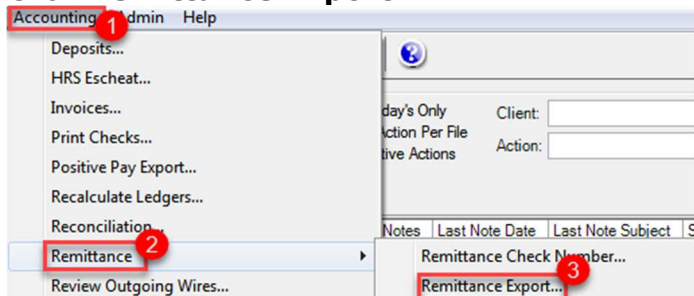




# Job Aid for User-ResWare™ eRemit

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**

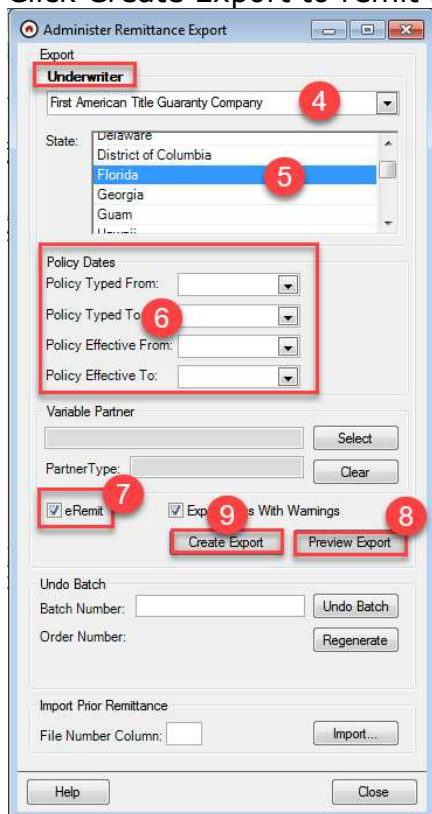


**NOTE:** The **Administer Remittance Export** Menu will open

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

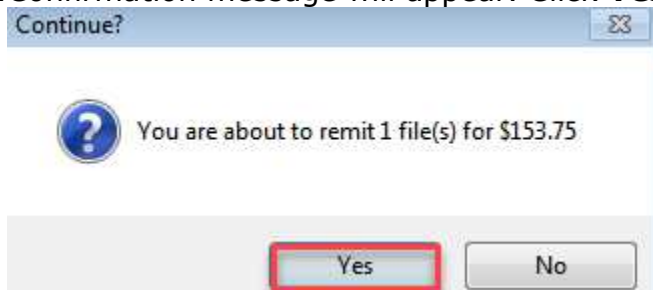
**NOTE:** If no state selected, all states will appear on the same remittance report.

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





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](mailto:support@adeptivesw.com)

**First American Agency Service Center**

[agencysupport@firstam.com](mailto:agencysupport@firstam.com)