





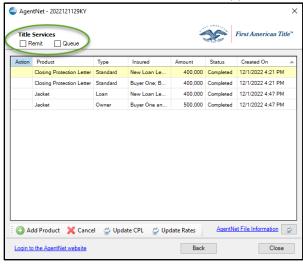
# Electronic Remittance – Process in SoftPro 360®

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.

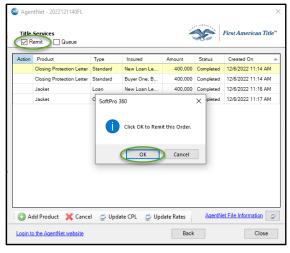


# Remit an Order

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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# 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

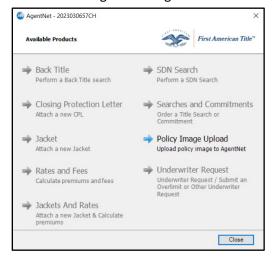


NOTE: When the Queue operation is successful, a confirmation window will display.



### 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.



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