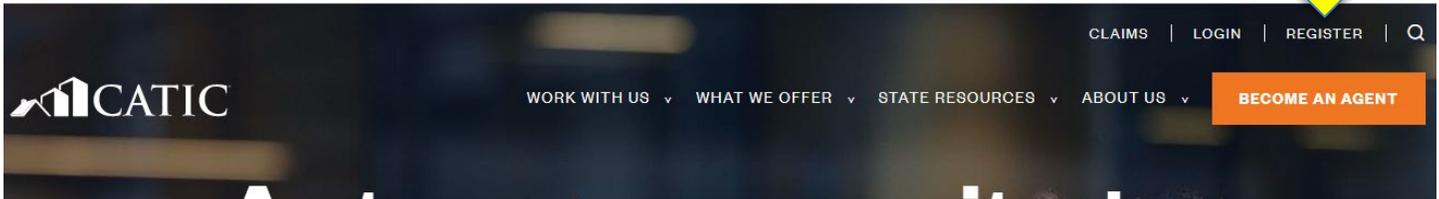




## CATIC.com Website Registration Instructions

1. Go to [www.catic.com](http://www.catic.com)
2. Click on “Register” for site.



3. Select “Agent”.
4. Fill in each of the required (\*) fields.
  - a. Your “Agent Number” starts with 00 followed by 4 numbers. You were given this number when your agency with CATIC was approved.
  - b. Your “Branch Number” will be “M” from the drop down unless, when you signed up as an agent, you specifically requested CATIC to assign different numbers to multiple branches.
  - c. Select an “Associate Type” that best fits your role in the law firm or agency.
    - i. CAUTION: Only choose “Authorized Signatory” if you were listed as an authorized signatory on your agency application.
  - d. Remember the “User Name” and “Password” you create for yourself – you will need it to login in the future.
  - e. Your “Password” must be at least 8 characters long and contain at least one capital letter and at least one number.
5. Click on “Register”.

CATIC Forms

Home Registration User

Agent Registration

IP Registration

Lender Registration

Searcher Registration

Agent Registration

For assistance, contact the CATIC Help Desk at 1 800 842 2216.

Agent Number \*

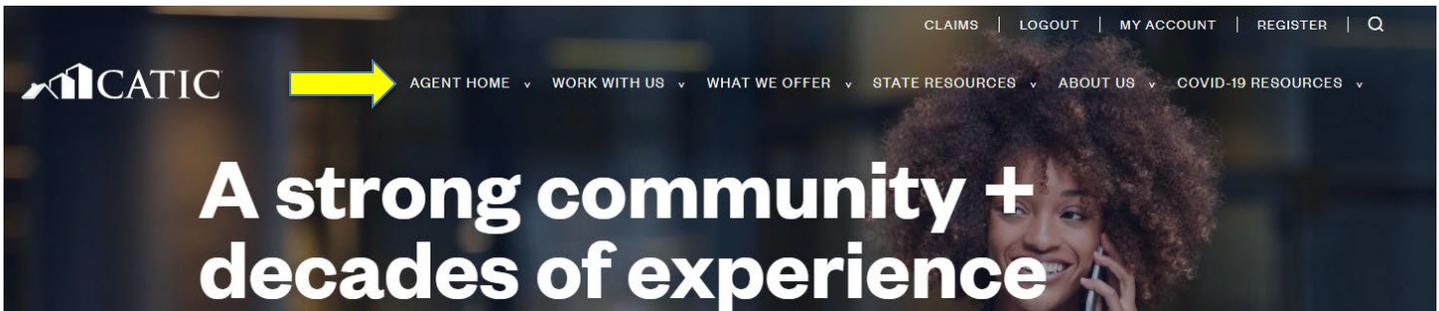
Branch Number \*

Register

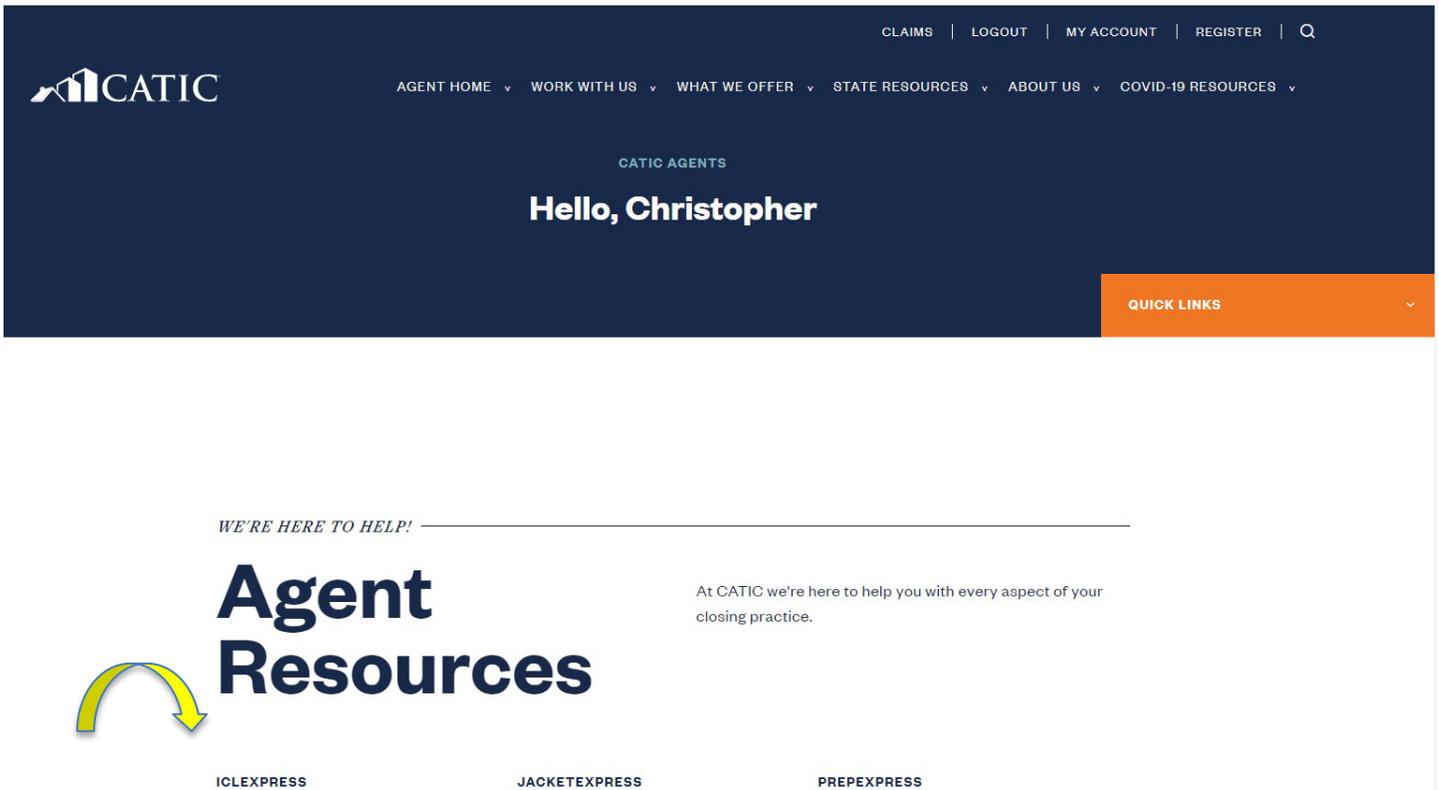
Cancel

6. Once you have done so, you will see a message at the top of your screen confirming that your registration has been sent and is being processed. It may take up to 30 minutes to process though generally it doesn’t take that long. You will receive a confirmation email once your registration has been activated.

7. When your registration is complete, please log on and complete the “authentication” process. For security purposes, CATIC has instituted multi-factor authentication (MFA) for use of its website. You will not need to authenticate each and every time you access the website but, when it is required a code will be sent to you either via text or email. It is suggested that you use your cell phone to acquire the code as it is the best/fastest/easiest way to do so. Select which means you choose for MFA and enter your cell phone number or email address as appropriate.
8. When you have completed the authentication process, go back to the Home Page by clicking on the CATIC logo or on “Home”.
9. From the Home Page, select “Agent Home”.



10. Scroll down to the choices under Agent Resources.



11. You must accept the terms and conditions of use for ICLExpress and JacketExpress, PrepExpress, and TOPS. CATIC's integrations with various title production/closing/settlement services software will not work properly without first accepting these separate terms and conditions of use. Therefore,
12. Select either ICLExpress or JacketExpress. Upon selecting either of these you should see an acknowledgement that you accept the terms and conditions of use of these applications. Click to do so.
  - a. Some of the third-party software providers (Provider) require you to perform additional steps to enable the integration between CATIC and the Provider. Consult with your Provider or your CATIC Agency Rep to assist you.
13. Select TOPS: Order Title Search – CT/FL. You should see an acknowledgement that you accept the terms and conditions of use of these applications. Click to do so.
  - a. Some of the third-party software providers (Provider) require you to perform additional steps to enable the integration between CATIC and the Provider. Consult with your Provider or your CATIC Agency Rep to assist you.
14. If you choose to use CATIC's proprietary title production/closing/settlement services software called PrepExpress, select PrepExpress and complete the acknowledgement/acceptance as you did with TOPS and ICLExpress/JacketExpress.
15. You are now ready to use CATIC's website and access all of the valuable information, functionality and services offered therein. Should you need any further assistance, please contact your Agent Services rep or you make contact CATIC's Help Desk at [help@catic.com](mailto:help@catic.com) or 860.257.0606.