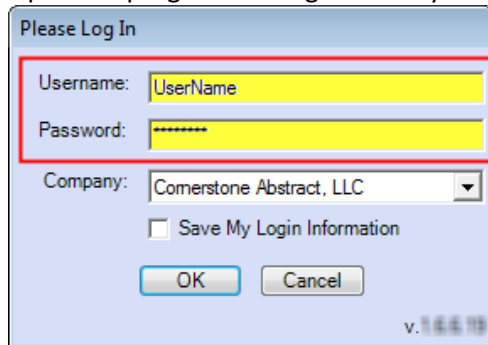


HOW TO ADD FIRST AMERICAN TITLE INSURANCE COMPANY CREDENTIALS IN SNAPCLOSE

STEP 1:

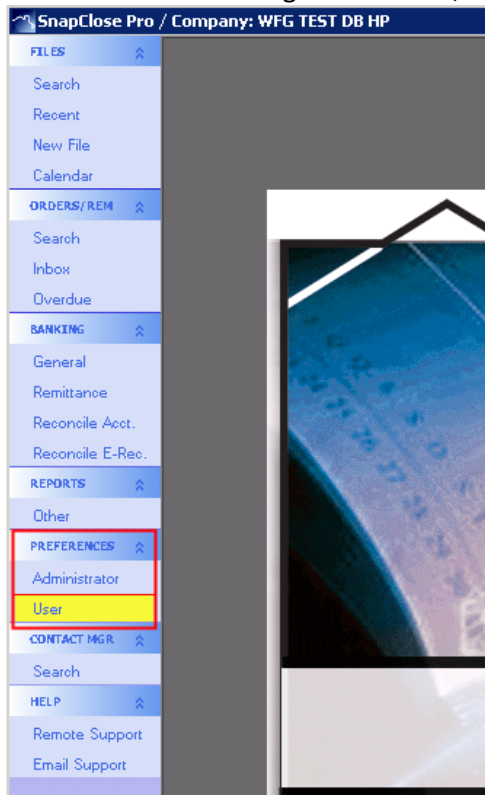
Open the program and sign in with your SnapClose username & password & click [OK]



A "Please Log In" dialog box with the following fields: "Username:" with a text input containing "UserName", "Password:" with a masked text input showing "*****", and "Company:" with a dropdown menu showing "Cornerstone Abstract, LLC". There is a checkbox for "Save My Login Information" which is unchecked. At the bottom are "OK" and "Cancel" buttons. The version "v. 11.6.6.119" is in the bottom right corner.

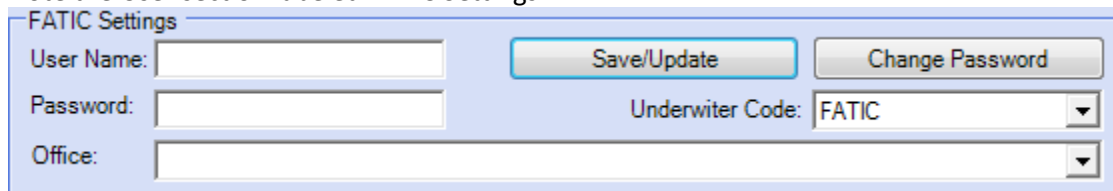
STEP 2:

Note the left-hand navigation column, under the label "**Preferences**" click on the link labeled "**User**"



STEP 3:

Note the User section labeled FATIC Settings



A "FATIC Settings" dialog box with the following fields: "User Name:" with a text input, "Password:" with a text input, "Office:" with a text input, and "Underwriter Code:" with a dropdown menu showing "FATIC". There are "Save/Update" and "Change Password" buttons. The "FATIC Settings" title is in a blue header bar.

(continued below)



USER GUIDE FOR FIRST AMERICAN TITLE INSURANCE COMPANY ENTERING CREDENTIALS

STEP 4:

Enter your FATIC AgentNet "**User Name:**" and "**Password:**"

Click on [**Save/Update**]

FATIC Settings

User Name: snapclose.

Password: *****

Save/Update

Change Password

Underwriter Code: FATIC

Office:

STEP 5:

"**Office:**" list will auto populate the Agent Office(s) which may populate multiple offices when writing title in multiple states, if this is the case choose the correct "Office" from the drop-down list.

(*Note, regarding the "**Office:**" drop-down list; when the agent does write in multiple states that need FATIC multiple office selections and anytime the user is going to request a CPL and/or Policy Jacket the user may want to go into the User settings, as noted above, and make sure the "**Office:**" dropdown list shows the correct setting. If the agent only has one FATIC office setting, checking is not necessary.)

Click [**Save/Update**] to save the "**Office:**" setting

(*Note, the user must click on [**Save/Update**] button every time the "**Office:**" selection is changed.)

FATIC Settings

User Name: snapclose.

Password: *****

Save/Update

Change Password

Underwriter Code: FATIC

Office: SnapClose NORTHEAST Office,
SnapClose SOUTHEAST Office,

(continued below)



USER GUIDE FOR FIRST AMERICAN TITLE INSURANCE COMPANY ENTERING CREDENTIALS

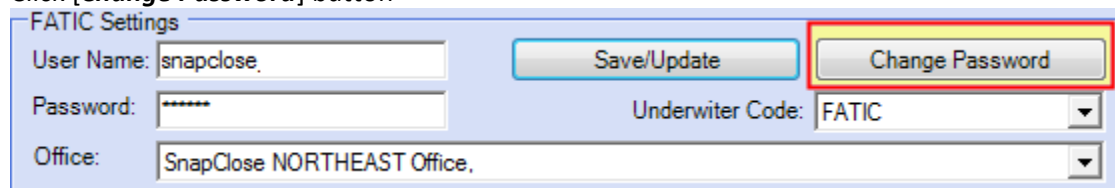
**NOTE FOLLOW THE BELOW STEPS ONLY WHEN THE USER IS REQUESTED TO CHANGE THEIR "FATIC" AGENTNET PASSWORD
AS CHANGING THE PASSWORD IN AGENTNET DOES NOT AUTOMATICALLY UPDATE IN SNAPCLOSE
(IF THE PASSWORD IS UPDATED IN AGENTNET & NOT IN SNAPCLOSE, STEPS WILL FOLLOW)**

HOW TO UPDATE THE USER'S PASSWORD IN SNAPCLOSE

(STEPS 1 TO 3: FOLLOW "HOW TO ADD FIRST AMERICAN TITLE INSURANCE COMPANY CREDENTIALS IN SNAPCLOSE")

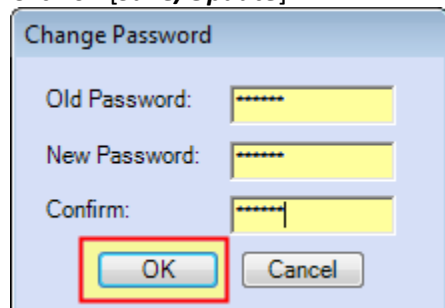
STEP 4:

Click [**Change Password**] button

A screenshot of the 'FATIC Settings' dialog box. It contains fields for 'User Name' (snapclose), 'Password' (masked with asterisks), 'Office' (SnapClose NORTHEAST Office), and 'Underwriter Code' (FATIC). There are two buttons: 'Save/Update' and 'Change Password'. The 'Change Password' button is highlighted with a red rectangle.

STEP 5:

Enter your FATIC AgentNet "**Old Password:**" and "New **Password:**" and "**Confirm**" the new password
Click on [**Save/Update**]

A screenshot of the 'Change Password' dialog box. It contains three fields: 'Old Password', 'New Password', and 'Confirm', all masked with asterisks. There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle.

(continued below)

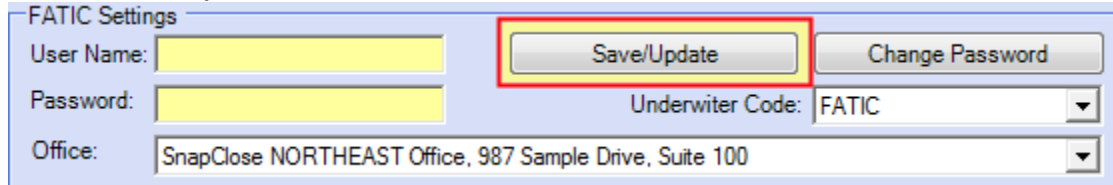
HOW TO UPDATE THE USER'S PASSWORD IN SNAPCLOSE AFTER CHANGING IN AGENTNET

(FOLLOW STEPS 1 TO 3: FROM "HOW TO ADD FIRST AMERICAN TITLE INSURANCE COMPANY CREDENTIALS IN SNAPCLOSE")

STEP 4:

<BLANK> out your FATIC AgentNet "**User Name:**" and "**Password:**" by deleting them

Click on [**Save/Update**]

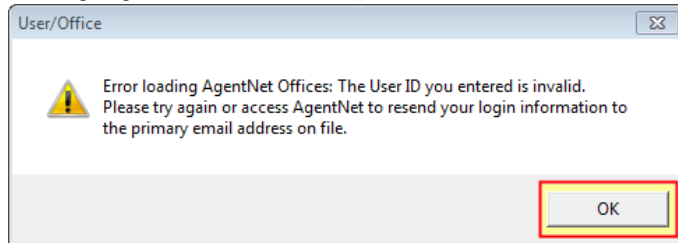


The screenshot shows the 'FATIC Settings' form. The 'User Name' and 'Password' fields are empty. The 'Office' dropdown is set to 'SnapClose NORTHEAST Office, 987 Sample Drive, Suite 100'. The 'Underwriter Code' dropdown is set to 'FATIC'. The 'Save/Update' button is highlighted with a red box.

(*Note, a User/Office error window will pop up and that is expected.)

STEP 5:

Press [**OK**] button to the User/Office if the error window appears

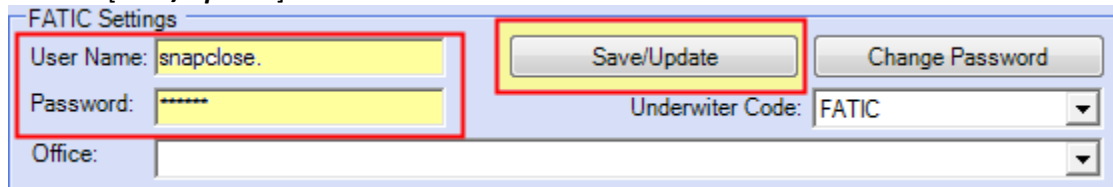


The screenshot shows a 'User/Office' error window. The message reads: 'Error loading AgentNet Offices: The User ID you entered is invalid. Please try again or access AgentNet to resend your login information to the primary email address on file.' The 'OK' button is highlighted with a red box.

STEP 6:

Enter your FATIC AgentNet "**User Name:**" and "**Password:**"

Click on [**Save/Update**]



The screenshot shows the 'FATIC Settings' form. The 'User Name' field is filled with 'snapclose.' and the 'Password' field is filled with '*****'. The 'Office' dropdown is empty. The 'Underwriter Code' dropdown is set to 'FATIC'. The 'Save/Update' button is highlighted with a red box.

STEP 7:

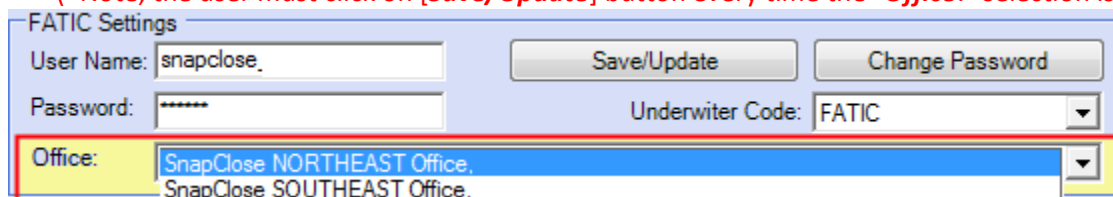
"**Office:**" list will auto populate the Agent Office(s) which may populate multiple offices when writing title in multiple states, if this is the case choose the correct "Office" from the drop-down list.

(*Note, regarding the "**Office:**" drop-down list; when the agent does write in multiple states that need FATIC multiple office selections and anytime the user is going to request a CPL and/or Policy Jacket the user may want to go into the User settings, as noted above, and make sure the "**Office:**" dropdown list shows the correct setting.

If the agent only has one FATIC office setting, checking is not necessary.)

Click [**Save/Update**] to save the "**Office:**" setting

(*Note, the user must click on [**Save/Update**] button every time the "**Office:**" selection is changed.)



The screenshot shows the 'FATIC Settings' form. The 'User Name' field is filled with 'snapclose.' and the 'Password' field is filled with '*****'. The 'Office' dropdown is populated with 'SnapClose NORTHEAST Office,' and 'SnapClose SOUTHEAST Office,'. The 'Underwriter Code' dropdown is set to 'FATIC'. The 'Save/Update' button is highlighted with a red box.