

Patriot Search User Guide

Searching the Specially Designated Nationals (SDN) List | August 14, 2017

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Introduction

To help SoftPro users comply with the **USA Patriot Act**, which prohibits financial transactions with persons & organizations listed on the **Specially Designated Nationals (SDN)** list, SoftPro has developed Patriot Search. This allows users to compare individuals and/or companies in their ProForm orders—as well as others they specify—to the SDN List maintained by the **U.S. Department of Treasury**.

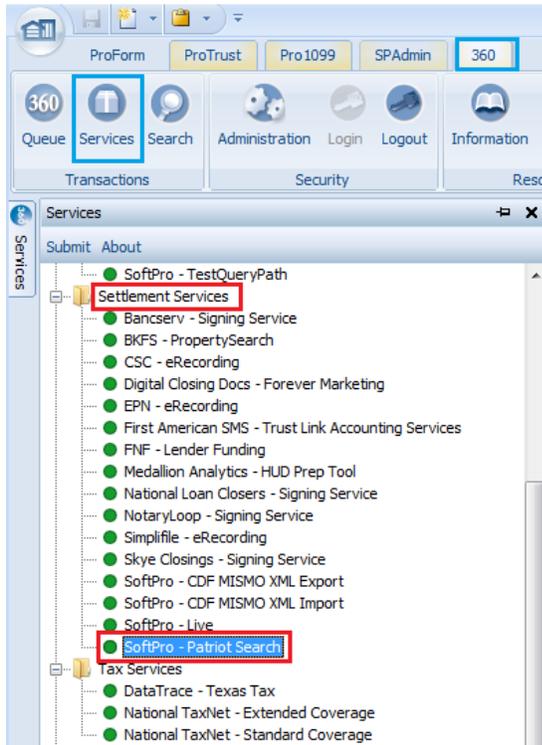
Benefits/Features

- Users can check the SDN list on an ongoing basis to ensure that their order contacts are not prohibited persons or entities before transacting any business with them.
- All Buyers, Sellers, Lenders, and Payoff Lenders entered in the selected order will be auto-populated and auto-selected into the Search Selection screen.
- All other Contacts included in the selected order are also auto-populated into the Search Selection screen, however they are not 'auto-selected' for the SDN Search. User can select any additional contacts they choose to search.
- User can manually 'Add Name' of any additional contacts, which are not included in the selected order, yet need to be searched on the SDN.
- Users will be notified of matches with the SDN list, thus alerting them to take further action with the Department of Treasury, if necessary.
- A report detailing the search results is generated and can be attached to the order as evidence that the SoftPro user is fulfilling their due diligence.

Launching Patriot Search

Access From the 360 Services Menu

From the **360 - Services Menu**, double-click **SoftPro - Patriot Search** located under the **Settlement Services** folder. This will open the **Order Linking** screen.

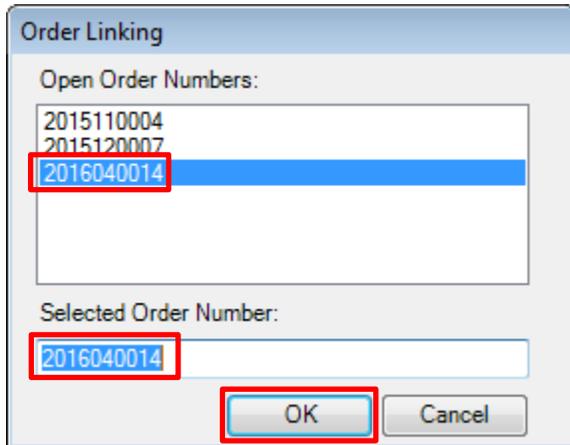


If the product hasn't been turned on by SoftPro, then the **Activation Information** screen will display:



Select a ProForm Order for Your Search

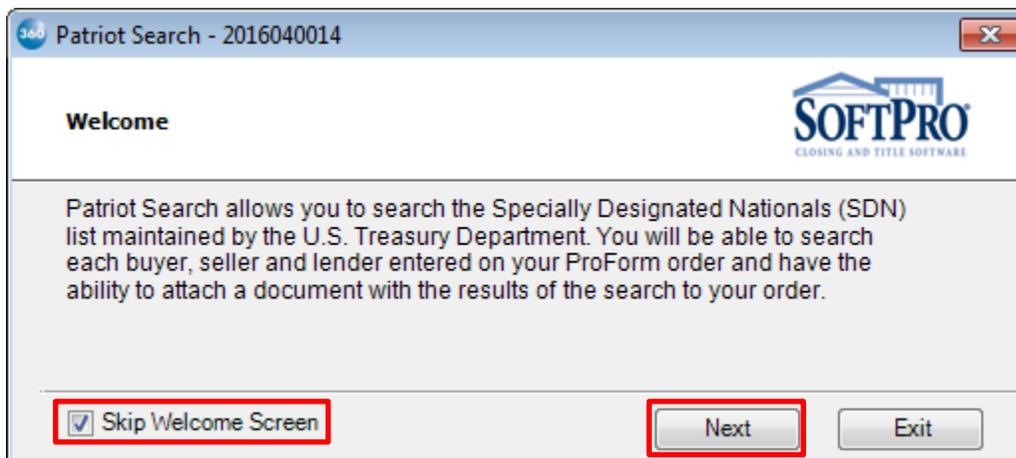
From the **Order Linking** screen, you can specify the order whose contacts you want to search.



- All the orders that are currently opened in your 360 session will be listed in the **Open Order Numbers** pane. The **Selected Order Number** field will automatically populate with the currently active ProForm order.
- You may **select an order** from the list which will **automatically display** in the **Selected Order Number** field or you can manually enter the desired order number.
- Click **OK** to navigate to the **Welcome** screen.

Welcome Screen

The Welcome screen provides a brief summary of the Patriot Search tool.



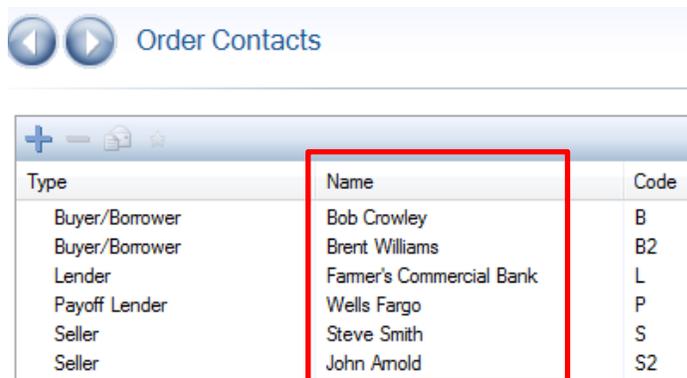
- Click **Next** to navigate to the Search Selection screen.
- Click the **Skip Welcome Screen** checkbox to bypass for future sessions.

Specifying Names for Search

Adding Names from Order Contacts

The **Search Selection** screen will automatically populate with all contacts entered into the order and it will **auto-select** all names that fall under **these Contact types**:

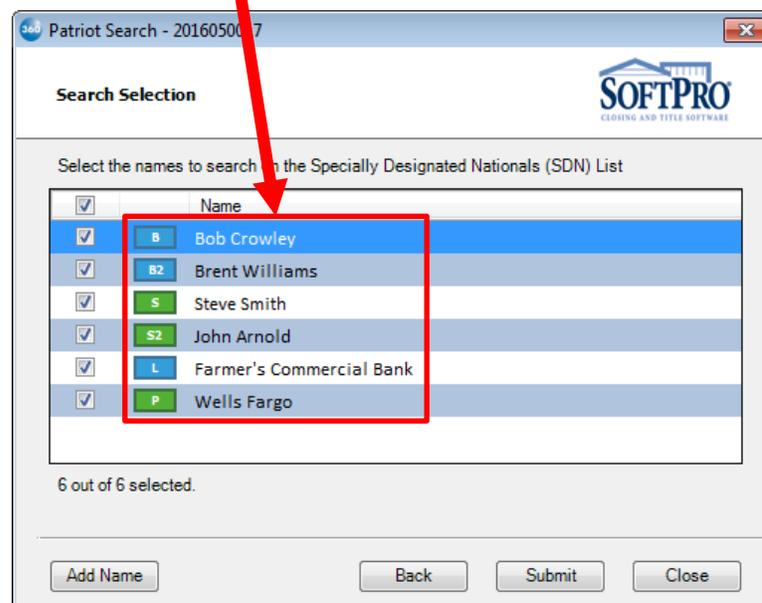
- **Buyer(s)**
- **Seller(s)**
- **Lender(s)**
- **Payoff Lender(s)**



Order Contacts

Type	Name	Code
Buyer/Borrower	Bob Crowley	B
Buyer/Borrower	Brent Williams	B2
Lender	Famer's Commercial Bank	L
Payoff Lender	Wells Fargo	P
Seller	Steve Smith	S
Seller	John Arnold	S2

Order Contacts will automatically pull into the Patriot Search Selection screen.



Patriot Search - 2016050007

Search Selection

Select the names to search on the Specially Designated Nationals (SDN) List

<input checked="" type="checkbox"/>	Code	Name
<input checked="" type="checkbox"/>	B	Bob Crowley
<input checked="" type="checkbox"/>	B2	Brent Williams
<input checked="" type="checkbox"/>	S	Steve Smith
<input checked="" type="checkbox"/>	S2	John Arnold
<input checked="" type="checkbox"/>	L	Famer's Commercial Bank
<input checked="" type="checkbox"/>	P	Wells Fargo

6 out of 6 selected.

Add Name Back Submit Close

These **Other Contact Types** will automatically populate into Patriot Search, but **will not auto-select** in the **Search Selection** screen:

- Appraiser
- Attorney
- Builder
- Escrow Company
- General Contractor
- Government
- Hazard Insurance Agent
- HOA
- Underwriter
- HOA Management Company
- Home Inspector
- Listing Agent
- Loan Servicer
- Mortgage Broker
- Other Contact
- Pest Inspector
- Qualified Intermediary
- Selling Agent
- Settlement Agent
- Subcontractor
- Surveyor
- Title Company

Including & Excluding Names in the List

User may select additional names from the default list that is presented or add names manually. The **checkbox** next to each name allows you **include** or **exclude** names in the search:

Patriot Search - 2017080002

Search Selection

Select the names to search on the Specially Designated Nationals (SDN) List

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	B Bob Crowley
<input checked="" type="checkbox"/>	B2 Brent Williams
<input checked="" type="checkbox"/>	S Steve Smith
<input checked="" type="checkbox"/>	S2 John Arnold
<input checked="" type="checkbox"/>	L Farmer's Commercial Bank
<input checked="" type="checkbox"/>	P Wells Fargo
<input type="checkbox"/>	O Joe Contact

6 out of 7 selected.

Auto Accept "No Match" Results?

Add Name Back Submit Close

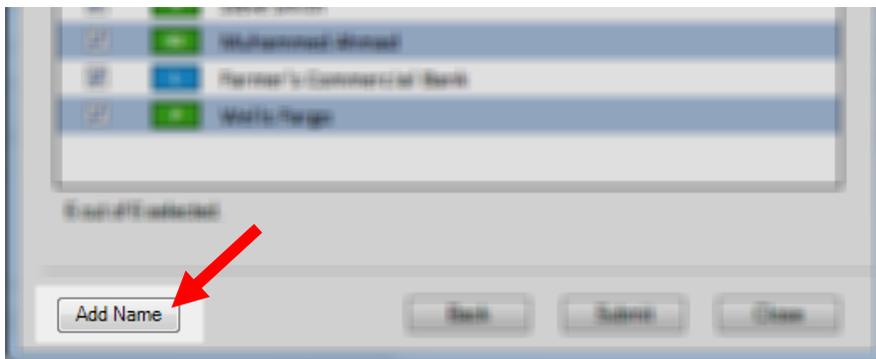
- All checkboxes for **Buyers, Sellers, Lenders, and Payoff Lenders** are checked by default.
- **Other Contacts** populated from the Linked Order are **not checked** by default.

- You may de-select or select all names at once by unchecking or checking the checkbox at the top of the column.
- A color code appears next to each name that indicates whether the name is a **Buyer Contact**, **Seller Contact**, or **Other Contact**.
- A counter displayed below the list will show how many names from the list have been selected.
 - **Blue**: Buyer contacts
 - **Green**: Seller contacts
 - **Orange**: All other contacts
- **Auto Accept “No Match” Results**: When this box is checked, your search results will be **submitted automatically** if none of the contacts you search return a match in the SDN. In this situation, the results of your search will not display for your review.
 - If one or more contacts **does** have a match in the SDN, you will see the results of the search.

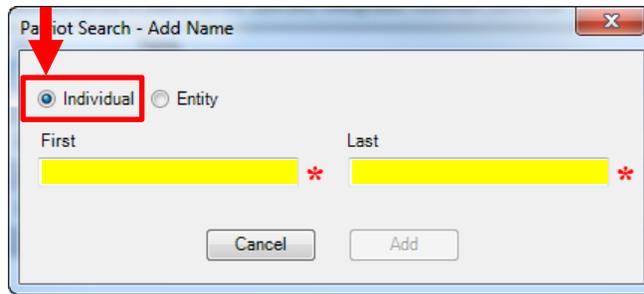
Adding Individuals or Entities Manually

The **Add Name** button on the **Search Selection** screen can be used to manually include names that are not included in the order. This must be done before selecting **Submit**.

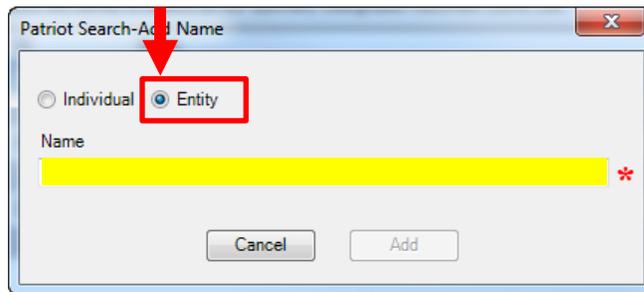
User can add more names to include in the search by clicking **Add Name**:



- Names added manually are **not** saved in the Order, but are saved in the Transaction.
 - To complete a search later and include names that were added manually, please see [Performing an Additional Search on an Existing Transaction](#).
- An **Add Name** dialog will appear that allows for adding an **Individual** or **Entity**.
 - To add an **Individual's** name, select **Individual**, enter a **First & Last** name, & click **Add**:



- To add an **Entity** (Business or Organization), select **Entity**, enter the **full name** of the entity, and click **Add**:



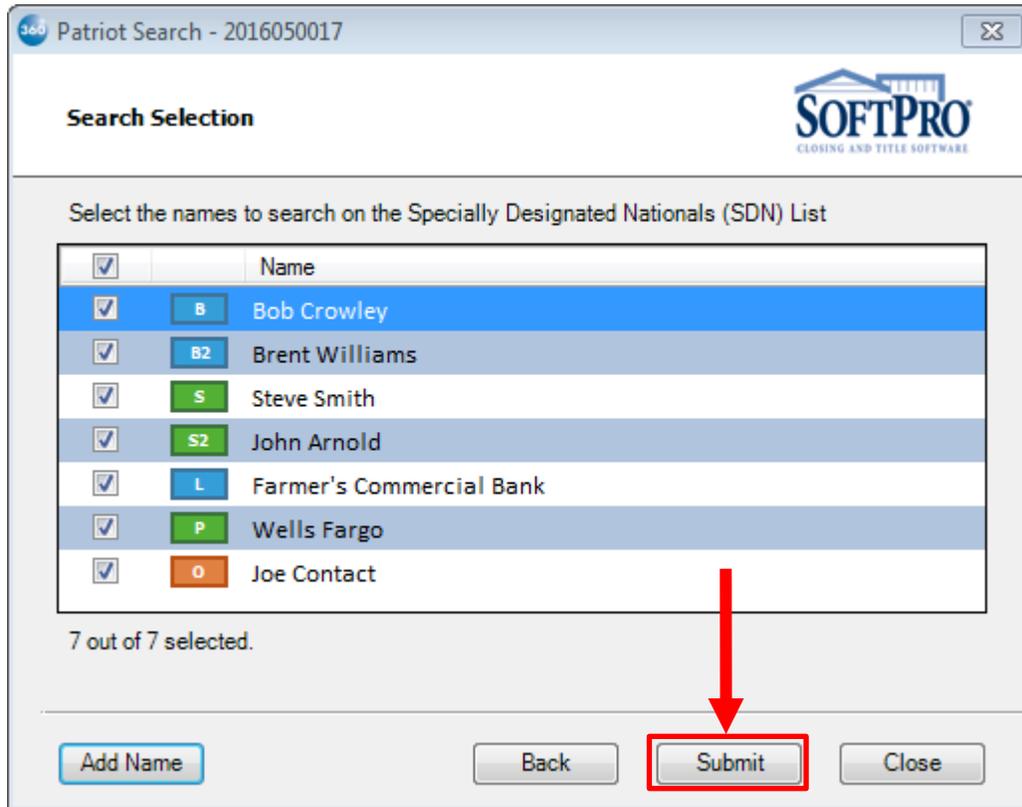
- **Manually-added name(s)** will appear in the name list on the **Search Selection** screen with an **orange block** containing the letter **O** for Other:

<input checked="" type="checkbox"/>		Name
<input checked="" type="checkbox"/>	B	Bob Crowley
<input checked="" type="checkbox"/>	B2	Brent Williams
<input checked="" type="checkbox"/>	S	Steve Smith
<input checked="" type="checkbox"/>	S2	John Arnold
<input checked="" type="checkbox"/>	L	Farmer's Commercial Bank
<input checked="" type="checkbox"/>	P	Wells Fargo
<input checked="" type="checkbox"/>	O	Joe Contact

Executing the Search

Submit Names & Search Against the SDN List

Once you're satisfied with the list of names that you'd like to include in the search, click **Submit** from the **Search Selection** screen to compare the selected order names against the SDN list:



Viewing Search Results

Search Results

Once the search against the government SDN list is complete, the **Search Results** screen will display the results:

Search Results

Name	Result
B Bob Crowley	✓ No Match
B2 Brent Williams	✓ No Match
S Steve Smith	✓ No Match
S2 John Arnold	⚠ Partial Match
L Farmer's Commercial B...	⚠ Exact Match
P Wells Fargo	✓ No Match
O Joe Contact	✓ No Match

The document below will be attached and saved to the ProForm order once accepted.

View	Copy	Document Name	File Name	File Size	Transferred
		PatriotSearch_201605001	PatriotSearch_201605001	140396	100%

Accept Close

- The **Result** column will display the name(s) as **No Match**, **Partial Match**, or an **Exact Match**.
 - **No Match:** The Order Contact name did not match any names on the SDN List.
 - **Partial Match:** All parts of an Order Contact name match a part of a full name on the SDN List.
 - **Example:** The name **John Arnold** is a **Partial Match** because a full name on the SDN list is **John Arnold Bredekamp**.
 - **Exact Match:** All parts of an Order Contact name matched all parts of a full name on the SDN List.

Search Results Document

A PDF document detailing the search results is generated, and is available on the **Search Results** screen:

The screenshot shows a window titled "Patriot Search - 2016050017" with the "Search Results" section. It contains a table with the following data:

	Name	Result
B	Bob Crowley	✓ No Match
B2	Brent Williams	✓ No Match
S	Steve Smith	✓ No Match
S2	John Arnold	⚠ Partial Match
L	Farmer's Commercial B...	⚠ Exact Match
P	Wells Fargo	✓ No Match
O	Joe Contact	✓ No Match

Below the table, a message states: "The document below will be attached and saved to the ProForm order once accepted." Below this message is a table showing file transfer details:

View	Copy	Document Name	File Name	File Size	Transferred
		PatriotSearch_201605001	PatriotSearch_201605001	140396	100%

A red arrow points to the PDF icon in the "View" column. At the bottom right of the window are "Accept" and "Close" buttons.

- **To view this document**, click the **PDF icon** in the **View column** at the bottom of the Search Results screen.
 - This .PDF provides more detailed information of the search results and can be attached to your ProForm order as a record that an SDN search was completed.

The document will display the following information:

- **Date Of Search.**
- **Last Publish Date of SDN List:** The date that the SDN List was last published by OFAC (Office of Foreign Assets Control)/U.S. Department of Treasury.
- **SoftPro Order Number** of the transaction.
- **Results table** showing:
 - **Name (Individual/Entity):** All Order Contact names included in the search.
 - **Search Status** for each name: No Match, Partial Match or Exact Match.

- **Details:** Shows the matching names found in the SDN List including alias(s) and/or the original name for any Partial or Exact matches.
- **Details & Identifications section:** Provides further information (i.e. - passport info), if available, in the SDN List for any Partial or Exact matches including:
 - **Type:** Individual or Entity.
 - **Full Name:** Original name of an individual or entity name that was submitted in the search.
 - **Title**
 - **Date of Birth**
 - **Place of Birth**
 - **Program**
 - **Nationality**
 - **Citizenship**
 - **Remarks**
 - **Type of Identification**
 - **ID#**
 - **Country**
 - **Issue Date**
 - **Expiration**

Note: If this is the first time Patriot Search was run for this Order, you may skip to [Adding Search Results to Your Order](#).

- The following two pages provide details on Performing an Additional Search on an Existing Transaction; refer to these pages if you want to run a follow-up search on the same Contacts you've already searched..

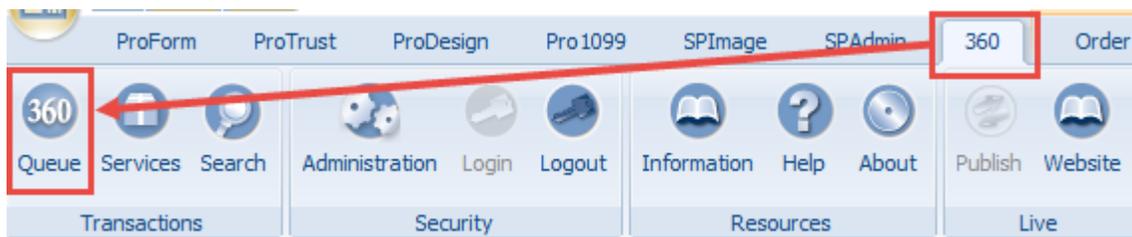
Performing an Additional Search on an Existing Transaction

Select Transaction from 360 Queue

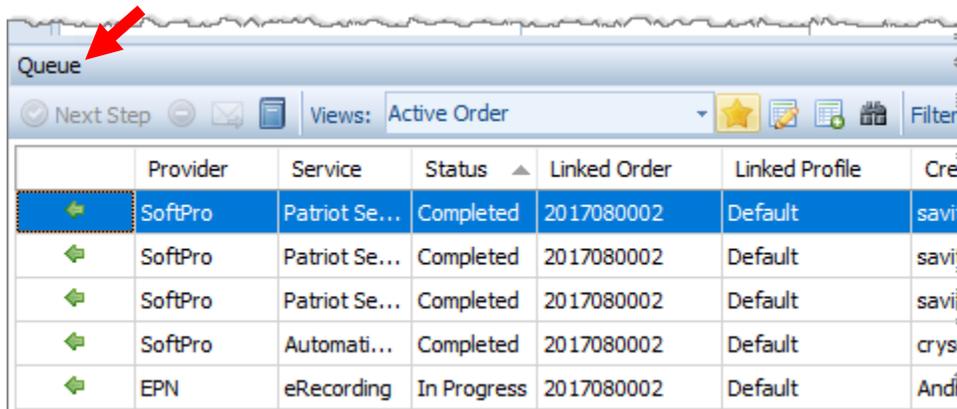
If a second search on a previously executed transaction is required, then all names that you selected for the first search will populate for the second search. **Note:** If you wish to have manually-added names from a previous search populate, you must select the Patriot Search Transaction Number for the Linked Order from the 360 Queue.

To Perform a Subsequent Search on an Existing Transaction and include Manually-Added Names

- To populate a new Patriot Search with any manually-added names from a previous search, select the **360 tab**:



- Click the **360 Queue** to open a new window at the bottom of screen:



- All transactions that are currently opened in the 360 session will be listed in the **Queue**. Double-click your Patriot Search transaction number from the list to launch a Patriot Search Update and **automatically display all names previously searched** for this transaction:

Profile	Created By	Created On	Completed On	Description	Transaction Number
ult	savitri akella	8/9/2017 11:45 AM	8/9/2017 11:45 ...		410060-30-170809-034325
ult	savitri akella	8/9/2017 11:44 AM	8/9/2017 11:44 ...		410060-30-170809-034324
ult	savitri akella	8/9/2017 11:41 AM	8/9/2017 11:43 ...		410060-30-170809-034322
ult	crystal.grang...	8/9/2017 9:53 AM	8/9/2017 9:53 AM		410060-30-170809-034317
ult	Andrew Mudg...	8/4/2017 1:46 PM			410060-30-170804-034258

- You may manually **Add Name** if you have additional contacts you wish to search. Otherwise, Click **Update** once you have confirmed all names desired are listed:

Patriot Search - 2017080002 ✕

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Search Selection

Select the names to search on the Specially Designated Nationals (SDN) List

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	B Bob Crowley
<input checked="" type="checkbox"/>	B2 Brent Williams
<input checked="" type="checkbox"/>	S Steve Smith
<input checked="" type="checkbox"/>	S2 John Arnold
<input checked="" type="checkbox"/>	L Farmer's Commercial Bank
<input checked="" type="checkbox"/>	P Wells Fargo
<input checked="" type="checkbox"/>	O Joe Contact

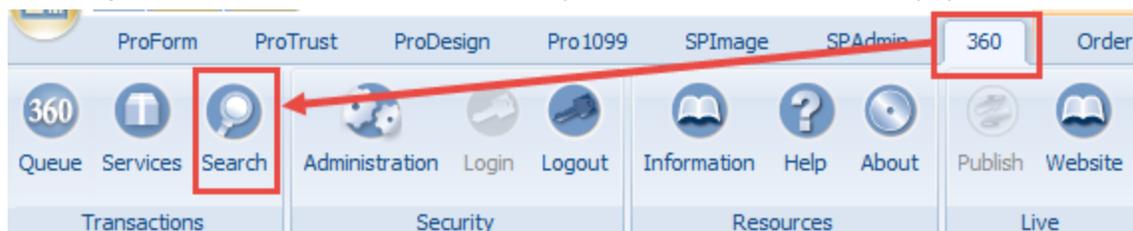
7 out of 7 selected.

Auto Accept "No Match" Results?

Add Name
Back
Update
Close

To Perform a New Transaction

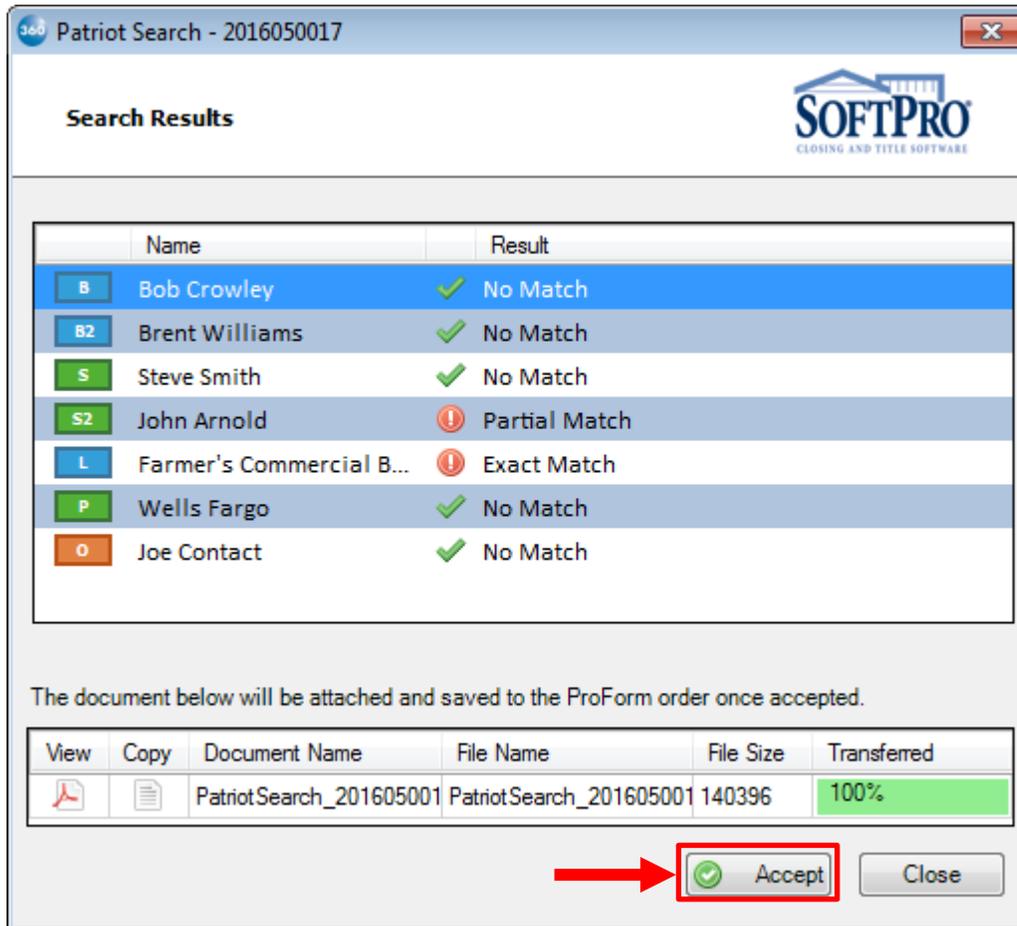
- Launching Patriot Search from the 360 Services Menu will **create a new transaction**, but **manually-added names** added to this order in previous searches **will not** be populated:



Adding Search Results to Your Order

Attaching the Search Results Document

- Click **Accept** on the **Search Results** screen to attach the results .pdf to your ProForm order:



- To access the document once it has been attached, click the **Order tab** and select **Attachments**:

