

# New Direct Ordering Through Encompass Software

If you use Encompass, placing title and closing orders with us will take **just seconds and won't cost you any additional fees.** The order data will come directly from your Encompass loan file. You can even attach documents with your order. **There is no software to install.** Begin using Encompass to order title right now! Please contact Becky Meyerhoff at [Rebecca@fitallc.com](mailto:Rebecca@fitallc.com) if you have any questions at all.

## Here's how it works:

1. When you are ready to order title, click **Order Title & Closing** in the Services tab of your Borrower Summary.
2. You'll be taken to the Encompass Title Directory. You'll find us by clicking on the **Find Providers** tab. You can easily add us to your personal list of contacts by selecting our name and clicking **Add to My List.**
3. Once you have chosen **First Integrity Title Agency** in the list, click **Order. Please use email address: ORDERS@MDTMAIL.COM**
4. You'll be taken to the **Order Title & Closing** screen, which will be pre-populated with details from your loan file—no need to re-type! Add any additional details you wish and click **Send Order.**
5. Within seconds, we can view your order. **Once we accept your order, you will receive notification via email.**

**Try it out:** See how easy this service is and send us a test order today!

January 2011

