



CHICAGO TITLE
CANADA



SET UP YOUR CREDIT CARD PAYMENT

Guide for *CTICExpress*





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CANADA

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Logging in CTIC Express 'My Account'

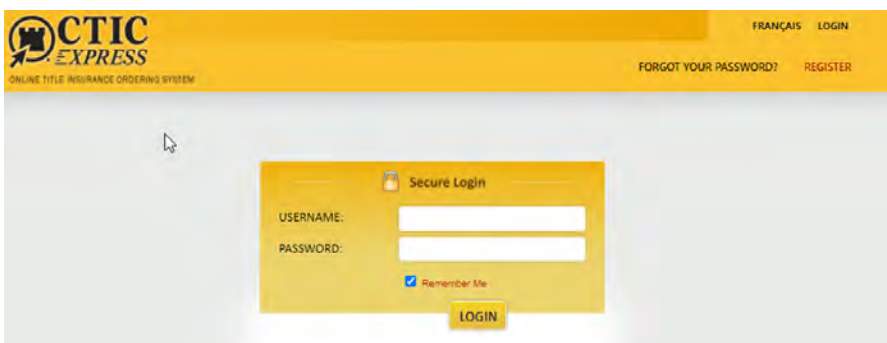
In order to set-up a credit card to your profile, you will need access to CTICExpress. If you are not already registered, please do so.



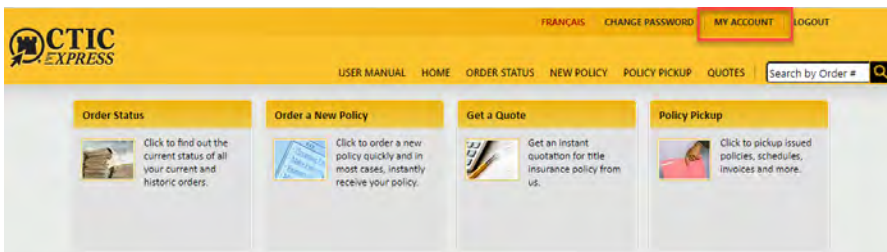
If you forgot your password please click the <FORGOT YOUR PASSWORD?> link.



Login to you CTIC Express Account: <https://express.ctic.ca//clients/default.aspx>

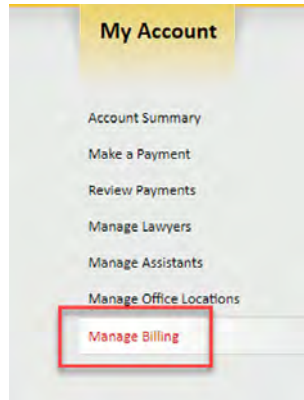


Click on <My Account>

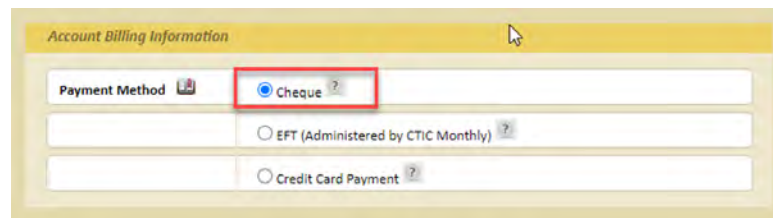


From here, you can view your Account Summary, Make and Review Payments, Manage your firm information as well as set up your preferred billing method.

Click on <Manage Billing>



If you are first time user, your account will be set to cheque payment as default. **We offer and encourage you to sign up for EFT or Credit Card Payment, as these are the safest and fastest options to make payments.**

A screenshot of the 'Account Billing Information' form. The form has a yellow header with the title 'Account Billing Information'. Below the header, there is a 'Payment Method' section with a dropdown arrow. The 'Cheque' option is selected and highlighted with a red rectangular box. Below it, there are two unselected options: 'EFT (Administered by CTIC Monthly)' and 'Credit Card Payment'. Each option has a small question mark icon to its right.

Paying by EFT or credit card have the following benefits:

- Lowers your processing costs such as cheques, printing, postage and administrative costs
- Allows for a much simpler administration and ensures that payments are processed in a timely manner
- Reduces the risk of lost or stolen cheques
- Eliminates additional interest or fees on unpaid invoices
- Reduces the carbon footprint

Firm Billing – Monthly Credit Card Payments

Accounts set for this payment method will have their previous month's orders processed by CTIC on 10th of the month. If 10th falls on a weekend, the payment will be processed the next business day.

Preferred Billing : <Firm billing>



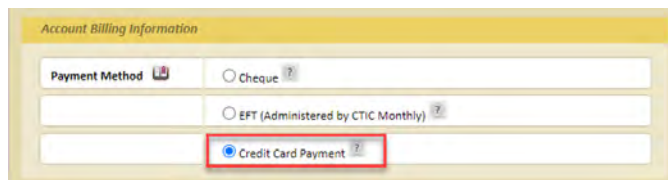
A screenshot of a form titled "Preferred Billing". It contains two radio button options: "Firm billing" (which is selected) and "Lawyer billing". The "Firm billing" option is highlighted with a red rectangular box.

Law Firm & Deal Type will be pre-populated. Do not change



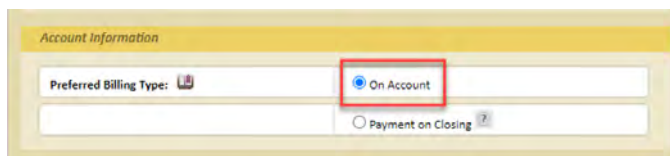
A screenshot of a form with two dropdown menus. The first is labeled "Law Firm:" and has a value of "Select a lawfirm". The second is labeled "Deal Type:" and has a value of "Both". Both dropdown menus are highlighted with a red rectangular box.

Payment method: <Credit Card Payment>



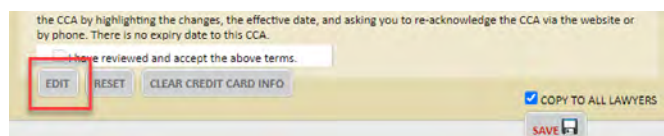
A screenshot of a form titled "Account Billing Information". It contains three radio button options: "Cheque", "EFT (Administered by CTIC Monthly)", and "Credit Card Payment". The "Credit Card Payment" option is selected and highlighted with a red rectangular box.

Preferred billing Type: <On Account>



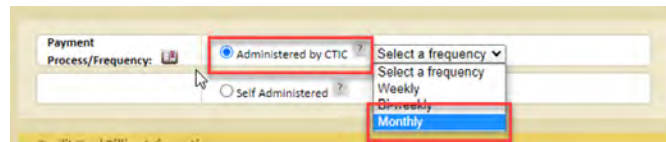
A screenshot of a form titled "Account Information". It contains two radio button options: "On Account" (which is selected) and "Payment on Closing". The "On Account" option is highlighted with a red rectangular box.

Click on the Grey <EDIT> button on the bottom of the page. This will allow to select payment frequency and enter the credit card information



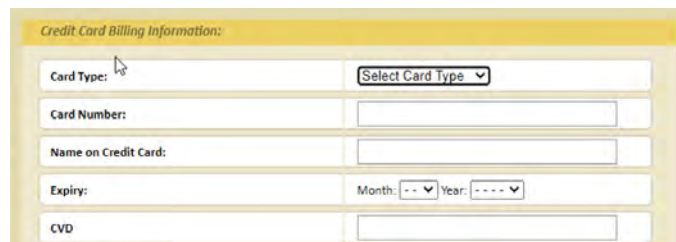
A screenshot of the bottom of a page. It features a text box with a red border containing the text "I have reviewed and accept the above terms." Below this text box are three buttons: "EDIT", "RESET", and "CLEAR CREDIT CARD INFO". The "EDIT" button is highlighted with a red rectangular box. To the right of these buttons is a checked checkbox labeled "COPY TO ALL LAWYERS" and a "SAVE" button.

Payment frequency: <Administered by CTIC> and select <Monthly> from the dropdown



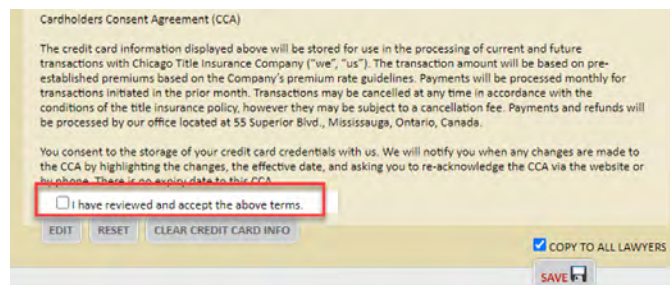
A screenshot of a web form showing the 'Payment Process/Frequency' section. The 'Administered by CTIC' radio button is selected and highlighted with a red box. To its right, a dropdown menu is open, showing 'Select a frequency' with options 'Weekly', 'Bi-weekly', and 'Monthly'. The 'Monthly' option is highlighted with a blue background and a red box.

Enter your credit card information



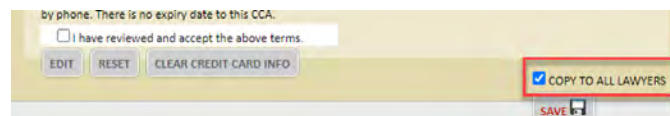
A screenshot of the 'Credit Card Billing Information' form. It contains several input fields: 'Card Type' with a dropdown menu, 'Card Number', 'Name on Credit Card', 'Expiry' with 'Month' and 'Year' dropdowns, and 'CVD'.

Checkmark the box for “I have reviewed and accept the above terms” once you have read the CCA



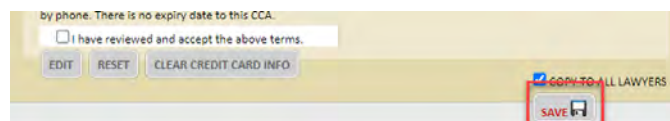
A screenshot of the 'Cardholders Consent Agreement (CCA)' section. It contains a paragraph of text explaining the terms of service. Below the text, there is a checkbox labeled 'I have reviewed and accept the above terms.' which is highlighted with a red box. At the bottom, there are buttons for 'EDIT', 'RESET', 'CLEAR CREDIT CARD INFO', and a checked checkbox for 'COPY TO ALL LAWYERS' with a 'SAVE' button.

The checkbox for <Copy to all Lawyers> will be checked by default. Leave it checked if this payment method is to be used for all lawyers in the firm.



A screenshot of the 'Cardholders Consent Agreement (CCA)' section, similar to the previous one. The 'COPY TO ALL LAWYERS' checkbox is checked and highlighted with a red box.

Click <SAVE>




A screenshot of the 'Cardholders Consent Agreement (CCA)' section, similar to the previous ones. The 'SAVE' button is highlighted with a red box.

Firm Billing – Payment on Closing

Accounts set for this payment method will have individual order payments processed the day after the closing date. For example, if a file has a closing date of June 28th – payment will be processed to their credit card on June 29th.

Preferred Billing: <Firm billing>



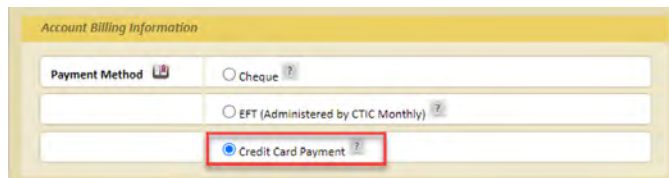
A screenshot of a form section titled "Preferred Billing". It contains three radio button options: "Firm billing" (which is selected and highlighted with a red box), "Lawyer billing", and "Lawyer billing".

Law Firm & Deal Type will be pre-populated. Do not change



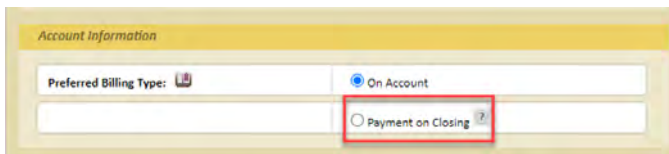
A screenshot of a form section with two rows. The first row is "Law Firm:" followed by a dropdown menu showing "Select a lawfirm". The second row is "Deal Type:" followed by a dropdown menu showing "Both". Both rows are highlighted with a red box.

Payment method: <Credit Card Payment>



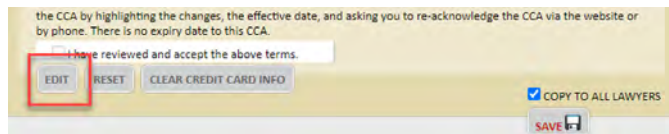
A screenshot of a form section titled "Account Billing Information". It contains three radio button options: "Cheque", "EFT (Administered by CTIC Monthly)", and "Credit Card Payment" (which is selected and highlighted with a red box).

Preferred Billing Type: <Payment on Closing>



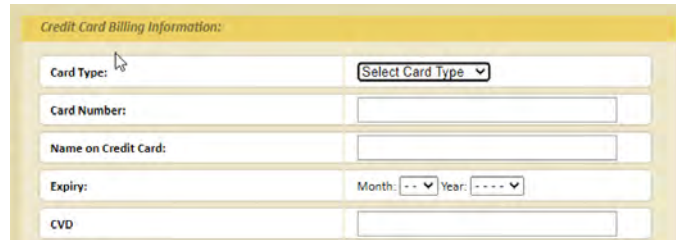
A screenshot of a form section titled "Account Information". It contains two radio button options: "On Account" and "Payment on Closing" (which is selected and highlighted with a red box).

Click on the Grey <EDIT> button on the bottom of the page.



A screenshot of the bottom of the page. It contains a text area with a red border and a red box around the "EDIT" button. The text area contains the text: "I have reviewed and accept the above terms." Below the text area are three buttons: "EDIT", "RESET", and "CLEAR CREDIT CARD INFO". To the right of these buttons is a checkbox labeled "COPY TO ALL LAWYERS" which is checked, and a "SAVE" button with a floppy disk icon.

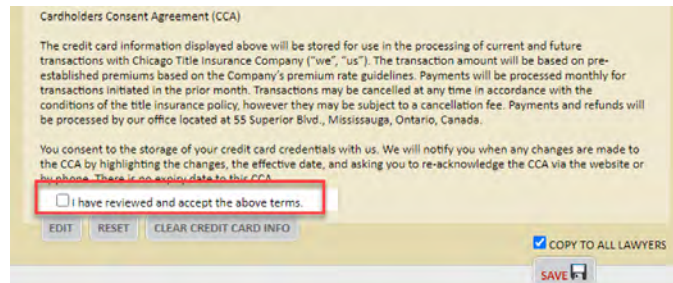
Enter your credit card information



Credit Card Billing Information:

Card Type:	Select Card Type
Card Number:	
Name on Credit Card:	
Expiry:	Month: -- Year: ----
CVD	

Checkmark the box for “**I have reviewed and accept the above terms**” once you have read the CCA



Cardholders Consent Agreement (CCA)

The credit card information displayed above will be stored for use in the processing of current and future transactions with Chicago Title Insurance Company (“we”, “us”). The transaction amount will be based on pre-established premiums based on the Company’s premium rate guidelines. Payments will be processed monthly for transactions initiated in the prior month. Transactions may be cancelled at any time in accordance with the conditions of the title insurance policy, however they may be subject to a cancellation fee. Payments and refunds will be processed by our office located at 55 Superior Blvd., Mississauga, Ontario, Canada.

You consent to the storage of your credit card credentials with us. We will notify you when any changes are made to the CCA by highlighting the changes, the effective date, and asking you to re-acknowledge the CCA via the website or by phone. There is no expiry date to this CCA.

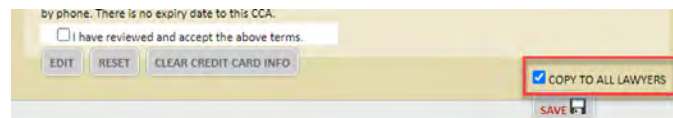
I have reviewed and accept the above terms.

EDIT RESET CLEAR CREDIT CARD INFO

COPY TO ALL LAWYERS

SAVE

The checkbox for <Copy to all Lawyers> will be checked by default. Leave it checked if this payment method is to be used for all lawyers in the firm.



by phone. There is no expiry date to this CCA.

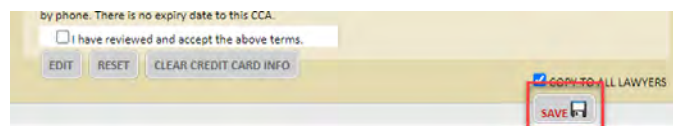
I have reviewed and accept the above terms.

EDIT RESET CLEAR CREDIT CARD INFO

COPY TO ALL LAWYERS

SAVE

Click <SAVE>



by phone. There is no expiry date to this CCA.

I have reviewed and accept the above terms.

EDIT RESET CLEAR CREDIT CARD INFO

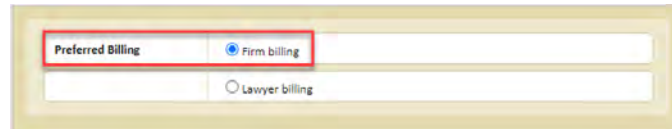
COPY TO ALL LAWYERS

SAVE

Firm Billing – Self-Administered Payments

Accounts set for this payment method will have the ability to make their own payments through CTICExpress.

Preferred Billing: <Firm billing>



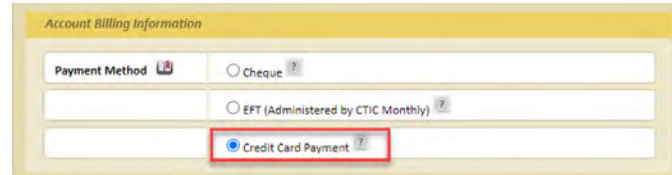
A screenshot of a form section titled "Preferred Billing". It contains two radio button options: "Firm billing" (which is selected and highlighted with a red box) and "Lawyer billing".

Law Firm & Deal Type will be pre-populated. Do not change



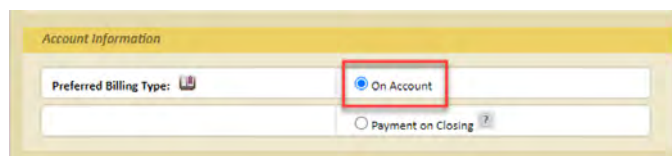
A screenshot of a form section with two rows. The first row is labeled "Law Firm:" and has a dropdown menu with "Select a lawfirm" and a downward arrow. The second row is labeled "Deal Type:" and has a dropdown menu with "Both" and a downward arrow. Both dropdown menus are highlighted with a red box.

Payment method: <Credit Card Payment>



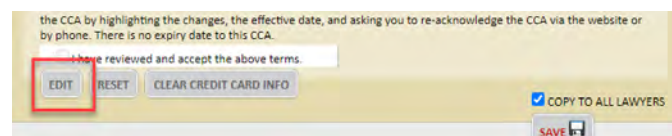
A screenshot of a form section titled "Account Billing Information". It contains three radio button options for "Payment Method": "Cheque", "EFT (Administered by CTIC Monthly)", and "Credit Card Payment". The "Credit Card Payment" option is selected and highlighted with a red box.

Preferred billing Type: <On Account>



A screenshot of a form section titled "Account Information". It contains two radio button options for "Preferred Billing Type": "On Account" (which is selected and highlighted with a red box) and "Payment on Closing".

Click on the Grey <EDIT> button on the bottom of the page.



A screenshot of the bottom of a page. It contains a text area with a red border and a red box around the "EDIT" button. Other buttons include "RESET" and "CLEAR CREDIT CARD INFO". There is also a "SAVE" button with a floppy disk icon and a checkbox labeled "COPY TO ALL LAWYERS".

Payment frequency: <Self-Administered>

Payment Process/Frequency: Administered by CTIC Self Administered

Enter your credit card information

Credit Card Billing Information:

Card Type: Select Card Type

Card Number:

Name on Credit Card:

Expiry: Month: -- Year: ----

CVD:

Checkmark the box for “I have reviewed and accept the above terms” once you have read the CCA

Cardholders Consent Agreement (CCA)

The credit card information displayed above will be stored for use in the processing of current and future transactions with Chicago Title Insurance Company (“we”, “us”). The transaction amount will be based on pre-established premiums based on the Company’s premium rate guidelines. Payments will be processed monthly for transactions initiated in the prior month. Transactions may be cancelled at any time in accordance with the conditions of the title insurance policy, however they may be subject to a cancellation fee. Payments and refunds will be processed by our office located at 55 Superior Blvd., Mississauga, Ontario, Canada.

You consent to the storage of your credit card credentials with us. We will notify you when any changes are made to the CCA by highlighting the changes, the effective date, and asking you to re-acknowledge the CCA via the website or by phone. There is no expiry date to this CCA.

I have reviewed and accept the above terms.

EDIT RESET CLEAR CREDIT CARD INFO

COPY TO ALL LAWYERS

SAVE

The checkbox for <Copy to all Lawyers> will be checked by default. Leave it checked if this payment method is to be used for all lawyers in the firm.

by phone. There is no expiry date to this CCA.

I have reviewed and accept the above terms.

EDIT RESET CLEAR CREDIT CARD INFO

COPY TO ALL LAWYERS

SAVE

Click <SAVE>

by phone. There is no expiry date to this CCA.

I have reviewed and accept the above terms.

EDIT RESET CLEAR CREDIT CARD INFO

COPY TO ALL LAWYERS

SAVE

Lawyer Billing – Credit Card Payments

Lawyer billing is only to be used when you have multiple lawyers in the Firm that would like to be set up for different methods of payments or would like to use different credit card for their individual files.

The credit card set-up is the same as Firm Billing for all payment options of Monthly, Self-Administered and Payment on Closing. Only difference will be that instead of the Firm, you will select the Lawyer name from dropdown. See below:

Please note: Only select (Active) lawyer profiles from the dropdown

This set-up can be done for each individual lawyer in the firm



The screenshot shows a form titled "Preferred Billing" with the following fields:

- Preferred Billing:** Radio buttons for "Firm billing" (unselected) and "Lawyer billing" (selected). The "Lawyer billing" option is highlighted with a red box.
- Lawyer:** A dropdown menu with the text "Select a lawyer" and a downward arrow. This dropdown is also highlighted with a red box.
- Deal Type:** A dropdown menu with the text "Both" and a downward arrow.

To find out more about Chicago Title, please contact your Regional Manager.

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