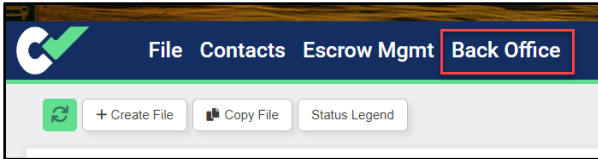# Job Aid: Get Started in ClosingVue™
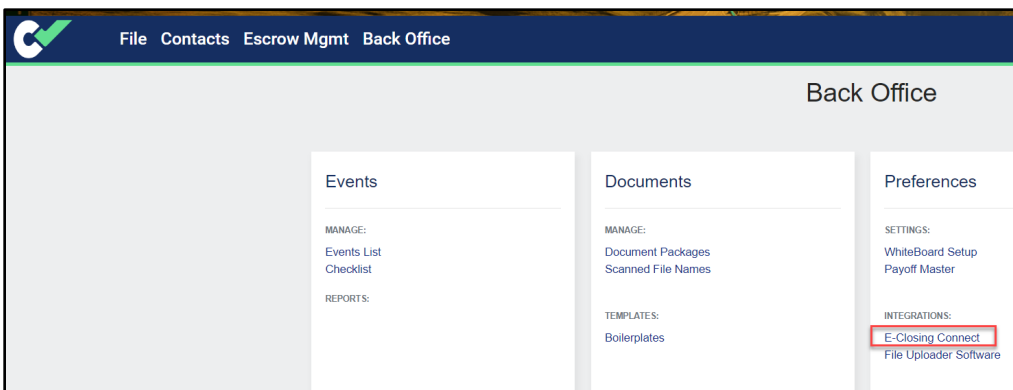
The purpose of this document is to provide instructions on how to get started in ClosingVue.
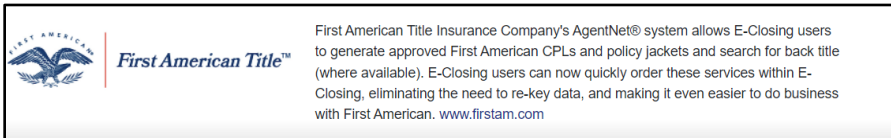
Log In to E-Closing

1. Click **Back Office** on the Whiteboard

2. Click **E-Closing Connect** under **Preferences - Integrations**

3. Click **First American Title**

   First American Title Insurance Company's AgentNet® system allows E-Closing users to generate approved First American CPLs and policy jackets and search for back title (where available). E-Closing users can now quickly order these services within E-Closing, eliminating the need to re-key data, and making it even easier to do business with First American. www.firstam.com

4. Click **Add a New Username**

5. Enter your AgentNet **Username** and **Password**

6. Enter **Firm ID**
   NOTE: Request the ID from Sales Representative or Senior Trainer.

7. Click **Validate**
   NOTE: A message reports the Credential Validation was successful.

8. Enter **States** in which the firm is licensed
   NOTE: Enter no spaces and enter commas separating states, e.g., NY,MA,CT.

9. Verify **Office ID**
   NOTE: ClosingVue will insert the **Office ID** when you click **Validate**. If your firm has multiple offices, you may need to update the automatically added data in this field.

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	Username	Password	Firm ID ⑥	State List (comma seperated)	Office ID ⑨
⑤				⑧	
Company Wide				,AL,AR,AZ,CA,CO,CT,FL,GA,HI,IA,ID,IL	18841616
			Validate ⑦		

④ Add a New Username

10. Click ⬛ **X** to close the message

11. Scroll to the bottom of the page and click [Update Connections]