

## **Orders Gateway SnapClose Import QRC**

Use the steps below to Import Instructions from Orders Gateway SnapClose.

## Steps

1. When you receive an email notification of a **Completed Search**, click on the link in the notification to access the order details.

File #: 123456 - Search Completed
orders@propertyinfo.com To John Ryan Retention Policy Inbox 120 Day Delete (4 months)
File #: 123456 - Search Completed
You can view the order details by clicking on the link below: https://www.OrdersGateway.com/so/order/view.aspx?id=2531064
File #: 123456 - Search Completed 100 Elm St N, Houston, TX 77036

2. From the Orders tab, click on SnapClose to download the XML file.

Orders Order Details	
<b>Return to Orders - Archive - Request Update - Request Copies - Add Product State - New Home/Tract Order State - New Home/Tract Order Date: Customer:</b> 123 Test Company <b>Transaction Type: Sale - New Home/Tract Order: Customer:</b> 123 Test Company <b>Provide: Order Date: 7/27/2020 8:33:24 AM Last Modified: 7/27/2020 8:56:16 AM Order Status: Complete Sales Price: S250</b> ,000.00 <b>Image:</b>	Create a new order Upload Document Title Search Report SnapClose

3. Review the acknowledgement text and click Agree.

<b>NOTICE:</b> Included in the "Title Search Report" service is data converted from the "Title Search Report" and from order entry information you provided for the purpose of assisting in completing the Commitment/Policy/Title Documents.
This conversion is intended to be used to facilitate the electronic transmission of certain standard information, provided in the order entry information and title search process, into a draft form of the Commitment/Policy/Title Documents.
The conversion is to be used <u>solely</u> as a convenience and does not modify, alter or amend your responsibility as an agent/attorney for Stewart Title ("the Company") to examine the "Title Search Report" in accordance with the terms and conditions set forth in the Issuing Agency Agreement. You must also comply with all requirements of the Real Estate Settlement Procedures Act ("RESPA") and all regulations promulgated thereunder. Further, any matters relevant in determining insurability that become known to you must also be included in these Policy Documents.
I acknowledge and accept the responsibility to examine the "Title Search Report" in accordance with the terms and conditions set forth in the Issuing Agency Agreement. I further acknowledge and agree that I am using this conversion package solely as a convenience in preparing these Policy Documents.
[AGREE] [DISAGREE]



4. The file will download to C:\Users\[YourUserName]\Downloads as [YourFileName].xml by default. Otherwise, it will ask you to select a location to save the file to.



5. From the Profile tab, click the Commitment Import link in SnapClose.

SnapClose		- 🗆 ×
FILES 🕆	Profile Orders & Reminders Commitment Invoice CD 1099 Disburse E-Record Policy Docs Notes First Am	erican Courier Ler 🗸 🕨
Search Recent New File	Subject Property: Add Transaction Information Trans Type: Purchase	itle Notes:
Calendar	Coverage: Loan Original Issue  Prop Type: Single family NAIC Type: Residential	
ORDERS/REM 🛠	Selfer/Owner(s) & Attorney(s): Add Interest: Fee Simple  1099 Filing:	~
Overdue	Buyer(s) & Attorney(s): Add Date: Dates File Opened Date: 07/22/2020 Commitment Owners Policy	ecording Notes:
General Remittance Reconcile Acct. Reconcile E-Rec.	Lender(s), Loan Amount(s) & Attorney(s) Add Gen.: Sent: Commitment Due: Other Contacts (Type & Name): Add Data Cancelled	
REPORTS  Cother	Closing Information Closing Date:	losing Notes:
Administrator User CONTACT MGR 🛠	Branch:     Image: Closer:     Image: Closer:       Underwriter:     Image: Closer:     Image: Closer:       File Status:     Image: Closer:     Image: Closer:       Closer:     Image: Closer:     Image: Closer:	
Search HELP 🏠 Remote Support	Legal Name     Closing Completed       Seller/Owner:     Pull       Buyer:     Pull       Price:     \$0.00	ther Notes:
Email Support	Client:     Current     Prior       Owners:     \$0.00     Loan:     \$0.00       Ref. No.     Custom Fields     Commitment Import	~

6. Locate the XML file in your **Downloads** folder, or wherever you selected the download location to be, when downloading the file.

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Users	^ Name	Date modified Type	Size						
	🗋 100 Elm St	7/27/2020 10:01 AM XML Doc	ument 1 KB						
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File name	100 Elm St		× XML files (*.xml)						
			Open						



## 7. Review import results and Click Save.

Description	Current Value	Overwrite	Proposed Value			
Vesting						
Vestitures	John Doe and Jane Doe H/W by virtue of deed re		John Doe and Jane Doe H/W by virtue of deed re			
Legal/Property Description						
Legal	Being property located at 100 elm St.		Being property located at 100 elm St.			
Requirements						
Requirement	Payment to, or for the account of, the sellers or mort		Payment to, or for the account of, the sellers or mort			
Requirement	Pay the agreed amounts for the interest in the land		Pay the agreed amounts for the interest in the land			
Requirement	You must tell us in writing the name of anyone not r		You must tell us in writing the name of anyone not r			
Requirement	Payment to, or for the account of, the sellers or mort					
Requirement	Pay the agreed amounts for the interest in the land					
Requirement	You must tell us in writing the name of anyone not r					
Exceptions						
Exception	Notwithstanding any provision of the policy to the co		Notwithstanding any provision of the policy to the co			
Exception	Defects, liens, encumbrances, adverse claims or oth		Defects, liens, encumbrances, adverse claims or ot			
Exception	Rights or Claims or interest of parties in possession		Rights or Claims or interest of parties in possession			
Exception	Easements, or claims of easements, not shown by t		Easements, or claims of easements, not shown by t			
Save			Close			

8. Effective Date, Vesting, Legal Description, Requirements and Excetions will be available in the *Commitment* tab.

Profi	le (	Orders & Rer	ninders Co	ommitment Invoice	CD 1099	Disburse	E-Record	Policy	Docs	Notes	First Ameri	can Cou	ier Let 🛃 🕨
Fill	Using		▼ Co Da	mmitment 07/20/2020	▼ Time	C PM	Expiration Date		•	Email Al	erts	Create Docu	ment(s)
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Joh the	John Doe and Jill Doe H/W by virtue of deed recorded 01/01/2001 in Official Record Book 1111 Page 111 of the Public Records of Harris County.												
	Add			LEGAL / PR	OPERTY DESCR	RIPTION			A	🦻 In:	sert	Expand	Insert Field
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Bei	ng pro	perty loca	ted at 100 E	lm St.									^
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▶	1		Payment to, o	or for the account of, the	e sellers or mort	gagors of th	e full consid	erat	_	· l			
	2		Pay the agree	ed amounts for the inter	est in the land a	nd/or mortg	age to be ins	ur		·			
	3		You must tell	us in writing the name	of anyone not re	ferred to in	this Commit	me	_	·			
	4		Payment to, o	or for the account of, the	e sellers or mort	gagors of th	e full consid	erat		·			<u> </u>
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0	rder	L O P1	P2 Label		Text				Action	INSERT	T Alert		Notes 🔺
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	2			Defects, liens, encun	brances, adver	se claims o	r other matte	rs, if	-				
	3			Rights or Claims or in	nterest of parties	s in possess	sion of the la	nd n	-	1			
	4		-	Easements, or claims	s of easements,	not shown b	by the public	rec	-	1	Γ		-
Show: 🔽 Vesting 🔽 Legal/Property Description 🖾 Requirements 🖾 Exceptions 🗖 Mortgages 🦷 Surveys													