

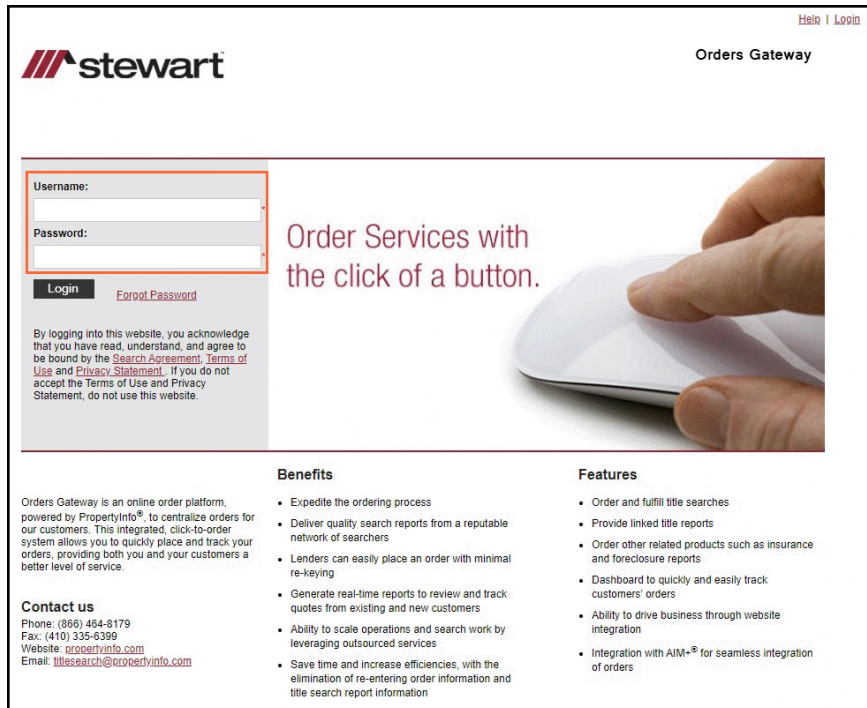
# Using the Orders Gateway SoftPro Integration

Use the steps below to navigate through integration features of Stewart Orders Gateway with SoftPro Standard/SoftPro Enterprise.

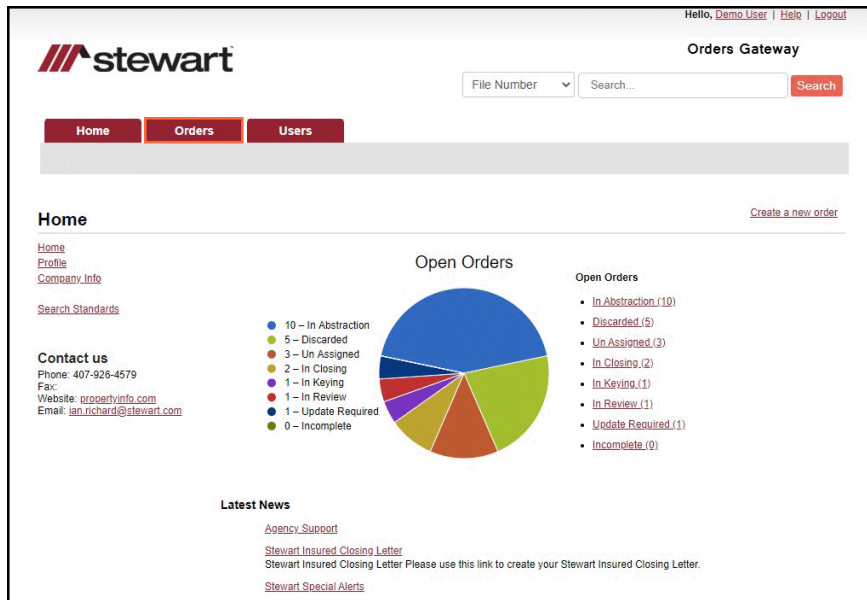
## Placing Orders in Stewart Orders Gateway

### Steps

- Using your credentials, log into your Stewart Orders Gateway home page.

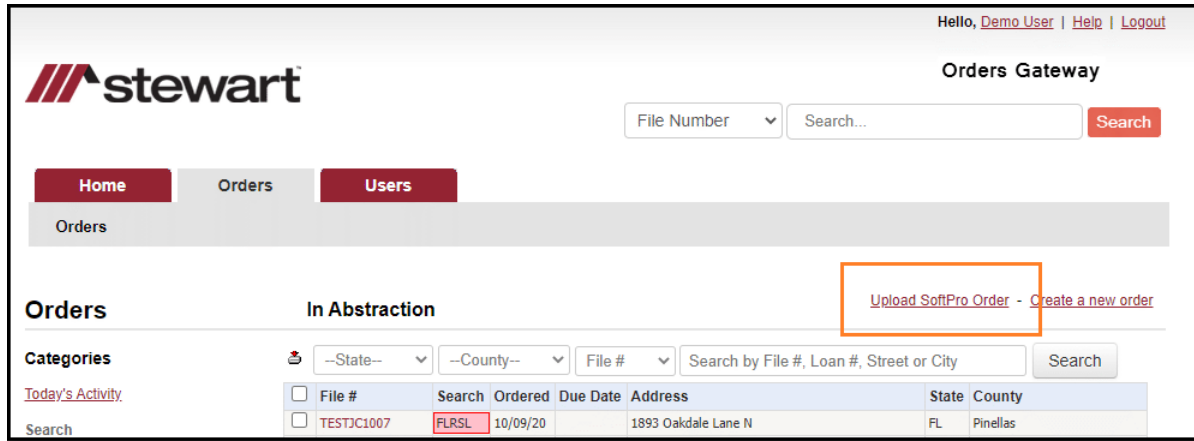


- From the Stewart Orders homepage, click the **Orders** tab.

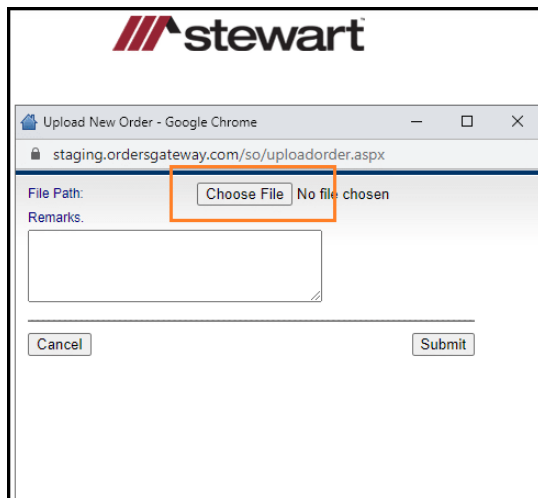


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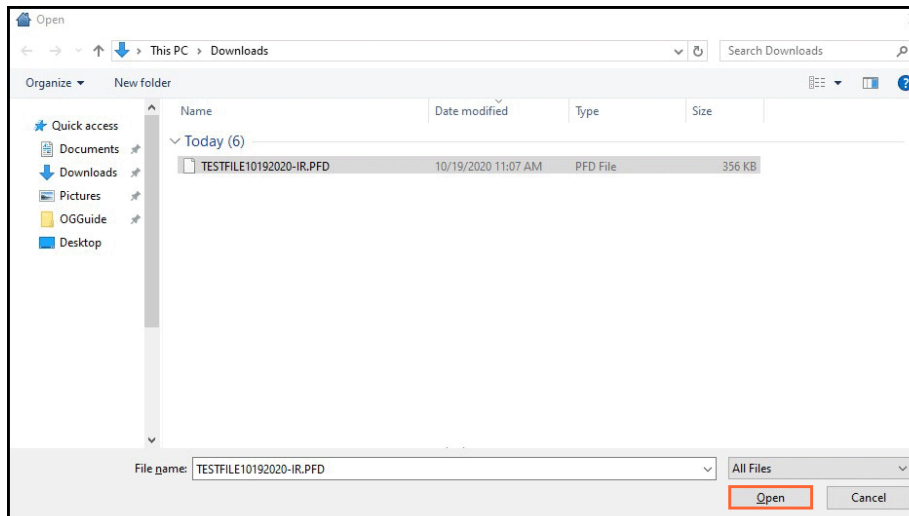
3. From the **Orders** tab, click the *Upload SoftPro Order* link.



4. Click the **Choose File** button to select the **SoftPro** file that you will be uploading.



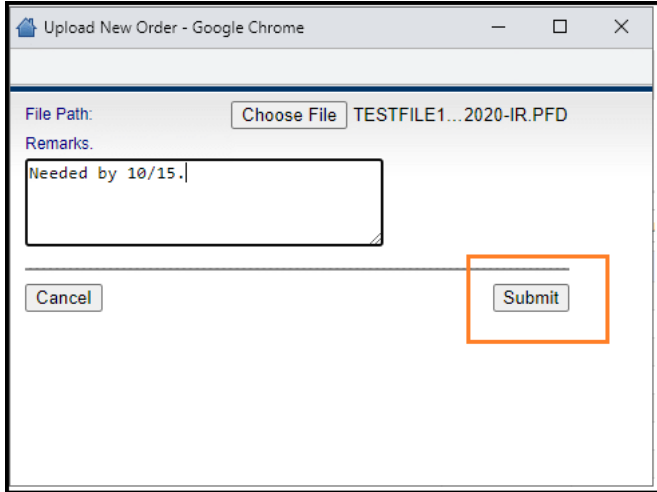
5. Locate your file on your system and click on the file number. Click **Open**.



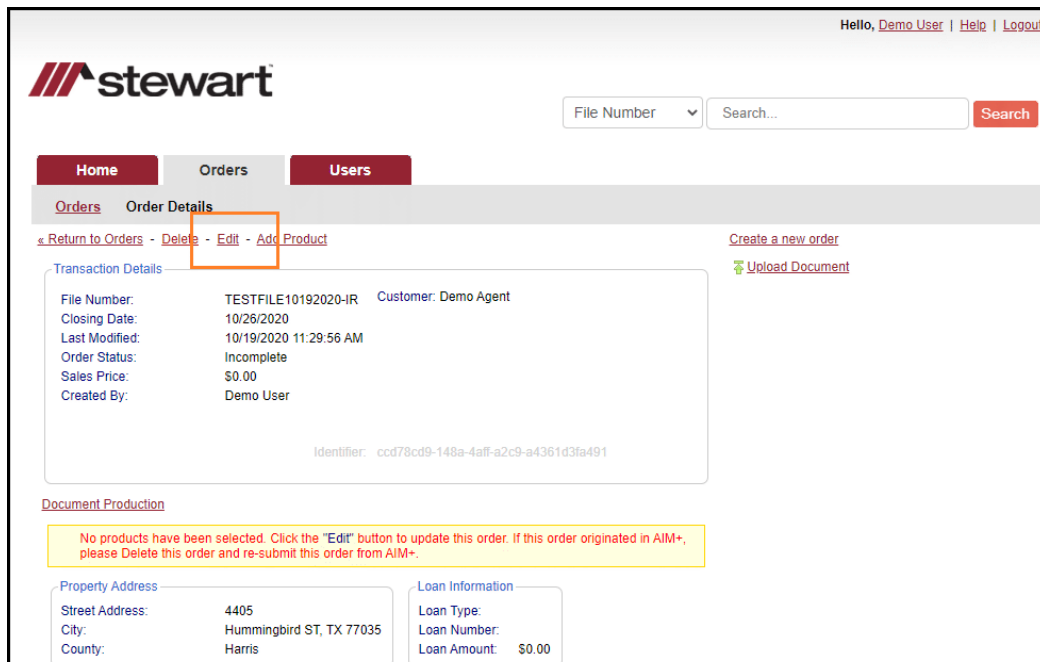
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6. Add any additional instructions or remarks in the *Remarks* section. Click **Submit**.

**Note:** If this file is urgent, you must call our office at 410-335-2744.

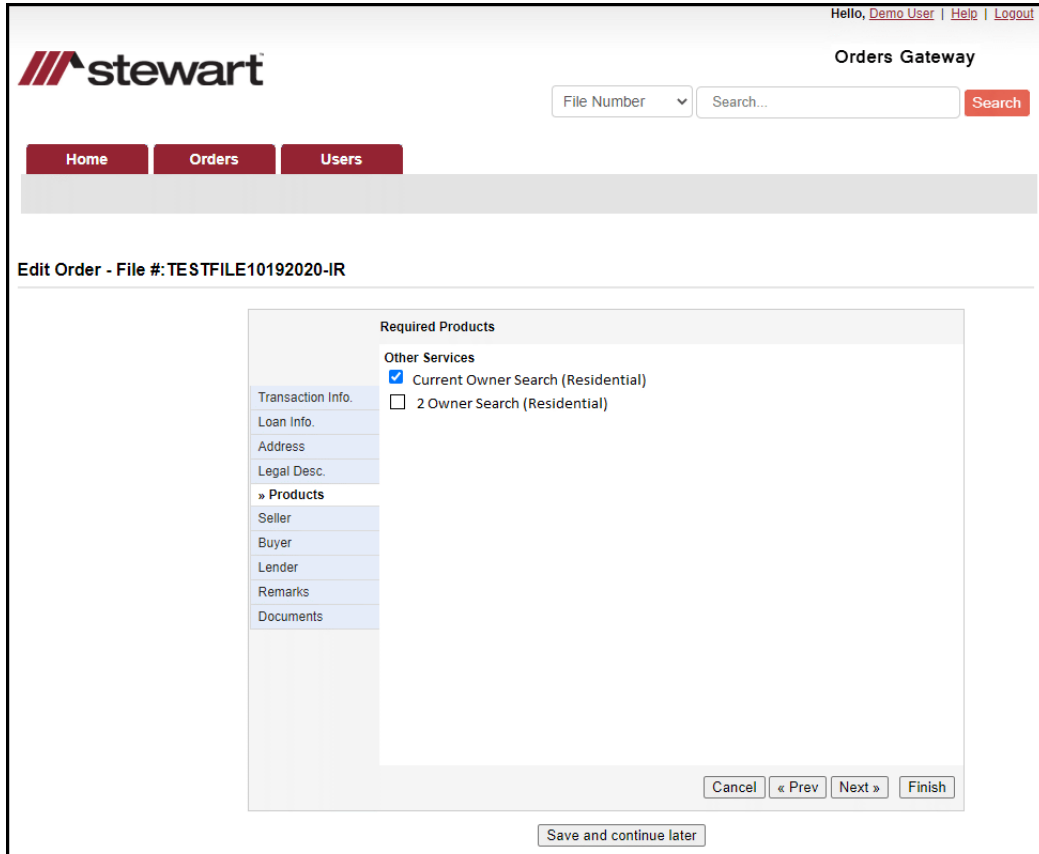


7. The *Order Details* screen displays. Click **Edit** to select the product you are ordering and verify the order information has uploaded correctly.

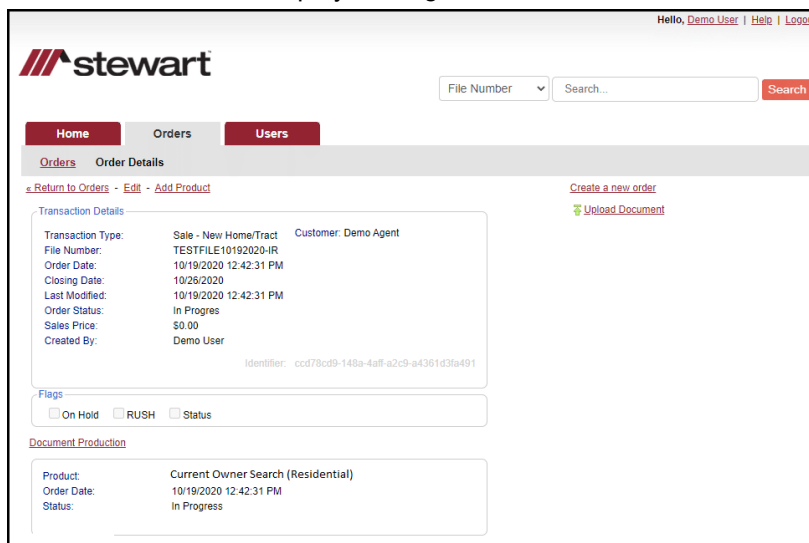


## Using the Orders Gateway SoftPro Integration

- The *Product* screen will allow you to view the description and pricing of each product. Select the desired checkbox, review each screen for accuracy and click **Finish**.



- The Order Status will display *In Progress* as the status once it has been submitted.



## Using the Orders Gateway SoftPro Integration

**Note:** When your order is complete you will receive an email in your inbox that contains a link, it will look like the example below.

### Search Completed

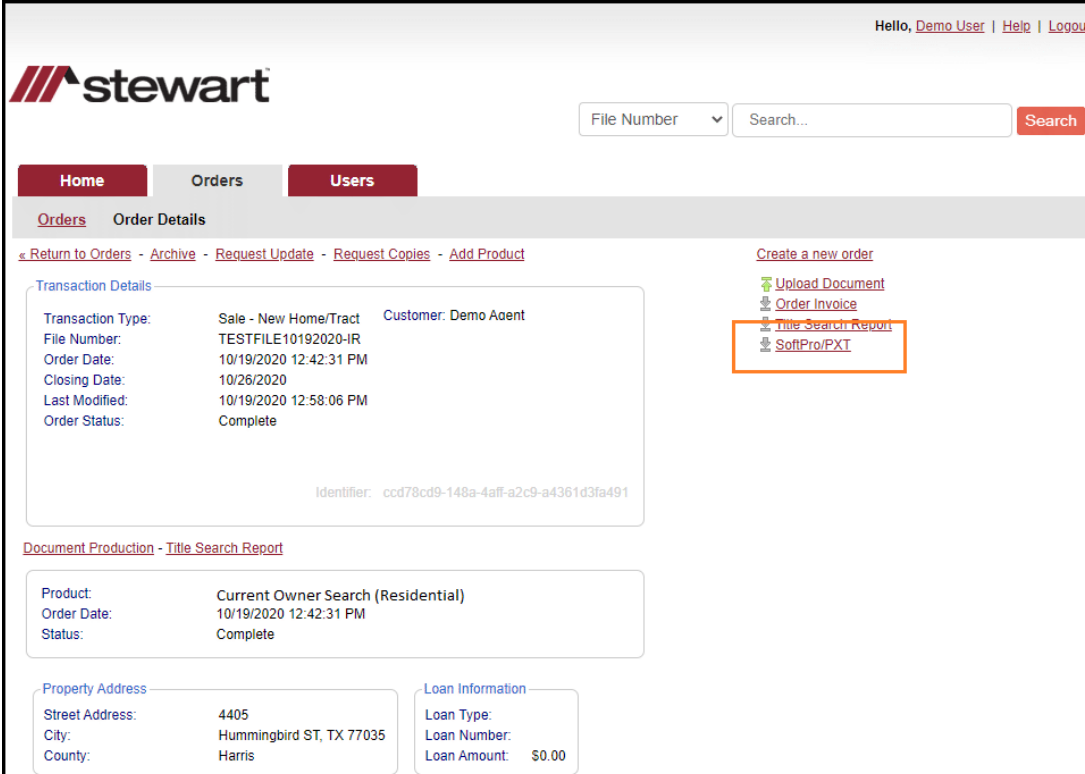
File Number: T08068DM  
 Search: Full Search  
 Status: Search Completed

## Overlaying Search Information

**Note:** You can view the order details by clicking the link below: <http://www.stewartorders.com/so/orders.aspx?id=117>.

### Steps

1. Use the link above to login to **StewartOrders**.
2. Under the *Orders* tab, click the **Download SoftPro Order** link.



The screenshot shows the StewartOrders web application interface. At the top right, it says "Hello, Demo User | Help | Logout". The Stewart logo is on the left. Below the logo is a search bar with a "File Number" dropdown and a "Search" button. There are three main navigation tabs: "Home", "Orders", and "Users". Under the "Orders" tab, there is a sub-tab for "Order Details".

Navigation links include: "Return to Orders", "Archive", "Request Update", "Request Copies", and "Add Product". On the right side, there are links for "Create a new order", "Upload Document", "Order Invoice", "Title Search Report" (highlighted with an orange box), and "SoftPro/PXT".

**Transaction Details:**

Transaction Type:	Sale - New Home/Tract	Customer: Demo Agent
File Number:	TESTFILE10192020-IR	
Order Date:	10/19/2020 12:42:31 PM	
Closing Date:	10/26/2020	
Last Modified:	10/19/2020 12:58:06 PM	
Order Status:	Complete	

Identifier: ccd78cd9-148a-4aff-a2c9-a4361d3fa491

**Document Production - Title Search Report**

Product:	Current Owner Search (Residential)
Order Date:	10/19/2020 12:42:31 PM
Status:	Complete

**Property Address**

Street Address:	4405
City:	Hummingbird ST, TX 77035
County:	Harris

**Loan Information**

Loan Type:	
Loan Number:	
Loan Amount:	\$0.00

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3. The *Acknowledgement* screen appears. 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.

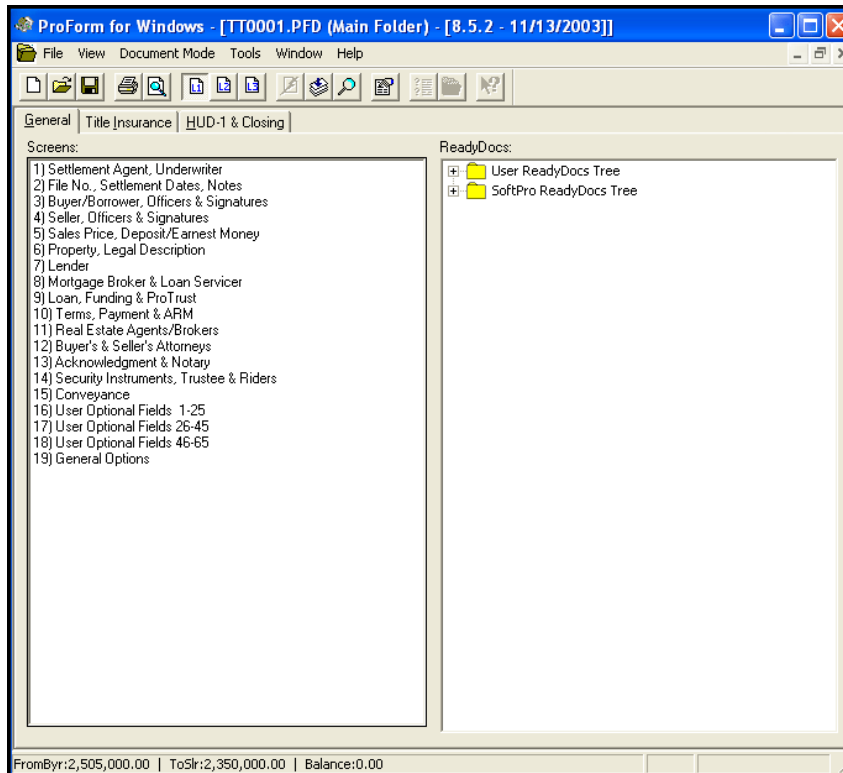
I acknowledge and accept the responsibility to examine the "Title Search Report" in accordance with the terms and conditions set forth in the Issuing Agency Agreement. I further acknowledge and agree that I am using this conversion package solely as a convenience in preparing these Policy Documents.

[ AGREE ] [ DISAGREE ]

4. The File will be saved to your downloads folder.

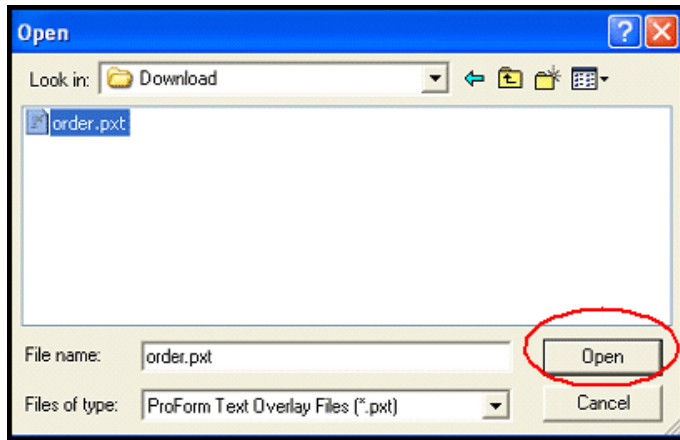


5. In SoftPro, under the *General* tab, select the file that needs an update.



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6. From the *File* menu, click **Overlay File/ Template** to overlay search information to the existing file.
7. Browse to the downloaded **.pxt** file from Stewart Orders Gateway. Change the *Files of type* to **ProForm Text Overlay Files**.
8. Select the **.pxt** you downloaded and click **Open**.



The search information is then merged into your SoftPro file. The following information is updated:

- Property Information
- Legal Description
- Derivation
- Buyers
- Sellers
- Matters of Record (Exception and Requirements)

