

FATIC - AgentNet Back Title User Guide

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July, 2023

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History

Date	Details
July 2023	Separating user guides per-product

Introduction

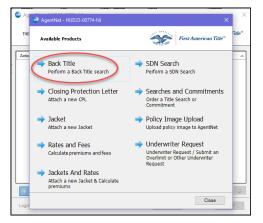
Using the ProForm Back Title Search product will allow a user to simultaneously search for and retrieve any back title documents without leaving the integration.

Submit a Request for Back Title

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

agen 🤌	tNet - HUD	23-00774-NJ					>
Title !	Services				X	First American	Title"
Action	Product	Туре	Insured	Amount	Status	Created On	
			To add a product, click the "A	Add Product" button	below.		
💽 Ac	ld Product	X Cancel			Agent	Net File Information	Ű
Login to	the AgentN	et website		E	ack	Clo	se

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



 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.

MentNe AgentNe	t - Back Title - HUD23-00			×
Back Tit	le Search	S	First American Ti	le"
Select up	to 6 fields to search by:		2 of 6 fields selected	d
Include	Field	Value		•
	APN	01-009-012		1.
	Last Name			1.
	Street #	1		۰.
	Street Name	Main Street		۰.
	City	Woodbridge		۰.
	Zip Code	07095		٩.,
	Condo/Subdivision Name			
	Unit/Lot #	101		
	Block/Square	600		
	Section/Acreage			
1		Back Se	arch <u>C</u> ance	

First Am

Owners Address
DANIEL, RODRI... 1019A MAIN ST...

SUDHARSHAN, ... MAIN STREET,

WEICHERT, GA... MAIN STREET. SYNERGY ASS... MAIN STREET.

ZHI YING WONG MAIN STREET.

ZHI YING WONG MAIN STREET

41 Results Returned (44 Docum

Back Order Cancel

MAIN STREET.

FERNANDES, M ...

Δ

Back Title Search Result

05528249

06100486

05574024

104308866

1038/335

ment Selected (10 max

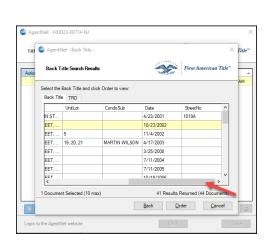
97152

Back Title TRD Select Loan #

Select the Back Title and click Order to view

 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.

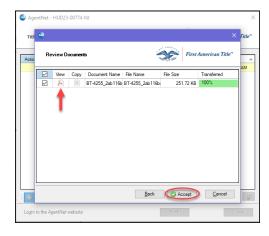
5. Additional results fields can be viewed by pulling the scroll bar to the right.



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

The View icon local 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

		<u> </u>						Order Tools			
	ProForm	ProTrust	ProDesign	Pro 1099	SPImage	SPA	dmin 360	Order			
Regis		sks Requeste	ed Tasks Notes	My Scree Order Hi	istory D) ocuments	() Attachment	B Documer	 Apply Templat Overlay Order Rename Order 	r Submit	Viet
		Quid	k Links				Doci	uments	Actions	Workflow	
Services	Start Page General Express Ord Order Conta Property	er Entry	1UD23-00774-N	00	Attach			₽			
	Legal Descri Sales Contra Order Inform Status	ct & Earnest N	loney	🚞 Emi	counting			ame Accounting Emails Escrow Docume Title Documents BT-4255_2ab11	 be-aa10-29b7cd4	Description BT-4255_2ab	11

In SoftPro Standard or SoftPro Enterprise

ProForm Enterprise Edition - 2023-0054CDF.PFD			
File Reports View Document Mode Tools Services Suppor	Window Help	_	
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2023-0054CDF.PFD (Main Folder) - [RulesVer: Classic.32.3.0]			
General Order Tracking Title Insurance CDF NC Bar Forms			
Screens:			ReadyDocs:
1) Express Order Entry 2) Sett. Agent, Title Co., Underwriter, Offices			C C Old Republic National Title Inc. Company (SC) 11/30/
3) File No., Settlement Dates, Notes	Attachments (2023-0054CDF)		X NY) Title Insura pmpany (SC) 0
4) Buyer/Borrower, Officers & Signatures 5) Seller, Officers & Signatures			shipany (55) si
6) Sales Price, Deposit/Earnest Money 7) Property, Legal Description	Description Date/Time		
8) Lender	Deed 06/28/2023 11:51		
9) Mortgage Broker & Loan Servicer 10) Loan, Funding & ProTrust			
11) Terms, Payment & ARM			
12) Builder, Contract & Escrow for Completion 13) Real Estate Agents/Brokers			
14) Buyer's & Seller's Attomeys 15) HOA/Mgmt. Company			
16) Additional Contacts			
17) Acknowledgment & Notary 18) Affidavit/Agreement Regarding Liens/Waiver of Liens			
19) Security Instruments, Trustee & Riders			
20) Plats, Covenants & Conveyance 21) User Optional Fields 1-25			
22) User Optional Fields 26-45			
23) User Optional Fields 46-65 24) General Options			
	View Attach	Edit Delete	Email OK