

# FATIC - AgentNet Access Services and Login User Guide

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July 2023

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## History

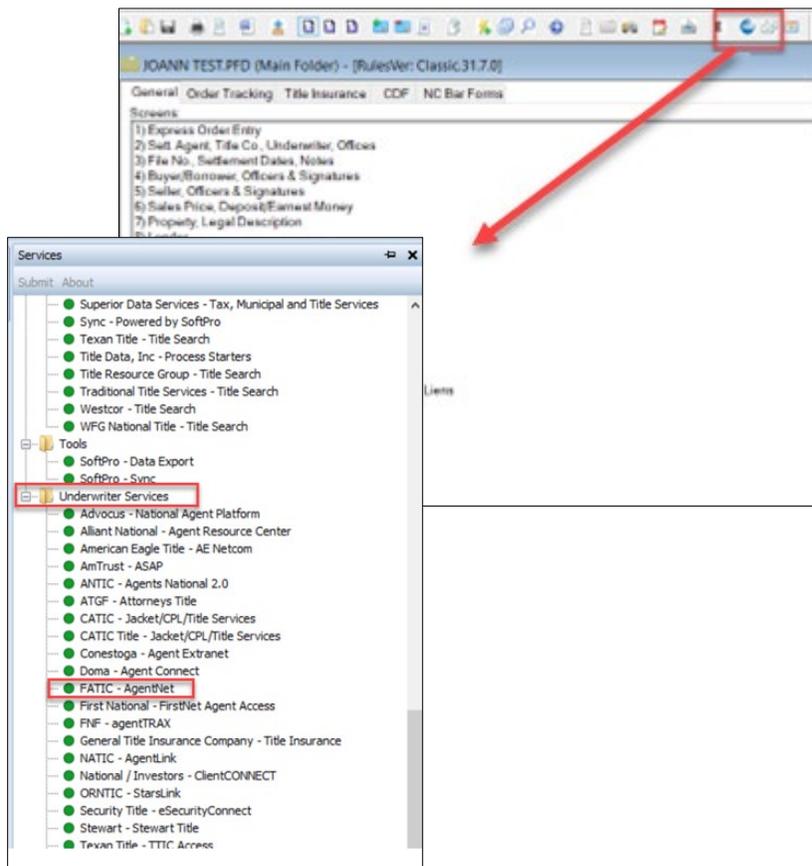
Date	Details
December 2022	Separating user guides per-product
July 2023	Correction of Typographical errors

## 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**



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

The screenshot shows a window titled "360 Order Linking". It has a close button (X) in the top right corner. Below the title bar, there is a section labeled "Open Order Numbers:" followed by a large empty text box. Below that is a section labeled "Selected Order Number:" followed by a text input field containing the placeholder text "Enter order number here". At the bottom of the window, there are two buttons: "OK" and "Cancel".

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.

The screenshot shows the same "360 Order Linking" window. The "Open Order Numbers:" text box now contains a list of three order numbers: "2022121126FL", "2022121129KY", and "2022121131AZ". The first number, "2022121126FL", is highlighted with a blue selection bar. Below the text box, the "Selected Order Number:" text input field now contains the value "2022121126FL". The "OK" and "Cancel" buttons remain at the bottom.

- 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.

- Click **Next** to continue.

The screenshot shows a window titled "AgentNet - 2022121126FL". It features the "First American Title" logo in the top right. The main content area is titled "Welcome" and contains the following text: "AgentNet®, First American's convenient platform for title agents, is now integrated with SoftPro 360 to provide time-saving tools and increase title production efficiency. By using AgentNet through SoftPro 360, agents can:" followed by a bulleted list of features:

- Generate approved CPLs, policy jackets and policy numbers that are auto-loaded into both systems
- Calculate First American rates and fees
- Search Specially Designated Nationals (SDN)
- Search back title (where available)
- Minimize paper forms, re-keying and remittance errors
- Retain consistent data across systems
- Order searches and commitments

Below the list, it says "For additional information, please contact:" followed by contact information for the Agency Service Center: "First American Title Insurance Company (866) 701-3361" and the email "agency.support@firstam.com". At the bottom left, there is a checkbox labeled "Skip Welcome Page" which is checked and highlighted with a red box. A red arrow points from the text above to this checkbox. At the bottom right, there are "Next" and "Cancel" buttons.

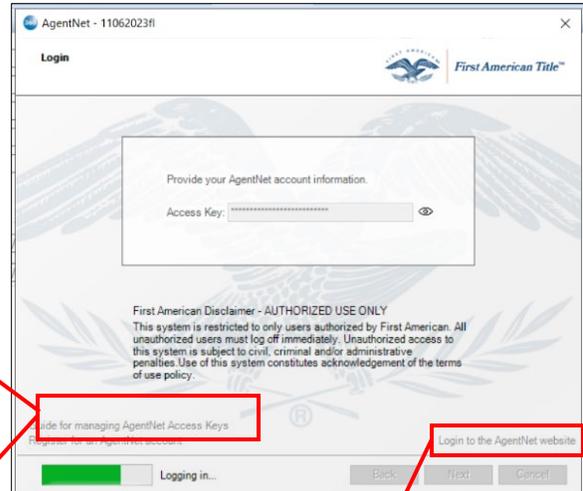
- The **Login** screen requires your AgentNet Access Key.

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

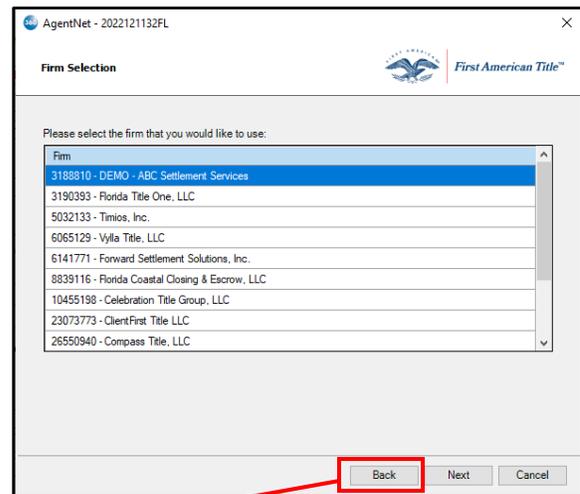
Agents can retrieve their Access Key by clicking the **Guide for managing AgentNet Access Keys** link and following the instructions in the document.

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.



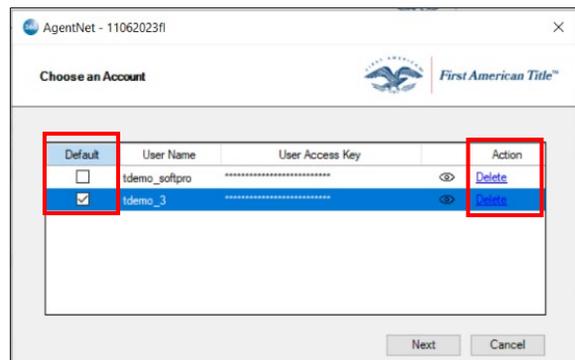
- Click **Next** to continue.
- If the credentials entered have access to multiple Firms, the **Firm Selection** screen displays a list of available options.
- Select the desired Firm. This selection determines the accounts and offices that will be displayed.
- Click **Next** to continue.



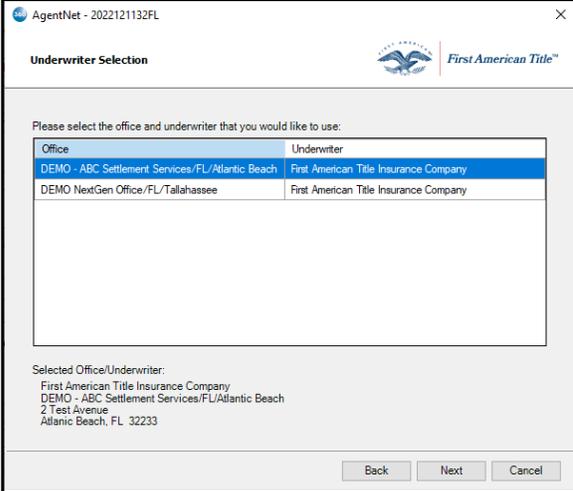
Setting the Default Account

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.



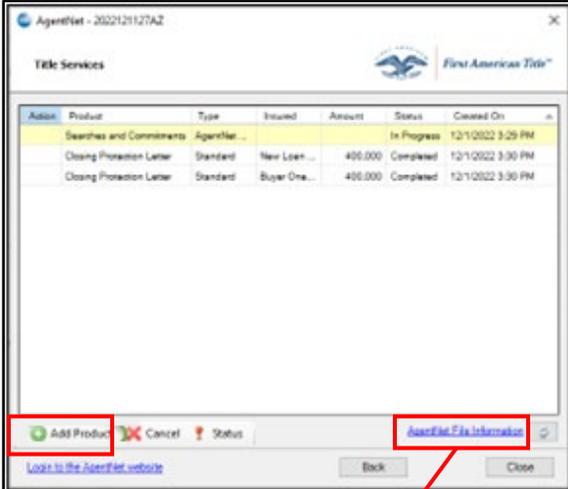
Office	Underwriter
DEMO - ABC Settlement Services/FL/Atlantic Beach	First American Title Insurance Company
DEMO NextGen Office/FL/Tallahassee	First American Title Insurance Company

Selected Office/Underwriter:  
 First American Title Insurance Company  
 DEMO - ABC Settlement Services/FL/Atlantic Beach  
 2 Test Avenue  
 Atlantic Beach, FL 32233

Buttons: Back, Next, Cancel

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.



Action	Product	Type	Insured	Amount	Status	Created On
Searches and Comments	AgentNet ...				In Progress	12/10/22 3:29 PM
Closing Provision Letter		Standard	New Loan...	400,000	Completed	12/10/22 3:30 PM
Closing Provision Letter		Standard	Buyer One...	400,000	Completed	12/10/22 3:30 PM

Buttons: Add Product, Cancel, Status, AgentNet File Information, Back, Close

**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.

