

RealEC Reminders for: Assigning a Contact



REMINDER: The email address assigned as the "Contact" on the RealEC order is where the notification emails will be sent; notification emails are sent when the lender adds events to the RealEC product orders (for example, when the lender sends the "Closing Instructions" event 431)

Contact	Product
AT CI 1	29 - Clos
	29 - Clos
EscrowOfficer@fntg.com	29 - Clos
	3 - Comm

- ❖ CHOOSE "Add Event" FROM THE SUMMARY SCREEN WINDOW AND CHOOSE THE "4151 Loan Contact Update" EVENT

RealEC - XOMTR-15-0959

Select Event

Select the Title Event to Submit:

- 385 Product Data Delivery
- 500 Curative Cleared
- 780 Final Documents Posted
- 4151 Loan Contact Update**

- ❖ ON THE "4151 Loan Contact Update" EVENT SCREEN, ADD OR CHANGE THE "Value" TO INDICATE THE CONTACT EMAIL ADDRESS AND CHOOSE "Next"

Reminder: there can only be one email address entered

Reminder: the Contact email address can be changed at any time

Reminder: the Contact email address doesn't have to be the Escrow Officer/Closer; it can be an Escrow Assistant, or a team email address, or no email address at all (if no Contact, then the default email address-usually the branch-will receive the event notification emails)

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Event Information

/ Event 4151 - Loan Contact Update

Enter the email address of the user who should receive RealEC email notifications for this order. This email address will be displayed in the 'Contacts' column of the SoftPro 360 queue.

Name	Value
Email Address	EscrowOfficer@fntg.com