Stewart Title Orders Gateway Integration

Setting up the Integration:

Step 1- From the Whiteboard, Select Back Office menu and choose E-Closing Connect.

Step 2- Scroll to and click on the Orders Gateway logo. Enter your Orders Gateway username and password and click the validate credentials.

Step 3- If your credentials validated successfully scroll down to the bottom of the screen and click Update E-Closing Connect.

Orders Gateway™

Orders Gateway is an online order platform, powered by PropertyInfo®, to centralize orders for our customers. This integrated, click-to-order system allows you to quickly place and track your orders, providing both you and your customers a better level of service.

For more information go to www.stewartorders.com.

	Username	Password	State List (coma seperated)	
Company Wide	admin@eclose	•••••••	AK,AL,AR,AZ,CA,CO,CT,DC,DE,FL,	Validate
		Add a New Username		

Stewart Title Orders Gateway Integration

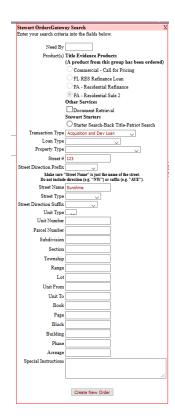## Ordering a title search through the integration:

Step 1- Select the file you would like to order a title search for by clicking on the file from the Whiteboard or entering the file id in the "select a file" search bar.

Step 2 – From the File Summary screen go to Maintain File – Property Information.

Step 2- On the Property Information screen you will see a button labeled "Create New Stewart Order"

Step 3- When you click on the button to create a new order you will be prompted to fill in additional required information. A screen shot of these additional fields is included below. Once the form has been completed click on the button labeled "Create New Order".

Stewart Title Orders Gateway Integration

Step 4- When the order has been completed by Stewart you will receive an email notification. You will then be able to down the file data into E-Closing along with any supporting documents. To download the file data you can proceed to the file and on the Upload Search Results screen you can click on the link provided to upload the results.

Stewart OrdersGateway Orders
If an item below is underlined, click on that item to upload the results

Ordered	Status	Product

This will download all order documents and save them directly to the file in the File Summary screen. Data that would appear in the commitments and policies will automatically populate to the appropriate Text Descriptions.

Stewart Title Orders Gateway Integration

Revising an existing title search through the integration:

To revise an existing title search completed you can proceed in the file to the Property Information screen, then click on the button labeled "Update Existing Stewart Order". You will be presented with additional fields to describe what you are updating on the existing order.