



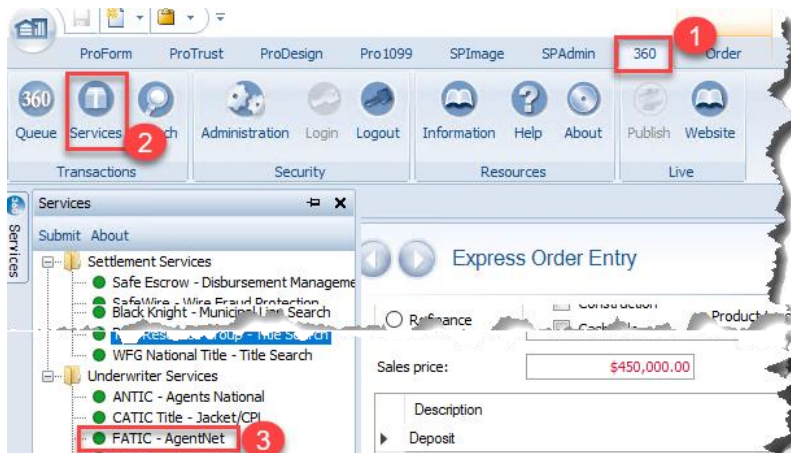
## SoftPro and Clear2Go – Order Searches and Commitments

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

### Request a Search Order

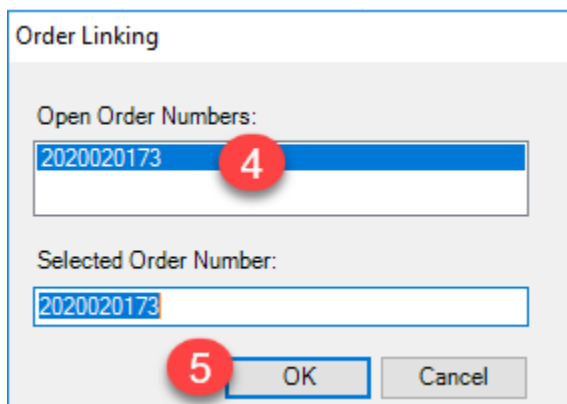
Beginning from an open SoftPro order:

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**





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

AgentNet - Searches and Commitments - MOZ20311DEM

**Data Review**

The following data will be sent to AgentNet.

Business Segment: Residential

Transaction Type: Refinance **10**

Sales Price: \$0.00

Loan:

Loan Amount: \$100,000.00

Lender Name: Atomic Lending

Back **11** Next Cancel

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**

AgentNet - Searches and Commitments - 2019100140

**Service Selection**

Order Property Type: Single Family Residence **A**

Email Notification: testagent@firstam.com **B**

Select Product(s):

☐ ASP

**C** ☒ Clear2Go

☐ Commitment

☐ Property Report

**D** ☒ Search fees will be provided by the Agency Services office servicing your state. An additional agreement may be required.

**E** View Disclaimers

Back **F** Next Cancel

**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





First American Title™



CLEAR2GO™



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 

**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.

Queue										
Views: Active Order  Filter: All Providers										
Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Description	Transaction Number	
FATIC	Searches and Commitments	In Progress	2019100140	Default	Christine Heffner	10/31/2019 7:44 AM		6528 Clear2Go	360213-40-191031-201200	

## 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.