

Vendor Relations Web Training

ORTRIS Website: http://ortrisvendor.oldrepublictitle.com

Basic System Requirements

- Microsoft Edge Only
- User ID/Password are case sensitive
- Password must contain 3 of the 4 capital letter, lower letter, a number, or special character and must be at least 8 characters long

Table of Contents

Logging In	3
Order List	4
Order Information	5
Add/Edit Deed Information	6
Add/Edit Lien Information	7
Deed and Lien Sequencing	8.
Assessment & Tax Information	9
Attachments	13
Notes	14
Saving & Submitting Orders	15

Logging In



Login



Pursuant to federal Law, we require you to protect all nonpublic personal information about consumers ("NPPI"). By accepting this order, you acknowledge that you will maintain all of the following measures to protect such information:

- (1) Locking cabinets that hold printed copies of the NPPI when not in use.
- (2) Restricting physical access to the NPPI; using available security features on fax machines.
- (3) Destroying the NPPI in a secure manner when it is no longer needed.
- (4) Educating employees on how to protect the NPPI and
- (5) Notify ORTRIS immediately upon discovery of any incident in which any NPPI was, or could have been, compromised.

Order List

	****							Q OLD RE	PUBLIC INSURANC	CE GROUP	
	Home Account> -	Report · Contact	Us			Welcom	ie 34513 - # 1	34513 - TEST-	VINCA IT USE ON	LY. Logout	
	Order List										
me from any urns you to this screen	Search Criteria										
	Vinca Product #:		Product Cat	egory:	(All)		Address:				
	Vendor Order #:		Vendor Proc	duct:	(All)		1				Open orders will appear under the
	From Date:	1	Vendor Ord	er Status:	(Open)	,	✓ Zip/State:			(All 🗸	Vendor Order List, where they ca
en orders utilizing these fields	To Date:	[3	2)				City:		21		edited or viewed
	Search Reset						County:	(All)		~	
	Vendor Order List										
	Product #	Vendor Order #	Vendor Order Date	Vendor Product	Borrower Name	State	County	Zip	Status		
	01-19016156-01T		11/21/2019	1 Owner	Wade	он	SUMMIT	44301	Confirmed	39	
	01-19016160-01T	123456	11/21/2019	1 Owner	CHRISTINE	он	SUMMIT	44301	Confirmed	99	
	04 40045453 045		11/21/2019	1 Owner	WADE	ОН	SUMMIT	44301	Confirmed	9	
ers are now referred t Numbers	01-19016152-01T			-	13	17					

or "01-xxxxxxxxx-01S"

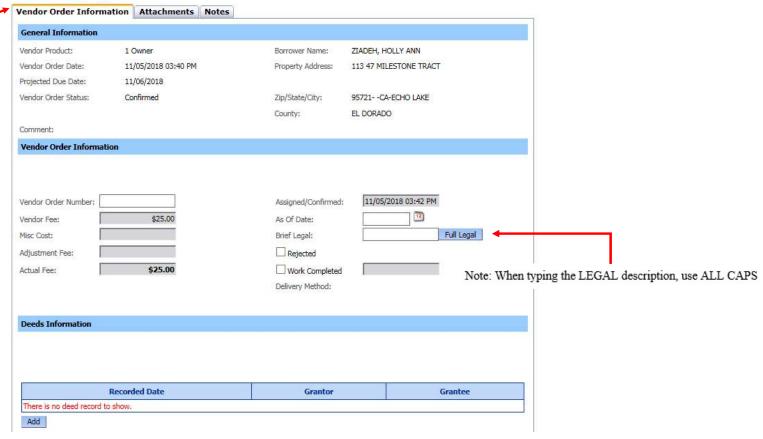
When Edit Vendor Order is selected, a new page that includes three tabs is opened

Order Information

Order Information

This first tab, Vendor Order Information, will include details of the order such as Borrower Name, Address, Agreed Fee, Product Type, etc.

Search Information can be entered using this page tab, with sections to include deed, lien, and tax information

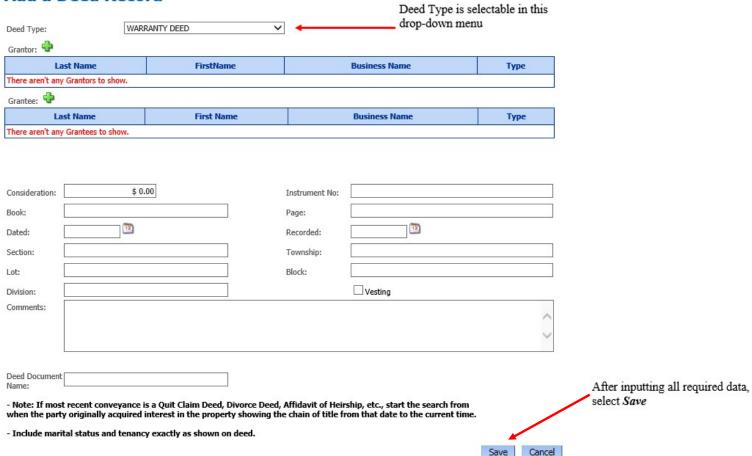


April 2022

5

Edit/Add Deed Information

Add a Deed Record

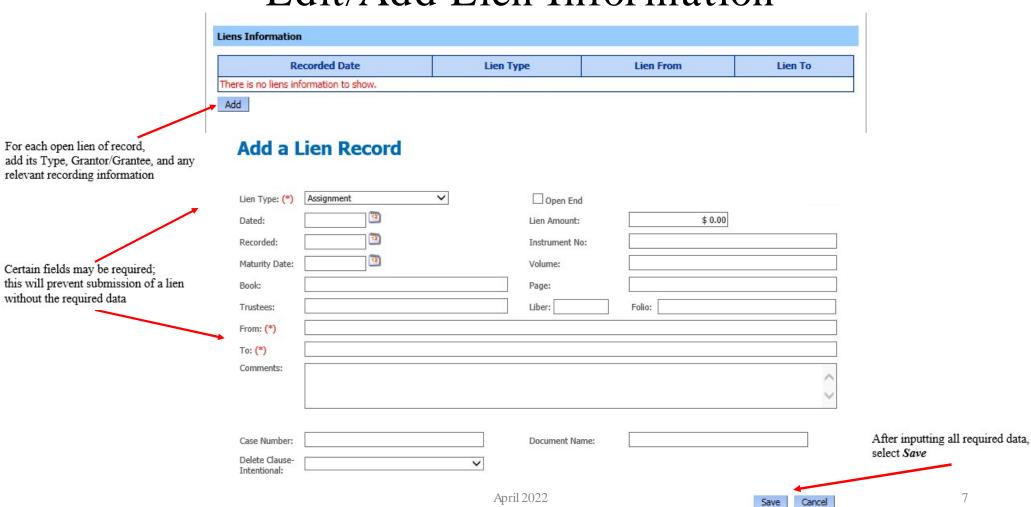


For each deed included in the search, add its Type, Grantor/Grantee, and any relevant recording information

Edit/Add Lien Information

For each open lien of record,

without the required data



Deed and Lien Sequencing

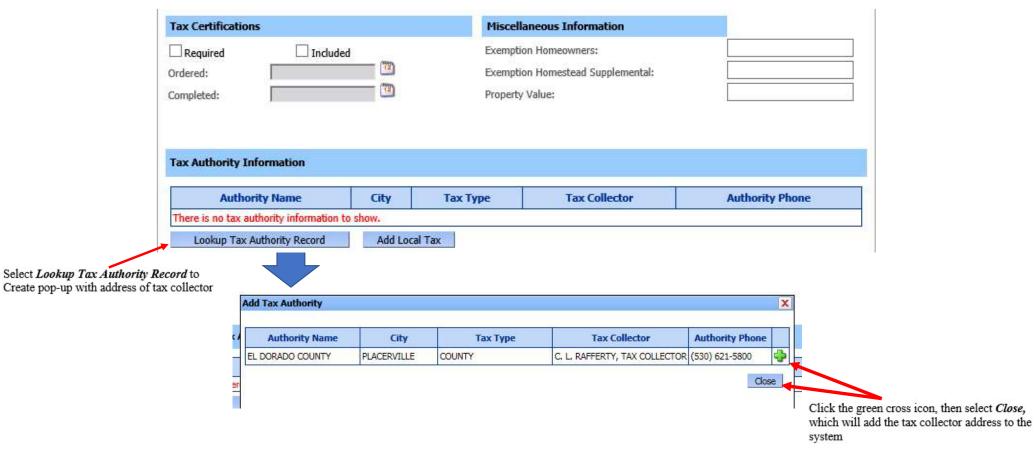
After submitting a lien or a deed as part of the search, their chronological position can be changed by selecting these arrows

Recorded Date	Lien Type	Lien From	Lien To	
05/17/2019	Mortgage	ONE BANK	JOYCE SUMMERS	3 %
10/01/2019	Mortgage	ANOTHER BANK	BUFFY SUMMERS	3 % &
08/08/2015	Mortgage	THE BANK	BUFFY SUMMERS	3 2 6

This same process can be used on the Deed Information



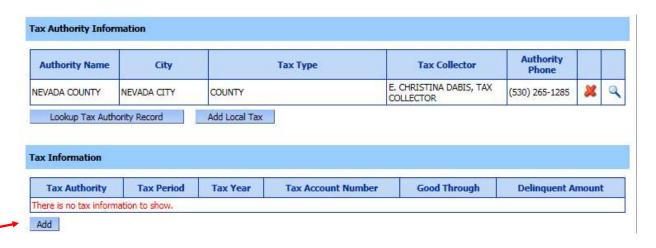
Assessment & Tax Information



April 2022

9

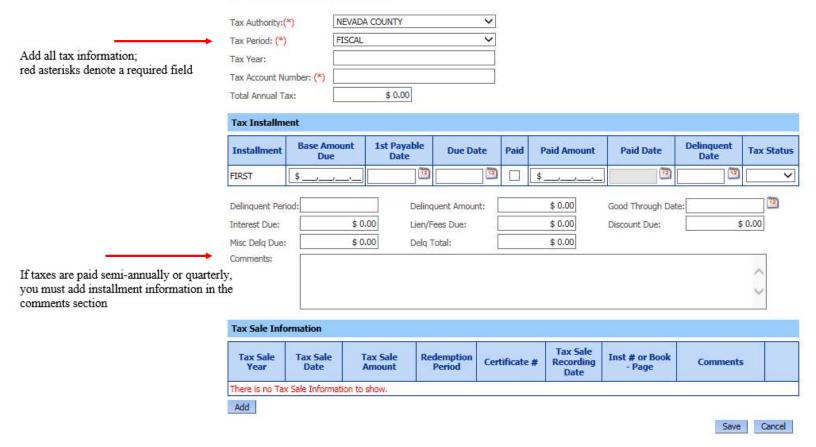
Assessment & Tax Information, Cont.



Select *Add* under Tax Information; This will create a window to add all relevant tax information

Assessment & Tax Information, Cont.

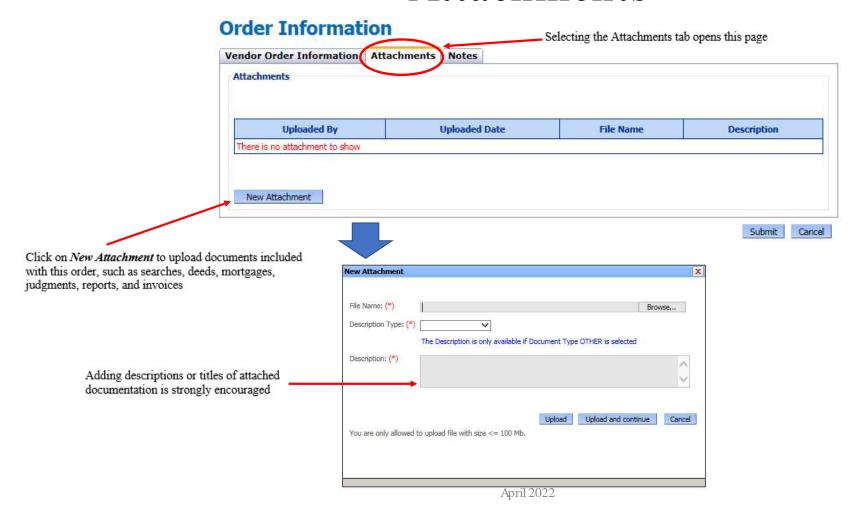
Add a Tax Record



Assessment & Tax Information, Cont.

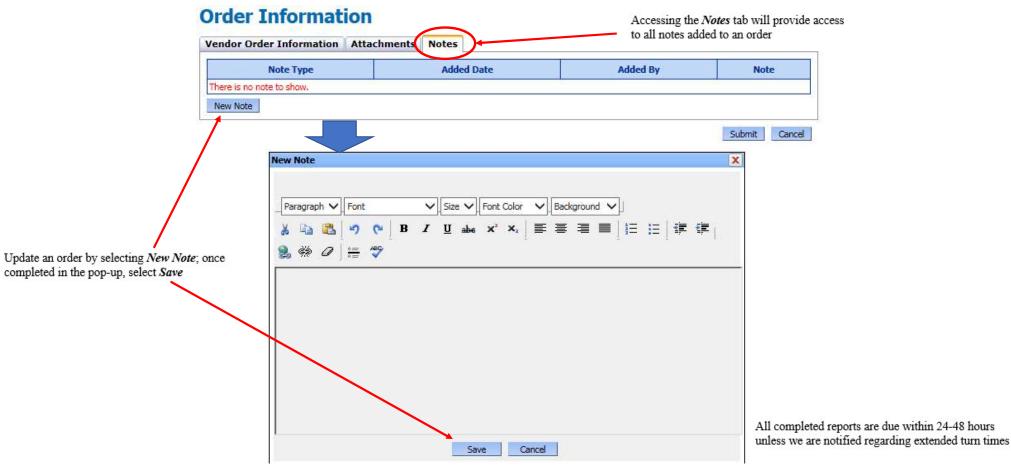
ed Value can be added here	Tax Account Number:	~	Notes:			
	Land:	\$ 0.00				^
	Buildings:	\$ 0.00				
	ACCUPATION OF THE PARTY OF THE	The second second				· ·
	Total Value:	\$ 0.00				
	Additional Assessment Info	formation	-			
	Additional Assessment Info	formation count Number		Land	Building	Total Value
	Additional Assessment Info	formation count Number	now.	Land	Building	Total Value

Attachments



13

Notes



Saving & Submitting Orders

