

Orders Gateway

User Guide

November 2020

For TitleWorkPlace (Agency) Users Only



Table of Contents

Introduction	3
Logging In	4
Navigating Orders Gateway	5
Using the Home Tab	5
Updating Your Profile	6
Updating Company Information	6
Viewing Search Standards	7
Using the Orders Tab	8
Searching for Orders	8
Using Advanced Search	10
Using the Users Tab	12
Creating an Order	13
Transaction Information	14
Loan Information	15
Property Address	16
Legal Description	17
Products	19
Seller	20
Buyer	21
Lender	22
Remarks	23
Completing the Order	24
Reviewing the Raw Title Search	24
Producing Ancillary Documents	27
Preparing the Commitment	30

Introduction

This document walks you through ordering a title search in **Orders Gateway**. Using **Orders Gateway**, you can order a title search, and then once the search is prepared, you can:

- Review the Raw Title Search
- Prepare Ancillary Documents
- Review the Title Search Report
- Prepare the Commitment

Logging In

You can log into Orders Gateway by either clicking the link emailed to you when a new order is received or by navigating to <https://ordersgateway.com>.

Use your login credentials to log in. Your screen should look like this:

[Help](#) | [Login](#)

 Orders Gateway

Username:

Password:

[Forgot Password](#)

By logging into this website, you acknowledge that you have read, understand, and agree to be bound by the [Search Agreement](#), [Terms of Use](#) and [Privacy Statement](#). If you do not accept the Terms of Use and Privacy Statement, do not use this website.



Order Services with
the click of a button.

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.

Contact us
Phone: (866) 464-8179
Fax: (410) 335-6399
Website: propertyinfo.com
Email: titlesearch@propertyinfo.com

Benefits

- Expedite the ordering process
- Deliver quality search reports from a reputable network of searchers
- Lenders can easily place an order with minimal re-keying
- Generate real-time reports to review and track quotes from existing and new customers
- Ability to scale operations and search work by leveraging outsourced services
- Save time and increase efficiencies, with the elimination of re-entering order information and title search report information

Features

- Order and fulfill title searches
- Provide linked title reports
- Order other related products such as insurance and foreclosure reports
- Dashboard to quickly and easily track customers' orders
- Ability to drive business through website integration
- Integration with AIM® for seamless integration of orders

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Orders Gateway User Guide

Navigating Orders Gateway

Once logged in, you can create new orders or view existing orders to complete the title search. Before using **Orders Gateway**, take some time to learn how to navigate through the various tabs and what options are available to you. When you log into **Orders Gateway** for the first time, notice three main tabs: *Home*, *Orders* and *Users*.

Using the Home Tab

Use the options within the *Home* tab to update your profile, company information, view state-specific search standards, access a coverage map detailing products, services and pricing available by location, and view open orders at-a-glance.

The screenshot shows the Stewart Orders Gateway Home tab. At the top right, it says "Hello, Demo User | Help | Logout". Below the Stewart logo is a search bar with a "File Number" dropdown, a "Search..." input field, and a "Search" button. There are three main navigation tabs: "Home", "Orders", and "Users". The "Home" tab is active. On the left side, there are links for "Home", "Profile", "Company Info", and "Search Standards". In the center, there is a pie chart titled "Open Orders" with a legend and a list of order statuses. The legend includes: 10 - In Abstraction (blue), 5 - Discarded (green), 2 - In Closing (orange), 2 - Un Assigned (yellow), 1 - In Keying (purple), 1 - In Review (red), 1 - Update Required (dark blue), and 0 - Incomplete (light green). The list of Open Orders includes: In Abstraction (10), Discarded (5), In Closing (2), Un Assigned (2), In Keying (1), In Review (1), Update Required (1), and Incomplete (0). Below the pie chart is a "Latest News" section with links for "Agency Support", "Stewart Insured Closing Letter" (with a sub-link to create a letter), and "Stewart Special Alerts". At the bottom, there is a footer with copyright information: "Technology provided by PropertyInfo Corp., a Stewart Company. © 2020 Stewart Title Guaranty Company. All rights reserved. Privacy Policy | Terms of Use. Trademarks are the property of their respective owners."

Updating Your Profile

Complete these steps to update your profile:

Steps

1. From the *Home* tab, locate the left menu and click **Profile**. The *Profile* screen displays.

The screenshot shows the Stewart Orders Gateway interface. At the top, there is a navigation bar with the Stewart logo, a search bar with a 'File Number' dropdown and a 'Search' button, and a user greeting 'Hello, DemoUser' with links for 'Help' and 'Logout'. Below the navigation bar are three tabs: 'Home', 'Orders', and 'Users'. The 'Home' tab is active. The main content area is titled 'Profile' and contains a table of user information: E-mail: DemoUser, Full Name: DemoUser, Is Active: Yes, and AIM+ User ID. There is a checkbox for 'User administrator?' which is unchecked. At the bottom of the profile section, there are links for 'Change Password' and 'Edit'. On the left side, there is a 'Home' section with links for 'Home', 'Profile', 'Company Info', and 'Search Standards'. Below that is a 'Contact us' section with fields for 'Phone:', 'Fax:', and 'Website: propertyinfo.com'. At the top right of the main content area, there are links for 'Upload SoftPro Order' and 'Create a new order'.

2. From this screen, you can:
 - Click **Change Password** to edit your password.
 - Click **Edit** to edit any additional profile information.

Updating Company Information

Complete these steps to update your company information:

Steps

1. From the *Home* tab, locate the left menu and click **Company Info**. The *Company Info* screen displays.

The screenshot shows the Stewart Orders Gateway interface. At the top, there is a navigation bar with the Stewart logo, a search bar with a 'File Number' dropdown and a 'Search' button, and a user greeting 'Hello, DemoUser' with links for 'Help' and 'Logout'. Below the navigation bar are three tabs: 'Home', 'Orders', and 'Users'. The 'Home' tab is active. The main content area is titled 'Company Info' and contains three sections: 'Company Identification', 'Address', and 'Notes & Contact'. The 'Company Identification' section has fields for 'Name: Demo Title', 'Alias: Demo Title', and 'Business Role: Customer'. The 'Address' section has fields for 'Street: 405 Williams Court', 'City: Middle River', and 'State: MD Zip: 21220'. The 'Notes & Contact' section has fields for 'Contact Name: Demo Title', 'Contact Email: Gordon.Jordan@DemoTitleCompany.com', 'Phone: 555 - 555 - 5555 ext 12345', and 'Fax: 555 - 555 - 5556'. There is a text area for 'Extra notes & comments' and an 'Edit' link at the bottom right. On the left side, there is a 'Home' section with links for 'Home', 'Profile', 'Company Info', and 'Search Standards'. Below that is a 'Contact us' section with fields for 'Phone:', 'Fax:', and 'Website: propertyinfo.com'. At the top right of the main content area, there are links for 'Upload SoftPro Order' and 'Create a new order'.

From this screen, you can view and edit company information. To edit, click **Edit**. The *Edit Company Info* screen displays.

2. Make any necessary changes, and then click **Update Company Details** to save.

Viewing Search Standards

Complete these steps to view search standards by state:

Steps

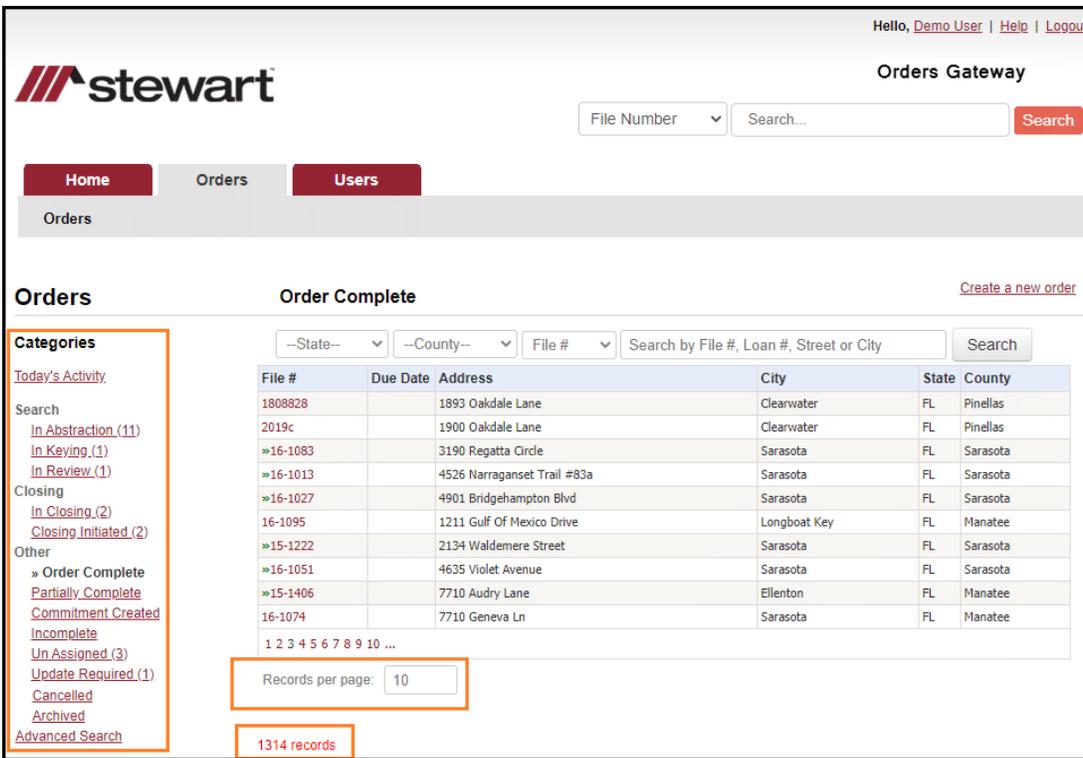
1. From the *Home* tab, locate the left menu and click **Search Standards**. The *State Search Standards* screen displays.

- To view search standards for a state, click the state link from the box located at the top of the screen.



Using the Orders Tab

Use the options within the *Orders* tab to easily navigate through all orders within a selected category and queue. Selecting a category displays all orders within the related queue. The number of records within the queue is listed at the bottom of the page. In addition, the *Total record count* and *Records per page* display.



Searching for Orders

Using the available search options, you can search for an order by category, or search all categories at once using the **Advanced Search** feature.

Tip: As a best practice, it is recommended that you use the **Advanced Search** feature to ensure finding the order you are looking for. This feature searches orders in all categories, queues no matter the status. For example, an order with an *In-Review* status may not display in the selected category or queue. The best way to locate an order with this status would be to use **Advanced Search**.

By Category

Complete these steps to search for an order by category:

Steps

1. With the *Orders* tab open, select the **category to search**. The related queue displays existing orders.

The screenshot shows the Stewart Orders Gateway interface. At the top, there is a navigation bar with the Stewart logo, a user greeting 'Hello, Demo User | Help | Logout', and the title 'Orders Gateway'. Below this is a search bar with a 'File Number' dropdown, a 'Search...' input field, and a 'Search' button. A secondary navigation bar contains 'Home', 'Orders', and 'Users' tabs, with 'Orders' being the active tab. The main content area is titled 'Orders' and includes a sub-section 'In Abstraction' with a 'Create a new order' link. Under 'Categories', there is a search filter with dropdowns for 'State' (set to 'FL') and 'County' (set to 'Hillsborough'), and a 'File #' dropdown. A search bar contains '09152020-3'. Below the search bar is a table with columns: File #, Search, Ordered, Due Date, Address, State, and County. The table contains one record: 09152020-3, FLRL, 09/15/20, 2509 Pine ST, FL, Hillsborough. To the left of the table is a list of categories with counts: In Abstraction (11), In Keying (1), In Review (1), Closing (1 record), In Closing (2), Closing Initiated (2), and Other (Order Complete, Partially Complete, Commitment Created, Incomplete, Un Assigned (3), Update Required (1), Archived (44), Original Archive (77), Discarded (5), Cancelled, Archived, Advanced Search).

2. If you know the state, county or file number, use the search feature displayed at the top of the queue to locate the order you want to find.

This screenshot is similar to the first one but highlights the search filters. An orange box is drawn around the search filter area, which includes the 'State' dropdown (set to 'Florida'), the 'County' dropdown (set to 'Hillsborough'), the 'File #' dropdown (set to '09152020-3'), and the 'Search' button. The rest of the interface, including the table and category list, is identical to the first screenshot.

- Click the drop-down arrow in the **first** field to select the state.
 - Click the drop-down in the **County** field to select the county.
 - Type the file number in the **File Number** field to search for a specific file number.
3. When finished, click **Go**. Search results matching the criteria entered display in the queue.

Note: Click a column header in the queue to sort data in both ascending and descending order.

Using Advanced Search

As a best practice, it is recommended that you use the **Advanced Search** feature to ensure finding the order you are looking for. This feature searches orders in all categories and queues no matter the status. For example, an order with an *In-Review* status may not display in the selected category or queue. The best way to locate an order with this status would be to use **Advanced Search**.

Complete these steps to search for an order using **Advanced Search**:

Steps

1. With the *Orders* tab open, click the **Advanced Search** link. Additional search options display.

- **State**—Click the drop-down arrow to display a list of state abbreviations. From the list, select the state you want to search.
 - **County**—Click the drop-down arrow to display a list of counties. From the list, select the county you want to search.
 - **File or Loan #**—Type the file or loan number you want to search for.
 - **Status**—Search for orders by status; click the drop-down arrow to display a list.
 - **Order Date**—Search for orders by date range; type the first date to search in the **From** field, and the last date in the **To** field.
 - **Party Name**—Search for orders by the name of a party included in the order; type the party name.
2. When finished, click **Search**. Search results matching the criteria entered display in the queue.

Note: Click a column header in the queue to sort data in both ascending and descending order.

Viewing Order Details

Once you have located the order you want to work with, you can view the order details.

Complete these steps to view the order details:

Steps

1. From the queue, click the **file number**. The *Order Details* screen displays.

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Orders Gateway

File Number Search... Search

Home Orders Users

Orders

Orders In Abstraction [Create a new order](#)

Categories

Today's Activity

Search

File # Search Ordered Due Date Address State County

File #	Search	Ordered	Due Date	Address	State	County
09152020-3	FLRL	09/15/20		2509 Pine ST	FL	Hillsborough

Records per page: 10

Show: Date Ordered Need By Date

1 record

Order Complete
Partially Complete
Commitment Created
Incomplete
Un Assigned (3)
Update Required (1)
Archived (44)
Original Archive (77)
Discarded (5)
Cancelled
Archived
Advanced Search

Hello, Demo User | [Help](#) | [Logout](#)

2. Use the options within the screen to view the order details.

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Orders Gateway

File Number Search... Search

Home Orders Users

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

File Number: 09152020-3

Order Date: 9/15/2020 11:50:00 AM

Need by Date: 9/16/2020 10/13/2020 8:20:21 AM

Last Modified: 9/16/2020 8:20:21 AM

Order Status: Complete

Sales Price: \$0.00

Created By: Ian Richard

Customer: Sarasota Title Services Inc. (C.P.)
3380 Magic Oak Lane SARASOTA, FL
Contact: Lill Denham, Janet McGovern, Kyra Johnson
Email: Magdalena.lovacchini@stewart.com; ian.richard@stewart.com; jessica.charmatz@stewart.com
Phone: 941-954-8881

RPC: PropertyInfo Title Search Services
Email: Magdalena.lovacchini@stewart.com
Phone: 407-926-4579

Identifier: e64689bb-cdd9-4b1c-9642-b8a32be15d0d

[Upload Document](#)

Title Search Report

Product: FL RES Refinance Loan

Order Date: 9/15/2020 11:50:00 AM

Status: Complete

Hello, Demo User | [Help](#) | [Logout](#)

3. When finished, click **Return to Orders**.

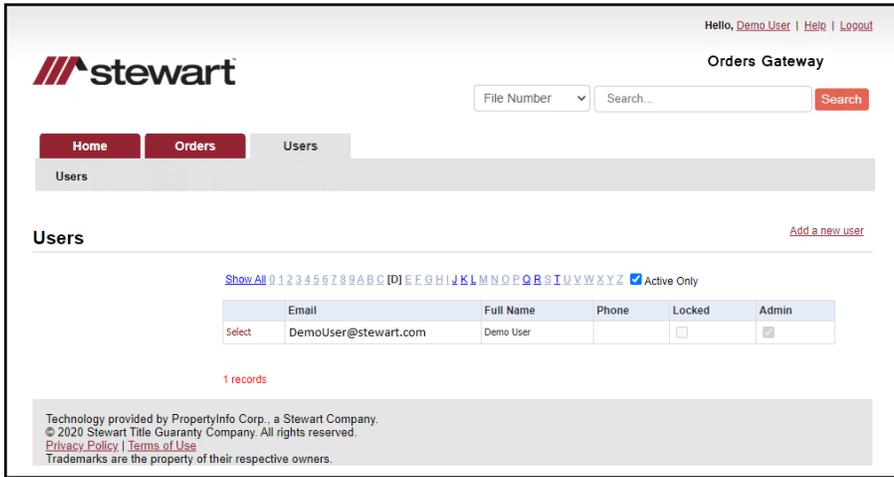
Using the Users Tab

Use this tab to list all users by company. You can search for a user and view or edit their information.

Complete these steps to view or edit user information:

Steps

1. From the tab list, click **Users**. The Users screen displays.



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Orders Gateway

File Number Search Search

Home Orders Users

Users

Users [Add a new user](#)

Show All 0 1 2 3 4 5 6 7 8 9 A B C [D] E F G H I J K L M N O P Q R S T U V W X Y Z Active Only

Select	Email	Full Name	Phone	Locked	Admin
<input type="checkbox"/>	DemoUser@stewart.com	Demo User		<input type="checkbox"/>	<input checked="" type="checkbox"/>

1 records

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2. You can:
 - Search for a user by name or number. Select a **letter or number** from the top menu.
 - Edit user information by clicking **Select** to the left of the username.

Creating an Order

When you are ready to order a title search, a new order must be created. Once the order is created, you can submit it to your designated **Regional Production Center (RPC)**. The **RPC** performs the initial title search and returns it to you in the form of an email link.

Note: Most information requested on the New Order screens is *optional* and not required to complete an order. However, it is best to enter as much information as possible to return a successful search. To help you distinguish which fields require entry and which do not, required fields are marked with a **red asterisk (*)** in this document. Look for these fields as you complete the steps to create a new order.

Complete these steps to create a new order:

Steps

1. Log into **Orders Gateway**. The *Home* tab displays.

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Orders Gateway

File Number Search... Search

Home Orders Users

Home [Create a new order](#)

[Home](#)
[Profile](#)
[Company Info](#)
[Search Standards](#)

Open Orders

- 10 - In Abstraction
- 5 - Discarded
- 3 - Un Assigned
- 2 - In Closing
- 1 - In Keying
- 1 - In Review
- 1 - Update Required
- 0 - Incomplete

Open Orders

- [In Abstraction \(10\)](#)
- [Discarded \(5\)](#)
- [Un Assigned \(3\)](#)
- [In Closing \(2\)](#)
- [In Keying \(1\)](#)
- [In Review \(1\)](#)
- [Update Required \(1\)](#)
- [Incomplete \(0\)](#)

Latest News

[Agency Support](#)
[Stewart Insured Closing Letter](#)
Stewart Insured Closing Letter Please use this link to create your Stewart Insured Closing Letter.
[Stewart Special Alerts](#)

2. With the *Home* tab open, click **Create a new order**. The *New Order* page displays.

3. Create a new order by completing the requested information. Notice new order information is divided into various sections. By default, the *Transaction Information* is requested first. Complete this section.

Transaction Information

The screenshot shows the Stewart Orders Gateway interface. At the top right, it says "Hello, Demo User | Help | Logout". Below that is the "Orders Gateway" title. There is a search bar with a "File Number" dropdown and a "Search" button. A navigation bar contains "Home", "Orders", and "Users" buttons. The main content area is titled "New Order" and contains a "Transaction Information" form. The form has a sidebar menu with options: "» Transaction Info.", "Loan Info.", "Address", "Legal Desc.", "Products", "Seller", "Buyer", "Lender", "Remarks", and "Documents". The "Transaction Information" section includes a "Transaction Type" dropdown menu set to "Resale - Contract of Sale", a "File Number" text box containing "10142020-5", and a "Need by Date" text box containing "10/30/2020". At the bottom of the form are buttons for "Cancel", "« Prev", "Next »", and "Finish". Below the form is a "Save and continue later" button.

- **Transaction Type**—Defaults to **Resale-Contract of Sale**. If needed, click the drop-down arrow to display a list of other options.
- **File Number ***—Type the file number.
- **Need by Date**—Enter the date the search is needed by. You can type the date or click the **Calendar** icon to display an electronic calendar. Use the calendar to select a date.

4. To continue, click **Loan Info** from the left navigation menu, or **Next** to enter the loan information.

Loan Information

The screenshot shows the Stewart Orders Gateway interface. At the top right, it says "Hello, Demo User | Help | Logout". Below that is the "Orders Gateway" header. A search bar contains "File Number" and "Search...". A navigation bar has "Home", "Orders", and "Users" buttons. The main content area is titled "New Order" and contains a "Loan Information" form. The form has a left-hand navigation menu with options: Transaction Info., » Loan Info., Address, Legal Desc., Products, Seller, Buyer, Lender, Remarks, and Documents. The "Loan Information" section includes: Loan Type: Purchase (dropdown), Loan Number: 10142020-1, Loan Amount: 250000.00, and Sales Price: 275000.00. At the bottom of the form are buttons for "Cancel", "« Prev", "Next »", and "Finish". Below the form is a "Save and continue later" button.

- **Loan Type**—Click the drop-down arrow to select the loan type.
- **Loan Number**—Type the loan number.
- **Loan Amount**—Type the loan amount in dollars and cents.
- **Sales Price**—Type the sales price in dollars and cents.

- To continue, click **Address** from the left navigation menu or **Next** to enter the address.

Property Address

The screenshot shows the 'Property Address' form in the Stewart Orders Gateway. The form is titled 'Property Address' and is part of a 'New Order' process. The form includes a navigation menu on the left with 'Address' selected. The form fields include: Street # (From: 4408, To: [empty]), Street Name (Hummingbird), Street Type (St), Unit Type ([empty]), City (Houston), State (Texas), County (Harris), and Zip (77035). There are 'Verify Address' and 'Set county' buttons. A 'Save and continue later' button is at the bottom. The top of the page shows the Stewart logo, 'Orders Gateway', and user information.

- **Street #/From/To**—Define the number range to search for street number. Type the beginning number in the **From** field, and the ending number in the **To** field.
- **Direction**—If applicable, select the street direction. Click the drop-down arrow to display a list.
- **Street Name**—Type the street name.
- **Street Type**—Select the street type. Click the drop-down arrow to display a list.
- **Direction**—If applicable, select the street direction. Click the drop-down arrow to display a list.
- **Unit Type**—If applicable, select the unit type. Click the drop-down arrow to display a list.
- **Unit #**—If applicable, type the identifying unit number.
- **City**—Type the name of the city where the property is located or type the zip code to automatically populate this field.
- **State ***—This field is required to view a list of available products (on the **Products** page). Type the name of the state where the property is located or type the zip code to automatically populate this field.
- **Zip/Set county**—Type the zip code where the property is located, then click **Set County** to automatically populate the County based on the zip code or you can select the county name from the County field. Typing the zip code automatically populates the **City** and **State** fields.
- **County ***—This field is required to view a list of available products (on the **Products** page). Select the county where the property is located. Click the drop-down arrow to display a list.
- **Verify Address**—Click to verify the address.



Note

It is important to always verify the property address. Make sure to click **Verify Address** before continuing to Step 6. Once the address is verified, the **Address Verified** text displays in green.

Property Address	
Transaction Info.	Street #: From: <input type="text" value="4408"/> To: <input type="text"/> Direction: <input type="text"/>
Loan Info.	Street Name: <input type="text" value="Hummingbird"/>
» Address	Street Type: <input type="text" value="St"/> Direction: <input type="text"/>
Legal Desc.	Unit Type: <input type="text"/> Unit #: <input type="text"/>
Products	City: <input type="text" value="Houston"/>
Seller	State: <input type="text" value="Texas"/> Zip: <input type="text" value="77035"/> Set county.
Buyer	County: <input type="text" value="Harris"/>
Lender	<input type="button" value="Verify Address"/> <input type="text" value="Address Verified."/>
Remarks	
Documents	

6. To continue, click **Legal Description** or **Next** to enter the property's legal description.

Legal Description

Hello, [Demo User](#) | [Help](#) | [Logout](#)

Orders Gateway

Home
Orders
Users

New Order

Property Legal Description

Property Type:	<input type="text" value="Commercial/Industrial"/>	
Subdivision:	<input type="text" value="POST OAK EMBASSY"/>	Lot: <input type="text"/>
Tax Parcel #:	<input type="text" value="123"/>	Block: <input type="text" value="2"/>
Map Book:	<input type="text" value="456"/>	Section: <input type="text" value="789"/>
Map Page:	<input type="text" value="2"/>	Phase: <input type="text" value="3"/>
Square:	<input type="text" value="1"/>	Liber: <input type="text" value="3"/>
Folio:	<input type="text" value="256"/>	Acres: <input type="text"/>
Property PIN:	<input type="text"/>	Building: <input type="text"/>
Town/Tax Authority:	<input type="text" value="Houston"/>	
Township #:	<input type="text"/>	Range #: <input type="text"/>
Instrument #:	<input type="text"/>	Abstract #: <input type="text"/>
Recording Date:	<input type="text"/>	Quarter: <input type="text" value="10"/>
Volume:	<input type="text"/>	



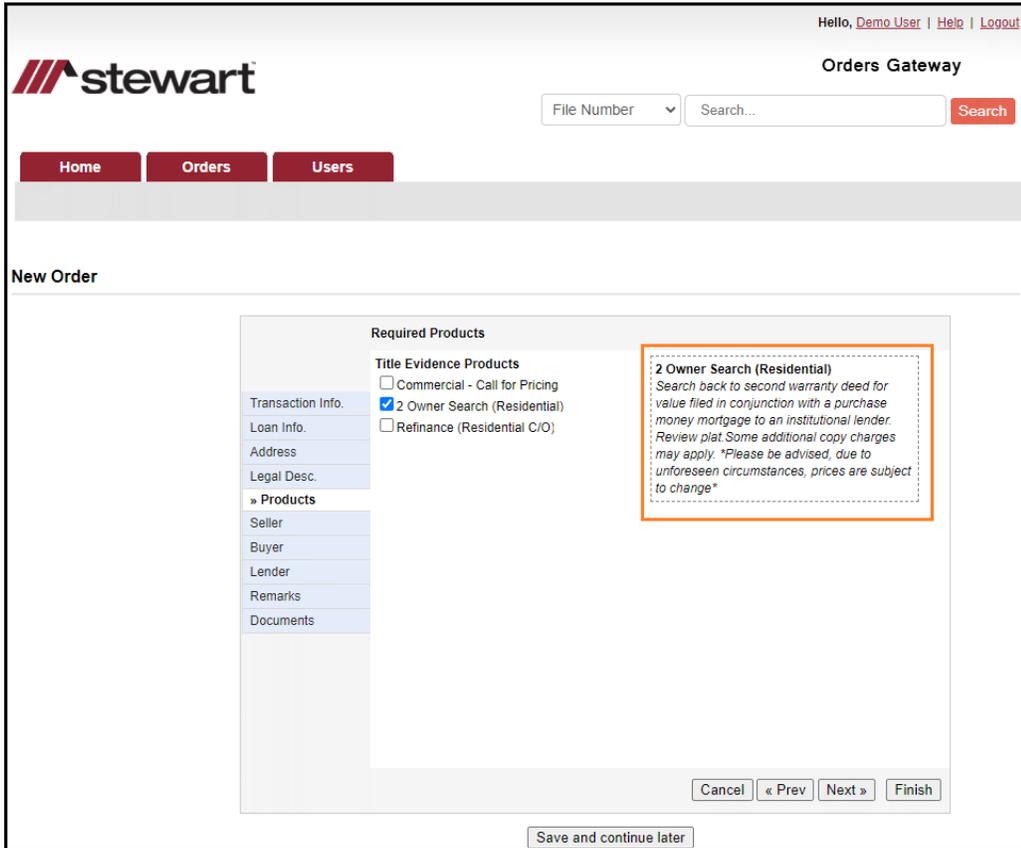
Note

Notice the **Subdivision** name defaults based on the address information entered.

- **Property Type**—Select the property type. Click the drop-down arrow to display a list.
- **Subdivision/Lot**—Notice the subdivision name automatically displays based on the address information entered in the previous **Address** section. If applicable, type the identifying lot number.
- **Tax Parcel #/Block**—Type the parcel and block numbers where this property is located.
- **Map Book/Section**—Type the map book and section numbers where this property is located.
- **Map Page/Phase**—Type the map page and phase numbers where this property is located.
- **Square/Liber**—Type the square and liber numbers where this property is located.
- **Folio/Acres**—Type the identifying folio name or number, as well as, the number of acreage this property may occupy.
- **Town/Tax Authority**—Type the name of the town or tax authority who governs taxes in the area where the property is located.

7. To continue, click **Products** from the left navigation menu or **Next** if you want to purchase additional products along with the order. Since products are listed by state, the property's state and county must be selected on the **Address** page to view a list of available products.

Products



The screenshot shows the Stewart Orders Gateway interface. At the top right, it says "Hello, Demo User | Help | Logout". Below the Stewart logo is the "Orders Gateway" header. There are navigation buttons for "Home", "Orders", and "Users". A search bar with "File Number" and "Search..." is present. The main content area is titled "New Order" and contains a "Required Products" section. Under "Title Evidence Products", the following options are listed:

- Commercial - Call for Pricing
- 2 Owner Search (Residential)
- Refinance (Residential C/O)

The "2 Owner Search (Residential)" product is highlighted, and a tooltip displays its description:

2 Owner Search (Residential)
Search back to second warranty deed for value filed in conjunction with a purchase money mortgage to an institutional lender. Review plat. Some additional copy charges may apply. *Please be advised, due to unforeseen circumstances, prices are subject to change*

At the bottom of the product list, there are buttons for "Cancel", "« Prev", "Next »", and "Finish". A "Save and continue later" button is located at the bottom center of the page.



Note

Hover your mouse over any product to view a detailed product description. Notice the description displays in the space to the right of the product list.

8. To continue, click **Seller** from the left navigation menu or **Next** if you want to enter the seller's information.

Seller

Home | Hello, Demo User | Help | Logout

stewart

Orders Gateway

File Number Search... Search

Home Orders Users

New Order

Seller(s)/Property Owner(s)

	First	Middle	Last		<input type="checkbox"/> Business/Trust
Seller 1:	Sam	M	Jones	Jr.	<input type="checkbox"/>
Seller 2:	Sally	K	Jones		<input type="checkbox"/>
Seller 3:					<input type="checkbox"/>
Seller 4:					<input type="checkbox"/>

[Add Seller](#)

Cancel « Prev Next » Finish

Save and continue later

- **Seller 1** through **Seller 4**—Type the seller's full name; including their first name, middle initial and last name. Select any applicable suffix; for example, Jr., Sr., CPA or Ph.D.
- **Is Business**— If the seller is a business, then select the **Is Business** check box. Selecting this option removes the first, middle and last name fields and replaces them with a single field used to type the business name.
- **Add Seller**—If more than four sellers exist, click **Add Seller** to display additional fields. Use these fields to type any additional seller names.

- To continue, click **Buyer** from the left navigation menu or **Next** if you want to enter the buyer's information.

Buyer

stewart Orders Gateway

File Number Search... Search

Home Orders Users

New Order

Buyer/Borrower(s)

	First	Middle	Last		Business/Trust
Transaction Info.	Buyer 1: John		Jacobs		<input type="checkbox"/>
Loan Info.	Buyer 2: Jessica	A	Jacobs	CPA	<input type="checkbox"/>
Address	Buyer 3:				<input type="checkbox"/>
Legal Desc.	Buyer 4:				<input type="checkbox"/>

[Add Buyer](#)

» Buyer

Lender

Remarks

Documents

Cancel « Prev Next » Finish

Save and continue later

- Buyer 1** through **Buyer 4**—Type the buyer's full name; including their first name, middle initial and last name. Select any applicable suffix; for example, Jr., Sr., CPA or Ph.D.
- Is Business**— If the buyer is a business, then select the **Is Business** check box. Selecting this option removes the first, middle and last name fields and replaces them with a single field used to type the business name.
- Add Buyer**—If more than four buyers exist, click **Add Buyer** to display additional fields. Use these fields to type any additional buyer names.

10. To continue, click **Lender** from the left navigation menu or **Next** if you want to enter the lender's information.

Lender

stewart
Orders Gateway

File Number Search... Search

Home Orders Users

New Order

Lender(s)

Full Name

Lender 1: USAA Business/Trust

Lender 2: Business/Trust

Lender 3: Business/Trust

Lender 4: Business/Trust

[Add Lender](#)

Cancel « Prev Next » Finish

Save and continue later

- **Lender 1** through **Lender 4**—Type the lender's full name. If the lender is an individual, clear the **Is Business** check box and type the lender's full name including their first name, middle initial, and last name. Select any applicable suffix; for example, Jr., Sr., CPA or Ph.D.
- **Is Business**—By default, this option is selected. If the lender is not a business, select this check box to clear the option. Selecting this option adds fields to enter an individual's first, middle and last names.
- **Add Lender**—If more than four lenders exist, click **Add Lender** to display additional fields. Use these fields to type any additional lender names.

11. To continue, click **Remarks** from the left navigation menu or **Next** if you want to enter any additional remarks or comments about the search.

Remarks

The screenshot shows the Stewart Orders Gateway interface. At the top right, it says "Hello, Demo User | Help | Logout". The Stewart logo is on the top left. Below the logo is a search bar with a "File Number" dropdown, a "Search..." input field, and a "Search" button. A navigation bar contains "Home", "Orders", and "Users" buttons. The main content area is titled "New Order" and contains a form with a sidebar menu on the left. The sidebar menu includes: Transaction Info., Loan Info., Address, Legal Desc., Products, Seller, Buyer, Lender, » Remarks (highlighted), and Documents. The main form area is titled "Additional Information" and contains two input fields: "Additional Notification Emails" with the value "samjone@abc.com" and "Add any additional instructions that you require for this order" with the text "Note: Prior policy uploaded." At the bottom of the form are buttons for "Cancel", "« Prev", "Next »", and "Finish". Below the form is a "Save and continue later" button.

- **Additional Notification Emails**—If someone outside of the designated notification recipient should receive notice this order is completed, type the person’s email address.
 - **Add any additional instructions that you require for this order**—Type any additional notes, or comments regarding this order. For example, “Wife deceased” or “Uploaded Prior Policy.” Do not add instructions such as “Rush or Urgent.”
12. When complete, click **Finish**. The order is created and sent to your designated Regional Production Center (RPC). The RPC completes their work and sends you an email notification with a link to the file in Orders Gateway.

Completing the Order

When the **Regional Production Center (RPC)** completes the title search, an email notification is sent to you with a link to access the order in **Orders Gateway**.

From **Orders Gateway** you can:

- Review the Raw Title Search
- Prepare Ancillary documents
- Review the Title Search Report
- Prepare the Commitment

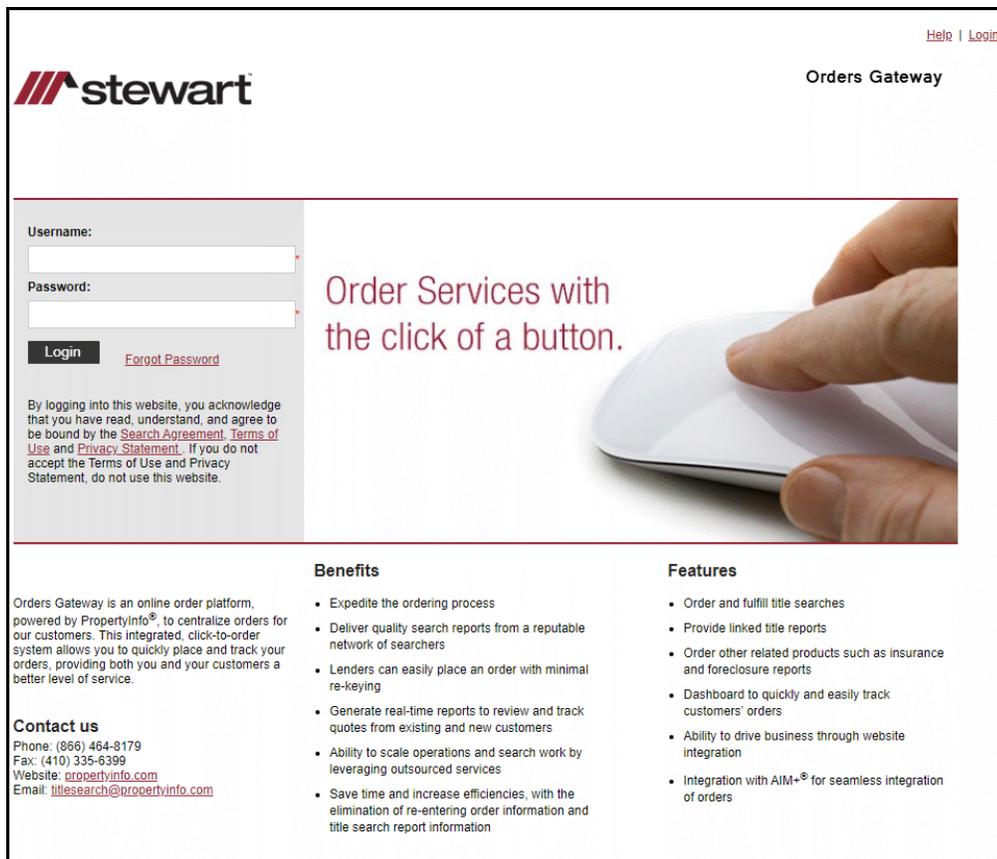
Reviewing the Raw Title Search

To begin, review the Raw Title Search to confirm the evidence found correlates with the information entered.

Complete these steps to review the **Raw Title Search**:

Steps

1. Open the email notification received from the **Regional Production Center (RPC)** and click the **link** provided to launch **Orders Gateway**. The Log In page displays.



Help | Login

Orders Gateway

stewart

Username:

Password:

Login [Forgot Password](#)

By logging into this website, you acknowledge that you have read, understand, and agree to be bound by the [Search Agreement](#), [Terms of Use](#) and [Privacy Statement](#). If you do not accept the Terms of Use and Privacy Statement, do not use this website.

Order Services with the click of a button.

Benefits

- Expedite the ordering process
- Deliver quality search reports from a reputable network of searchers
- Lenders can easily place an order with minimal re-keying
- Generate real-time reports to review and track quotes from existing and new customers
- Ability to scale operations and search work by leveraging outsourced services
- Save time and increase efficiencies, with the elimination of re-entering order information and title search report information

Features

- Order and fulfill title searches
- Provide linked title reports
- Order other related products such as insurance and foreclosure reports
- Dashboard to quickly and easily track customers' orders
- Ability to drive business through website integration
- Integration with AIM-® for seamless integration of orders

Contact us

Phone: (866) 464-8179
Fax: (410) 335-6399
Website: propertyinfo.com
Email: titlsearch@propertyinfo.com

2. Complete these fields:

- **Username**—Type your username.
- **Password**—Type your password.

3. When finished, click **Login**. The *Home* tab displays.

Home

Open Orders

- 10 – In Abstraction
- 5 – Discarded
- 3 – Un Assigned
- 2 – In Closing
- 1 – In Keying
- 1 – In Review
- 1 – Update Required
- 0 – Incomplete

Open Orders

- In Abstraction (10)
- Discarded (5)
- Un Assigned (3)
- In Closing (2)
- In Keying (1)
- In Review (1)
- Update Required (1)
- Incomplete (0)

Latest News

- Agency Support
- Stewart Insured Closing Letter
- Stewart Insured Closing Letter Please use this link to create your Stewart Insured Closing Letter.
- Stewart Special Alerts

4. From the tab list, select **Orders**. The *Orders* tab displays.

Orders

Order Complete

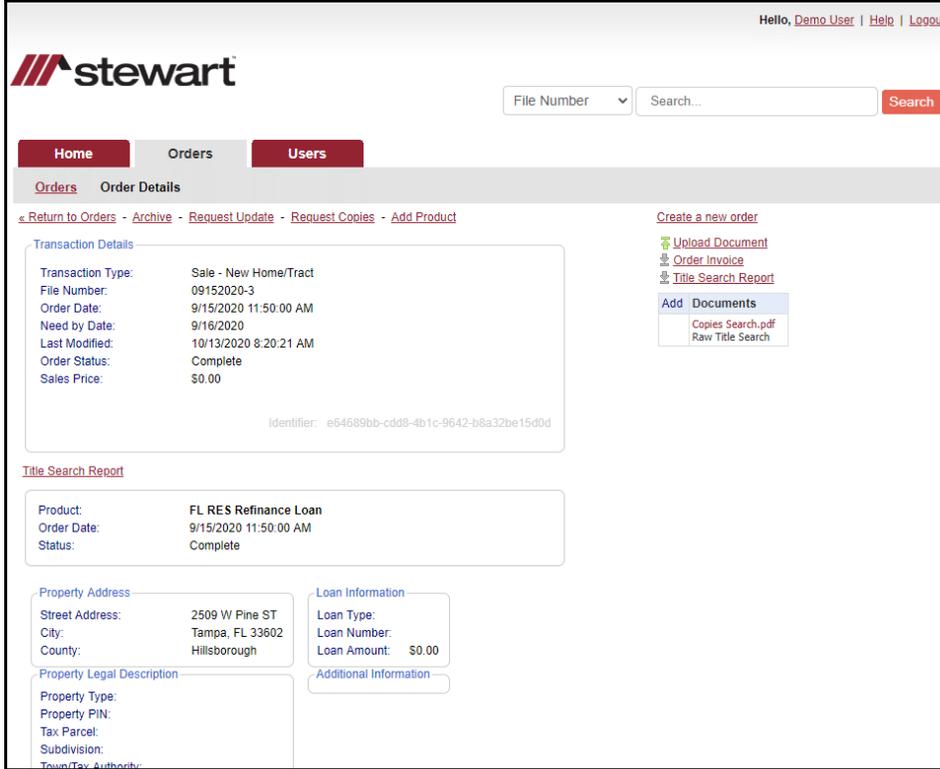
File #	Due Date	Address	City	State	County
09152020-3		2509 Pine ST	Tampa	FL	Hillsborough
TESTJC1006		1893 Oakdale Lane N	Clearwater	FL	Pinellas
TEST1009		1200 4th street	Clearwater	FL	Pinellas
TEST1009		1200 4th street	Clearwater	FL	Pinellas
TESTJC1234A		1234 Test street	Clearwater	FL	Pinellas
TEST0923		1000 Test Street	Clearwater	FL	Pinellas
TEST89		1242 Test Street	Clearwater	FL	Pinellas
987test		1893 Oakdale Lane N	Clearwater	FL	Pinellas
09152020-19		2367 E Pinhurst ST	Pompano Beach	FL	Broward
33021210		819 W Alfred	Tampa	FL	Hillsborough

Records per page: 10

5. Click the **Advanced Search** link. Additional search options display.

6. Complete the requested search criteria, and then click **Search**. Search results display.

- From the results, select the order you want to work with by clicking the **File #**. The *Order Details* screen displays.



- Click **Raw Title Search** to review the documents and confirm the evidence found correlates with the information entered. Documents display in a separate browser window.
- When finished, close the browser window to return to the *Order Details* screen. You have reviewed the **Raw Title Search** and are ready to produce ancillary documents.

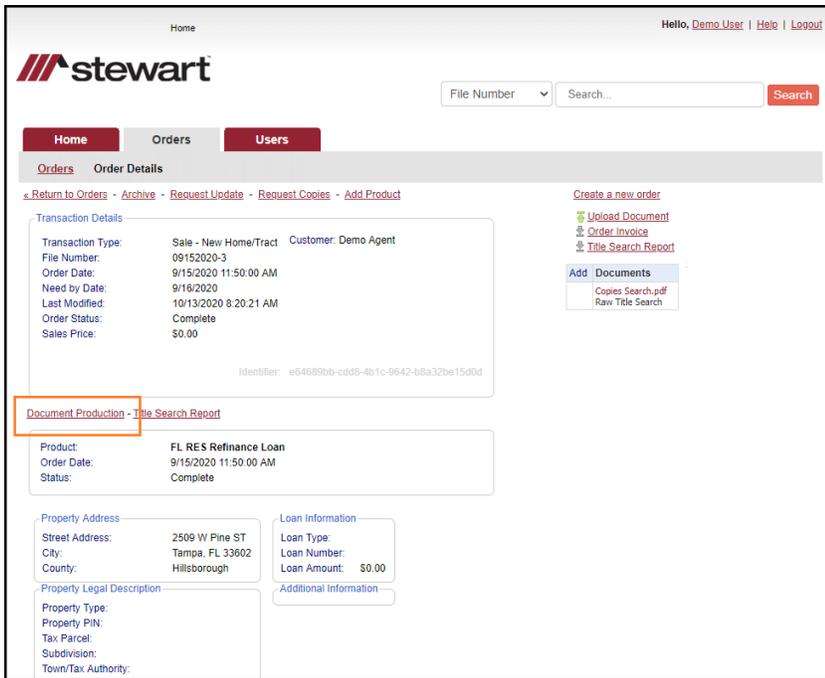
Producing Ancillary Documents

For ease of use, ancillary documents required for the order can be produced from **Orders Gateway**. To produce ancillary documents, you must be assigned the applicable security permissions.

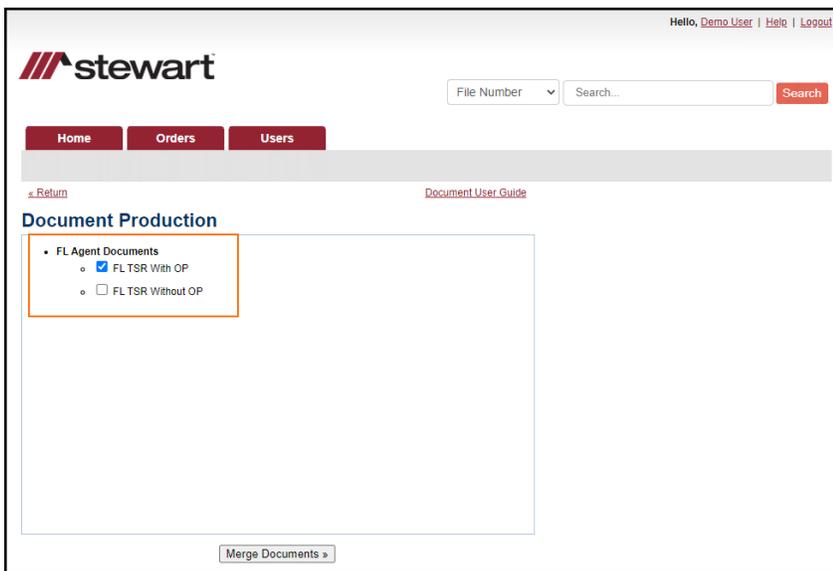
Complete these steps to produce **Ancillary Documents**.

Steps

1. From the *Order Details* screen, click **Document Production**.



2. From the **Document Production** screen, scroll through the list of available documents and select the ones you want to include.



- If multiple documents are selected, click **Merge Documents** to merge the documents into a single .PDF file. The merged documents display on a single screen. Notice the document names display on the left and fields allowing entry display on the right.

The screenshot shows the Stewart Document Production interface. At the top, there is a navigation bar with 'Home', 'Orders', and 'Users' buttons. Below this is a search bar with a 'File Number' dropdown and a 'Search...' input field. The main content area is titled 'Document Production' and contains a form with the following fields:

1. FL TSR With OP	File Number	09152020-3
2. FL TSR Without OP	Customer Name	Demo Agent
	Customer Address	3380 Magic Oak Lane
	Customer City	SARASOTA
	Customer State	FL
	Customer Zip	34232
	Effective Date	<input type="text"/>
	Owner Policy Type	<input type="text"/>
	Owner Policy Amount	<input type="text"/>
	Loan Policy Type	<input type="text"/>
	Loan Policy Amount	<input type="text"/>
	Lender Name	<input type="text"/>
	Interest Or Estate	<input type="text"/>
	Title Vested In	<input type="text"/>
	Legal Description	<input type="text"/>
	Mortgages	<input type="text"/>

At the bottom of the form, there are buttons for '« Back', 'Save a copy of each document', 'Download Documents »', and a 'PDF' dropdown menu.

- If needed, you can type entries in any of the blank fields with appropriate data.
- When finished, click **Download Documents**. A *File Download* window displays.

The screenshot shows the Stewart Document Production interface with a file download window open. The file download window is titled 'documents.zip' and is highlighted with an orange box. The main content area is titled 'Document Production' and contains a form with the following fields:

Customer Zip	34232
Effective Date	<input type="text"/>
Owner Policy Type	<input type="text"/>
Owner Policy Amount	<input type="text"/>
Loan Policy Type	<input type="text"/>
Loan Policy Amount	<input type="text"/>
Lender Name	<input type="text"/>
Interest Or Estate	<input type="text"/>
Title Vested In	<input type="text"/>
Legal Description	<input type="text"/>
Mortgages	<input type="text"/>
Additional Matters	<input type="text"/>

- Complete the action that best describes what you want to do:
 - Click **Open** to open the documents.
 - Click **Save** to save the .PDF file to a location on your computer.

7. When finished, click **Return** to return to the *Order Details* screen.

The screenshot shows the Stewart Document Production 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..." input field, followed by a "Search" button. A navigation bar contains "Home", "Orders", and "Users" buttons. Below this is a "Return" button (highlighted with an orange box) and a "Document User Guide" link. The main section is titled "Document Production" and contains a form with the following fields: Customer Zip (34232), Effective Date, Owner Policy Type, Owner Policy Amount, Loan Policy Type, Loan Policy Amount, Lender Name, Interest Or Estate, Title Vested In, Legal Description, Mortgages, Additional Matters, and Buyer Names (Ryan Buyer). At the bottom, there is a "Back" button, a checked "Save a copy of each document" checkbox, a "Download Documents" button, and a "PDF" dropdown menu.

You have produced the required documents and are ready to prepare the commitment.

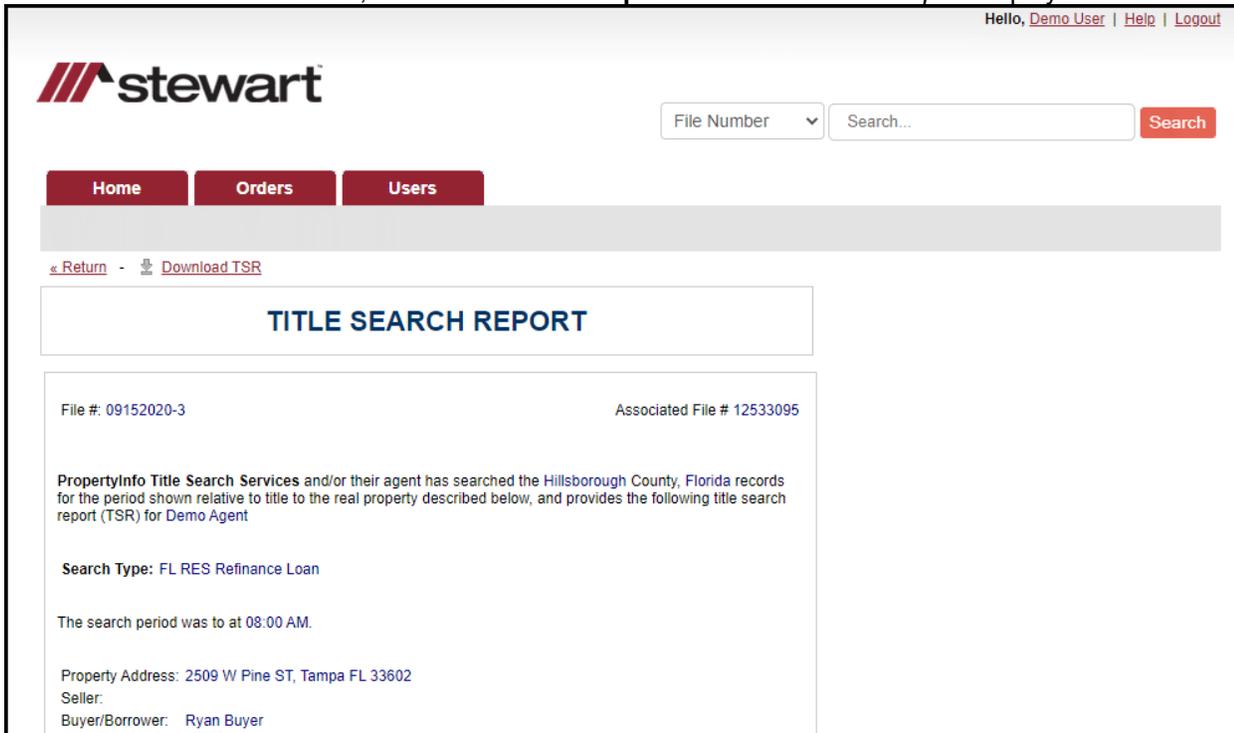
Preparing the Commitment

With the **Raw Title Search** confirmed, and ancillary documents produced, you are ready to prepare the commitment. To prepare a commitment, you must be assigned the applicable security permissions.

Complete these steps to prepare a commitment:

Steps

1. From the Order Details screen, click **Title Search Report**. The *Title Search Report* displays.



The screenshot shows the Stewart Title Search Report interface. At the top right, it says "Hello, Demo User | Help | Logout". The Stewart logo is on the left. Below the logo are three navigation buttons: Home, Orders, and Users. To the right of the logo is a search bar with a "File Number" dropdown, a "Search..." input field, and a "Search" button. Below the navigation buttons are two links: "Return" and "Download TSR". The main content area is titled "TITLE SEARCH REPORT" and contains the following information:

File #: 09152020-3 Associated File # 12533095

PropertyInfo Title Search Services and/or their agent has searched the Hillsborough County, Florida records for the period shown relative to title to the real property described below, and provides the following title search report (TSR) for Demo Agent

Search Type: FL RES Refinance Loan

The search period was to at 08:00 AM.

Property Address: 2509 W Pine ST, Tampa FL 33602
Seller:
Buyer/Borrower: Ryan Buyer

2. Review the report for accuracy.
3. When finished, scroll to the bottom of the report and click **Merge Search data into Commitment Preparation Module**. A confirmation screen displays.

- On the **Search Info** screen, confirm the search information is correct.
- Review the terms and click **Agree**. The *Edit Commitment* screens display

PropertyInfo Title Search Services and/or their agent has searched the Hillsborough County, Florida records for the period shown relative to title to the real property described below, and provides the following title search report (TSR) for Demo Agent

Search Type: FL RES Refinance
The search period was to at 08:00

Property Address: 2509 W Pine St
Seller:
Buyer/Borrower: Ryan Buyer
Title Vested In:

Interest or Estate (Fee Simple/Leas

Taxes

Mortgages, Liens & Cou

Additional Matters of Re

County Notes

Tax Contact Info:
(813) 635-5200

Tax Site:
http://www.hillstax.org/default.asp

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]

Notice: This report, as written (and any supplements or amendments hereto) is issued solely for use in connection with the issuance of Commitments for Title Insurance, Policies of Title Insurance, Preliminary and Final Judicial Reports, or Title Guarantees of Stewart Title Guaranty Company. This report shall not be considered, nor used as a commitment or policy of title insurance.

THIS REPORT IS NOT AN ABSTRACT, EXAMINATION, REPORT, OR REPRESENTATION OF FACT OR TITLE AND DOES NOT CREATE AND SHALL NOT BE THE BASIS OF ANY CLAIM FOR NEGLIGENCE, NEGLIGENT MISREPRESENTATION OR OTHER TORT CLAIM OR ACTION. THE SOLE LIABILITY OF COMPANY AND ITS TITLE INSURANCE AGENT SHALL ARISE UNDER AND BE GOVERNED BY THE CONDITIONS OF THE COMMITMENT

Merge Search data into Commitment Preparation Module

- Review all the subsequent screens until the entire commitment is reviewed. You can select an option from the left menu or click **Next** to advance to the next screen.

Hello, Demo User | Help | Logout

stewart

File Number Search Search

Home Orders Users

New Commitment

Commitment Information

Search Info. Commitment File #: 09152020-3

Policies Policy Number:

Derivation Underwriter: Stewart Title Guaranty Company

Property Address Effective Date: 10/14/2020

Property Legal Interest or Estate: Fee Simple

Seller --INSERT LINK-- Select + Doc

Buyer --AUTO TEXT-- Select Next™

Lender

Legal Desc.

Taxes

Requirements

Exceptions

Comments

Additional Info

Title Vested In: Instrument No. 99336620, filed 04/08/1999

Preview Commitment Cancel Prev Next Save Finish

- When the entire commitment is reviewed and approved, click **Finish**. You are returned to the *Order Details* screen. Notice the new commitment link display on the right: **Commitment**. You have created the commitment.

[Hello, Demo User](#) | [Help](#) | [Logout](#)

File Number Search...

[Home](#) [Orders](#) [Users](#)

[Orders](#) [Order Details](#)

[Return to Orders](#) - [Archive](#) - [Request Update](#) - [Request Copies](#) - [Add Product](#)

Transaction Details

Transaction Type:	Sale - New Home/Tract	Customer: Demo Agent
File Number:	09152020-3	
Order Date:	9/15/2020 11:50:00 AM	
Need by Date:	9/16/2020	
Last Modified:	10/14/2020 8:28:19 PM	
Order Status:	Complete	
Sales Price:	\$0.00	

Identifier: e64689bb-cdd8-4b1c-9642-b8a32be15d0d

[Document Production](#) - [Title Search Report](#) - [Commitment Prep/History](#)

Product:	FL RES Refinance Loan
Order Date:	9/15/2020 11:50:00 AM
Status:	Complete

Property Address

Street Address:	2509 W Pine ST
City:	Tampa, FL 33602
County:	Hillsborough

Loan Information

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

Property Legal Description

Property Type:	
Property PIN:	
Tax Parcel:	
Subdivision:	

Additional Information

[Create a new order](#)

- [Upload Document](#)
- [Order Invoice](#)
- [Title Search Report](#)
- [Commitment](#)

Add Documents

- Commitment Report Support Documents
- Title Search Report Support Documents
- FL TSR With OP.pdf
FL TSR With OP
- FL TSR Without OP.pdf
FL TSR Without OP
- Copies Search.pdf
Raw Title Search