



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	<input type="text" value="admin@eclose"/>	<input type="password" value="••••••"/>	<input type="text" value="AK,AL,AR,AZ,CA,CO,CT,DC,DE,FL,"/>	<input type="button" value="Validate"/>
	<input type="button" value="Add a New Username"/>			



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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”.

A screenshot of a web form titled "Stewart Orders Gateway Search". The form is enclosed in a red border and has a close button (X) in the top right corner. The text "Enter your search criteria into the fields below:" is at the top. The form contains several sections: "Need By" with a text input field; "Product(s)" with a dropdown menu and a note "(A product from this group has been ordered)"; "Other Services" with radio buttons for "Commercial - Call for Pricing", "FL RES Refinance Loan", "PA - Residential Refinance", "PA - Residential Sale 2", "Document Retrieval", "Stewart Starters", and "Starter Search-Back Title-Patriot Search"; "Transaction Type" with a dropdown menu; "Loan Type" with a dropdown menu; "Property Type" with a dropdown menu; "Street #" with a text input field; "Street Direction Prefix" with a dropdown menu; "Street Name" with a text input field and a note "Make sure 'Street Name' is just the name of the street. Do not include direction (e.g. 'NW') or suffix (e.g. 'AVE')."; "Street Type" with a dropdown menu; "Street Direction Suffix" with a dropdown menu; "Unit Type" with a dropdown menu; "Unit Number" with a text input field; "Parcel Number" with a text input field; "Subdivision" with a text input field; "Section" with a text input field; "Township" with a text input field; "Range" with a text input field; "Lot" with a text input field; "Unit From" with a text input field; "Unit To" with a text input field; "Book" with a text input field; "Page" with a text input field; "Block" with a text input field; "Building" with a text input field; "Phase" with a text input field; "Acreage" with a text input field; and "Special Instructions" with a text area. At the bottom right of the form is a button labeled "Create New Order".



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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
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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.



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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.

