

FATIC - AgentNet Back Title User Guide

July, 2023

4800 Falls of Neuse Road, Suite 600 | Raleigh, NC 27609
p (800) 848-0143 | f (919) 755-8350 | www.softprocorp.com

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History

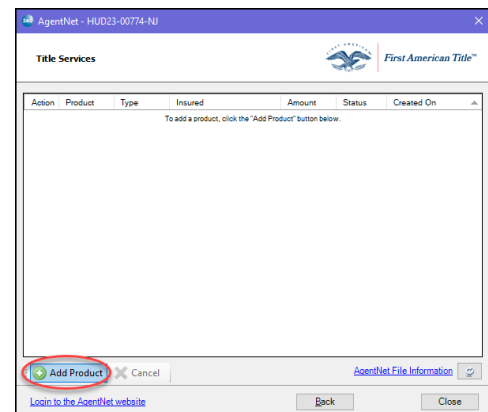
Date	Details
July 2023	Separating user guides per-product

Introduction

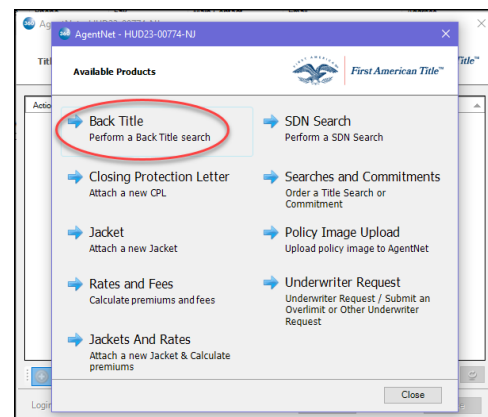
Using the ProForm Back Title Search product will allow a user to simultaneously search for and retrieve any back title documents without leaving the integration.

Submit a Request for Back Title

1. To order Back Title, click the **Add Product** icon at the bottom of the **Title Services** screen.



2. On the **Available Products** screen, select **Back Title**.



3. The **Back Title Search** screen allows up to six criteria items to be selected. Check the **Include** checkbox(es) next to the data fields requested and click **Search**.

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AgentNet - Back Title - HUD23-00774-NJ

Back Title Search

Select up to 6 fields to search by: 2 of 6 fields selected

Include	Field	Value
<input type="checkbox"/>	APN	01-009-012
<input type="checkbox"/>	Last Name	
<input type="checkbox"/>	Street #	1
<input checked="" type="checkbox"/>	Street Name	Main Street
<input checked="" type="checkbox"/>	City	Woodbridge
<input type="checkbox"/>	Zip Code	07095
<input type="checkbox"/>	Condo/Subdivision Name	
<input type="checkbox"/>	Unit/Lot #	101
<input type="checkbox"/>	Block/Square	600
<input type="checkbox"/>	Section/Acreage	

Back Search Cancel

Login to the AgentNet website

4. The **Back Title Search Results** screen will populate all matching results. Check the **Select** checkbox(es) next to the appropriate item(s) and select the **Order** button to retrieve the selected Back Title documents.

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Back Title Search Results

Select the Back Title and click Order to view:

Select	Loan #	Owner #	Owners	Address
<input type="checkbox"/>	345106		DANIEL RODRI...	1019A MAIN ST...
<input checked="" type="checkbox"/>	06528249		FERNANDES, M.	MAIN STREET...
<input type="checkbox"/>	06100426		SUDHARSHAN...	MAIN STREET...
<input type="checkbox"/>	06574024		WEICHERT, GA.	MAIN STREET...
<input type="checkbox"/>	106464001		SYNERGY ASS.	MAIN STREET...
<input type="checkbox"/>	104308866		ZHI YING WONG	MAIN STREET...
<input type="checkbox"/>	97152		ZHI YING WONG	MAIN STREET...
<input type="checkbox"/>	101011100		DRVN ROBERT	MAIN STREET...

1 Document Selected (10 max) 41 Results Returned (44 Documents)

Back Order Cancel

Login to the AgentNet website

5. Additional results fields can be viewed by pulling the scroll bar to the right.

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Back Title Search Results

Select the Back Title and click Order to view:


Back Title	TRD	Unit/Lot	CondoSub	Date	StreetNo
IN ST...				4/23/2001	1019A
EET...				10/23/2002	
EET...	5			11/4/2002	
EET...	19, 20, 21	MARTIN WILSON		4/17/2003	
EET...				3/25/2008	
EET...				7/11/2004	
EET...				7/11/2005	
EET...				10/18/2006	

1 Document Selected (10 max) 41 Results Returned (44 Documents)

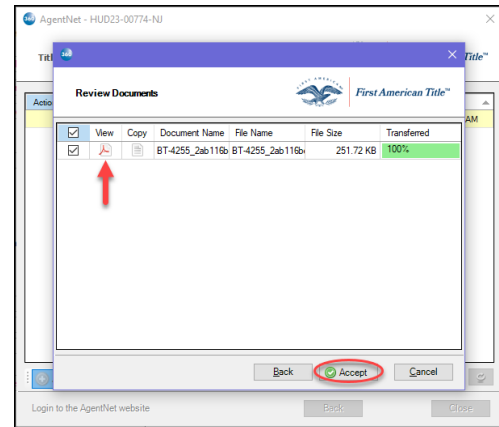
Back Order Cancel

Login to the AgentNet website

6. Once the order is processed, any documents requested will populate in the **Review Documents** screen.

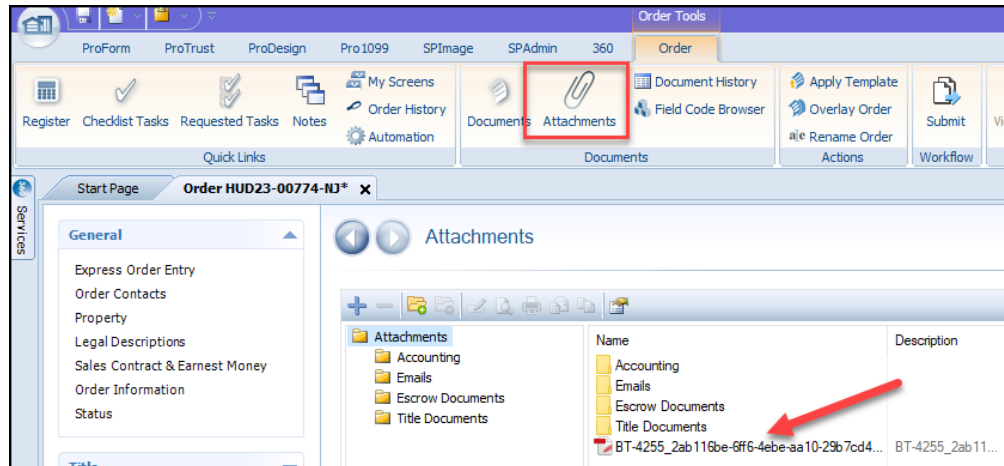
The View icon  allows a document to be viewed prior to accepting into the ProForm order.

By clicking the **Accept** button, the documents will populate into the ProForm Order.



7. The document(s) will be in the **Attachments** section on the order's ProForm Ribbon.

In SoftPro Select



In SoftPro Standard or SoftPro Enterprise

