

LLC Quick Reference Guide

The Conveyancer® (Do Process Software LP)



Once you obtain your User ID and Password from FCT by email and you are ready to setup your LLC Account, log into The Conveyancer application.

Step 1 – Confirm the Do Process Login Info is completed

To confirm, click the Databases button, click option '8 Lawyer Profiles', highlight the applicable lawyer from the list, click [Edit] and then Tab '2 Do Process Login Info'. Your screen should look like this:

If you have Do Process credentials but have not entered them on this page, do so now, and then test your credentials by selecting [Test Login]. If you receive an error message, contact Do Process Support at 416.322.6111 (1.866.367.7648) for further assistance.

If new credentials are required, please complete and print the form located at http://www.lawyercentric.com/Main/Lawyers/Services_Register.aspx and then send email to inquiries@doprocess.com.

Step 2 – Complete your User ID and Password within Tab '0 LLC Platform' and validate your LLC Credentials

Once your LLC credentials have been validated, you will be prompted to change your temporary password and will be instructed to create a new password and then confirm it.

Note: If your 'New Password' and 'Confirm Password' are not the same, you will not be able to proceed.

Networked Version: you are only required to enter the new password at one desktop.

Multiple Stand Alone Versions: you are required to enter the new password at each desktop.

Step 3 – Define the LLC Password Security Questions and Answers

Once you have completed your password change, you will be prompted to complete two Password Security questions. You can select a pre-defined question or create your own.

Note: Security answers must have a minimum of 6 characters.

Step 4 – Set up the LLC Trust Account

Add the lawyer's trust account information (the account that the mortgage proceeds will be deposited into), by selecting the [My Profile](#) link on Tab '0 LLC Platform', within the Lawyer's Profile.

Note: This will need to be repeated for each Lender to which you wish to associate a trust account.

You will be taken to your profile. Click on the Trust Account Information tab on the left to add, update or delete accounts.

Bank Name	Account Number	Associated FI	Type	Verification Status	Action
LLC Account	222 - 11111 - 333333333333	The Bank of Nova Scotia The Toronto-Dominion Bank	LLC	Pending	Edit Delete Copy

Note: If you edit/delete a trust account, the Lender may contact you to verify the information.

Step 5 – Setting up Email Notifications

To set up email notifications for Law Clerks/Legal Assistants select the [My Profile](#) link on Tab '0 LLC Platform', within the Lawyer's Profile.

You will be taken to your profile. Click on the Delegated Authority tab on the left to add, delete, disable and enable your delegates.

Login ID	First Name	Last Name	Firm Name	Email	Action
Sally123	Sally	Smith	Sally Smith & Co.	ssmith@ssmithco.com	Delete Disable Enable

Note: To obtain delegate credentials, contact LLC Support at 1.877.929.0990 or LLCSupport@fct.ca.

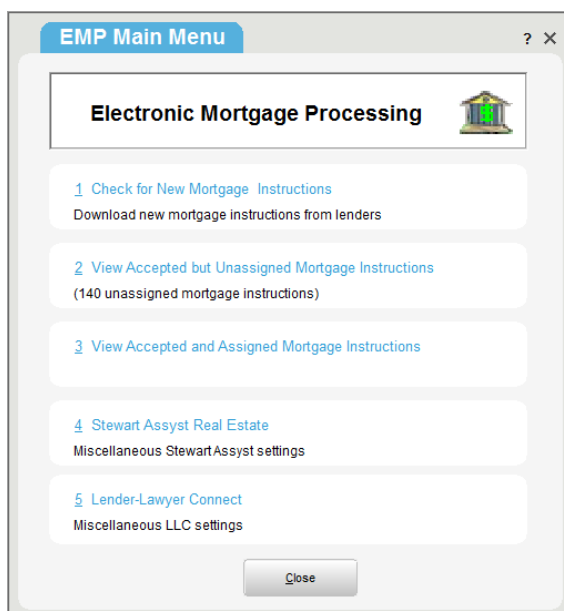
These delegates may then be associated to an MMS Transaction during the assign-deal process on a deal-by-deal basis.

Whoever you assign as an Email Notification Recipient for a deal, he/she will receive the following emails for the corresponding deal:

- New Deal
- Deal Cancelled
- Amendment(s) to Deal
- New Deal Follow-up
- Post a Note (if applicable to lender)
- Actionable Notes (if applicable to lender)
- Follow-up for Final Report Notice
- Request for Funds Declined
- Deal Reactivated
- Request for Funds Follow-up

Step 6 – Accept or Decline New Mortgage Instructions

Select Electronic Mortgage Processing (EMP) from the 'Go To' menu to retrieve all new mortgage instructions sent from a lender.



Note: An email notification will be sent to you when a new set of mortgage instructions have been sent to you by a lender. If you have not accepted the deal and the closing date is less than seven days away, you will receive an email notification reminding you to accept or decline the deal every day until the day before closing.

To accept a new deal click '1 Check for New Mortgage Instructions' from the EMP Main Menu. Click on the [View/Accept/Decline] button to proceed with accepting or declining a transaction.

Solicitor	Borrower Name	Lender	Lender Ref. No.	Status
MMS	Michael Narski	James M Watson	Equitable Bank	DP_216201612... Closing date: 2016-02-29
MMS	Michael Narski	James M Watson	Equitable Bank	DP_216201612... Closing date: 2016-02-29
LLC	Michael Narski	James M Watson	TD	DP_216201612... Closing date: 2016-07-12
LLC	Michael Narski	Lissa M Simson	TD	MSRQA2-TD-E... Closing date: 2016-07-12
MMS	Michael Narski	Richard M Client3	Equitable Bank	2412201533 Closing date: 2016-05-31
MMS	Michael Narski	Richard M Garey	Equitable Bank	DP_216201612... Closing date: 2016-02-29

Note: When accepting a transaction, you can assign to an existing record or create a new record.

Step 7 – Amendments

There are three types of LLC amendments: Lender Field Amendments, Shared Field Amendments and Lawyer field amendments.

To view the details of lender amendments, click **[Update Data]** located within Tab G and the 'Lender Change Notification' window will be displayed. Select the 'I have read the above lender change notification' checkbox and click **[OK]** to proceed.

Lender Change Notification re LLC Deal ID No. 16097018706

Date Created: April 6, 2016 14:34

Closing Date changed from 2016-04-06 to 2016-04-06
Mortgagor First Name changed from Jeffrey to Jeffrey
Mortgagor Home Phone Number changed from N/A to (416) 456-7890

I have read the above lender change notification

OK

Note: When a Lender sends an amendment or a new note on a deal, you will receive an email notification.

If the amendment was made to a shared field (both the Lawyer and Lender can update it), you will need to indicate whether you accept or decline the amendment.

LLC: Accept (and import) or Decline data from Lender Change Notification

Field	Data currently in The Conveyancer	Data as per Lender Change	Accept or Decline
Closing Date	2012-07-27	2012-06-27	???

OK Cancel

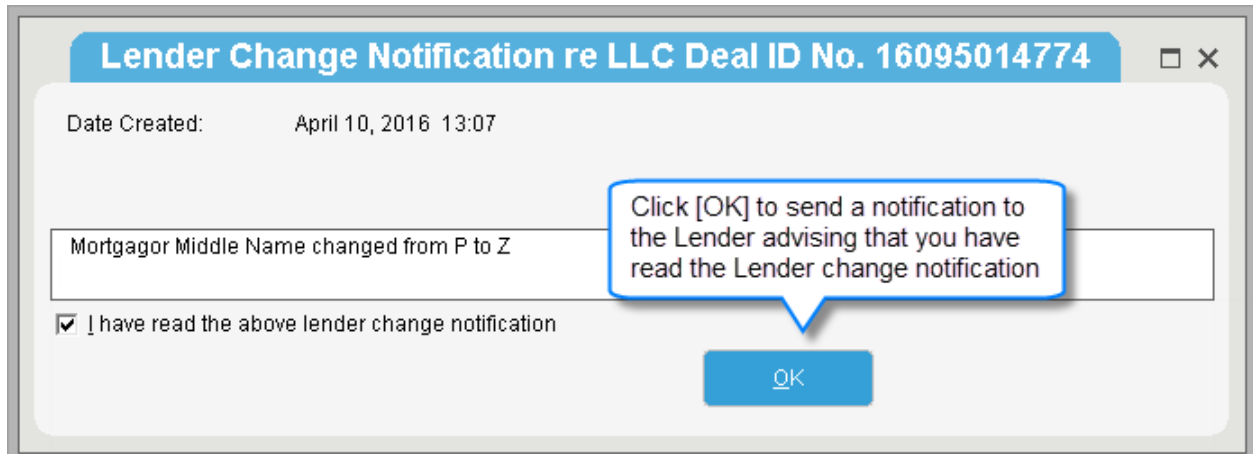
Use Spacebar to toggle to desired response

Select Accept or Decline and then click on the [OK] button

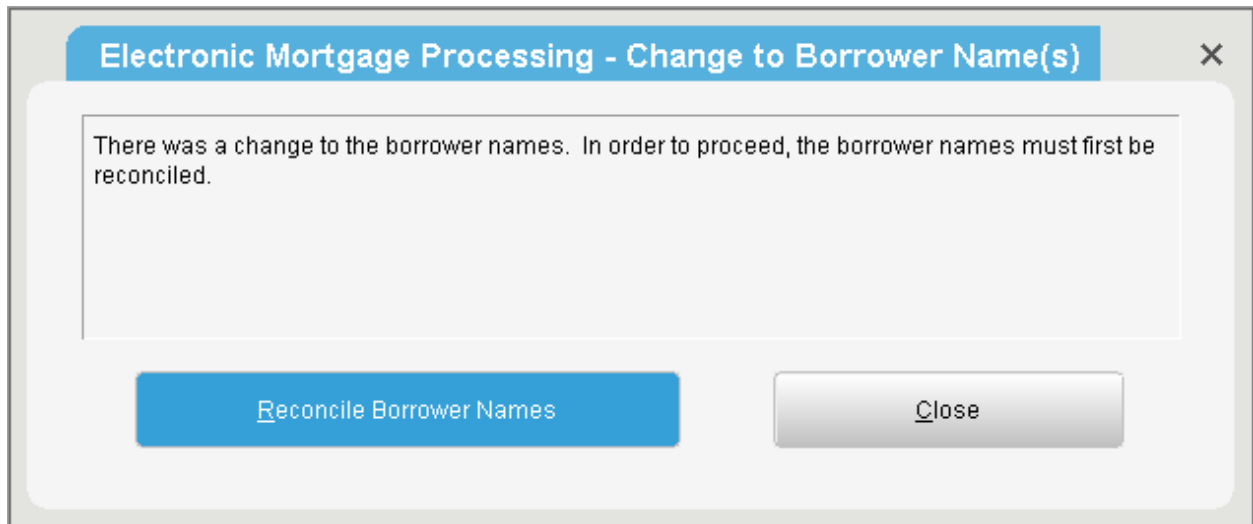
Note: Some Lenders prefer to be contacted by phone if you decline the amendment; a message will be displayed to you if this applies to the Lender on your deal.

Accepting Amendments to Mortgagor Name

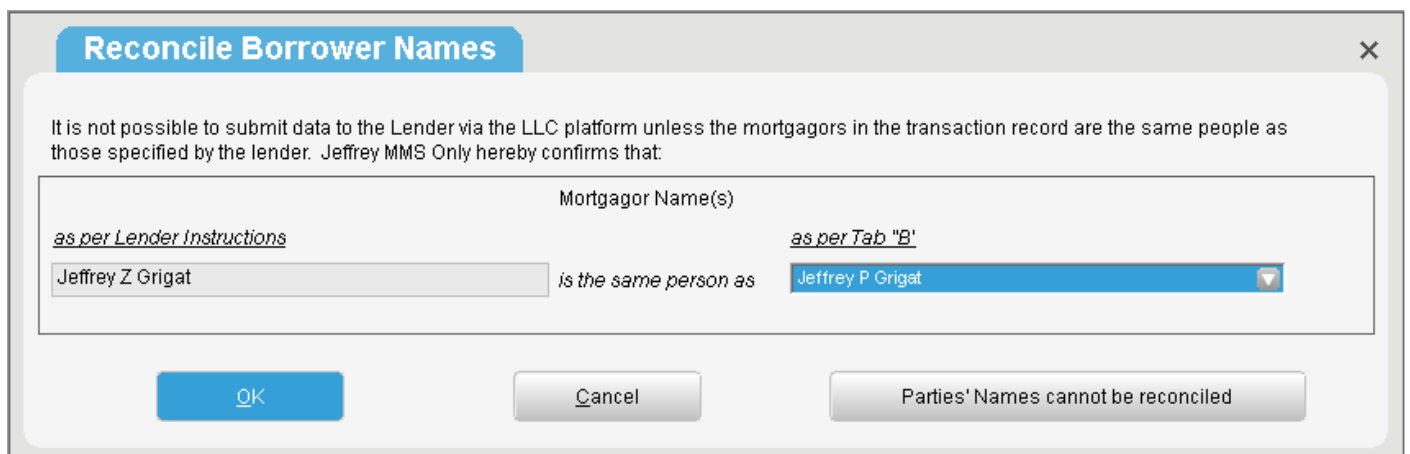
- 1) To view the details of the Mortgagor Name amendment, go to Tab G and click on **[Update Data]**.
- 2) The Lender Change Notification pop-up window will appear and lists the Mortgagor Name change sent by the Lender.
- 3) Acknowledge the Lender change(s) and click on **[OK]**.



- 4) To accept the lender's changes, click **[Reconcile Borrower Names]** from the Change to Borrower Name(s) screen.



- 5) Reconcile the Borrower's name.



6) Proceed to update the Mortgagor Name within the Purchaser field in Tab B with the changes sent by the Lender.

Client Name(s)

1 Jeffrey Grigat*

Gender: Male

Surname: Grigat

First Name: Jeffrey **Update the Borrower Name**

Middle Names:

Birthdate (d/m/y): 06/04/1990 21 April 6, 1990

Cdn Resident: Y/n

Spousal Status: ????????????????

ID Verification: ID not verified for this transaction ID

Home Phone: (416) 123-4567

Work Phone: (416) 123-4567

Email: ????????????

Capacity:

- silent (Capacity not to be specified)
- as joint tenants
- as tenants in common (each as to a _____ interest)
- as tenants in common (without specifying shares)
- registered owner
- other (a response must be entered in the "Capacity" field)

Override default signing location of documents as specified in Tab A

Buttons: Add Individual, Delete Individual, Move Left, Move Right, OK, Cancel

7) Once the Mortgagor Name has been updated and the changes saved, proceed to notify the lender that you have reconciled your data by clicking on the **[Update Data]** button located within Tab G.

8) Select the **[Reconcile Borrower Names]** button to proceed.

Electronic Mortgage Processing - Cannot Update Data

It is not possible to transmit your transaction data to the Lender via the LLC platform because borrower names must first be reconciled.

How do you wish to proceed?

Click on [Reconcile Borrower Names]

Buttons: Reconcile Borrower Names, Cancel

[Click here to check for updated lender instructions and data](#)

9) Click on the Mortgagor Name from the dropdown menu and select **[OK]** to proceed.

Reconcile Borrower Names

It is not possible to submit data to the Lender via the LLC platform unless the mortgagors in the transaction record are the same people as those specified by the lender. Jeffrey MMS Only hereby confirms that:

Mortgagor Name(s)

as per Lender Instructions Jeffrey Z Grigat *is the same person as* *as per Tab "B"* Jeffrey Z Grigat

OK Cancel Parties' Names cannot be reconciled

10) Acknowledge the Lender change(s) and click **[OK]**. Upon selecting **[OK]**, a notification will be sent to the lender advising that you have accepted the change.

Lender Change Notification re LLC Deal ID No. 16095014774

Date Created: April 10, 2016 13:07

Mortgagor Middle Name changed from P to Z

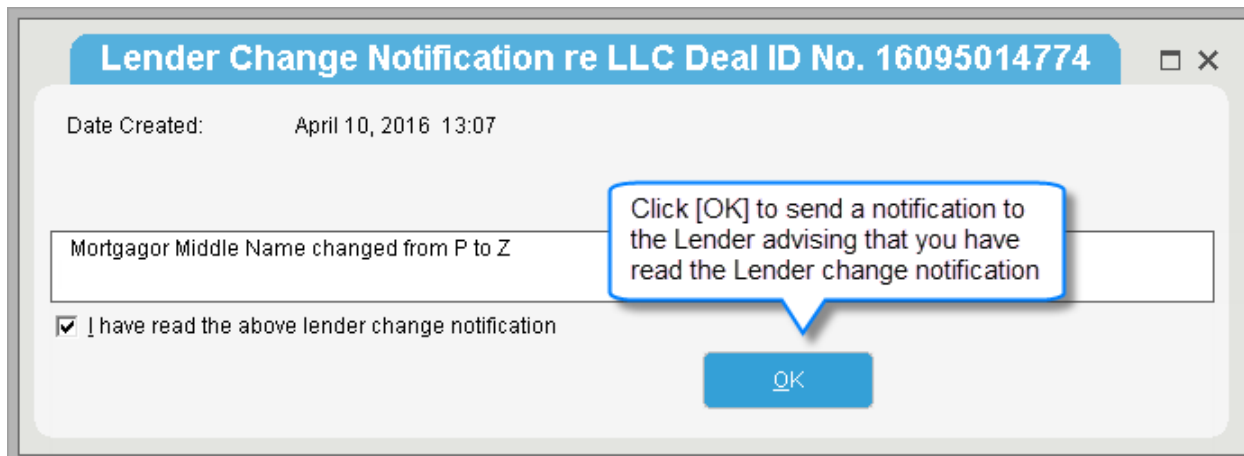
I have read the above lender change notification

Click [OK] to send a notification to the Lender advising that you have read the Lender change notification

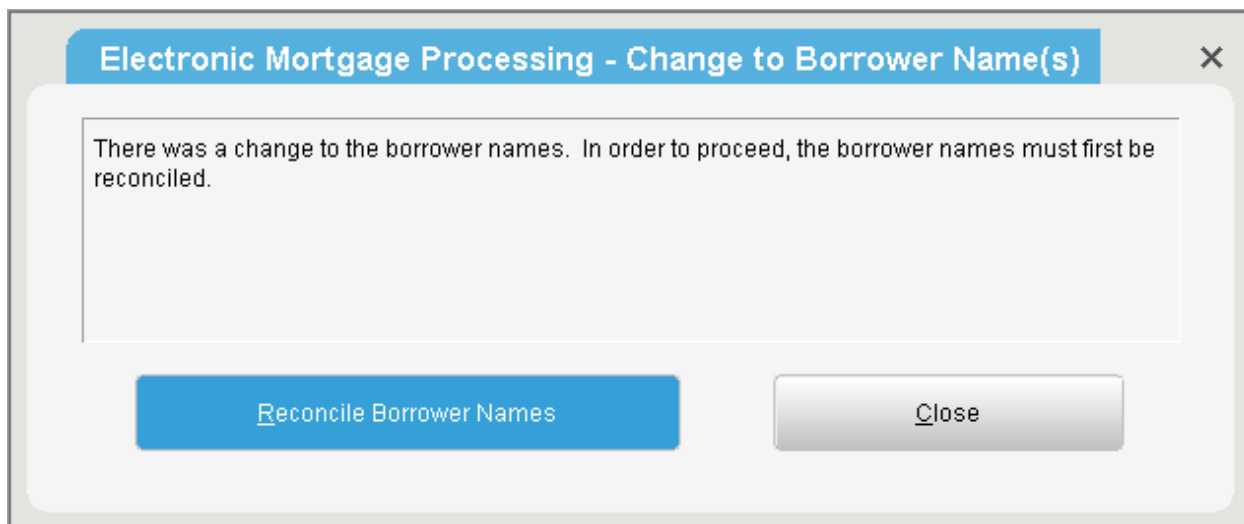
OK

Declining Amendments to Mortgagor Name

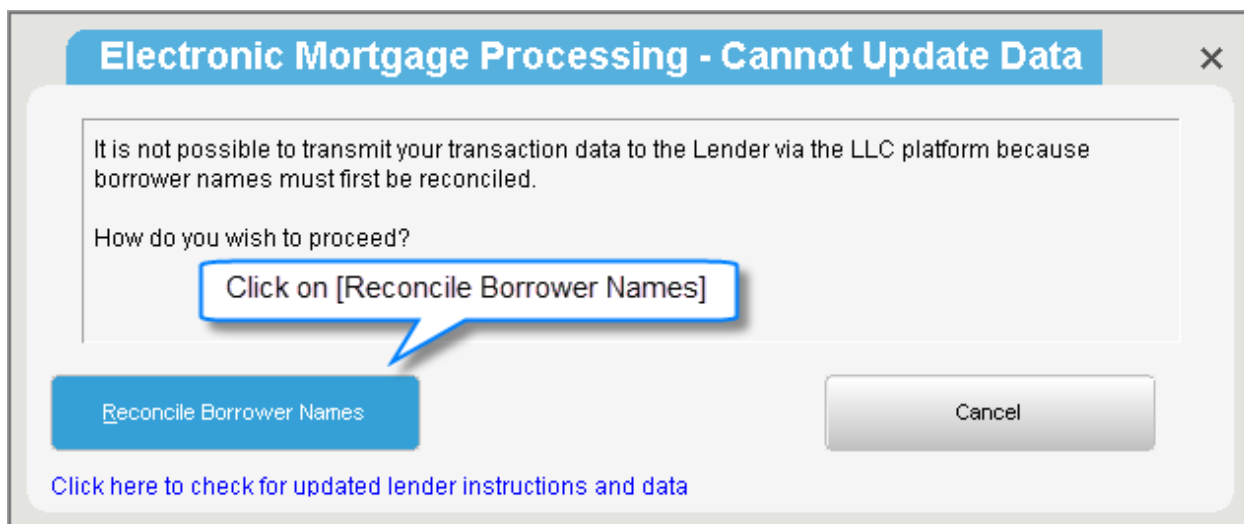
- 1) To view the details of the Mortgagor Name amendment, go to Tab G and click on **[Update Data]**.
- 2) The Lender Change Notification pop-up window will appear and lists the Mortgagor Name change sent by the Lender.
- 3) Acknowledge the Lender change(s) and click on **[OK]**.



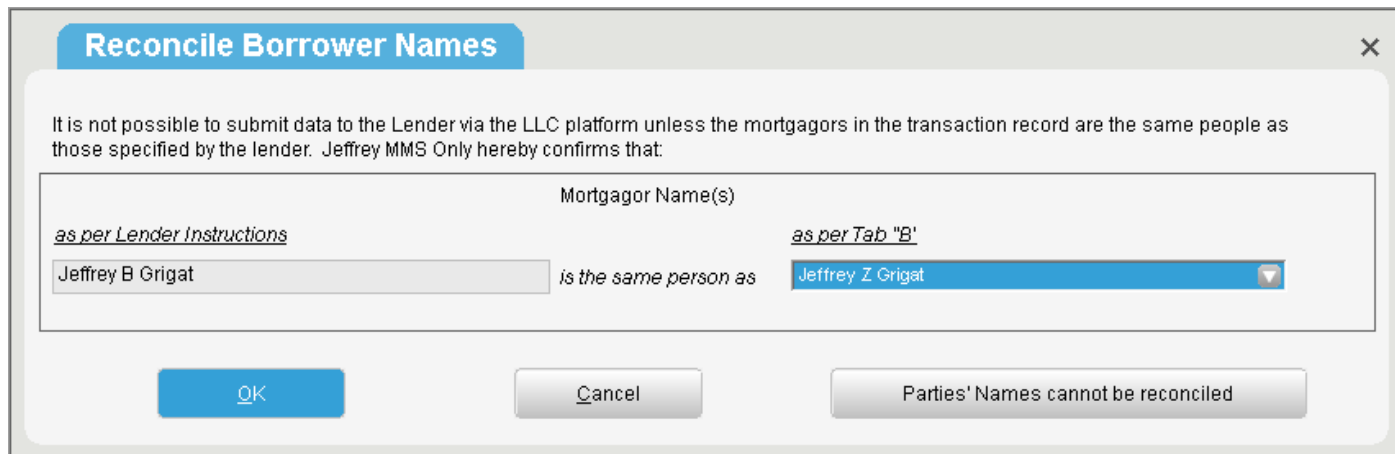
- 4) To decline the lender's changes, click **[Close]** from the Change to Borrower Name(s) screen.



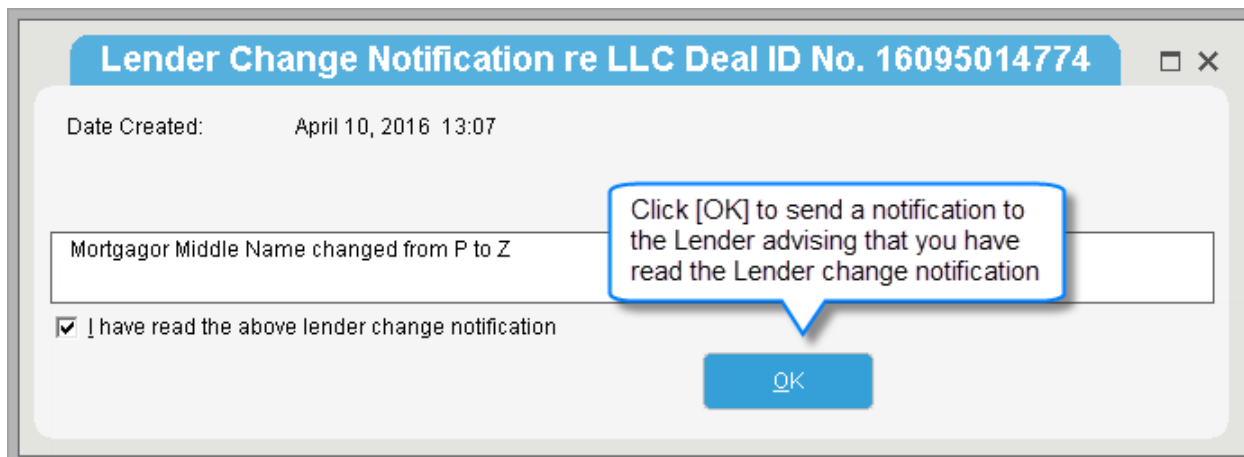
- 5) Without amending any data in the deal, select **[Update Data]** button located within Tab G. Select the **[Reconcile Borrower Names]** button to proceed.



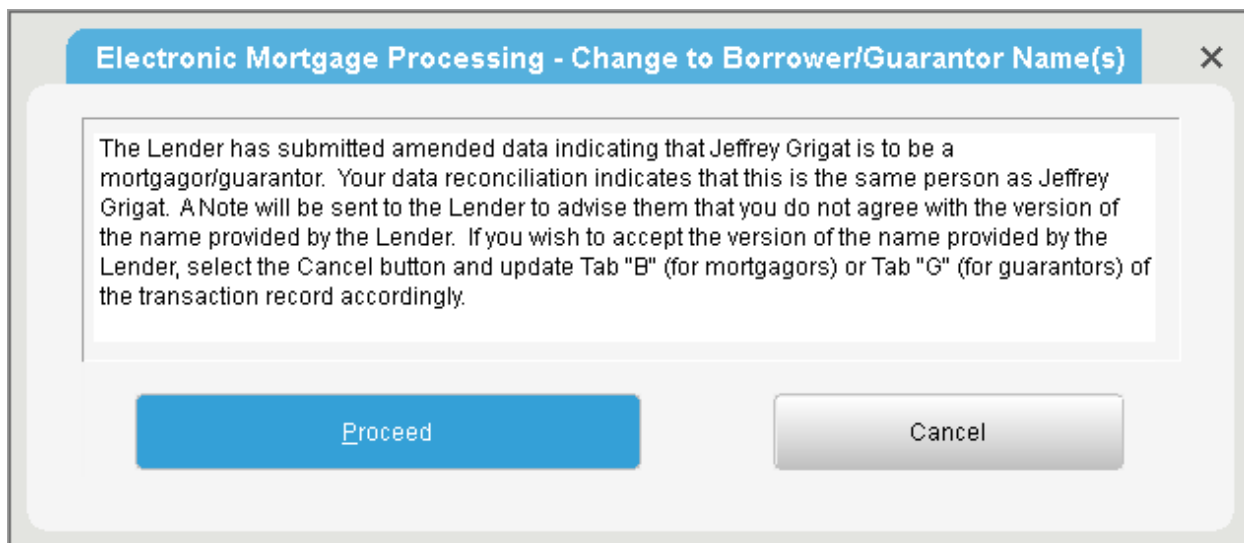
6) Click on the Mortgagor Name from the dropdown menu and select **[OK]** to proceed.



7) Acknowledge the Lender Change Notification and click **[OK]**.



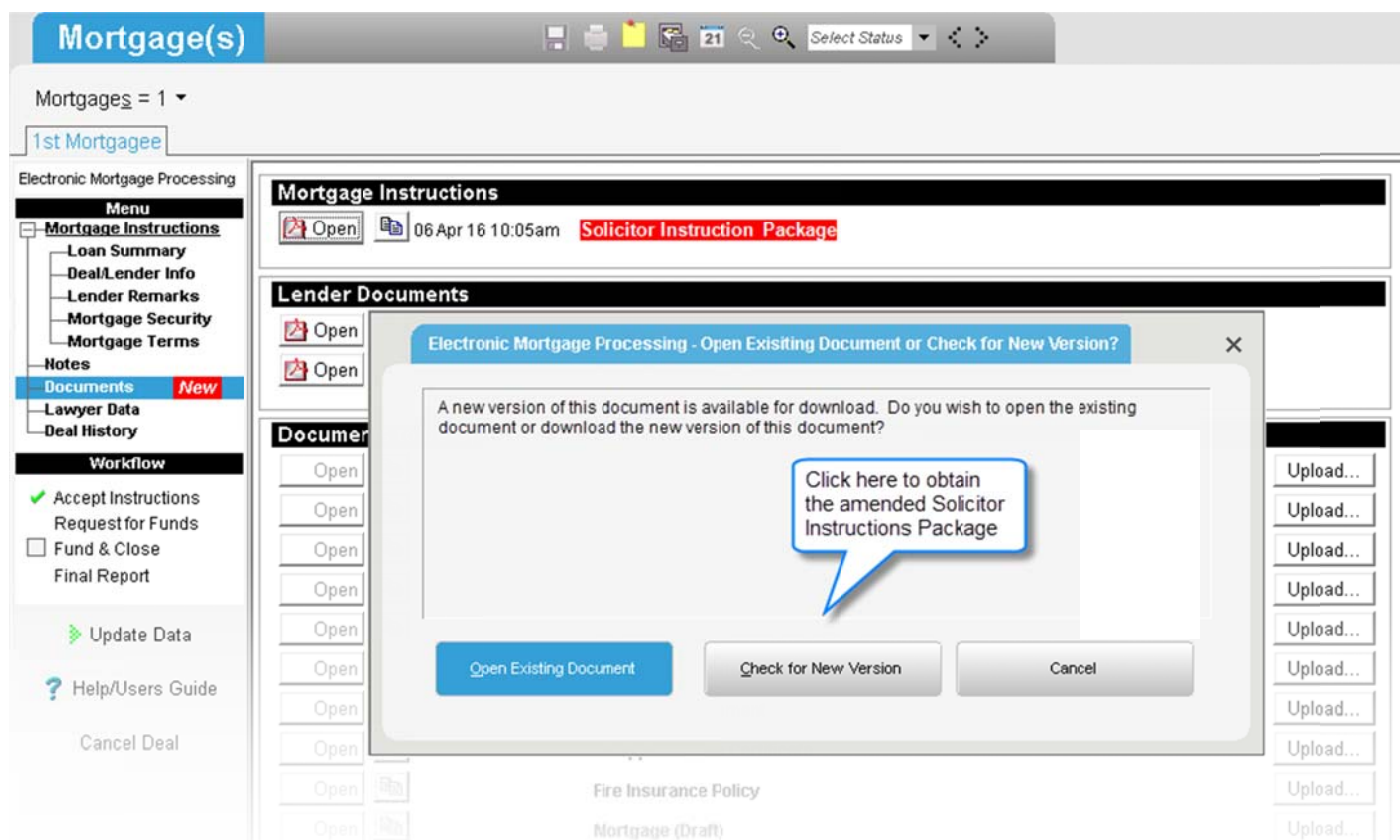
8) You will be presented with a message indicating that you do not agree with the version of the name provided by the Lender. Click **[Proceed]**.



Note: A notification will be sent to the Lender advising that you have declined the change. Some Lenders prefer to be contacted by phone if you decline the changes; a message will be displayed if this applies to the Lender on your deal.

Updated Solicitor Instruction Package

To view the amended Solicitor Instruction package, click the **[Open]** option for the Solicitor Instruction Package and choose the **[Download New Version]** option.



*Note: The **[Download New Version]** option will overwrite the previous version.*

Step 8 - Notifying the Lender of Changes

You are able to make amendments to any of the Shared fields or Lawyer fields.

Key Shared Fields include:

- Closing Date (Tab A)
- Purchaser (Mortgagor/Borrower) (Tab B)
- Property Address (Tab D)
- Guarantor (Tab G)

Lawyer fields are fields that only a Lawyer can update, such as fire insurance details.

Amendment Example - Closing Date

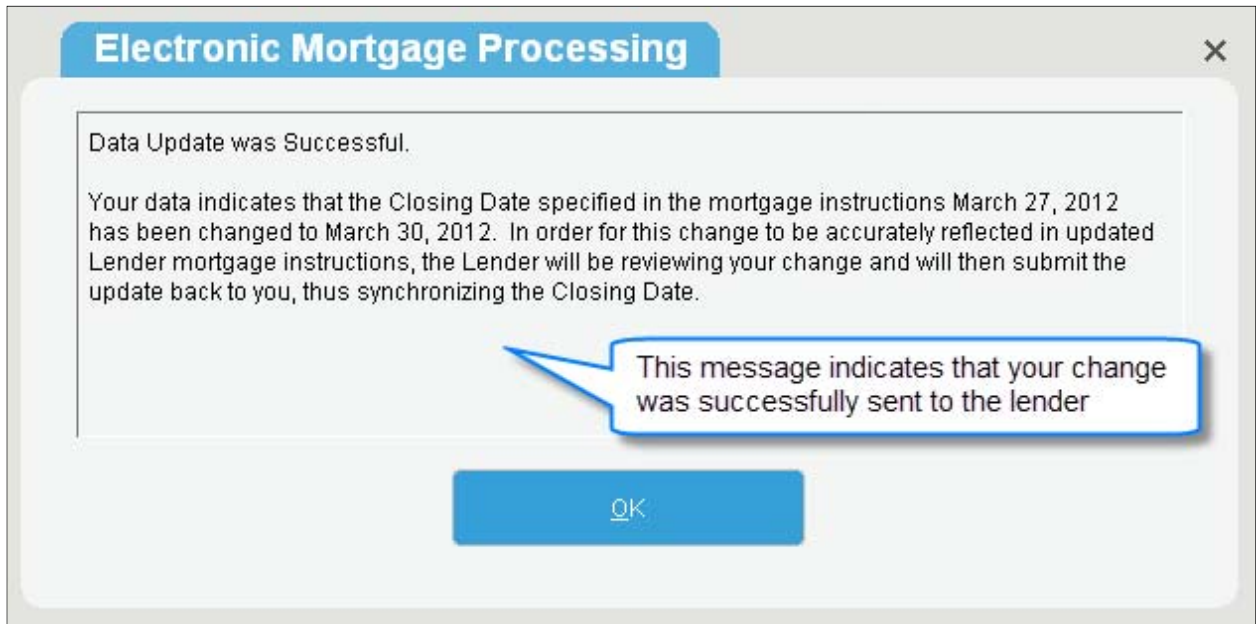
- 1) To notify the Lender of a change to Closing Date, update the applicable field directly within the application and then save your changes.

The screenshot shows the 'File Opening' application window. The 'Closing Date' field is highlighted with a red box and contains the date '19 02 2016'. A callout box with a blue border and white background points to the date field, containing the text: 'Click here to change the closing date and then save your changes'. Other fields visible include Record No. 22233333, Txn No. 2406, File No. 22233333, Accounting No., File Opening Date 12 02 2016, Last updated: 19 02 2016 by LINDSAY, Law Clerk, Solicitor MMS, Name elain nelsonmmlconly, Client's Surname Nelson, Vendor's Surname, Requisition Date, Date of Agrt of P&S, and Real Estate Broker.

- 2) Navigate to **Tab G** and click [Update Data] to send the Lender your change:

The screenshot shows the 'Mortgage(s)' application window. The 'Loan Summary' tab is selected. The 'Update Data' button in the left-hand menu is highlighted with a red box. A callout box with a blue border and white background points to the button, containing the text: 'Click [Update Data] to send your changes to the lender'. The 'Loan Summary' section displays the following information: Deal ID 16029016588, Last Communication January 29, 2016 03:03 PM, Designated Solicitor Jen RQA2MMS, Lender B2B BANK - ST. STANISLAUS-ST. CASIMIR'S POLISH PARISH, Lender Ref. No. 2342342, Priority of Mortgage 1st, Borrowers, Guarantors, Property Address, Legal Description, Principal, Closing Date not specified by Lender, and Funding Info.

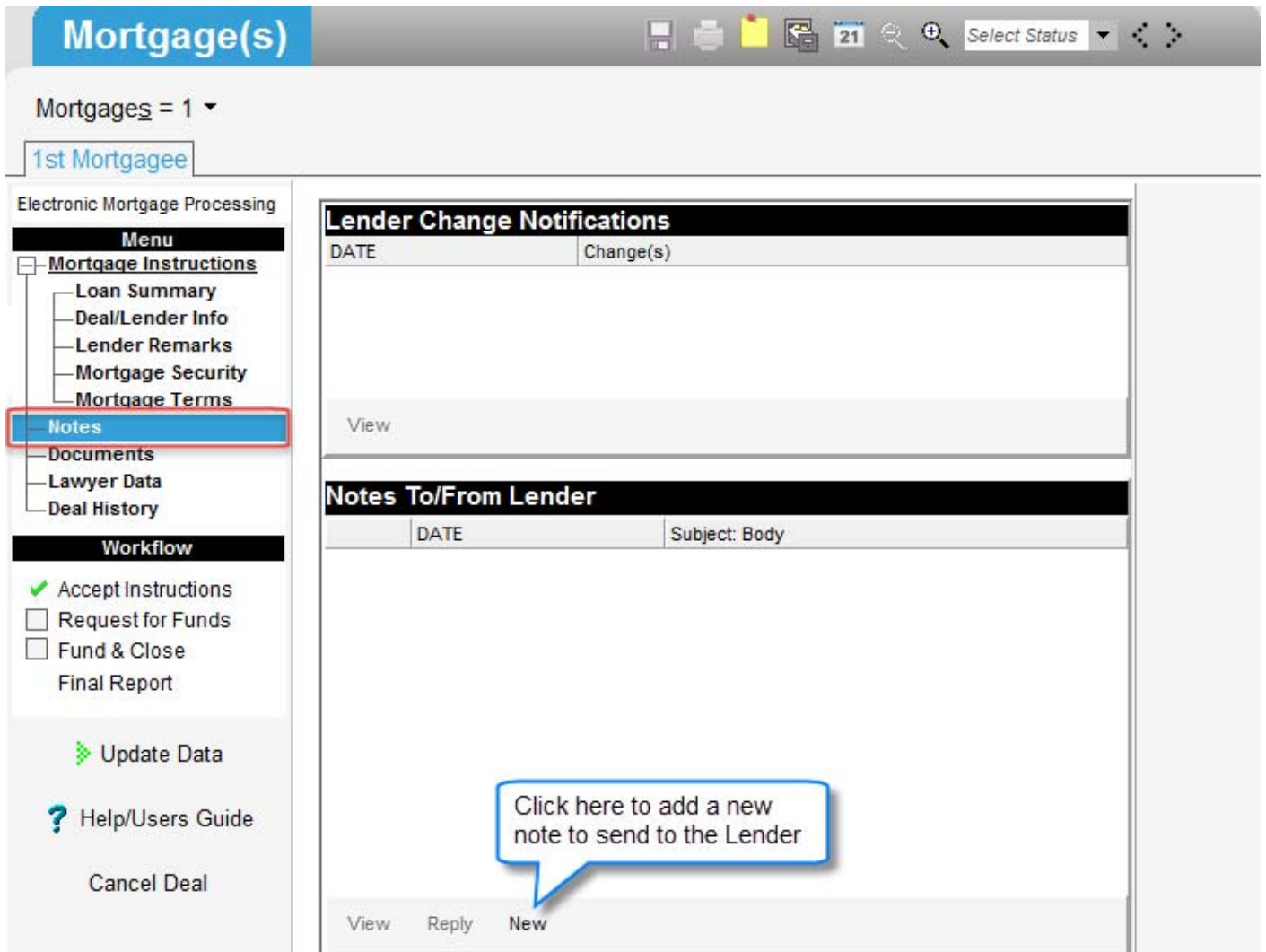
3. Once [**Update Data**] is successfully completed, the Lender is immediately notified of your change:



Step 9 – Sending Notes to a Lender (if applicable to the lender)

To add a new note to a deal, click the Notes link from the left navigation menu and then click [**New**].

Enter the note details and select [**Send**]. Upon selecting [**Send**], the note, along with any applicable updated shared fields, will be sent to the lender.



Note: Please note that some Lenders prefer to be contacted directly and do not have the notes capacity. A message will be displayed on the Notes screen if this applies to the Lender on your deal.

Step 10 – Generating and Downloading Documents

Prepopulated Lender documents are sent with each transaction and are found under the Documents link within Tab G.

The screenshot shows the 'Mortgage(s)' application interface. On the left, a navigation menu has 'Documents' highlighted in blue. The main area displays 'Mortgage Instructions' and 'Lender Documents'. Under 'Lender Documents', there is a section titled 'Documents to be Uploaded by Solicitor (if required by the lender)'. A callout box points to the 'Open' button for the 'Identification Verification Form' document, with the text 'Select the document to generate and then click on'.

Note: Some documents require you to enter additional information. These editable fields will be highlighted in blue.

Regenerating documents: if you update a deal, you will need to regenerate previously generated documents to capture the updated information. To regenerate a document, click on **[Open]** and then select **[Regenerate]** from the 'Document Already Exists' window. Review the information and change any editable fields, if applicable.

The screenshot shows the 'Mortgage(s)' application interface with a dialog box open. The dialog box is titled 'Electronic Mortgage Processing - Document Already Exists' and contains the text: 'This document, Guarantee Agreement, was previously generated on March 7, 2012 at 04:16 PM. Do you wish to open the existing document or regenerate this document using the current data?'. There are three buttons at the bottom: 'Open Existing Document', 'Regenerate Document', and 'Cancel'. A callout box points to the 'Regenerate Document' button with the text 'Click here to regenerate the document'.

Step 11 – Submitting the Request for Funds (RFF)

Some Lenders require that a RFF document be submitted in order to request funds, while other Lenders will only require you to submit an electronic request without a document. Both methods are described below.

Submitting the RFF – For a Lender that does not require a RFF Document

When the lender sends you a new deal, they will indicate in the Solicitor Instructions whether or not you will be required to request funds. If the Request for Funds is not required for your deal, 'N/A' will display next to the link within **Tab G** and the Request for Funds screens will not be accessible.

To request funds, click the Request for Funds link from the left navigation menu located within **Tab G**.

The screenshot shows a dialog box titled "Electronic Mortgage Processing - Request for Funds/Confirmation of Registration". It contains the following text and fields:

- Request for Funds: Please review and/or update the following fields below if necessary and then click the "Submit Request for Funds" button for the information to be updated.
- Confirmation of Registration: If the Lender requires Confirmation of Registration, please proceed to Post a Note and from the Standard Notes select "Confirmation of Mortgage Registration". Complete the required information, then select "Send".
- Closing date: 12/04/2016 (with a calendar icon) Tue Apr 12 2016
- Funding Info: Direct Deposit to: FCT Test BNS 002-12324-444666. A note states: "If the funding information (e.g. trust account) is not accurate, please contact the Lender directly."
- Solicitor's Comments (if any): A large empty text area for input.
- Buttons: "Submit Request for Funds" (blue) and "Cancel" (grey).

Review the information displayed, and change if required. Enter comments, if necessary, and select the [Submit Request for Funds] button. You will be prompted to confirm that you wish to submit the request.

The screenshot shows a dialog box titled "Electronic Mortgage Processing - Submit Request for Funds to Lender". It contains the following text and buttons:

- Proceed to submit request for funds for Closing date April 12, 2016?
- Buttons: "Proceed" (grey) and "Cancel" (blue).

NOTE: The Request for Funds can be submitted multiple times for a given deal.

NOTE: The Request for Funds screen may vary depending on what information is determined to be required to fund the deal.

Submitting the RFF – For a Lender that requires a RFF Document

For Lenders that require a document to be submitted in order to request funds, follow the below steps:

Click the Request for Funds link from the left navigation menu located within Tab G

Electronic Mortgage Processing - Request for Funds/Confirmation of Registration [X]

Type of Funding Request: RFF (Request for Funds)

Please complete the following steps at least 2 business days prior to the Closing Date, or there may be a delay in funding:

1. Complete/update the below fields;
2. Save and Create the Request for Funds document; and
3. From the Request for Funds/Confirmation of Registration Workflow option, Submit the Request For Funds to the lender.

Amount Requested: \$0.00

Instructions for Delivery of Funds: DIRECT DEPOSIT (Deposit to my/our TD Canada Trust, Trust Account)

TrustAccount: Select Value

Notification of Change (e.g. Closing Date, Mortgage Amount, etc.)

Legal Description: Part Lt 100 Plan m100 and R2383844

Assessment Roll Number:

[Save and Create] [Cancel]

Complete all of the required information and click on the **[Save and Create]** button.

Electronic Mortgage Processing - Download Document [X]

Proceed to download document: Request for Funds - Information

[Proceed] [Cancel]

Click **[Proceed]** to generate the document; the document will be opened in a new window. Review the document and close it once you are done. A message will be displayed asking if you are ready to submit the request for funds to the Lender.

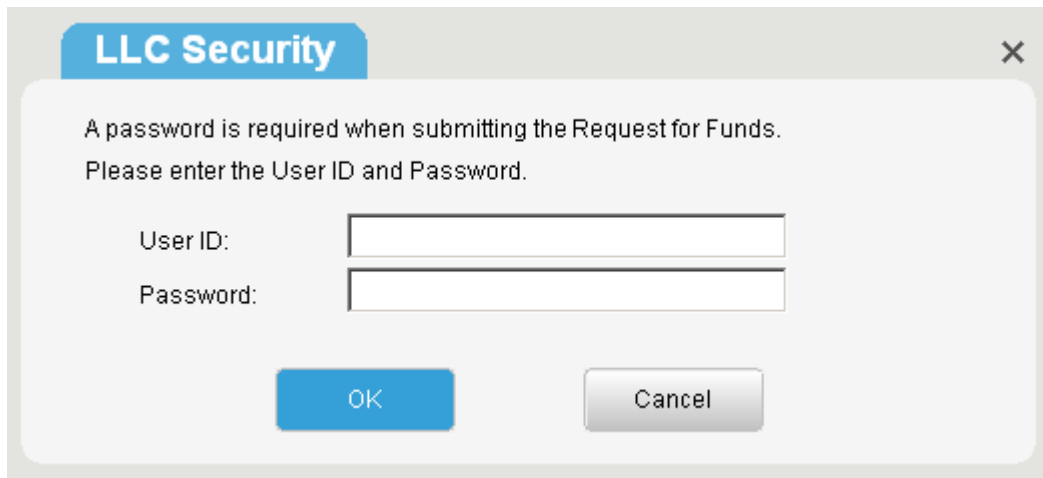
Electronic Mortgage Processing - Submit Request for Funds? [X]

Do you wish to submit the Request for Funds?

[Yes, Submit Request for Funds] [Cancel]

Click **[Yes, Submit Request for Funds]** to proceed.

Provide your password and click [OK]



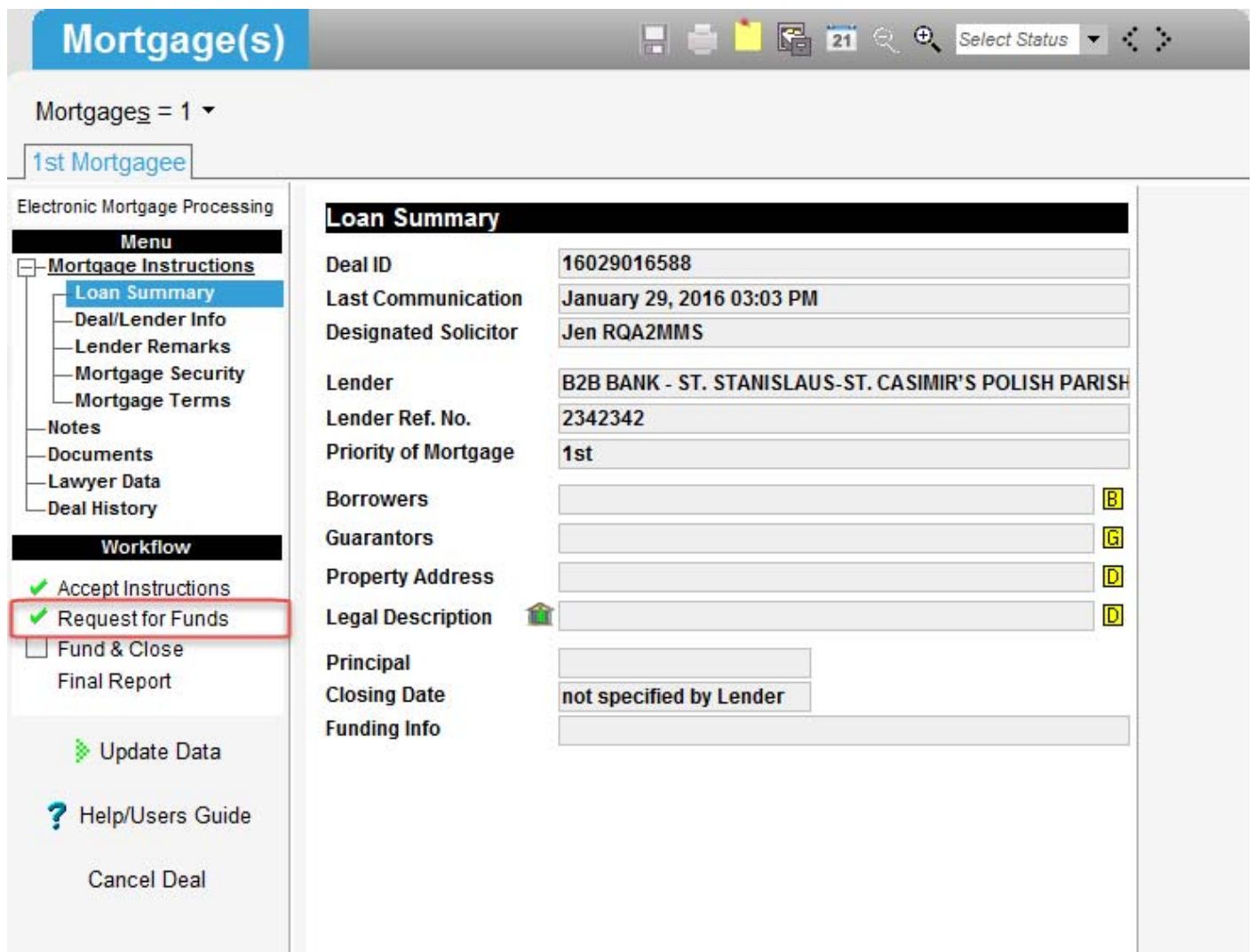
LLC Security

A password is required when submitting the Request for Funds.
Please enter the User ID and Password.

User ID:

Password:

Your request for funds will now be sent to the Lender and the Request for Funds workflow item will now be completed.



Mortgage(s)

Mortgages = 1 ▾

1st Mortgagee

Electronic Mortgage Processing


Menu

- [-] Mortgage Instructions
 - Loan Summary
 - Deal/Lender Info
 - Lender Remarks
 - Mortgage Security
 - Mortgage Terms
- Notes
- Documents
- Lawyer Data
- Deal History

Workflow

- Accept Instructions
- Request for Funds
- Fund & Close
- Final Report

Loan Summary

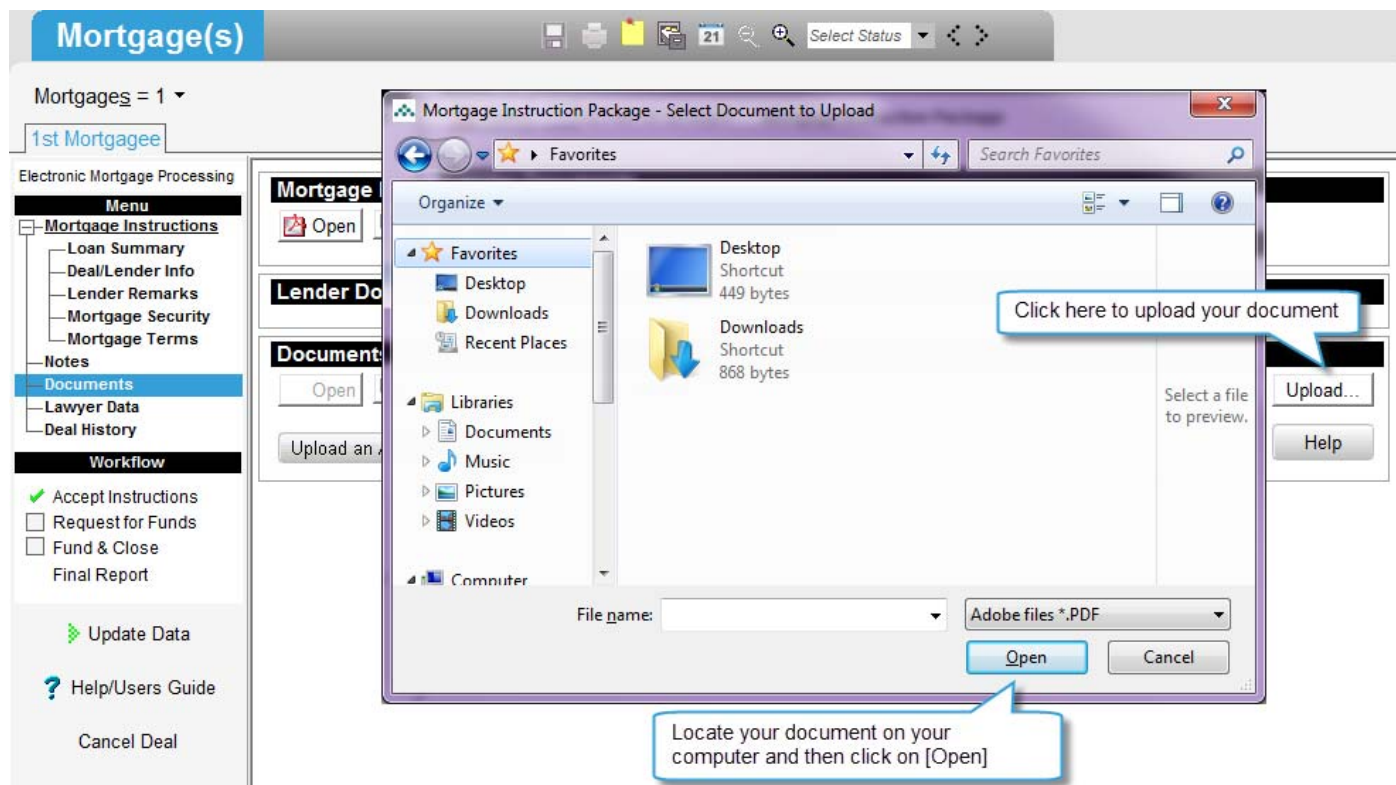
Deal ID	16029016588
Last Communication	January 29, 2016 03:03 PM
Designated Solicitor	Jen RQA2MMS
Lender	B2B BANK - ST. STANISLAUS-ST. CASIMIR'S POLISH PARISH
Lender Ref. No.	2342342
Priority of Mortgage	1st
Borrowers	<input type="text"/> <input type="button" value="B"/>
Guarantors	<input type="text"/> <input type="button" value="G"/>
Property Address	<input type="text"/> <input type="button" value="D"/>
Legal Description 	<input type="text"/> <input type="button" value="D"/>
Principal	<input type="text"/>
Closing Date	not specified by Lender
Funding Info	<input type="text"/>

Step 12 – Scanning and Uploading Final Documents (if applicable to the Lender)

Some Lenders will require you to upload supporting documentation; please see the Solicitor Instructions for the documents the Lender requires.

To upload your final documents, scan your documents and save them within your computer. When in the Documents section, click [**Upload**] beside your document and click [**Browse**] to locate your file. Once you click on the [**Upload**] button, the document is immediately posted to the lender.

If the document list does not contain the document you need to upload, click on the [**Upload an Additional Document**] button, enter the document name and follow the above steps.



NOTE:

1. The lender will be notified that final reporting documents have been uploaded only when the Solicitor's/Notary's Report on Title has been submitted electronically (step 13 below).
2. The lender requires you to scan and upload only the documents identified in the instruction package.
3. Documents that have been submitted electronically are not to be mailed to the lender.

Step 13 – Submitting the Solicitor’s Final Report on Title

To submit the Solicitor’s Final Report, click the [Final Report](#) link from the left navigation menu located within Tab G.

If the Lender requires additional information for the Final Report, a screen will be displayed where you can enter in the required information.

Final Report


Please complete the following steps as soon as possible after registration of the mortgage:

1. Complete/Update the below fields;
2. Save and Create Final Report; and
3. From the Final Report Workflow option submit the Final Report to the lender.

Closing via: (please select an option from the list) **Solicitor's Opinion**

Mortgage Amount Advanced:

New Home Warranty

Taxes Paid to Date  21

Once completed, click on the [**Save and Create**] button to continue.

Click on [**Proceed**] when prompted to download document. Review and close the document.

Continue on to submitting the Final Report, when prompted. The Lawyer will then be required to enter the LLC Password.

Electronic Mortgage Processing - Submit Final Report?

Do you wish to submit the Final Report?

LLC Security

A password is required when submitting the Final Report on Title
Please enter the User ID and Password.

User ID:

Password:

Step 14 – Completing Actionable Notes (if applicable to the Lender)

The lender will post an actionable note if they determine that the Final Report is missing information and/or documents. When the Lender posts an actionable note, an email notification will be sent to you.

To acknowledge a newly received actionable note, click **[Update Data]** within Tab G of the applicable deal which will display the applicable actionable note details. Once you have viewed the note details, click **[Acknowledge]**.

Once you have completed the actionable note task, select the **[Actionable Note]** link, located under Tab G within the Workflow section, and then click **[Confirm Completion]**.

The screenshot shows the 'Mortgage(s)' interface. The top navigation bar includes 'Mortgage(s)', 'Mortgages = 2', 'Mtg Topics', and '1st Mtgee | 1st Terms | 1st Rept | 2nd Mtgee'. The left sidebar contains a 'Menu' with 'Mortgage Instructions' (Loan Summary, Deal/Lender Info, Lender Remarks, Mortgage Security, Mortgage Terms), 'Notes' (highlighted), 'Documents', 'Lawyer Data', and 'Deal History'. Below the menu is a 'Workflow' section with a list of tasks: 'Accept Instructions' (checked), 'Request for Funds' (checked), 'Fund & Close' (unchecked), 'Final Report' (checked), and 'Actionable Notes (1)' (highlighted with a red box). Other workflow options include 'Update Data', 'Help/Users Guide', and 'Cancel Deal'. The main content area shows 'Lender Change Notifications' and 'Notes To/From Lender'. The 'Notes To/From Lender' table has a legend: a red triangle for 'Action Outstanding' and a green triangle for 'Action Complete'. The table contains one entry: 'Rcv January 30, 2012 16:05 FOR LINDSAY: PLEASE TAKE SCREENSHOT'. Below the table are buttons for 'View', 'Reply', 'New', and 'Confirm Completion' (highlighted with a red box). Two callout boxes point to the 'Reply' and 'Confirm Completion' buttons with instructions: 'Click here if you would like to reply' and 'Click here once you have completed the task'. The bottom left of the interface shows the 'LLC' logo and a link for contact info.

NOTE: The Actionable Notes link will be removed from the workflow section once all actionable notes have been confirmed.

If you have any questions, please contact LLC Support at 1.877.929.0990 or at LLCSupport@fct.ca

LLC and associated services provided by **First Canadian Title Company Limited**. The services company does not provide insurance products. Some products/services may vary by province. Products/services offered are subject to change without notice.

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® The Conveyancer® is a registered trademark of Do Process LP.