

# FATIC - AgentNet Searches and Commitments Application Guide

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June 2024

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# Table of Contents

## Contents

- History ..... 4
- Introduction..... 4
- Requesting a Title Search or Commitment ..... 5
- Cancelling a Title Search or Commitment..... 8

## History

Date	Details
July 2023	Separating user guides per-product
June 2024	Added cancelation section

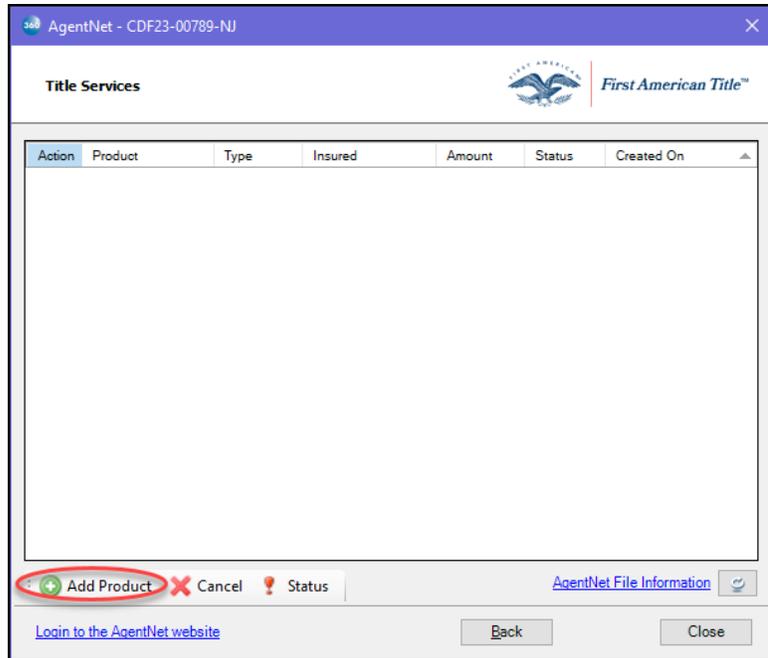
## Introduction

The AgentNet Title Searches and Commitment product will transmit information from a ProForm Order to AgentNet for the purposes of receiving a Title Search and /or Commitment without leaving the integration.

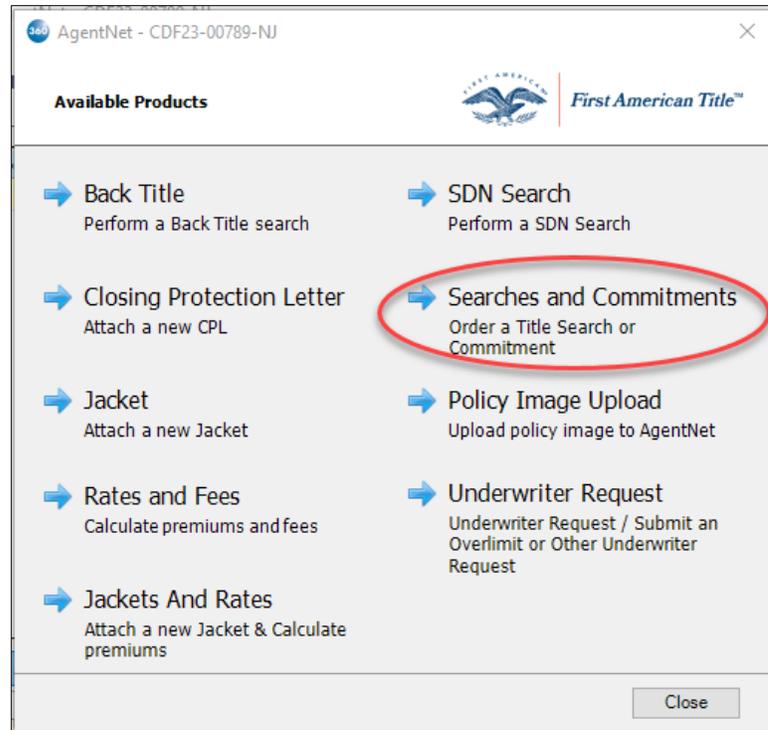
## Requesting a Title Search or Commitment

To order a Title Search or Commitment,

1. Click the **Add Product** button at the bottom of the **Title Services** screen



2. On the **Available Products** screen, click **Searches and Commitments** entry



The highlighted data populates the **Data Review** screen from the ProForm Order. These fields can be overwritten. Any changes to the information on this screen, however, do **NOT** write back to the Order.

Additional options are available to be selected as needed.

- Once all selections have been made, click **Next**

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**Data Review**

The following data will be sent to AgentNet.

Business Segment: Residential

Transaction Type: Sale w/Mortgage

Sales Price: \$650,000.00

Loan: 13456789

Loan Amount: \$500,000.00

Lender Name: Nationwide Mortgage

Back Next Cancel

- On the **Service Selection** screen, choose the service needed utilizing the check boxes to the left of the **Select Product** name.

**Note:** Certain products require an acknowledgement of Search Fees prior to enabling the next step.

The email notification field on this screen can be overwritten. Any changes to the information on this screen do **NOT** write back to the Order.

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**Service Selection**

Order Property Type: Single Family Residence

Email Notification: lauren.denoia@softprocorp.com

Select Product(s):

AgentNet Search Product

Abstract

Agency FastSearch

Commitment

Search fees will be provided by the Agency Services office servicing your state. An additional agreement may be required.

View Disclaimers

Back Next Cancel

- Click **Next** to proceed.

The **Add Document(s)** screen allows the user to attach documents before submitting the request.

6. Use the available button to attach your document(s).

- **Browse:** Browse to find documents to submit
- **Attachments:** Attach documents from the ProForm order
- **Documents:** Not applicable to AgentNet transactions at this time

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**Add Document(s)**

Documents

Name	Status	Size
------	--------	------

There is a maximum file size of 12MB.

Buttons: Browse, Attachment, Documents, Rename, Delete

Bottom buttons: Back, Next, Cancel

Once a document(s) is attached, users can,

- **Rename:** Rename the document(s)

**NOTE:** If a document name is changed it does not write back to the Order.

- **Delete:** Delete document(s)

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**Add Document(s)**

Documents

Name	Status	Size
Executor's Deed	Pending	67.00 KB

There is a maximum file size of 12MB.

Buttons: Browse, Attachment, Documents, Rename, Delete

Bottom buttons: Back, Next, Cancel

7. Click **Next**

A note can be transmitted to AgentNet utilizing the **Add Note(s)** screen.

8. Click the **New** button to enter a Note

If a note was entered incorrectly, the **Remove** button deletes the note.

9. Check the **Add to ProForm Notes** check box to write any notes entered back to the ProForm Order in the Notes section.

10. Click **Submit**

11. Click the Close button once prompted that the order has been successfully submitted

The **360 queue** shows the Underwriter Request as **In Progress** until the status changes to **Ready**.

Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Description	Transaction Number
FATIC	Searches and Commitments	In Progress	CDF23-00789-NJ	Default\Produc...	lauren denoia	7/31/2023 4:...		110033405 C...	410060-20-230731-244370

## Cancelling a Title Search or Commitment

Contact AgentNet at [agencysupport@firstam.com](mailto:agencysupport@firstam.com) to cancel a Searches and Commitments order from First American.