

Quick Start Guide: FCT RESIDENTIAL TITLE INSURANCE

In this quick start guide, you'll learn how to order FCT Residential Title Insurance directly from Prolegis.

Estimated time to complete: 8 - 10 minutes

Audience: Conveyancers

The screenshot shows the Prolegis Firm Management interface. On the left is a navigation menu with 'Real Estate' and 'Settings' expanded. 'Settings' includes 'FCT Integration', which is highlighted with a red arrow. The main area displays a 'Matter List' table with columns for Number, Client(s), Lawyer, Type & Status, and Actions. A calendar for April 2022 is visible on the right.

Number	Client(s)	Lawyer	Type & Status	Actions
202204-00014	LILY PETERS BRENT J CAMERON	Non Admin User Michael Jackson	Real Estate - Purchase Open - 2022-04-14	Actions ▾
202204-00012	Mangy Venda	James-Admin Test	Real Estate - Purchase Open - 2022-04-13	Actions ▾
202204-00013	Gore Martins	James-Admin Test	Real Estate - Mortgage Open - 2022-04-13	Actions ▾
202204-00010	Jason Jones	James-Admin Test	Real Estate - Purchase Open - 2022-04-12	Actions ▾
202204-00011	James Bobby	James-Admin Test	Real Estate - Purchase	Actions ▾

To add your FCT account, click **“Real Estate”** to deploy the **Real Estate menu (>)**. Click **“Settings”** to deploy the **Settings menu (>)** and select **“FCT Integration”** to open the **FCT Integration window**.

To Configure Your Account To Order FCT Residential Title Insurance

1. Enter your FCT credentials.

The screenshot shows the 'Settings - FCT System Integration' page. It features a 'FCT Credentials' section with a status message: 'This account is currently connected to FCT.' Below this are input fields for 'FCT Username *' (containing 'nprofile1' with a red '1' next to it) and 'FCT Password *'. A 'Preferred Language *' dropdown is set to 'English'. A blue note states: 'Note: We do not store your password. It is used to...'

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Note: Before you begin your order for FCT Residential Title Insurance you will need to:

- Add a title to your matter at **Actions > Property > Titles**.
- Add the address, purchase price and property type information at **Actions > Property > APS (ON)** and **Actions > Property > Contract (AB)**.

Depending on your responses to the underwriting questions, you may need to:

- Add the mortgage information by clicking **Actions > New Mortgages**.
- Add information about the seller's lawyer by clicking **Actions > Stakeholders > Lawyer**.
- Add information about the real estate agent by clicking **Actions > Stakeholders > Real Estate Agent**.

For a guide on how to search for matters in Prolegis see <https://prolegis.tawk.help/article/how-do-i-find-a-matter>.

2. To order an FCT Residential Title insurance policy, **navigate to the matter** and click on **Actions > Insurance**. Prior to ordering the title insurance, complete your data entry outlined above.

The screenshot shows the Prolegis user interface. At the top right, the user is identified as 'Adams-Reichel' and 'Welcome, MJ QA Convey'. A search bar for 'Matter Number' is visible. Below the search bar, there are status indicators: '21, 3 days left Jurisdiction: ON', 'LTT and MLTT rebate may apply', and 'NRST may apply'. The main area displays a list of tasks with 'Incomplete' and 'Complete?' buttons. On the right, an 'Actions' dropdown menu is open, showing various options. A red arrow points to the 'Insurance (Title/Fire)' option, which is highlighted. A large red number '2' is placed next to the arrow.

Task	Status	Complete?
Received Real Estate Purchase Contract	Incomplete	<input type="checkbox"/> Complete?
Initial Real Estate Agent Letter	Incomplete	<input type="checkbox"/> Complete?
Initial Realtor Letter	Incomplete	<input type="checkbox"/> Complete?
Initial Client Letter	Incomplete	<input type="checkbox"/> Complete?
Receive Client Consent	Incomplete	<input type="checkbox"/> Complete?

- Progress Dashboard
- Property
- Seller/Buyer
- Stakeholders
- Insurance (Title/Fire)**
- New Mortgages
- Appointment
- Witnesses
- Statement of Adjustments
- Trust Ledger
- Account
- Documents
- Follow Up Tasks
- Communication

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The screenshot shows the Prolegis interface. On the left is a navigation menu with items like 'All', 'Quick Add', 'Registrations', 'Settings', 'Ancillary Companies', 'FCT LLC', 'Wills', and 'Follow Up'. The main content area is titled 'Fire Insurance' and contains several input fields: 'Name', 'Policy Number', 'Expiration', 'Amount', 'Replacement cost', and 'Effective date'. Below these is a 'Fire insurance document' section with a 'Choose' button. A red box highlights the 'Title Insurance' section, which contains three options: 'CHICAGO TITLE' (with a castle icon), 'FCT' (with a red maple leaf icon), and 'Manual entry'. A red number '3' is placed to the right of the 'FCT' option. At the bottom of the screen is a taskbar with various system icons and a user profile for 'test.admin@example.net'.

3. Select FCT from the list of available Title Insurance providers.

4. Click **Actions** > **Purchase**.

This screenshot shows a closer view of the 'Title Insurance' section. The 'FCT' option is selected, and the 'Actions' dropdown menu is open, showing the 'Purchase' option. A red arrow points to the 'Purchase' option, and a red number '4' is placed next to it. The 'Amount', 'Replacement cost', and 'Effective date' fields are visible above the 'Title Insurance' section. The 'Fire insurance document' section with the 'Choose' button is also visible. The taskbar at the bottom shows the same user profile as the previous screenshot.

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Order Insurance File Number: 2210600007

FCT Reference No: 2210600007 Owner's Name: Lawlor **5** [Print Preview](#) [Need Help?](#)

* Field(s) to be completed below
 Ⓟ Field(s) to be completed in your Source system

Transaction Details

Policy Type*
 Homeowner Policy
 Market Value Endorsement
 Lender Policy

Order Policy	Mortgage Type	Lender	Mortgage Amount
▼	New Mortgage	▼ Scotia Mortgage Corporation	\$380,000.00

Would you like to add Deal Protection Endorsement to your title insurance order? *
 Yes
 No

Property/Owner Details

For Blanket Mortgage covering more than 5 properties [click here](#)

5. You will be taken to the **FCT portal**.

The **P** icon in the **FCT portal** indicates that you will need to enter that information into Prolegis for it to populate in the FCT Portal.

6. Once the order has been completed, the title insurance documents will be added to **Actions > Documents**.

Prolegis Real Estate Adams-Reichel

Firm
 Real Estate
 Dashboard
 Matters
 Mine
All
 Quick Add
 Registrations
 Settings
 Ancillary Companies
 FCT LLC
 Wills
 Follow Up

Documents » Purchase - 202204-00002 **6**

Client(s): Jack Lawlor, Mary-jane Lawlor Closing Date: 2022-04-21, 3 days left Jurisdiction: ON LTT and MLTT rebate may apply NRST may apply

Created	Document	Size
April 16, 2022 17:36	Insurance-Confirmation-Package-(3).pdf	2.7MB
April 16, 2022 17:34	Insurance-Confirmation-Package-(2).pdf	2.7MB
April 16, 2022 17:30	Mortgage Instruction Package.pdf	177.4kB

Actions ▾ All Documents Real Estate Forms ▾ Lender Documents Precedents

Additional Resources

To learn more about the Prolegis software visit the [Prolegis Knowledgebase](#).

If you have specific questions about the **FCT Portal** call: **1-800-307-0370**.