



Job Aid: Submit an Order Search Update Request

The purpose of this document is to show you how to submit an Update Request for an order search product in StreamLine ASP.

- 1. Click AgentNet® in the Worksheet window
- 2. Enter your AgentNet User Name in the AgentNet Login dialog box
- 3. Enter your Password
- 4. Click VOK



- 5. Click Order Search in the **Product Information** window
- 6. Click <u>View</u>



NOTE: The View Order Search Details window opens.

7. Click Request Update in the View Order Search Details window

NOTE: The **Request Update Form** window opens displaying the **Disclaimer**.

8. Enter the Update request information into the **Instructions** field

NOTE: If the Disclaimer contains an acceptance check box, you must click the check box prior to submitting the Update Request to AgentNet.

9. Click Submit







- 10. Click Lose the View Order Search Details window
- 11. Click to close the **Product Information** window

NOTE: The **View Order Info** button is enabled when the subject property is located in the State of Connecticut.