## RealEC Reminders for: Signing Appointment Order

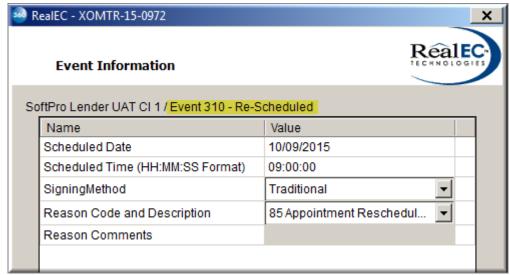


**REMINDER:** per the Closing Insight Common Workflow, the "Signing Appointment Service" RealEC product order must be placed by the lender for each transaction.

❖ FOR PURCHASE TRANSACTIONS, IF A PARTY OTHER THAN THE LENDER SCHEDULES THE SIGNING (E.G., REALTOR), THEN USE EVENT "222 Comment Action Required" FROM THE RealEC CLOSING PRODUCT ORDER TO REQUEST THE LENDER SEND THE SIGNING APPOINTMENT PRODUCT ORDER



❖ IF A PARTY OTHER THAN THE LENDER UPDATES THE SIGNING INFORMATION, USE EVENT "310 Re-Scheduled" ON THE SIGNING APPOINTMENT PRODUCT ORDER TO NOTIFY THE LENDER OF THE UPDATED SIGNING APPOINTMENT DETAILS



Page 1 of 1 Updated: 09/07/2015