

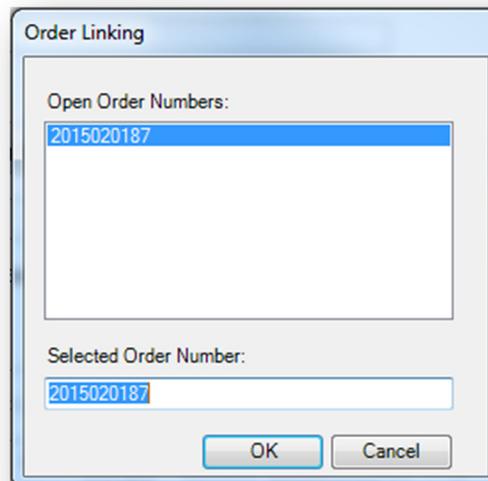
## Managing CSC within SoftPro 360

SoftPro 360's integration with Corporation Service Company (CSC) allows for a more efficient process to record documents. Applicable data will pull from the linked ProForm order and be submitted directly to CSC without having to leave SoftPro. Recorded documents and recorded data returned from CSC will be saved to the ProForm order removing several steps and data entry. CSC can be found under 'Settlement Services' in the Services panel.

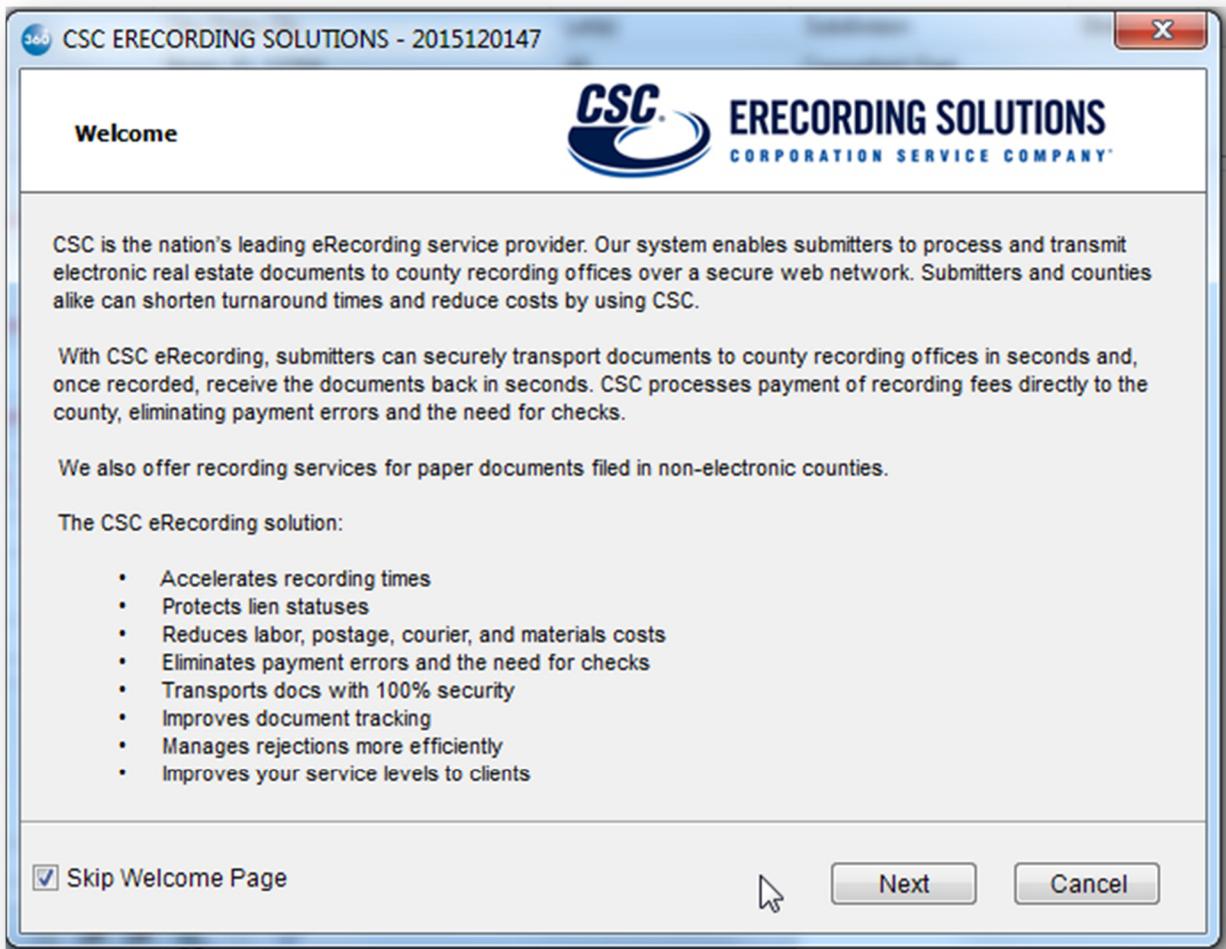


### eRecording

Select the ProForm order number that has a document or document package ready to be submitted to CSC. If a ProForm order(s) is opened, the order number will be listed in the Order Linking dialog. The active order will be highlighted and entered in the Selected Order Number field. Any of the orders listed within the open orders box can be selected or the Selected Order Number field can be overwritten with an order that is not currently open. Once the ProForm order number is displayed in the Selected Order Number field, click OK to continue.



After the order has been linked a Welcome screen will appear. The screen will provide more information about the type of product and services CSC provides along with contact information for CSC. A 'Skip Welcome Page' option is available to skip this screen for future orders. Click 'Next' to continue.



The CSC Login screen will appear and requires the CSC User ID and Password. These credentials can be saved for future orders by selecting 'Remember me'. Once the required credentials have been entered the 'Next' button will become enabled. Click **Next** to continue.

Clicking **Next** on the CSC Login screen will open the Create a Recording Package Screen.

CSC ERECORDING SOLUTIONS - 2015040202

**Login**

**CSC** ERECORDING SOLUTIONS  
CORPORATION SERVICE COMPANY

Provide your CSC credentials

User ID:

Password:

Remember me

[Reset your password](#)

## Create a Recording Package

The recording location should be auto-populated but will need to be verified. The document(s) can be attached either by selecting 'Browse' which allows a document(s) to be obtained from a selected folder. Attachment opens the linked ProForm orders SP Image, Document History/Attachments.

The screenshot shows a web application window titled "CSC ERECORDING SOLUTIONS - 2015040198". The main heading is "Creating a Recording Package". The CSC logo and "ERECORDING SOLUTIONS CORPORATION SERVICE COMPANY" are displayed. A dropdown menu for "Verify the recording location:" is set to "Denver County, CO (Property Info)". Below this is a section for "Document(s) in the package:" with a large empty rectangular box. To the right of this box are five buttons: "Browse", "Attachment", "Modify", "Rename", and "Delete". At the bottom of the window are three buttons: "Back", "Submit", and "Cancel".

The County Required Information screen will display the required information needed by the County. It will update based upon the county selected and the document type selected.

Select the ProForm Document Type and CSC Document Type from the drop downs available. Once a document is attached and the required values (indicated by a red astericks) have been entered the Submit to CSC button will become enabled.

The screenshot shows a software window titled "CSC ERECORDING SOLUTIONS - 2015120147". The window contains the CSC logo and the text "ERECORDING SOLUTIONS CORPORATION SERVICE COMPANY". Below the header, there are two instructions and two dropdown menus. The first instruction is "Select the document type from the Recorder's list of available documents to be e-recorded:", followed by a dropdown menu with "Warranty Deed" selected. The second instruction is "Select the corresponding document type for the recording information to appear in the ProForm Order:", followed by a dropdown menu with "Deed 1" selected. At the bottom right of the window, there is a "Next" button.

Should the jurisdiction in which you are recording require indexing information, you will be presented with the Indexing Information Screen.

360 CSC ERECORDING SOLUTIONS - 2015120147

**Indexing Information**

**CSC** ERECORDING SOLUTIONS  
CORPORATION SERVICE COMPANY

Consideration Amount	\$200,000.00
Grantee	Mary L. Cisler
	Last Name/Company Cisler
	First Name Mary
	Middle Name/Initial L.
	Title Suffix
Grantor	David R. Smith Sr
	Last Name/Company Smith

The fields presented on the Indexing Information may vary based on the recording jurisdiction. When possible, data from your ProForm Order will populate the fields. You can adjust the data on the screen but any edits made to this screen will not write back to your ProForm Order.

You may add additional grantors and grantees as needed by clicking the **Add Grantor / Add Grantee** buttons. You may delete the additional grantor or grantee by click on the  button located to the right of the party you wish to delete.

CSC ERECORDING SOLUTIONS - 2015120147

**Indexing Information**

**CSC ERECORDING SOLUTIONS**  
CORPORATION SERVICE COMPANY

Submit

First Name: David  
Middle Name/Initial: R.  
Title:   
Suffix: Sr

Grantor: SoftPro Corp

Last Name/Company: SoftPro Corp

First Name:   
Middle Name/Initial:   
Title:   
Suffix:

Add Grantor Add Grantee Back Done

Click **Next** to continue back to the Creating a Recording Package screen then click 'Submit to CSC.

After clicking **Submit** to CSC the Review Submission screen should be displayed and provide two options. The documents can be reviewed on CSC's website or select **Finish** and the CSC SoftPro 360 product can be closed. To view the documents at a later time, double click the SoftPro 360 transaction and proceed to the Navigation Page. Select '**Review on CSC Website**'



**Order Status**



**ERECORDING SOLUTIONS**  
CORPORATION SERVICE COMPANY

 Review on CSC Website.

Your order has been successfully submitted to CSC.

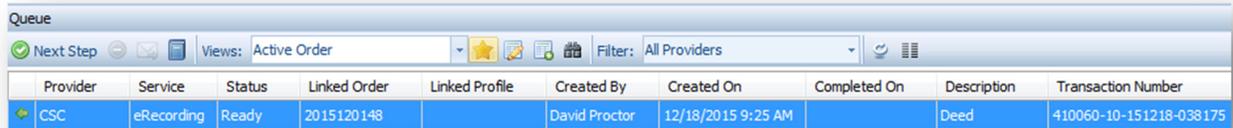
Back

Finish

Cancel

## Retrieving Documents and Recording Information:

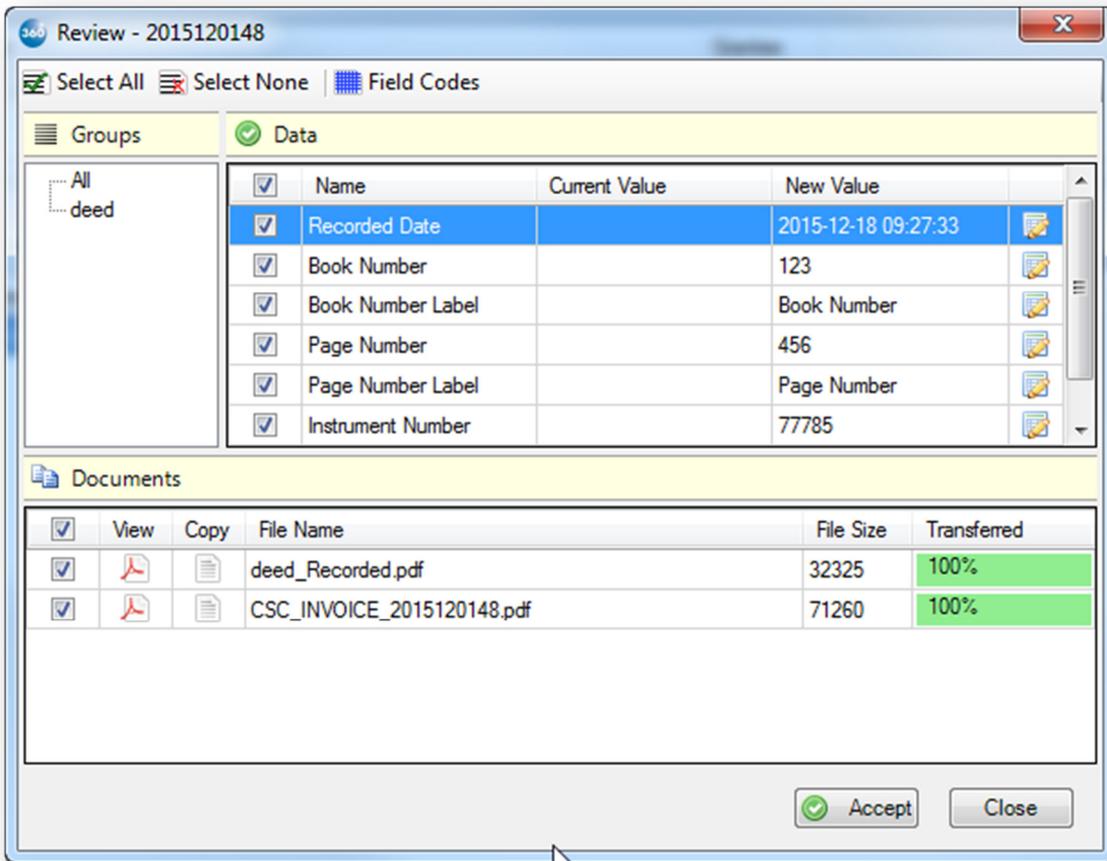
When your document(s) have been recorded, CSC will remit the recorded documents and recording data back to you. You can review the documents and data from by selecting the CSC transaction in your SoftPro 360 Queue. The status of the transaction will be **Ready**, you can double click on the transaction or click **Next Step** to review the data and documents.



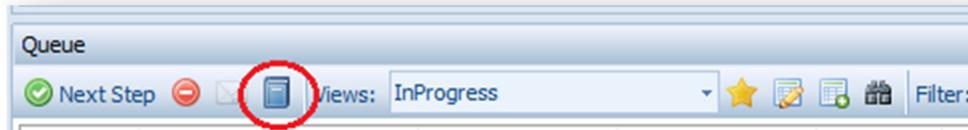
The screenshot shows a software interface titled "Queue". At the top, there is a "Next Step" button with a green checkmark, followed by navigation icons and a "Views: Active Order" dropdown menu. To the right, there is a "Filter: All Providers" dropdown menu and a list icon. Below this is a table with the following data:

Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Description	Transaction Number
CSC	eRecording	Ready	2015120148		David Proctor	12/18/2015 9:25 AM		Deed	410060-10-151218-038175

When the document(s) have been recorded the SoftPro 360 transaction will update to a Ready status. Double clicking on the transaction will open the Review screen to display the data and recorded documents returned. Click **Accept** to save the data and document(s) into the ProForm order.



The recording fees will be available in the SoftPro 360 log for the transaction and will remain there for the life of the ProForm order.



Created On	Created By	Message
4/17/2015 9:14:27 AM	david.proctor@softprocorp.com	CSC.eRecording.Activities.PRIA_RE...
4/17/2015 9:14:52 AM	david.proctor@softprocorp.com	Operation Submit requested
4/17/2015 10:35:41 AM	cscservice	Operation Remit requested
4/17/2015 10:35:41 AM	david.proctor@softprocorp.com	Warranty Deed :Recording : 40.000...
4/17/2015 10:39:54 AM	david.proctor@softprocorp.com	Operation Accept requested

Warranty Deed :  
 Recording : 40.0000  
 Total : 40.0000  
 Deed of Trust :  
 Recording : 40.0000  
 Total : 40.0000

OK