

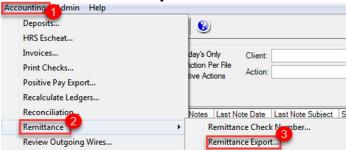




Job Aid for User-ResWare™ eRemit

The purpose of this document is to demonstrate how to **eRemit** in ResWare.

- 1. Click the **Accounting** Menu
- 2. Click Remittance
- 3. Click Remittance Export

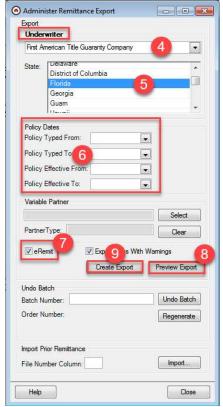


NOTE: The Administer Remittance Export Menu will open

- 4. Select **Underwriter** from dropdown menu
- 5. Select State

NOTE: If no state selected, all states will appear on the same remittance report.

- 6. In **Policy Dates** section, complete applicable field parameters
- 7. Check **eRemit** checkbox
- 8. Click **Preview Export** to review remittance batch
- Click Create Export to remit batch



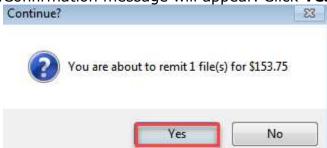
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10. Confirmation message will appear. Click Yes to proceed



NOTE: If the transmission is successful, ResWare will generate and display a spreadsheet with the remittance export details, and the First American Order Number will display. Clicking link will take user to AgentNet login/Pay tab to select payment type.

Order Number: 187686463

If remitting multiple orders, only the last Order Number generated will appear. If the remittance batch is large, the Order Number will display 'Order In Process'.

NOTE: If the batch is **unsuccessful**, the Confirmation message will **not** appear. User will receive an error message explaining that there are mismatches. If user confirms, the generated spreadsheet will display showing the error and/or mismatches that need to be corrected.

For **questions** and **support** using ResWare's Integration with AgentNet, contact:

ResWare Technical Support

support@adeptivesw.com

First American Agency Service Center

agencysupport@firstam.com

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