



## Order Back Title in SnapClose

The purpose of this document is to provide detailed instructions on how to order Back Title (where available) using the SnapClose integration with AgentNet®.

## Required Information

The following information is required to search Back Title from SnapClose.

- Enter required information on the **Profile** screen: **Property Address**, **Parties** to the transaction, **Branch**, **Underwriter**, **Transaction Type**, **Property Type**, **NAIC Type**, **Liability Amounts**

SnapClose - NEW JERSEY / Company: Amazon Cloud DB 5 / FILES - File NJ-2022-3052 Status: Application

FILES | Profile | Orders & Reminders | Commitment | Invoice | CD | 1099 | Disburse | E-Record | Policy | Docs | Notes | Courier | Lender Exchange

Search  
Recent  
New File  
Calendar  
File NJ-2022-30...

ORDERS/REM  
Search  
Inbox  
Overdue

BANKING  
General  
Remittance  
Reconcile Acct.  
Reconcile E-Rec.

REPORTS  
Other

PREFERENCES  
Administrator  
User

CONTACT MGR  
Search

HELP  
Remote Support  
Email Support

**Subject Property:** Add  
321 Main St NJ-BURLINGTON V

**Parties**  
Seller/Owner(s) & Attorney(s): Add  
Test Seller  
Buyer(s) & Attorney(s): Add  
First Buyer  
Lender(s), Loan Amount(s) & Attorney(s): Add  
Bank of New Jersey \$215,000.00 P  
Other Contacts (Type & Name): Add

**Branch:** Abstract Thought ZZZ-Integration Testing (Jacks  
**Underwriter:** First American Title Insurance Company (Marlton)  
File Status: System Generated

Legal Name  
Seller/Owner: Test Seller Pull  
Buyer: First Buyer Pull  
Client:  
Ref. No.

**Transaction Information**  
**Trans Type:** Purchase  
Prem Type: Simul Standard  
**Prop Type:** Residential  
**NAIC Type:** Residential  
Interest: Fee Simple  
1099 Filing: ☐

**Dates**  
File Opened Date: 02/15/2022  
Commitment Owners Policy  
Gen.:  
Sent:   
Commitment Due:   
Date Cancelled:   
Closing Information  
Closing Date:   
Closers:   
Notary:   
Examiner:   
Closing Place: None  
Closing Completed ☐

**Purchase Information**  
Price: \$300,000.00  
Prior Price: \$0.00 Prior Loan: \$0.00  
[Custom Fields](#) [Commitment Import](#)

**Title Notes:**  
**Recording Notes:**  
**Closing Notes:**  
**Other Notes:**



## Order Back Title

1. Select **Orders & Reminders** tab
2. Select **Order Backtitle** button
3. Complete fields on the screen as applicable
4. Select **Search**

The screenshot displays the SnapClose application interface. At the top, the header shows 'SnapClose - NEW JERSEY / Comp Amazon Cloud DB 5 / FILES - File NJ-2022-3052 Status: Application'. Below the header is a navigation bar with tabs: Profile, Orders & Reminders, Commitment, Invoice, CD, 1099, Disburse, E-Record, Policy, Docs, Notes, Courier, and Lender Exchange. The 'Orders & Reminders' tab is selected. Below the navigation bar is a sub-header with buttons: New Order(s), Order Backtitle, Expand All, Collapse All, and Refresh. The 'Order Backtitle' button is highlighted. Below the sub-header is a message: 'Drag a column header here to group by that column.' Below this is a 'Backtitle' form. The form has a title bar 'Backtitle' and a close button. The form fields are organized into three columns. The first column contains: APN, Last Name, Street Number, Street Name (with 'Main' entered and a red circle 3), City (with 'Lumberton' entered), and Zip. The second column contains: Block/Square, Section/Acreage, District, Plat Book, Plat Page, and Unit/Lot#. The third column contains: Condo/Subdivision, Brief Legal, File Number, Policy Number, Policy Date (with 'From' and 'To' dropdowns), and a 'Please provide search criteria by entering the search values. Make sure "Street Name" is just the name of the street. Do not include direction (e.g. "NW") or street suffix (e.g. "Ave").' instruction. At the bottom of the form are two buttons: Search (with a red circle 4) and Cancel.



**NOTE:** The **Back Title** radio button will display available Loan and Owner policies for selection to view or save to the file. The **TRD** radio button will display available Starters and Legal Descriptions.

Backtitle

APN:

Block/Square:

Condo/Subdivision:

Last Name:

Section/Acreage:

Brief Legal:

Street Number:

District:

File Number:

Street Name:

Main

Plat Book:

Policy Number:

City:

Lumberton

Plat Page:

Policy Date:

From:

Zip:

Unit/Lot #:

To:

Please provide search criteria by entering the search values. Make sure "Street Name" is just the name of the street. Do not include direction (e.g. "NW") or street suffix (e.g. "Ave").

☒ Back Title ☐ TRD

View Document

Save Document

Loan Policy Number	Owner Policy Number	Owners	Street Number	Street Name	Unit Lot	Condo	Date
103319989		COVENANT BAPTIST CH		MAIN STREET	2		12/20/20
104740266		CANTON, JOHN D.		SOUTH MAIN STRE	1		12/2/200
501133427465		LANDMARK PROPERTY	125, 2828, 72	EAST AMWELLBUR	15.01,		1/28/201
102652786		CANTON, JOHN D.		SOUTH MAIN STRE	1, B16.		12/30/20
101782044		SLIMM, CHARLES SLIMM,		MAIN STREET	1		5/21/200
50114340012489a		NOKHODIAN VAHAN	324	Main	2.01		6/1/2012

Search

Cancel

Saved Back Title policies will be in the **Docs** tab.

SnapClose - NEW JERSEY / Company: Amazon Cloud DB 5 / FILES - File NJ-2022-3052 Status: Application

FILES

Profile Orders & Reminders Commitment Invoice CD 1099 Disburse E-Record Policy **Docs** Notes Courier Lender Exchange

Create Document(s) Import Document(s) Edit/View Shared Status View History Closing Docs

Display Name	INSERT	Date Created	Last Accessed	Last Accessed By	Document Source	
Back Title Document		2/15/2022 10:12:2	2/15/2022 10:12:	Chris Heffner	Received From Vendor	Chris Heffner