

# ProGFE Web User Usage Guide

Web user guide for ProGFE. Copywrite © 2010 VF Information, LLC

The screenshot shows the ProGFE v1.0 web application interface. At the top left, it says "My Title Company, Inc." and at the top right, "Please Login!". On the left side, there is a "Menu" section with a "Home" link and a "User Login" form. The form includes fields for "Email:" (with "Guest" entered) and "Password:", a "Save Login?" checkbox, and a "Login" button. The main content area is titled "Welcome To ProGFE v1.0" and features a large "MY" logo. Below the logo, the company name "My Title Company, Inc." is listed along with its address: "12345 My Street, My City, My State 44444-1111" and contact information: "Phone: (111) 222-3333 Fax: (111) 444-5555". A "Company Paragraph Title" section contains a block of Lorem Ipsum text.

ProGFE is an automated method for you to receive your GFE information from us without the need for phone calls or faxes. If your system allows you can directly send requests to the ProGFE engine, contact us for XML file specifications.

If you have a login to the system, please use it, otherwise simply click Login to login as a guest or default user.

The screenshot shows a vertical menu with a blue header labeled "Menu". The menu items are: "Logout", "Submit GFE Request", "Clear Request Form", "View Last Request", "Save Defaults", and "Load My Defaults". Each item is separated by a dashed horizontal line.

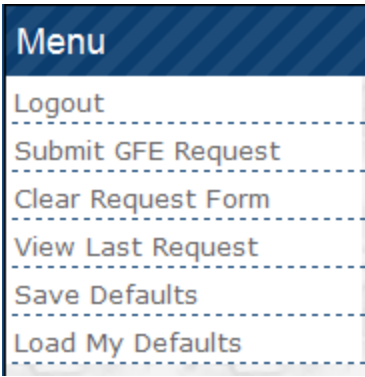
This is the default menu users will see after login as guest or registered users.

The top item on the menu will always take you back one level.

The first thing that most users will do whether it's a guest or logged in user, is to Save their defaults so they don't have to enter them every time. Users in ProGFE are the Lenders or whomever is requesting the GFE.

Guest users will fill out the "Your Information" section, Registered users won't see this section.

The screenshot shows the "GFE GUEST Request Form" page. It has a blue header with the title "GFE GUEST Request Form". Below the header, there is a section titled "Your GFE Paragraph Title" containing a block of Lorem Ipsum text. Underneath, there is a section titled "Your Information" which contains three input fields: "Your Name" (with "Dan Van Fleet" entered), "Your Email" (with "danvant@SoftproSupport.com" entered), and "Your Phone" (with "(937) 559-2380" entered).



In this example, we have filled in some basic information so that we can save it, with Save Defaults, as our defaults for our typical deal type.

A user would then enter a minimal amount of information, then request a GFE. A short time later that user will receive an e-mail, generated from your SoftPro Installation, with their GFE numbers.

You can also View your last request from the Menu, sometimes it's nice to have a sanity check. View last request does not remember Recordings, Endorsements or Other items, they all return to default items, and will appear that way. Need to start over, use Clear Request form

If Endorsements or Other Charges are enabled for the Calculation Model you've selected, you can click on the appropriate "SHOW" button to see the default items, and potentially select other items.



To add or if allowed remove Endorsements, click Edit, and the list of available Endorsements for the Calculation Model will appear

Choose the Endorsements required and select Close, or click the grey area around the Endorsement List.

In this example, we added ALTA-9.1 and the Selected Endorsement List updates.



Other Items work the same way from a user perspective. Show them if you want to see them, Edit them if you need to.

The Process is fairly straight forward, fill out the information and we'll email you information for the GFE.

Menu
<a href="#">Logout</a>
<a href="#">Submit GFE Request</a>
<a href="#">Clear Request Form</a>
<a href="#">View Last Request</a>
<a href="#">Save Defaults</a>
<a href="#">Load My Defaults</a>

This is a screen shot fully filled out logged in as a user.

If you are a guest, fill out the Your Information Section. Not all systems allow guest logins.

Select your Order Type, and the Default Calculation model will appear for the State selected. The Calculation model is used to instruct ProGFE to particular items for your transaction.

Additional Calculation models may be visible, or depending on system setup, you may have no calculation models visible. Select the Calculation model that best describes your transaction.

All fields are required to submit, but not all of them are used for calculations, which varies by system setup components.

After Clicking Submit GFE Requests, our systems will begin processing, you will normally receive a response within 15 minutes.

### GFE Request Form

**Instructions**

Fill out the following form with the property information for a prospective deal. A few minutes after clicking Submit, you will receive a detailed Good Faith Estimate via email. Be sure to enter a valid email address as it is required for a successfully returned GFE. This system is setup to report information for Ohio, Clark is a valid Ohio County.

**Order Specifics**

Order Type  Purchase  Refinance  Equity

Calculation Model

Loan # or Identifier

Property Address

City State Zip

Property County

Loan Amount

Sale Price

# of Docs or Pages  [Add/Edit](#)

Is this a Reissue Policy  Yes  No

**Selected Endorsements**

- ALTA Endorsement Form 5 (Planned Unit Development)
- ALTA Endorsement Form 8.1 (Environmental Protection Lien)
- Survey Endorsement

**Other Items**

- Closing Protection Coverage Buyer
- Subordination
- Survey - tri County Area
- Closing Fees
- Title Search

## Recording Document or Pages

The Recording Documents screen is used to tally the Documents or Pages being recorded for the various documents types.

Not all areas will use all the fields. Some of the items may be defaulted, or you might not even see a Recording section.

Recording Documents Or Pages <span>Close</span>			
Description	Type	Count	Other*
Deed		5	
Mtg/Deed of Trust		15	
Release - 1			
Release - 2			
Other Required Recorded Documents			

\* If applicable, enter number of other items associated with this document type, or as previously instructed.