FATIC - AgentNet
Access Services and LogIn
User Guide

July 2023

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History

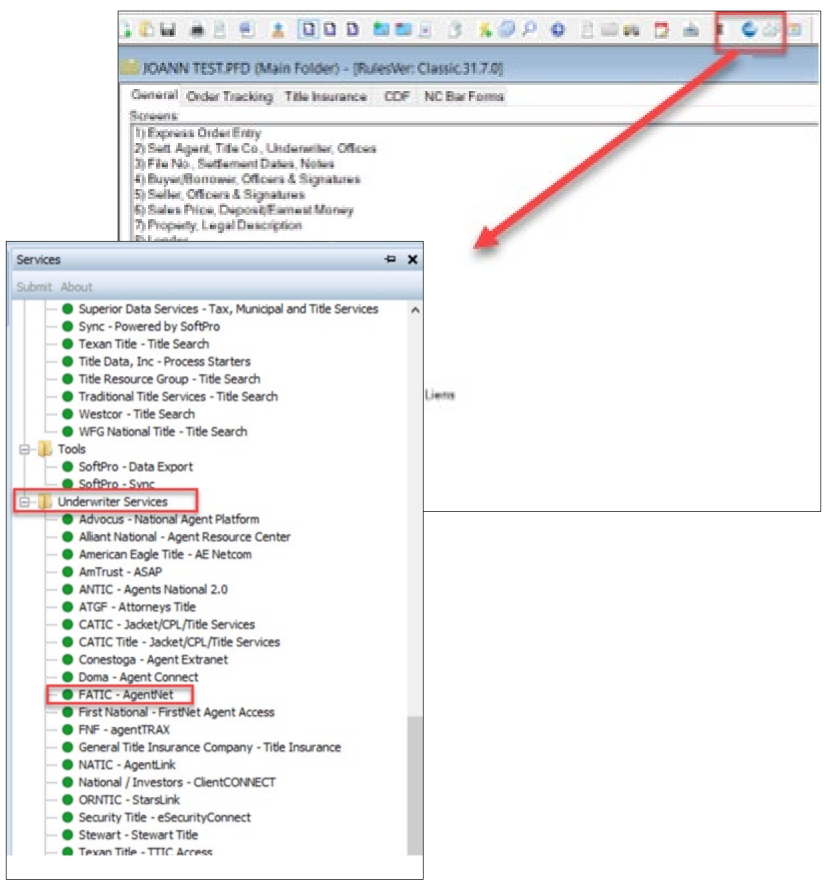
Date	Details
December 2022	Separating user guides per-product
July 2023	Correction of Typographical errors

Introduction

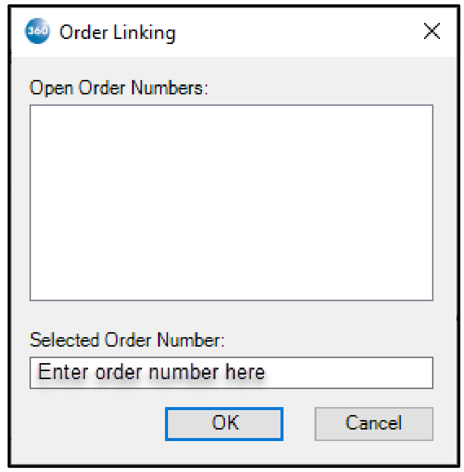
Included, are instructions for accessing the AgentNet integration and logging in.

Accessing the Vendor Services

1. Select the **360** tab
2. Click the **Services** icon
3. Navigate to the **Underwriter Services** folder
4. Double-click **FATIC - AgentNet**



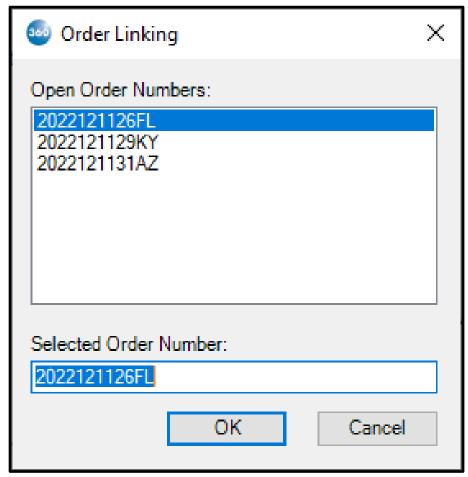
5. From the **Order Linking** window
   If no order is open, enter the corresponding order in the **Selected Order Number** field.



   If any order's tab is active, the **Order Linking** screen will not appear and the integration will launch for the order in the active tab.

   If multiple orders are open and no tab is active, all order numbers appear in the **Open Order Numbers** field. Highlight an order in the **Open Order Numbers** field to select the applicable order.

   NOTE: The **Selected Order Number** field can be overwritten with an order that is not open.

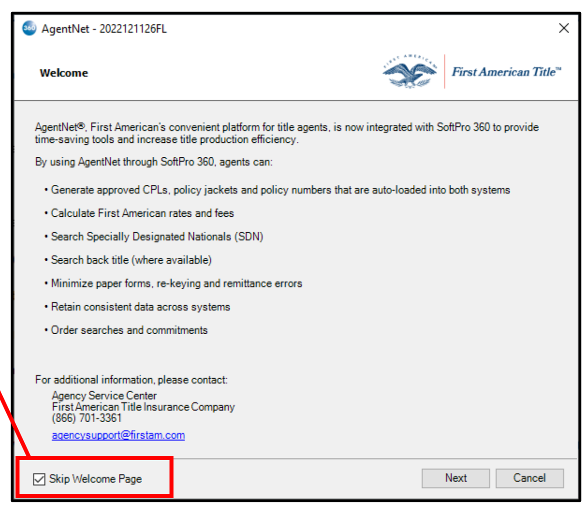


6. Press the **OK** button to continue

Logging into AgentNet

The **Welcome** screen provides information about AgentNet. This screen can be skipped in the future by checking the **Skip Welcome Page** check box.

1. Click **Next** to continue.

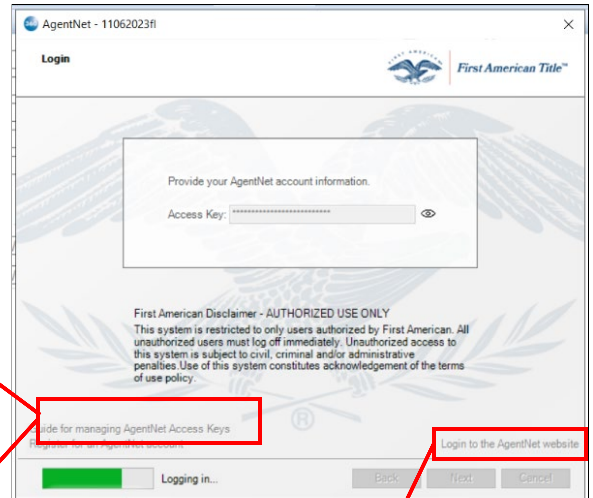


2. The **Login** screen requires your AgentNet Access Key.

   The Property State must be completed within the ProForm order to login to AgentNet.

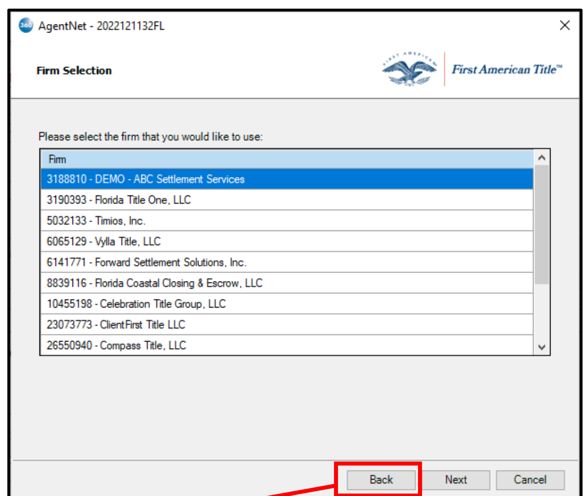
   Agents can retrieve their Access Key by clicking the **Guide for managing AgentNet Access Keys** link and following the instructions in the document.

   Agents that have not registered can click the **Register for an AgentNet account** link.



   Users can also change their AgentNet password by clicking the **Login to the AgentNet website** link.

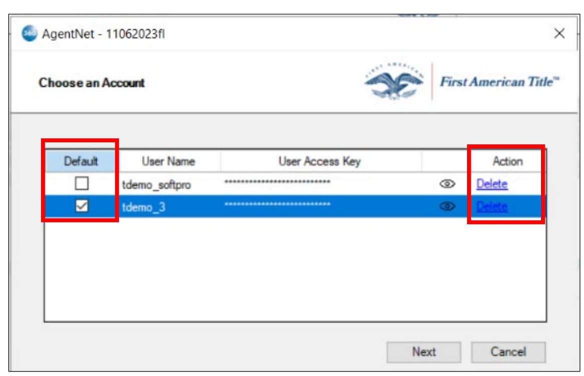
3. Click **Next** to continue.
4. If the credentials entered have access to multiple Firms, the **Firm Selection** screen displays a list of available options.
5. Select the desired Firm. This selection determines the accounts and offices that will be displayed.
6. Click **Next** to continue.



Setting the Default Account

Clicking the **Back** button on the **Firm Selection** screen will bring you back to the **Login** screen. If the user has access to multiple accounts, **Back** will bring them to the **Choose an Account screen**.

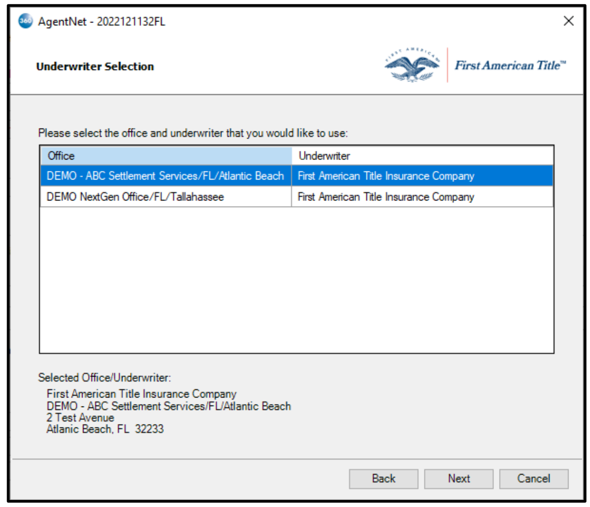
Check the **Default** check box to save the corresponding account as the default login when you launch the integration. To delete a stored account, click the **Delete** link in the **Action** column.



7. Select the applicable account to determine the account to authenticate and click **Next** to continue.

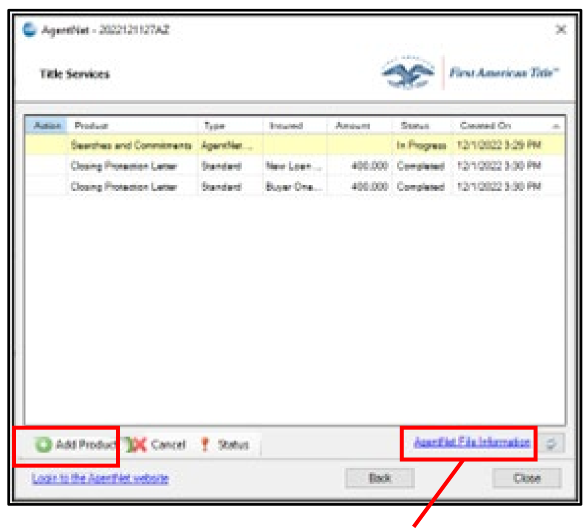
8. If the credentials entered have access to multiple Offices, the **Underwriter Selection** screen will display a list of available options.

9. Select the desired Office and click **Next** to continue.



The **Title Services** screen displays **AgentNet** transactions that are associated with the linked ProForm order.

10. To order an **AgentNet** product, click the **Add Product** button.



NOTE: To view ProForm data supplied to **AgentNet**, click the **AgentNet File Information** link. This will display the Borrowers' Names, Vesting language, Sellers, Property address, and legal description. The **Property Type** drop down box located on this screen is a required field as are last names for Buyers and Sellers.

After clicking **Add Product**, the **Available Products** screen will display the products available.