




# 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>

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**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

[« Return to Orders](#) - [Archive](#) - [Request Update](#) - [Request Copies](#) - [Add Product](#)   [Create a new order](#)

Transaction Details

Transaction Type:	Sale - New Home/Tract	Customer: 123 Test Company
File Number:	100 Elm St	9700 Bissonnet , Suite 1500 Houston TX
Order Date:	7/27/2020 8:33:24 AM	
Last Modified:	7/27/2020 8:56:16 AM	
Order Status:	Complete	
Sales Price:	\$250,000.00	

[Upload Document](#)  
[Title Search Report](#)  
[SnapClose](#)

3. Review the acknowledgement text and click **Agree**.

**NOTICE:** 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.

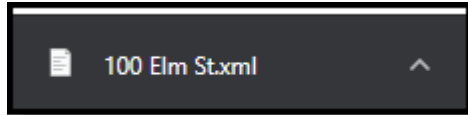
This conversion is intended to be used to facilitate the electronic transmission of certain standard information, provided in the order entry information and title search process, into a draft form of the Commitment/Policy/Title Documents.

**The conversion is to be used solely 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.**

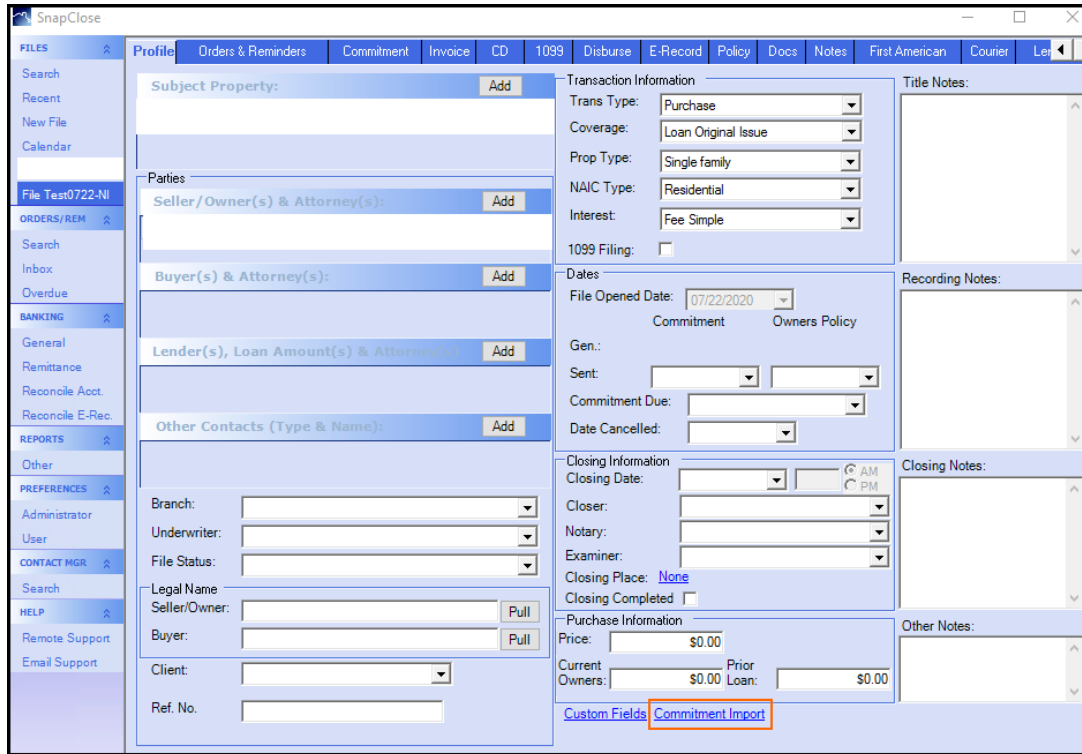
I acknowledge and accept the responsibility to examine the "Title Search Report" in accordance with the terms and conditions set forth in the Issuing Agency Agreement. I further acknowledge and agree that I am using this conversion package solely as a convenience in preparing these Policy Documents.



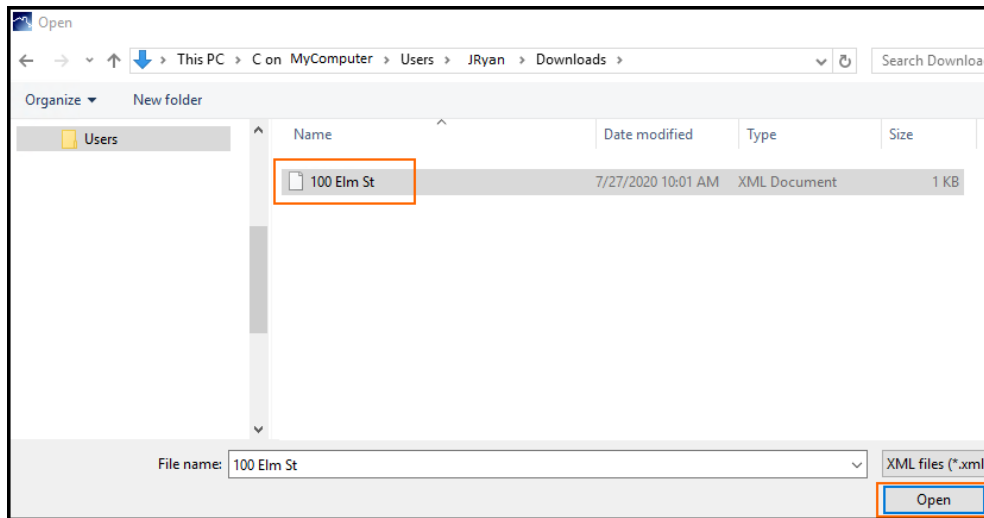
- 4. The file will download to C:\Users\[YourUserName]\Downloads as [YourFileName].xml by default. Otherwise, it will ask you to select a location to save the file to.



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



- 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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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	<input type="checkbox"/>	John Doe and Jane Doe H/W by virtue of deed re
Legal/Property Description			
Legal	Being property located at 100 elm St.	<input checked="" type="checkbox"/>	Being property located at 100 elm St.
Requirements			
Requirement	Payment to, or for the account of, the sellers or mort	<input type="checkbox"/>	Payment to, or for the account of, the sellers or mort
Requirement	Pay the agreed amounts for the interest in the land	<input type="checkbox"/>	Pay the agreed amounts for the interest in the land
Requirement	You must tell us in writing the name of anyone not r	<input type="checkbox"/>	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	<input type="checkbox"/>	Notwithstanding any provision of the policy to the co
Exception	Defects, liens, encumbrances, adverse claims or oth	<input type="checkbox"/>	Defects, liens, encumbrances, adverse claims or ot
Exception	Rights or Claims or interest of parties in possession	<input type="checkbox"/>	Rights or Claims or interest of parties in possession
Exception	Easements, or claims of easements, not shown by t	<input type="checkbox"/>	Easements, or claims of easements, not shown by t

Save Close

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

Profile Orders & Reminders **Commitment** Invoice CD 1099 Disburse E-Record Policy Docs Notes First American Courier Let

Fill Using Commitment Date 07/20/2020 Time AM PM Expiration Date Email Alerts Create Document(s)

Add VESTING Insert Expand Insert Field

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 / PROPERTY DESCRIPTION Insert Expand Insert Field

Being property located at 100 Elm St.

Add REQUIREMENTS Preview Expand

Order	Label	Text	Action	INSERT	Alert	Notes
1		Payment to, or for the account of, the sellers or mortgagors of the full considerat		<input type="checkbox"/>		
2		Pay the agreed amounts for the interest in the land and/or mortgage to be insur		<input type="checkbox"/>		
3		You must tell us in writing the name of anyone not referred to in this Commitme		<input type="checkbox"/>		
4		Payment to, or for the account of, the sellers or mortgagors of the full considerat		<input type="checkbox"/>		

Add EXCEPTIONS Preview Expand

Order	L	O	P1	P2	Label	Text	Action	INSERT	Alert	Notes
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Notwithstanding any provision of the policy to the contrary, the fo		<input type="checkbox"/>		
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Defects, liens, encumbrances, adverse claims or other matters, if		<input type="checkbox"/>		
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rights or Claims or interest of parties in possession of the land n		<input type="checkbox"/>		
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Easements, or claims of easements, not shown by the public rec		<input type="checkbox"/>		

Show:  Vesting  Legal/Property Description  Requirements  Exceptions  Mortgages  Surveys CPL