

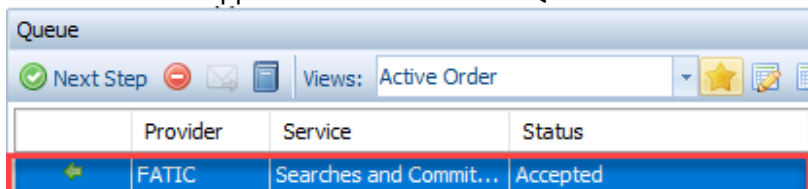


Order an Amendment, Update, DateDown in SoftPro 360®

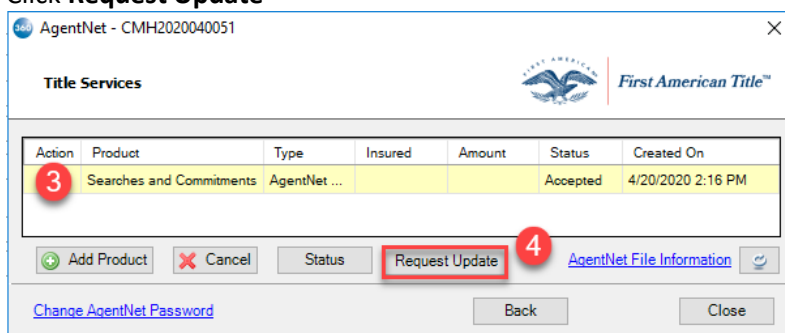
Learn how to request and access results for an Amendment, Update or DateDown to an existing Search and Commitment product in SoftPro 360®.

The status of Searches and Commitments product in Queue will change from 'Accepted' to 'In Progress' to 'Ready'. Follow the steps below to **Amend**, **Update** or request a **DateDown** for your order, as needed.

1. Double-click the applicable line item in **360 Queue**

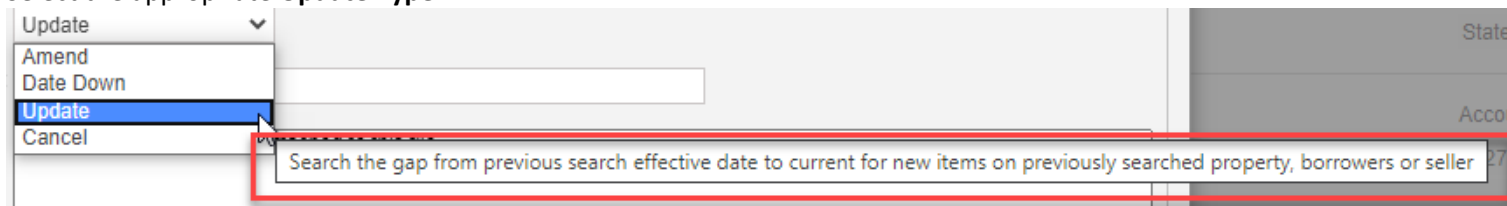


2. In the **AgentNet** login screen, enter your credentials
3. In the **Title Services** screen, highlight the appropriate **Searches and Commitments** product
4. Click **Request Update**



NOTE: Update Type window is displayed with dropdown selections to **Amend**, **DateDown**, **Update** and **Cancel** the order.

5. Select the appropriate **Update Type**



NOTE: You can choose one of the following options as the **Update Type**.

Amend	Additional search parameters not given with original order. Extra lots, additional parcels, etc.
Update	Search the gap from previous search effective date to current for new items on previously searched property, borrowers or sellers.
DateDown	Post-closing update to check for recorded documents in order to issue final policy.



6. Verify **Email Notification** address
7. Click **View Disclaimers**, if desired
8. Enter applicable **Instructions** according to your update type selection
9. Click **Submit**

NOTE: The order request is sent to AgentNet. A confirmation message is displayed upon successful submission.

10. In the message confirmation window, click **OK**

NOTE: The **360 Queue** is displayed showing the requested order in the **Events** column.

Queue										
Next Step		Views: Active Order		Filter: All Providers						
	Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Description	Event
	FATIC	Searches and Commit...	Accepted	CMH2020040052	Default	Christine Heffner	4/20/2020 2:19 PM		4362405 AgentNet Sea...	Requested Update - 4/21/2020

Access Order Results

Once the order is completed, a **Confirmation Email** will be sent to you containing links to the supporting documents. You can click the links in the email to view some of the documents, if you prefer. The documents will be imported directly into your SoftPro file. If no changes were found in the updated search an email will be sent stating nothing new was found, along with the new **Effective Date**.

Thank you for selecting First American to place your order. Your order is cor

Your File Number: UPDATETEST1

FA Order Number: 4699289

[Click here to download all supporting documents grouped into one ZIP file](#)

Download supporting documents individually:

[Click here to view/access document Agent Update \(pdf\)](#)

[Click here to view/access document Agent Update \(doc\)](#)

NOTES:

- **Amend** order result will include a new import file (xml) as well as new documents
- **DateDown** order result will include new documents only
- **Update** order result will include new documents only