



## Searches and Commitments – Process in Closers' Choice

Learn how to order and accept a Search and Commitment product order from your Closers' Choice file using the AgentNet® Integration. Request and access results for an Amendment, Update, DateDown or Cancellation of an existing Search and Commitment order.

### Place Search and Commitment Order

Beginning from an open Closers' Choice file:



1. Click **Title Search** on the **Services Gateway** toolbar

2. In the **Services Gateway – Title Search Partners** window, click



3. Enter your **AgentNet®** credentials, if prompted

4. Click **Save**

**NOTE:** This is a one-time prompt.

5. In the **Services Gateway – Title Search (FATIC)** screen verify/select: **Office, Underwriter, Transaction Type, Business Segment**

Office:	DEMO NextGen Office/FL/Talla
Underwriter:	First American Title Insurance C
Transaction Type:	Sale w/Mortgage
Business Segment:	Residential

6. Click **Get Products & Property Types** to populate the **Product** and **Property Type** fields

**NOTE:** If selecting an **O&E Report** product option, you must click ☒ **I accept the terms and conditions for the O & E Report** prior to requesting your search.

7. Enter **Email Notification** address

**NOTE:** If your **Email Address** is set up in your profile in **Closers' Choice**, the **Email Notification** field completes automatically. Separate additional addresses using a semi-colon with no spaces.

8. Enter **Notes**, if needed

**NOTE:** Additional land parcels can be added to the search order by including the details in the **Notes** section prior to submitting your order to AgentNet.

9. Select applicable **File** document(s) from the **Attach Documents** section, if needed

**NOTE:** You can add a document from a stored location on your computer by clicking .

**Request Title Search**

10. Click

11. In the **Title Search successfully ordered** dialog box, click

**OK**

#### NOTES:

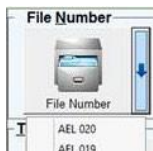
- You will receive an **Email** confirmation that **First American** received the order
- Click **Update Info** to update the file information on AgentNet with any changes you made in your Closers' Choice file, without sending any new data to the searcher
- Click **Add Notes/Document** to add notes and/or documents once Title Search order has been requested



Follow the steps below to accept the completed search results.

## Select a File

1. From the Closers' Choice main screen, click



to select the **File Number**

2. Click **Title Search**

3. In the **Service Gateway - Title Search Partners** window, click



## Accept Search Results

1. In the **Services Gateway – Title Search (FATIC)** screen click

**Refresh (1)**

**NOTE:** The **Refresh** button will only appear once First American has delivered the search. If you do not see a **Refresh** button, please contact your production team to check the status of your search order. The number on the button is the number of deliveries from **First American** that are waiting for the user to import. The **Package Status** column will display **Processed** if Closers' Choice has a delivery from **First American** to import.

2. Verify the **New Value** column contains the correct information in the **Accept Changes** dialog box  
**NOTE:** The **New Value** column contains **First American** search results. The **Current Value** contains information residing in the **File** prior to accepting information from **First American**.

3. Click **Select All** to accept all of the **New Values**

**NOTE:** You can select individual check boxes or use the **Select All** button.

4. Click **Accept Changes**



**NOTE:** After accepting the search result data, the **Refresh** button will have a **(0)** after it, showing that all deliveries from **First American** have been accepted OR there are none from **First American**.

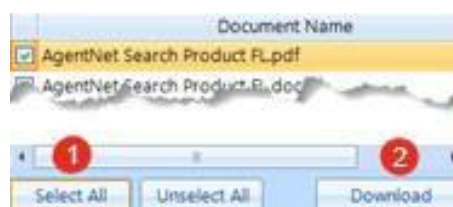
## Download Documents (Optional)

**NOTE:** Documents are automatically downloaded upon **First American** sending the order, so this is no longer a necessary first step as part of the title search import.

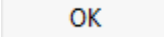

1. Click  in the **First American Title Search** dialog box

**NOTE:** You can select individual **Documents** or use the **Select All** button.

2. Click **Select All** to view all documents
3. Click **Download**



**NOTE:** A message informs you of the documents download.


4. Click  to close the message
5. Click  close the **First American Title Search** dialog box

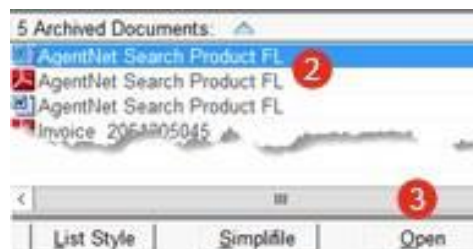
**NOTE:** Documents can be re-downloaded as needed. You will see any documents saved into your Closers' Choice file in the **Doc Generator** or **Doc Viewer** sections.



## View Documents



1. Click  in the **Title Insurance** section to view the documents
2. Select the desired document to view
3. Click **Open**




4. Click  to close the **Document** view

## Request an Amendment, Update or DateDown

Upon completion of your Search and Commitment order, follow the steps below to amend, update or datedown your search order request.

1. Click 
2. In the **Services Gateway – Title Search Updates (FATIC)** screen, select the appropriate **Update Order** option

<b>Amend</b>	Additional search parameters not given with original order. Extra lots, additional parcels, etc.
<b>DateDown</b>	Post-closing update to check for recorded documents in order to issue final policy.
<b>Update</b>	Search the gap from previous search effective date to current for new items on previously searched property, borrowers or sellers.

3. Verify/update **Email Notifications** address  
**NOTE:** Separate additional addresses using a semi-colon with no spaces.
4. Enter appropriate **Instructions** to request the selected order update option
5. Select applicable **File** document(s) from the **Attach Documents** section, if needed  
**NOTE:** You can add a document from a stored location on your computer by clicking .
6. Click **Submit**

**Services Gateway - Title Search Updates (FATIC) - AEL 020**

Update Order: **Amend** (2)

Email Notification: ael-jamil@firstam.com;hello@firstam.com (3)

\*Please use semicolon (;) to separate multiple email addresses

Instructions: **Amend** (4)

Attach Documents: (5)

- ☒ Agreement for Deed.rtf
- ☒ cplFL082020\_10035007082020060809127.pdf
- ☐ SDNSearch\_080720201306PM.pdf

Disclaimer: The information supplied herein is provided pursuant to an End User License Agreement and the Agency Agreement between User and First American and is solely for the issuance of title insurance commitments, preliminary reports for issuance of title insurance, title insurance guarantees, abstracts for insurance and policies of title insurance (and endorsements thereto) of First American Title Insurance Company or one of its affiliates. First American Title Insurance Company underwriting standards must be applied to the

**Submit** (6) **Clear** **Cancel**



First American Title™



Closers' Choice  
NOW PART OF ACCUTITLE



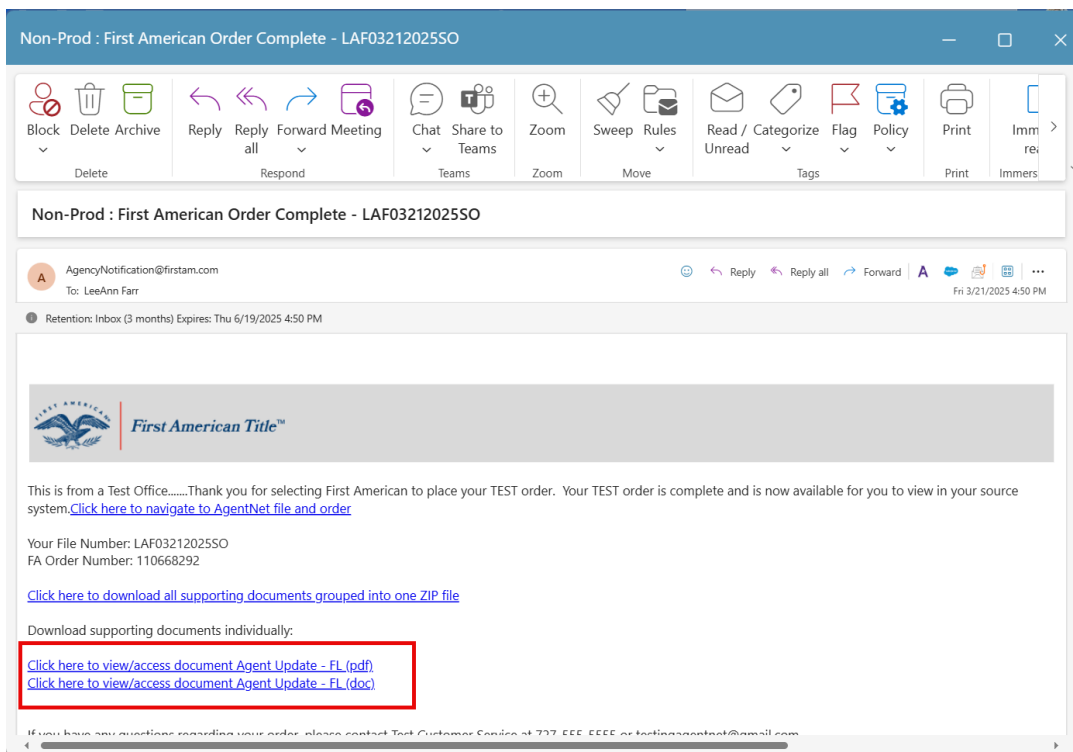
7. In the **Title order Updated** window, click **OK**



**NOTE:** The updated order request is displayed in the **Title Search Updates** section of the **Services Gateway – Title Search Updates (FATIC)** screen.

When the Amendment, Date-Down, or Update has been completed, First American will email you an Order Complete Notice.

In the email, there are hyperlinks to the updated documents.



If you requested an update and have Doc in Cloud turned on in Closers' Choice, you will find the update notes PDF document in the Document Generator under the saved documents radio button. You can also find it in the viewer. If you do not have Docs in Cloud turned on, you must use the email provided to download the update.

If you have requested an amendment or if your update includes changes to the commitment, you need to follow the steps under the header Accept Search Results to import the updated information into your file.