

Documents-Publish Policies to AgentNet







Follow these steps to upload and publish **Policies** through AgentNet Integration.

From the **Worksheet** screen:


1. Click  Documents

2. Select the **Final Policy** to upload

3. Click **Tag**

| Document Type | Name | Date | By | Published | |
|---------------|--------------------------------------------------|-----------|-------------|-----------|---------------------------------------------------------------------------------------------|
| Policy | **StreamLine 4/2 Test Loan Policy | 1/03/2019 | NE Tester 5 | |  Edit |
| Policy | **StreamLine 4/2 Test - Owner Policy(E) NH | | | |  Email |
| Policy | MA TITLE- First Am ALTA Owner's Policy (E) | 1/03/2019 | NE Tester 5 | |  Legal |
| Endorsement | NJ ALTA End - 8.1 Environmental Protect Lien (E) | | | |  Publish |
| Closing | PA FA MED-Privacy Policy Sample Form 5-2001 | | | |  Copy |
| | | | | |  Tag |

NOTE: A green arrow appears next to the document to indicate the selection.

| | | | | |
|------------------------------------------------------------------------------------------|--------------------------------------------|--|--|--|
|  Policy | **StreamLine 4/2 Test - Owner Policy(E) NH | | | |
|------------------------------------------------------------------------------------------|--------------------------------------------|--|--|--|

4. Click 

NOTE: If prompted, select **To AgentNet** in the dropdown list. (You will not be prompted unless you have another integration enabled in addition to AgentNet.)

5. Enter AgentNet User Name and Password

6. Click **OK**


AgentNet® Login

User Name:

Password:

 OK  Cancel

NOTE: The tagged **Policy** will be sent to AgentNet. Once received, the **Published** column will display the date the Policy was received.

| | |
|-----------------------------------------------------------------------------------------------|--|
|  Published | |
| 1/15/2019 | |
| 1/15/2019 | |