Ramquest/A.S.K. Search Integration User Guide

Follow the steps below to order Search Services through A.S.K. Services, Inc., a Stewart Company.

> **Note: A.S.K. Services, Inc., a Stewart Company, must be set up as a Trading Partner in Closing Market before placing your first order. Please refer to the last page of this QRC for more information.**

This QRC assumes a file has been entered into Ramquest, and the user is ready to order tile search services.
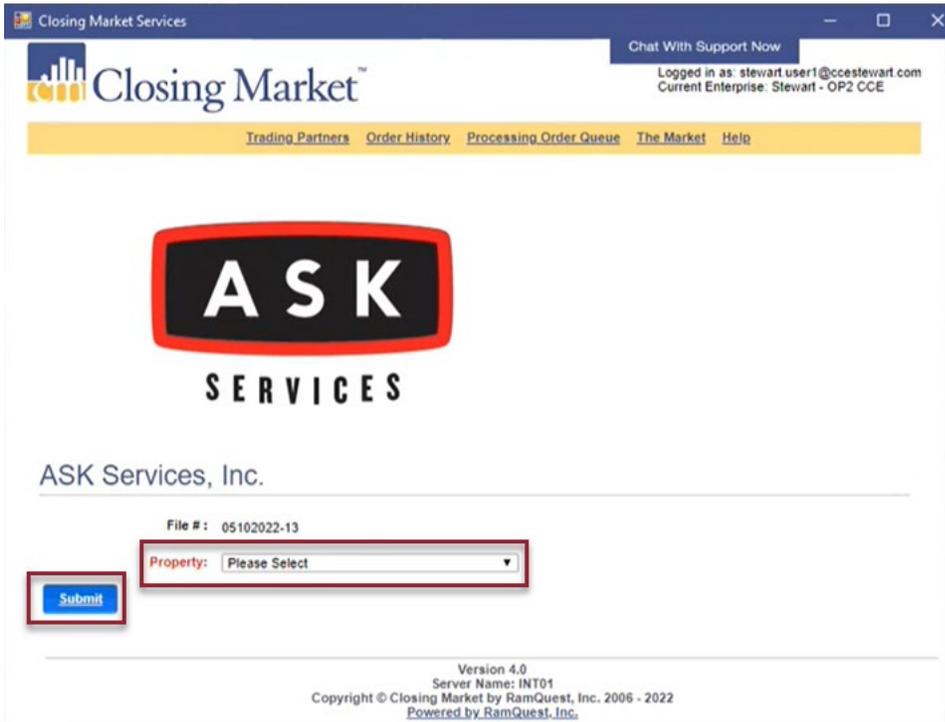
Steps

1. Go to **Closing Market**.
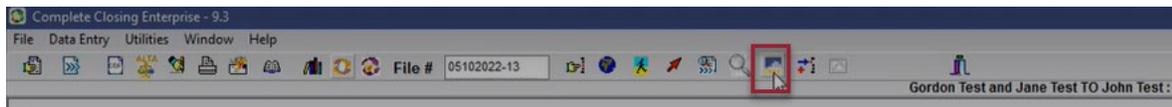
2. Select **A.S.K. Services, Inc**. from the list of Trading Partners. Click **Submit**.

3. Select the desired Property from the list and click **Submit**.

   Note: If there are multiple properties on the file, select one of the properties and then enter the other property information in the notes section of the integration.

4. Click the link for the status of your order as shown:

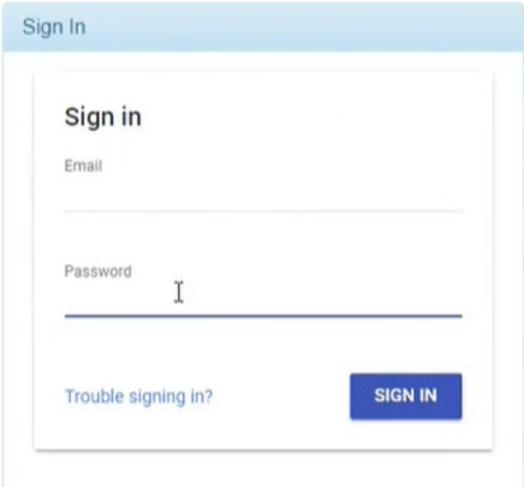This will open the integration with A.S.K. Services, Inc.

5. Click **Sign in with email** and enter the credentials provided by A.S.K. Services, Inc.
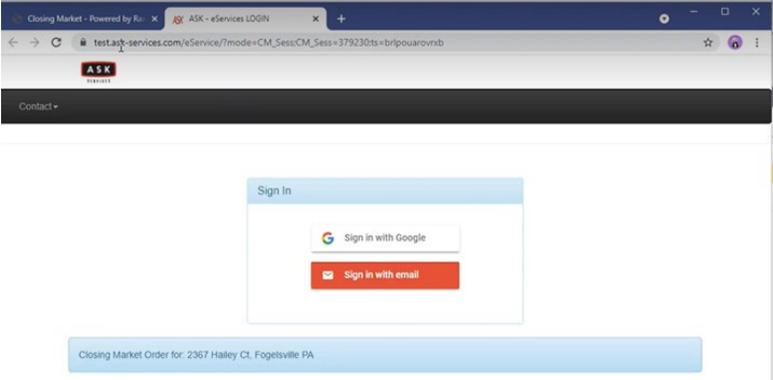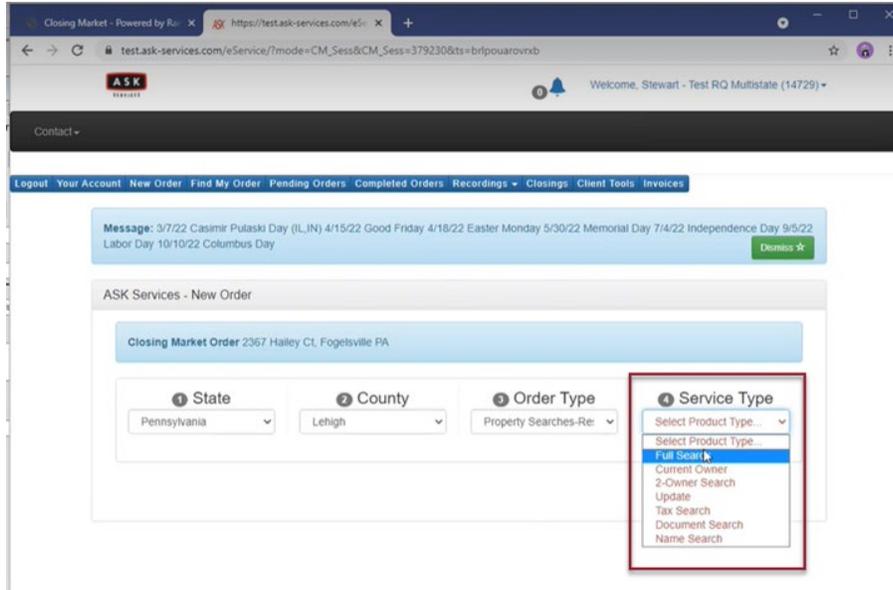

Click **Next**

Click **Sign In**

Ramquest/A.S.K. Search Integration User Guide

6. The following screen shows the A.S.K. integration with Closing Market. Information from the file will populate the screen. Choose the **Service Type** from the drop list.


7. Depending on the **Service Type** selected, the following screen may vary. Here you can enter any additional information required for the order, upload supporting documents as well as enter additional property information (multiple addresses) as referenced earlier. Click **Submit**.
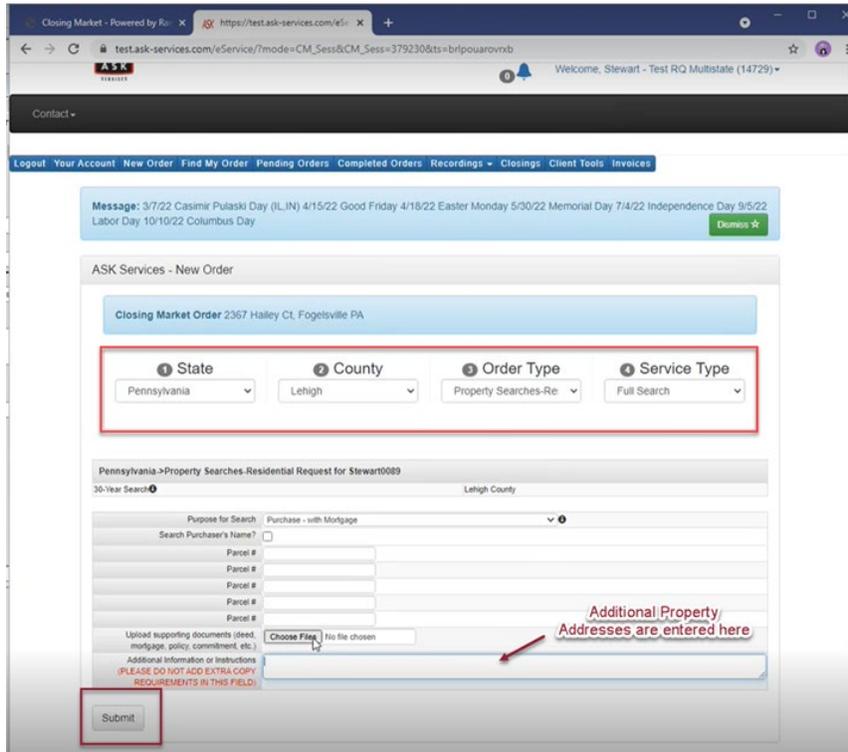
8. When this message appears, the order has been placed.

   Note: If you close the green message and click Submit again, a new order will be sent.
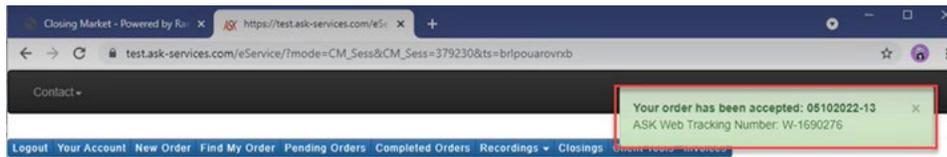
To add A.S.K Services, Inc. as a Trading Partner:

Select **The Market** as shown below:

Select A.S.K. Services, Inc and click **Request**. Once the request is received, A.S.K. Services, Inc. will appear as a Trading Partner for you to choose.