





Job Aid: How to Work with Back Titles

The purpose of this document is to show you how to work with Back Titles.

- 1. From within your File, click Policy
- 2. Click Summary
- **3.** In the **UW Table** dropdown list, select the desired option

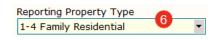


NOTE: Be sure you have calculated rates for the file prior to ordering services.

4. Press [**Tab**] to populate the fields

NOTE: The **Rate**, **Coverage**, **Premium**, and **CD Premium** fields are populated.

- 5. Click Property
- **6.** If necessary, in the **Reporting Property Type** field, select the desired option



- 7. Click Policy
- 8. Click Data
- 9. In the Closing Service Letter section, click
 Request

NOTE: If it is your first time using the integration, you are asked to enter your AgentNet Username and Password.

- 10. If necessary, enter your AgentNet Username
- 11. If necessary, enter your AgentNet Password
- **12.** Click Next >>



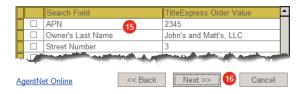
- **13.** In the **Underwriter Wizard** dialog box, select the **Back Title** service
- **14.** Click Next >>

NOTE: You can search on as many as six fields or as few as one. Some information pulls in from your file.

15. Select the desired Search Fields

Next >>

16. Click



NOTE: The results of the search display.

- 17. Select the desired Back Title Search to order
- **18.** Click Next >>



19. To view the order, click for the desired document

NOTE: A PDF image displays. You can review the document and print a copy.

- **20.** Click to close the PDF document
- **21.** To save a copy of the document to the file, select the desired checkbox
- **22.** Click Finish to save a copy of the file to the **Title Express** order



- 23. To view the document, click the Order tab
- **24.** Click lose the file
- **25.** In the shortcut menu, click **x** Close
- **26.** In the **TitleExpress Confirm** dialog box, click to save the changes to the order