



# Land Title Transaction Management System

## Quick Start Guide

Welcome to Land Title's Transaction Management System, where you can expertly monitor and manage one or all of your transactions online, 24 hours a day. With just a few clicks of the mouse, you'll be on your way to a smoother, more efficient transaction!

This Quick Start Guide will get you started.

### Login Information:

1. Visit **www.ltgc.com**. You can login one of two places on the site. You can click on the larger Green Start button or you can log in on the upper right hand corner of the screen where you can see two boxes that say email and password.
2. Enter your email address and password.  
*(If you have never used our system before, choose the "Create a New account" link on the login page or on the homepage of LTGC.com. Within two business days -usually sooner- you will receive an email confirmation that your new account has been activated.)*

You will now see the Order Listing page where you can manage all of your existing orders. *(If you have no existing orders, this section will be empty until you place your first order.)*

You will also see a menu across the top of the screen with the following labels:

<a href="#">Order Listing</a>	<a href="#">Place an Order</a>	<a href="#">O&amp;E Listing</a>
<a href="#">Request an O&amp;E</a>	<a href="#">Edit Profile</a>	<a href="#">ValueCheck Property</a>
<a href="#">Search &amp; Comps</a>	<a href="#">Rate Quotes &amp; Net Sheets</a>	

### Important:

Before placing your first order, click on the "Edit Profile" and make sure you have elected to receive email notifications. Check that your contact name and information is correct, and for the best service, specify your transaction preferences as well.

### To Place an Order:

Click on "Place an Order". Enter the property address and county. Fill out as much information as you have.

### To View/Manage Existing Orders

Click on Order Listing to see a current listing of all current orders. By clicking on an order number, you will go directly into the system enabling you to view the details for that file.

Once you have selected an order to manage, there will be four tabs to navigate through to find information.

**Property** – contains the property address and legal description; allows for a photo of the property to be uploaded and displayed.

**Contacts** – contains a list of all parties related to the transaction, including contact and delivery information.

**Fees** – contains a list of the estimated Title and Closing fees associated with the transaction.

**Commitment** – contains the commitment summary with an option for easy printing of the commitment, plus tax certificate, 24-month chain of title, and links to images of recorded documents.

**Status** – lists milestone events in the transaction, including links allowing you to view, download, and save to your hard drive documents associated with the transaction; additionally, a link to the bottom of the page allows for uploading additional related documents.

### To Update Profile

This feature can be accessed from within a transaction using the "Edit Profile" link at the top of the screen.

- verify and update your information.
- add assistants or processors to access your account
- authorize others to receive copies of documents associated with your transaction.
- make notes on your delivery and contact preferences.

### Need More Help?

Contact your Land Title sales rep or email [TMXsupport@ltgc.com](mailto:TMXsupport@ltgc.com) for help.