

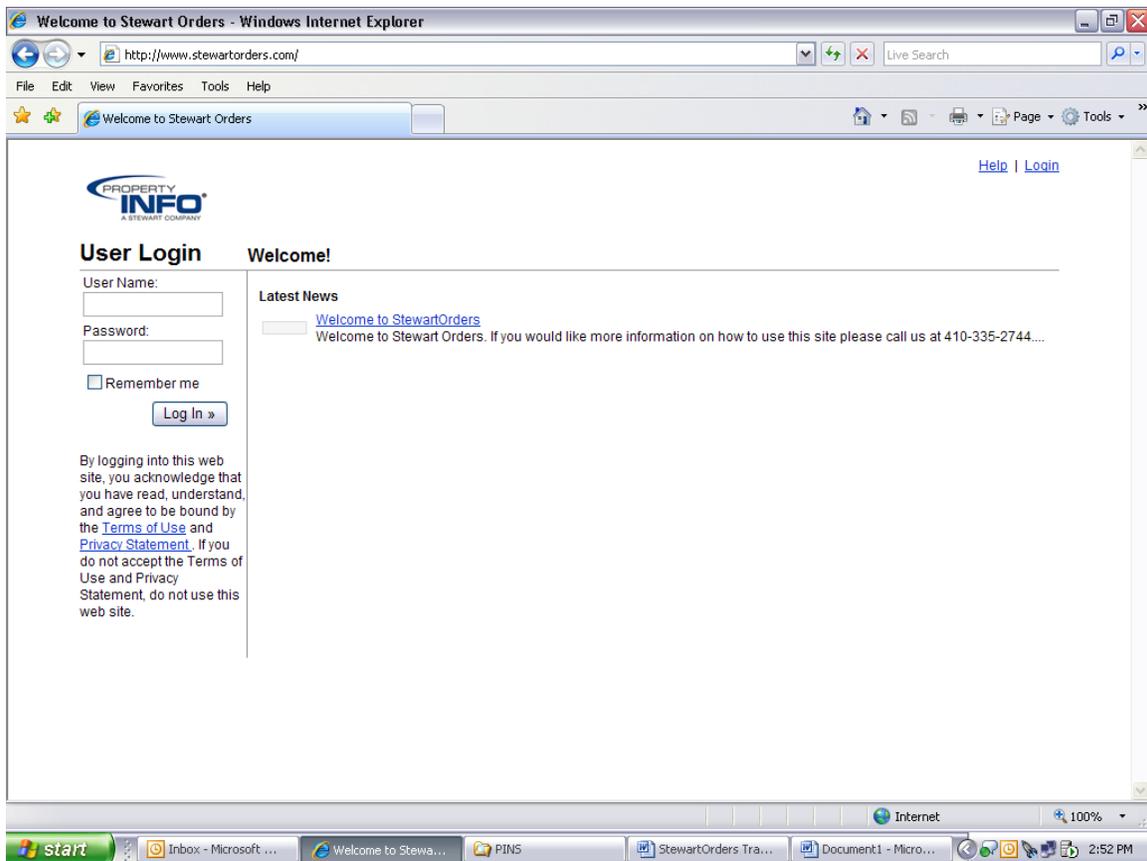


StewartOrders Training Guide



Thank you for choosing PropertyInfo National Services Corporation, a Stewart Company and StewartOrders. This guide is intended to give you an overview of the product, if you have any questions please feel free to call us at 410-335-2744.

Go to www.stewartorders.com and you will receive the login page below. Your user name is your email address, your password will be emailed to you, if you are unsure of your password please call us at the number above.

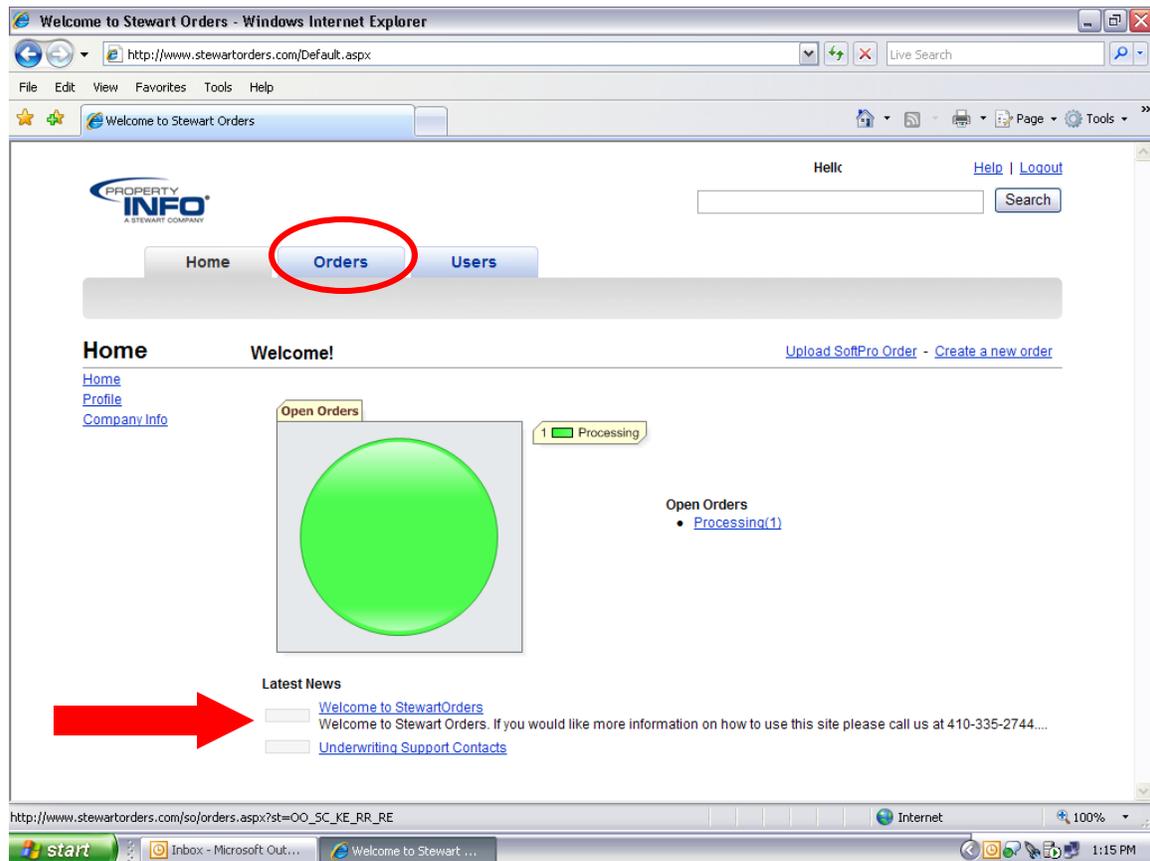


After logging in you will be brought to your Home page.

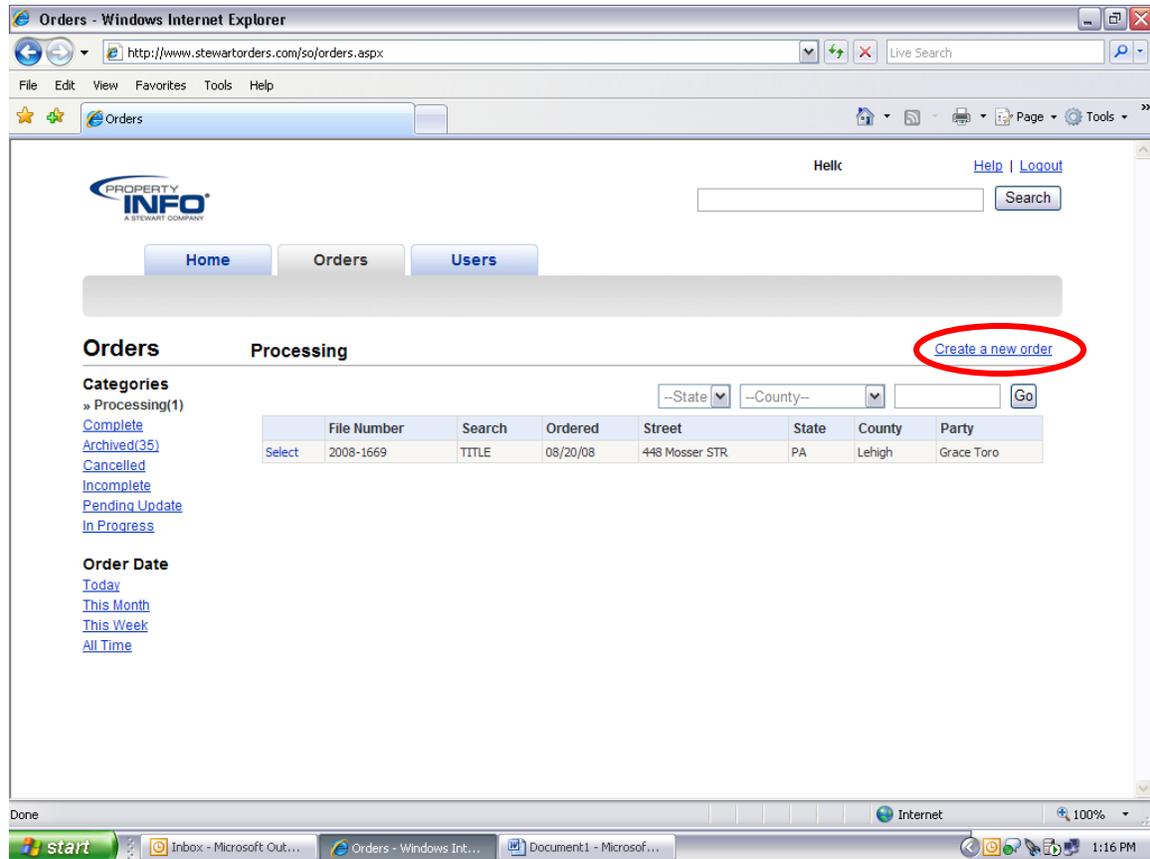
This screen gives you an overview of your file statuses. The graph in the middle will tell you how many files you have in the system and their current status.

On this page you will also have access to our Latest News section. We will use this area to post information about product updates and changes, underwriting contacts and pertinent search forms.

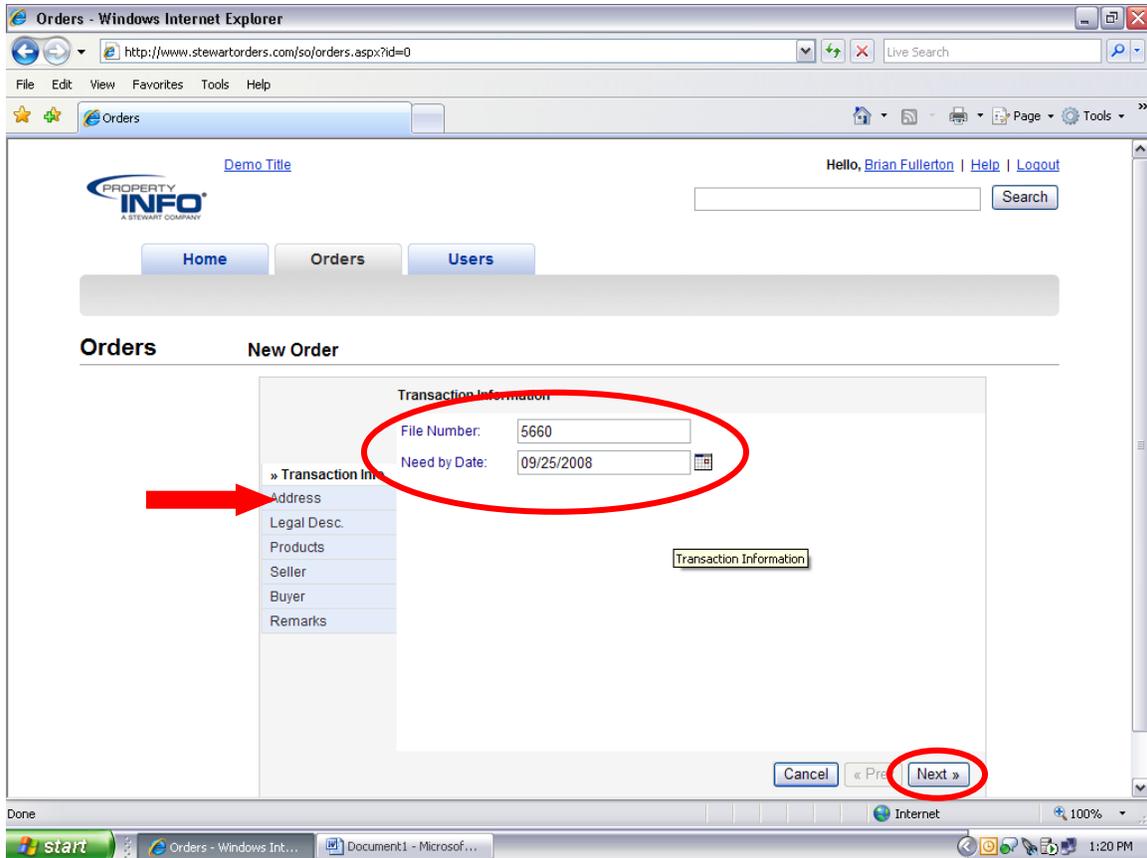
Click on the **Orders** Tab.



Most of your work will be managed from the Orders Tab. You will see a file tree on the left hand side of your screen. This will show you how many files you have that are in processing, completed, archived and so on. Your “active” files will be in the Processing Folder. To open a new order click on **Create a new order** in the upper right hand side of your screen.



Enter your file number exactly as it appears in your title production software. Enter the date you need the search back by in the Need by Date field. Or you may use the calendar provided to click on the date. Click **Next** or click on the **Address** field to move forward.



Fill in your street address, direction, street name and type. You can skip over City and State and go directly to zip code. Enter your zip code and click on **Set County**, this will auto fill your City/State and County. Then click on the **Verify Address** button, this will verify that this is a valid address. If you get back a **RED** verification error that means the property is either a new construction or that one or more components of the address have been typed incorrectly. Check your address and make any needed corrections and click verify address again. If you know the address to be correct but still do not get a verification you can continue on with submitting your order.

If your address is correct and verified you will get a **GREEN** message stating "Address Verified". The Save and Continue later button is available if you need to save the file but not yet submit it for a search. Click on the **Next** button or the **Legal Desc.** field to move to the next tab.

The screenshot shows a web browser window titled "Orders - Windows Internet Explorer" with the URL "http://www.stewartorders.com/so/orders.aspx?id=0". The page displays the "New Order" form for "Property Address". The form fields are as follows:

Street #:	434	Direction:	South
Street Name:	Foreland		
Street Type:	Street	Direction:	
Unit Type:		Unit #:	
City:	Abingdon		
State:	Maryland	Zip:	21009 Set county
County:	Harford		

Below the form, the "Verify Address" button is circled in red, and the text "Address Verified." is displayed in green. At the bottom of the form, the "Next" button is also circled in red. A "Save and continue later" button is located below the form. A red arrow points to the "Address" tab in the left sidebar, and another red arrow points to the "Save and continue later" button. The browser's taskbar shows the Start button and several open applications, including "Orders - Windows Ink...", "Document1 - Microsof...", and "Inbox - Microsoft Out...". The system clock shows 1:27 PM.

Use the Legal Description Field to fill in any information you may have on this piece of property. If this property exists in Stewart Prior Files any information contained in that system will return to these fields. Click on the **Next** button or the **Products** Field to move to the next tab.

The screenshot shows a web browser window titled "Orders - Windows Internet Explorer" with the URL "http://www.stewartorders.com/so/orders.aspx?id=0". The page displays the "INFO A STEWART COMPANY" logo and navigation tabs for "Home", "Orders", and "Users". The main content area is titled "Orders" and "New Order". A sidebar on the left contains a list of tabs: "Transaction Info.", "Address", "» Legal Desc.", "Products", "Seller", "Buyer", and "Remarks". A red arrow points to the "Legal Desc." tab. The main form is titled "Property Legal Description" and contains the following fields:

Property Type:	Town home
Subdivision:	CONSTANT FRIENDSHIP
Lot #:	411
Tax Parcel #:	
Map Book:	
Map Page:	
Square:	
Folio:	
Block:	
Section:	
Phase:	
Liber:	
Acreage:	

At the bottom of the form, there are buttons for "Cancel", "« Prev", "Next »", and "Finish". The "Next »" button is circled in red. Below the form is a "Save and continue later" button. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 1:28 PM.

From the list of options choose the product that you are ordering, you will see a price and description next to each product type. Please note: Pricing is based on the county/state in which your property is located. Click **Next** or the **Seller** field to move to the next tab.

The screenshot shows a web browser window titled "Orders - Windows Internet Explorer" with the URL "http://www.stewartorders.com/so/orders.aspx?id=0". The page features the "INFO A STEWART COMPANY" logo and navigation tabs for "Home", "Orders", and "Users". The main content area is titled "Orders" and "New Order". On the left, a sidebar menu includes "Transaction Info.", "Address", "Legal Desc.", "» Products", "Seller", "Buyer", and "Remarks". A red arrow points to the "» Products" menu item. The "Required Products" section is highlighted with a red box and contains the following items:

- Name / Entity Search(\$50.00)
- Commercial(\$0.00)
- Full Search (\$175.00)
- [Full Search] Search (\$150.00)
- Full Search
- UCC Search (\$40.00)
- Vesting Search (\$25.00)
- Current Owner Search (\$105.00)
- Judgment Index(\$10.00)
- Builder Base Search(\$600.00)

To the right of the product list is a "Full Search" description: "The Full Search includes up to a 60 Year Deed search, report of Open Mortgages and Judgments, Taxes - if readily available in your area and a Copy of Easements and Restrictions." At the bottom of the form, the "Next »" button is circled in red. Other buttons include "Cancel", "« Prev", and "Finish". A "Save and continue later" button is located below the form.

Enter the party name and use the check box if this party is a business. To add more than 4 parties click "Add Owner". To move to the next tab click the **Next** button or click on the **Buyer** Field.

The screenshot shows a web browser window titled "Orders - Windows Internet Explorer" with the URL <http://www.stewartorders.com/so/orders.aspx?id=0>. The page features the "INFO" logo and navigation tabs for "Home", "Orders", and "Users". The main content area is titled "Orders" and "New Order".

On the left side, there is a vertical menu with the following items: Transaction Info., Address, Legal Desc., Products, » Seller, Buyer, and Remarks. A red arrow points to the "Buyer" item.

The main form area is titled "Seller(s)/Property Owner(s)" and contains a "Full Name" section with four rows for "Owner 1" through "Owner 4". Each row has input fields for first and last names, a dropdown menu, and a checkbox labeled "Is Business". The "Owner 1" row is pre-filled with "Jennifer" and "Mosier". A red circle highlights the "Add Owner" link located below the "Owner 4" row.

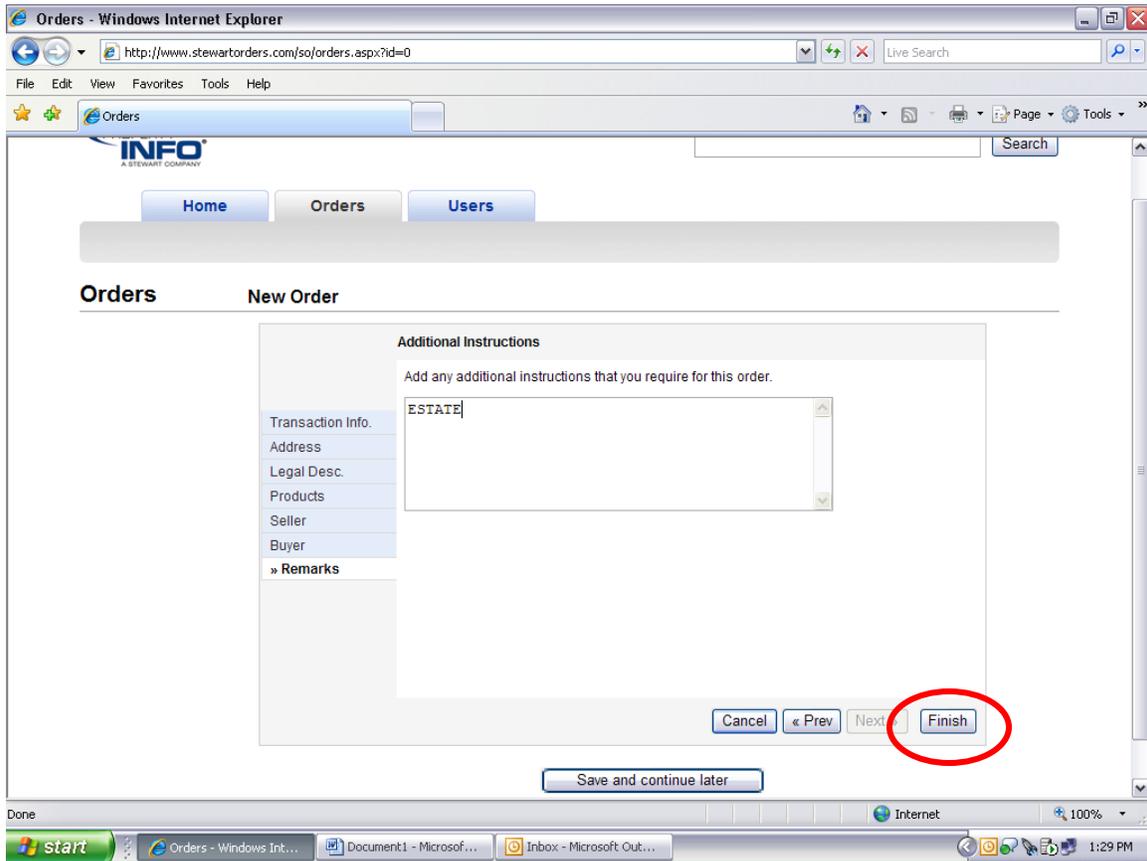
At the bottom of the form, there are buttons for "Cancel", "« Prev", "Next »", and "Finish". A red circle highlights the "Next »" button. Below these buttons is a "Save and continue later" button.

The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "1:28 PM".

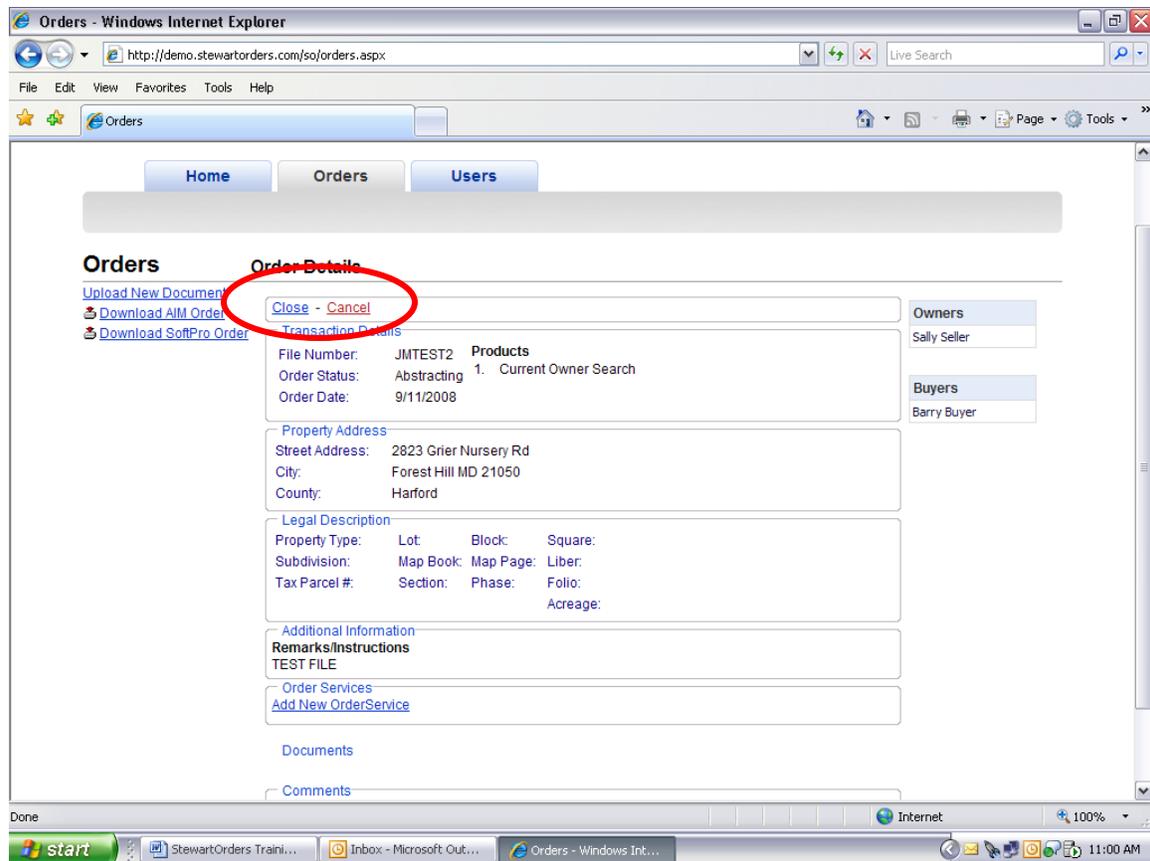
The Buyer Field functions the same as the Seller Field. Enter the party name, use the Is Business check box if your buyer is a business. The Buyer field also functions as the Borrower field if the transaction is a refinance. To add more than 4 parties click the "Add Buyer" link. Click **Next** to move to the Remarks Field.

The screenshot shows a web browser window titled "Orders - Windows Internet Explorer" with the URL <http://www.stewartorders.com/so/orders.aspx?id=0>. The page features a navigation menu with "Home", "Orders", and "Users" buttons. Below the menu, there are tabs for "Orders" and "New Order". The "New Order" section contains a "Buyer/Borrower(s)" form. The form has a "Full Name" section with four rows for "Buyer 1" through "Buyer 4". Each row includes input fields for first and last names, a dropdown menu, and a checkbox labeled "Is Business". The "Buyer 1" row is pre-filled with "Craig" and "Brown". A red arrow points to the "Buyer" tab in the left sidebar, and a red circle highlights the "Add Buyer" link below it. Another red circle highlights the "Next" button at the bottom of the form. A "Save and continue later" button is located below the form. The browser's taskbar at the bottom shows the Start button and several open applications, including "Orders - Windows Int...", "Document1 - Microsof...", and "Inbox - Microsoft Out...". The system clock shows 1:28 PM.

Use the Remarks Field to enter any comments you want to relay to our company. Click **Finish**, this sends your order in for processing.



This will bring up your Order Details page. At this point your order has been placed. You may choose to **Close** the order and move on to another file, or you can Cancel the order. You have 12 hours from the time the order is placed to cancel the order with no charge.



When your order is complete you will receive an email that looks like the one below:

Search Completed

File Number: T08068DM
Search: Full Search
Status: Search Completed

You can view the order details by clicking on the link below:

<http://www.stewartorders.com/so/orders.aspx?id=117>

You will click directly on the link this will take you to the StewartOrders login page. After logging in you will be taken to your completed order.

Your Order Details page will display. On the right hand side of the page you will see a link to LandTech, click this link.

The screenshot shows a web browser window titled "Order Details - Windows Internet Explorer". The address bar displays "http://demo.stewartorders.com/so/order/View.aspx?id=834". The page content includes a navigation menu with "Home", "Orders", "Accounting", "CRM", and "Tools". Below the menu, there are links for "Return to Orders", "Cancel", "Archive", "Request Update", and "Edit Title Search Report".

The main content area is divided into several sections:

- Transaction Details:**

File Number:	MTW1000	Customer:	Demo Title
Order Date:	4/2/2009 1:56:33 PM		509 Washington Avenue, Towson MD
Last Modified:	4/2/2009 1:58:31 PM	Phone:	
Order Status:	Product Complete		
Sales Amount:	\$600,000.00		
- Product Information:**

Product:	Full Search	Abstractor:	Demo Searchers
Order Date:	4/2/2009 12:00:00 AM	Keyer:	Demo Searchers
Status:	Product Complete	Reviewer:	PropertyInfo
- Property Address:**

Street Address:	650 Apollo Dr
City:	Freedom, PA 15042
County:	Beaver
- Loan Information:**

Loan Type:	
Loan Number:	1006830348
Loan Amount:	\$500,000.00
- Property Legal Description:**

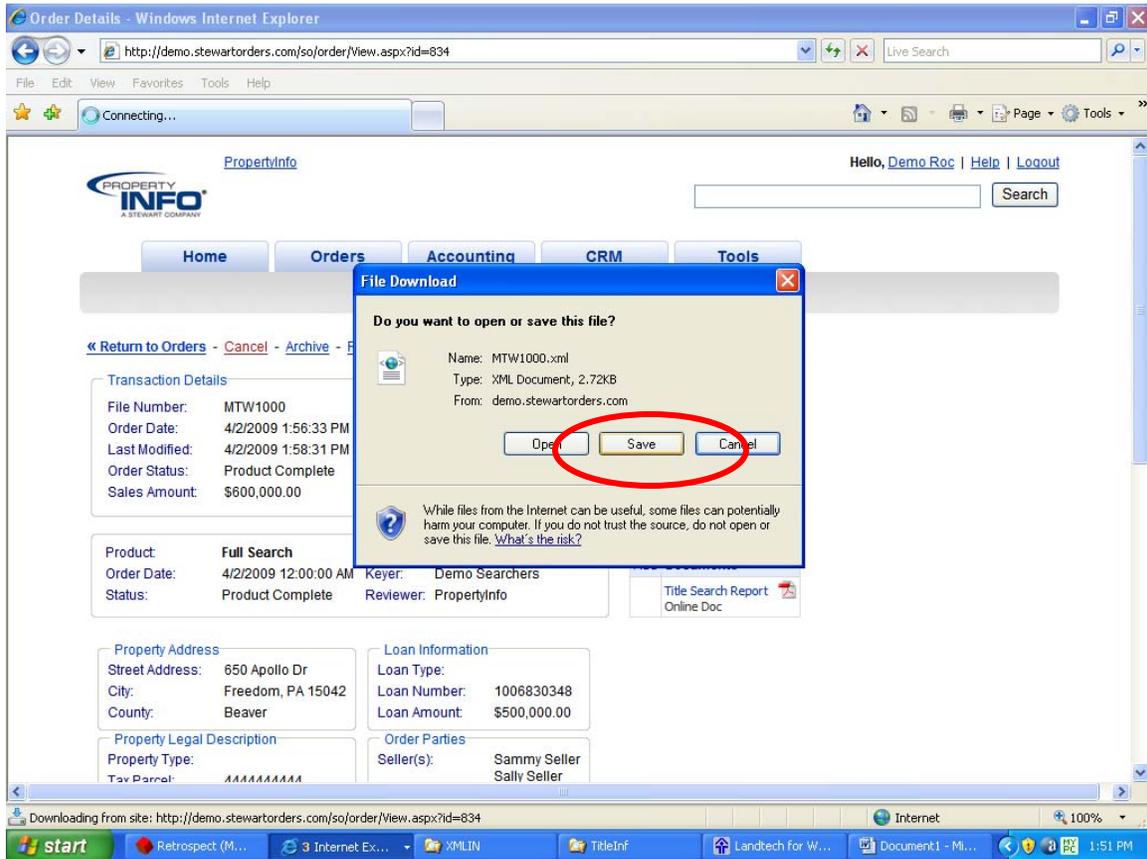
Property Type:	
Tax Parcel:	4444444444
- Order Parties:**

Seller(s):	Sammy Seller Sally Seller
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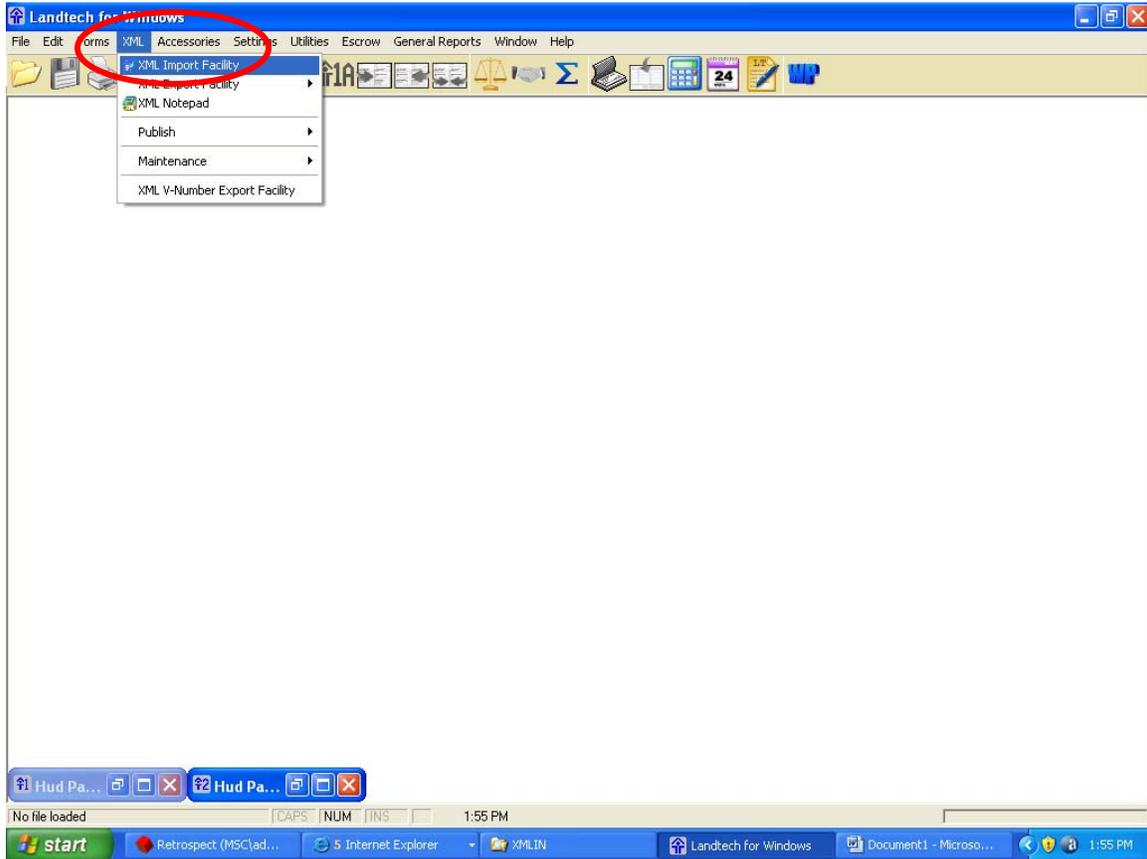
On the right side of the page, there is a list of links: "Upload Document", "Print View", "Order Invoice", "Title Search Report", "AIM/ATS", "StewartDocs", "SoftPro/PXI", "Order XML", "LandTech", and "Title Express". The "LandTech" link is circled in red.

At the bottom of the browser window, the taskbar shows several open applications: "Retrospect (M...", "Internet Ex...", "XMLIN", "TitleInf", "Landtech for W...", and "Document1 - Mi...". The system clock shows "1:50 PM".

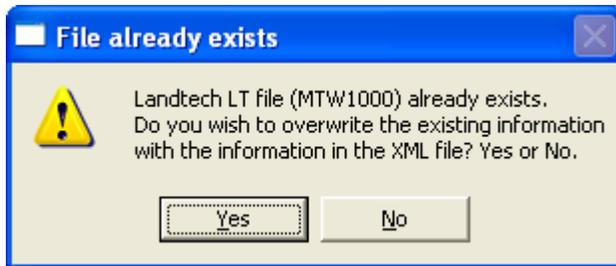
When the file download prompt appears click Save.



Open LandTech, close all open Landtech files. This choose the XML option from the top of your toolbar. Then click on the XML Import Facility.



If the file already exists you will receive this prompt. Click Yes to overwrite the existing file and import the StewartOrders data. If the file did not already exist within LandTech it will now be created.



Open the file within LandTech to verify information has imported. Click on the Gold Scale to view documents.

Landtech for Windows - [Hud Page 1: MTW1000.LT]

File Edit Forms XML Accessories Settings Utilities Escrow General Reports Window Help

U.S. Department of Housing and Urban Development
OMB Approval No. 2502-0265 (expires 11/30/2009)

A. Settlement Statement

B. Type of Loan

Conventional Loan Uninsured

6. File Number: MTW1000

7. Loan Number

8. Mortgage Insurance Case Number

C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for information purposes and are not included in the totals.

D. Name and Address of Borrower
Buyer/Bobby
Buyer/Bonita
650 Apollo Dr
Freedom, PA 15042

E. Name and Address of Seller
Seller/Sammy
Seller/Sally
650 Apollo Dr
Freedom, PA 15042

F. Name and Address of Lender
ABC Lending

G. Property Location
650 Apollo Dr
Freedom, PA 15042

H. Settlement Agent
Meridian Settlement Concepts, Inc.
Place of Settlement
1500 S. Edgewood Street
Suite 1100
Baltimore, MD 21227

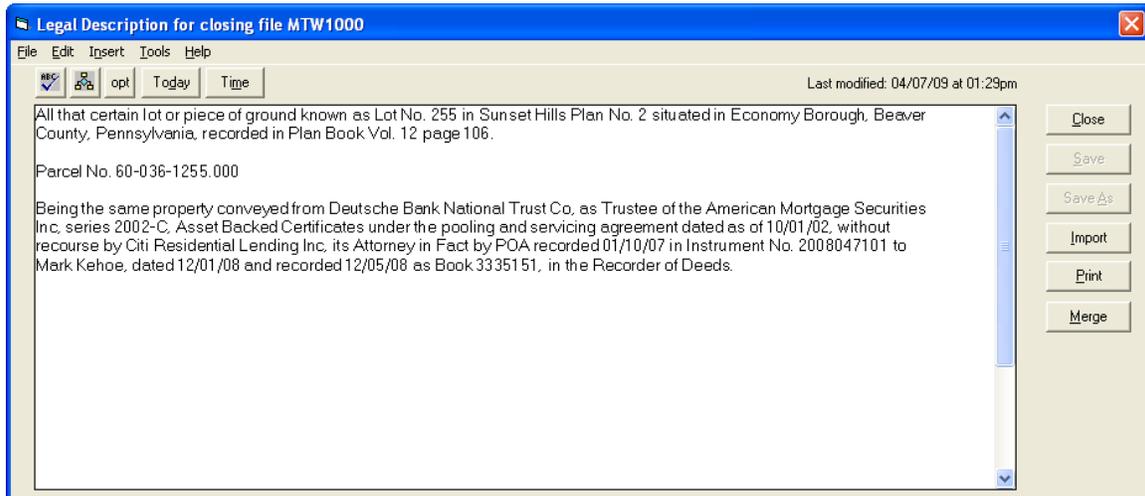
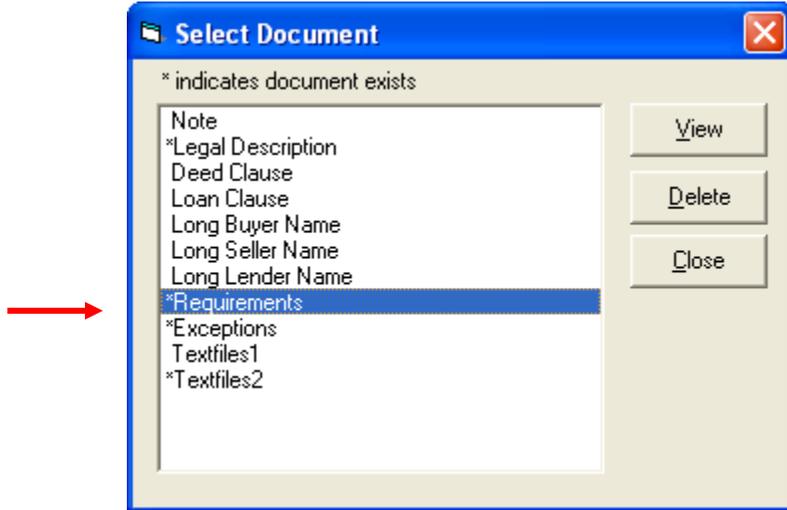
I. Settlement Date
04/07/09
DD: 04/07/09

J. SUMMARY OF BORROWER'S TRANSACTION:		K. SUMMARY OF SELLER'S TRANSACTION:	
100. GROSS AMOUNT DUE FROM BORROWER		400. GROSS AMOUNT DUE TO SELLER	
101. Contract sales price	600,000.00	401. Contract sales price	600,000.00
102. Personal property		402. Personal property	
103. Settlement charges to borrower (line 1400)	7,500.00	403.	
104.		404.	

File number | CAPS | NUM | INS | 2:00 PM

start | Retrospect (MSC)ad... | Internet Explorer | XMLIN | Landtech for Window... | Document1 - Microso... | 2:00 PM

The asterisk denote where data has imported.



We hope that this is helpful. Thank you for your orders!

Contact us:
PropertyInfo National Services
410-335-2744 x4
titlesearch@stewart.com