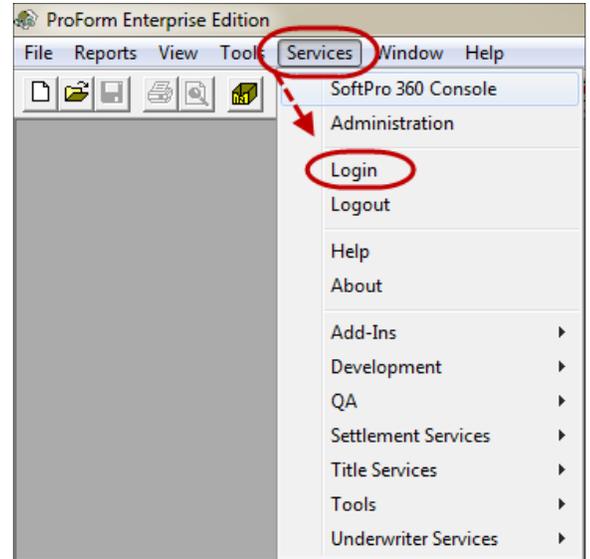


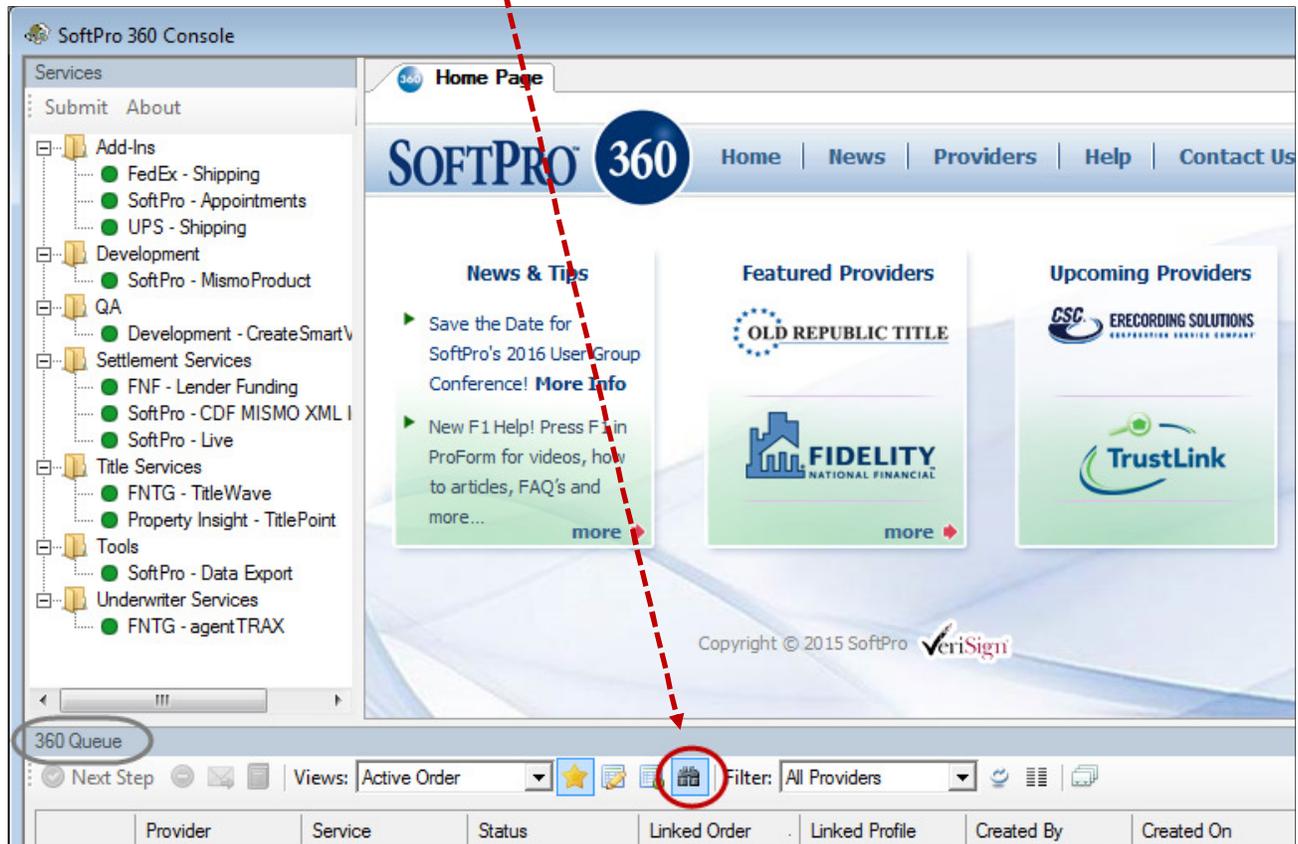
Searching for Transactions that Appear on Your Monthly Bill

Follow these steps to search for transactions that were received from RealEC during their billing cycle.

1. Log in to **360**, if not already
 - a) Click the **Services** button on the toolbar
 - b) From the drop-down, select **Login**



2. From the **360 Queue** ribbon, click the **Search**  icon to open the **Search** tab

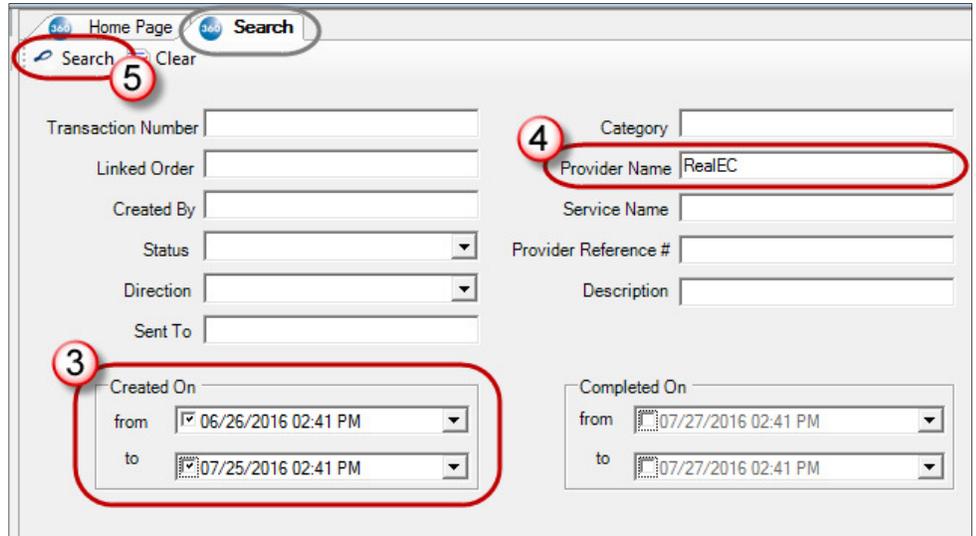


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Once the **Search** tab is opened,

3. In the **Created On** section,

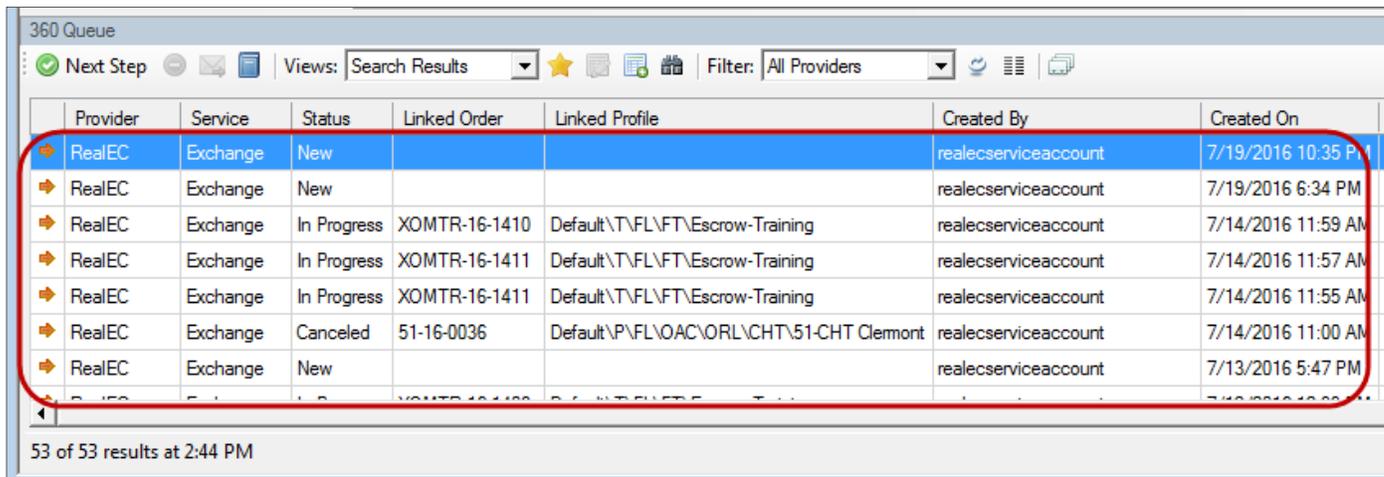
- a) **from** date field – check the check box to unlock the date field
- b) Enter (or select from the calendar) the 26th of the month you wish to search from (in our example, we entered *06/26/2016*)
- c) **to** date field – check the check box to unlock the date field
- d) Enter (or select from the calendar) the 25th of the month following the **from** date (in our example we entered *7/25/2016*)



4. In the **Provider Name** field, enter *RealEC*

5. Click the **Search** button

The search results displayed in the **Queue** are all orders created during the timeframe entered.



Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On
RealEC	Exchange	New			realecserviceaccount	7/19/2016 10:35 P
RealEC	Exchange	New			realecserviceaccount	7/19/2016 6:34 PM
RealEC	Exchange	In Progress	XOMTR-16-1410	Default\T\FL\FT\Escrow-Training	realecserviceaccount	7/14/2016 11:59 AM
RealEC	Exchange	In Progress	XOMTR-16-1411	Default\T\FL\FT\Escrow-Training	realecserviceaccount	7/14/2016 11:57 AM
RealEC	Exchange	In Progress	XOMTR-16-1411	Default\T\FL\FT\Escrow-Training	realecserviceaccount	7/14/2016 11:55 AM
RealEC	Exchange	Canceled	51-16-0036	Default\P\FL\VOAC\ORL\CHT\51-CHT Clermont	realecserviceaccount	7/14/2016 11:00 AM
RealEC	Exchange	New			realecserviceaccount	7/13/2016 5:47 PM

NOTE:

- > The 360 Queue displays up to a maximum of 250 transactions at one time. If your transaction count exceeds the maximum, split the month (e.g., 26th to 10th and 11th to 25th) to locate all orders
- > Transactions are billed for at the time they are accepted. Cancelled transactions are therefore applied to the RealEC invoice. Rejected and New transactions are not.
- > Overlap can occur if the Order is sent before the 26th but not accepted until after the 26th