

**NEW!**



**EPIC** *LITE*<sup>™</sup>  
ONLINE POLICY JACKETS AND REMITTANCE

## **INTRODUCING EPIC LITE<sup>™</sup> – ATGF's new user-friendly online policy jacket and remittance system**

- EFFICIENCY**      Dramatically reduce remittance errors
- CONVENIENCE**      Anytime, anywhere access via the internet
- PERFORMANCE**      Significant time savings for you and your staff

## **EPIC LITE delivers considerable cost savings and benefits for you**

- EPIC LITE is free - there's no cost to you to use the system
- Truly paperless - save money through lower use of paper, toner and postage
- Intelligent remittance and reporting for faster, cleaner ATGF audits
- Speed and ease-of-use frees up your time for business development

Powered by...

**ATTORNEY  
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 **ATTORNEYS  
TITLE  
GUARANTY  
FUND, INC.**

# EPIC LiTE Quick User Guide

EPIC LiTE is a user-friendly, intuitive and simple application you can use to:

- Create title insurance policy jackets
- Attach the required schedules
- Remit policies and fees to ATGF as a single batch
- Review lists of policies, find policy information, merge and print jackets and schedules remitted to ATGF in the last six months
- Search for and find policies remitted to ATGF in the last six months

## Logging In

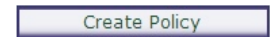
Login at [www.attorneydonedeal.com/atgfplus](http://www.attorneydonedeal.com/atgfplus) to reach the main menu.

## Creating Jackets

To create jackets, simply click on **Create Jackets** then choose common endorsements by selecting the appropriate check-boxes and type in any comments or other endorsements.

## Creating Policies

To create policies, click on the **Create Policy** button and follow prompts to create another policy or attach schedules.



## Special Icons

### Icon Function



Click this icon to merge policy jackets with an attached schedule(s), if applicable.



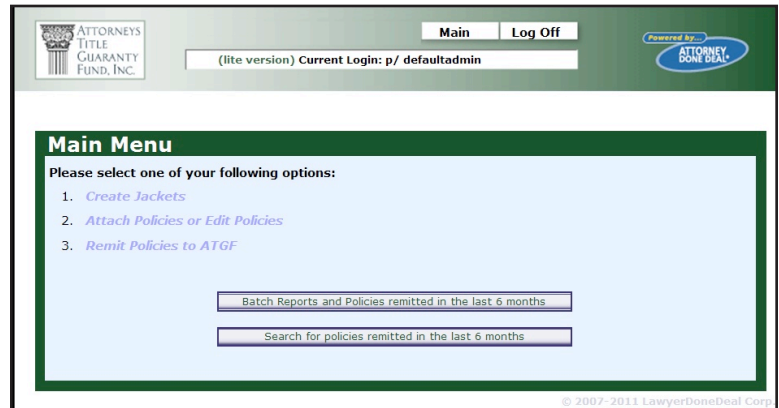
Click this icon to merge attached schedule(s), if applicable.

## Remitting Policies

To Remit your policies to ATGF, go to the main menu and click on **Remit Policies to ATGF**. You can choose to remit by ACH or paper check.

## Other Main Menu Functions

From the main menu, click on the **Batch Reports and Policies Remitted in the last 6 months** button and **Search for policies remitted in the last 6 months** button to: See and review policy information; See and reprint the Remittance Report; and Merge and reprint Policy Jackets and attached schedules.



## Questions or Problems? Contact ATGF Support:

Toll Free: 800 525-6558

Colorado Telephone: (303) 292-3055

Email: [glatcham@atgf.net](mailto:glatcham@atgf.net) (Colorado)

Web Site: [www.atgf.net](http://www.atgf.net)

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