



Job Aid: Create a Service Order

The purpose of this document is to show you how to create a Service Order. Before creating your Service Order, you must set up your file by entering the property address, all parties to the transaction (including Lender), and the loan amount/sales price.

Enter Service Order Information

1. Point to **Maintain File** from within your file
2. Click **Property Information**
3. Click **First American Title Service Orders** in the **Property Information** page
4. Select an option in the **Transaction Type:** dropdown list
5. Select an option in the **Business Segment** dropdown list
6. Select an option in the **Product** dropdown list

NOTE: A **Disclaimer** displays after a **Product** selection.

7. Select an option in the **Fast Property Type** dropdown list
8. Enter an **Email Address** in the **Email Notification** field

NOTE: Enter multiple **Email** addresses by separating with a semi-colon.

9. Enter the desired information in the **Notes** field

Transaction Type: **Sale w/Mortgage** 4

Business Segment: **Residential** 5

Product: **Commitment ASP** 6

Fast Property Type: **Single Family Residence** 7

Email Notification: **jfynes@firstam.com** 8

Notes: **Please process** 9

Add Documents

1. Click  to add a document

2. Drag the desired documents you want to upload from the **Windows Explorer** window

NOTE: The **Document** names display, along with the date and time of submittal.


Create the Search Order

1. Click 

NOTE: **AgentNet®** is sent the request, the **FA Back Office Service Form** closes, and the **Order Number** displays upon successful submission of the request.

2. Click  to close the message displaying the **Order Number**

NOTE: A preview of the uploaded document opens in a separate window.

3. Click  to close the document preview window

View the File Order Number

1. Double-click the desired **File**

NOTE: The **Order Number** displays on the **File Summary** page. You can also view the **Order Number** on the **Property Information** page.