



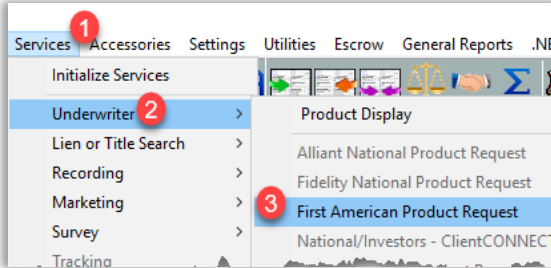
Search and Commitment Orders– Process in Landtech

Learn how to request, import and update a Service Order in Landtech using the AgentNet® Integration.

Request a Service Order

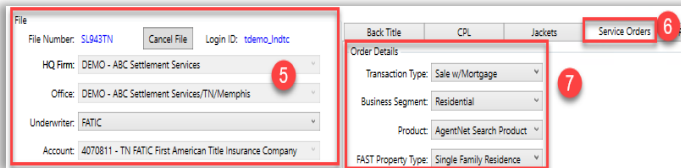
Beginning from an existing Landtech File:

1. Click the **Services** tab
2. Highlight **Underwriter**
3. Select **First American Product Request**

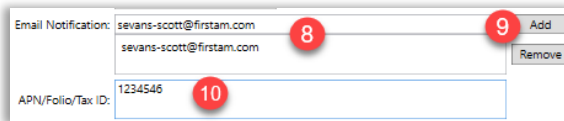


NOTE: A pop up window opens prompting you to save your closing file in order to process your request.

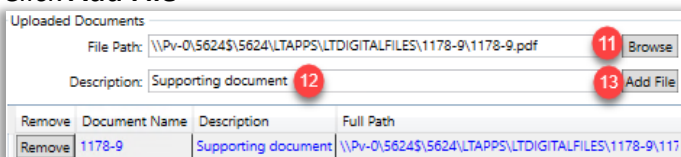
4. Click **Yes**
5. In the Landtech AgentNet Integration screen, verify/complete the File information
6. Click the **Service Orders** tab
7. Verify/Select **Order Details**



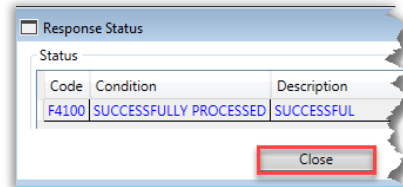
8. Enter **Email Notification** address
9. Click **Add**
10. Verify/Enter **APN/Folio/Tax ID**, if required



11. To attach supporting documents from your ScannedFiles, in the Uploaded Documents section, click **Browse**
12. Enter document **Description**
13. Click **Add File**



14. Enter **Notes**, as applicable
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.
15. Click **View Disclaimer** hyperlink
NOTE: If a checkbox appears, do not remove it.
16. Click **Close**
NOTE: The Order Info/Municipal Search Type tab will be enabled for Connecticut properties.
17. Click **Create Order** to send your request
NOTE: A Response Status window is populated displaying the successful condition of the submitted request.
18. Click **Close**



NOTE: Once the order is created, an Order Confirmation is sent to the email address in your File.

Import a Service Order

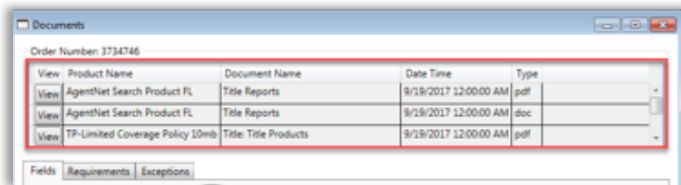
Once you receive the completion email notification, follow the steps below to import the information and documents directly into Landtech.

NOTE: For other AgentNet products, such as CPL, Back Title, etc., the supporting documents and product will automatically populate to Documents upon completion.

1. In the Service Orders tab, click **Import**
NOTE: The Documents window opens with search results. Documents are attached in pdf, doc (Word) and xml formats. You can click **View** to open supporting documents.

NOTE: The Commitment opens in Word format and can be edited and printed from this window.

- Click the **Requirements/Exceptions** tabs to view data to be imported into your file



NOTE: Landtech file data is presented as **Current Value**.

- Scroll right to see **New Value** data

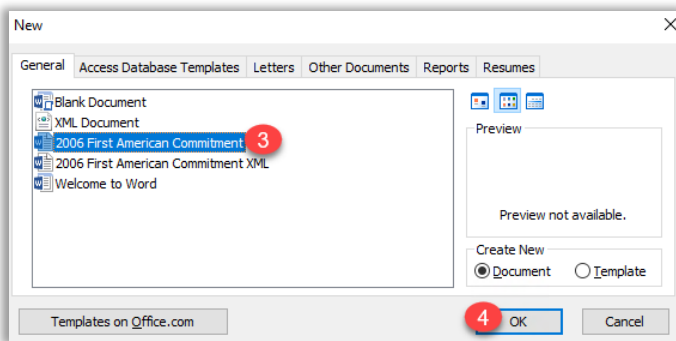
NOTE: By default all fields are checked, except the Title Policy Insured Lender Clause, and are ready for import. You can uncheck any field you do not want to import. New Value data can be edited.

- Click **Accept** to import data

NOTE: The window is closed and returns to the Landtech file. Imported data can now be viewed in your File.

Merge Data into Commitment

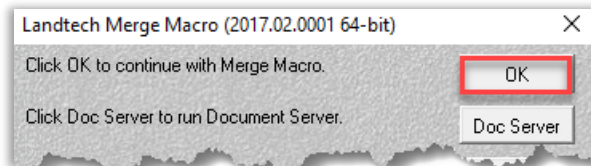
- From an open File, click on the Toolbar
- Click on the Toolbar
- In the **New** window, select the appropriate **First American Commitment** template
- Click **OK**



NOTE: The Commitment is opened with macro data displayed.

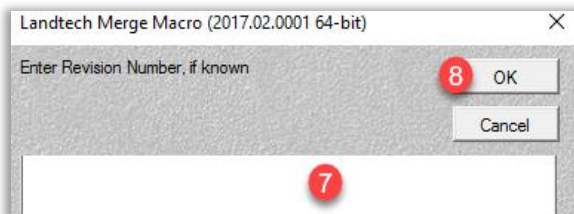
- Click
- NOTE:** If this icon is not displayed you can click Add-Ins on the Ribbon and Click to display the Landtech Merge Macro window.

- Click **OK**



- Enter data in dialogue box as needed

- Click **OK**

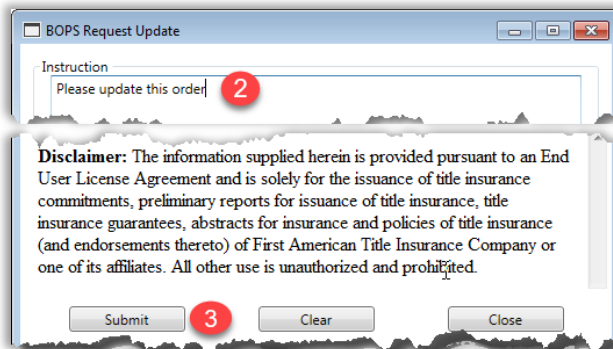


NOTE: The Merge window opens displaying the number of Fields Found, Fields Replaced and Fields Deleted.

- Click **OK**

Request a Service Order Update

- In the Service Orders tab, click **Update**
- NOTE:** The BOPS Request Update window opens with the Disclaimer displayed.
- Enter comment to request a datedown in the **Instruction** field
 - Click **Submit**



NOTE: A **Response Status** window is populated displaying the successful condition of the submitted request.

- Click **Close**

NOTE: An Update Search Request Confirmation notification is sent to the email address in your File.