



## Electronic Remittance – Process in SoftPro 360®

Learn how to remit First American Title Policy premiums and Closing Protection Letters using the SoftPro 360® Integration with AgentNet® on an individual file, or add the file directly to the Remit Queue in AgentNet.

### Remit or Queue an Order

There are several ways to remit an AgentNet order. Below are instructions to remit or queue an individual file through the 360 AgentNet integration. The order can also be remitted in AgentNet (web), the 360 Bulk Remit integration, or by enrolling in Auto-Reporting with AgentNet (web). Please check with your administrator to determine the preferred method.

When the Jacket transaction is completed and the fees were submitted without error, the **Title Services** screen will load with **Remit** and **Queue** checkboxes in the upper-left corner.

Action	Product	Type	Insured	Amount	Status	Created On
Closing Protection Letter	Standard	New Loan Le...	400,000	Completed	12/1/2022 4:21 PM	
Closing Protection Letter	Standard	Buyer One; B...	400,000	Completed	12/1/2022 4:21 PM	
Jacket	Loan	New Loan Le...	400,000	Completed	12/1/2022 4:47 PM	
Jacket	Owner	Buyer One an...	500,000	Completed	12/1/2022 4:47 PM	

### Remit an Order

When selecting this option, policies, endorsements, closing protection letters and corresponding fees will be submitted to First American, generating an invoice for payment.

In the **Title Services** screen:

1. Click the **Remit** checkbox
2. Click **OK**

**NOTE:** When the Remit operation is successful, a confirmation window will display.

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First American Title™



3. Click **OK** to be re-directed to the **Title Services** screen

## Queue an Order

When selecting this option, your file will be placed in a 'shopping cart' feature on AgentNet web. The Queue will need to be remitted to First American to generate an invoice.

In the **Title Services** screen:

1. Click the **Queue** checkbox
2. Click **OK**

AgentNet - 2022121141FL

**Title Services**

☐ Remit ☒ Queue

Action	Product	Type	Insured	Amount	Status	Created On
	Closing Protection Letter	Standard	New Loan Le...	400,000	Completed	12/6/2022 11:59 AM
	Closing Protection Letter	Standard	Buyer One: B...	400,000	Completed	12/6/2022 11:59 AM
	Jacket	Loan	New Loan Le...	400,000	Completed	12/6/2022 12:00 PM
	Jacket				Completed	12/6/2022 12:00 PM

SoftPro 360

Click OK to Queue this Order.

OK Cancel

Add Product Cancel Update CPL Update Rates AgentNet File Information

Login to the AgentNet website Back Close

**NOTE:** When the Queue operation is successful, a confirmation window will display.

SoftPro 360

File Successfully Queued

OK

3. Click **OK** to be re-directed to the **Title Services** screen

**NOTE:** Files are closed in SoftPro once remitted to AgentNet. Certain features will not be available after a file has been remitted through the integration.

AgentNet - 2023030657CH

**Available Products**

Back Title  
Perform a Back Title search

SDN Search  
Perform a SDN Search

Closing Protection Letter  
Attach a new CPL

Searches and Commitments  
Order a Title Search or Commitment

Jacket  
Attach a new Jacket

Policy Image Upload  
Upload policy image to AgentNet

Rates and Fees  
Calculate premiums and fees

Underwriter Request  
Underwriter Request / Submit an Overlimit or Other Underwriter Request

Jackets And Rates  
Attach a new Jacket & Calculate premiums

Close

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