

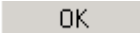



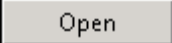


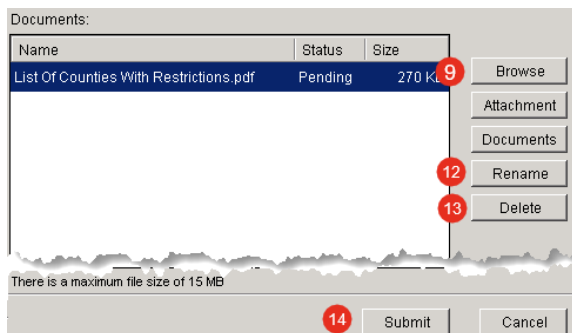



## Job Aid: Upload a Policy

The purpose of this document is to show you how to upload a policy and check the status of a document.

### Upload a Policy

1. Click the **SoftPro 360** icon 
2. Double-click  FATIC - AgentNet
3. Select the desired **Order Number** in the **Order Linking** dialog box
4. Click  to close the **Order Linking** dialog box
5. Enter your **AgentNet** credentials
6. Click  to view the **Title Services** dialog box
7. Click  Add Product
8. Click  Policy Image Upload  
Upload policy image to AgentNet
9. Click **Browse**
10. Browse as necessary to select the desired file
11. Click 
12. Click **Rename** to rename a file
13. Click **Delete** to remove a file
14. Click **Submit**



15. Click  to close the **Title Services** dialog box

### Check the Status of a Document

1. Click  to check the **Status** of a document

**NOTE:** The **Status**, **Creator**, **Created Date**, and **Description** of the document displays.

2. Select an option in the **Views** dropdown list
3. View the document status in the **Status** column

**NOTE:** **Status** changes to **Accepted** after processing. If **Status** is **Accepted**, you can delete the document. Upload the document again if a **Status** shows **Rejected**.

4. Click **Close** to close the **SoftPro 360 Console** window