

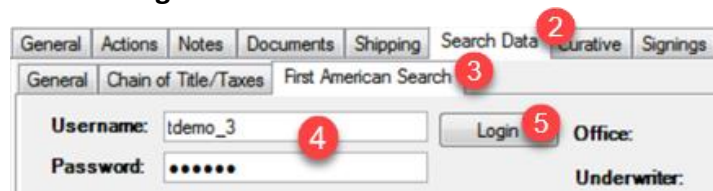


ResWare® and Clear2Go™ – Order Searches and Commitments

Learn how to place a Clear2Go Search and Commitment order in ResWare using the AgentNet® Integration.

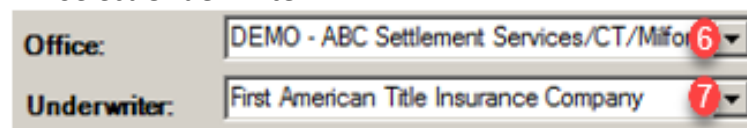
Enter Order Information

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**



The screenshot shows the ResWare interface with tabs: General, Actions, Notes, Documents, Shipping, Search Data, Curative, Signings. The 'Search Data' tab is active. Below it, there's a sub-tab 'First American Search'. The 'Username' field contains 'demo_3' and the 'Password' field contains '*****'. The 'Login' button is highlighted. Red callouts 2 through 5 point to the 'Search Data' tab, 'First American Search' sub-tab, the 'Username' field, and the 'Login' button respectively.

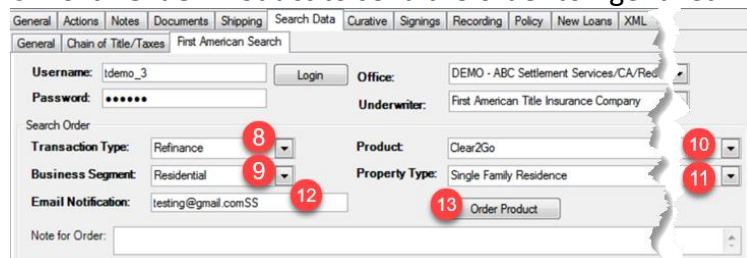
6. Select **Office**
7. Select **Underwriter**



The screenshot shows the 'Office' dropdown menu with 'DEMO - ABC Settlement Services/CT/Mifo' selected. The 'Underwriter' dropdown menu has 'First American Title Insurance Company' selected. Red callouts 6 and 7 point to these dropdowns respectively.

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

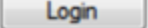
8. Select the **Transaction Type: Refinance**
9. Select the **Business Segment: Residential**
10. Select **Product: Clear2Go**
11. Select **Property Type: Single Family Residence**
12. Enter/verify your **Email Notification** address
13. Click **Order Product** to send the order to AgentNet®



The screenshot shows the 'Search Order' section of the ResWare interface. Fields include 'Transaction Type' (Refinance), 'Business Segment' (Residential), 'Product' (Clear2Go), 'Property Type' (Single Family Residence), and 'Email Notification' (testing@gmail.comSS). The 'Order Product' button is highlighted. Red callouts 8 through 13 point to these fields and the button respectively.

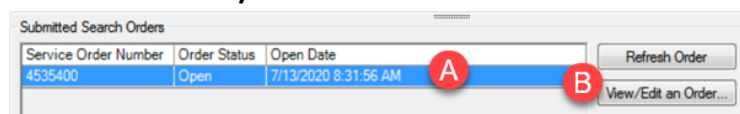
NOTE: DO NOT ADD Documents or Notes to your Clear2Go order here. They will not impact processing of the automated Clear2Go Report.

Optional: View Order Details

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**



The screenshot shows the 'Submitted Search Orders' table. It has columns: Service Order Number, Order Status, Open Date. One row is visible with Service Order Number 4535400, Order Status Open, and Open Date 7/13/2020 8:31:56 AM. Red callouts A and B point to the row and the 'View/Edit an Order...' button respectively.

3. In the **View Item** window:
 - A. Confirm **Order Details**
 - B. Click **Refresh**, if needed
 - C. Click **Close**

NOTE: Do not add Documents or Notes to your Clear2Go order here. They will not impact processing of the automated Clear2Go Report

Update an Order

Updates are not available for the automated Clear2Go Report. If your file information changes, or the report expires, please order a second Clear2Go report on the same file.