



Job Aid: Edit a Service Order

The purpose of this document is to show you how to edit a Service Order. Before creating the Service Order, be sure you have properly set up your file by entering the Property Address(es), all Parties to the Transaction, including Lender, and the Loan Amount/Sales Price.

1. Point to **Maintain File** from within your file
2. Click **Property Information**

NOTE: The **Edit Order** button provides you with the ability to edit the **Order**. For example, you may need to update an incorrect address.

3. Click **Edit Order**
4. Make the desired changes to the **Order**

Date Never

Edit Order

Current Deed

Book

Page

Deed dated Recorded:

5. Enter **Notes** as necessary

NOTE: The **Notes** you enter are E-mailed to the production unit.

6. Click **X** to close the **Edit** dialog box

First American Back Office

Notes:

6 X

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