

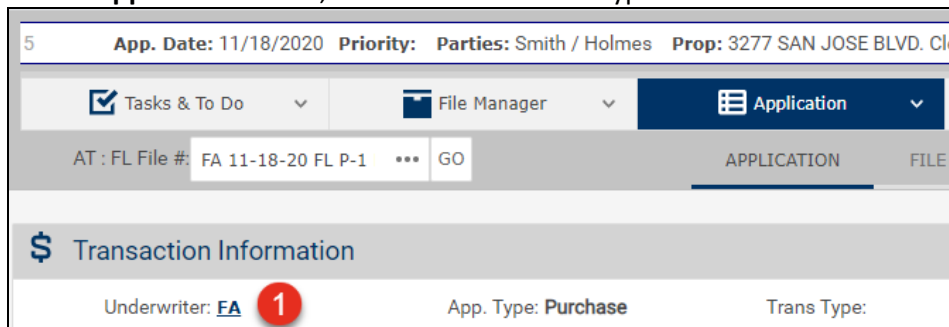


Title Search Order and Import a Completed Search in TitleFusion

Learn how to request a Title Search from your TitleFusion file and import it using the AgentNet® integration.

Access the Integration

1. On the **Application** screen, click the **Underwriter** hyperlink



Select Firm, Office, and Underwriter

1. If applicable, select the **Firm** in the drop-down list
2. If applicable, select the **Office** in the drop-down list
3. If applicable, select the **Underwriter** in the drop-down list



NOTE: If you have previously submitted a request for a product or service for the file, these options will be grayed out.

Select Title Search and Options

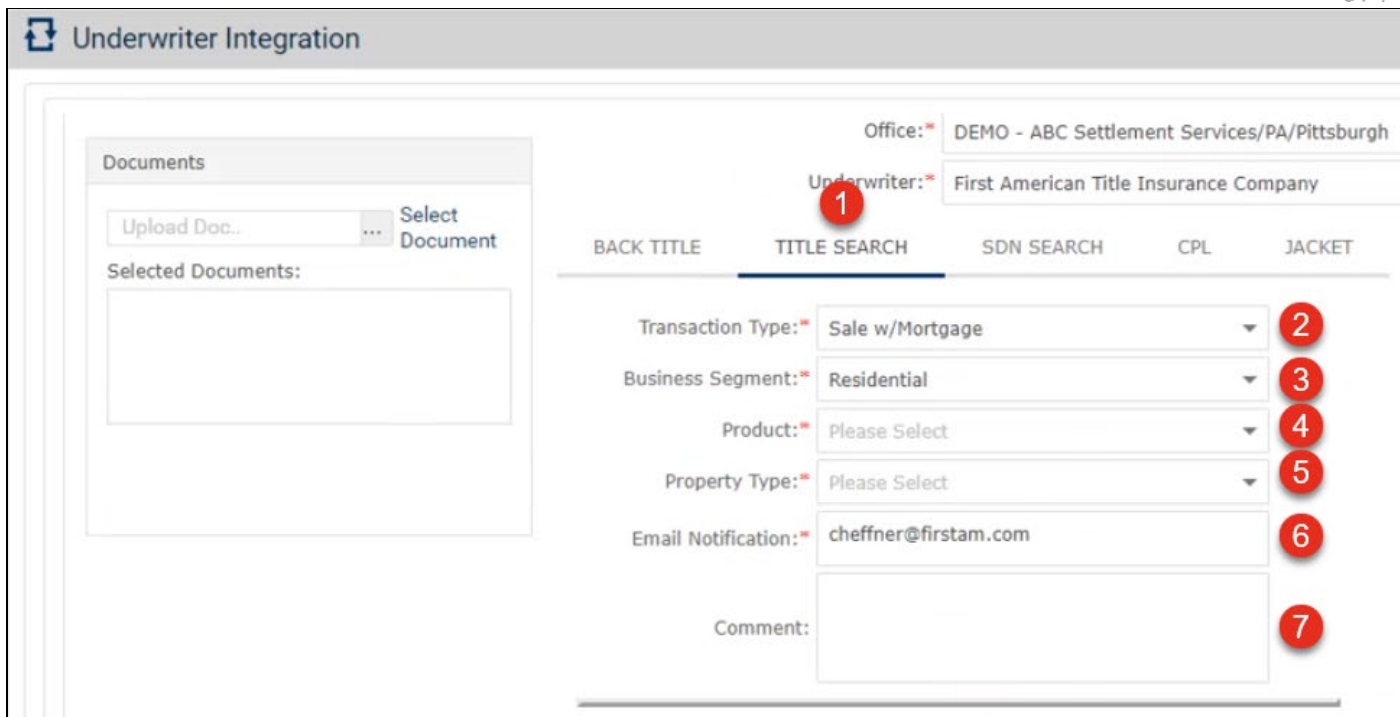
1. Select **Title Search**
2. Select **Transaction Type**
3. Select **Business Segment**
4. Select **Product**

NOTE: Selections available are based on your state or region.

5. Select **Property Type**
6. Edit **Email Notification** if desired

NOTE: The email address defaults to the address in your AgentNet profile under Service Provider Email Notifications.

7. **Optional:** Enter a **Comment** to the First American production team, e.g. a file with two properties, or a requested due date for the search

Underwriter Integration

Office: DEMO - ABC Settlement Services/PA/Pittsburgh

Underwriter: First American Title Insurance Company

BACK TITLE | **TITLE SEARCH** | SDN SEARCH | CPL | JACKET

Transaction Type: Sale w/Mortgage

Business Segment: Residential

Product: Please Select

Property Type: Please Select

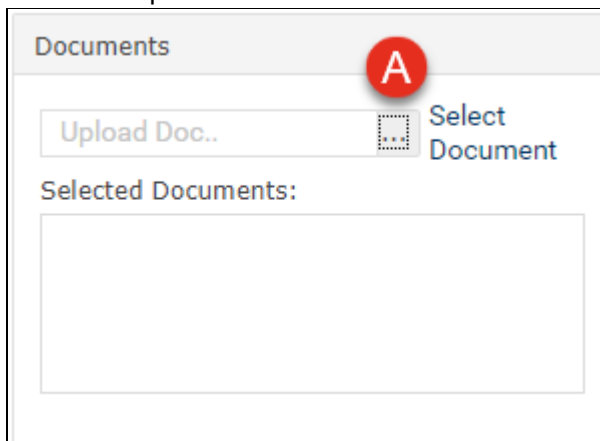
Email Notification: cheffner@firstam.com

Comment:


8. If applicable, select **Documents** to attach to your search order, e.g. a deed or a back title policy:

To select a document from your computer:

A. Click the ellipsis



Documents

Upload Doc..  Select Document

Selected Documents:

B. Browse for the File

C. Click **Open**

To select a document from your file:

A. Click the **Select Document** hyperlink

B. Select the document in the **Document** list saved in your file

C. Click **Select**



Documents

Document:    

NOTE: Documents you select from your computer or your file display in the **Selected Documents** list.



Documents

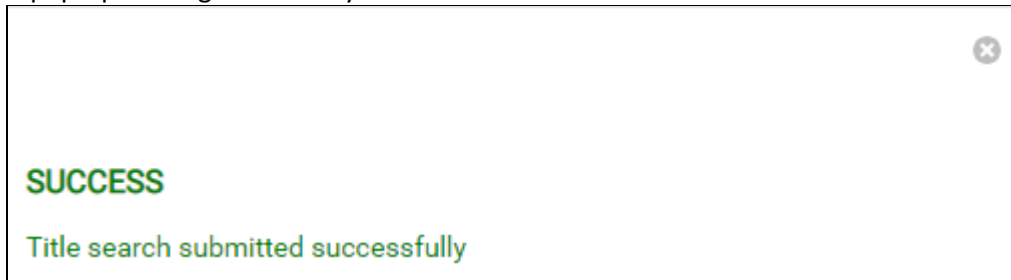
... Select Document

Selected Documents:

NJRB 2-16 ALTA Loan Policy of Title Insurance (7-1-18) Jacket.doc

9. Click **SUBMIT ORDER****NOTES:**

- A pop-up message confirms your order submission.



- A line item for the title search order is added to the grid in the bottom of the Underwriter Integrations area.

Item	Description	Reference	Vendor Order Number	Policy / Cert Number	Order Status	Requested By	Requested	Received	Voided			
Title Search	AgentNet Search Product ordered for 151 Main Street Braddock PA 55555	Sale w/Mortgage; Residential; AgentNet Search Product; Single Family Residence	5172976		In Process	JennFA	1/25/2021 11:15:50 AM					

Page 1 of 1 (1 Items) < 1 >

- A confirmation email will be received at the address(es) included in the ordering details.
- Any notes or documents added to the order are displayed on two tabs in the upper right of the **Title Search** tab in the Underwriter Integration area.

					NOTES	DOCUMENTS
Vendor Order #	Note	Direction	Created By	Created Date		
47331221	Note: need by 2/1/2021	OUT	JennFA	1/25/2021 11:15:50 AM		

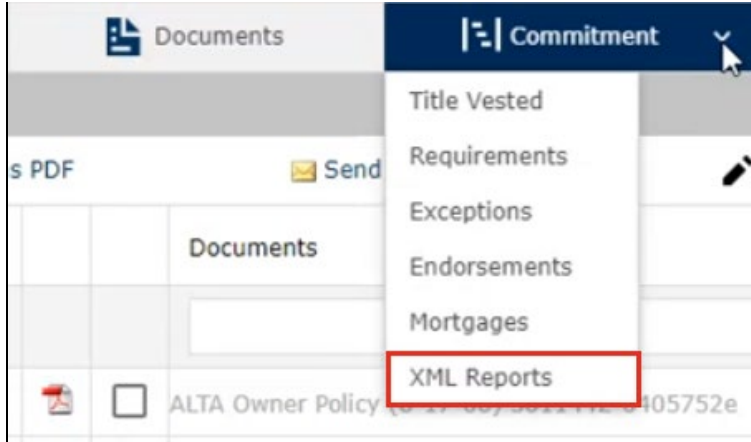


Import Completed Search

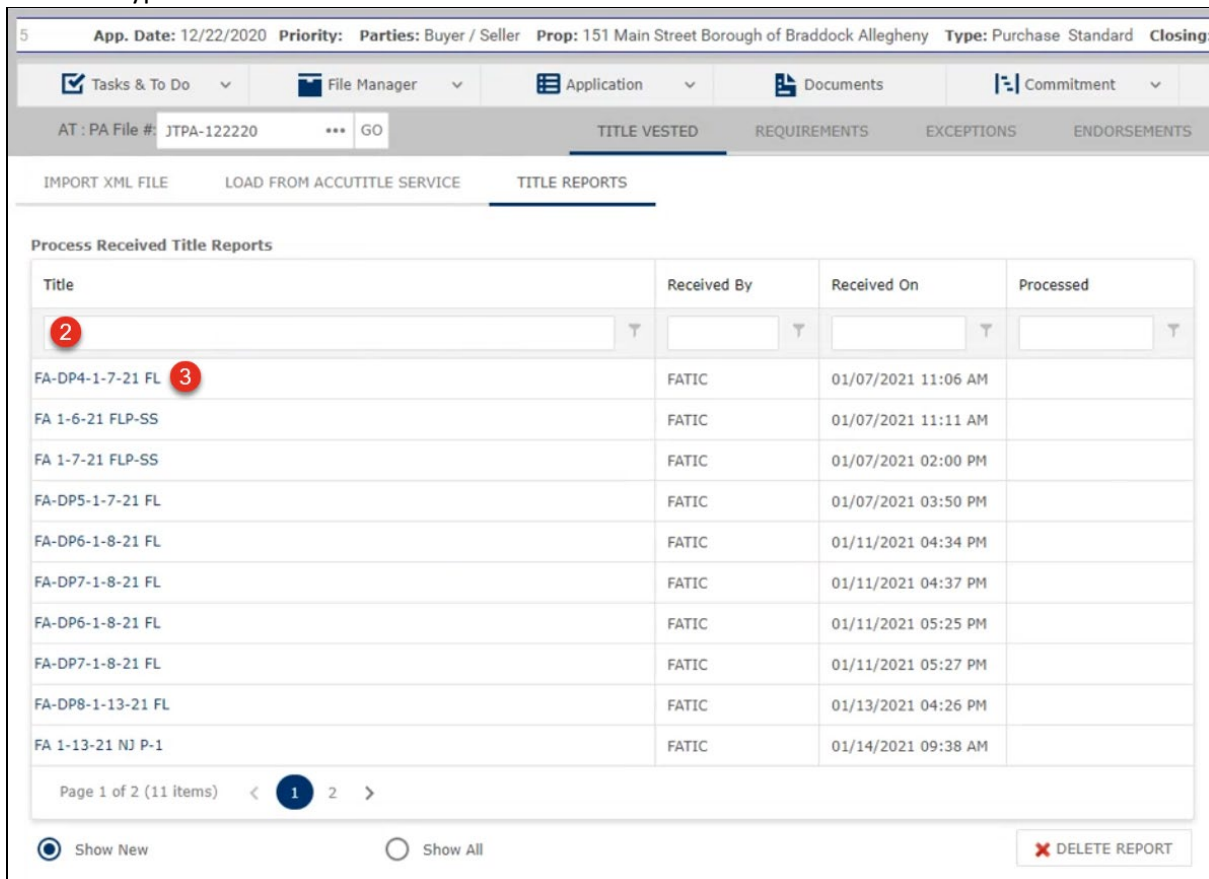
When you receive email notification the search is complete, you can import it into your file.

NOTE: Standard requirements and exceptions are not included. Before importing, choose the appropriate set of standard template language from the Commitment **Requirements** and **Exceptions** screens.

1. Navigate to the **Commitment** screen's **XML Reports** window



2. Type the file number in the **Title** field to narrow the list of received title reports
3. Click the hyperlinked file number


 A screenshot of the 'TITLE REPORTS' window. At the top, there is a header bar with 'App. Date: 12/22/2020', 'Priority: Parties: Buyer / Seller', 'Prop: 151 Main Street Borough of Braddock Allegheny', 'Type: Purchase Standard', and 'Closing:'. Below this is a navigation bar with 'Tasks & To Do', 'File Manager', 'Application', 'Documents', and 'Commitment'. The 'Commitment' tab is selected. Below the navigation bar, there is a search bar with 'AT: PA File #: JTPA-122220' and a 'GO' button. Below the search bar, there are tabs for 'TITLE VESTED', 'REQUIREMENTS', 'EXCEPTIONS', and 'ENDORSEMENTS'. The 'TITLE VESTED' tab is selected. Below the tabs, there is a section titled 'Process Received Title Reports' with a table. The table has four columns: 'Title', 'Received By', 'Received On', and 'Processed'. The first row of the table is highlighted with a red circle around the 'Title' field, which contains the number '2'. The second row of the table is highlighted with a red circle around the 'Title' field, which contains the number '3'. The table lists several title reports with their respective file numbers, received by (FATIC), and received on dates. At the bottom of the table, there is a pagination bar showing 'Page 1 of 2 (11 items)' and a '1' button. Below the pagination bar, there are two radio buttons: 'Show New' (selected) and 'Show All'. At the bottom right, there is a 'DELETE REPORT' button.

4. Scroll down and review the returned Application information



5. Select **Import & Replace** or **Do Not Import**

Seller / Grantor				
	Company	Last Name / Company Name	First / Middle / Company Rep.	Social
1.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.		<input type="text"/>	<input type="text"/>	<input type="text"/>
4.		<input type="text"/>	<input type="text"/>	<input type="text"/>
Name: <input type="text"/>				

☒ Import & Replace ☐ Do Not Import

6. Review the Legal Description

7. Edit the **Cover Date** if needed

8. Select **Import & Replace**, **Import & Append**, or **Do Not Import**

Legal Description

BEGINNING at a point on the northerly line of Chestnut Street at the easterly line of lands of Grace Hempt, one hundred eighty (180) feet to Chestnut Street; thence Westwardly along the northerly line BEGINNING at a point on the western line of a 15-foot alley as dedicated by the Grantor to the Bori or less, north of the northerly line of Chestnut Street, thence northwardly along the westerly line of the latter lands, southeastwardly one hundred fourteen and four tenths feet, more or less, to the pla

Cover Date: **Revision:**

☒ Import & Replace ☐ Import & Append ☐ Do Not Import

9. Review the Title Vested

10. Select **Import & Replace**, **Import & Append**, or **Do Not Import**

Title Vested

Sal Seller, a married man as tenants by the entirety, with the common law rights of survivorship

☒ Import & Replace ☐ Import & Append ☐ Do Not Import



11. Review the list of exceptions

12. Select **Import & Replace**, **Import & Append**, or **Do Not Import**

Type	Exception
E	Subject to easements of party walls and the rights of adjoining owners therein.
E	Subject to all matters shown on the Plan as recorded in the asdsadsadasd Office of County, saddasadasdsad in .
E	Rights granted to Pennsylvania Power and Light(s) Co. as set forth in sadasdsadassad.
E	Rights granted to sadsad as set forth in assadsadasda.
E	Declaration of Taking as set forth in sdsasadsa.
E	sadasdassad as set forth in sadasdsad.
E	Deed of Dedication as set forth in asdsadsadas.
E	Agreement as set forth in asdsadsad.
E	Restrictions and other matters, if any, appearing of record in sdfdsdsdsfd, but deleting any covenant, condition, or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status, or national origin to the extent such covenants, conditions or restrictions violate 42 USC 3604(c).

☒ Import & Replace ☐ Import & Append ☐ Do Not Import

13. Review the list of requirements

14. Select **Import & Replace**, **Import & Append**, or **Do Not Import**

NOTE: In most cases you will choose **Import & Append** for Exceptions and Requirements, so they are added to your selected sets of language.

15. Click **Import**

Type	Requirement
R	MORTGAGE to secure an original principal indebtedness of \$652.33 bvnbv, and any other amounts or obligations secured thereby, recorded on sadsadsadsa in . Dated: Mortgagor: asdadasads Mortgagee:
R	A document recorded asdsadsadas in provides that the above document was subordinated to the document recorded asdsadas in .
R	If any of the mortgages certified hereon secure a line of credit, the line of credit account must be closed and no further draw or disbursement made. The borrower will be required to execute a letter to the lender requiring the account be closed that will accompany a payoff of the mortgage.
R	Judgments: NONE
R	SUPPORT ARREARAGE SEARCH RESULTS: SEE ATTACHED
R	Homeowners Association Dues, if any.
R	Real estate taxes returned to the Tax Claim Bureau of adadasasd County not certified. Proper certification to be obtained from said bureau.
R	Real Estate Taxes and Municipal Claims (If paid, receipts are to be produced and filed with the Company). Tax Account Number: 598746332 Assessment: \$0.00
R	FOR INFORMATION ONLY: Last Insured By: asdadad in ; File Number: asdsadsa.

☒ Import & Replace ☐ Import & Append ☐ Do Not Import

14

15 **IMPORT**

NOTE: Search data is imported to your file and is visible on the corresponding TitleFusion screens, and associated search order documents are added to the **Documents** screen.



Update Order

To request an amendment, a datedown, update or cancel your order:

1. Click the **Update Title Search** icon



2. Select **Update Type** from the drop-down menu
3. Edit **Email Notification**, if desired
4. Enter **Instructions**
5. Click **Submit**

Update To FirstAm

Update Type: Amend (2) Email Notification: jtedesco@firstam.com (3)

Instructions: (4)

Disclaimer: The information supplied herein is provided pursuant to an End User License Agreement and the Agency Agreement between User and First American and is solely for the issuance of title insurance commitments, preliminary reports for issuance of title insurance, title insurance quarantees, abstracts for insurance and policies of title

(5) SUBMIT