

Vendor Portal System Log-in Procedures



Logging In

To log in...

- (1) Type your user name (company email address).
- (2) Type your password (provided by American Title).
- (3) Type your unique identifier (your name).
- (4) Click "OK"

FAQs

What is the user name?

It's your company's email address. American Title used your company's email address to set you up on the Vendor Portal system.

What is my password?

You received a password from American Title. If you've forgotten the password, call the Vendor Workgroup.

Can I change my password?

No. Due to American Title and SAS 70 (Statement on Auditing Standard 70) requirements, all passwords are randomly generated.

What if I mistype the password?

After four (4) unsuccessful attempts to log in, the system will lock you out. You will have to call American Title to unlock the system.

What should I use as my unique identifier?

Each employee at your company should create a unique, personal identifier. Use anything you want...probably your name. Just **make sure that you sign in the same way every time**. Use the same capitalization, spacing, etc. (The system will recognize variants as separate users.)

For Further Assistance

Within the Vendor Portal for abstractors, you will find links to an audio-visual presentation that walks you through everything you need to know.

Please view this!

Within the Portal for any user, you will find a link to a PDF with reference documentation.



***Call the Vendor Workgroup at
800-589-7329, ext. 4596.***

*This guide is the property of American Title, Inc. and is intended solely for **internal** use of American Title and its Vendors. Any unauthorized alteration, transmission, or publication is strictly prohibited.*

© Copyright 2009 American Title, Inc. All rights reserved.

Last updated 6-18-2009.