

CertifID User Guide

March 2025

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History

Date	Version	Details
12.13.2024	4.0	This release includes: <ul style="list-style-type: none">• Addition of Payoff Protect Service with Accept Automation functionality• Submit Automation for collecting bank details and sending wire instructions
03.11.2025		This release includes the Payoff Reader enhancement; CertifID reads/populates information from an uploaded payoff statement.

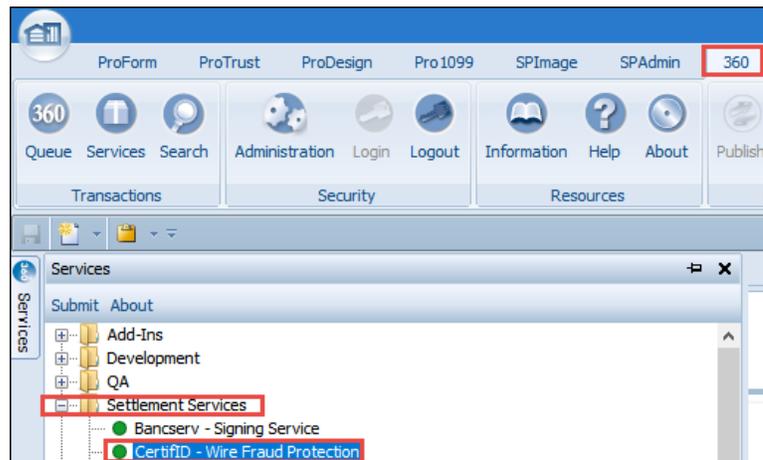
Introduction

CertifID allows SoftPro 360 users to securely send, confirm and collect wire transfer bank details with certain parties of their SoftPro order.

Accessing

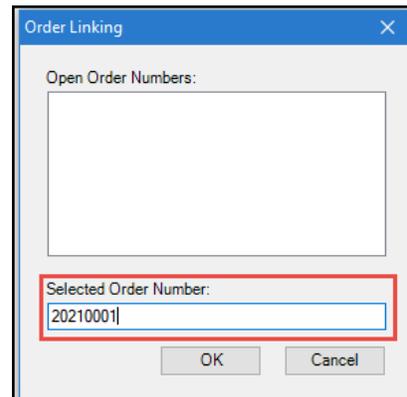
From the **360** ribbon,

1. Click the **Services** button
2. Click the **Settlement Services** folder to expand
3. Double-click **CertifID – Wire Fraud Protection** entry

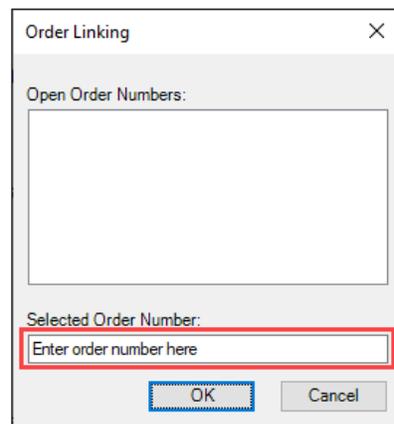


Select a ProForm Order for Your Request

You must link each transaction to a ProForm Order. If you already have ProForm order(s) open, this order defaults as the selected order.

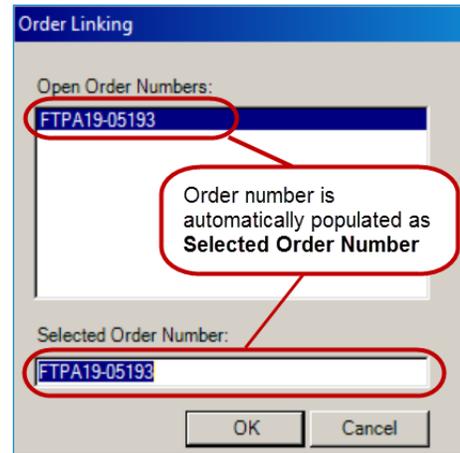


1. From the **Order Linking** window
 - a) If no order is open, enter the corresponding order in the **Selected Order Number** field.

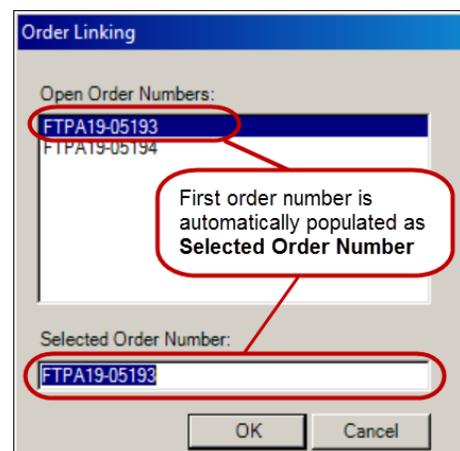


- b) If a single order is open, the order number is shown in the **Open Order Numbers** field and the **Selected Order Number**

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



- c) If multiple orders are open, all order numbers appear in the **Open Order Numbers** field and the first order is displayed in the **Selected Order Number** field. Highlight an order in the **Open Order Numbers** field to select the applicable order

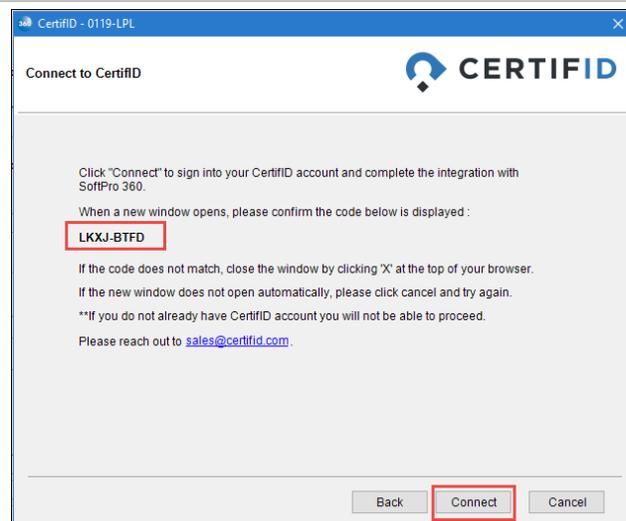


2. Press the **OK** button to continue

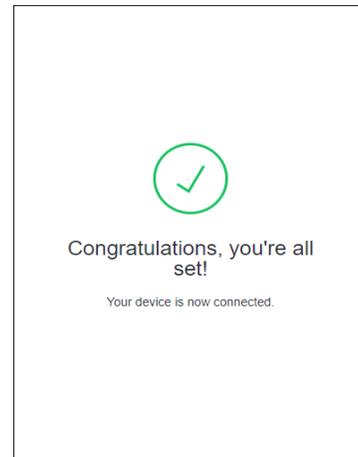
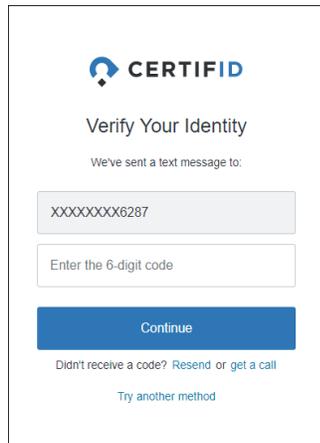
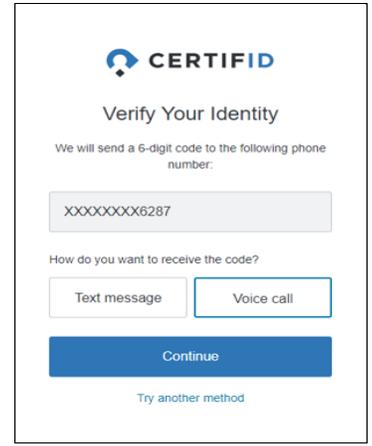
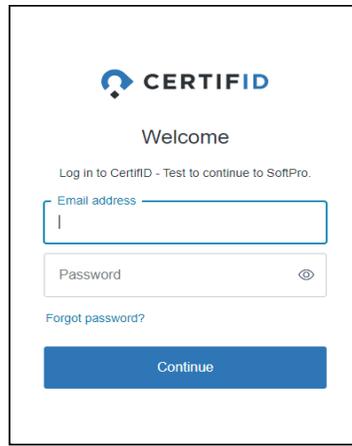
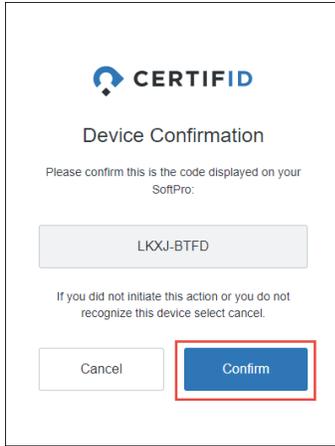
Logging Authentication

On the **Connect to CertifID** screen, you are presented with an authorization code.

3. Make a note of this code, as you will need to confirm it later.
4. Click the **Connect** button; this opens a new browser window to confirm the code displayed

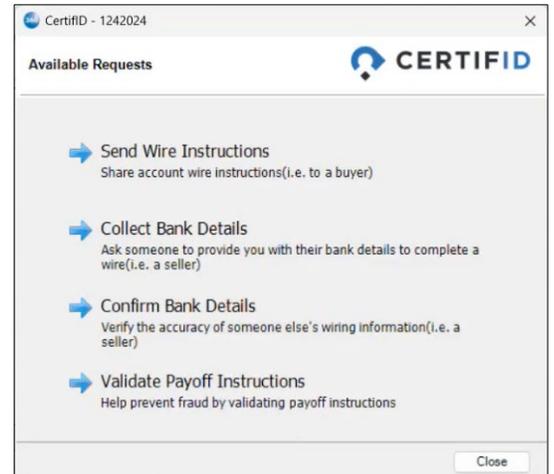


Upon confirming the device code displayed, you are then prompted to login with your CertifID credentials. Follow the steps to verify your identity. Upon successful authentication, you receive a confirmation on the web browser as well as well as in in SoftPro.



Available Request Screen

From the **Available Request** screen you can select the **Product** you are submitting a request for.



Send Wire Instructions

Send Wire Instructions allows you to share wire information associated with your CertifID account securely via SoftPro 360.

- You can send the instructions to the following contacts in your ProForm order:
 - Buyer \ Seller
 - Lender
 - Settlement Agent
 - Listing and Selling Agents
 - Attorney
 - Title Company
 - Builder (only available in SoftPro Select)
 - General Contractor (only available in SoftPro Select)
 - Other Contact (only available in SoftPro Select)
- Required fields:
 - Account/Office (Lists accounts associated with your CertifID account)
 - Property
 - Recipient (Full Name, email and number must be completed in the ProForm Order)

NOTE: For an Organization contact, the Recipient in the request is the person added under the People grid in the Select ProForm order.
 - Underwriter (List of Underwriters associated with your CertifID account)
 - Bank Information (List of banks associated with your CertifID account)

Once the recipient receives the wiring instructions securely, your SoftPro 360 transaction will be set to **'Ready'** for you to review and accept the confirmation document into your ProForm order.

Collect Bank Details

The **Collect Bank Details** request allows you to collect account information securely via SoftPro 360.

- Submit the **Collect Bank Details** request to the required recipient. CertifID verifies their identity and then asks them for their account information.
- Once the recipient completes the request, your 360 transaction will update to **'Ready'** for you to accept the documents and data into your ProForm order.

NOTE: If a Correspondent Bank is available for the designated Beneficiary Bank **Correspondent Bank may be required for transfer** will be added to the Further Credit Field in the Outgoing Wires section for select orders. If a Correspondent Bank is not available for the designated Beneficiary Bank and Final Credit information was completed in the request, the final credit details appear in the Further Credit Field in Select.

Confirm Bank Details

Confirm Bank Details allows you to securely confirm bank details that have been provided to you.

- Submit the **Confirm Bank Details** request to the required recipient. CertifID verifies their identity and then asks them to confirm the account information.
- Required Fields:
 - Account/Office
 - Property
 - Recipient (Full Name, email and number must be completed in the ProForm Order)
 - Underwriter (List of Underwriters associated with your CertifID account)
 - ABA Routing Number and Account Number
 - Credit to Account Name

The screenshot shows the 'Confirm Bank Details' form with the following fields and values:

Account / Office	Property
SoftPro Dev Child A	4800 Falls of Neuse, Ocala, FL 33030
Select Recipient	Underwriter
S - Sue Seller	None
First Name: Sue	Email: luisapaola27@gmail.com
Last Name: Seller	Phone Number: 919-272-4568 <small>*Mobile preferred</small>
ABA Routing Number: 053000219	Beneficiary Bank Name: Wells Fargo Bank, National Association
The correspondent bank may be required for this transfer. These details will not be shared with the recipient.	
Correspondent Bank Name: Wells Fargo Bank, National Association	Correspondent Bank ABA Routing Number: 121000248
Credit To Account Name: Luisa Lisria	Credit To Account Number: 11112021
Final Credit To Account Name:	Final Credit To Account Number:

Buttons: Next, Cancel

In Select, if you have entered the outgoing wire data in the Outgoing Wire Section for the contact, the ABA Number, Credit to Account Name and Credit to Account Number fields auto-populate.

If a Correspondent Bank, is available for the designated Beneficiary Bank, the information is displayed. is not available for the designated Beneficiary Bank, a note is displayed that no Correspondent Bank is Required.

The screenshot shows the 'Confirm Bank Details' form with the following fields and values:

Account / Office	Property
SoftPro Dev Child A	4800 Falls of Neuse, Ocala, FL 33030
Select Recipient	Underwriter
S - Sue Seller	None
First Name: Sue	Email: luisapaola27@gmail.com
Last Name: Seller	Phone Number: 919-272-4568 <small>*Mobile preferred</small>
ABA Routing Number: 314074269	Beneficiary Bank Name: USAA Federal Savings Bank
No Correspondent Bank Required	
Credit To Account Name: Luisa Lisria	Credit To Account Number: 11112021
Final Credit To Account Name:	Final Credit To Account Number:

Buttons: Next, Cancel

Validate Payoff Instructions

The **Validate Payoff Instructions** request allows you to provide payoff instructions documentation for validation, edit payoff instructions once validated if needed or display a cancelled request.

NOTE: Canceling a request must be done directly with CertifID. The 360 system only displays the cancellation once completed.

When the **Validate Payoff Instructions** selection is made, the integration opens to the **Upload Payoff Statement** screen. If a document is uploaded from this screen, the payoff instruction information is automatically populated on the Validate Payoff Instructions screen. If you wish to manually enter the data, you can bypass this screen and upload a document once the data has been entered.

From this screen, you can,

- Upload a document using,
 - **Browse** – to navigate to a folder, desktop, network location to select the document.
 - **Attachments** – to select from the **Attachments** within ProFrom.
- **Skip** this step to manually enter data on the **Validate Payoff Instructions** screen and upload a document.

Only one document can be uploaded from this screen and must be a PDF no larger than 20MB.

NOTE: The Next button is not enabled until a document is uploaded or this screen is bypassed using the **Skip** button.

If you wish to enter payoff instructions manually, click the **Skip** button and refer to the [If Manually Entering Payoff Instructions](#) section.

Uploading a Document to Auto-Populate Information

Using the **Browse** or **Attachments** button, upload the corresponding payoff document. Once a document is uploaded, you have the option to **Rename** or **Delete** the document.

Click the **Next** button to open the **Validate Payoff Instructions** screen. Clicking **Cancel** here returns you to the **Upload Payoff Statement** screen.

The screenshot shows a web interface titled "CertifID - CertifIDEMO2025" with a sub-header "Upload Payoff Statement". The main content area contains the following text: "To speed up the payoff verification process, upload your payoff statement. CertifID will use this to automatically fill out form fields for you." Below this, it says "If you prefer to enter the information manually, you may 'Skip' this step." There is a table labeled "Documents" with two columns: "Name" and "Size". To the right of the table are buttons for "Browse", "Attachments", "Documents", "Rename", and "Delete". At the bottom left, there is a "Skip" button. At the bottom right, there are "Next" and "Cancel" buttons. A red box highlights the "Skip" button.

CertifiD - CertifiDEMO2025

Upload Payoff Statement

To speed up the payoff verification process, upload your payoff statement. CertifiD will use this to automatically fill out form fields for you.

If you prefer to enter the information manually, you may "Skip" this step.

Documents

Name	Size
PayOff.pdf	72.58 KB

Browse

Attachments

Documents

Rename

Delete

You can upload and attach 1 PDF file no larger than 20MB.

Skip **Next** Cancel

Once the integration has processed the document/data, the **Validate Payoff Instructions** screen opens.

Verify the information pulled in from the uploaded payoff statement; identified with the  icon.

You can manually edit these fields.

Select the **Underwriter**; this is a required field as indicated by the red asterisk. You can also select the **Loan Type** if needed. Once the required field is updated, the **Next** button is enabled.

Click **Next** to continue to the [Review Payoff Instructions](#) screen.

This screen also provides the **Upload Additional Documents** link allowing you to upload a document if you wish.

Clicking **Cancel** here cancels the request in the 360 system, and you are redirected to the **Available Products** (Launcher) screen.

CertifiD - 3132025

Validate Payoff Instructions

Please double-check the pre-filled data and edit any information that is incorrect.

Account / Office: SoftPro Dev

Primary Mortgage: S - Nisha Bora

Property Address: -Select Property Address-

Underwriter: -Select Underwriter-

Loan Type: -Select Loan Type-

Loan Number: -Enter Loan Number-

Payoff Lender: -Enter Lender Name-

ABA Routing Number: 10200021

Beneficiary Bank: US Bank National Association

Account Number: 4127400093

Payoff Amount: -Enter Payoff Amount-

Please confirm the borrower's loan number matches your records.

+ Upload Additional Documents Click to add **Next** Cancel

If Manually Entering Payoff Instructions

Clicking the **Skip** button to bypass the Upload Payoff Statement screen opens the **Validate Payoff Instructions** screen. Once the information is manually entered you are then able to upload required document(s).

From the **Validate Payoff Instructions** enter/select the,

- **Account / Office**
- **Primary Mortgagor**
- **Property Address** – populates with the property information entered in ProForm
- **Underwriter**
- **Loan Type**
- **Loan Number**
- **Payoff Lender**
- **ABA Routing Number** – if an invalid routing number is entered, the integration immediately displays an error message identifying same.
- **Beneficiary Bank**

- **Account Number**
- **Payoff Amount**

Click the **Upload Payoff Statement** link to select the corresponding payoff statement.

- **Browse** – to navigate to a folder, desktop, network location to select the document.
- **Attachments** – to select from the **Attachments** within ProFrom.

Click the **Close** button to return to the Validate Payoff Information.

Validate Payoff Information screen displays **1 PDF Attached** (lower left).

Click **Next** to continue to the **Review Payoff Instructions** screen.

CertifID - 1242024

Validate Payoff Instructions CERTIFID

Account / Office SoftPro Dev	Payoff Lender First Bank
Primary Mortgagor S - Betty Seller	ABA Routing Number 065303386
Property Address 1611 Pinehurst Dr Ne	Beneficiary Bank First Bank
Underwriter WFG Title Ins. Co.	Account Number 123456789
Loan Type Residential Mortgage	Payoff Amount 1000
Loan Number 123456789	

1 PDF Attached Click to edit or replace

Next Cancel

Reviewing Payoff Instructions

From the **Review Payoff Instructions** screen, all entered data is displayed and you have the option of clicking the,

- **Back** button to return to the Validate Payoff Instructions screen to re-enter/adjust information.
- **Submit** button to submit the request to CertifID
- **Cancel** button to cancel the request completely

CertifID - 1242024

Review Payoff Instructions CERTIFID

Account / Office SoftPro Dev	Payoff Lender First Bank
Primary Mortgagor S - Betty Seller	ABA Routing Number 065303386
Property Address 1611 Pinehurst Dr Ne Cedar Rapids, IA, 52402	Beneficiary Bank First Bank
Underwriter WFG Title Ins. Co.	Account Number 123456789
Loan Type Residential Mortgage	Payoff Amount 1000.00
Loan Number 123456789	
Documents 1 PDF attached successfully	

Back Submit Cancel

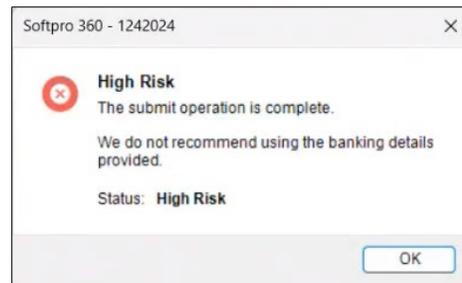
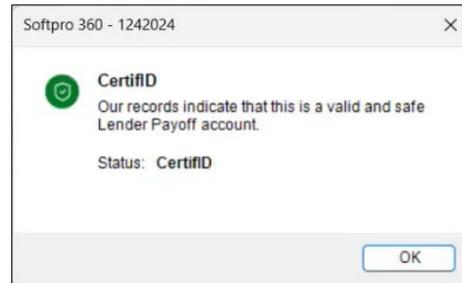
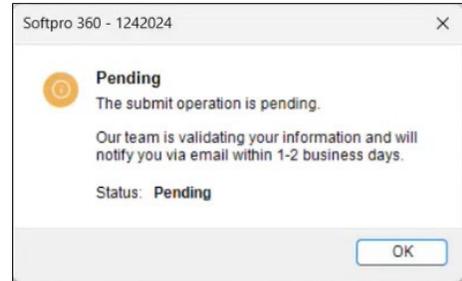
Once the request is submitted, a message is displayed indicating,

- Pending** and an email notification is sent to you once the verification is completed

The **360 Queue** shows the **Event of Pending** and **Status of In Progress**.
- CertifID** indicating the payoff is a valid and safe Lender Payoff account

The **360 Queue** shows the **Event of CertifID** and **Status of In Progress**.
- High Risk** indicating the use of the submitted banking details is not recommended.

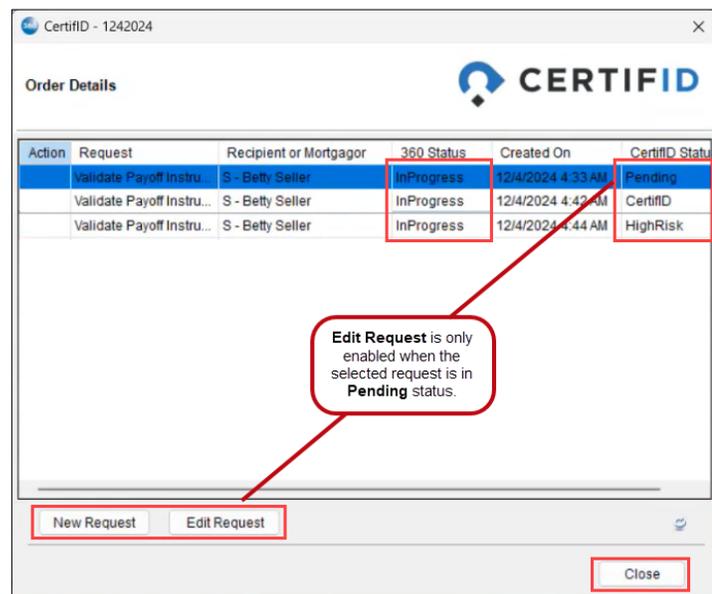
The **360 Queue** shows the **Event of High Risk** and **Status of In Progress**.



Click **OK** to return to the **Order Details** screen.

From here you can enter a **New Request**, **Edit Request**, or **Close** the integration.

The **Edit Request** is only enabled when the highlighted request has a **CertifID Status** shows as **Pending**, **Changes Requested** or **Needs Attention**.



The **360 Queue** shows the request with an **Event of Pending** and a **Status of In Progress**.

Service	Provider	Event	Status	Linked Order	Created By	Created On	Completed	Description	Contact	Transaction Number
WireFraudProtection	CertifID	HighRisk	In Progress	1242024	nisha bora 910019	12/4/2024 10:44 AM			S - Betty Seller	910019-70-241204-320247
WireFraudProtection	CertifID	CertifID	In Progress	1242024	nisha bora 910019	12/4/2024 10:42 AM			S - Betty Seller	910019-70-241204-320246
WireFraudProtection	CertifID	Pending	In Progress	1242024	nisha bora 910019	12/4/2024 10:33 AM			S - Betty Seller	910019-70-241204-320245
Wire Fraud Protection	CertifID	CertifID	Ready	Certified	nisha bora 910019	8/21/2024 11:33 AM		string	S2 - Owner Seller	910019-70-240821-275506

When the remit is received from CertifID the,

- **Event** is updated to **CertifID** and the **Status** as **Ready** to allow you to accept data and documents in the order using the **Next Steps** button.
- **Event** is updated to **Change Requested** and the **Status** shows as **Updated** if changes are needed to the payoff banking information. In the **360 Queue**, the **Next Steps** button is enabled allowing you to make needed changes and resubmit the request.
- **Event** is updated to **HighRisk** and the **Status** shows as **InProgress** identifying the submitted banking details should not be used.

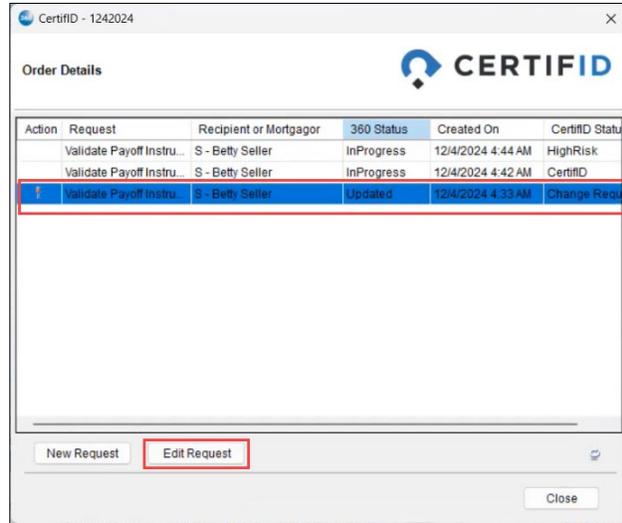
Service	Provider	Event	Status	o-Linked Order	Created By	Created On	Completed	Description	Contact	Transaction Number
WireFraudProtection	CertifID	HighRisk	In Progress	1242024	nisha bora 910019	12/4/2024 10:44 AM			S - Betty Seller	910019-70-241204-320247
WireFraudProtection	CertifID	CertifID	In Progress	1242024	nisha bora 910019	12/4/2024 10:42 AM			S - Betty Seller	910019-70-241204-320246
WireFraudProtection	CertifID	Change Requested	Updated	1242024	nisha bora 910019	12/4/2024 10:33 AM			S - Betty Seller	910019-70-241204-320245
Wire Fraud Protection	CertifID	CertifID	Ready	Certified	nisha bora 910019	8/21/2024 11:33 AM		string	S2 - Owner Seller	910019-70-240821-275506

Editing and Resubmitting a Request

When the transaction is shown as **Pending**, **Change Requested** or **Needs Attention**, highlight the transaction in the **360 Queue** and click the **Next Steps** button to open the **Order Details** screen.

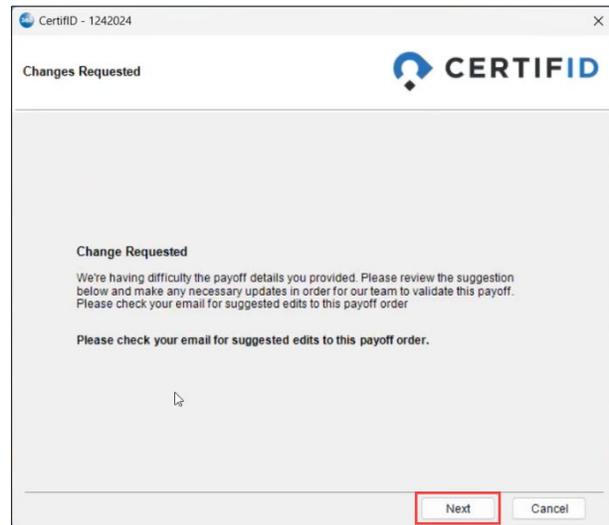
Service	Provider	Event	Status	Linked Order	Created By	Created On	Completed
WireFraudProtection	CertifID	HighRisk	In Progress	1242024	nisha bora 910019	12/4/2024 10:44 AM	
WireFraudProtection	CertifID	CertifID	In Progress	1242024	nisha bora 910019	12/4/2024 10:42 AM	
WireFraudProtection	CertifID	Change Requested	Updated	1242024	nisha bora 910019	12/4/2024 10:33 AM	
Wire Fraud Protection	CertifID	CertifID	Ready	Certified	nisha bora 910019	8/21/2024 11:33 AM	

Select the request needing an edit and click the **Edit Request** button.



If the transaction is **Pending**, the **Validate Payoff Instructions** screen opens for editing (as shown on [page 12](#)). Make the necessary changes, upload the **Payoff Statement** and resubmit the request.

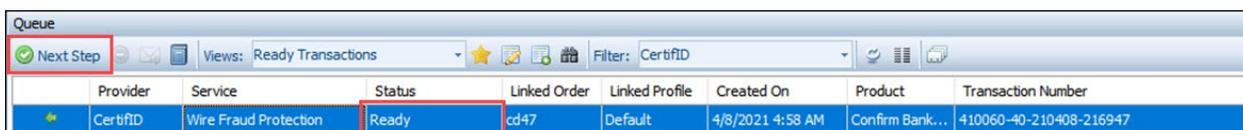
If the transaction shows as **Changes Requested**, a message displays identifying suggested changes were sent via email.



Click the **Next** button to continue to the **Validate Payoff Instructions** screen to make the necessary changes, upload the **Payoff Statement** and resubmit the request.

Accepting Data & Document(s)

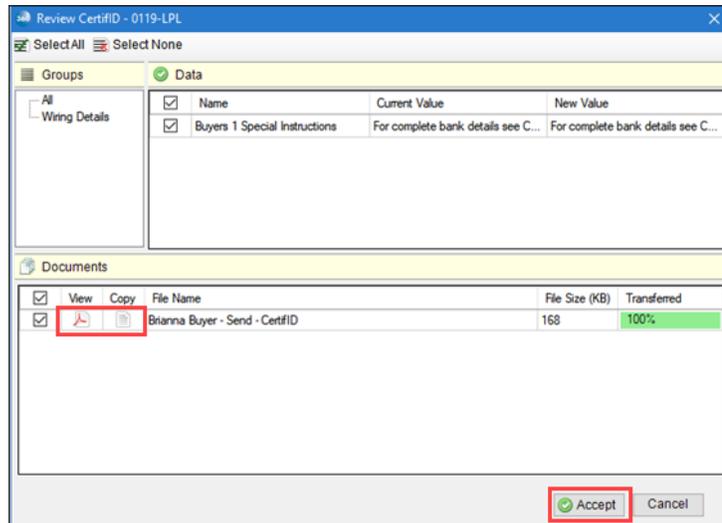
In the **360 Queue** the transaction status updates to **Ready** when a response has been received and is ready to be reviewed. Click the **Next Step** button to review the data (for Collect Bank Details Requests) and documents for all other requests.



Review Screen

The **Review** screen allows the user to view, copy, and accept documents from CertifID into the ProForm order.

- **View:** Click the **View**  icon to view documents sent from CertifID.
- **Copy:** Click the **Copy**  icon to save a copy of the document to the clipboard.
- **Accept:** Click the **Attach** button to attach the document(s) to the Select order. The Collected Bank Detail information is saved into the ProForm order.
 - In Select orders the data is saved in the outgoing wire section.
 - In Standard orders the data is saved in the order notes section.

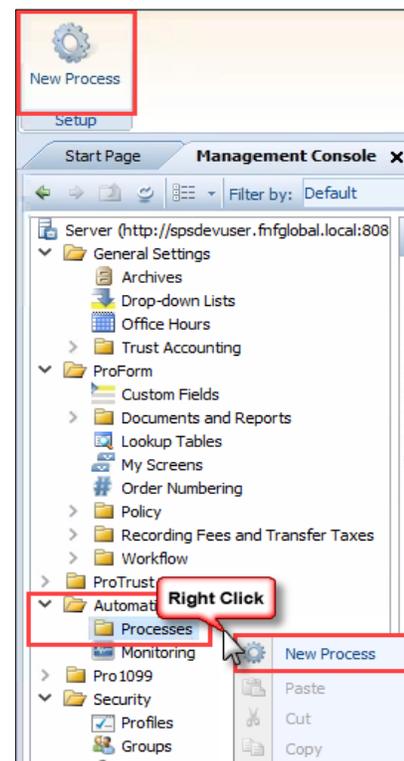


Setting Up Automation

Workflow Automation is available in Select version 4.3.2 (4.2.41028.5) or higher. Users with the proper credentials can set up automation for submitting an order request and accepting the request from AgentTRAX ionFraud ID Verification.

When setting up the automation feature the,

- **Submit Automation** is only available for **Send Wire Instructions** and **Collect Bank Details** requests.
- **Accept Automation** is available for **Send Wire Instructions**, **Collect Bank Details**, **Confirm Bank Details**, and **Validate Payoff Instructions**



To set up automation, from the SoftPro Select home page, **SPAdmin** tab,

1. Click the **Configuration** button.



2. From the menu, click **Automation > Processes**
3. Right-click and select **New Process** (or select the **New Process** button in toolbar)

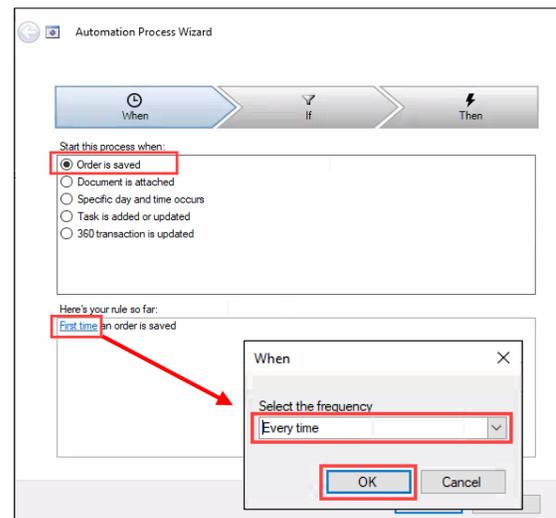
Submit Automation

Submit Automation allows users to immediately submit a request based on specific actions (triggers) within the order, (i.e., Adding a Task, Saving a ProForm Order, etc.). The Submit Automation feature is available for the **Send Wire Instructions** and **Collect Bank Details** options.

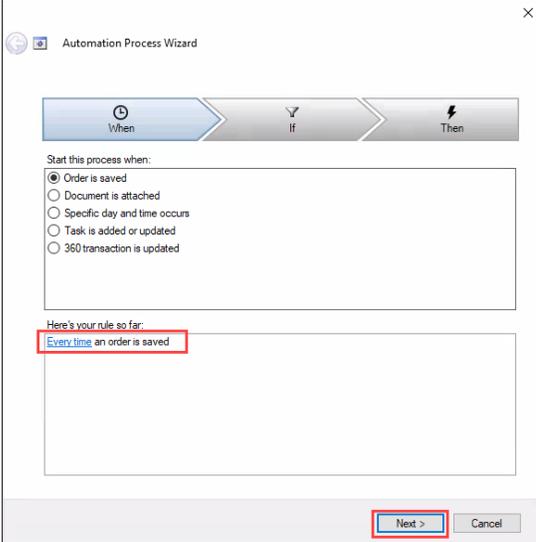
The **Automation Process Wizard** is used to create the Submit Automation process. The process is the same regardless of whether you are setting up automation for the **Send Wire Instructions** or **Collect Bank Details** except where noted.

From the **When** screen, select the **Order is saved** radio button. This defaults to **First time an order is saved** in the **Here's your rule so far** section.

Click the **First time** link and when prompted, select **Every time** from the frequency drop-down; click **OK**



Click the **Next** button to continue.

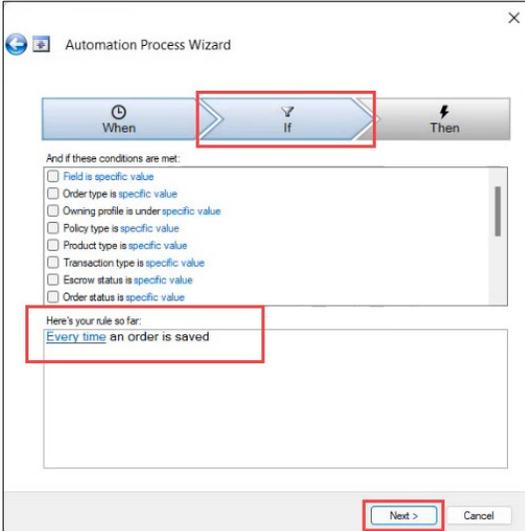


The screenshot shows the 'Automation Process Wizard' window at the 'When' step. At the top, there are three buttons: 'When' (selected), 'If', and 'Then'. Below this, the 'Start this process when:' section contains a list of radio button options: 'Order is saved' (selected), 'Document is attached', 'Specific day and time occurs', 'Task is added or updated', and '360 transaction is updated'. The 'Here's your rule so far:' section displays the text 'Every time an order is saved'. At the bottom right, there are 'Next >' and 'Cancel' buttons.

The **If** screen is used to set condition(s) to be put in place for the process to start (i.e., field or order type contains a specific value, etc.). We are not setting any conditions other than saving the order (which we did in the previous steps) to trigger the automation.

The **Here's your rule so far** section displays the rule as you continue to add criteria.

Click the **Next** button to bypass this screen and move to the **Then** screen

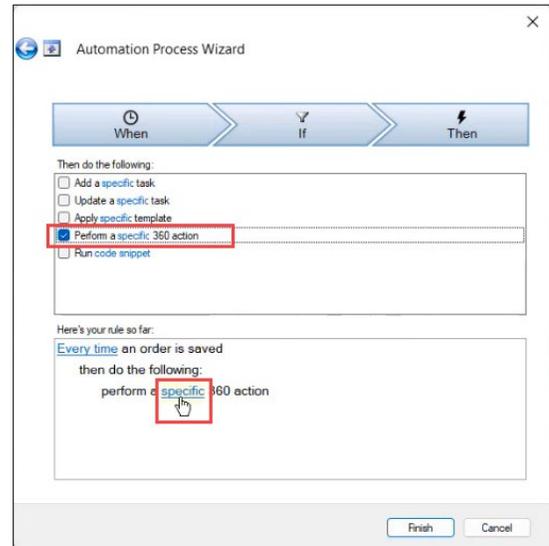


The screenshot shows the 'Automation Process Wizard' window at the 'If' step. At the top, there are three buttons: 'When', 'If' (selected), and 'Then'. Below this, the 'And if these conditions are met:' section contains a list of checkboxes: 'Field is specific value', 'Order type is specific value', 'Owning profile is under specific value', 'Policy type is specific value', 'Product type is specific value', 'Transaction type is specific value', 'Escrow status is specific value', and 'Order status is specific value'. The 'Here's your rule so far:' section displays the text 'Every time an order is saved'. At the bottom right, there are 'Next >' and 'Cancel' buttons.

From the **Then** screen, the actions to be taken once conditions are met is defined.

Check the **Perform a Specific 360** action check box.

Click the **specific** link in the **Here’s your rule so far** section



From the respective drop-down select the corresponding information depending upon the Request Automation you are setting up.

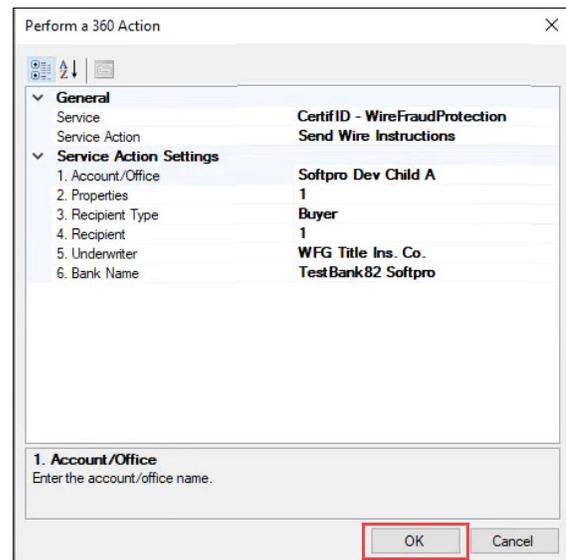
If creating automation for,

- **Send Wire Instructions**, select,
 - a. **Service = CertifID - WireFraudProtection**
 - b. **Service Action = Send Wire Instructions**

Once the **Service Action** entry is selected, the **Service Action Settings** fields are shown.

Select/enter the credentials for the automation:

- a. **Agent/Office**
 - b. **Properties**
 - c. **Recipient Type**
 - d. **Recipient**
 - e. **Underwriter**
 - f. **Bank Name**
- **Collect Bank Details**, select,
 - a. **Service = CertifID - WireFraudProtection**
 - b. **Service Action = Collect Bank Details**

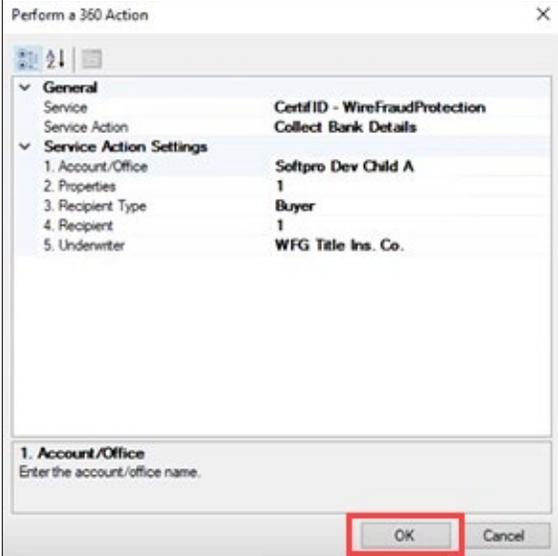


Once the **Service Action** entry is selected, the **Service Action Settings** fields are shown.

Select/enter the credentials for the automation:

- a. **Account/Office**
- b. **Properties**
- c. **Recipient Type**
- d. **Recipient**
- e. **Underwriter**

Click the **OK** button to continue.

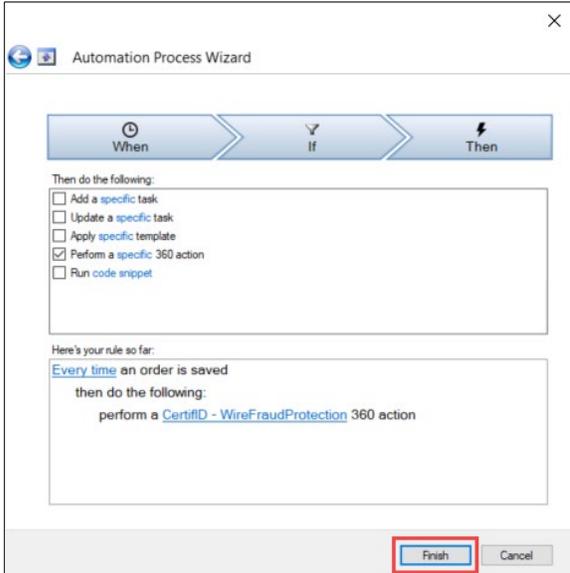


Perform a 360 Action	
Service	CertifID - WireFraudProtection
Service Action	Collect Bank Details
Service Action Settings	
1. Account/Office	Softpro Dev Child A
2. Properties	1
3. Recipient Type	Buyer
4. Recipient	1
5. Underwriter	WFG Title Ins. Co.

1. Account/Office
Enter the account/office name.

OK Cancel

When returned to the **Automation Process Wizard** window, click the **Finish** button.



Automation Process Wizard

When If Then

Then do the following:

- Add a specific task
- Update a specific task
- Apply specific template
- Perform a specific 360 action
- Run code snippet

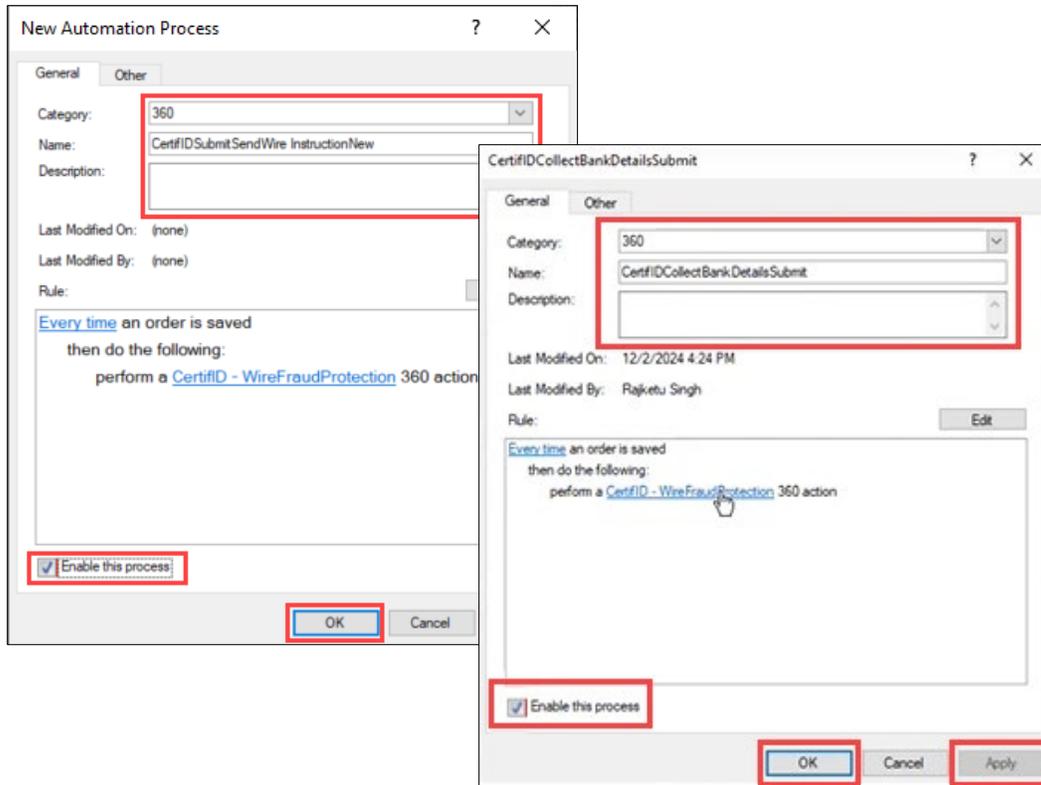
Here's your rule so far:

Every time an order is saved
then do the following:
perform a CertifID - WireFraudProtection 360 action

Finish Cancel

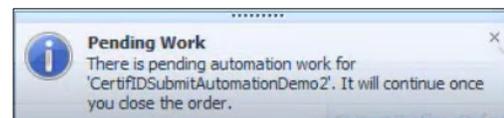
From the **New Automation Process** window, select **360** from the **Category** drop-down.

Enter an appropriate **Name** of the process (i.e., **CertifIDSubmitSendWireInstructionNew** or **CertifIDCollectBankDetailsSubmit**) and a **Description**, if desired.



Verify the **Enable this process** check box is checked. Click the **Apply** button; then click **OK**.

When a change is made in the ProForm order and the is order then saved, a **Pending Work** notification for the automation process is displayed in the lower right corner. For the process to continue, the user must exit the order.



The **360 Queue** is then updated to show the submitted transaction with a **Status of In Progress**.

Provider	Service	Status	Linked Order	Linked	Created On	Completed On	Description	Event	Contact	Product	Transaction Number
CertifID	WireFraudProtection	In Progress	CertifIDSubmitAutomabo...	Default	12/4/2024 7:27 PM			Sent	B - Test Last	Collect Bank Details	410060-70-241204-320237
CertifID	WireFraudProtection	In Progress	CertifIDSubmitAutomabo...	Default	12/4/2024 7:25 PM			Sent	B - Test Last	Send Wire Instructions	410060-70-241204-320236

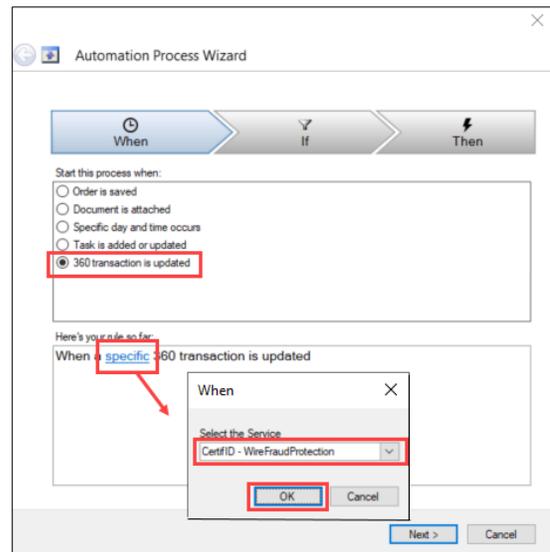
Accept Automation

The Accept Automation feature is available for the **Send Wire Instructions** and **Collect Bank Details, Confirm Bank Details**, and **Validate Payoff Instructions**.

From the **When** screen, select the **360 transaction is updated** radio button.

Click the **specific** link and when prompted, select **CertifID - WireFraudProtection** from the drop-down; click **OK**

Click the **Next** button to continue.

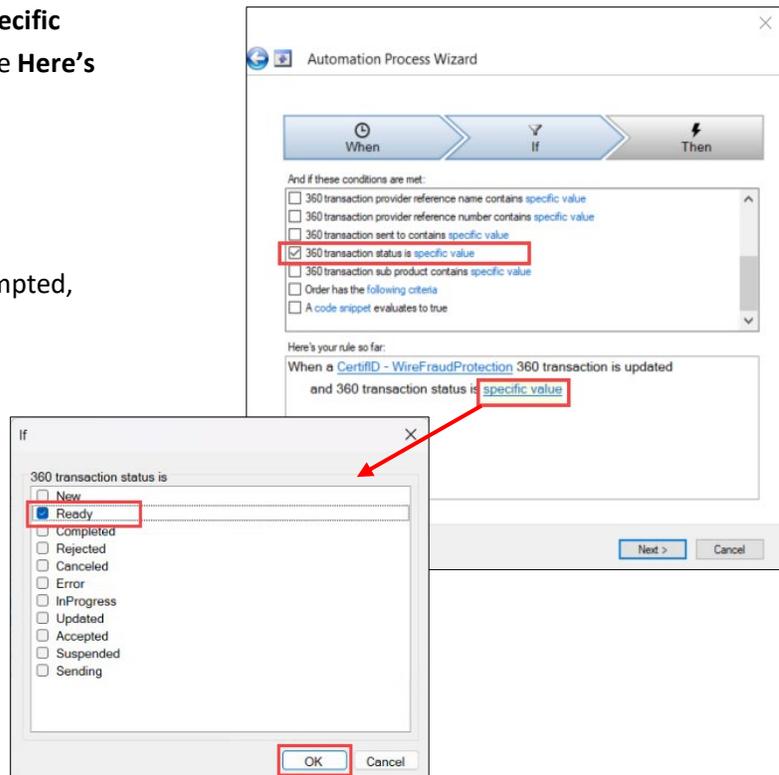


From the **If** screen, we enter the conditions needed to be present for the automation to trigger.

Check the **360 transaction status is specific value** check box; it is then added to the **Here's your rule so far** section.

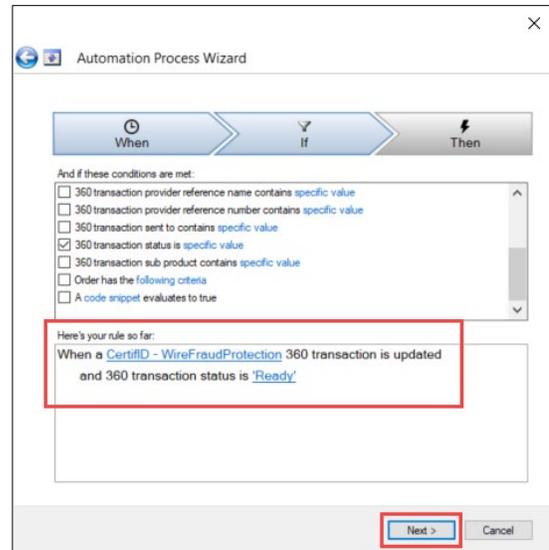
Click **specific value** link to set the **360 transaction status**.

Check the **Ready** check box when prompted, then click **OK**.



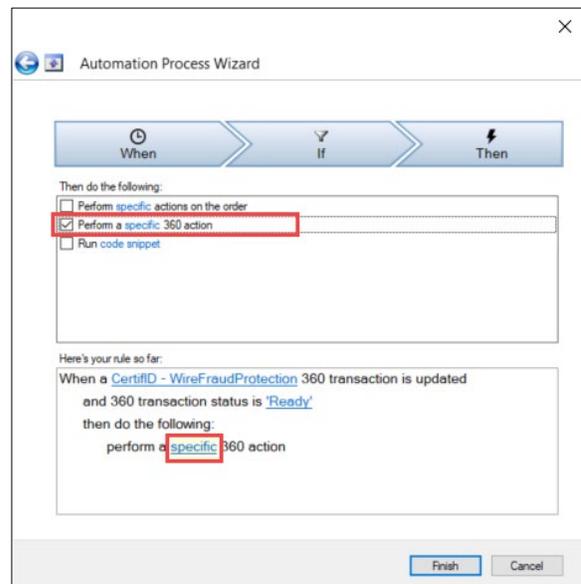
When returned to the **Automation Process Wizard** window, we see the **Here's your rule so far** section shows the conditions we've set for the automation process to trigger.

Click the **Next** button to define the actions to be taken once conditions are met.



From the **Then** screen, the actions to be taken once conditions are met is defined.

Check the **Perform a specific 360 action** check box and click the **specific** link to select the action.



From the **Service Action** drop-down, select **Save data and documents**. Then select/enter the **Service Action Settings**:

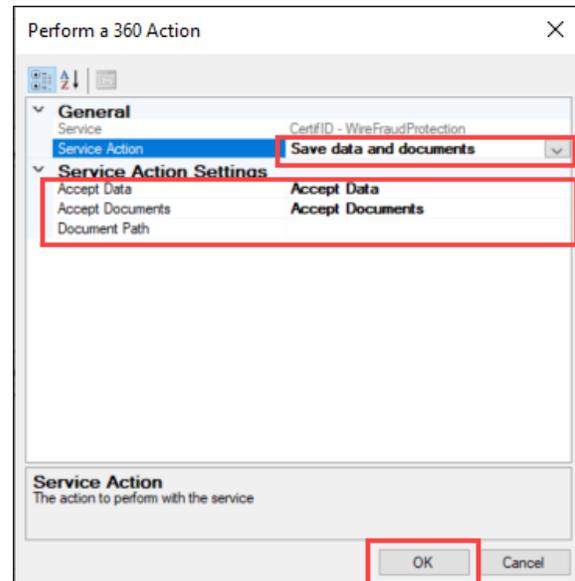
a. **Accept Data**

- **Accept Data** – completes the transaction and saves data to the order
- **No Action** – completes the transaction without saving data

b. **Accept Documents**

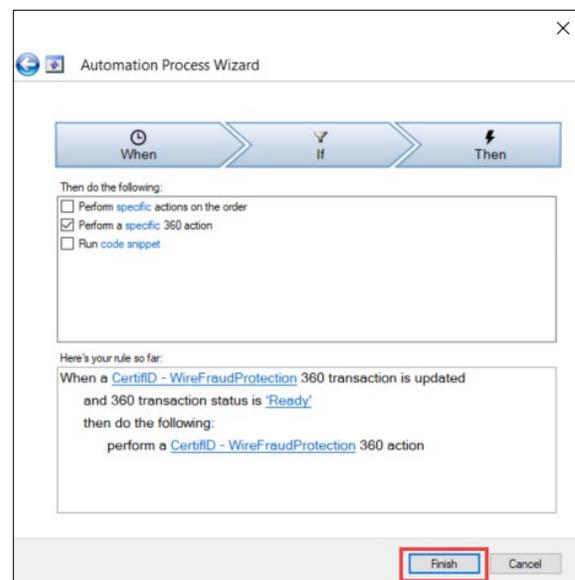
- **Append Documents** – completes the transaction and saves documents
- **No Action** – completes the transaction without saving documents

- c. **Document Path** – saves the documents to smartview folder specified; if none specified the documents are saved to the root folder



Click the **OK** button to return to the **Automation Process Wizard**.

Click the **Finish** button.



From the **New Automation Process** window, select **360** from the **Category** drop-down. Enter an appropriate **Name** of the process and a **Description**, if desired.

Verify the **Enable this process** check box is checked. Click the **Apply** button; then click **OK**.

The screenshot shows the 'New Automation Process' dialog box with the following details:

- Category:** 360
- Name:** CertifID - Accept Automation
- Description:** (empty)
- Last Modified On:** (none)
- Last Modified By:** (none)
- Rule:** When a [CertifID - WireFraudProtection 360](#) transaction is updated and 360 transaction status is 'Ready' then do the following:
 - perform a [CertifID - WireFraudProtection 360](#) action
- Enable this process:**
- Buttons:** OK, Cancel, Apply