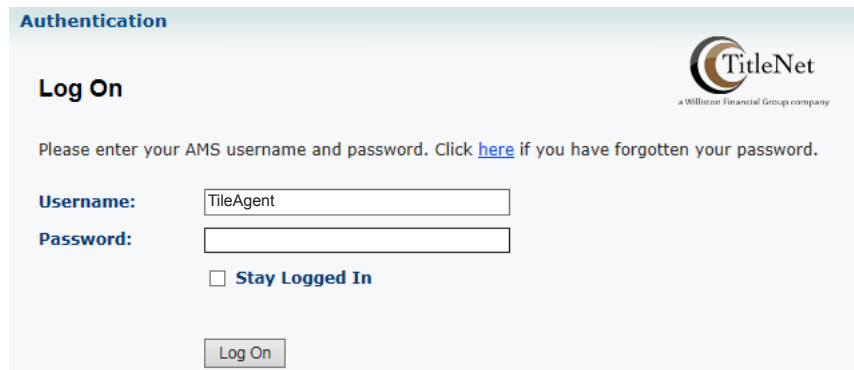


TitleNet

1. Logging In

In your web browser, go to <https://agents.titlenet.com>. Once you arrive at the log in page, use your current AMS credentials to sign in.

*Note: The first time you sign in, you will need to accept the **Terms and Agreements**.*



Authentication

Log On

Please enter your AMS username and password. Click [here](#) if you have forgotten your password.

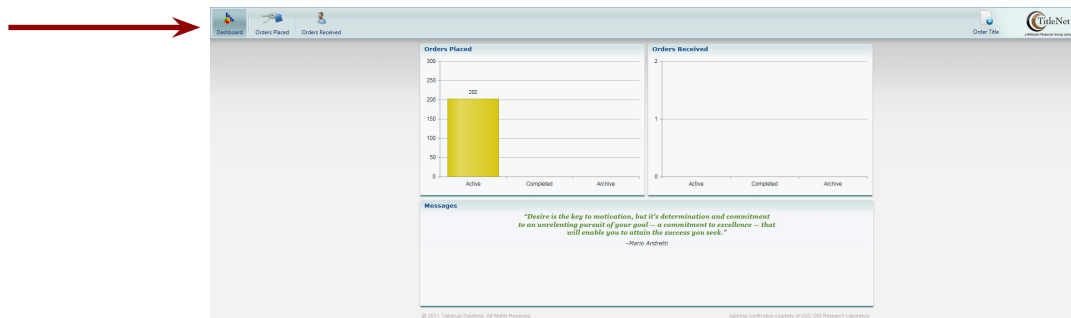
Username:

Password:

Stay Logged In

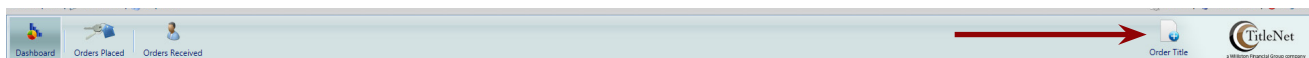
2. Home Page

Once logged in, you will be at the main dashboard for TitleNet, this will serve as your home page for the system. You can return to this screen anytime by clicking on the **Dashboard** Icon in the top left corner.



3. Creating an Order

Click on the **Order Title** button in the upper right portion of the screen to start an order.



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The following screen will open. All bold fields are required to place the order.

Note: The Zip Code should be entered first, this will allow the product types available for that geography to be listed as well as populating the City, State, and County.

When you are complete, click **Submit**.

Title Order Entry

<p>Property Information</p> <p>Property Address:* <input style="border: 1px solid red;" type="text"/></p> <p><input style="border: 1px solid #ccc;" type="text"/></p> <p>Zip Code:* <input style="border: 1px solid red;" type="text"/></p> <p>City, State:</p> <p>County:</p> <p>Buyer/Seller Information</p> <p>Buyer/Borrower:* <input style="border: 1px solid red;" type="text"/></p> <p>Daytime Phone: <input style="border: 1px solid #ccc;" type="text"/></p> <p>SSN: <input style="border: 1px solid #ccc;" type="text"/></p> <p>Seller: <input style="border: 1px solid #ccc;" type="text"/></p> <p>Daytime Phone: <input style="border: 1px solid #ccc;" type="text"/></p> <p>SSN: <input style="border: 1px solid #ccc;" type="text"/></p>	<p>Loan Information</p> <p>Loan Number: <input style="border: 1px solid #ccc;" type="text"/></p> <p>Occupancy Type:* <input style="border: 1px solid red;" type="text" value="Primary"/></p> <p>Loan Purpose:* <input style="border: 1px solid red;" type="text" value="Refinance"/></p> <p>Loan Type:* <input style="border: 1px solid red;" type="text" value="Conventional"/></p> <p>Title Information</p> <p>Transaction Type:* <input style="border: 1px solid red;" type="text" value="Test Product"/></p> <p>Product Type:* <input style="border: 1px solid red;" type="text"/></p> <p>Loan Amount: <input style="border: 1px solid #ccc;" type="text"/></p> <p>Orig Loan Amt: <input style="border: 1px solid #ccc;" type="text"/></p> <p>Sales Price: <input style="border: 1px solid #ccc;" type="text"/></p> <p>Unpaid Principal: <input style="border: 1px solid #ccc;" type="text"/></p> <p>Add-Ons: <input type="checkbox"/> Is In Trust</p>
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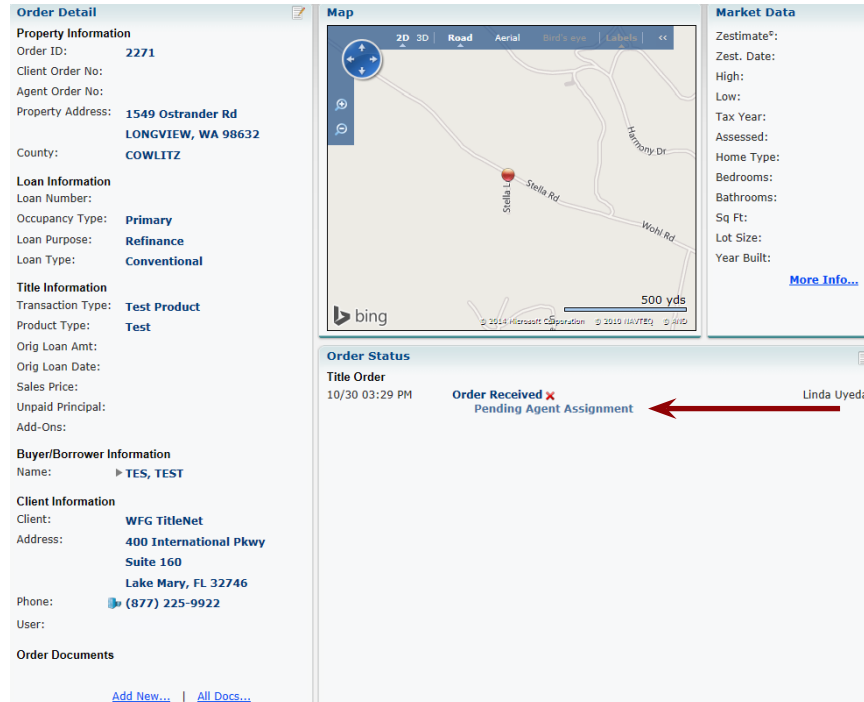
Notes:

TitleNet

4. Order Details

Once TitleNet has created your order, you will be taken to the **Order Details** page.

*Note: Under **Order Status**, you can see the updated status of your file.*



5. Assigning an Agent

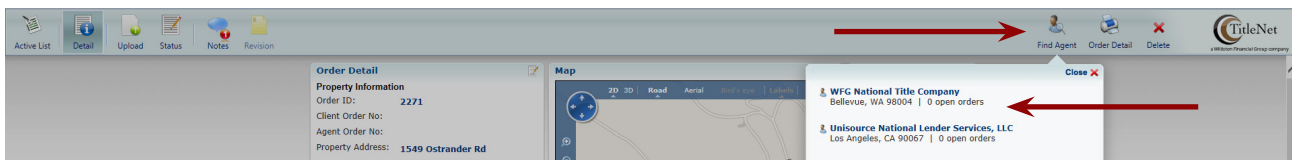
Click on the **Find Agent** icon from the tool bar.

You will be presented a list of agents in the market you requested that are able to process your file. Select the agent you'd like to use from the list.

Once you select an agent, your **Order Status** will update to "Title Agent Assigned Pending Agent Acceptance"

*Note: Once the selected agent has reviewed the order they will either **Accept or Decline** the order.*

Your order status will be updated to reflect the decision of the Selected Agent.

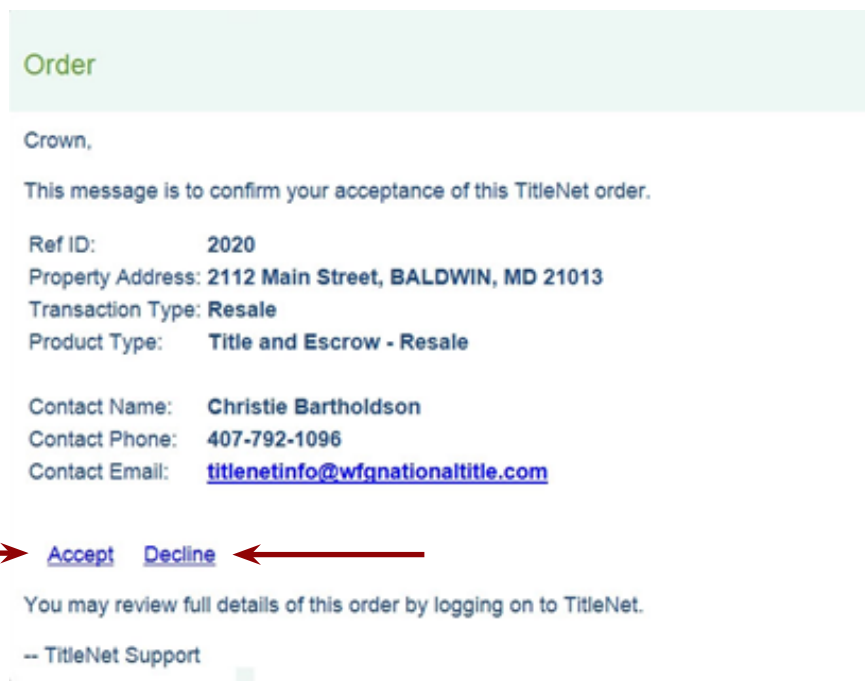


TitleNet

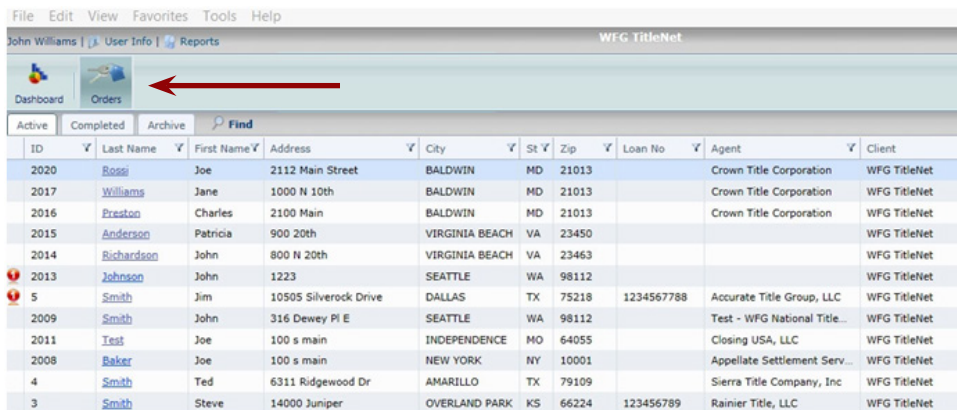
6. Accepting the order

If you are the Agent fulfilling the order then you will first be notified via the email you provided for use in TitleNet of a potential order. If you chose to decline the order then there is no further action required on your part.

Prior to accepting an Order via the email you received, you will need to be logged into TitleNet before clicking Accept in the email. Failure to do so will result in the browser timing out and returning a result of Unable to Open Page.



After you accept an order then the order and all corresponding information will be available to you on your **Order Detail** screen accessible via the **Orders** button on your **Dashboard** after logging into TitleNet.



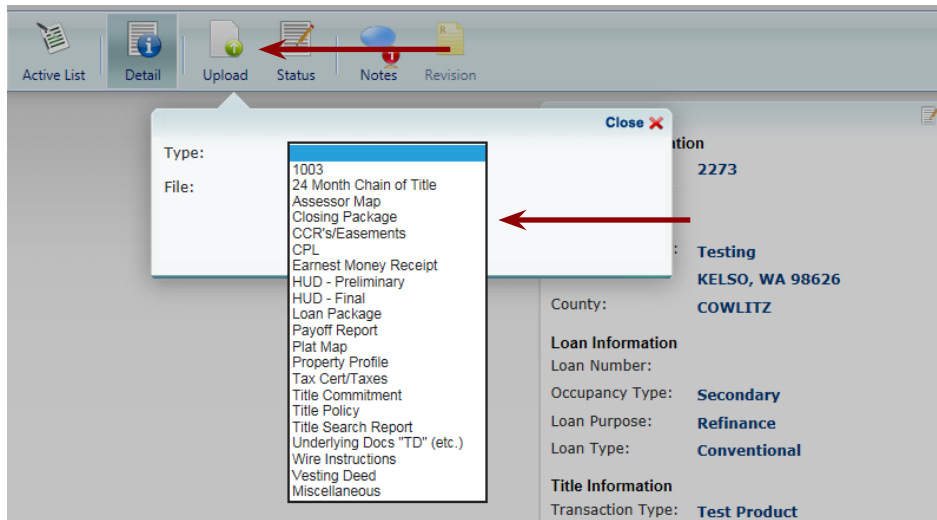
ID	Last Name	First Name	Address	City	St	Zip	Loan No	Agent	Client
2020	Rossi	Joe	2112 Main Street	BALDWIN	MD	21013		Crown Title Corporation	WFG TitleNet
2017	Williams	Jane	1000 N 10th	BALDWIN	MD	21013		Crown Title Corporation	WFG TitleNet
2016	Preston	Charles	2100 Main	BALDWIN	MD	21013		Crown Title Corporation	WFG TitleNet
2015	Anderson	Patricia	900 20th	VIRGINIA BEACH	VA	23450			WFG TitleNet
2014	Richardson	John	800 N 20th	VIRGINIA BEACH	VA	23463			WFG TitleNet
2013	Johnson	John	1223	SEATTLE	WA	98112			WFG TitleNet
5	Smith	Jim	10505 Silverock Drive	DALLAS	TX	75218	123456788	Accurate Title Group, LLC	WFG TitleNet
2009	Smith	John	316 Dewey Pl E	SEATTLE	WA	98112		Test - WFG National Title...	WFG TitleNet
2011	Test	Joe	100 s main	INDEPENDENCE	MO	64055		Closing USA, LLC	WFG TitleNet
2008	Baker	Joe	100 s main	NEW YORK	NY	10001		Appellate Settlement Serv...	WFG TitleNet
4	Smith	Ted	6311 Ridgewood Dr	AMARILLO	TX	79109		Sierra Title Company, Inc	WFG TitleNet
3	Smith	Steve	14000 Juniper	OVERLAND PARK	KS	66224	123456789	Rainier Title, LLC	WFG TitleNet

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7. Uploading Documents

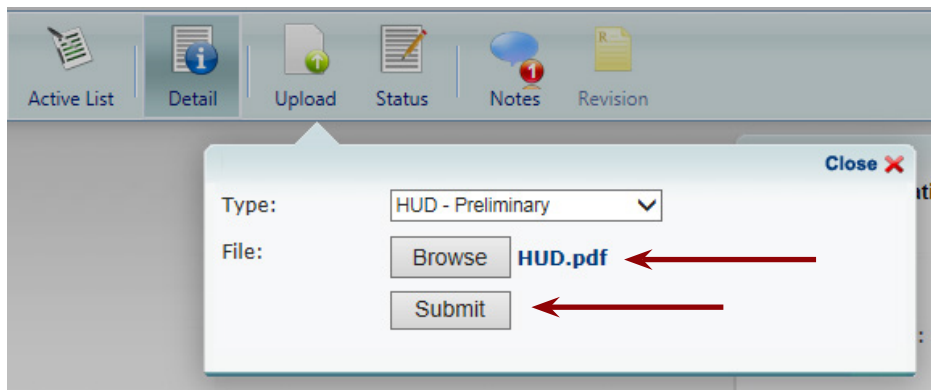
To Upload documents select **Upload** from the toolbar of the **Order Detail** window.

Select the **Document Type** from the list, this is the name that will be assigned to the document in the Order, the name you have for the document in your system will not be displayed.



After selecting the appropriate document type for your upload, **Select Browse** to Browse for the file that you would like to upload.

Select **Submit** to upload your document to the TitleNet File.



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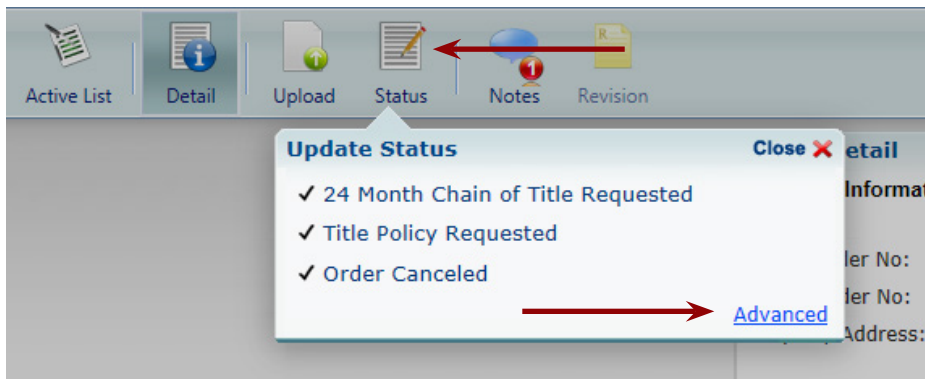
Uploaded documents are now available for viewing and the status is automatically updated.



8. Updating status

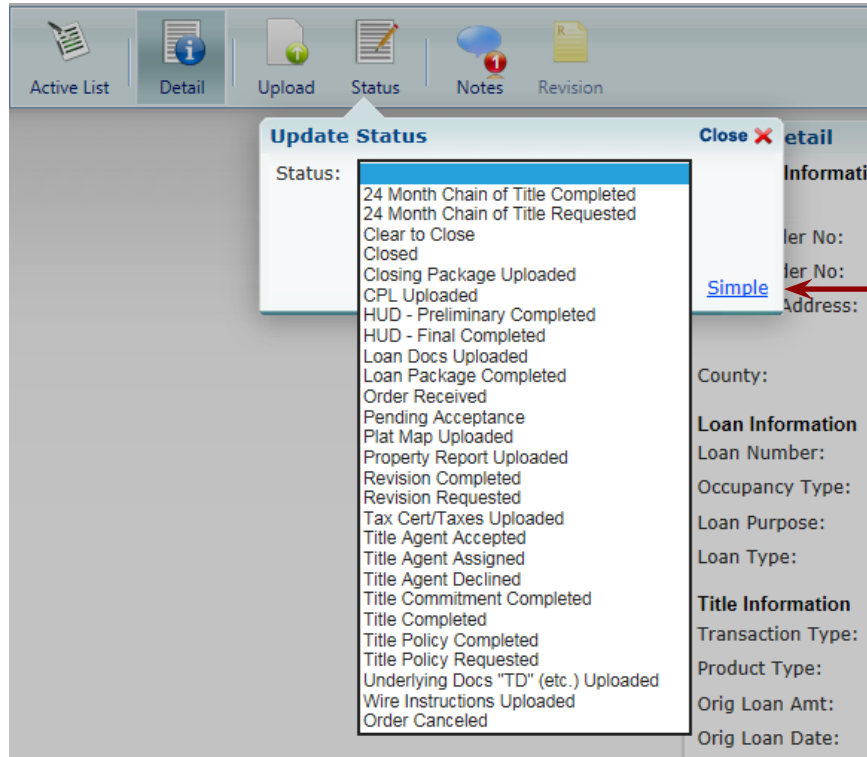
To update the status of an order, select **Status** from the **Order Detail** toolbar.

You will be presented with the Simple version of the Update Status window. Select the Status that you would like to show as updated. After your selection your updated status will be placed on the Order Status on the Order Detail screen. If you were unable to find the appropriate item listed on the simple menu, then select **Advanced** for an expanded selection.



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Select **Simple** to return the menu to return it to a reduced list.

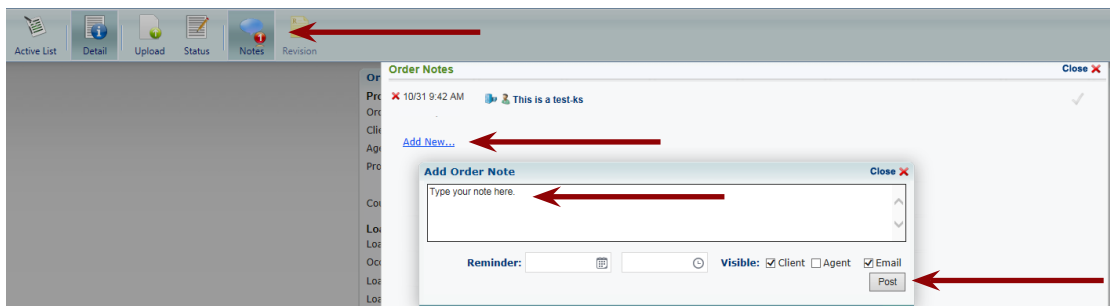


9. Adding Notes

To add Notes to an order select **Notes** from the **Order Detail** toolbar.

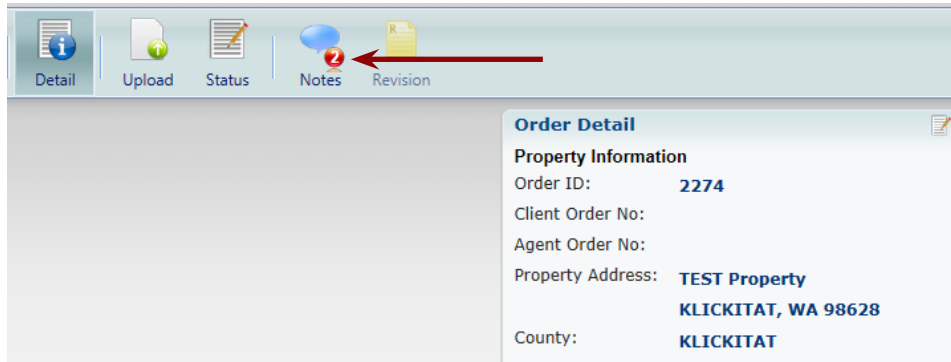
Select **Add New** and the **Add Order Note** box will appear, type your note in the box and select if you would like a reminder and to whom you would like the note to be visible.

Select **Post**.



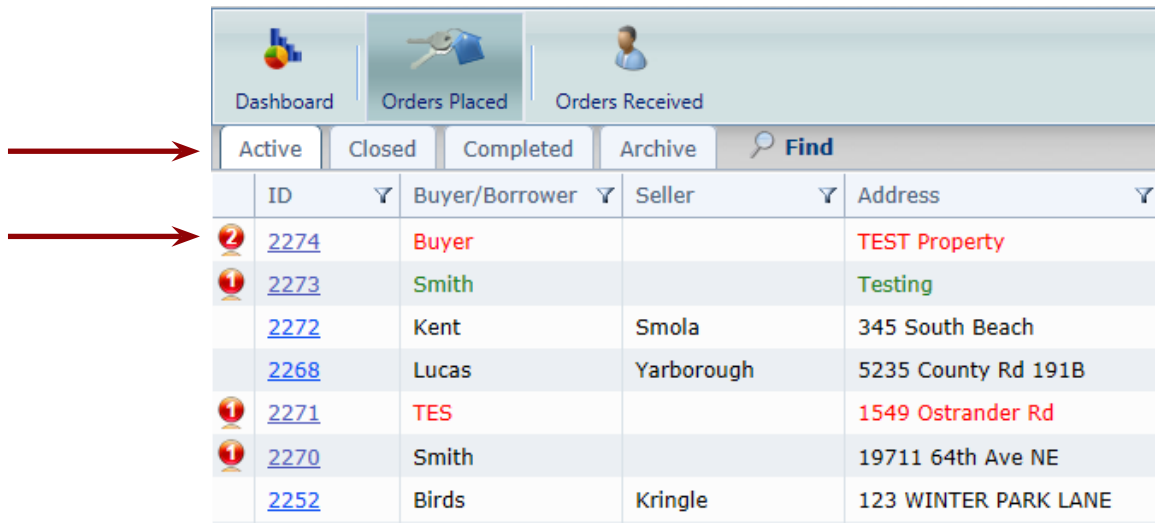
TitleNet





You will be returned to the **Order Detail** screen, you will now note that there is a number on the **Notes Button** to alert you that you have notes available.



You will also be notified of any notes added to any orders on your **Active List**.

Note: The same number bubble will appear on any active file when viewing your open orders from the dashboard.



	ID	Buyer/Borrower	Seller	Address
	2274	Buyer		TEST Property
	2273	Smith		Testing
	2272	Kent	Smola	345 South Beach
	2268	Lucas	Yarborough	5235 County Rd 191B
	2271	TES		1549 Ostrander Rd
	2270	Smith		19711 64th Ave NE
	2252	Birds	Kringle	123 WINTER PARK LANE