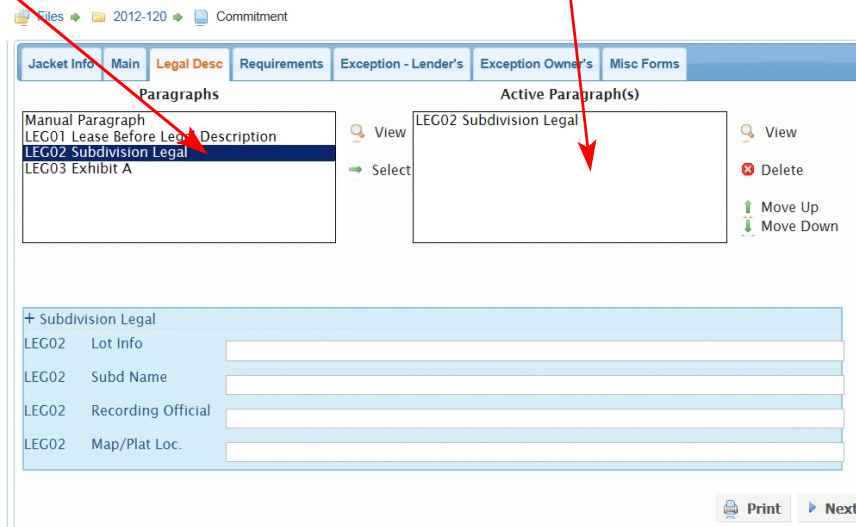
**NOTES:** 

Double Click the paragraph(s) needed for the commitment on the left side to move them to the right side

**OR** highlight the paragraph on the left side and press  **Select** to move them to the right side.

Left Side = Paragraph List

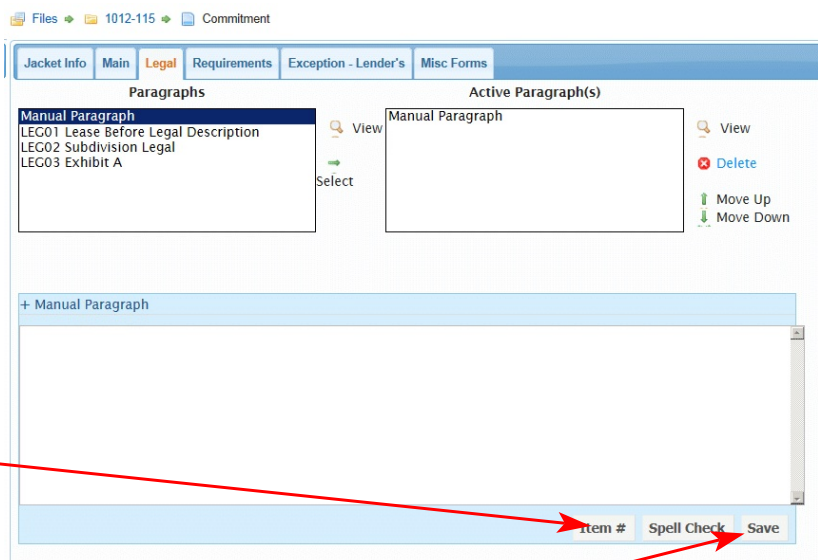
Right Side = Paragraph(s) the user has chosen.  
(Active Paragraph(s))



Depending on the chosen paragraph(s), the user can enter data needed to complete the chosen paragraph(s) in the bottom portion of the screen **OR**

If **Manual Paragraph** was chosen, the user will be allowed to enter any additional verbiage.

*Item # Button* will automatically number the paragraph. Press this button before you type or insert verbiage.



When the user has finished in the Editor click the *Save Button*.

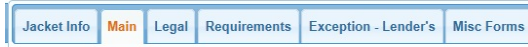
Click the + and the Paragraph(s) will minimize. Click the - and the Paragraph(s) will maximize.

Click the Next Button



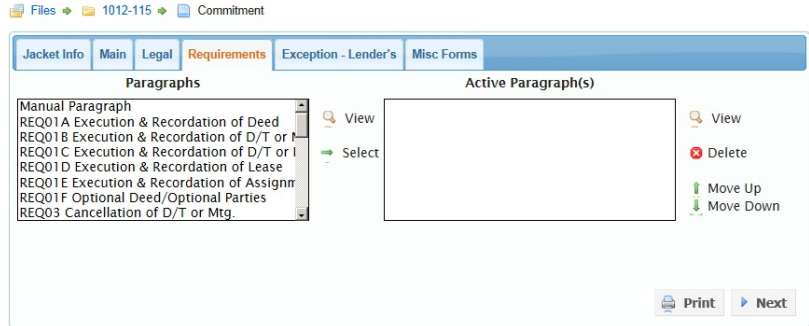
OR

the Next Tab



and the following will display:

**REQUIREMENTS TAB** allows the user to enter the specific requirement(s) regarding the instrument(s) to be executed and any requirements which must be completed prior to issuance of the policy.



Click the Next Button



OR

the Next Tab



and the following will display:

**NOTES:**

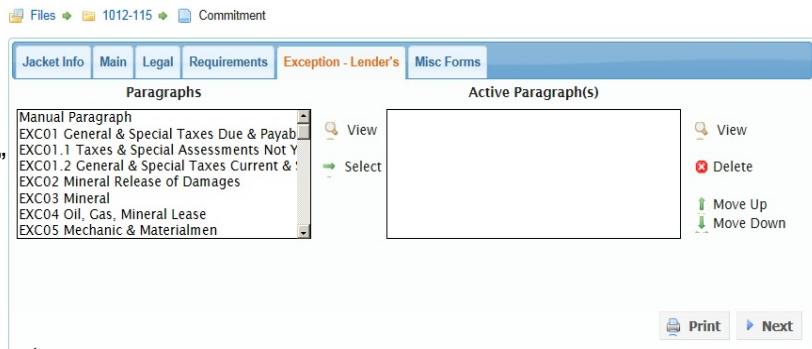




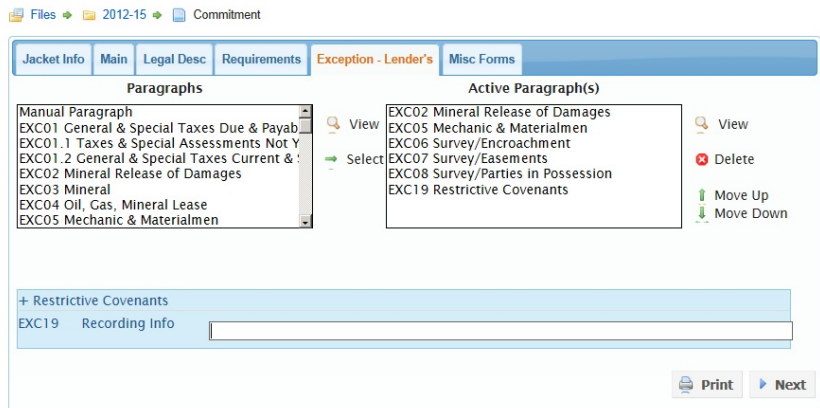
**EXCEPTIONS - LENDER'S TAB** allows the user to choose the paragraph(s) needed to describe the exception(s) which also will appear in the final lender's title policy. Certain types of Commitments have Standard Exceptions that need to be shown unless satisfactory evidence is presented which allow their removal. These exceptions will already be listed in the Active Paragraph(s) side.

Specific Exceptions are exceptions specifically related to the transaction you are handling.

On the **Main Tab** in the Lender's Section in the Policy Type Field if "Short Form Residential Loan Policy (6/16/07)" was chosen, then no standard exceptions will appear in the Active Paragraph(s) side BUT it will automatically print the short form exceptions on the Commitment.



On the Main Tab in the Lender's Section in the Policy Type Field if "Loan Policy (6/17/06)" was chosen, then these standard exceptions will already be in the Active Paragraph(s) side.



**NOTES:**



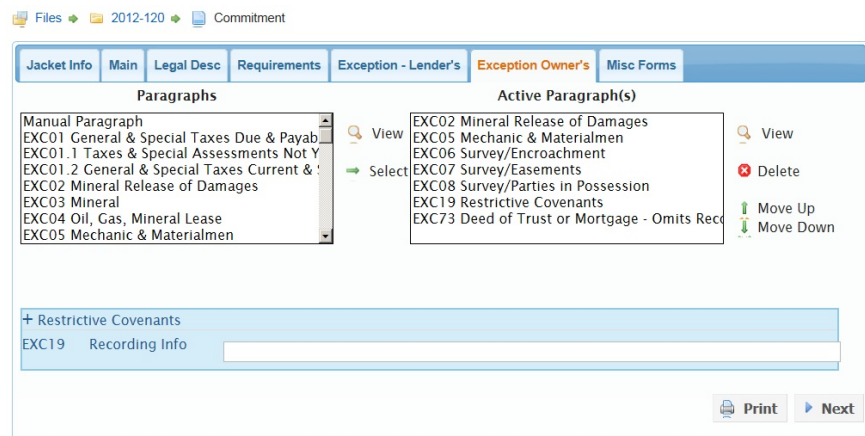


**EXCEPTIONS - OWNER'S TAB** allows the user to choose the paragraph(s) needed to describe the exception(s) which also will appear in the final owner's title policy. This Tab will only appear if the user enters data in the Owner's Policy Section in the **MAIN TAB**.

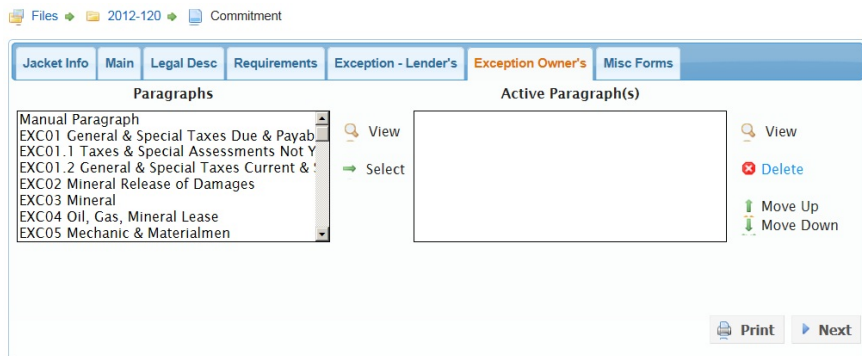
Certain types of Commitments have Standard Exceptions that need to be shown unless satisfactory evidence is presented which would allow their removal. These exceptions will already be listed in the Active Paragraph(s) side.

Specific Exceptions are exceptions specifically related to the transaction you are handling.

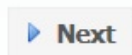
On the **Main Tab** in the Owner's Policy Type Field if "Owner's Policy (6/17/06)" was chosen, then these standard exceptions will already in the Active Paragraph(s) side.



On the **Main Tab** in the Owner's Policy Type Field if "Homeowner's Policy (10/23/03)" was chosen, then no standard exceptions will appear in the Active Paragraph(s) side BUT it will automatically print the homeowner's exceptions.

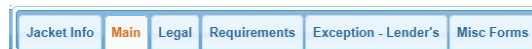


Click the Next Button



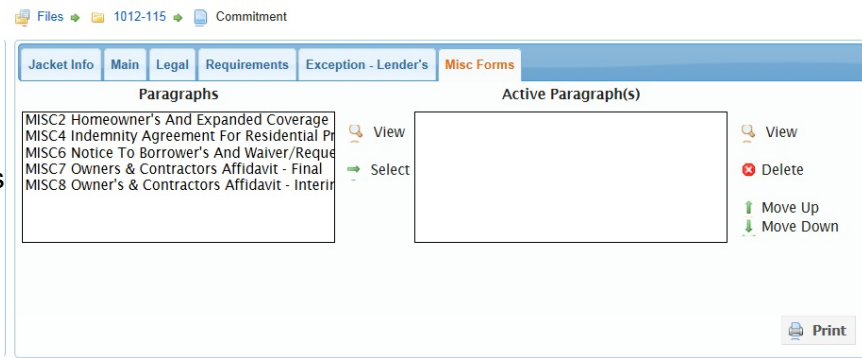
OR

the Next Tab

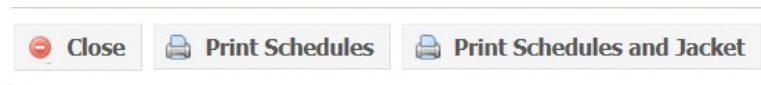


and the following will display:

**MISC FORMS TAB** allows the user to choose Notice to Borrower's & Waiver\ Request for Owner's Title Insurance Form, the Owner's and Contractors Affidavits and several other affidavits.



Click the Print Button and the user will be taken to an editor. The following buttons will display at the top of the editor:



**Close Button:** This will close the print option and return the user back to the tabs.

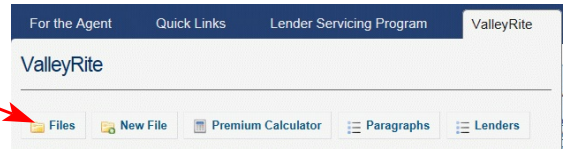
**Print Schedules:** This allows the user to print the Schedules only.

**Print Schedules and Jacket Button:** This allows the user to print the Schedules and Commitment Jacket.

**NOTES:** 

## LENDER'S POLICIES

To retrieve a Lender's Policy Jacket and/or prepare the Lender's Policy Schedules, click Files from the ValleyRite drop down and the following will display:



**New**

Show **10** entries Search:

Office File	Lender	Owner	Purchaser	Commitment	Lender's Policy	Owner's Policy
1012-115	XYZ Mortgage Compa...			V100168		

The program will automatically list the last files the user has been working on **OR** the user can enter data in the search field and click the *Search Button*.

Click the file and the following will display:

Files > 1012-115

**File Name**

**State**

**Add Note**

**Transaction 1 - 9/13/2012**

Click Add Lender's Policy and the following will display:

Files > 1012-115 > Lender's Policy

**Jacket Info** MVT  ORT

**Property Type**

**Policy Type**

**Policy Amount**

**Reissue Amount**

**Policy Number**

Complete Schedules

**JACKET INFO TAB** allows the user to complete the schedules for the Lender's Policy. If the commitment schedules were prepared in ValleyRite, the data from the commitment will be carried over to the policy. The only data you will need to enter is if there was a Reissue given on this transaction.

**Always remember that as soon as you click Add Lender's Policy Button your agency will be issued a policy number.**

**Property Type:** Choose from the drop down whether the property is Residential or Non-Residential.

**Policy Type:** Choose from the drop down the type of lender's policy that will be issued. When this option has been chosen, the web page will refresh (jump) to display your policy number and additional tabs

**Policy Amount:** Enter the amount of the loan which is shown on your Deed of Trust (MS) or Mortgage (AL).

**Reissue Amount:** This is a discount off the original premium charged on title insurance. Refer to your agent's manual for the correct procedure and formula for this field.

**Print Jacket Button:** If the user is accessing ValleyRite to complete the schedules, then you will not use this button. This button allows the user to print the policy jacket. It will be in a PDF format. If you are not going to use ValleyRite to complete your schedules, then you would click Files.

**Void Button:** This allows the user to void a policy.

**Complete Schedules:** This allows the user to continue with the program and produce the schedules for this policy.

**NOTE:** If you prepared your Commitment Schedules for this file in ValleyRite, you will only have to enter data in the Reissue Amount Field (if applicable) and click Complete Schedules.

Click *Complete Schedules* and the following will display **IF** your policy type is a **Loan Policy**:

**NOTES:** 

## LOAN POLICY

**MAIN TAB** allows the user to complete the data needed for the policy.

Files 2012-120 Lender's Policy

Jacket Info **Main** Insured Instrument Legal Desc Exception - Lender's Subordinate Matters Endorsements CPL

Effective Date and Time

Lender Insured XYZ Mortgage Company

Type of Loan Conventional

Loan Number

Mortgage Date

Mortgage Amount \$225,000.00

Current Owner Clark Kent and wife Lois Kent

Estate or Interest of Owner Fee Simple

Property Address

Print Next

**INSURED INSTRUMENT TAB** allows the user to choose the paragraph(s) needed to describe the deed of trust (MS) or mortgage (AL) and the assignment if it was assigned prior to issuing the policy.

**LEGAL DESC TAB** will display the legal description if the Commitment was previously entered.

**EXCEPTIONS - LENDER'S TAB** will display the exceptions if the Commitment was previously entered.

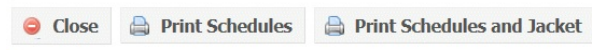
**SUBORDINATE MATTERS TAB** allows the user to choose the paragraph(s) needed to describe any subordinate matters. If there are NO subordinate matters, be sure and choose the No Subordinate Matters Paragraph.

**STANDARD ENDORSEMENTS TAB** allows the user to choose the endorsements that will be marked on the face of the policy. This Tab will only appear if the user chooses Residential in the Transaction Type Field in the **JACKET INFO TAB**. IT IS NOT NECESSARY TO ACTUALLY ATTACH OR INCLUDE THE INDIVIDUAL ENDORSEMENT FORMS.

**ENDORSEMENTS TAB** allows the user to choose the endorsements that will be attached to the policy.

**CPL TAB** allows the user to indicate that a CPL was issued on this file and this amount will print on the Monthly Policy Report.

Click the Print Button and the user will be taken to an editor. The following buttons will display at the top of the editor:



**Close Button:** This will close the print option and return the user back to the tabs.

**Print Schedules Button:** This allows the user to print the Schedules only.

**Print Schedules and Jacket Button:** This allows the user to print the Schedules and Policy Jacket.

## SHORT FORM RESIDENTIAL LOAN POLICY

**MAIN TAB** allows the user to complete the data needed for the policy.

The screenshot shows a web-based form titled "Lender's Policy" with a navigation bar containing tabs: "Jacket Info", "Main" (selected), "Addendum", "Standard Endorsements", "Endorsements", and "CPL". The form fields are as follows:

Effective Date and Time	<input type="text"/>
Lender Insured	<input type="text" value="XYZ Mortgage Company"/>
Type of Loan	<input type="text" value="Conventional"/>
Loan Number	<input type="text"/>
Mortgage Date	<input type="text"/>
Mortgage Amount	<input type="text" value="\$225,000.00"/>
Current Owner	<input type="text" value="Clark Kent and wife Lois Kent"/>
Estate or Interest of Owner	<input type="text" value="Fee Simple"/>
Property Address	<input type="text"/>

At the bottom right of the form, there are two buttons: "Print" and "Next".

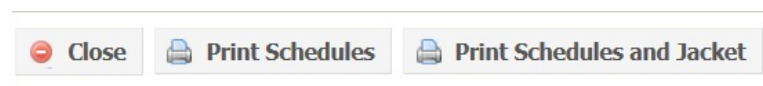
**ADDENDUM TAB** will display the unusual matters if the Commitment was previously entered. - Unusual matters are exceptions not covered by the general exceptions in items numbered 1 thru 3 on the reverse side of the policy & cannot be ignored when issuing a deed of trust (MS) or mortgage (AL).

**STANDARD ENDORSEMENTS TAB** allows the user to choose the endorsements that will be marked on the face of the policy. This Tab will only appear if the user chooses Residential in the Transaction Type Field in the **JACKET INFO TAB**. IT IS NOT NECESSARY TO ACTUALLY ATTACH OR INCLUDE THE INDIVIDUAL ENDORSEMENT FORMS.

**ENDORSEMENTS TAB** allows the user to choose the endorsements that will be attached to the policy.

**CPL TAB** allows the user to indicate that a CPL was issued on this file and this amount will print on the Monthly Policy Report.

Click the Print Button and the user will be taken to an editor. The following buttons will display will display at the top of the editor:



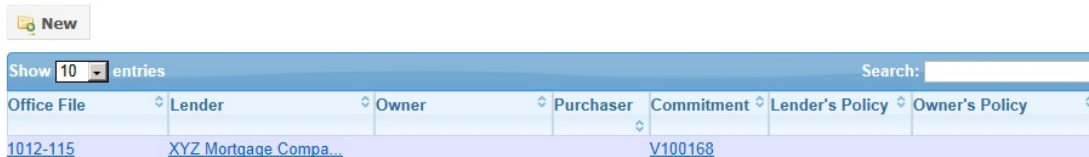
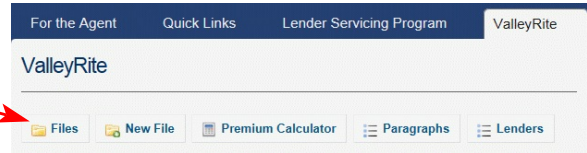
**Close Button:** This will close the print option and return the user back to the tabs.

**Print Schedules Button:** This allows the user to print the Schedules only.

**Print Schedules and Jacket Button:** This allows the user to print the Schedules and Policy Jacket.

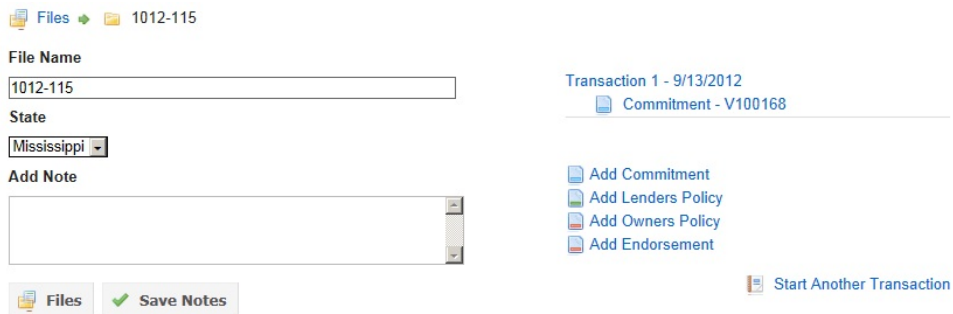
## OWNER'S POLICIES

To retrieve an Owner's Policy Jacket and/or prepare the Owner's Policy Schedules, click Files from the ValleyRite drop down and the following will display:

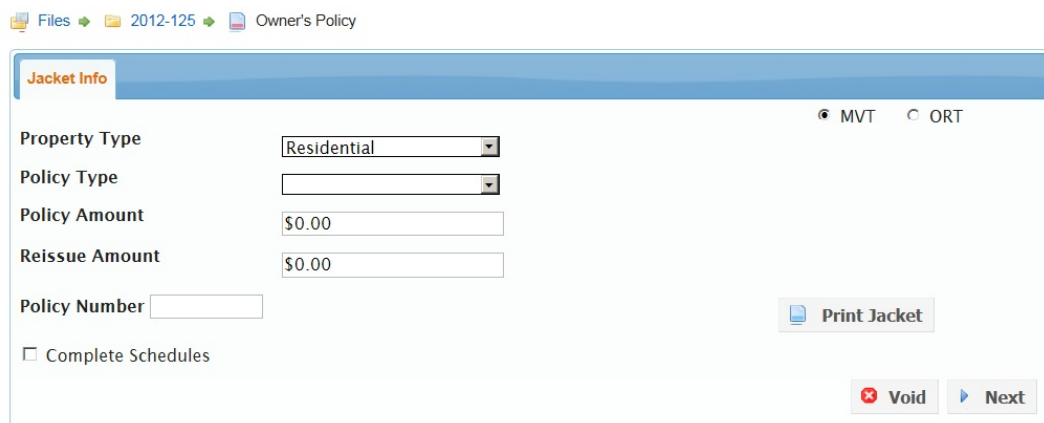


The program will automatically list the last files the user has been working on **OR** the user can enter data in the search field and click the *Search Button*.

Click the file and the following will display:



Click Add Owner's Policy and the following will display:





**JACKET INFO TAB** allows the user to complete the schedules for the Owner's Policy. If the commitment schedules were prepared in ValleyRite, the data from the commitment will be carried over to the policy.

**Always remember that as soon as you click Add Owner's Policy Button your agency will be issued a policy number.**

**Property Type:** Choose from the drop down whether the property is either Residential or Non-Residential.

**Policy Type:** Choose from the drop down the type of owner's policy that will be issued. When this option has been chosen, the web page will refresh (jump) to display your policy number and additional tabs.

**Policy Amount:** Enter the full value of the property and any improvements as determined by the purchase price or some other valuation.

**Reissue Amount:** This is a discount off the standard premium charged on title insurance. Refer to your agent's manual for the correct procedure and formula for this field.

**Print Jacket Button:** If the user is accessing ValleyRite to complete the schedules, then you will not use this button. This allows the user to print the policy jacket. It will be in a PDF format. If you are not going to use ValleyRite to complete your schedules, then you would click Files.

**Void Button:** This allows the user to void a policy.

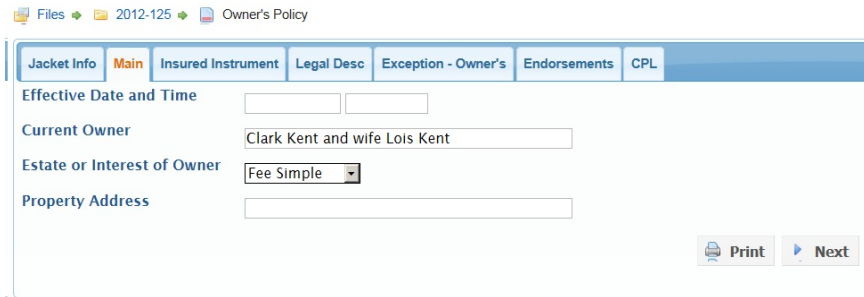
**Complete Schedules:** This allows the user to continue with the program and produce the schedules for this policy.

**NOTE:** If you prepared your Commitment Schedules for this file in ValleyRite, you will only have to enter data in the Reissue Amount Field (if applicable) and click Complete Schedules.

Click *Complete Schedules* and the following will display **IF** your policy type is an **Owner's Policy**:

## OWNER'S POLICY

**MAIN TAB** allows the user to complete the data needed for the policy.



Files 2012-125 Owner's Policy



Jacket Info **Main** Insured Instrument Legal Desc Exception - Owner's Endorsements CPL

Effective Date and Time

Current Owner

Estate or Interest of Owner

Property Address

 Print  Next

**INSURED INSTRUMENT TAB** allows the user to choose the paragraph(s) that is needed to describe the instrument which is to be insured. The insured instrument is the instrument by which the insured acquired the interest being covered by the policy. (EX: Warranty Deed Paragraph)

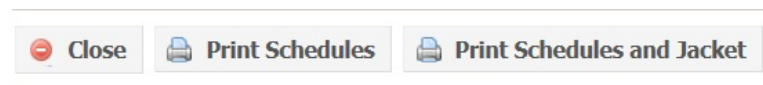
**LEGAL DESC TAB** will display the legal description if the Commitment was previously entered.

**EXCEPTIONS - OWNER'S TAB** will display the exceptions if the Commitment was previously entered.

**ENDORSEMENTS TAB** allows the user to choose the endorsements that will be attached to the policy.

**CPL TAB** allows the user to indicate that a CPL was issued on this file and this amount will print on the Monthly Policy Report. If this transaction was a simultaneous issue, enter the CPL fee on the CPL Tab in the Lender's program.

Click the Print Button and the user will be taken to an editor. The following buttons will display at the top of the editor:



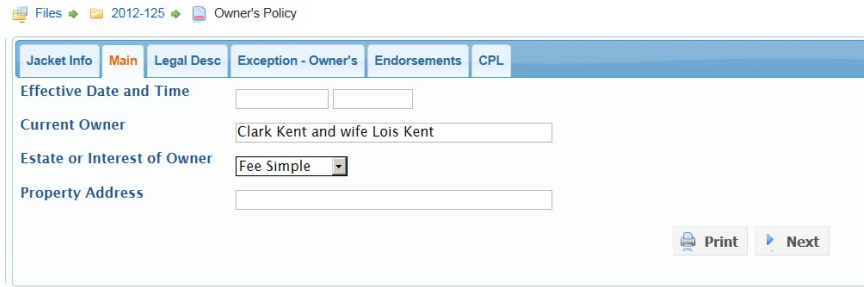
**Close Button:** This will close the print option and return the user back to the tabs.

**Print Schedules Button:** This allows the user to print the Schedules only.

**Print Schedules and Jacket Button:** This allows the user to print the Schedules and Policy Jacket.

## HOMEOWNER'S POLICY

**MAIN TAB** allows the user to complete the data needed for the policy.



Files 2012-125 Owner's Policy

Jacket Info **Main** Legal Desc Exception - Owner's Endorsements CPL

Effective Date and Time

Current Owner

Estate or Interest of Owner

Property Address

Print Next

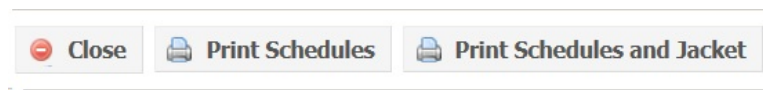
**LEGAL DESC TAB** will display the legal description if the Commitment was previously entered.

**EXCEPTIONS - OWNER'S TAB** will display the exceptions if the Commitment was previously entered.

**ENDORSEMENTS TAB** allows the user to choose the endorsements that will be attached to the policy.

**CPL TAB** allows the user to indicate that a CPL was issued on this file and this amount will print on the Monthly Policy Report. If this transaction was a simultaneous issue, enter the CPL fee on the CPL Tab in the Lender's program.

Click the Print Button and the user will be taken to an editor. The following buttons will display at the top of the editor:



**Close Button:** This will close the print option and return the user back to the tabs.

**Print Schedules Button:** This allows the user to print the Schedules only.

**Print Schedules and Jacket Button:** This allows the user to print the Schedules and Policy Jacket.

## ENDORSEMENTS

This option allows the user to issue an Endorsement after the policy has been issued and reported to Mississippi Valley. When issued from here, the endorsement will be attached to the transaction.

Also, this option allows the user to issue Endorsements that will involve a premium.

You can also print endorsements from the Right Side Menu and under For the Agent on our website. This option is not attached to any transaction.

The screenshot shows a web interface for issuing an endorsement. At the top, there is a breadcrumb trail: Files > 2012-120. Below this, there are several input fields: 'File Name' with the value '2012-120', 'State' with a dropdown menu set to 'Mississippi', and 'Add Note' with a text area. To the right, there is a section for 'Transaction 1 - 9/13/2012' containing 'Lender's Policy - LP100172' and 'Commitment - V100170'. Below the transaction information, there are four buttons: 'Add Commitment', 'Add Lenders Policy', 'Add Owners Policy', and 'Add Endorsement'. At the bottom left, there are 'Files' and 'Save Notes' buttons. At the bottom right, there is a 'Start Another Transaction' button.

Click Add Endorsement and the following will display:

The screenshot shows the 'Endorsement' form after clicking the 'Add Endorsement' button. The breadcrumb trail is now Files > 2012-120 > Endorsement. The form has a tabbed interface with three tabs: 'Main', 'ALTA', and 'Plain'. The 'Main' tab is selected. Below the tabs, there are three input fields: 'Policy Number' (empty), 'Endorsement Date' (9/14/2012), and 'Premium' (\$0.00).

**Policy Number:** Enter the policy number of the policy the endorsement will be attached to.

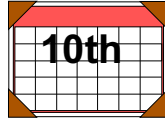
**Premium:** Enter the premium that was charged for the endorsement. This premium will print on the Monthly Policy Report.

**ALTA TAB** allows the user to issue an ALTA Endorsement.

**PLAIN TAB** allows the user to issue an Endorsement that is not ALTA.

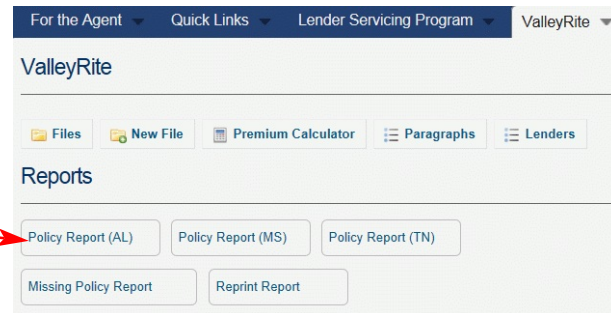
Example: Construction Endorsement, Modification Endorsement, ...

## REPORTING

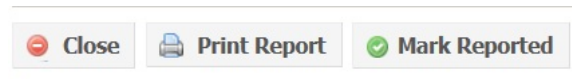


**THIS REPORT IS REQUIRED BY THE 10TH OF EACH MONTH.** If the agency has no policies to report, MVT/ORT still requires you to send to the Madison office a report indicating zero policies issued.

Click the appropriate Policy Report state from the ValleyRite drop down menu.



The user will be taken to an editor. The following buttons will display at the top of the editor:



**Close Button:** This will close the print option and return the user back to the tabs.

**Print Report Button:** This allows the user to print the policy report.

**Mark Reported Button:** This places the policies listed on the policy report in a final file and will not print them on the next month's report. It will not print the report.

The user needs to print a work copy to look over and be sure everything is in order. The user will need to send the following to MVT:

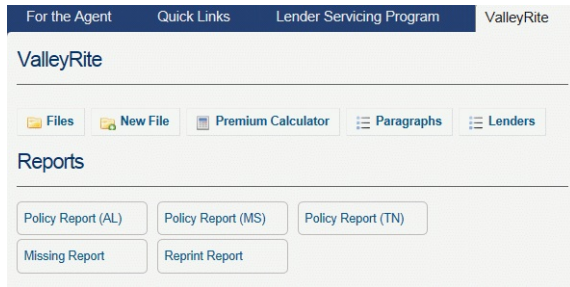
- 1. Monthly Report**
- 2. Copy Of Each Policy Listed On The Report**
- 3. Check (MVT Portion) and (CPL Fees)**
- 4. Copy Of Endorsements**
- 5. Copy Of First Page Of Voided Policy**

Send to: Mississippi Valley Title  
Agency Dept.  
P. O. Box 2901  
Madison, MS 39130-2901

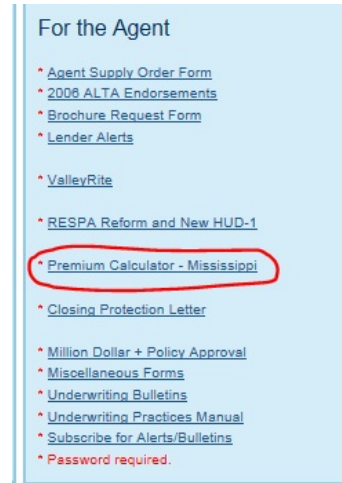
# PREMIUM CALCULATOR

## LOCATION

This link is located from the ValleyRite drop down or on the right side bar on our website.



OR



## LOG IN/ON

When you access Premium Calculator, the following will display:

**Log On**

Please enter your username and password.

**Account Information**

User name

Password

Remember me for 5 days.

[Forgot Password?](#)

Your User Name is your e-mail address and your password is what you have setup. If you have forgotten your password, you can access Forgot Password and it will e-mail you a temporary Password that allows you to reset your password.

# PROCEDURE

## Premium Calculator

Lender's Policy Premiums ONLY

\*Use old MS rates prior to 5/1/2012

State:

Loan Policy Amount:

Owner's Policy Premiums ONLY

Owner's Policy Amount:

Reissue Amount:

### Lender's Premiums

Standard Loan or Short Form :

\$0

Expanded Coverage Mortgagee:

\$0

### Owner's Premiums

Standard Owner's :

\$0

Homeowner's :

\$0

### Simultaneous Issue Premiums

	Lender's Premium	Additional Premium for Owner's	Total Premium
Standard Loan or Short Form AND Standard Owner's :	\$0	\$0	\$0
Standard Loan or Short Form AND Homeowner's :	\$0	\$0	\$0
Expanded Coverage Loan AND Standard Owner's :	\$0	\$0	\$0
Expanded Coverage Loan AND Homeowner's :	\$0	\$0	\$0

Simultaneous Issue Premiums - the user will enter data in BOTH the Lender's Policy Amount Field and the Owner's Policy Amount Field.

**Calculate Button:** This allows the user to calculate the premiums based on the information entered.

**Reset Button:** This will refresh the fields allowing the user to enter data for another premium.

**Print Button:** This allows the user to print the premiums.