

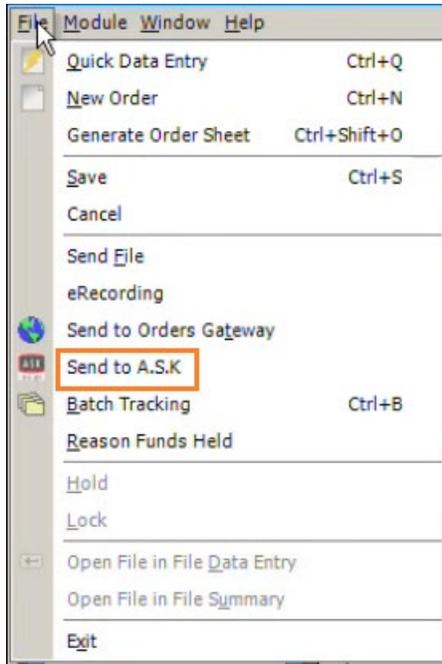
## AIM+ ASK Title Search Integration User Guide

Follow the steps below to place a title search order with A.S.K. Services from AIM+.

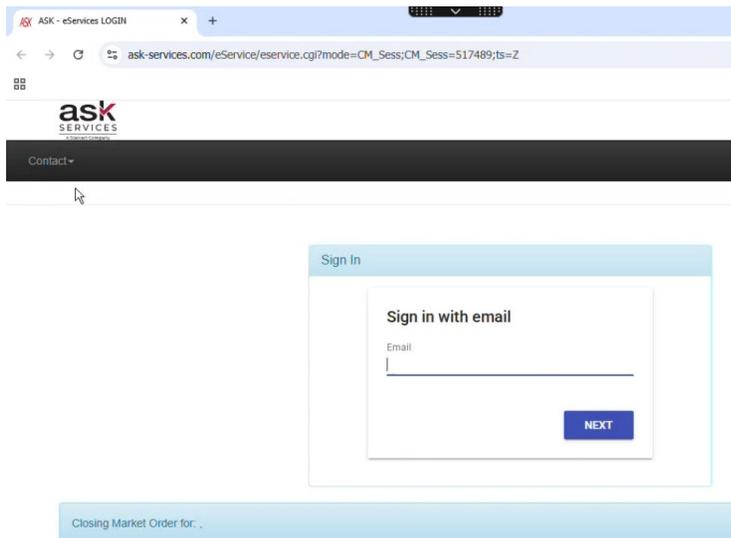
### Steps

#### Placing a Title Search Order

1. Log into your AIM+ account in TitleWorkPlace.
2. Open your file in AIM+ and click **File | Send to A.S.K.** in the upper left corner of your screen.

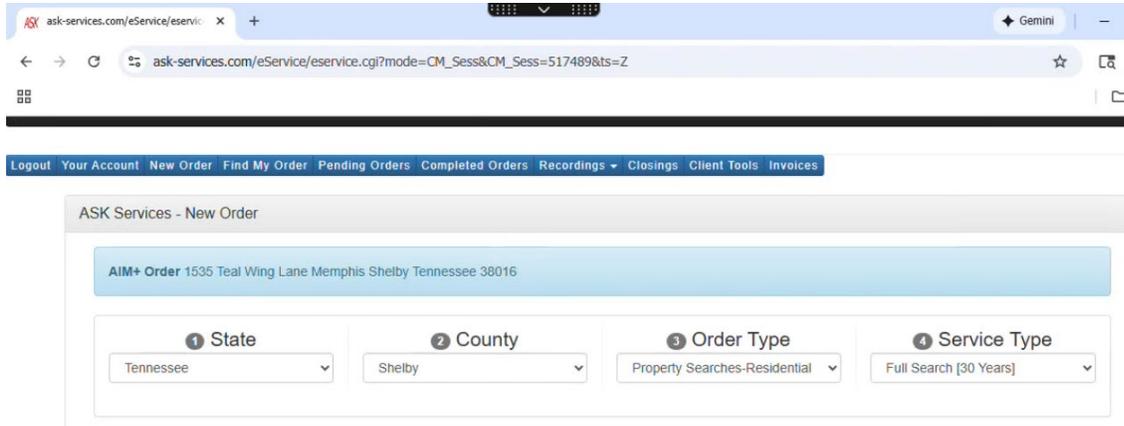


3. A separate window will open. Follow the prompts to enter your ASK credentials.

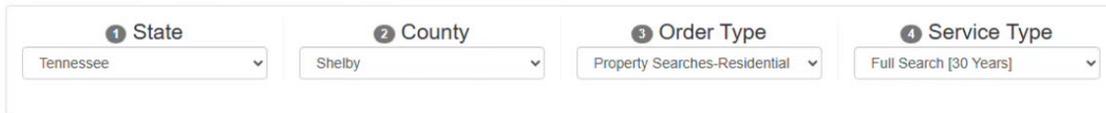


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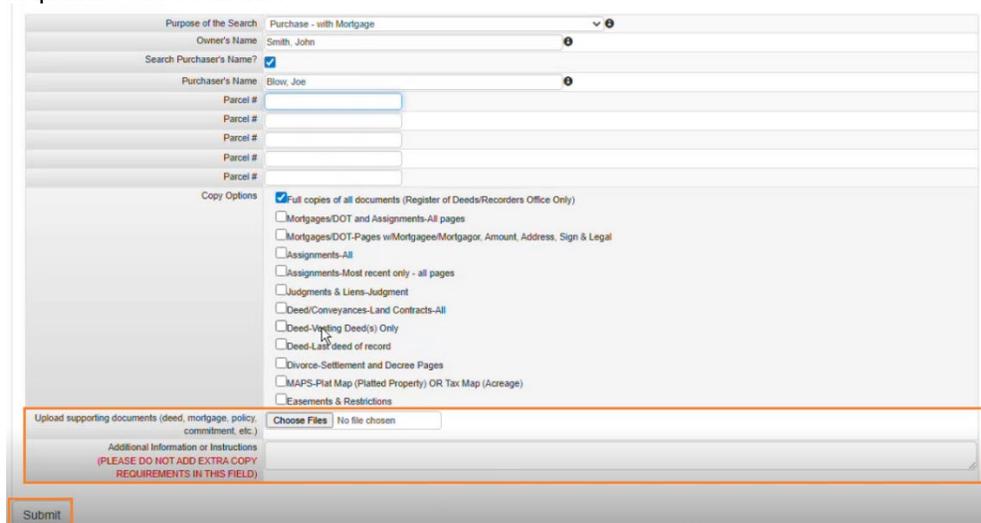
- The ASK Services – New Order window will be displayed. The **State** and **County** fields will automatically populate based on the order information in AIM+. Please choose the most appropriate **Order Type** for your request. Then, select your desired product from the **Service Type** dropdown menu.



- Additional fields will appear for completion. Select **Typed Exam Assist** instead of None in the first box.




- Fill in all required fields (outlined in red). Attach necessary files, like a deed or prior policy, in the *Upload supporting documents* box. Use the *Additional Information or Instructions* box for messages to the search team, such as rush requests. Click **Submit**.

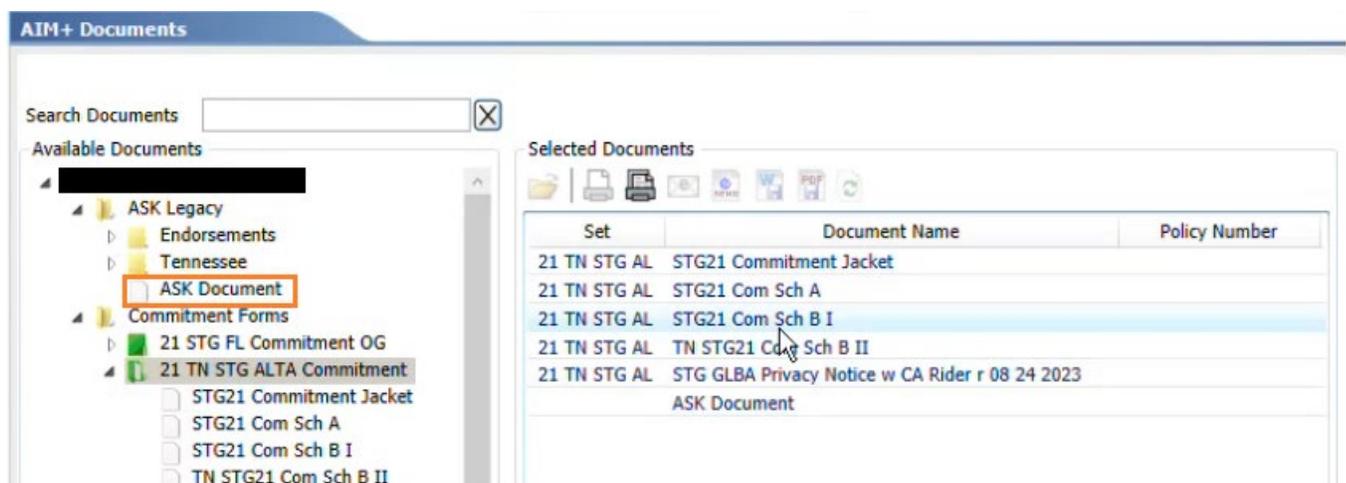


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- A notification will appear in the upper right corner of your screen in a lime green box to confirm that your order has been accepted. Additionally, an order confirmation email will be sent to the email addresses provided during setup. You may then close the ASK window and return to AIM.

### Completing the Order

- Once the order has been completed, an email will be sent confirming the completion of the order.
- Open the file in AIM+ and go to **Documents**.
- Select the **ASK Document** and the applicable commitment set. **TIP: If you can't find the ASK Document, try using the Search Documents box above the Available Documents section to help you locate it.**



- The search data—including commitment effective date, vesting, legal description, requirements, and exceptions—will populate into the appropriate fields of the commitment document.
- Open the **ASK Document** to access links to all the supporting documents sent with the search. Use **CTRL+click** to open each document in a separate browser window.