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

UW Table: 1FAMD-L ③ Description First American MD: Basic Loan
5FAMD-F First American MD: Refinance Loan Policy Eff 5/15
Reported 5FAMD-J First American MD: Res. Junior Loan Policy Only Eff 5/15

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

Reporting Property Type: 1-4 Family Residential ⑥

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 >>`

Enter your AgentNet username and password to continue.
Username: Txp-md ⑩
Password: ****** ⑪
AgentNet Online << Back Next >> ⑫

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**
16. Click `Next >>`

	Search Field	TitleExpress Order Value
☐	APN ⑮	2345
☐	Owner's Last Name	John's and Matt's, LLC
☐	Street Number	3

AgentNet Online << Back Next >> ⑯ Cancel

NOTE: The results of the search display.

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

	Document Type	City	ZIP Code
☐	PriorPolicy ⑰	Annapolis	21403
☐	PriorPolicy	Annapolis	21403

AgentNet Online << Back Next >> ⑱

19. To view the order, click [PDF icon] for the desired document

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

20. Click [X] 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

	View	Document Name
☑	[PDF]	BT-13702_74fbadfa-0f25-49a2-8bb9-81e17aa9e920.pdf ㉑

☐ Open files to view   << Back   Finish ㉒

23. To view the document, click the **Order** tab
24. Click [icon] to close the file
25. In the shortcut menu, click x **Close**
26. In the **TitleExpress Confirm** dialog box, click `Yes` to save the changes to the order