

Job Aid: Access the AgentNet® Order Search Feature

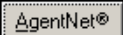
The purpose of this document is to show you how to access the AgentNet® Order Search feature in StreamLine ASP.

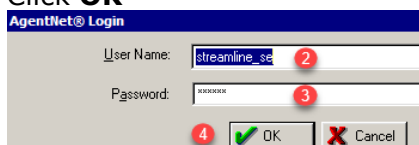
Prior to selecting the Order Search tab, you must complete the steps to **Create a New File**, as this information will populate to the Order Search tab in StreamLine ASP.

NOTE: Only one AgentNet Search Product® can be inserted in a file.

You may access the **Order Search** tab by clicking the **AgentNet®** button in the **Worksheet** or **Documents** window or by using the **Features** menu.

Using the AgentNet® Button

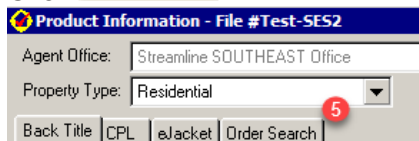
1. Click  in the **Worksheet** or **Documents** window
2. Enter your **User Name** in the **AgentNet® Login** dialog box
3. Enter your **Password**
4. Click **OK**



The image shows the 'AgentNet Login' dialog box. It has a title bar 'AgentNet Login'. There are two input fields: 'User Name' with the text 'streamline_se' and 'Password' with masked characters. Below the fields are 'OK' and 'Cancel' buttons. Red numbers 2, 3, and 4 are placed next to the User Name field, Password field, and OK button respectively.

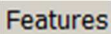
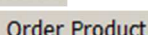

NOTE: The **Product Information** window opens

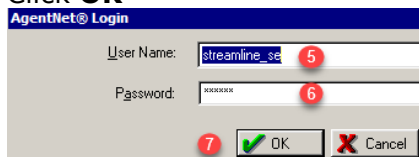
5. Click 



The image shows the 'Product Information - File #Test-SES2' window. It has a title bar 'Product Information - File #Test-SES2'. There are two input fields: 'Agent Office' with the text 'Streamline SOUTHEAST Office' and 'Property Type' with a dropdown menu showing 'Residential'. Below the fields are 'Back Title', 'CPL', 'eJacket', and 'Order Search' buttons. A red number 5 is placed next to the 'Order Search' button.

Using the Features Menu

1. Click 
2. Click 
3. Click **Service** ▼ in the **Online Service Provider** window
4. Click 
5. Enter your **User Name** in the **AgentNet® Login** dialog box
6. Enter your **Password**
7. Click **OK**



The image shows the 'AgentNet Login' dialog box. It has a title bar 'AgentNet Login'. There are two input fields: 'User Name' with the text 'streamline_se' and 'Password' with masked characters. Below the fields are 'OK' and 'Cancel' buttons. Red numbers 5, 6, and 7 are placed next to the User Name field, Password field, and OK button respectively.

8. Click **Order Search**
9. Click **Tag**
10. Click **Order**



The image shows the 'Online Service Provider Product 0' window. It has a title bar 'Online Service Provider Product 0'. There are two input fields: 'Service' with a dropdown menu showing 'AgentNet®' and 'Escrow Nbr' with a dropdown menu. Below the fields are 'Product Description', 'Back Title', 'Closing Protection Letter', 'eJacket', and 'Order Search' buttons. Red numbers 8, 9, and 10 are placed next to the 'eJacket', 'Order Search', and 'Order' buttons respectively.

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