



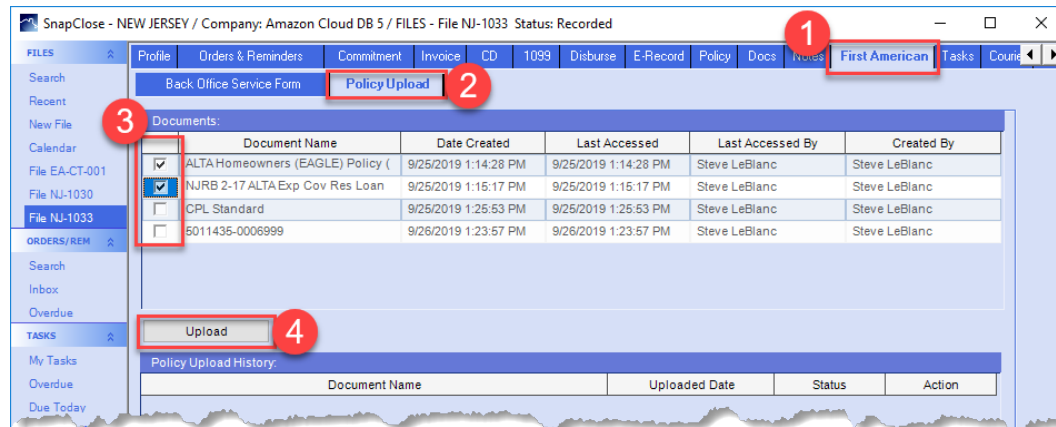
Job Aid – Policy Upload in SnapClose

The purpose of this document is to provide detailed instructions on how to Upload Policy schedules to First American using the SnapClose integration with AgentNet®.

Upload Policies

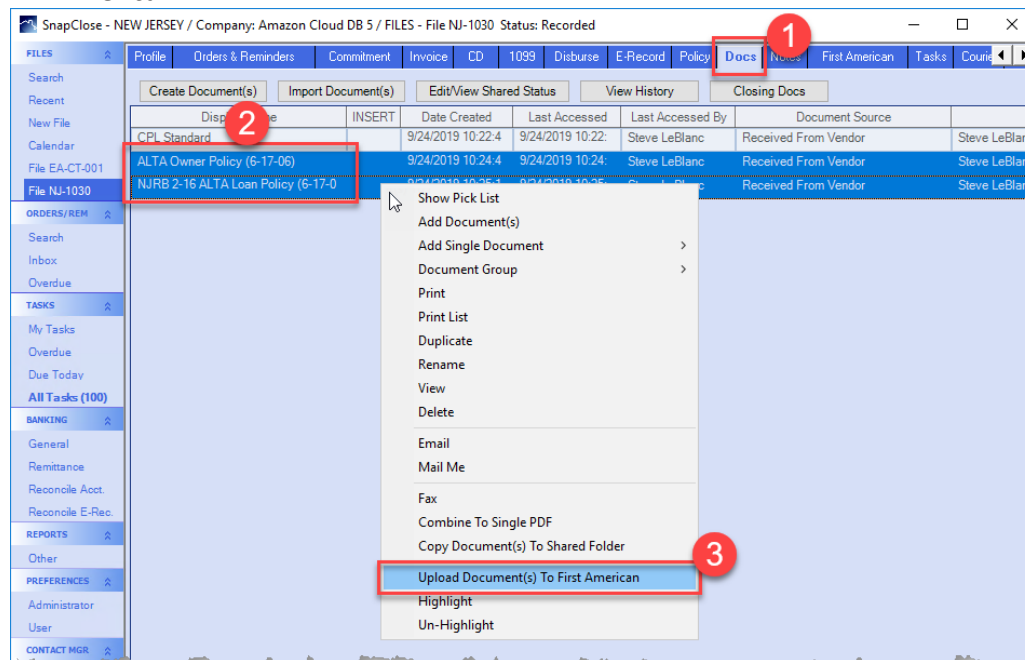
Follow the steps in this section to Upload Policies to First American in SnapClose. Beginning from an open file:

1. Click the **First American** tab
2. Click the **Policy Upload** tab
3. Check the boxes to the left of the **Documents** you wish to upload
4. Click **Upload**



Upload Policies – from Docs tab

1. Click the **Docs** tab
2. Select the documents you wish to upload with your cursor to highlight them
3. Hover your cursor over any of the highlighted documents, right click your mouse and select **Upload Document(s) To First American**



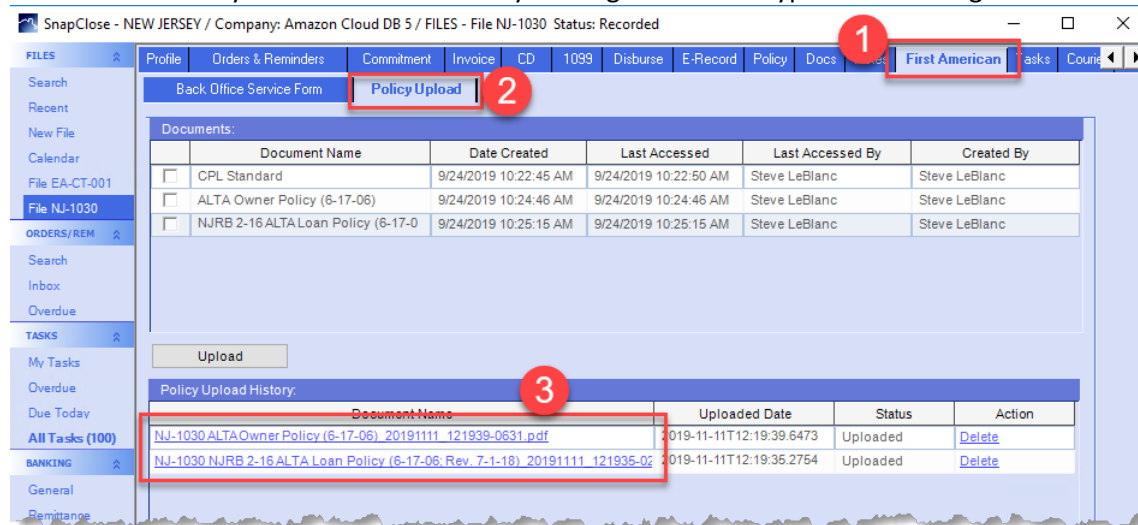
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View Uploaded Documents

Follow the steps below to view the documents uploaded to First American. Beginning from an open file:

1. Click the **First American** tab
2. Click the **Policy Upload** tab
NOTE: The uploaded documents appear below under Policy Upload History
3. Click the hyperlink for each document to view
NOTE: You may remove a document by clicking the **Delete** hyperlink to it's right



SnapClose - NEW JERSEY / Company: Amazon Cloud DB 5 / FILES - File NJ-1030 Status: Recorded

FILES: Profile Orders & Reminders Commitment Invoice CD 1099 Disburse E-Record Policy Docs **First American** tasks Count

Back Office Service Form **Policy Upload**

Documents:

	Document Name	Date Created	Last Accessed	Last Accessed By	Created By
<input type="checkbox"/>	CPL Standard	9/24/2019 10:22:45 AM	9/24/2019 10:22:50 AM	Steve LeBlanc	Steve LeBlanc
<input type="checkbox"/>	ALTA Owner Policy (6-17-06)	9/24/2019 10:24:46 AM	9/24/2019 10:24:46 AM	Steve LeBlanc	Steve LeBlanc
<input type="checkbox"/>	NJRB 2-16 ALTA Loan Policy (6-17-0	9/24/2019 10:25:15 AM	9/24/2019 10:25:15 AM	Steve LeBlanc	Steve LeBlanc

Upload

Policy Upload History:

Document Name	Uploaded Date	Status	Action
NJ-1030 ALTA Owner Policy (6-17-06)_20191111_121939-0631.pdf	2019-11-11T12:19:39.6473	Uploaded	Delete
NJ-1030 NJRB 2-16 ALTA Loan Policy (6-17-06_Rev. 7-1-18)_20191111_121935-07	2019-11-11T12:19:35.2754	Uploaded	Delete