



Order Back Title Search – Process in SoftPro 360®

The purpose of this document is to provide instructions on how to order a Back Title search.

1. Click  in the **AgentNet® Title Services** window

2. Click  in the **Available Products** window

NOTE: The **AgentNet Closing Protection** dialog box opens, enabling you to select the fields you want to include in your search. **Street Name** and **City** have checkmarks by default.

3. Select or unselect the desired fields you want in your search criteria

Select up to 6 fields to search by:

Include	Field
<input type="checkbox"/>	APN
<input type="checkbox"/>	Street #
<input checked="" type="checkbox"/>	Street Name
<input checked="" type="checkbox"/>	City

4. Click 

NOTE: **AgentNet** performs the search and returns the results. Results display on either the **Back Title** tab or the **TRD** tab.

5. Select the desired **Policy #**


Back Title TRD	
Select	Loan #
<input type="checkbox"/>	05-046472
<input type="checkbox"/>	05-046373

NOTE: The selected document is added to the file's **Attachment** screen.

6. Click 

NOTE: The document displays in the **Review Documents** window.

7. Click  for the desired document to preview it in the **Review Documents** window

8. Click  to close the preview window

9. Click  to accept the selected document

NOTE: The **Back Title** record displays in the **Title Services** window when you log into **SoftPro® 360** for this **ProForm** file.

10. Click  to close the **Title Services** window