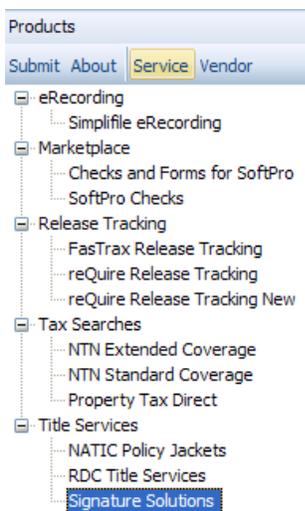


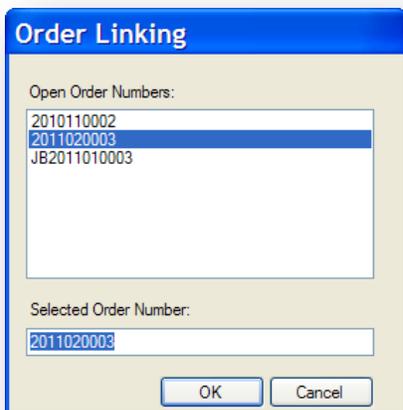
Managing Signature Solutions Orders in SoftPro 360

How to submit an order to Signature Solutions

Signature Solutions, a title services vendor, can be found under the service **Title Services**. Double click on **Signature Solutions**, 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 have the ability to select from any of these orders, or you may choose to overwrite the **Selected Order Number** with an order that is not currently open. Click **OK** to continue to the next screen.



The welcome screen will provide some basic information about **Signature Information Solutions**. To skip this screen in the future, click the **Skip Welcome Screen** option at the bottom of the screen. Click **Next** to continue.



Existing users enter your **Signature Information Solutions** user name and password (and Firm Number if applicable). New users can contact customer service via email or the number listed. Click **Next** to continue.



The **Products** screen will show you available products. Click **Edit Details** to review the required information for the selected product.

Signature Solutions- JB2011010003

Products

Signature
INFORMATION SOLUTIONS

Please select the product(s) you wish to order

Statewide Judgment Lien - NJ Only [Edit Details](#)

Tideland Search - NJ Only [Edit Details](#)

Tax Search - NJ & PA Only [Edit Details](#)

Flood Search - NJ & PA Only [Edit Details](#)

Back Submit Cancel

Note: The products Statewide Judgment Lien and Tideland Search are only available for NJ properties.

NOTE:  is a required field and must be filled in to continue to the next screen.

Statewide Judgment Lien Details for NJ Properties Only:

The **Statewide Judgment Lien Details** screen will show all buyers/borrowers (refinance) or all sellers (purchase) contact information, depending on the transaction type. You can select to add the **Patriot Search**, do an **Exact Name Search** and can also designate the **Search Period**.

Include	Name	Patriot Search	Exact Search
<input checked="" type="checkbox"/>	Sam Seller	<input type="checkbox"/>	<input type="checkbox"/>

Name: Search Period
Type: Years:
Qualifier: From: To:
Comments:

If you need to add additional Buyers/Borrowers or Sellers click on the **Add New Borrower or Seller** button, or the **Show all Borrower/Sellers** button.

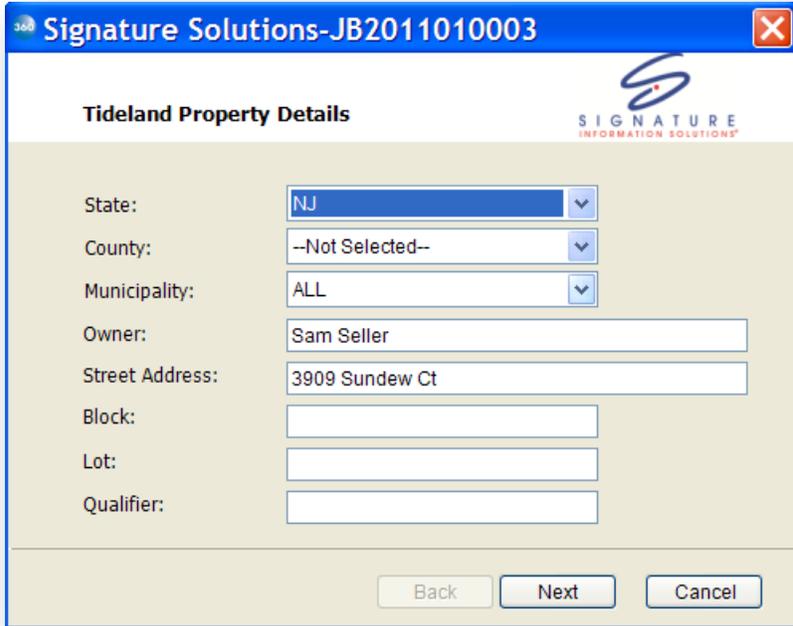
Name: *
Type: *
Qualifier:
Comments:

Add Patriot Search
 Exact Name Search

Search Period
Years:
From: To:

NJ Tideland Product

The **Tideland Property Details** screen will populate with the **State, County, Municipality, Owner, Street Address, Block, and Lot** in your ProForm order. Enter a **Qualifier** if applicable. Click **Next** to continue to the next screen.

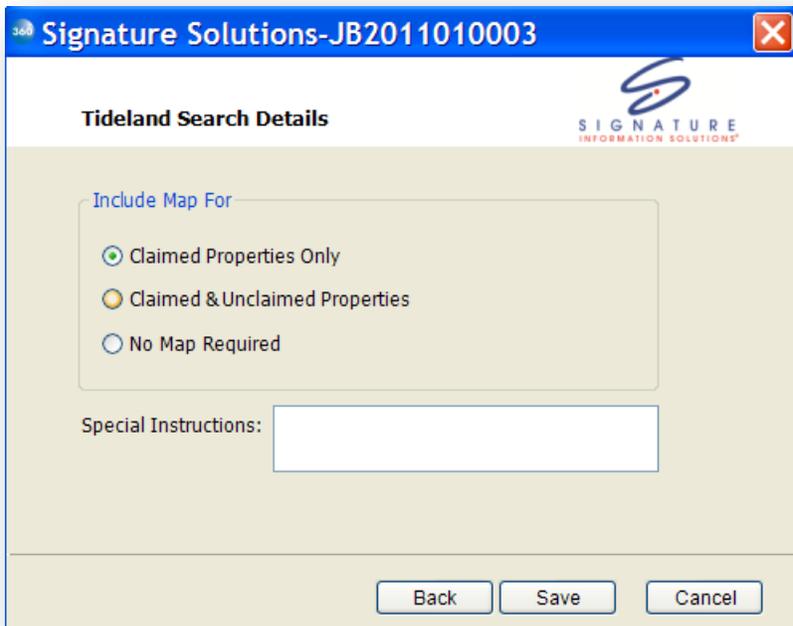


The screenshot shows a software window titled "Signature Solutions-JB2011010003". The main heading is "Tideland Property Details". The Signature Information Solutions logo is in the top right. The form contains the following fields:

- State: NJ (dropdown menu)
- County: --Not Selected-- (dropdown menu)
- Municipality: ALL (dropdown menu)
- Owner: Sam Seller (text input)
- Street Address: 3909 Sundew Ct (text input)
- Block: (empty text input)
- Lot: (empty text input)
- Qualifier: (empty text input)

At the bottom, there are three buttons: "Back", "Next", and "Cancel".

Select an option for **Include Map For**, and enter any special Instructions. Click **Save** to return to the **Product Selection** Screen.



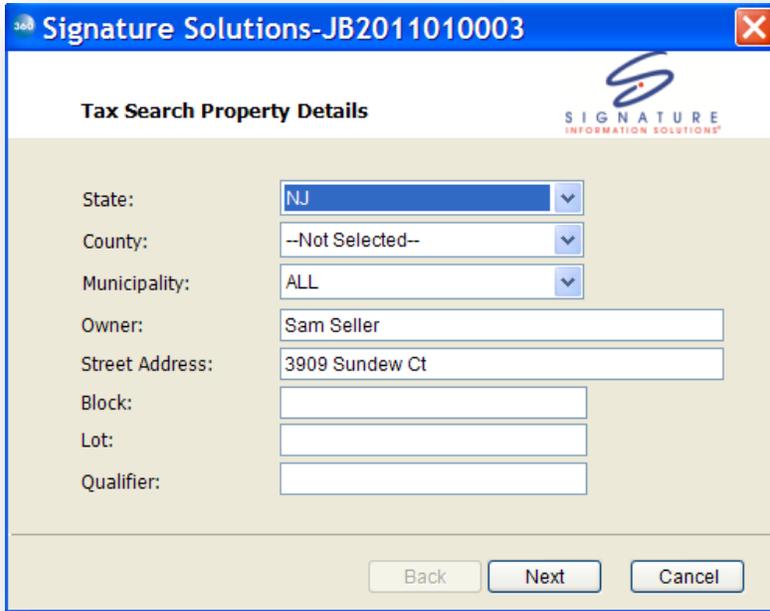
The screenshot shows a software window titled "Signature Solutions-JB2011010003". The main heading is "Tideland Search Details". The Signature Information Solutions logo is in the top right. The form contains the following fields:

- Include Map For (grouped section):
 - Claimed Properties Only
 - Claimed & Unclaimed Properties
 - No Map Required
- Special Instructions: (empty text input)

At the bottom, there are three buttons: "Back", "Save", and "Cancel".

Tax Search:

The **Tax Search Property Details** screen allows you to order a search for either PA or NJ. Depending on the state you select the information on the next screen will vary.



The screenshot shows a window titled "Signature Solutions-JB2011010003" with a close button in the top right. The main title is "Tax Search Property Details" and the Signature Solutions logo is in the top right. The form contains the following fields:

- State: NJ (dropdown menu)
- County: --Not Selected-- (dropdown menu)
- Municipality: ALL (dropdown menu)
- Owner: Sam Seller (text input)
- Street Address: 3909 Sundew Ct (text input)
- Block: (text input)
- Lot: (text input)
- Qualifier: (text input)

At the bottom, there are three buttons: "Back", "Next", and "Cancel".

NJ Tax Search Screen

Select the **Certificate Style**, **Search Type**, **Date Needed** and enter any **Special Instructions**. Click **Save** to close this screen and return to the **Product Selection** screen. Click **Cancel** to cancel out of this screen and return to the **Product Selection** screen.



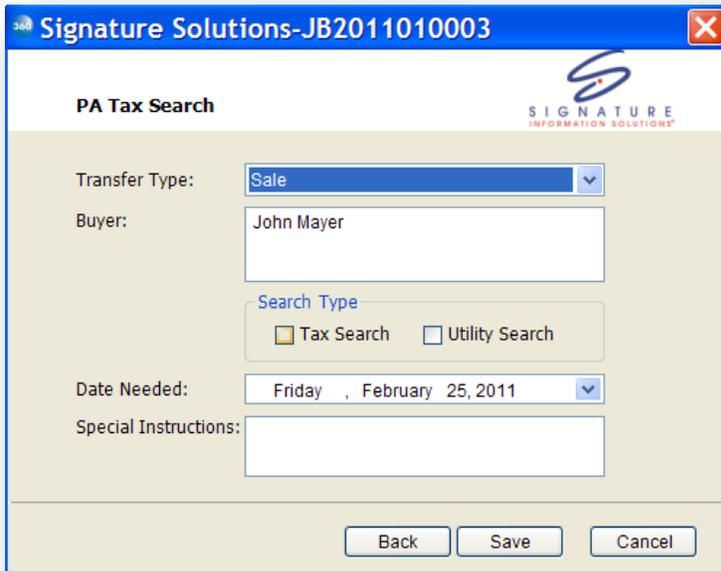
The screenshot shows a window titled "Signature Solutions-JB2011010003" with a close button in the top right. The main title is "NJ Tax Search" and the Signature Solutions logo is in the top right. The form contains the following fields:

- Certificate Style**:
 - Classic/Contemporary (Formerly Charles Jones format)
 - Traditional (Formerly Data Trace format)
- Search Type**:
 - Assessment Search
 - Utility Search
- Date Needed: Friday, February 25, 2011 (dropdown menu)
- Special Instructions: (text input)

At the bottom, there are three buttons: "Back", "Save", and "Cancel".

PA Tax Search Screen

The **Transfer Type**, and **Buyer** name will populate with information from your ProForm Order. Select the **Search Type**, **Date Needed**, and enter any **Special Instructions**. Click **Save** to return to the **Product Selection** screen.



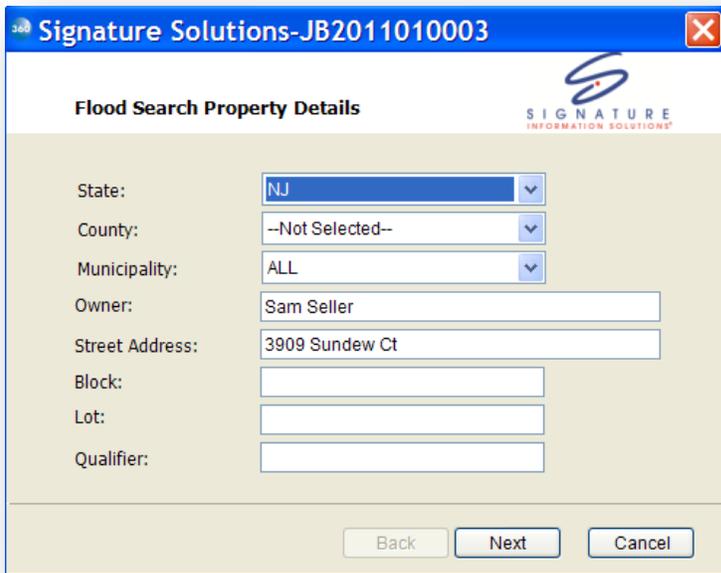
The screenshot shows a software window titled "Signature Solutions-JB2011010003". The main heading is "PA Tax Search". The "SIGNATURE INFORMATION SOLUTIONS" logo is in the top right. The form contains the following fields:

- Transfer Type: A dropdown menu with "Sale" selected.
- Buyer: A text input field containing "John Mayer".
- Search Type: Two radio buttons, "Tax Search" (selected) and "Utility Search".
- Date Needed: A dropdown menu with "Friday , February 25, 2011" selected.
- Special Instructions: An empty text input field.

At the bottom, there are three buttons: "Back", "Save", and "Cancel".

Flood Search: Flood Search for NJ Properties

The **Flood Search Property Details** screen will populate the **State, County, Municipality, Owner, Street Address, Block, and Lot** in your ProForm order. Enter a **Qualifier** if applicable. Click **Next** to continue.



The screenshot shows a software window titled "Signature Solutions-JB2011010003". The main heading is "Flood Search Property Details". The "SIGNATURE INFORMATION SOLUTIONS" logo is in the top right. The form contains the following fields:

- State: A dropdown menu with "NJ" selected.
- County: A dropdown menu with "--Not Selected--" selected.
- Municipality: A dropdown menu with "ALL" selected.
- Owner: A text input field containing "Sam Seller".
- Street Address: A text input field containing "3909 Sundew Ct".
- Block: An empty text input field.
- Lot: An empty text input field.
- Qualifier: An empty text input field.

At the bottom, there are three buttons: "Back", "Next", and "Cancel".

Verify the **Flood Search Type** and **Lender Information** then click **Save** to return to the **Product Selection** screen.

The screenshot shows a software window titled "Signature Solutions-JB2011010003" with a close button in the top right corner. The window contains a form titled "Flood Search Lender Details" with the Signature Information Solutions logo in the top right. The form fields are as follows:

Flood Search Type:	Basic
Lender Name:	SoftPro Bank
Lender Address:	Bank of New Jersey
Lender Address2:	123 Bank Lane
City, State, Zip:	Raleigh NC 27609-____
Lender ID:	564654321
Loan ID:	LM02-1654564
Special Instructions:	

At the bottom of the form are three buttons: "Back", "Save", and "Cancel".

Flood Search for PA Properties:

The **Flood Search Property Details** Screen will populate the **State, County, Municipality, Owner, Street Address, Block, and Parcel Number** in your ProForm order. Click **Next** to continue.

The screenshot shows a software window titled "Signature Solutions-JB2011010003" with a close button in the top right corner. The window contains a form titled "Flood Search Property Details" with the Signature Information Solutions logo in the top right. The form fields are as follows:

State:	PA
County:	VENANGO
Municipality:	ALL
Owner:	Sam Seller
Street Address:	3909 Sundew Ct
Zip:	75093
Parcel Number:	R269100A01501

At the bottom of the form are three buttons: "Back", "Next", and "Cancel".

Verify the **Flood Search Type** and **Lender Information** then click **Save** to return to the **Product Selection** screen.

The screenshot shows a window titled "Signature Solutions-JB2011010003" with a close button in the top right. The main heading is "Flood Search Lender Details" with the Signature Information Solutions logo. The form contains the following fields:

- Flood Search Type: Basic (dropdown menu)
- Lender Name: SoftPro Bank
- Lender Address: Bank of New Jersey
- Lender Address2: 123 Bank Lane
- City, State, Zip: Raleigh NC 27609-____
- Lender ID: 564654321
- Loan ID: LM02-1654564
- Special Instructions: (empty text area)

At the bottom, there are three buttons: "Back", "Save", and "Cancel".

You may select to order multiple products, then click **Submit**.

The screenshot shows a window titled "Signature Solutions-JB2011010003" with a close button in the top right. The main heading is "Products" with the Signature Information Solutions logo. The text reads "Please select the product(s) you wish to order".

- Statewide Judgment Lien - NJ Only [Edit Details](#) ✓
- Tideland Search - NJ Only [Edit Details](#) ✓
- Tax Search - NJ & PA Only [Edit Details](#) ✓
- Flood Search - NJ & PA Only [Edit Details](#) ✓

At the bottom, there are three buttons: "Back", "Submit", and "Cancel".

Each product ordered will show in the SoftPro 360 Queue as a separate transaction.

Queue						
Views: Active Order Filter: All Vendors						
	Transaction Number	Vendor	Product	Status	Linked Order	Created By
➔	360363-10-110207-002580	Signature Soluti...	Signature Solutions	In Progress	2011020003	Jacky
➔	360363-10-110207-002579	Signature Soluti...	Signature Solutions	In Progress	2011020003	Jacky
➔	360363-10-110207-002582	Signature Soluti...	Signature Solutions	In Progress	2011020003	Jacky
➔	360363-10-110207-002581	Signature Soluti...	Signature Solutions	In Progress	2011020003	Jacky

How to Cancel a Signature Solutions Transaction

While your transaction status is **In Progress**, you can **Cancel** the transaction. Highlight the transaction in the SoftPro 360 Queue and click the **Cancel** icon.



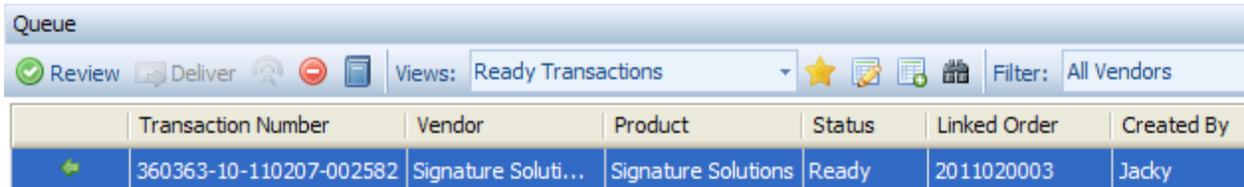
The following message will appear. Select **I Agree** and click **Submit** to continue.



NOTE: This will only change the status in your SoftPro 360 Queue this will not cancel the transaction with Signature Solutions, you will need to contact Signature Solutions Customer Service to cancel the transaction with them.

Reviewing and accepting your transaction

Once your transaction has been processed by **Signature Solutions**, the status in the SoftPro360 Queue will change to **Ready**. You may double click or highlight and click **Review** to review and accept this transaction.



The screenshot shows a 'Queue' window with a toolbar containing 'Review', 'Deliver', and other icons. A dropdown menu is set to 'Ready Transactions' and the filter is 'All Vendors'. Below is a table with the following data:

	Transaction Number	Vendor	Product	Status	Linked Order	Created By
	360363-10-110207-002582	Signature Soluti...	Signature Solutions	Ready	2011020003	Jacky

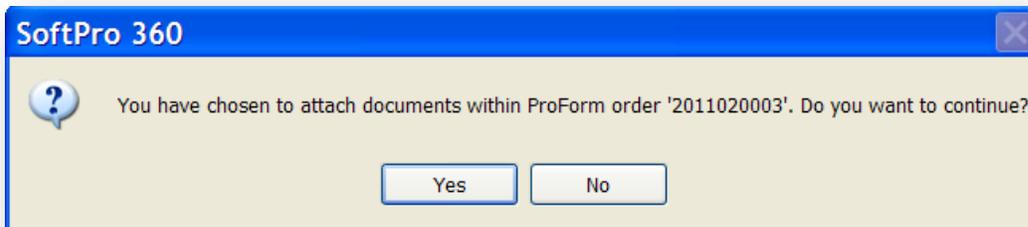
To view Document(s) returned by **Signature Solutions**, click the **View** button underneath the **View Documents** column.



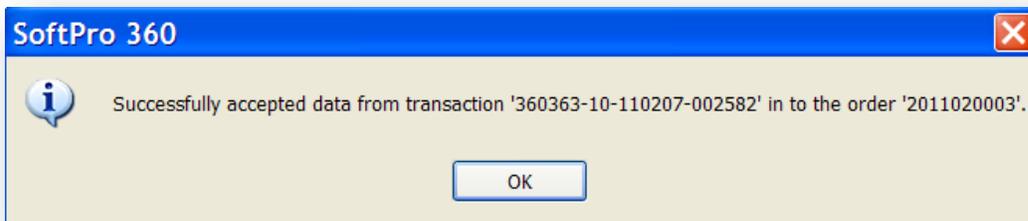
The screenshot shows a table with the following data:

Selected	Field	Current Value	Replacement Value	View Document
<input checked="" type="checkbox"/>	PA-038-1011.pdf	Document for order 038-01010	Document for order 038-01010	<input type="button" value="View"/>

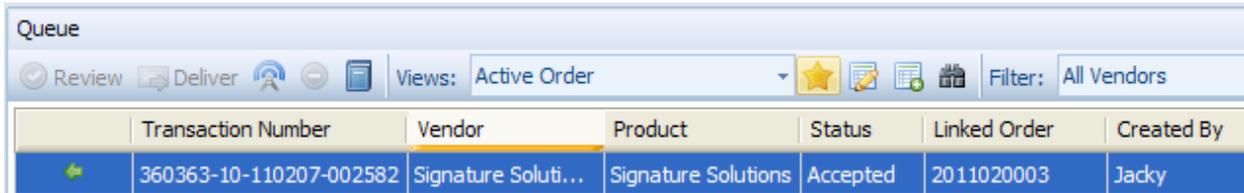
Click **Accept** and the following message will appear. Selecting **No** will go back to the review screen, selecting **Yes** will apply all selected values to the ProForm order.



If you select **Yes**, you will receive the following confirmation. Click **OK** to continue.



The Status of your transaction in the SoftPro 360 Queue will be updated to **Accepted**.



The screenshot shows a 'Queue' window with a toolbar containing 'Review', 'Deliver', and other icons. Below the toolbar is a table with columns: Transaction Number, Vendor, Product, Status, Linked Order, and Created By. The first row of data shows a transaction with ID 360363-10-110207-002582, Vendor Signature Solutions, Product Signature Solutions, Status Accepted, Linked Order 2011020003, and Created By Jacky.

Transaction Number	Vendor	Product	Status	Linked Order	Created By
360363-10-110207-002582	Signature Soluti...	Signature Solutions	Accepted	2011020003	Jacky

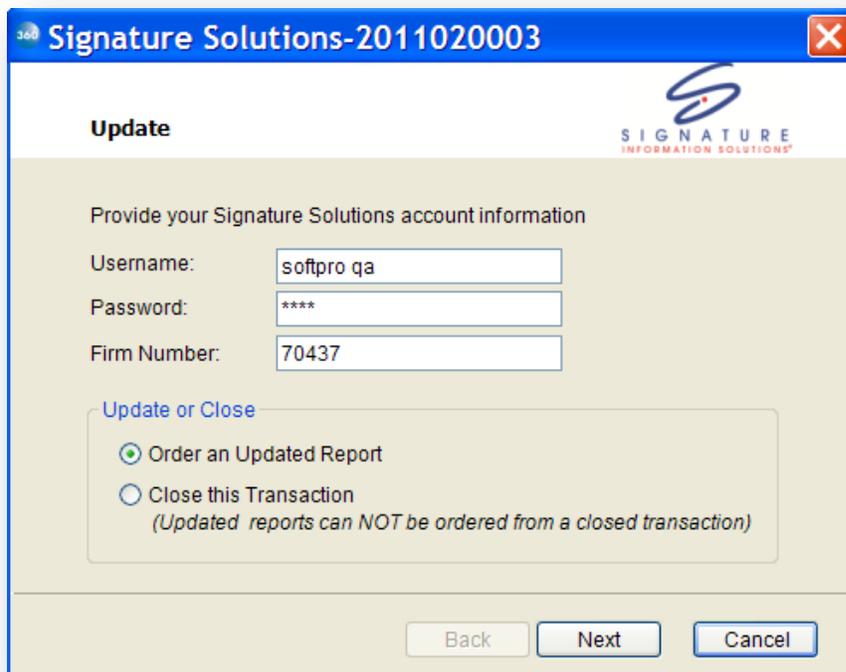
The document(s) accepted will be available to you from within your ProForm order via the SPIImage icon



located on the ProForm Menu bar. SoftPro Select users: the documents will be available by clicking on the **Attachments & Documents History** link located in the documents tab.

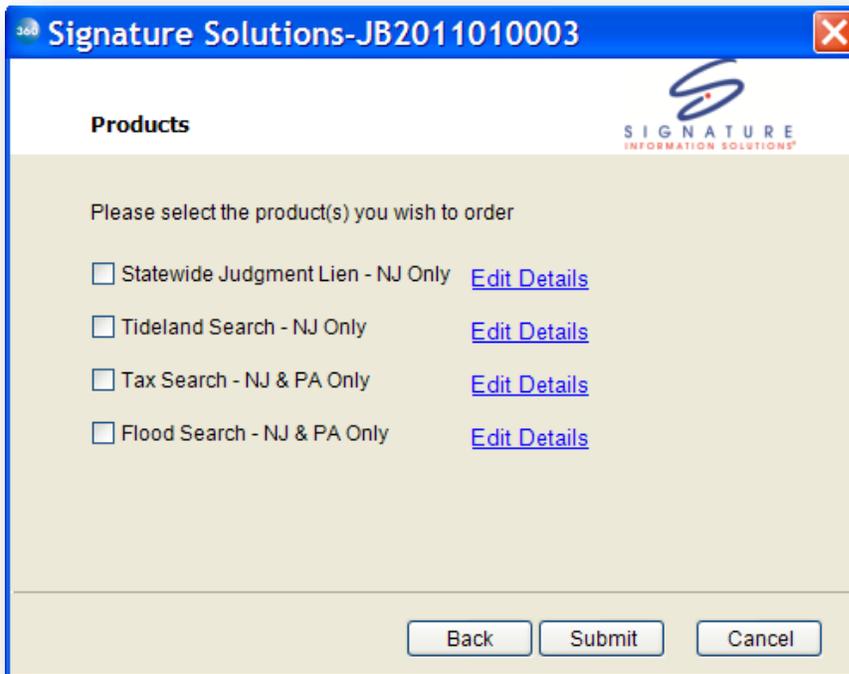
Requesting an update

To request an update, highlight the transaction in your SoftPro 360 queue and click the **Update** icon. Select **'Order an Updated Report'** and click **Next**.



The screenshot shows a dialog box titled 'Signature Solutions-2011020003'. It has a 'Update' section with the Signature Solutions logo. Below the logo, it asks for account information: Username (softpro qa), Password (****), and Firm Number (70437). There are two radio button options: 'Order an Updated Report' (selected) and 'Close this Transaction' (with a note: '(Updated reports can NOT be ordered from a closed transaction)'). At the bottom are 'Back', 'Next', and 'Cancel' buttons.

Select the products you wish to order an update on and click **Submit**.



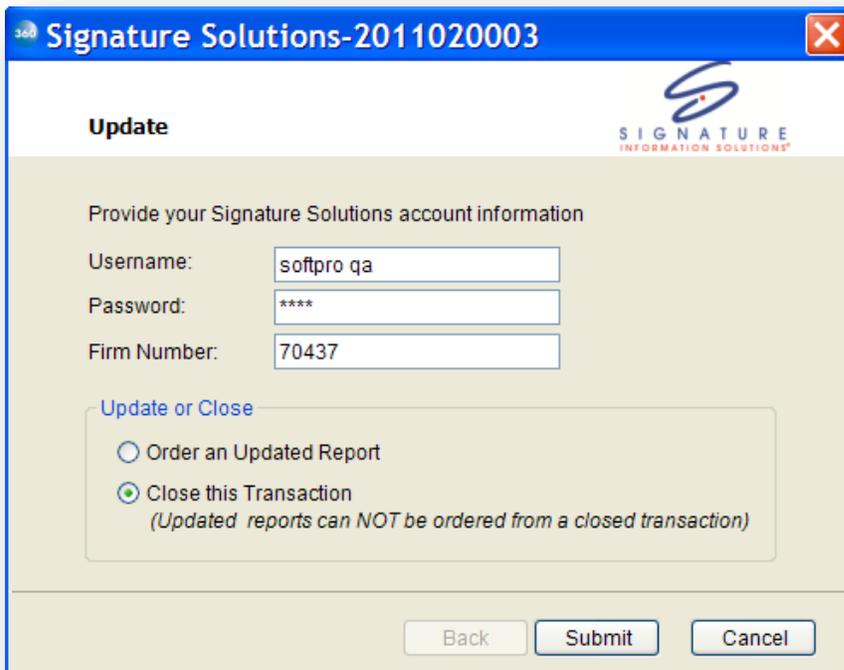
The screenshot shows a window titled "Signature Solutions-JB2011010003". The window has a blue header bar with the title and a close button. Below the header, the word "Products" is displayed in bold. To the right of the title is the Signature Solutions logo, which consists of a stylized 'S' and the text "SIGNATURE INFORMATION SOLUTIONS". The main content area has a light beige background and contains the instruction "Please select the product(s) you wish to order". Below this instruction are four list items, each with an unchecked checkbox and a blue "Edit Details" link:

- Statewide Judgment Lien - NJ Only [Edit Details](#)
- Tideland Search - NJ Only [Edit Details](#)
- Tax Search - NJ & PA Only [Edit Details](#)
- Flood Search - NJ & PA Only [Edit Details](#)

At the bottom of the window, there are three buttons: "Back", "Submit", and "Cancel".

Closing the Signature Solutions Transaction

To mark a transaction as closed in your SoftPro 360 queue, highlight the transaction and click on the **Update** button. Select the **Close this transaction** option and click **Submit**.



The screenshot shows a window titled "Signature Solutions-2011020003". The window has a blue header bar with the title and a close button. Below the header, the word "Update" is displayed in bold. To the right of the title is the Signature Solutions logo, which consists of a stylized 'S' and the text "SIGNATURE INFORMATION SOLUTIONS". The main content area has a light beige background and contains the instruction "Provide your Signature Solutions account information". Below this instruction are three input fields:

Username:

Password:

Firm Number:

Below the input fields is a section titled "Update or Close" with a light beige background. It contains two radio button options:

- Order an Updated Report
- Close this Transaction
(Updated reports can NOT be ordered from a closed transaction)

At the bottom of the window, there are three buttons: "Back", "Submit", and "Cancel".

Your status for this transaction in your SoftPro 360 queue will be changed to **Completed**.

	Transaction Number	Vendor	Product	Status	Linked Order	Created By
➤	360363-10-110207-002582	Signature Soluti...	Signature Solutions	Completed	2011020003	Jacky