Patriot Search
User Guide

Searching the Specially Designated Nationals (SDN) List | August 14, 2017
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Introduction

To help SoftPro users comply with the USA Patriot Act, which prohibits financial transactions with persons & organizations listed on the Specially Designated Nationals (SDN) list, SoftPro has developed Patriot Search. This allows users to compare individuals and/or companies in their ProForm orders—as well as others they specify—to the SDN List maintained by the U.S. Department of Treasury.

Benefits/Features

- Users can check the SDN list on an ongoing basis to ensure that their order contacts are not prohibited persons or entities before transacting any business with them.
- All Buyers, Sellers, Lenders, and Payoff Lenders entered in the selected order will be auto-populated and auto-selected into the Search Selection screen.
- All other Contacts included in the selected order are also auto-populated into the Search Selection screen, however they are not ‘auto-selected’ for the SDN Search. User can select any additional contacts they choose to search.
- User can manually ‘Add Name’ of any additional contacts, which are not included in the selected order, yet need to be searched on the SDN.
- Users will be notified of matches with the SDN list, thus alerting them to take further action with the Department of Treasury, if necessary.
- A report detailing the search results is generated and can be attached to the order as evidence that the SoftPro user is fulfilling their due diligence.
Launching Patriot Search

Access From the 360 Services Menu

From the 360 - Services Menu, double-click SoftPro - Patriot Search located under the Settlement Services folder. This will open the Order Linking screen.

If the product hasn’t been turned on by SoftPro, then the Activation Information screen will display:

The Patriot Search tool provides the ability to search the names of individuals and entities from your SoftPro order in the Specially Designated Nationals (SDN) List maintained by the U.S. Department of Treasury’s Office of Foreign Assets Control (OFAC).

To activate this service, please contact your SoftPro sales representative.

For additional information, please contact:

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sales@softprocorp.com
Select a ProForm Order for Your Search

From the Order Linking screen, you can specify the order whose contacts you want to search.

- All the orders that are currently opened in your 360 session will be listed in the Open Order Numbers pane. The Selected Order Number field will automatically populate with the currently active ProForm order.
- You may select an order from the list which will automatically display in the Selected Order Number field or you can manually enter the desired order number.
- Click OK to navigate to the Welcome screen.

Welcome Screen

The Welcome screen provides a brief summary of the Patriot Search tool.

- Click Next to navigate to the Search Selection screen.
- Click the Skip Welcome Screen checkbox to bypass for future sessions.
Specifying Names for Search

Adding Names from Order Contacts

The Search Selection screen will automatically populate with all contacts entered into the order and it will auto-select all names that fall under these Contact types:

- Buyer(s)
- Seller(s)
- Lender(s)
- Payoff Lender(s)

Order Contacts will automatically pull into the Patriot Search Selection screen.
These **Other Contact Types** will automatically populate into Patriot Search, but **will not auto-select** in the **Search Selection** screen:

- Appraiser
- Attorney
- Builder
- Escrow Company
- General Contractor
- Government
- Hazard Insurance Agent
- HOA
- Underwriter
- HOA Management Company
- Home Inspector
- Listing Agent
- Loan Servicer
- Mortgage Broker
- Other Contact
- Pest Inspector
- Qualified Intermediary
- Selling Agent
- Settlement Agent
- Subcontractor
- Surveyor
- Title Company

**Including & Excluding Names in the List**

User may select additional names from the default list that is presented or add names manually. The **checkbox** next to each name allows you **include** or **exclude** names in the search:

- All checkboxes for **Buyers**, **Sellers**, **Lenders**, and **Payoff Lenders** are checked by default.
- **Other Contacts** populated from the Linked Order are **not checked** by default.
• You may de-select or select all names at once by unchecking or checking the checkbox at the top of the column.

• A color code appears next to each name that indicates whether the name is a **Buyer Contact**, **Seller Contact**, or **Other Contact**.

• A counter displayed below the list will show how many names from the list have been selected.
  o **Blue**: Buyer contacts
  o **Green**: Seller contacts
  o **Orange**: All other contacts

• **Auto Accept “No Match” Results**: When this box is checked, your search results will be submitted automatically if none of the contacts you search return a match in the SDN. In this situation, the results of your search will not display for your review.
  o If one or more contacts does have a match in the SDN, you will see the results of the search.

### Adding Individuals or Entities Manually

The **Add Name** button on the **Search Selection** screen can be used to manually include names that are not included in the order. This must be done before selecting **Submit**.

User can add more names to include in the search by clicking **Add Name**:

- Names added manually are **not** saved in the Order, but are saved in the Transaction.
  o To complete a search later and include names that were added manually, please see [Performing an Additional Search on an Existing Transaction](#).

- An **Add Name** dialog will appear that allows for adding an **Individual** or **Entity**.
  o To add an **Individual’s** name, select **Individual**, enter a **First & Last** name, & click **Add**:
To add an Entity (Business or Organization), select Entity, enter the full name of the entity, and click Add:

- Manually-added name(s) will appear in the name list on the Search Selection screen with an orange block containing the letter O for Other:
Executing the Search

Submit Names & Search Against the SDN List

Once you’re satisfied with the list of names that you’d like to include in the search, click Submit from the Search Selection screen to compare the selected order names against the SDN list:
Viewing Search Results

Search Results

Once the search against the government SDN list is complete, the Search Results screen will display the results:

- The Result column will display the name(s) as No Match, Partial Match, or an Exact Match.
  - No Match: The Order Contact name did not match any names on the SDN List.
  - Partial Match: All parts of an Order Contact name match a part of a full name on the SDN List.
    - Example: The name John Arnold is a Partial Match because a full name on the SDN list is John Arnold Bredenkamp.
  - Exact Match: All parts of an Order Contact name matched all parts of a full name on the SDN List.
Search Results Document
A PDF document detailing the search results is generated, and is available on the **Search Results** screen:

![Search Results Screen]

- **To view this document**, click the **PDF icon** in the **View column** at the bottom of the Search Results screen.
  - This .PDF provides more detailed information of the search results and can be attached to your ProForm order as a record that an SDN search was completed.

The document will display the following information:

- **Date Of Search**.
- **Last Publish Date of SDN List**: The date that the SDN List was last published by OFAC (Office of Foreign Assets Control)/U.S. Department of Treasury.
- **SoftPro Order Number** of the transaction.
- **Results table** showing:
  - **Name (Individual/Entity)**: All Order Contact names included in the search.
  - **Search Status** for each name: No Match, Partial Match or Exact Match.
- **Details**: Shows the matching names found in the SDN List including alias(s) and/or the original name for any Partial or Exact matches.

- **Details & Identifications section**: Provides further information (i.e. - passport info), if available, in the SDN List for any Partial or Exact matches including:
  - **Type**: Individual or Entity.
  - **Full Name**: Original name of an individual or entity name that was submitted in the search.
  - **Title**
  - **Date of Birth**
  - **Place of Birth**
  - **Program**
  - **Nationality**
  - **Citizenship**
  - **Remarks**
  - **Type of Identification**
  - **ID#**
  - **Country**
  - **Issue Date**
  - **Expiration**

**Note**: If this is the first time Patriot Search was run for this Order, you may skip to Adding Search Results to Your Order.

- The following two pages provide details on Performing an Additional Search on an Existing Transaction; refer to these pages if you want to run a follow-up search on the same Contacts you’ve already searched.
Performing an Additional Search on an Existing Transaction

Select Transaction from 360 Queue

If a second search on a previously executed transaction is required, then all names that you selected for the first search will populate for the second search. Note: If you wish to have manually-added names from a previous search populate, you must select the Patriot Search Transaction Number for the Linked Order from the 360 Queue.

To Perform a Subsequent Search on an Existing Transaction and include Manually-Added Names

- To populate a new Patriot Search with any manually-added names from a previous search, select the 360 tab:

  ![360 Tab]

- Click the 360 Queue to open a new window at the bottom of screen:

  ![Queue Window]

- All transactions that are currently opened in the 360 session will be listed in the Queue. Double-click your Patriot Search transaction number from the list to launch a Patriot Search Update and automatically display all names previously searched for this transaction:
You may manually **Add Name** if you have additional contacts you wish to search. Otherwise, Click **Update** once you have confirmed all names desired are listed:

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**To Perform a New Transaction**

- Launching Patriot Search from the 360 Services Menu will **create a new transaction**, but **manually-added names** added to this order in previous searches **will not** be populated:
Adding Search Results to Your Order

Attaching the Search Results Document

- Click **Accept** on the **Search Results** screen to attach the results .pdf to your ProForm order:

- To access the document once it has been attached, click the **Order tab** and select **Attachments**: