



Job Aid: Search Back Title

The purpose of this document is to show you how to do a First American Back Title Search.

1. Point to **Maintain File** from within the file
2. Click **Property Information**
3. Verify the information in your file is correct
4. Click **First American Back Title Search**

NOTE: The information from your **E-ClosingSM** file pulls into the search fields. Ensure your street name does not have a prefix, such as **NW**, and does not include a suffix, such as **Street**.

NOTE: You can enter as much or as little information as needed to perform your search. The more information you enter in your search, the fewer results you receive. You must enter data into at least one field. You can use a maximum of six fields.

5. Add or remove information in the search criteria fields as desired
6. Click **Search**

7. Click **View** to preview the document

NOTE: You can save and print the document.

8. Click **X** to close the preview of the document

NOTE: After viewing the document, the **View** button changes to **Attach**, enabling you to attach the document to your **E-Closing** file.

9. Click **X** to close the **Back Title Search Results** dialog box
10. Click **Close Window** to close the **Property Information** window