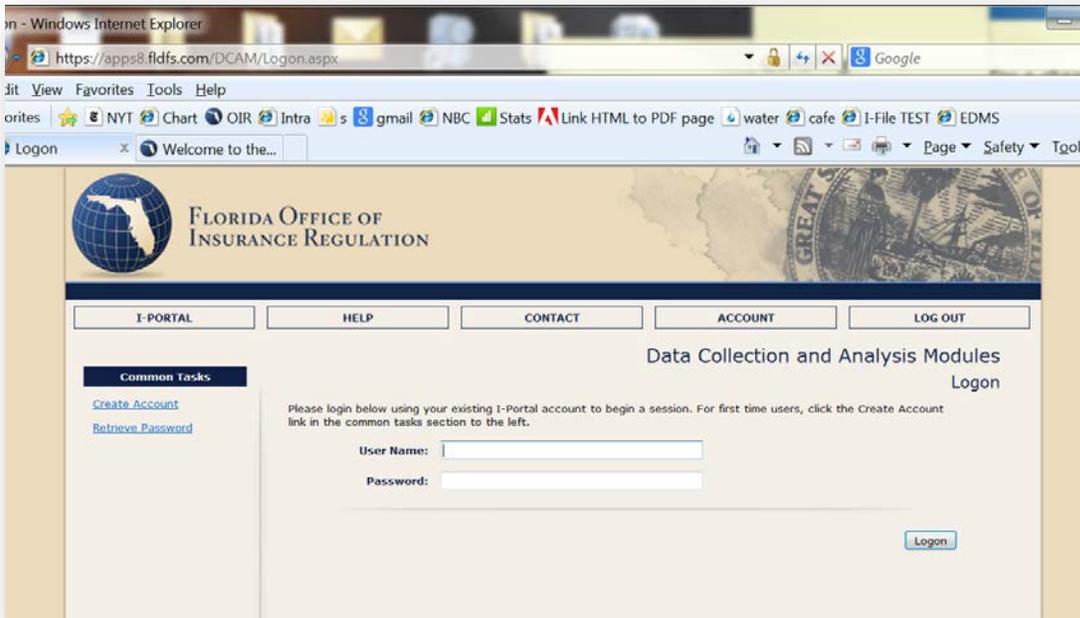
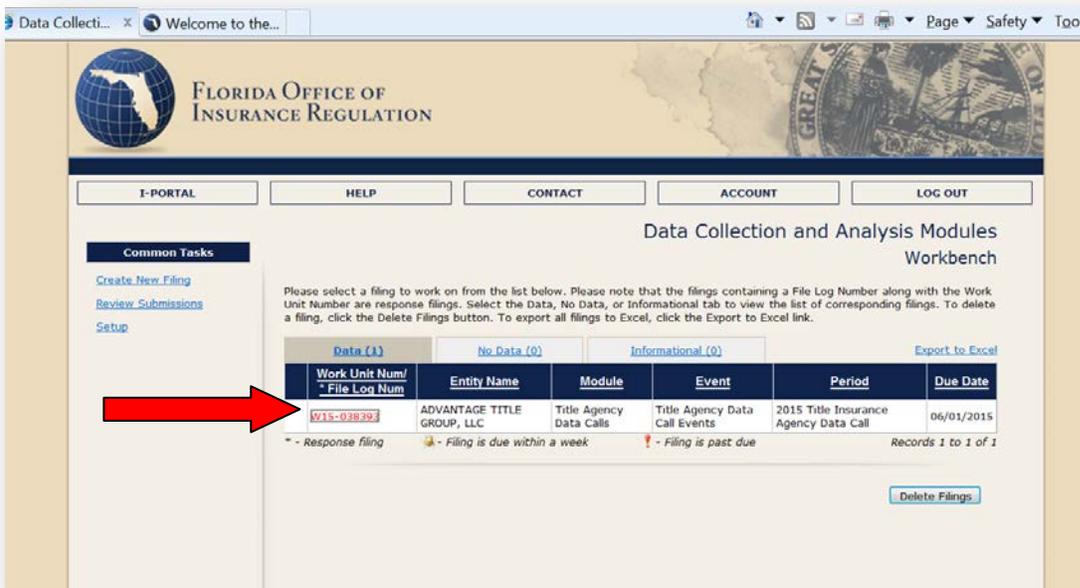


# The Title Data Template and Certification Upload Process

Log in to your DCAM account at <https://apps8.fldfs.com/DCAM/Logon.aspx> .



Select the "Work Unit Num" to get to your workbench.



Select "Florida Title Agency Template".

The screenshot shows the Florida Office of Insurance Regulation website. The page title is "Data Collection and Analysis Modules" and the sub-header is "Filing Component List".

**Common Tasks:**

- [Workbench](#)
- [Review Submissions](#)
- [Setup](#)

**Entity Information:**

- Work Unit Number:** [Redacted]
- Entity Name:** TITLE GROUP, LLC
- Module:** Title Agency Data Calls
- Event:** Title Agency Data Call Events
- Period:** 2015 Title Insurance Agency Data Call
- Due Date:** 06/01/2015
- Purpose:** Data
- Create Date:** 05/12/2015
- Created By:** [Redacted]
- Filing Status:** Not Submitted
- Submission Status:** Not Submitted

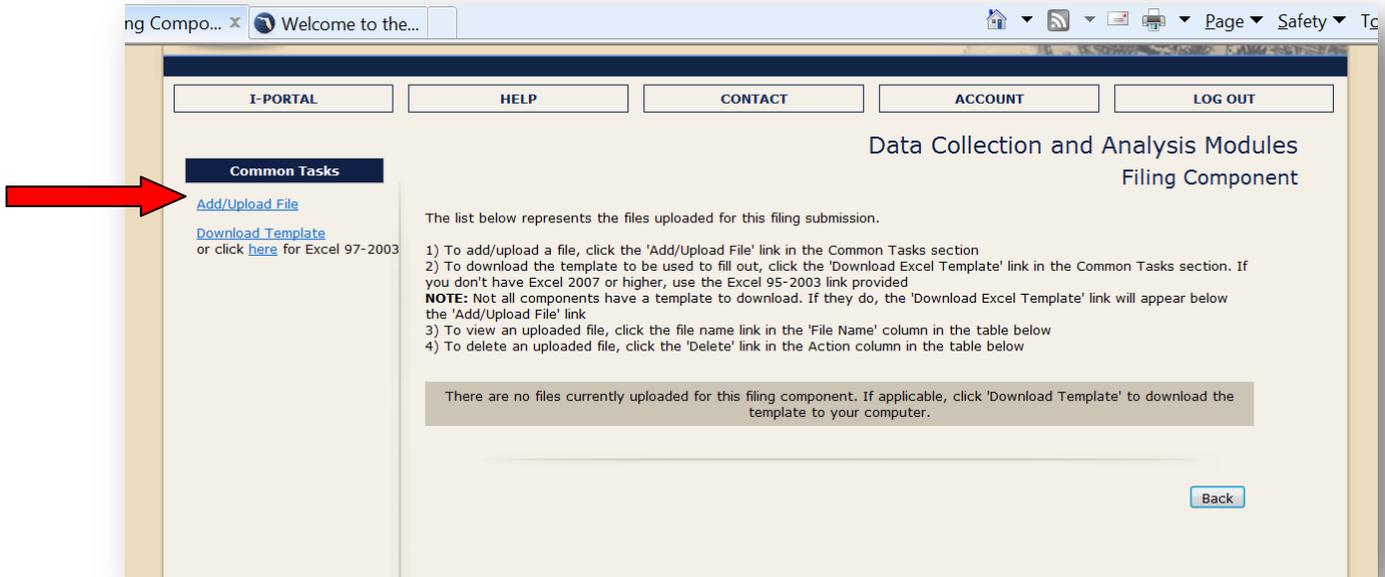
To choose a component, click on a component name in the list below.

Component Name	Last Updated Date	Status
<a href="#">Florida Title Agency Template</a> Template for agencies to complete the 2015 Florida Title Data Call. Includes Report Lines entries, Schedule A (Additional Agency Information), Schedule B (Agent Activities), and Schedule C (Title Agent Statistical Information Submission). There are two Schedule C tabs - one for 1-4 Family Residential and one for Commercial. YOU MUST COMPLETE FIVE VERSIONS OF THIS TEMPLATE - ONE FOR EACH YEAR 2010 THROUGH 2014 - AND UPLOAD EACH INTO THIS COMPONENT.	5/12/2015 11:50:33 AM	Incomplete
<a href="#">Title Insurance Agency Filing Certification</a> Official certification of a true and correct agency submission to the "best of my knowledge and belief" by signature typed on form available at <a href="http://www.floir.com/siteDocuments/CertificationOfTitleDataSubmissionExample.pdf">http://www.floir.com/siteDocuments/CertificationOfTitleDataSubmissionExample.pdf</a> . YOU MUST COMPLETE FIVE VERSIONS OF THIS CERTIFICATION - ONE FOR EACH YEAR 2010 THROUGH 2014 - AND UPLOAD EACH INTO THIS COMPONENT	5/12/2015 11:50:33 AM	Incomplete
<a href="#">Cover Letter</a> A brief introductory letter from the submitter describing the nature or purpose of the submitted information.	5/12/2015 11:50:33 AM	-----
<a href="#">Other Information/Documents</a> Miscellaneous information or documents voluntarily provided by the submitting entity.	5/12/2015 11:50:33 AM	-----
<a href="#">Response to Request for Clarification</a> A formal reply from the submitter to a request from an internal analyst/auditor for	5/12/2015 11:50:33 AM	-----

A red arrow points to the "Florida Title Agency Template" link in the table.

Local intranet | Protected Mode: Off

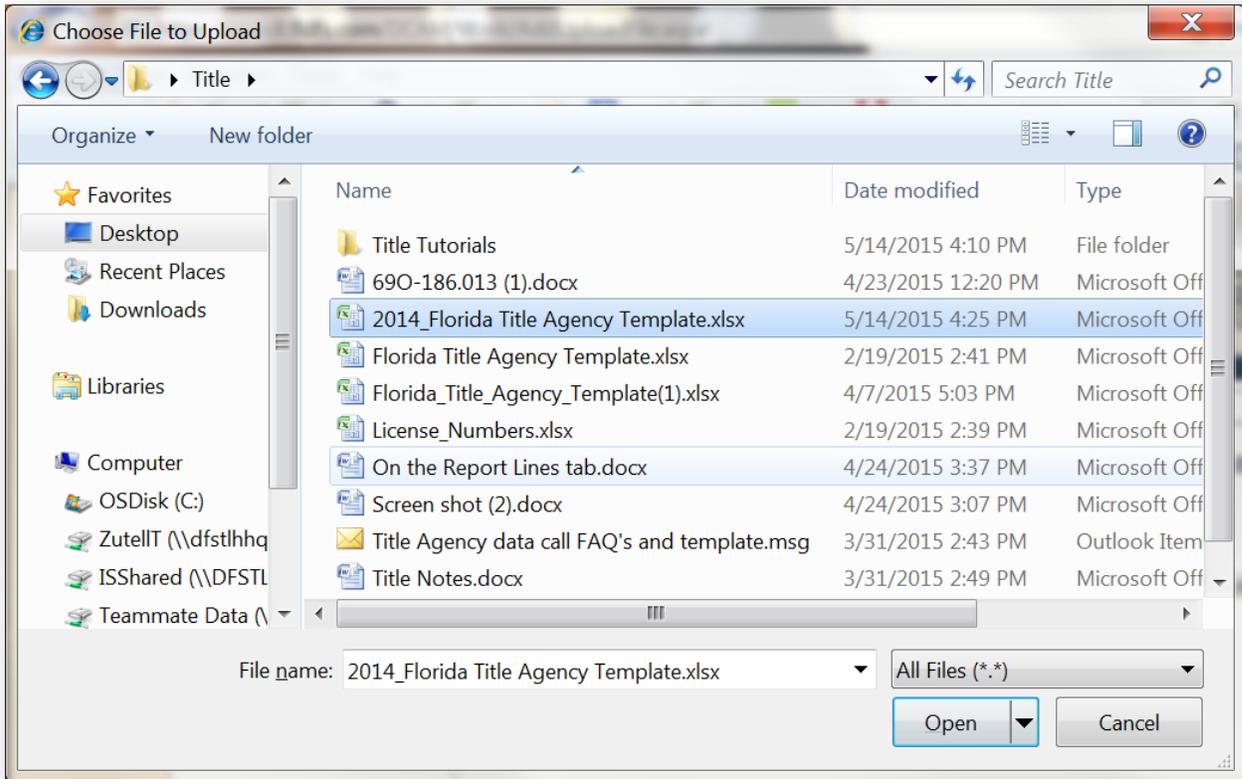
Select "Add/Upload File."



Click the "Browse" button to search for the Title Data Template on your computer.



Select your template.



Click Save, then Continue and upload the remaining templates in the same manner.



You can upload the “CertificationOfTitleDataSubmissionExample.pdf” in the same manner by returning to your workbench and clicking on CertificationOfTitleDataSubmissionExample link. This will take you to the Certificate Upload File page.

The screenshot shows the Florida Office of Insurance Regulation portal. The page title is "Data Collection and Analysis Modules" and "Filing Component List". A sidebar on the left lists "Common Tasks" including "Workbench", "Review Submissions", and "Setup". The main content area displays details for a "Work Unit Number" and a list of components. A red arrow points to the "Title Insurance Agency Filing Certification" component in the table.

Component Name	Last Updated Date	Status
<a href="#">Florida Title Agency Template</a> Template for agencies to complete the 2015 Florida Title Data Call. Includes Report Lines entries, Schedule A (Additional Agency Information), Schedule B (Agent Activities), and Schedule C (Title Agent Statistical Information Submission). There are two Schedule C tabs - one for 1-4 Family Residential and one for Commercial. YOU MUST COMPLETE FIVE VERSIONS OF THIS TEMPLATE - ONE FOR EACH YEAR 2010 THROUGH 2014 - AND UPLOAD EACH INTO THIS COMPONENT.	5/12/2015 11:50:33 AM	Incomplete
<a href="#">Title Insurance Agency Filing Certification</a> Official certification of a true and correct agency submission to the "best of my knowledge and belief" by signature typed on form available at <a href="http://www.flor.com/siteDocuments/CertificationOfTitleDataSubmissionExample.pdf">http://www.flor.com/siteDocuments/CertificationOfTitleDataSubmissionExample.pdf</a> . YOU MUST COMPLETE FIVE VERSIONS OF THIS CERTIFICATION - ONE FOR EACH YEAR 2010 THROUGH 2014 - AND UPLOAD EACH INTO THIS COMPONENT	5/12/2015 11:50:33 AM	Incomplete
<a href="#">Cover Letter</a> A brief introductory letter from the submitter describing the nature or purpose of the submitted information.	5/12/2015 11:50:33 AM	-----
<a href="#">Other Information/Documents</a> Miscellaneous information or documents voluntarily provided by the submitting entity.	5/12/2015 11:50:33 AM	-----
<a href="#">Response to Request for Clarification</a> A formal reply from the submitter to a request from an internal audit division for	5/12/2015 11:50:33 AM	-----

When you are finished, the **Incomplete** status for both components will change to **Complete** and a pink bar with a Submission button will appear at the top of the workbench page. Click Submit and you are finished. You will receive an email notification from our office that your Submission was successful.