Setup FA Remittance Report – Process in SoftPro Select®
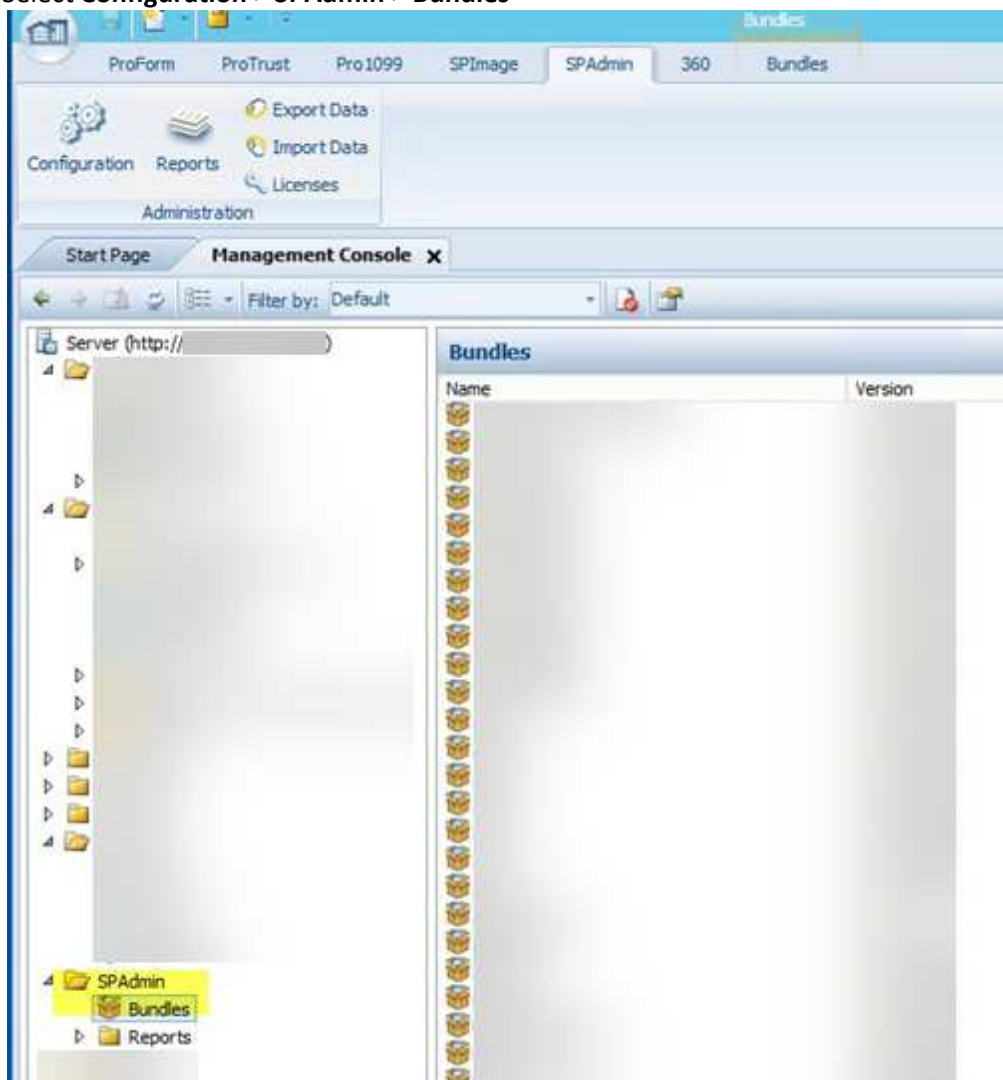
Learn how to set up and generate the First American Remittance Report in SoftPro Select.

Set Up the First American Remittance Report in SoftPro Select

NOTE: Consider sending this information to a system administrator or other technical person who is familiar with the SoftPro SPAdmin folder structure.
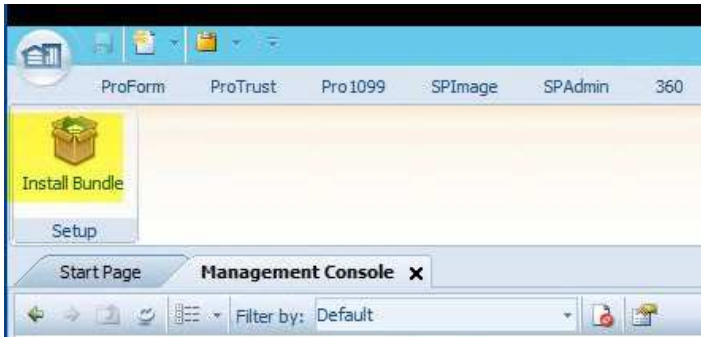
Install a Bundle

1. Open SoftPro Select
2. Click the **SPAdmin** tab
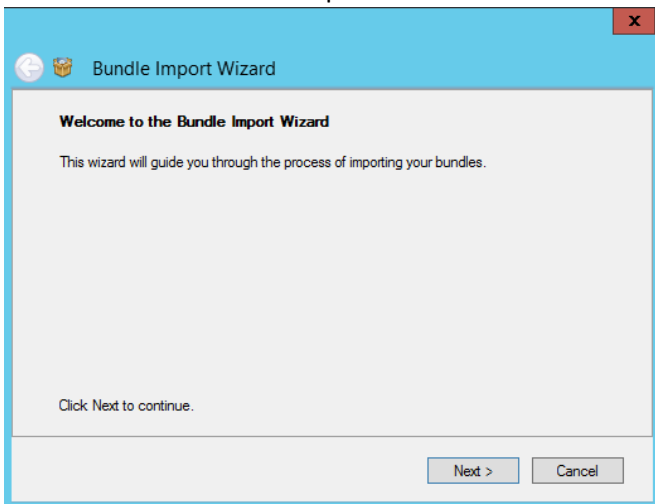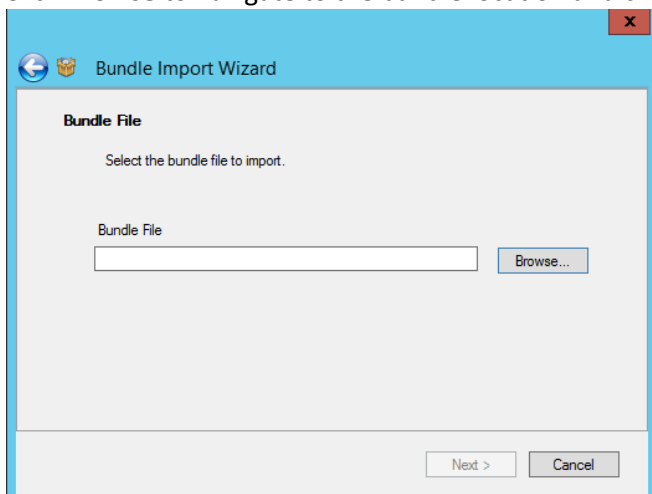3. Select **Configuration** > **SPAdmin** > **Bundles**

4. Click **Install Bundle**

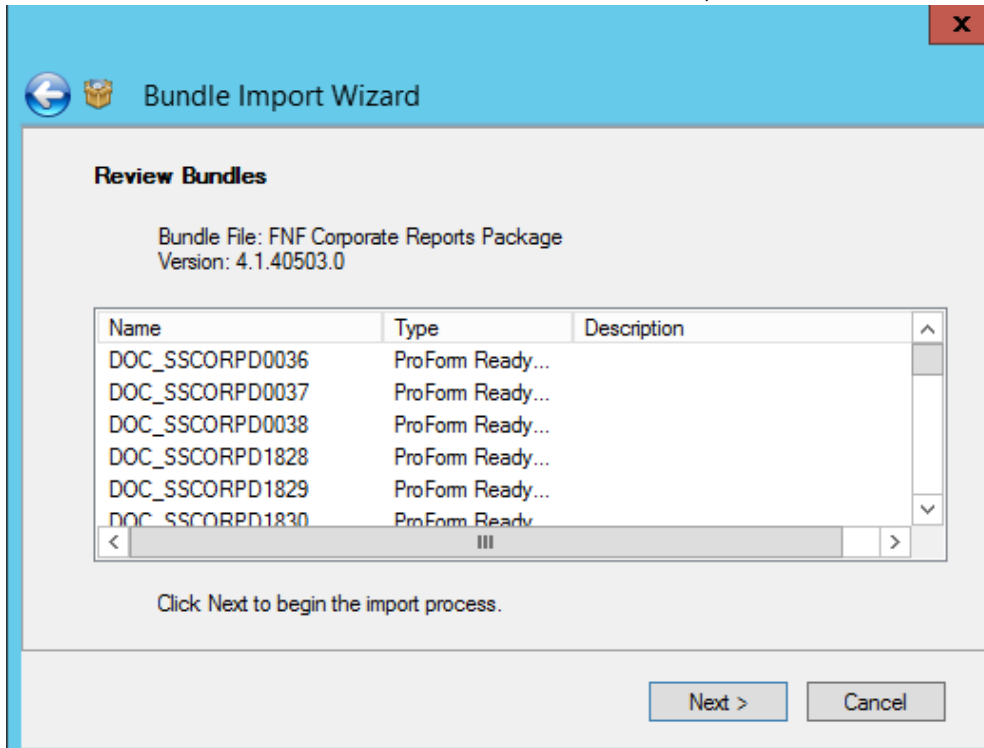5. Click **Next** in the Bundle Import Wizard

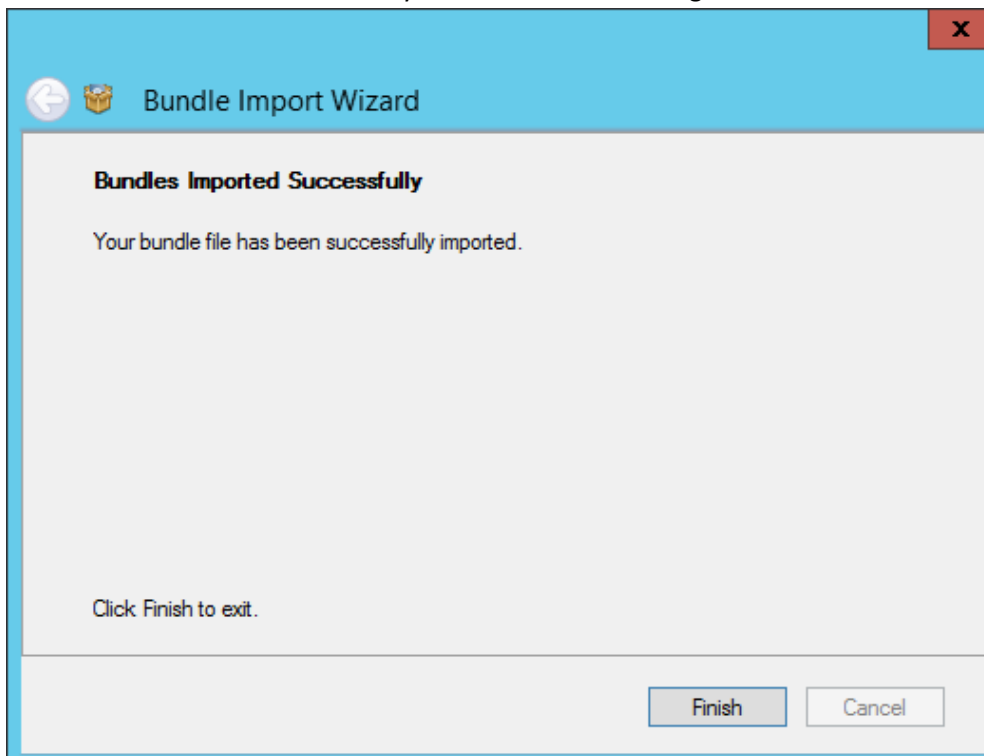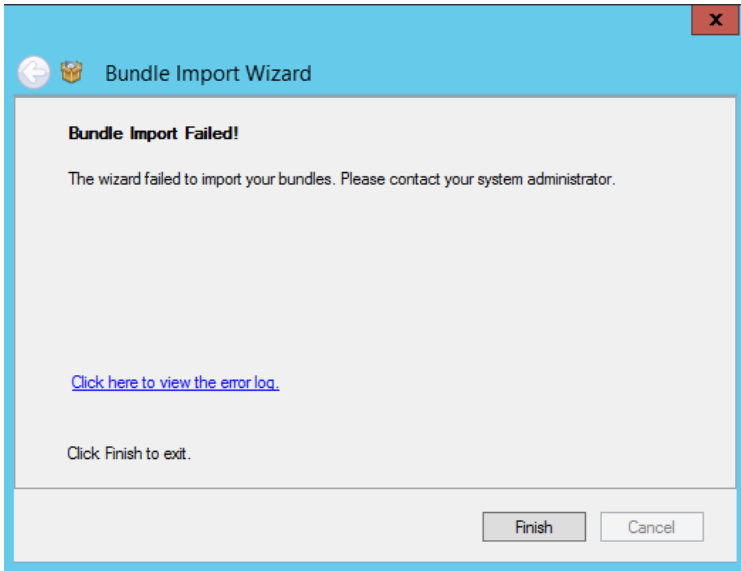6. Click **Browse** to navigate to the bundle location and click **Next**

7. Review what the bundle contains and what will be installed; click **Next**

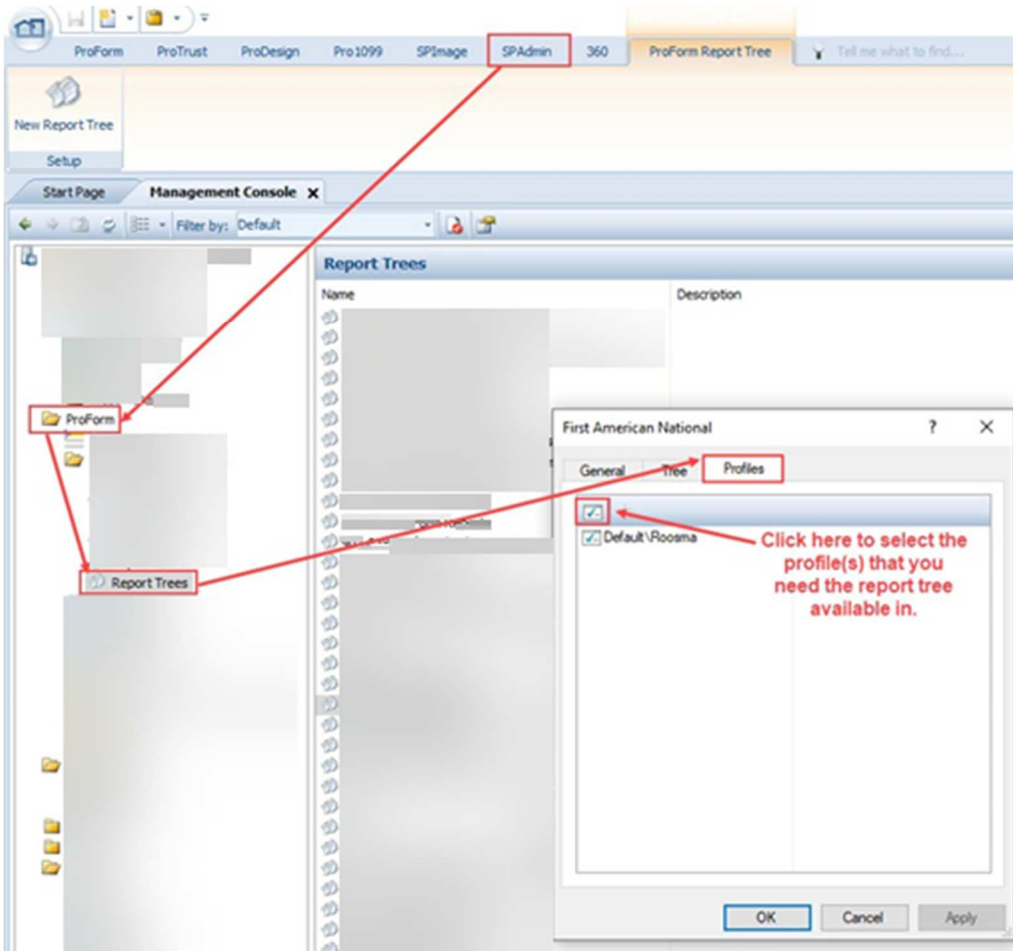**NOTE:** If installation is successful you will see the following:

If the bundle installation fails, you will see this message. Click the error log link to see the reason.

8. In SPAdmin, go to **ProForm** > **Documents and Reports** > **Report Trees**
9. Select the **First American National** tree

10. Select the profile(s) that require access