

ALTA Registry Management System (RMS)

User Manual for Title Agents



ALTA

REGISTRY

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1. An introduction to the ALTA Registry

1.1. Purpose

The purpose of this document is to act a User Manual to help guide Title and Settlement Agents who are new to the [ALTA Registry](#). It provides guidance on how to use the [Registry Management System \(RMS\)](#) to establish and maintain your ALTA Registry listing(s).

A one page guide called [Title Agent Listing in 4 Easy Steps](#) is also available for users of the RMS.

1.2. First Things First

Obtaining a listing in the ALTA Registry is free; there is no charge for creating a [Company](#) or [Individual](#) record or its maintenance and you do not have to be an ALTA Member to participate, all you need is an account with ALTA. There is no charge for an ALTA Account. If you know that you do not have an ALTA Account, see [Search for or Create Your ALTA Account](#).

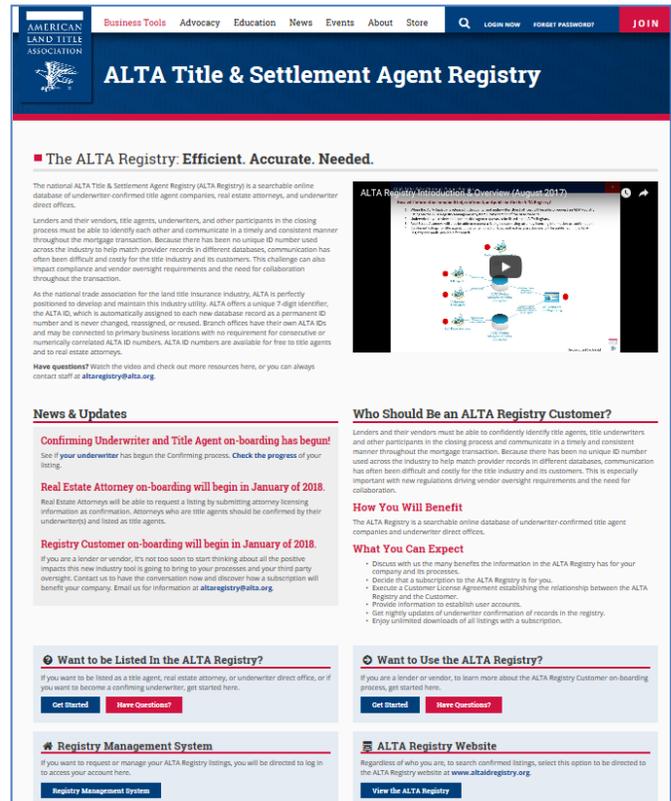
1.3. Getting Started

To establish or maintain your listing in the ALTA Registry, a user must have a connection to the Internet and a standard browser. In the URL field at the top of the browser enter: alta.org/registry/ which will take you to the registry home page shown here to the right.

1.4. Short-cut for experienced users

If you are familiar with the [Registry Management System \(RMS\)](#) the short cut that takes you right to the log in section is alta.org/rms. Once you arrive here you go to section 1.8.

1.5. ALTA Registry Structure



The screenshot shows the homepage of the ALTA Title & Settlement Agent Registry. The header includes the American Land Title Association logo and navigation links for Business Tools, Advocacy, Education, News, Events, About, and Store. A search bar and login/register options are also present. The main content area features a video titled 'The ALTA Registry: Efficient. Accurate. Needed.' and several sections: 'News & Updates' with links for 'Confirming Underwriter and Title Agent on-boarding has begun!', 'Real Estate Attorney on-boarding will begin in January of 2018.', and 'Registry Customer on-boarding will begin in January of 2018.'; 'Who Should Be an ALTA Registry Customer?'; 'How You Will Benefit'; 'What You Can Expect'; 'Want to be Listed in the ALTA Registry?'; 'Want to Use the ALTA Registry?'; 'Registry Management System'; and 'ALTA Registry Website'.



It is important to know that the ALTA Registry is populated from ALTA's own [databases](#) located on the website listed above. Title and Settlement Agents manage their information in the [Registry Management System \(RMS\)](#) and then this information is pushed nightly to the publicly available ALTA Registry.

1.6. Tools and RMS Access

On the page that displays the following options are available:

- 1.6.1. Get Started for information about the ALTA Registry and instructions on requesting and managing listings in the ALTA Registry.
- 1.6.2. Have Questions? A list of [Frequently asked Questions \(FAQ\)](#) is available to help with common user questions.
- 1.6.3. [Registry Management System](#) to view or manage your ALTA Registry confirmed agent listings.
- 1.6.4. [ALTA Registry Website](#) to be directed to the ALTA Registry website where your confirmed listing will be published for lenders to view.

The screenshot shows the ALTA Title & Settlement Agent Registry website. The navigation bar includes 'Business Tools', 'Advocacy', 'Education', 'News', 'Events', 'About', and 'Store'. The main heading is 'ALTA Title & Settlement Agent Registry'. Below the heading, there is a video player titled 'The ALTA Registry: Efficient. Accurate. Needed.' and several sections: 'News & Updates', 'Who Should Be an ALTA Registry Customer?', 'Want to be Listed in the ALTA Registry?', 'Want to Use the ALTA Registry?', 'Registry Management System', and 'ALTA Registry Website'. Each section includes a brief description and a 'Get Started' or 'Have Questions?' button.

1.7. Getting Started

The Getting Started section will provide you with a variety of resources, including but not limited to:

- 1.7.1. Understanding the ALTA Registry - [Frequently Asked Questions](#)
- 1.7.2. Using the RMS – “How to” guides and Job Aids available for [Download](#)
- 1.7.3. [Glossary of Terms](#)
- 1.7.4. Reference and Marketing Materials are available for [Download](#)

1.8. Registry Management System (RMS)

To begin the process of managing your details that will appear in the ALTA Registry the user must have an ALTA account (login name and password) to access the [RMS](#).

- 1.8.1. Log In to the RMS: Go to the RMS landing page alta.org/rms.

The screenshot shows the ALTA Login form. It features a title 'ALTA Login', a 'Login Name' field, a 'Login Password' field, a 'Log In' button, and a link for 'Forgot your password? Get a reminder here.' Red arrows point to the input fields and the 'Log In' button.

- 1.8.2. If you have an ALTA login name and password enter it in the ALTA Login box to the right.
- If you have forgotten your password, proceed to [Forgot Your Password?](#)
 - If you are not sure if you have an account or need to create a new account, proceed to [Search for or Create Your ALTA Account](#)
 - Arrive at [Welcome to the ALTA Registry Management System!](#)

Forgot Your Password?

- Go to the RMS landing page alta.org/rms.
- If you have an ALTA account but have forgotten your password, click **Get a reminder here**.

The image shows two overlapping screenshots from the RMS website. The larger screenshot in the foreground is titled 'Get a Password Reminder' and contains the following text: 'Enter your e-mail address below.', 'Your login and password will be e-mailed to you immediately.', and 'If you do not see this e-mail, check your spam/junk folders.' Below this is an 'E-mail Address:' input field with a red arrow pointing to it from the left, and a 'Request Password' button with a red arrow pointing to it from the right. The smaller screenshot in the background is titled 'ALTA Login' and contains 'Login Name' and 'Login Password' input fields, a 'Log In' button, and a link that says 'Forgot your password? Get a reminder here.' with a red arrow pointing to it from below.

- Enter the email address associated with your account and click **Request Password**.
- Your login name and password will be e-mailed to you immediately. If you do not see this e-mail, check your junk folders.
- Return to [Log In to the RMS](#).
- If you still do not receive an e-mail, it may mean that you do not have an account. See [Search for or Create Your ALTA Account](#) for more information.

1.9. Search for or Create Your ALTA Account

1.9.1. Go to the RMS landing page alta.org/rms.

1.9.2. If you are not sure if you have an account, or need to create a new account, click **Search Here**.

1.9.3. Enter data in at least one field, click I'm not a robot, and click **Search**.

The image shows a screenshot of the RMS landing page titled 'Welcome to the ALTA Registry Management System!'. Below the title is a brief description of the system. There are four navigation links with icons: 'Already have an ALTA login? Log in to the right and get started!', 'New user or not sure if you have an ALTA login? Search Here.' (with a red arrow pointing to it from the right), 'For more information about the ALTA Registry visit Understanding the Registry.', and 'For more information about how to use the RMS visit ALTA Registry Resources.'

1.9.4. Review the Account Search Results. If no results were returned it may mean that you do not have an account. See 1.9.6.

1.9.5. If your name is listed, click Request Password to have your login name and password e-mailed to you immediately.

Password	Individual
Request Password	Martin, Paul
	Martin, Paul
Request Password	Martin, Paul

- If your name is listed but you do not see the **Request Password** button, it means you do not have an e-mail address on record and should [Contact ALTA Registry Staff](#) for assistance.
- If your name is not listed, either:
 - ◇ Click **go back** to broaden your search criteria.
 - ◇ Click **Create a New ALTA Account** to set up an ALTA login name and password, proceed to 1.9.6.

1.9.6. If no accounts were found that match your search criteria, either:

- Click **go back** to broaden your search criteria.
- Click **Create a New ALTA Account** to set up an ALTA login name and password.
- Enter data in at least one field, click I'm not a robot, and click Search.

- Review the [Company Search Results](#). If no results were returned, proceed to [No companies found below](#).
- If your company name is listed, click **Create Account** to add your individual ALTA account to the selected company; proceed to [Create your account](#) below.
- If your company name is not listed, either:
 - ◇ Click **go back** to broaden your search criteria.
 - ◇ Click **Create New Company** to set up new company and add your individual account to the newly created company, proceed to [Create New Company](#) below.

Search Results

The following companies matched your search.

- If your company is in this list, please click "Create Account" to enter your individual information, and you will be attached to that company.
- If you think your company should be in this list, please **go back** and broaden your search.
- If you have tried to broaden your search and believe your company is not in ALTA's database, click "Create New Company" below.
 - You will be asked to enter your company information first and then your individual information.
- If your company is not in the United States, please feel free to email ALTA Registry staff at altaregistry@alta.org or call us toll-free at 855-618-2582.

ALTA ID	Parent ID	Company	Location	Create Account
1165470	1165468	Zeta Title Connecticut branch 1	Trumbull, CT	Create Account
1165465		ZETA TITLE NEW YORK	Williamsville, NY	Create Account
1166075	1165465	Zeta Title New York - branch 2	Williamsville, NY	Create Account
1165467	1165465	ZETA TITLE NEW YORK branch 1	Cheektowaga, NY	Create Account

[Create New Company](#)

Search Results

Sorry, we could not find any companies that match your search.

- If you think your company should be listed, please **go back** and broaden your search.
- If you have tried to broaden your search and believe your company is not in ALTA's database, click "Create New Company" below.
 - You will first be asked to enter your company information and then your individual information.
- If your company is not in the United States, please feel free to email ALTA Registry staff at altaregistry@alta.org or call us toll-free at 855-618-2582.

[Create New Company](#)

- If no companies were found that match your search criteria, either:
 - ◇ Click **go back** to broaden your search criteria.
 - ◇ Click **Create New Company** to set up new company and add your individual account to the newly created company.
- Complete all required fields, click **I'm not a robot**, and click **Create New Company**.

◇ Be sure to REVIEW Company/DBA Name and Legal Entity Name for accuracy as these fields can only be changed by ALTA staff following initial creation of a new company.

◇ Review the validated address and click **Cancel** to return to the prior screen to make changes or, **Accept** to proceed.

◇ If the address is not able to be validated (after further review and update), [Contact ALTA Registry Staff](#) for assistance.

- Review the message; click **Cancel** to return to the prior screen to make changes or **Continue** to finish creating your new company record.
- Complete all required fields and click **Create Your Account**.

Your Individual Information

- Please enter your individual information including all required fields.
- ALTA takes online security seriously.**
 - Your **login** will default to your e-mail address, but you may change it.
 - Your **password** should not be a password you use on other systems.

First Name	<input type="text"/>	Required
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	Required
Suffix	<input type="text"/>	
Individual E-mail	<input type="text"/>	Required
Work Phone	<input type="text" value="206-494-2222"/> Ext: <input type="text"/>	Required
Job Title	<input type="text"/>	
Login	<input type="text"/>	Required
Password	<input type="password"/>	Required
Retype Password	<input type="password"/>	Required

[Create Your Account](#)

- Review message, click **Cancel** to return to the prior screen to make changes or **Continue** to finish creating your new individual account.
- You will be re-directed to [Log In to the RMS](#) using the login name and password you have just created.

Please Review ×

You are about to create a new individual account. You will then be re-directed to the log in page where you will enter the login and password you have just created.

Cancel
Continue



REMEMBER the login and password you have just created.

1.10. ALTA Registry Website

Once all these steps have been completed the user will be directed to the ALTA Registry website at altaidregistry.org/ to view current ALTA Registry listing information.

2. Welcome to the ALTA Registry Management System



REMEMBER: Although your listing details appear in the ALTA Registry, all changes to your records must be made in the [Registry Management System \(RMS\)](#), this section explains how.

2.1. Managing Your Offices and Underwriters

2.1.1. To begin managing the ALTA Registry agent listings for your office(s) and [Underwriters](#), go to alta.org/rms to [Log in to the RMS](#).

2.1.2. If you are already logged in, proceed to [Manage My Offices and Underwriters](#) below

2.1.3. Click **Manage My Offices and Underwriters**.

2.1.4. If you do not see **Manage My Office and Underwriters**, you do not have access to manage ALTA Registry agent listings in the RMS. See [Troubleshooting](#) for more information.

2.1.5. If you have access to manage ALTA Registry agent listings for only one [Company](#), you will be directed to either the [Getting Started Page](#) or the [Manage Registry Listings Page](#). If you have access to manage ALTA Registry agent listings for more than one [ALTA Business Structure](#), click **Choose** next to the name of the Company you would like to manage listing information for and then you will be directed to either the [Getting Started Page](#) or the [Manage Registry Listings Page](#).



2.2. Getting Started Page – Creating an agent listing for the first time.

2.2.1. This section provides guidance on how to create brand new agent listing, including information and tools that will help you prepare for requesting information to be published in the ALTA Registry.

2.2.2. Downloading Your ALTA Business Structure.

- Your [ALTA Business Structure](#) includes details for the single parent [Company](#) and all related Companies under it within the ALTA Database. If a location is not in the ALTA Business Structure, it cannot be selected for listing in the ALTA Registry.

- NOTE: A user can add a New Location to the ALTA Business Structure at any time.
- To download and review the current details of your ALTA Business Structure, do one of the following:
 - ◇ Click **Download the ALTA Business Structure** at the top of the page. This action can be performed from any page within ALTA Registry Management for Title & Settlement Agents.



- Click **Download Your ALTA Business Structure** within the Tips and Tools box. This button is only found on the 'Getting Started Page'.



2.2.3. Completing an ALTA Registry Worksheet

- The ALTA Registry Worksheet is a tool to help you build your ALTA Registry Structure offline before making your selections in the RMS.
- To download the worksheet, do one of the following:
 - ◇ Click **Complete an ALTA Registry Worksheet** within the Tips and Tools box. This button can only be found on the 'Getting Started Page'.



- ◇ Click **RMS Worksheet** within the [Material for Download](#) section.



2.2.4. Getting Started - Add a [Principal Business Location](#)

- When you are ready to begin building your ALTA Registry Structure in the RMS and submitting listing requests, click **Get Started - Add a Principal Business Location** below the Tips and Tools box.
- You will be directed to [Adding a Principal Business Location](#).



3. Navigating the RMS

3.1. Manage Registry Listings Page

- 3.1.1. When there is at least one pending or confirmed ALTA Registry listing in the ALTA Business Structure, you will be directed to the 'Manage Registry Listings Page' upon selecting [Manage My Offices and Underwriters](#).
- 3.1.2. You will also be directed to this page after completing any new activity, such as adding a [Principal Business Location](#) or updating listing information.

3.2. Changing ALTA Business Structures

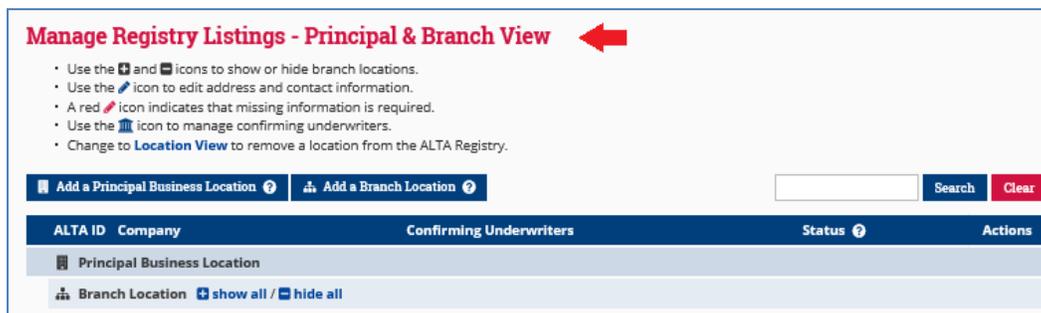
- 3.2.1. If you have access to manage ALTA Registry listings for more than one [ALTA Business Structure](#), click **Change the ALTA Business Structure**.



- 3.2.2. If you do not see **Change the ALTA Business Structure**, it is because you only have access to manage ALTA Registry listings for one ALTA Business Structure.
- 3.2.3. Select the ALTA Business Structure you would like to manage ALTA Registry listings for. See [Choosing an ALTA Business Structure](#).

3.3. Principal & Branch View

- 3.3.1. The default view for the [Manage Registry Listings Page](#) provides a view of all [Principal Business Locations](#) and their related [Branch Locations](#).



3.3.2. From here you can:

- [Add a Principal Business Location](#)
- [Add a Branch Location](#)
- [Submit Your Requests for Underwriter Confirmation](#)
- [Maintain Your ALTA Registry Listing Information](#)

3.3.3. To return to the [Principal & Branch View](#) from the [Location View](#), click **Principal and Branch View**.

Manage Registry Listings - Location View

- Use the icon to edit address and contact information.
- A red icon indicates that missing information is required.
- Use the "Remove" button to completely remove a location from the ALTA Registry. If you use the "Remove" button:
 - No changes will be made to your ALTA database records, which includes your membership and licensing information.
 - It will remove all relationships to other principal business or branch locations (*where applicable*).
 - It will remove confirmed underwriters for the location you are removing as well as all related branch locations (*where applicable*).
 - It will prompt a notification to all affected confirmed underwriters (*where applicable*).
- Change to [Principal & Branch View](#) to manage underwriters for principal business and branch locations.

3.4. Location View

3.4.1. This view can be accessed by clicking **Location View** from the [Principal & Branch View](#) and provides a view of all ALTA Registry locations regardless of Principal or Branch relationships.

Manage Registry Listings - Principal & Branch View

- Use the and icons to show or hide branch locations.
- Use the icon to edit address and contact information.
- A red icon indicates that missing information is required.
- Use the icon to manage confirming underwriters.
- Change to [Location View](#) to remove a location from the ALTA Registry.

3.4.2. From here you can:

- [Edit Listing Information](#)
- [Remove a Location from the ALTA Registry](#)

3.5. Searching for a Record

- To search for a record on any page, type the text (i.e., [ALTA ID](#), Company Name, City, etc.) you are looking for and click **Search**.
- The screen will highlight the entered text and move to the first place on the screen that the text appears.

Frozen

ALTA ID	Company	Confirming Underwriters	Status	Actions
Principal Business Location				
Branch Location show all / hide all				
1159800	Frozen Title Services 7 Backus Ave Danbury, CT	Title Underwriter Company	Under Review	
1159802	Zootopia Title Services 2 Corporate Dr, Ste 144 Shelton, CT	Title Underwriter Company	Under Review	

- To clear the highlighted text, click **Clear**.
- All highlighted text will remain until the user clears the search field.

3.6. Find Address Details

To show address details from either the [Principal & Branch](#) or [Location View](#) hover over the **Company** details for the listing.

3.7. Show/Hide Branch Locations

From the [Principal & Branch View](#) click '-' **hide all** or '+' **show all** to either hide or show Branch Location details.

ALTA ID	Company	Confirming Underwriters	Status	Actions
Principal Business Location				
Branch Location show all / hide all				
1159800	Frozen Title Services Danbury, CT	Title Underwriter Company	Under Review	
1159802	Zootopia Title Services 2 Corporate Dr, Ste 144 Shelton, CT	Title Underwriter Company	Under Review	

[Add a Principal Business Location](#)
[Add a Branch Location](#)

ALTA ID	Company	Confirming Underwriters	Status	Actions
Principal Business Location				
Branch Location show all / hide all				

3.8. Add a Principal Business Location

3.8.1. From the [Principal & Branch View](#) click **Add a Principal Business Location**.

3.8.2. You will be directed to [Adding a Principal Business Location](#).

3.9. Add a Branch Location

3.9.1. From the [Principal & Branch View](#) click **Add a Branch Location**.

3.9.2. You will be directed to [Adding a Branch Location](#).

Manage Registry Listings - Principal & Branch View

- Use the and icons to show or hide branch locations.
- Use the icon to edit address and contact information.
- A red icon indicates that missing information is required.
- Use the icon to manage confirming underwriters.
- Change to [Location View](#) to remove a location from the ALTA Registry.

[Add a Principal Business Location](#)
[Add a Branch Location](#)

Manage Registry Listings - Principal & Branch View

- Use the and icons to show or hide branch locations.
- Use the icon to edit address and contact information.
- A red icon indicates that missing information is required.
- Use the icon to manage confirming underwriters.
- Change to [Location View](#) to remove a location from the ALTA Registry.

[Add a Principal Business Location](#)
[Add a Branch Location](#)

3.10. Understanding Confirmation Statuses

3.10.1. To view the status of each request for [Confirmed Underwriter Relationship](#) view the **Status** column on the [Manage Registry Listings Page](#).

3.10.2. To view more details regarding the status, see [Managing Underwriter Relationships](#).

ALTA ID	Company	Confirming Underwriters	Status	Actions
Principal Business Location				
Branch Location show all / hide all				
1159800	Frozen Title Services Danbury, CT	Title Underwriter Company	Under Review	
1159802	Zootopia Title Services Shelton, CT	Title Underwriter Company	Under Review	
1159829	Arendale Title Fairfield, CT	Underwriting Title Services USA	Not Submitted	Submit

- **Confirmed**—The listing request has been confirmed by the selected underwriter.
- **Not Submitted**—The listing request has not been submitted for confirmation by the selected underwriter.
- **Under Review**—The listing request has been submitted for confirmation by the selected underwriter and is under review by the underwriter you selected.
- **Declined**—The selected underwriter has declined to confirm this ALTA Registry listing request.
 - ◇ When a request is **Declined** you can hover over the status to read additional details provided by the [Confirming Underwriter](#).



- **Removed - Under Review**—A legal entity name change has caused this confirmation to be removed pending underwriter review.



The name of your Principal Business Location must mirror the exact details on your written agency agreement with your underwriter therefore any changes you make to your business name must be fully processed with your [Confirming Underwriter](#) prior to submitting the change to ALTA.

4. Setting Up Your ALTA Registry Locations

4.1. Adding a Principal Business Location.



See [Get Started - Add a Principal Business Location](#) or [Add a Principal Business Location](#) for more information about the two ways you can begin the process for adding a [Principal Business Location](#).

4.2. Step 1: Select the [Principal Business Location](#)

4.2.1. Select the Principal Business Location from the dropdown menu.

STEP 1: Principal Business Location

- Select the location that is a primary or main business location for the purpose of confirmation by the underwriter.
- Example: The location listed on your agency or underwriting agreement.
- Can't find a principal business location in this list? [Search for an existing location or add a new location here.](#)

Choose Principal Business Location

Choose Principal Business Location

1165505 - ZETA Title Company NV (6480 Sky Pointe Dr, Las Vegas, NV, 89131-4038) [Select to Manage Underwriters]

1165507 - ZETA Title Company NV - Branch 1 (9725 S Eastern Ave, Las Vegas, NV, 89183-6841)

4.2.2. If you do not see the location you are looking for in the dropdown menu, proceed to [Adding a New Location to Your ALTA Business Structure](#).

4.2.3. If a location in the dropdown menu shows **[Select to Manage Underwriters]** it is because this location has already been selected as a Principal Business Location. To request an additional [Confirmed Underwriter Relationship](#), select the location. You will be directed to [Managing Underwriter Relationships](#).

4.3. Step 2: Select the Confirming Underwriters

4.3.1. Select the [Confirming Underwriter](#) from the dropdown menu.

4.3.2. If you do not see an Underwriter in the dropdown menu it is because they are not an ALTA Registry participating Underwriter. See [Troubleshooting](#) for more information.

STEP 2: Confirming Underwriters

- Select the confirming underwriters for this principal business location and enter your unique agency ID with the underwriter, if known.

Title Underwriter Company (Wapakoneta, OH)

Connecticut Attorneys Title Insurance Co. (Rocky Hill, CT)

Fidelity National Title Group (Jacksonville, FL)

First American Title Insurance Company (Santa Ana, CA)

Gulf Coast Title Insurance Co., Inc. (Foley, AL)

Old Republic National Title Insurance Company (Tampa, FL)

Stewart Title Guaranty Company (Houston, TX)

Title Underwriter Company (Wapakoneta, OH)

Underwriting Title Services USA (Lane, OK)

Agency ID: (optional)

Remove

Registry participating underwriter.

Participating underwriter information.

edit (if necessary) the company listing information.

locations.

Underwriter confirmation.

4.4. If known, enter your unique agency ID with the Confirming Underwriter. This information is optional and does not appear on the ALTA Registry but may assist the Confirming Underwriter with the confirmation process.

STEP 2: Confirming Underwriters

- Select the confirming underwriters for this principal business location and enter your unique agency ID with the underwriter, if known.

Title Underwriter Company (Wapakoneta, OH) Agency ID: (optional) Test123 Remove

Add Another Underwriter

Can't find a confirming underwriter in this list? It is because they are not an ALTA Registry participating underwriter. Contact your underwriter directly to inquire about their ALTA Registry status. [View participating underwriter information.](#)

4.5. If there is more than one Confirming Underwriter, click **Add Another Underwriter** and return to 4.3.

4.6. To remove a Confirming Underwriter once selected, click **Remove** to the right of the agency ID field.

STEP 2: Confirming Underwriters

- Select the confirming underwriters for this principal business location

Title Underwriter Company (Wapakoneta, OH)

Add Another Underwriter

STEP 2: Confirming Underwriters

- Select the confirming underwriters for this principal business location and enter your unique agency ID with the underwriter, if known.

Title Underwriter Company (Wapakoneta, OH) Agency ID: (optional) Test123 Remove

4.7. Step 3: Save

4.7.1. Review the selections made in 'Step 1' and 'Step 2' and once satisfied with those selections, click **Save & Review Listing**.

- To exit the page without changes and return to [Manage Registry Listings](#), click **Exit Without Changes**.
- To clear all changes and remain on the same page, click **Clear All Changes**.

STEP 3: Save

- Once you have saved the above selections, you are required to review and edit (if necessary) the company listing information.
- If applicable, you may then select additional principal business or branch locations.
- Once all steps are completed, you may submit the listing request for underwriter confirmation.

Save & Review Listing Exit Without Changes Clear All Changes

- Proceed to [Editing and Confirming Listing Information](#).

4.8. Adding a Branch Location



See [Add a Branch Location](#) for more information about how you begin the process for adding a [Branch Location](#).

4.8.1. Step 1: Select the Branch Location

- Select the Branch Location from the dropdown menu.

- If you do not see the location you are looking for in the dropdown menu, proceed to [Adding a New Location to Your ALTA Business Structure](#).
- If a location in the dropdown menu shows [**Select to Manage Underwriters**] it is because this location has already been selected as a Branch Location. To request an additional [Confirmed Underwriter Relationship](#), select the location. You will be directed to [Managing Underwriter Relationships](#).

4.8.2. Step 2: Select the Confirming Underwriters

- When adding a Branch Location you must select the Confirming Underwriter(s) under each [Principal Business Location](#) that apply.
 - ◇ For example, if there are two Principal Business Locations, each having a Confirmed Underwriter Relationship with 'Title Insurance Co.' and the Branch Location performs work on behalf of both Principal Business Locations, you would select 'Title Insurance Co.' twice (once under each Principal Business Location).
 - ◇ If you do not see an Underwriter you must first [Add the Underwriter](#) to a Principal Business Location.

STEP 2: Confirming Underwriters

- Check off the confirming underwriters for this branch location and enter your unique agency ID with the underwriter, if applicable.
- If an underwriter isn't listed, you must first return to [Manage Existing Listings](#) to add the underwriter to the appropriate principal business locations.
- [View participating underwriter information.](#)

Principal Business Location

Confirming Underwriter

1162526 - Incredible Title Services (Commerce, TX)

Title Insurance Co. Agency ID: (optional)

- If known, enter your unique agency ID with the Confirming Underwriter. This information is optional and will not appear on the ALTA Registry but may assist the Confirming Underwriter with the confirmation process.

STEP 2: Confirming Underwriters

- Check off the confirming underwriters for this branch location and enter your unique agency ID with the underwriter, if applicable.
- If an underwriter isn't listed, you must first return to [Manage Existing Listings](#) to add the underwriter to the appropriate principal business locations.
- [View participating underwriter information.](#)

Principal Business Location

Confirming Underwriter

1162526 - Incredible Title Services (Commerce, TX)

Title Insurance Co. Agency ID: (optional)

4.8.3. Step 3: Save

- Review the selections made in 'Step 1' and 'Step 2' and once satisfied with those selections, click **Save & Review Listing**.
 - ◇ To exit the page without changes and return to [Manage Registry Listings](#), click **Exit Without Changes**.
 - ◇ To clear all changes and remain on the same page, click **Clear All Changes**.

STEP 3: Save

- Once you have saved the above selections, you are required to review and edit (if necessary) the company listing information.
- If applicable, you may then select additional principal business or branch locations.
- Once all steps are completed, you may submit the listing request for underwriter confirmation.

Save & Review Listing **Exit Without Changes** **Clear All Changes**

- Proceed to [Editing and Confirming Listing Information](#).

4.9. Adding a New Location to Your ALTA Business Structure

- 4.9.1. From either [Step 1: Principal Business Location](#) or [Step 1: Branch Location](#), if you do not see a location you are looking for in the dropdown menu, click **Search for an existing company or add a new company here**.

STEP 1: Principal Business Location

- Select the location that is a primary or main business location for the purpose of confirmation by the underwriter.
- Example: The location listed on your agency or underwriting agreement.
- Can't find a principal business location in this list? [Search for an existing location or add a new location here.](#)

Choose Principal Business Location

- Enter data in at least one field and click **Search**.
- Review the Company Search Results. If no results were returned, proceed to [If No Accounts Were Found](#).

Q Search for Your Company Location

- Please search for your company location in case it is already in
 - At least one field is required to submit your search.
 - If you don't find your location, broaden the search criteria (e.g. Keep in mind when determining your search criteria that CA).
 - If you still don't find your location, then you may add it to your company.

Company Name

City

State

Search

- ◇ If the company name is listed with a status of "In your ABS" it means that the company already exists within your [ALTA Business Structure](#). You can click the first place you see **go back** to return to your ALTA Registry listings to select them in the dropdown menu.
- ◇ If the company name is listed without a status it means that the company exists in the ALTA Database but is not in your ALTA Business Structure. [Contact ALTA Registry Staff](#) for further assistance.
- ◇ If the name is not listed, either:
 - Click the second place you see **go back** to broaden your search criteria.
 - Click **Add a New Location** to set up a new location, proceed to [Company Location Information](#).

ALTA Registry Management for Title & Settlement Agents
 You are currently managing the ALTA Business Structure for 1165505 - ZETA Title Company NV (Las Vegas, NV).
[Download your ALTA Business Structure](#)

Search Results

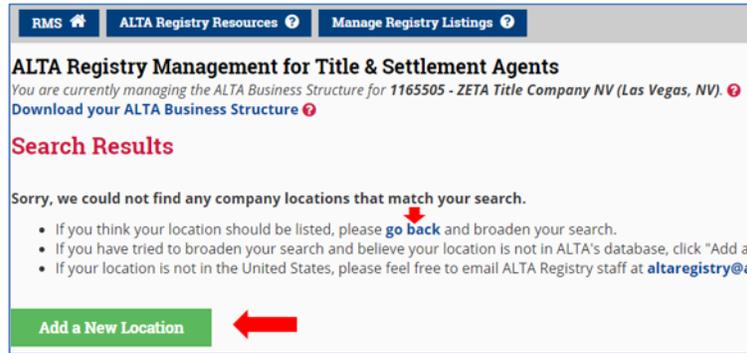
The following records matched your search.

- If the status is:
 - "In your ABS" the record already exists within your company's ALTA Business Structure. Please **go back** to add a principal or branch location and look for them in the 'Step 1' drop down.
 - "Not in your ABS" the record does exist within the ALTA database, but is not part of your company's ALTA Business Structure. For further assistance contact ALTA Registry staff.
- If you think your company location should be in this list, please **go back** and broaden your search.
- If you have tried to broaden your search and believe your location is not in ALTA's database, click "Add a New Location" below.
- If your location is not in the United States, please feel free to email ALTA Registry staff at altaregistry@alta.org or call us toll-free at 855-618-2582.

ALTA ID	Parent ID	Company	Location	Status
1165887		ZETA TCO FOR JOB AIDS	Seattle, WA	Not in your ABS

Add a New Location

- If no accounts were found that match your search criteria, either:
 - ◊ Click **go back** to broaden your search criteria.
 - ◊ Click **Add a New Location** to set up a new location.



- Complete all required fields and click **Add New Location**.
- Select the Parent Company in the dropdown that you would like to link the new company to in the [ALTA Database](#).

Company Location Information

- Please enter the information below including all required fields.
- If your location is not in the United States, please feel free to email ALTA Registry staff at altaregistry@alta.org or call us toll-free at 855-618-2582.

Parent Company	1165505 - ZETA Title Company NV (6480 Sky Pointe Dr, Las Vegas, NV, 89131-4038)	Required
Company/DBA Name	<input type="text"/>	Required
Legal Entity Name	1165505 - ZETA Title Company NV (6480 Sky Pointe Dr, Las Vegas, NV, 89131-4038)	Required
	— 1165507 - ZETA Title Company NV - Branch 1 (9725 S Eastern Ave, Las Vegas, NV, 89183-6841)	Required
Address Line 1	<input type="text"/>	Required
Address Line 2	<input type="text"/>	
City	<input type="text"/>	Required
State	Choose State	Required
Zip Code	<input type="text"/>	Required
Company E-mail	<input type="text"/>	Required
Company Web Site	<input type="text"/>	
Company Phone	000-000-0000 Ext: <input type="text"/>	Required
Company Fax	000-000-0000	
<input type="button" value="Add New Location"/>		

- Review the validated address and click **Cancel** to return to the prior screen to make changes or **Accept** to proceed.
- If the address is not able to be validated (after further review and update), [Contact ALTA Registry Staff](#) for assistance.

Address Validation ×

<p>Entered Address 9725 Eastern Av Las Vegas, NV 98126-3975</p>	<p>Validated Address 9725 S Eastern Ave Las Vegas, NV 89183-6841</p>
---	--

Click "Accept" to use the validated address.

Cancel
Accept

- Review the message and, click **Cancel** to return to the prior screen to make changes or **Continue** to finish creating your new company location.

Please Review ×

You are about to create a new company record. Once the record is created, the Company/DBA Name and Legal Entity Name can only be updated by ALTA Registry staff. If you would like to review or make changes at this time, click "Cancel".

Cancel
Continue

- You will be re-directed to either [Step 1: Principal Business Location](#) or [Step 1: Branch Location](#) where you will then be able to select the newly created company location from the dropdown menu.

STEP 1: Principal Business Location ⓘ

- Select the location that is a primary or main business location for the purpose of confirmation by the underwriter.
- Example: The location listed on your agency or underwriting agreement.*
- Can't find a principal business location in this list? [Search for an existing location or add a new location here.](#)

Choose Principal Business Location

Choose Principal Business Location

- 1165505 - ZETA Title Company NV (6480 Sky Pointe Dr, Las Vegas, NV, 89131-4038) [Select to Manage Underwriters]
- 1165507 - ZETA Title Company NV - Branch 1 (9725 S Eastern Ave, Las Vegas, NV, 89183-6841) ←

5. Submitting Your Requests for a Confirmed Underwriter Relationship

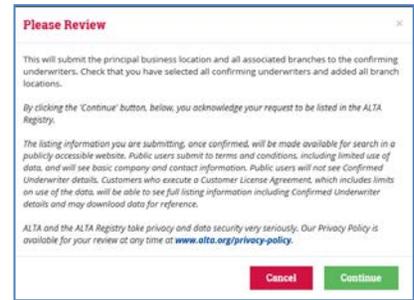
From the [Manage Registry Listings Page](#) you are able to submit requests for a [Confirmed Underwriter Relationship](#)

- 5.1. Submitting a New ALTA Registry Structure
 - 5.1.1. The first time a [Principal Business Location](#) is selected; you have the opportunity to [Add Related Branch Locations](#) and submit the entire [ALTA Registry Structure](#) at one time.
 - 5.1.2. Once you are satisfied that you have selected all [Branch Locations](#) and [Confirming Underwriters](#) for the [ALTA Registry Structure](#), click **Submit** in the 'Actions' column.

ALTA ID	Company	Confirming Underwriters	Status	Actions
Principal Business Location				
Branch Location show all / hide all				
1159829	Arendale Title Fairfield, CT	Underwriting Title Services USA	Not Submitted	Submit
1159800	Frozen Title Services Danbury, CT	Underwriting Title Services USA	Not Submitted	
1159802	Zootopia Title Services Shelton, CT	Underwriting Title Services USA	Not Submitted	

5.1.3. Review message and click **Cancel** to return to the prior screen to make changes or **Continue** to complete your request.

5.1.4. Once the request is sent you will return to the [Manage Registry Listings Page](#) and see that the status is 'Under Review'. See [Understanding Confirmation Statuses](#) for more information.



5.2. Submitting Additions to an Existing ALTA Registry Structure

 After the first time an [ALTA Registry Structure](#) is submitted, when a [Confirming Underwriter](#) or Branch Location is added, in most cases it must be submitted one at a time.

 NOTE: An exception is when a [Confirming Underwriter](#) is added to a [Principal Business Location](#) and then also added to a related Branch Location. When this happens the related Branch locations are submitted along with the Principal Business Location.

ALTA ID	Company	Confirming Underwriters	Status	Actions
Principal Business Location				
Branch Location show all / hide all				
1159800	Frozen Title Services Danbury, CT	Title Underwriter Company	Confirmed	
		Underwriting Title Services USA	Not Submitted	Submit
1159802	Zootopia Title Services Shelton, CT	Title Underwriter Company	Confirmed	
1159829	Arendale Title Fairfield, CT	Title Underwriter Company	Not Submitted	Submit
		Underwriting Title Services USA	Not Submitted	NO SUBMIT BUTTON

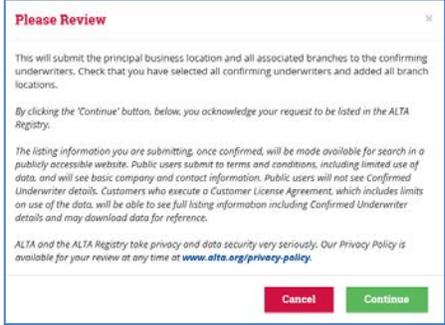
5.2.1. Once you are satisfied with your selection click **Submit** in the 'Actions' column for each request you would like to submit.

1159800	Frozen Title Services Danbury, CT	Title Underwriter Company	Confirmed	
		Underwriting Title Services USA	Not Submitted	Submit
1159802	Zootopia Title Services Shelton, CT	Title Underwriter Company	Confirmed	
1159829	Arendale Title Fairfield, CT	Title Underwriter Company	Not Submitted	Submit
		Underwriting Title Services USA	Not Submitted	

- Review message and click **Cancel** to return to the prior screen to make changes or **Continue** to complete your request.



NOTE: It is important to read the message as it will provide details specific to what is being submitted to the [Confirming Underwriter](#). These details will vary based on each submission.



- Once the request is sent you will return to the [Manage Registry Listings Page](#) and see that the status is 'Under Review'. See [Understanding Confirmation Statuses](#) for more information.

5.3. Re-submitting a Previously Declined Request

- 5.3.1. When a [Confirming Underwriter](#) has declined your request for a [Confirmed Underwriter Relationship](#), you can resubmit the request after addressing the reason for the denial. See [Understanding Confirmation Statuses](#) or [Troubleshooting](#) for more information.
- 5.3.2. Once satisfied with your request, click **Resubmit** in the 'Actions' column for each request you would like to resubmit.

ALTA ID	Company	Confirming Underwriters	Status	Actions
Principal Business Location				
Branch Location show all / hide all				
1162552	Monsters Inc Title Insurance Springfield, IL	First American Title Insurance Company	Confirmed	
		Alamo Title Insurance	Confirmed	
		Stewart Title Guaranty Company	Confirmed	
1162554	Sully Title Agency Champaign, IL	Gulf Coast Title Insurance Co., Inc.	Declined	Resubmit
		Fidelity National Title Group	Confirmed	

- 5.3.3. Review message, click **Cancel** to return to the prior screen to make changes or **Continue** to complete your request.



NOTE: It is important to read the message as it will provide details specific to what is being submitted to the [Confirming Underwriter](#). These details will vary based on each submission.

- 5.3.4. Once the request is sent you will return to the [Manage Registry Listings Page](#) and see that the status is 'Under Review'. See [Understanding Confirmation Statuses](#) for more information.

6. Maintaining Your ALTA Registry Listing Information

6.1. Editing and Confirming Listing Information

From the [Principal & Branch View](#) or the [Location View](#) click the  icon under the [ALTA ID](#) for the location that you are editing listing information for.

6.2. Step 1: Company Contact Information

6.2.1. Review the Company Contact Information and if changes are needed, click **Edit Information** at the bottom of the box to open the Company Contact Information to edit. If no changes are needed proceed to [Step 2: Registry Listing Contact Person](#).

6.2.2. If the box is already open for editing, it means that your <https://www.alta.org/registry/resources-glossary.cfm#Company> is missing information that is required for an ALTA Registry listing. Proceed to section 6.2.3. below.

STEP 1: Company Contact Information

- This is the company information that will be included with your ALTA Registry listing.
- For changes to company name information, please feel free to email ALTA Registry staff at altaregistry@alta.org or call us toll-free at 855-618-2582.

ALTA ID	1165505	The unique ID assigned by ALTA
Legal Name	ZETA Title Inc NV	For contractual agreements and to file taxes
DBA Name	ZETA Title Company NV	For general business purposes, such as advertising
Mailing Address	6480 Sky Pointe Dr Las Vegas, NV 89131-4038	Your ALTA mailing address will also be used for your ALTA Registry listing, unless you provide an alternate address. Making changes to your mailing address here will also change your address for ALTA business purposes. Provide An Alternate Address
Company E-mail	ZetaTitle@regtest.com	
Company Web Site	No company web site	
Company Phone	702-216-5454	
Company Fax	No company fax number	

Edit Information

6.2.3. Enter your updated information in the white boxes.

NOTE: Changes to [Legal Entity Name](#) or [DBA Name](#) can only be made by [Contacting ALTA Registry Staff](#).

6.2.4. If you would like to provide an alternate address for [ALTA Registry](#) listing purposes only, click **Provide an Alternate Address**.

6.2.5. Whenever the **Validate Address** button appears, you must click it to complete address validation prior to proceeding to [Step 2: Registry Listing Contact Person](#).

6.3. Step 2: Registry Listing Contact Person

6.3.1. If Choose Registry Listing Contact appears, select a person from the dropdown menu and click **Confirm Contact**.

6.3.2. If a [Registry Listing Contact Person](#) is already showing and you are making changes, proceed to section 6.3.8 below. If no changes are needed, proceed to [Step 3: Confirm](#).

STEP 1: Company Contact Information

- This is the company information that will be included with your ALTA Registry listing.
- For changes to company name information, please feel free to email ALTA Registry staff at altaregistry@alta.org or call us toll-free at 855-618-2582.

ALTA ID	1165505	The unique ID assigned by ALTA
Legal Name	ZETA Title Inc NV	For contractual agreements and to file taxes
DBA Name	ZETA Title Company NV	For general business purposes, such as advertising
Mailing Address	Line 1: 6480 Sky Pointe St Line 2: <input type="text"/> City: Las Vegas State: Nevada Zip: 89131-4038	Required Your ALTA mailing address will also be used for your ALTA Registry listing, unless you provide an alternate address. Making changes to your mailing address here will also change your address for ALTA business purposes. Validate Address Provide An Alternate Address
Company E-mail	ZetaTitle@regtest.com	Required
Company Web Site	<input type="text"/>	
Company Phone	702-216-5454 Ext: <input type="text"/>	Required
Company Fax	000-000-0000 Ext: <input type="text"/>	

STEP 2: Registry Listing Contact Person

- The ALTA Registry listing contact **MUST** be an individual person at the company prepared to respond to or direct inquiries from ALTA Registry users.

Registry Listing Contact: 



*Can't find a person in this list?
First save any changes you may have made above by clicking "Save Information" in Step 3 below. Then search for an existing person or add a new person here.*

6.3.3. If you cannot find a person in the dropdown menu, see [Adding an Individual to your ALTA Business Structure](#).

6.3.4. Review the e-mail and phone information for accuracy and update (if needed). Proceed to [Step 3: Confirm](#).

6.3.5. Use the alternate e-mail and phone fields to provide information that will be used for [ALTA Registry](#) listing purposes only.

6.3.6. When the **Choose a Different Contact** button appears, you may click it to return to [6.3.1](#).

STEP 2: Registry Listing Contact Person

- The ALTA Registry listing contact **MUST** be an individual at the company prepared to respond to or direct inquiries from ALTA Registry users.
- Making changes in the first section below will also change the e-mail or phone number for ALTA business purposes.

Name: Sandy Thomas

E-mail: *Required*

Phone: Ext: *Required*

- If you wish to enter an alternate e-mail or phone number, they will **ONLY** be used for your ALTA Registry listing.
- If nothing is entered, the information above will be used.

Alternate E-mail:

Alternate Phone: Ext:

STEP 2: Registry Listing Contact Person

- The ALTA Registry listing contact **MUST** be an individual at the company prepared to respond to or direct inquiries from ALTA Registry users.
- Making changes in the first section below will also change the e-mail or phone number for ALTA business purposes.

Name: Jane DoeRayMe

E-mail: *Required*

Phone: Ext: *Required*

- If you wish to enter an alternate e-mail or phone number, they will **ONLY** be used for your ALTA Registry listing.
- If nothing is entered, the information above will be used.

Alternate E-mail:

Alternate Phone: Ext:



Can't find someone? Search for an existing individual, or add someone new here. Note you will have to re-enter any changes you may have made on this page.

6.3.7. When the **Cancel Edit** button appears, you may click it to retain the original [Registry Listing Contact Person](#) information.

STEP 2: Registry Listing Contact Person

- The ALTA Registry listing contact **MUST** be an individual at the company prepared to respond to or direct inquires from ALTA Registry users.
- Making changes in the first section below will also change the e-mail or phone number for ALTA business purposes.

Name **Sandy Thomas**

E-mail *Required*

Phone Ext: *Required*

- If you wish to enter an alternate e-mail or phone number, they will ONLY be used for your ALTA Registry listing.
- If nothing is entered, the information above will be used.

Alternate E-mail

Alternate Phone Ext:

Cancel Edit 

6.3.8. To edit email or phone number information for the current Registry Listing Contact Person click **Edit Contact** and return to section 6.3.4 below

STEP 2: Registry Listing Contact Person

- The ALTA Registry listing contact **MUST** be an individual at the company prepared to respond to or direct inquires from ALTA Registry users.

Name **Sandy Thomas**

E-mail **Sandy@zetatitleco.com**

Phone **702-216-5454**

- If you wish to enter an alternate e-mail or phone number, they will ONLY be used for your ALTA Registry listing.
- If nothing is entered, the information above will be used.

Alternate E-mail *Default above will be used in the registry.*

Alternate Phone *Default above will be used in the registry.*

 **Edit Contact** **Change Contact**

Can't find someone? Search for an existing individual, or add someone new here. Note you will have to re-enter any changes you may have made on this page.

6.3.9. To change the current Registry Listing Contact Person to a new person, click **Change Contact** and return to 6.3.1.

STEP 2: Registry Listing Contact Person

- The ALTA Registry listing contact **MUST** be an individual at the company prepared to respond to or direct inquires from ALTA Registry users.

Name **Sandy Thomas**

E-mail **Sandy@zetatitleco.com**

Phone **702-216-5454**

- If you wish to enter an alternate e-mail or phone number, they will ONLY be used for your ALTA Registry listing.
- If nothing is entered, the information above will be used.

Alternate E-mail *Default above will be used in the registry.*

Alternate Phone *Default above will be used in the registry.*

Edit Contact **Change Contact** 

Can't find someone? Search for an existing individual, or add someone new here. Note you will have to re-enter any changes you may have made on this page.

6.4. Step 3: Confirm

6.4.1. Review the selections made in 'Step 1' and 'Step 2' and once satisfied with those selections, click **Save Information**.

- To exit the page without changes and return to [Manage Registry Listings](#), click **Exit Without Changes**.
- To clear all changes and remain on the same page, click **Clear All Changes**.

STEP 3: Confirm

- Once you have saved the company listing information, your ALTA record will be updated.
- If this is an existing ALTA Registry listing, the updated information will appear on the next business day.
- If this is a new ALTA Registry listing request, you **MUST** also **SUBMIT** for confirmation on the next page.

Buttons: **Save Information** (with red arrow pointing left), **Exit Without Changes** (with red arrow pointing down), **Clear All Changes** (with red arrow pointing down).

- Selecting either will direct you to the [Manage Registry Listings Page](#).
- Once you have saved the company listing information, your information will be updated in the [ALTA Database](#).
- If this is an existing [ALTA Registry](#) listing, the updated information will appear on the next business day.
- If this is a new ALTA Registry listing request, you **MUST** also [Submit Your Request for Underwriter Confirmation](#).

6.5. Adding an Individual to your ALTA Business Structure

6.5.1. If you cannot find a person in the [Registry Listing Contact Person](#) dropdown menu click **Search for an existing individual, or add someone new here**.

STEP 2: Registry Listing Contact Person

- The ALTA Registry listing contact **MUST** be an Individual at the company prepared to respond to or direct inquires from ALTA Registry users.

Registry Listing Contact: Choose Registry Listing Contact

Buttons: **Confirm Contact** (with red arrow pointing down), **Cancel Change**

Can't find someone? Search for an existing individual, or add someone new here. Note you will have to re-enter any changes you may have made on this page.

6.5.2. Enter data in at least one field and click **Search**.

6.5.3. Review the Account Search Results. If no results were returned, proceed to [6.5.7](#).

6.5.4. If the name is listed with a status of "In your ABS" it means that the individual already exists within your [ALTA Business Structure](#) and you can click the first place you see **go back** to return to your ALTA Registry listings to select them in the dropdown menu.

Q Search for an Individual

- Please search for the individual in case they are already in our system.
 - At least one field is required to submit a search.
 - If you don't find the individual, broaden the search criteria (for example, use the first few letters of the last name).
 - Keep in mind when determining your search criteria that Ed, Eddie, and Edward will return different records.
- If you do not find the individual, then you may add them to your company's ALTA Business Structure.

Fields: First Name, Last Name, E-mail Address, Company Name, City, State (Choose State)

Button: **Search** (with red arrow pointing left)

6.5.5. If the name is listed without a status it means that the individual exists in the [ALTA Database](#) but is not in your ALTA Business Structure. [Contact ALTA Registry Staff](#) for further assistance.

6.5.6. If the name is not listed, either:

- Click the second place you see **go back** to broaden your search criteria.
- Click **Add a New Individual** to set up an ALTA login name and password, proceed to section 6.5.8. below

ALTA Registry Management for Title & Settlement Agents
 You are currently managing the ALTA Business Structure for 1165505 - ZETA Title Company NV (Las Vegas, NV). [?](#)
[Download your ALTA Business Structure](#) [?](#)

Search Results

The following individuals match your search.

- If the status is:
 - "In your ABS" the individual already exists within your company's ALTA Business Structure. Please **go back** to Manage Listings and select the edit icon for the location to look for the individual in the 'Step 2' Registry Listing Contact Person drop down.
 - "Not in your ABS" the individual does exist within the ALTA database, but is not part of your company's ALTA Business Structure. For further assistance contact ALTA Registry staff.
- If you think an individual should be listed, please **go back** and broaden your search.
- If you have tried to broaden your search and believe the individual is not in ALTA's database, click "Add a New Individual" below.

Individual	Company	Location	Status
Thomas, Sandy	ZETA Title Company NV	Las Vegas, NV	In your ABS
Town, Sara	ZETA Title Company CO	Edgewater, CO	Not in your ABS

Add a New Individual 

6.5.7. If no accounts were found that match your search criteria, either:

- Click **go back** to broaden your search criteria, or
- Click **Add a New Individual** to set up a new individual ALTA account.

6.5.8. Complete all required fields and click **Add Individual**.

- Select the Parent Company in the dropdown that you would like to link the individual to in the ALTA Database.

RMS [ALTA Registry Resources](#) [?](#) [Manage Registry Lists](#)

ALTA Registry Management for Title & Settlement Agents
 You are currently managing the ALTA Business Structure for 1165505 - ZETA Title Company NV (Las Vegas, NV). [?](#)
[Download your ALTA Business Structure](#) [?](#)

Search Results

Sorry, we could not find any individuals that match your search.

- If you think the individual should be listed, please **go back** and broaden your search.
- If you have tried to broaden your search and believe the individual is not in ALTA's database, click "Add a New Individual" below.

Add a New Individual 

Individual Information

- Please enter the individual's information including all required fields.
- **ALTA takes online security seriously.**
 - The individual's **login** will default to their e-mail address, but it may be changed.
 - The **password** is system generated but may be changed by the individual.
- When the account is created the individual will receive an email with instructions for accessing their account.

Parent Company: 1165505 - ZETA Title Company NV (6480 Sky Pointe Dr, Las Vegas, NV, 89131-4038) *Required*

First Name: Julie *Required*

Middle Name:

Last Name: Craft *Required*

Suffix:

Individual E-mail: jcraft@zeta.com *Required*

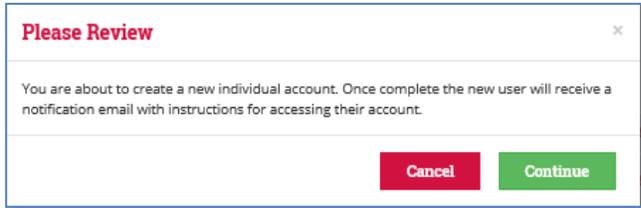
Work Phone: 702-216-5454 Ext: *Required*

Job Title:

Login: jcraft@zeta.com *Required*

Add Individual 

- Review message and click **Cancel** to return to the prior screen to make changes or **Continue** to finish creating the new individual account.
- You will be directed back to [Editing and Confirming Listing Information](#) to continue making your selections.



7. Managing Underwriter Relationships

7.1. From the [Principal & Branch View](#) click the  icon under the [ALTA ID](#) for the location where you wish to manage [Confirming Underwriters](#).

ALTA ID	Company	Confirming Underwriters	Status
Principal Business Location			
Branch Location show all / hide all			
1165505	ZETA Title Company NV  Las Vegas, NV	ZETA TCO ALL FOR INTERNAL TESTING ONLY	Confirmed
		ZETA TCO PBL FOR INTERNAL TESTING ONLY	Confirmed
1165507	ZETA Title Company NV - Branch 1  Las Vegas, NV	ZETA TCO ALL FOR INTERNAL TESTING ONLY	Confirmed
		ZETA TCO PBL FOR INTERNAL TESTING ONLY	Confirmed

7.2. Principal Business Location

7.2.1. Step 1: Current [Confirming Underwriters](#)

- To remove a relationship with a Confirming Underwriter, click **Remove** to the right of the Agency ID field for that Confirming Underwriter. NOTE: The Confirming Underwriter will be notified anytime you remove a [Confirmed Underwriter Relationship](#).
- To update the agency ID with the Confirming Underwriter, update the field as needed. This information is optional and does not appear on the ALTA Registry but may assist the Confirming Underwriter with the confirmation process.
- Details regarding the [Confirmation Status](#) with the [Confirming Underwriter](#) are shown in red.

STEP 1: Current Confirming Underwriters

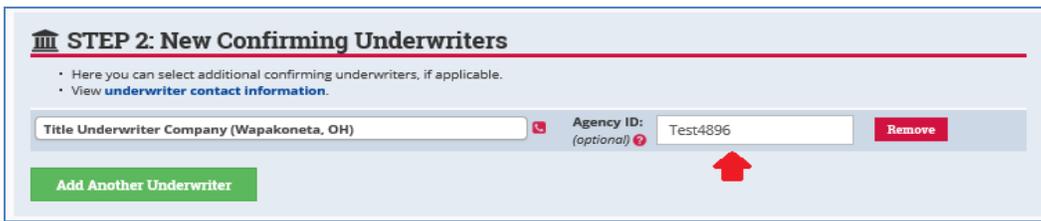
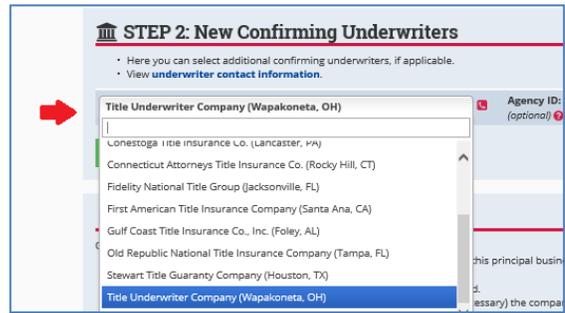
- Here you can edit the unique agency ID with the underwriter, if known, or remove a confirming underwriter.
- When a confirming underwriter is removed, the underwriter is also removed from all associated branch locations.
- When a confirming underwriter is removed and the status of the confirmation is **Confirmed**, the confirming underwriter will be notified.
- Removing all confirming underwriters will remove this listing from the ALTA Registry.

ZETA TCO ALL FOR INTERNAL TESTING ONLY (Washington, DC)
Confirmed by underwriter on 6/21/2017

Agency ID: **Remove**

7.2.2. Step 2: New Confirming Underwriters

- To request a new [Confirmed Underwriter Relationship](#), click **Add Another Underwriter**.
- Select the Confirming Underwriter from the dropdown menu.
- If you do not see an [Underwriter](#) in the dropdown menu it is because they are not an ALTA Registry participating Underwriter. See [Troubleshooting](#) for more information.
- If known, enter the unique agency ID with the [Confirming Underwriter](#). This information is optional and does not appear on the ALTA Registry but may assist the Confirming Underwriter with the confirmation process.



- If there is more than one Confirming Underwriter, click **Add Another Underwriter** and repeat.
- To remove a Confirming Underwriter once selected, click **Remove** to the right of the agency ID field.



7.2.3. Step 3: Save

- Review the selections made in 'Step 1' and 'Step 2' and once satisfied with those selections, click **Confirm & Review Listing**.



NOTE: Text in this step may vary based on the actions taken, but the user will always need to click the blue button in 'Step 3: Save' to finalize the selections made.

- To exit the page without changes and return to [Manage Registry Listings](#), click **Exit Without Changes**.
- To clear all changes and remain on the same page, click **Clear All Changes**.

STEP 3: Save

Once you have saved these selections:

- If you are removing confirming underwriters, they will be removed from this principal business location, and if applicable, all associated branch locations.
- If you are editing an agency ID, the confirming underwriter will be notified.
- If you are adding confirming underwriters, you will review and edit (if necessary) the company listing information and then submit for confirmation.

Confirm & Review Listing **Exit Without Changes** **Clear All Changes**

Do you have questions or concerns? Can't find what you are looking for?
If you need help or more information, please feel free to email ALTA Registry staff at altaregistry@alta.org or call us toll-free at 855-618-2582.

- If you have added new Confirming Underwriters, you will be directed to [Editing and Confirming Listing Information](#). If you have only removed Confirming Underwriters, you will be direct to the [Manage Registry Listings Page](#) (no further action is required).

7.3. Branch Location

7.3.1. Step 1: Current Confirming Underwriters

- Add or Remove a next to the [Confirming Underwriter](#) under each [Principal Business Location](#) that may apply.
 - ◇ For example if there are two Principal Business Locations, each having a [Confirmed Underwriter Relationship](#) with 'Title Underwriter Company' and the [Branch Location](#) performs work on behalf of both Principal Business Locations, you would select 'Title Underwriter Company' twice (once under each Principal Business Location).
 - ◇ If you do not see an [Underwriter](#) you must first [Add the Underwriter](#) to a Principal Business Location.
- To add or edit the unique agency ID enter the information next to the Confirming Underwriter name. This information is optional and does not appear on the ALTA Registry but may assist the Confirming Underwriter with the confirmation process.

STEP 1: Confirming Underwriters

- You can add or remove confirming underwriters for this branch location by checking or unchecking the boxes below.
- You can edit the unique agency ID with the underwriter, if known.
- When a confirming underwriter is removed and the status of the confirmation is *Confirmed*, the confirming underwriter will be notified.**
- Removing all confirming underwriters will also remove this branch location from the ALTA Registry.**
- If an underwriter isn't listed, you must first return to [Manage Existing Listings](#) to add the underwriter to the appropriate principal business locations.*
- View [underwriter contact information](#).

Principal Business Location

 Confirming Underwriter

1159800 - Frozen Title Services (Danbury, CT)

Title Underwriter Company  Agency ID: Will be removed once confirmed in STEP 2.

1159829 - Arendale Title (Fairfield, CT)

Underwriting Title Services USA  Agency ID:

7.3.2. Step 2: Save

- Review the selections made in 'Step 1' and once satisfied with those selections, click **Confirm and Submit**.
 - NOTE: Text in this step may vary based on the actions taken, but the user will always need to click the blue button in 'Step 2: Save' to finalize the selections made.
 - To exit the page without changes and return to [Manage Registry Listings](#), click **Exit Without Changes**.
 - To clear all changes and remain on the same page, click **Clear All Changes**.
- If you have added new Confirming Underwriters, you will be directed to [Editing and Confirming Listing Information](#). If you have only removed Confirming Underwriters, you will be direct to the [Manage Registry Listings Page](#) (no further action is required).

STEP 2: Save

Once you have saved these selections:

- If you are removing confirming underwriters, they will be removed from this branch location.
- If you are editing an agency ID, the confirming underwriter will be notified.
- If you are adding confirming underwriters, you will review and edit (if necessary) the company listing information and then submit for confirmation.

Confirm & Submit 
Exit Without Changes 
Clear All Changes 

8. Removing a Location from the ALTA Registry



NOTE: The following actions should **ONLY** be performed when it is your intent to remove an entire location from the **ALTA Registry**. To remove a specific **Confirmed Underwriter Relationship**, go to **Managing Underwriter Relationships**.

- 8.1. From the **Location View**, click **Remove** next to the location that you would like to remove.
- 8.2. A location can be removed regardless of the **Confirmation Status**. If the location is not yet in the ALTA Registry, i.e., 'Under Review', all pending requests will be removed from the system.

Manage Registry Listings - Location View

- Use the icon to edit address and contact information.
- A red icon indicates that missing information is required.
- Use the "Remove" button to completely remove a location from the ALTA Registry. If you use the "Remove" button:
 - No changes will be made to your ALTA database records, which includes your membership and licensing information.
 - It will remove all relationships to other principal business or branch locations (*where applicable*).
 - It will remove confirmed underwriters for the location you are removing as well as all related branch locations (*where applicable*).
 - It will prompt a notification to all affected confirmed underwriters (*where applicable*).
- Change to **Principal & Branch View** to manage underwriters for principal business and branch locations.

ALTA ID	Company	Confirming Underwriters	Principal	Status	Actions
1159800	Frozen Title Services Danbury, CT	Title Underwriter Company	Self	Under Review	<input type="button" value="Remove"/>
1159802	Zootopia Title Services Shelton, CT	Title Underwriter Company	1159800	Under Review	<input type="button" value="Remove"/>
1159829	Arendale Title Fairfield, CT	Underwriting Title Services USA	Self	Not Submitted	<input type="button" value="Remove"/>

- 8.3. Review message and click **Cancel** to return to the prior screen or **Continue** to complete the action.



NOTE: It is **very important** to read the message prior to proceeding. It is possible that removing a location could affect related **Branch Locations** and those details will be provided in this message. See **Frequently Asked Questions** for more information.

Please Review

This action will completely remove this location from the ALTA Registry and will prompt notification to all of the confirmed underwriters. However, please note that this action will have no affect on the record within the ALTA membership database.

NOTE: This action will also remove relationships with the following branch locations (and their confirmed underwriters). This may also result in the branch location being removed from the ALTA Registry (if no other confirmed underwriter relationships exist).

1165501 - ZETA Title Company CO - Branch 1 (Westminster, CO)
1165503 - ZETA Title Company CO - Branch 2 (Glendale, CO)

9. Email Notifications

There are a variety of events that will trigger an email notification from either the **RMS** and/or the **ALTA Registry**. Below is a brief description of each event and notification type a **Title Agent** may receive.

- 9.1. ALTA Registry New Listing Request

Submitting a New ALTA Registry Structure to a **Confirming Underwriter** will trigger the following messages:

- 9.1.1. An RMS email with the details of the new listing request will be sent to the **individual who entered the request** at the time of submission.
- 9.1.2. If confirmed by at least one Confirming Underwriter, an ALTA Registry email will be sent to the [Company](#) and [Registry Listing Contact Person](#) at the time the listing is made available to the [ALTA Registry](#).
- 9.1.3. If declined by at least one [Confirming Underwriter](#), see [ALTA Registry Underwriter Notification - Declined New Confirmation Request](#).
- 9.2. ALTA Registry New Confirmation Request
[Submitting Additions to an Existing ALTA Registry Structure](#) to a Confirming Underwriter will trigger the following messages:
 - 9.2.1. An [RMS](#) email with the details of the new confirmation request will be sent to the **individual who entered the request** at the time of submission.
 - 9.2.2. If confirmed by the [Confirming Underwriter](#), an [ALTA Registry](#) email will be sent to the **Company** and **Registry Listing Contact Person** at the time the updated information is made available to the ALTA Registry.
 - 9.2.3. If declined by the Confirming Underwriter, see [ALTA Registry Underwriter Notification - Declined New Confirmation Request](#).
- 9.3. ALTA Registry Update
Editing Listing Information when there is an already [Confirmed Underwriter Relationship](#) will trigger the following messages:
 - 9.3.1. An [RMS](#) email with a summary of the changes will be sent to the **individual who entered the request** at the time of submission.
 - 9.3.2. An ALTA Registry email will be sent to the [Company](#) and [Registry Listing Contact Person](#) at the time the updated information is made available to the ALTA Registry.
 - 9.3.3. If the changes are declined by the Confirming Underwriter, see [ALTA Registry Underwriter Notification - Existing Confirmation Removed](#).
- 9.4. ALTA Registry Legal Entity Name Change
Changing a [Legal Entity Name](#) when there is an already [Confirmed Underwriter Relationship](#) will trigger the following messages:
 - 9.4.1. An [RMS](#) email with a summary of the changes will be sent to the [Primary Contact](#) at the time of submission.
 - 9.4.2. If confirmed by the [Confirming Underwriter](#), [ALTA Registry Underwriter Notification - Confirmation of Legal Entity Name Change](#) will be sent to the [Primary Contact](#).
 - 9.4.3. If the changes are declined by the Confirming Underwriter, see [ALTA Registry Underwriter Notification - Existing Confirmation Removed](#).
- 9.5. ALTA Registry Confirming Underwriter Removed
Removing a Confirming Underwriter from an existing [ALTA Registry Structure](#) (see [Managing Underwriter Relationships](#)) will trigger the following messages:

- 9.5.1. An [RMS](#) email detailing the [Confirming Underwriter](#) removed will be sent to the **individual who entered the request** at the time of submission.
- 9.5.2. An ALTA Registry email will be sent to the [Company](#) and [Registry Listing Contact Person](#) at the time the updated information is made available to the [ALTA Registry](#).
- 9.6. ALTA Registry Listing Removed
- [Removing a Location from the ALTA Registry](#) will trigger the following messages:
- 9.6.1. An [RMS](#) email detailing the listing to be removed will be sent to the **individual who entered the request** at the time of submission.
- 9.6.2. An [ALTA Registry](#) email will be sent to the [Company](#) and [Registry Listing Contact Person](#) for any listing affected at the time the updated information is made available to the [ALTA Registry](#).
- 9.7. ALTA Registry Underwriter Notification – Declined New Confirmation Request
- A [Confirming Underwriter](#) declining a request for a [Confirmed Underwriter Relationship](#) will trigger the following message:
- 9.7.1. An [RMS](#) email detailing the reason the [Confirming Underwriter](#) has declined the request will be sent to the **individual who originally entered the request**.
- 9.8. ALTA Registry Underwriter Notification - Existing Confirmation Removed
- A [Confirming Underwriter](#) declining a change to or removing an existing [Confirmed Underwriter Relationship](#) will trigger the following message:
- 9.8.1. An [RMS](#) email detailing the reason the [Confirming Underwriter](#) has removed the [Confirmed Underwriter Relationship](#) will be sent to the [Primary Contact](#).
- 9.8.2. An [ALTA Registry](#) email will be sent to the [Company](#) and [Registry Listing Contact Person](#) for any listing affected at the time the updated information is made available to the [ALTA Registry](#).
- 9.9. ALTA Registry Underwriter Notification - Confirmation of Legal Entity Name Change
- A [Confirming Underwriter](#) confirming a [Legal Entity Name](#) change for a listing with an existing [Confirmed Underwriter Relationship](#) will trigger the following message:
- 9.9.1. An [RMS](#) email advising when the [Confirming Underwriter](#) has confirmed a [Legal Entity Name](#) change will be sent to the [Primary Contact](#).
- 9.9.2. An [ALTA Registry](#) email will be sent to the [Company](#) and [Registry Listing Contact Person](#) at the time the updated information is made available to the [ALTA Registry](#).

10. Underwriters: Confirming and Contacting

- 10.1. Finding and Viewing Details for a [Confirming Underwriter](#). There are three places to locate details about [Confirming Underwriter](#).
- 10.1.1. [ALTA Registry Resources](#).
- 10.1.2. [Managing Registry Listing Page](#).
- 10.1.3. [Managing Underwriter Relationships](#).
- 10.2. [ALTA Registry Resources](#)

10.2.1. From alta.org/registry/resources.cfm, click **List of Underwriters**.

10.2.2. View the status of an **Underwriter** with the **ALTA Registry** and locate contact information.

ALTA Registry Confirming Underwriters

- All title insurance underwriters are eligible to confirm title agent records to be listed in the ALTA Registry.
- The following chart shows the status of confirming underwriters today. [Click here for a list of all u](#)
- Click "Show E-mail" to see their e-mail address.
- If you are an underwriter and interested in confirming your agents for listing in the ALTA Registry, please altaregistry@alta.org or 855-618-2582.

ALTA ID	Company Name	Location	Contact	ALTA Registry Participation
1162677	ZETA TCO ALL FOR INTERNAL TESTING ONLY (ZETALL)	Washington, DC	Show E-mail 555-555-5555	Confirming All Locations
1162678	ZETA TCO PBL FOR INTERNAL TESTING ONLY (ZETAPB)	Washington, DC	Show E-mail 555-125-8645	Confirming PBLs Only

Resources

- Getting Started
- Materials for Download
- Frequently Asked Questions
- Glossary of Terms
- List of Underwriters ←
- Registry Home

10.3. Manage Registry Listings Page

From the **Principal & Branch View** of the **Manage Registry Listings Page**, when the **Status** shows **Under Review**, hover over the  icon to show the phone number and email address provided by the **Confirming Underwriter** for the purpose of directing inquiries regarding the status of your **Confirmed Underwriter Relationship**.

1159800	Frozen Title Services Danbury, CT	Title Underwriter Company Underwriting Title Services USA	Confirmed Under Review 
1159802	Zootopia Title Services Shelton, CT	Title Underwriter Company	Confirmed
1159829	Arendale Title Fairfield, CT	Title Underwriter Company Underwriting Title Services USA	Declined  Resubmit Under Review 

Phone: 555-555-5555
E-mail: registry@uwtitleservicesusa.com

10.4. Managing Underwriter Relationships

From the **Managing Underwriter Relationships** pages hover over the  icon to show the phone number and email address provided by the **Confirming Underwriter** for the purpose of directing inquiries regarding the status of your **Confirmed Underwriter Relationship**.

STEP 1: Current Confirming Underwriters

- Here you can edit the unique agency ID with the underwriter, if known, or remove a confirming underwriter.
- When a confirming underwriter is removed, the underwriter is also removed from all associated branch locations.
- When a confirming underwriter is removed and the status of the confirmation is **Confirmed**, the confirming underwriter will be notified.
- Removing all confirming underwriters will remove this listing from the ALTA Registry.

Title Underwriter Company (Wapakoneta, OH) <i>Confirmed by underwriter on 1/19/2017</i>	 Agency ID: <input type="text" value="Test123"/> Remove
Underwriting Title Services USA (Lane, OK) <i>Sent to underwriter for confirmation on 1/19/2017 and is under review</i>	 Agency ID: <input type="text"/> Remove

Phone: 555-555-5555
E-mail: registry@uwtitleservicesusa.com

Appendices

Appendix A Troubleshooting

- 1. I do not see 'Manage My Office and Underwriters' on the RMS landing page.**

First, you want to ensure you are logged in to the ALTA website (see [Log In to the RMS](#)). If you are logged in and still do not see this option, it means you do not have access to manage [ALTA Registry](#) agent listings for your [ALTA Business Structure](#). To request access to manage ALTA Registry agent listings in the RMS as either a [Primary Contact](#) or [Secondary Contact](#) for your ALTA Business Structure, [Contact ALTA Registry Staff](#).
- 2. I do not see my underwriter in the dropdown menu.**

If you do not see your [Underwriter](#) in the dropdown menu, it is because they are not currently a participating [Confirming Underwriter](#). Contact the Confirming Underwriter directly to further inquire about their status with the [ALTA Registry](#).
- 3. I am not able to edit my Company/DBA Name or Legal Name.**

Changes to [DBA Name](#) and/or [Legal Entity Name](#) are not permitted in the [RMS](#). You must [Contact ALTA Registry Staff](#) to request this change.
- 4. I clicked 'Cancel Edit' for a Registry Listing Contact, but the incorrect information still appears on the page.**

When you click **Cancel Edit**, the system does not clear what was entered but rather ensures the edit is not submitted. If you return to **Edit Contact**, you will return to where you left off. Only when you proceed to [Step 3: Confirm](#) is an edit submitted.
- 5. I do not see a location on my Manage Registry Listings Page that should be there.**

If you do not see a location that you know to have a [Confirmed Underwriter Relationship](#) on your [Manage Registry Listings Page](#), it is because the [Confirming Underwriter](#) has removed your status as a confirmed agent. If this has occurred, you should have received an [Email Notification](#) with additional information. After resolving the reason for the removal of the [Confirmed Underwriter Relationship](#) directly with the [Confirming Underwriter](#), you may [Submit a New Request for a Confirmed Underwriter Relationship](#).
- 6. My underwriter declined my request for a Confirmed Underwriter Relationship. What should I do now?**

See [Re-submitting a Previously Declined Request](#) for more information.
- 7. I am not able to click the edit listing option?**

You are not able to edit listing information on the same day confirmation of a [Confirmed Underwriter Relationship](#) occurs. You must wait until the next day to update your listing information.