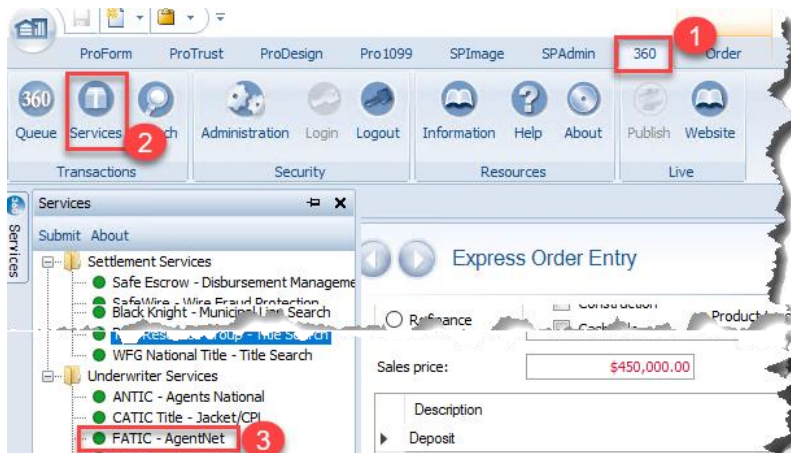# SoftPro and Clear2Go – Order Searches and Commitments

Learn how to place a Clear2Go Search and Commitment order in SoftPro using the AgentNet Integration.
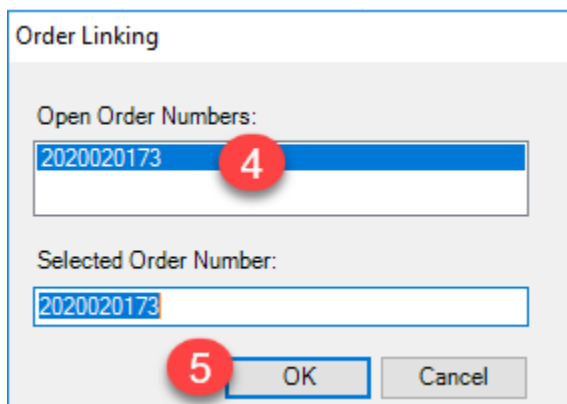
Request a Search Order

Beginning from an open SoftPro order:

1. Click **360** tab

2. Click **Services**

3. From the **Underwriter Services** folder, double-click **FATIC- AgentNet**

NOTE: The **Order Linking** window opens displaying Open Order Numbers.

4. Select the applicable Order Number

5. Click **OK**

6. In the **Login** screen, enter your **AgentNet** user credentials, if required

7. Click **Next**

8. Click ![Add Product] in the **Title Services** dialog box

9. Click ![Searches and Commitments - Order a Title Search or Commitment]

10. In the **Data Review** window, confirm the information is correct
11. Click **Next**

12. In the **Service Selection** window:
    A. Verify/select **Order Property Type**
    B. Confirm **Email Notification** address
    C. Select **Clear2Go** product option
    D. Click Search fees agreement checkbox
    E. Click **View Disclaimers**
    F. Click **Next**

NOTE: The **Add Document(s)** screen opens with Browse, Attachment and Document options displayed.
DO NOT ADD Documents or **Notes** to your Clear2Go order here. They will not be seen or used when processing the automated Clear2Go Report.

13. In the **Add Document(s)** screen, [Next]

14. Click in the **Add Note(s)** screen, click **Submit**

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

15. In the message **Confirmation** window, click [Close]

NOTES:

- A new Clear2Go transaction is created in the SoftPro 360 queue.
- A Confirmation email is generated and sent to the Email Notification address.
- A new entry is displayed in the **Title Services** screen with an '**In Progress'** Status.

Update an Order

Updates are not available for the automated Clear2Go Report. If your file information changes, or the report expires, please order a second Clear2Go report on the same file.