

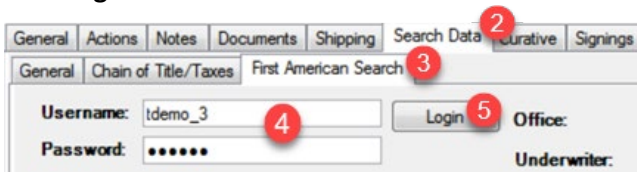


## Searches and Commitments – Order in ResWare®

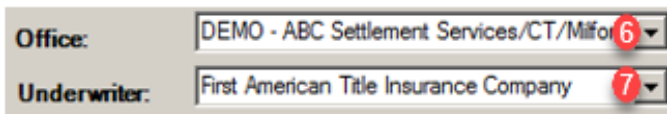
Learn how to order Search and Commitment product orders directly from your ResWare® file, using the AgentNet® Integration.

### Enter Order Information

1. Double-click the File to **Order Product**
2. Click **Search Data**
3. Click the **First American Search**
4. Enter your **AgentNet®** credentials
5. Click **Login**



6. Select **Office**
7. Select **Underwriter**



**NOTE:** Office and Underwriter fields may populate if an AgentNet product has been previously ordered.

8. Select the **Transaction Type**
9. Select the **Business Segment**
10. Select **Product**
11. Select **Property Type**
12. Enter/verify your **Email** address
13. Enter a **Note**, if needed

**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

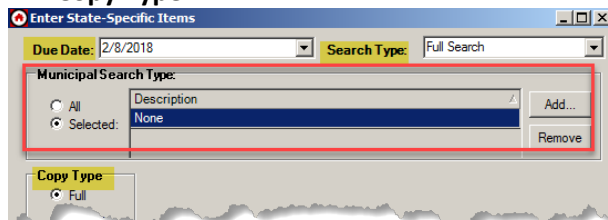
**NOTE:** For Connecticut transactions, proceed to the **Connecticut Properties** section

14. Click **Order Product** to send the Order to AgentNet®



### Connecticut Properties

1. Click **State Specific**
2. In the Enter State-Specific Items window, select:
  - **Due Date**
  - **Search Type**
  - **Copy Type**



**NOTE:** If adding a **Municipal Search Type**, you must click **Add...**

3. Click **Save**
4. Return to the **Enter Order Information** section to complete your order

### Optional: Add a Document

1. Click **Add Document**
2. Select the desired **Document(s)** in the **Add Documents** window

Document Type	Template	Policy	Description
Owner Policy Jacket			ALTA Owner Policy (6
Loan Policy Jacket			ALTA Short Form Res

3. Click **Add**

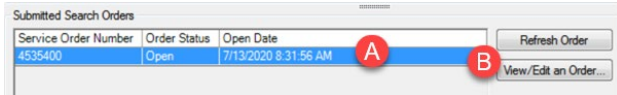


## View Order Details and Add a Note

1. Click 

**NOTE:** **Office** and **Underwriter** fields will populate from your ResWare file.



2. In the **Submitted Search Orders** screen:
  - A. Select the applicable **Order**
  - B. Click **View/Edit an Order**




Service Order Number	Order Status	Open Date
4535400	Open	7/13/2020 8:31:56 AM

Refresh Order

View/Edit an Order...

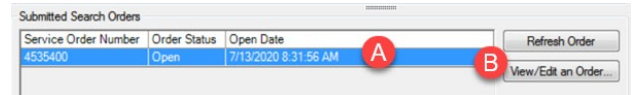
3. In the **View Item** window:
  - A. Confirm **Order Details**
  - B. Add a **Note**, if needed
  - C. Click 
  - D. Click 

## Order an Update

1. Click 

**NOTE:** **Office** and **Underwriter** fields will populate from your ResWare file.

2. In the **Submitted Search Orders** screen:
  - A. Select the applicable **Order**
  - B. Click **View/Edit an Order**

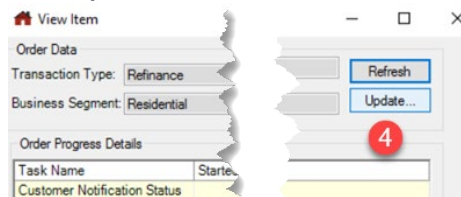


Service Order Number	Order Status	Open Date
4535400	Open	7/13/2020 8:31:56 AM

Refresh Order

View/Edit an Order...

3. In the **View Item** window:
4. Click **Update**



View Item

Order Data

Transaction Type: Refinance

Business Segment: Residential

Order Progress Details

Task Name

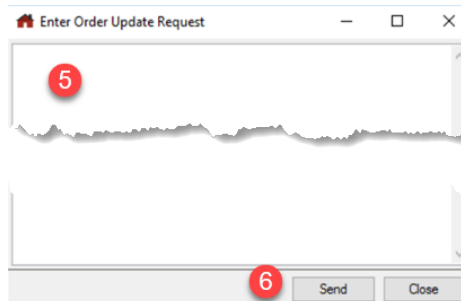
Start Date

Customer Notification Status

Refresh

Update...

5. Type detailed instructions for your request
6. Click **Send**



Enter Order Update Request

5

6

Send

Close