

Ordering with CALYX/Point 7.4

Ordering Title Has Never Been Easier!!!

When using Calyx Point versions 5.4 and higher, follow these simple instructions.

1. In a Calyx Point file, click on Services > Title/Escrow > Request Title/Escrow
2. From the Title/Escrow Request Screen, click on the down arrow and select First Integrity Title Agency (**The very first time you log in, you must enter a User Name and Password. The user name is: fita. The password is: fita.**)
3. Please notice that all the pertinent borrower data has imported to this screen. Any changes you make to the information here will post back to the file
4. After selecting First Integrity Title, please choose **TITLE (DO NOT CHOOSE ESCROW, BUT WE WILL OPEN BOTH FOR YOU).**
5. After making your selection, click on Submit, located at the bottom center of the Title Request Screen

You're done!

CAUTION: Calyx Point client software is not compatible with desktop sessions running through a Citrix mainframe environment ; Calyx users within this environment cannot use Calyx to order title directly. Please contact our office for alternative ordering methods.

