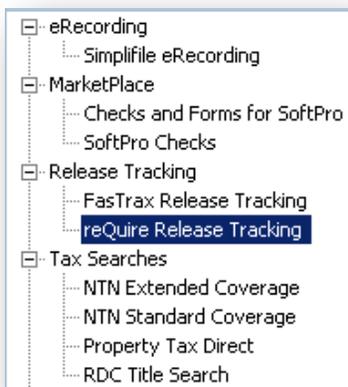


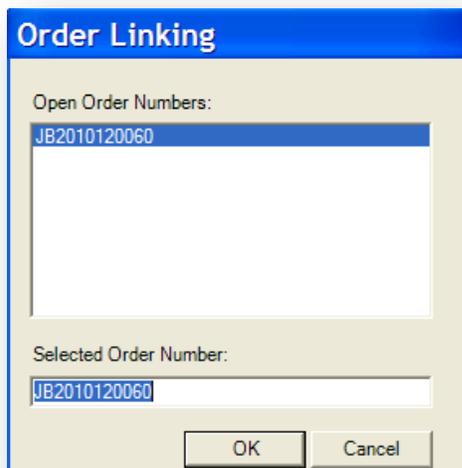
## Managing reQuire Transactions in SoftPro 360

### How to submit a transaction to reQuire

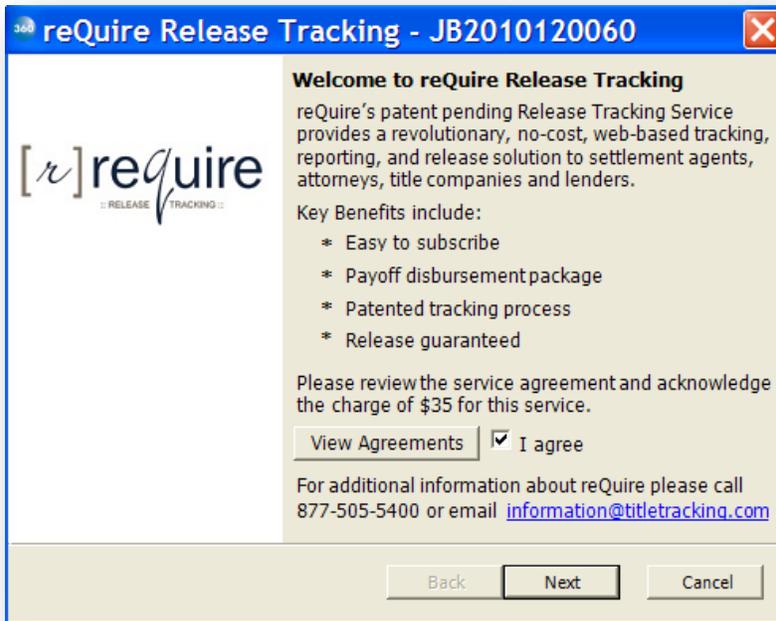
**reQuire**, can be found under the service Release Tracking. Double click **reQuire**, or highlight and click on the **Submit** button to submit a transaction to this vendor.



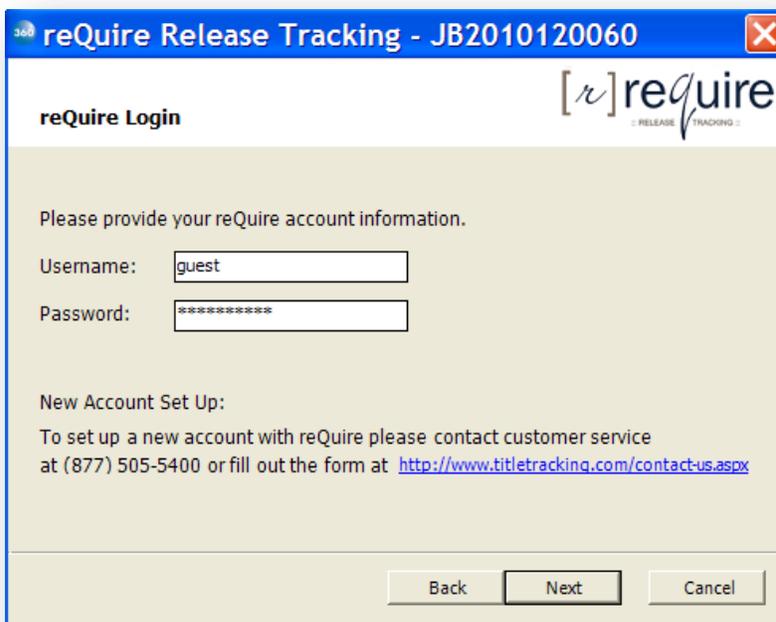
If you already have ProForm order(s) open, they will be listed in the **Order Linking** dialog. The current active order will be highlighted and entered in the **Selected Order Number** field. You can select any of these orders, or you can type your ProForm Order number that is not currently open in the **Selected Order Number** field. Click **OK** to continue to the next screen.



The Welcome screen provides basic information about **reRequire**. To view **reRequire's** Terms of Use and Service agreement select **View Agreements**. You are required to click **I agree** before moving forward with the submission process. Click **Next** to continue to the next screen.



Existing users: Enter your reRequire username and password. New users: Follow the instructions under **New Account Set Up** to request an account from **reRequire**. Click **Next** to continue to the next screen.



The **Owner and Property Data** dialog populates with the information contained in your ProForm order. You may add additional information or overwrite the current information. Click **Next** to continue.

reQUIRE Release Tracking - JB2010120060

**Owner and Property Data**

Owner (Obligor): Bob Thomas

Property Address: 3909 Sundew Court

City, State, Zip: Adams CO 12345

County (Court): Adams County - CO

ParcelID or TaxMap: R.269100A01501

Brief Legal Description: Lot 1 Block C

Back Next Cancel



**Tip:** Any field that contains a red triangle in the top right corner as shown here is a required field.

The **Lien Release** dialog shows information for mortgages that have been entered in your ProForm order. To review the data for each lien release, click **Lien Details**.

Liens	Loan Number	ProForm Data
<input type="checkbox"/> First Mortgage	54561231231	<a href="#">Lien Details</a>
<input type="checkbox"/> Second Mortgage	53456489742	<a href="#">Lien Details</a>
<input type="checkbox"/> Third Mortgage		<a href="#">Lien Details</a>
<input type="checkbox"/> Fourth Mortgage		<a href="#">Lien Details</a>
<input type="checkbox"/> Fifth Mortgage		<a href="#">Lien Details</a>

You may add additional information or overwrite the current information that is pulled from your ProForm order. Click **Save** to save changes and close the dialog. Click **Cancel** to cancel your changes and close the dialog.

Deed of Trust Information	
DOT Date:	10/15/07
Instrument Number:	
Original Amount:	275,000.00
Book Number:	213
Original Trustee:	Bob
Page Number:	58
Original Lender:	BOA

Loan Information	
Loan Number:	54561231231
Payoff Amount:	650,147.00
Lender Name:	Bank of Texas
Address:	123 Texas Lane
City, St, Zip:	Hampton TX 12345

Select all Lien Release(s) you want submit by checking the applicable box(s). Click **Submit** to continue.

Liens	Loan Number	ProForm Data
<input checked="" type="checkbox"/> First Mortgage	54561231231	<a href="#">Lien Details</a>
<input checked="" type="checkbox"/> Second Mortgage	53456489742	<a href="#">Lien Details</a>
<input type="checkbox"/> Third Mortgage		<a href="#">Lien Details</a>
<input type="checkbox"/> Fourth Mortgage		<a href="#">Lien Details</a>
<input type="checkbox"/> Fifth Mortgage		<a href="#">Lien Details</a>

In order to complete this transaction you must review it on reRequire's web site. Click **Continue** on the **Order Review** dialog.

Click Continue to complete your order on reRequire. Orders must be saved on reRequire to finalize the transaction.

Your transaction will be opened on **reQuire's** website. Click **Continue** to verify your information.

Home > Settlement Agencies > Enter File

Hide Navigation

This form allows you to create a new file with one or more Payoffs.  
Release Tracking Order Form: (A maximum of 5 liens are allowed per disbursement.)

What type of record is this? Disbursement

How many records are being processed? 2

What is the default court for the new record? Colorado Adams County - CO

Continue

You may review, add or modify any of the submitted information. To complete your transaction submission, click **Save Payoffs** at the bottom of the screen.

Lender Address: 123 Texas Lane

Lender Postal Code: 12345-\_\_\_

Lender City: Hampton

Lender State: Texas

Address Lookup: [Google](#) / [Local Live](#)

Lender Phone #:

Lender Fax #:

Is this a short sale?:

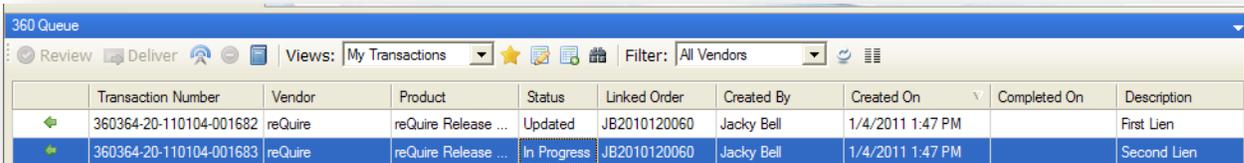
Notes: First Lien

Save Payoff(s) ZIP Code Lookup

## Finalizing an unsaved reRequire transaction

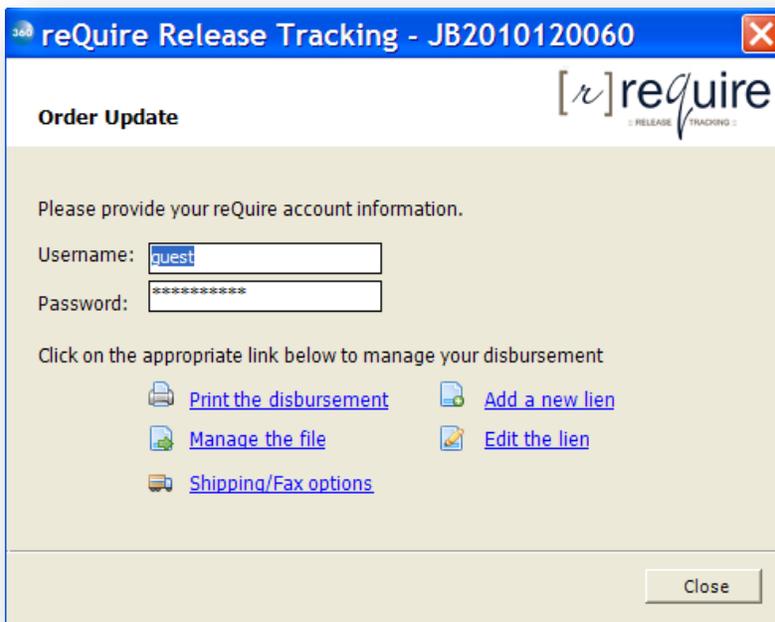
If you are on **reRequire's** website and close your browser without saving your transaction, you may access the pending transaction through your SoftPro 360 queue (if it is the same day you initially submitted this transaction).

The transaction will appear in your SoftPro 360 queue with a status of **In Progress**. To finalize your transaction, highlight it and double click or click on the **Update** icon.



	Transaction Number	Vendor	Product	Status	Linked Order	Created By	Created On	Completed On	Description
➤	360364-20-110104-001682	reRequire	reRequire Release ...	Updated	JB2010120060	Jacky Bell	1/4/2011 1:47 PM		First Lien
➤	360364-20-110104-001683	reRequire	reRequire Release ...	In Progress	JB2010120060	Jacky Bell	1/4/2011 1:47 PM		Second Lien

You will be presented with the **Order Update** dialog. Choose **Edit the Lien**.



**reRequire Release Tracking - JB2010120060**

**Order Update**

Please provide your reRequire account information.

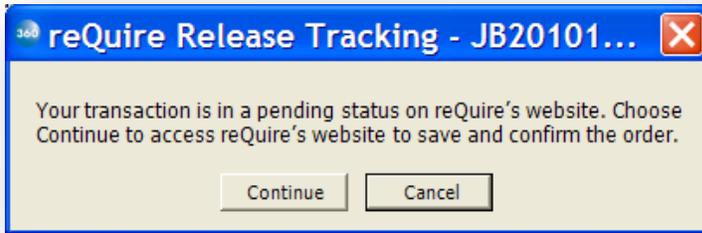
Username:

Password:

Click on the appropriate link below to manage your disbursement

-  [Print the disbursement](#)
-  [Add a new lien](#)
-  [Manage the file](#)
-  [Edit the lien](#)
-  [Shipping/Fax options](#)

Click **Continue**. This will take you to **reRequire's** website, where you can make any changes or updates, choose the **Save Payoff(s)** option to complete the submission of your transaction.



**Note:**

If you logout of **reRequire's** website without choosing the **Save Payoffs** option, your transaction(s) will remain in a pending state. **reRequire** will automatically delete all pending transactions every day at midnight EST. You will receive an email notification from **reRequire** if a pending transaction has been deleted. The status of your transaction in the SoftPro 360 queue will be updated to **Canceled**.

## Receiving confirmation of your transaction

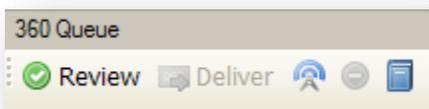
**Note:** An individual transaction will appear in the SoftPro 360 queue for each lien release that has been requested for your ProForm order.

When the order is initially received by **reRequire**, the status of the transactions in your SoftPro 360 queue will appear as **In Progress**, to indicate that **reRequire** has received the order and is processing the transaction(s). If you have submitted multiple lien release requests from a single ProForm order, an individual transaction will appear in the SoftPro 360 queue for each request. When **reRequire** submits the Lien Release(s) invoice to the SoftPro 360 queue, the status of the first lien transaction will change to **Updated**.

The other lien release transactions associated with that ProForm Order will continue to reflect a status of **In Progress**.

## Reviewing and accepting your invoice

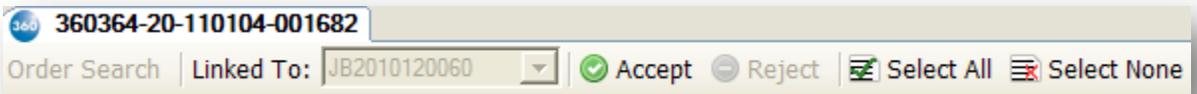
When your **reRequire** transaction has a status of **Updated** it indicates that your transaction has been received and the invoice is ready for your review. Highlight and click **Review** to open the transaction review screen.



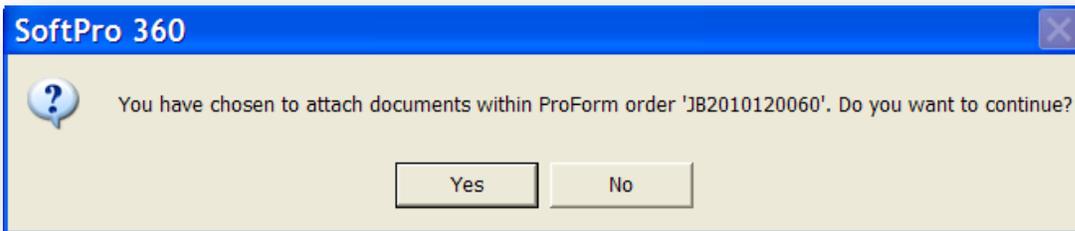
To view the Document(s) returned by the Vendor, click on the **View** button under the View Document column.

Selected	Field	Current Value	Replacement Value	View Document
<input checked="" type="checkbox"/>	reQuire_Invoice_1/4/2011	reQuire_Invoice_1/4/2011	reQuire_Invoice_1/4/2011	<a href="#">View</a>

Once you have reviewed the document, click **Accept**.



Once you choose to **Accept** the transaction, the following message will appear. Selecting **Yes** will add the document to your ProForm order, selecting **No** will take you back to the review screen.



If you select **Yes**, you will receive the following confirmation. Click **Ok**. The status of the first lien transaction will be changed to **In Progress**.



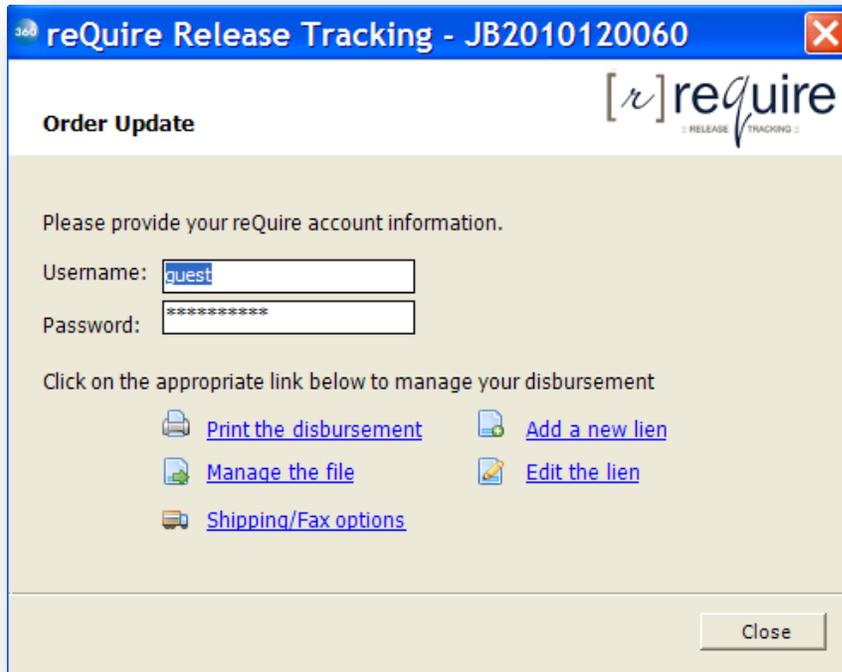
To view the document(s) click on the **SPIImage** icon located in the toolbar.



**Note:** reRequire will submit one invoice for all lien release(s) associated with the ProForm order and attach it only to the first lien transaction in your SoftPro 360 queue. The first lien transaction will show a status of Updated to indicate that the invoice is available for your review.

## reRequire order update options

If you double click on a **reRequire** transaction in your SoftPro 360 queue or highlight and click the **Update** icon. The following options are available:



### Print the disbursement

This option takes you to **reRequire's** website to view and print the invoice for your transaction.

### Manage the file

This option takes you to **reRequire's** website where you can view or print the invoice, view the file history or edit the file.

### Shipping/Fax options

This option takes you to reRequire's website where you can print your shipping label or utilize their faxing capability.

### Add a new lien

This option allows you to add additional lien request(s) to your previous order. Each additional lien release added must be submitted separately to **reQuire** through the **Add a new** lien option.

**Note:** Once payment for the lien release transaction(s) has been processed by **reQuire**, you will no longer be able to **Add a new lien** to those transactions.

### Edit the Lien

This option takes you to reQuire's website and allows you to modify previously submitted lien release data.

**Note:** Once the payment for the lien release transaction(s) has been processed by **reQuire**, you will no longer be able to **Edit the Lien** on those transactions.