



Instructions for Exporting from TitleWave to Accutitle

The following items are required before you can export:

- ✓ You have been set up with a TitleWave User ID
- ✓ Order has been Completed by Production (only application data will export if order not completed)

The following instructions will address:

- A. Exporting From TitleWave
- B. Importing into TitleDesktop
- C. Upload Supplement Documents from TitleWave

A. Exporting from TitleWave:

Step 1:

Log into TitleWave with your User ID

User ID: twuser
Password: [masked]
Login

Step 2:

From the Locate Product screen, find your completed order by entering the file number (TitleWave Number or Your File Number) into the Order/Ref/Loan Number Field and clicking "Submit".

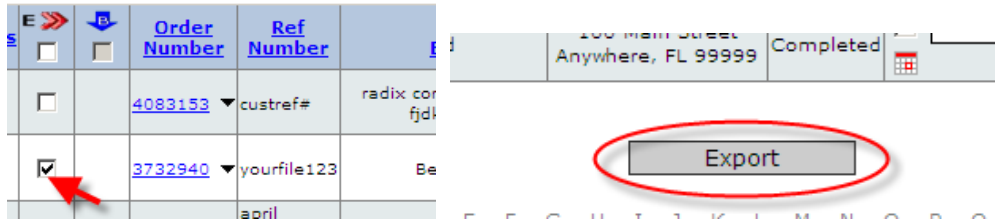
Production Status: ALL Days: ALL
Order#/Ref./Loan#: 123456
Order Type: ALL
Product Type: ALL
Policy Number: [empty]
Order Date From: [calendar] To: [calendar]
Completed Date From: [calendar] To: [calendar]
Policy Completed Date From: [calendar] To: [calendar]
Submit

Your order will appear in the Search Results area of the screen.

Note: You may use the Criteria Search to locate one file to export or use Multiple Order Search to locate more than one file to export.

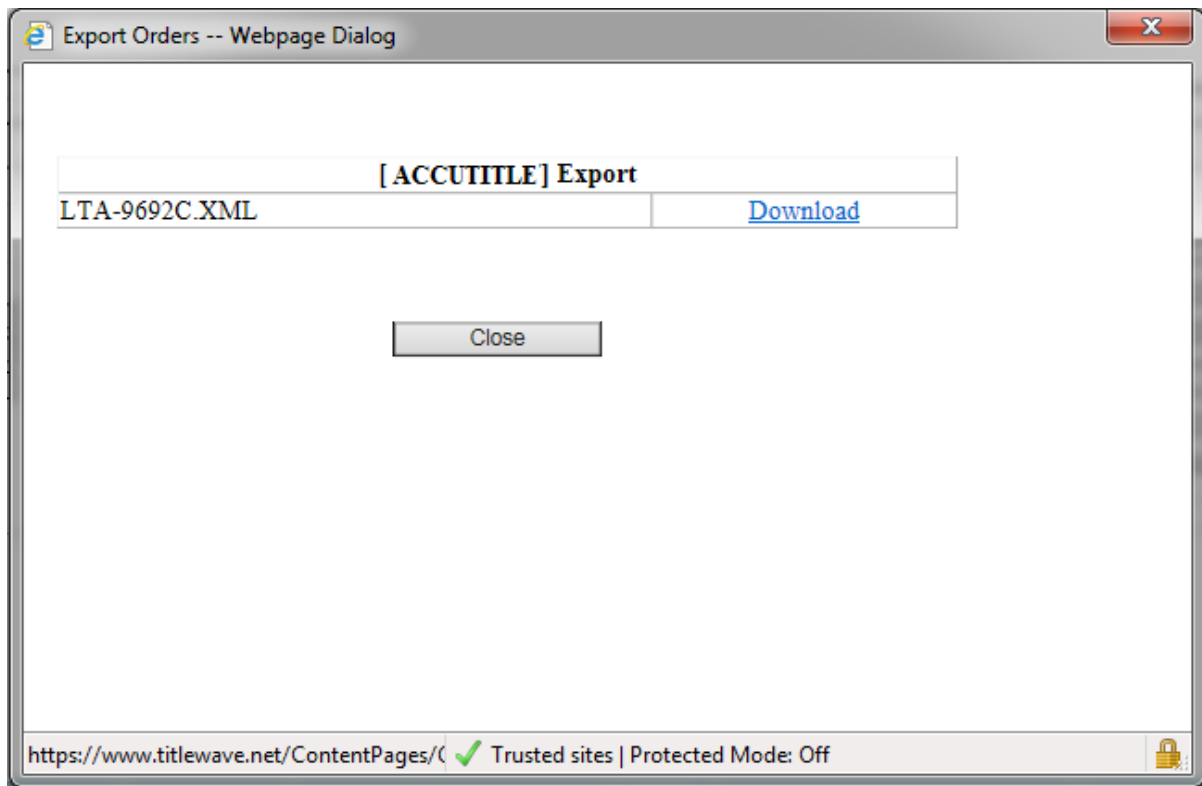
Step 3:

Check the Export box to select the file (s) you would like to export, then click “Export”



Step 4:

Click Download.



Step 5:

Save As, select your desktop or desired File Folder.

View Downloads - Internet Explorer

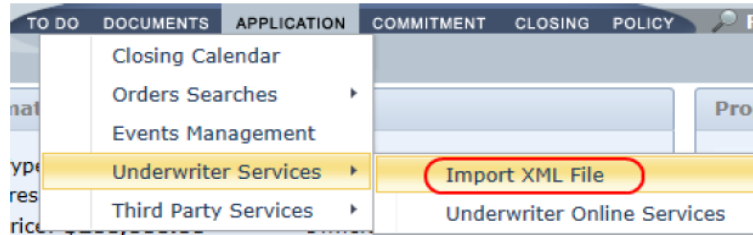
View and track your downloads

Name	Location	Actions
13947836.zip titlewave.net	2.60 KB	Do you want to open or save this file? <input type="button" value="Open"/> <input type="button" value="Save"/> ▾

[Options](#)

B. Importing into TitleDesktop

1. Open file in TitleDesktop
2. From the To Do Tab go to Underwriter Services and click on Import XML File



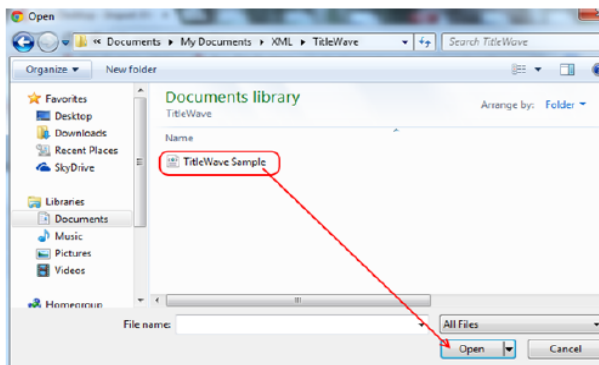
3. Click the Browse button

Select XML file to import

The XML file must already exist on your computer. Click on the Browse button to locate the file and then click Load File to import the data into the AccuTitle system.

The File Number in the XML File must match the current file loaded.

4. Open to the location the XML file was saved



5. Select the XML file and click open

Select XML file to import

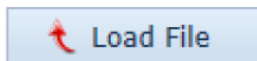
- Verify TitleDesktop is open to the same file number as the XML file to be imported. The XML file must match exactly with the TitleDesktop file

Select XML file to import

TitleWave Sample.XML

The File Number in the XML File must match the current file loaded.

- Click the "Load" file button



Select XML file to import

The XML file must already exist on your computer. Click on the Browse button to locate the file and then click Load File to import the data into the Accutitle system.

The File Number in the XML File must match the current file loaded.

Please review and click the Import button on the bottom.

Property Information

State: NJ	County: Mercer	City: Ewing
Street #: 270	Street Name: Weber Avenue	Zip: 08638
Address: 270 Weber Avenue		
Parcel ID (NJ Block): 72	Block:	Lot: 43
CSMS:	LINT:	Subj / Int:
Deed Bk: 5908	Page: 288	

Loan Information

Selling Price: 9	Owner's Dth.: 9	Lender Dth.: 4
1st Lender:	Amount:	Lender Dth.: 9
2nd Lender:	Amount:	

Misc:

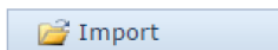
Applicant:	Closing:
Closing Protection Number:	Policy No.:

Browsers / Export / Creation

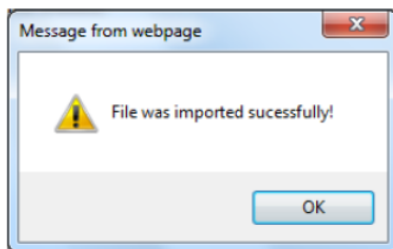
- Review all possible import items
- Select "Import & Replace", "Import & Append" or "Do Not Import", where applicable.

Import & Replace Import & Append Do Not Import

- Click the "Import" button



- Click OK when message is displayed – successfully imported



- Review Application, Title Vested, Requirement and Exception Tab

C. Upload Supplement TitleWave Documents into TitleDesktop

1. Go to email received from TitleWave



2. Click the “Click here to view the order” link

Your TitleWave Title Search Report has been completed and is ready for viewing.
[Click here to view the order](#)

3. Go to the Attached Documents

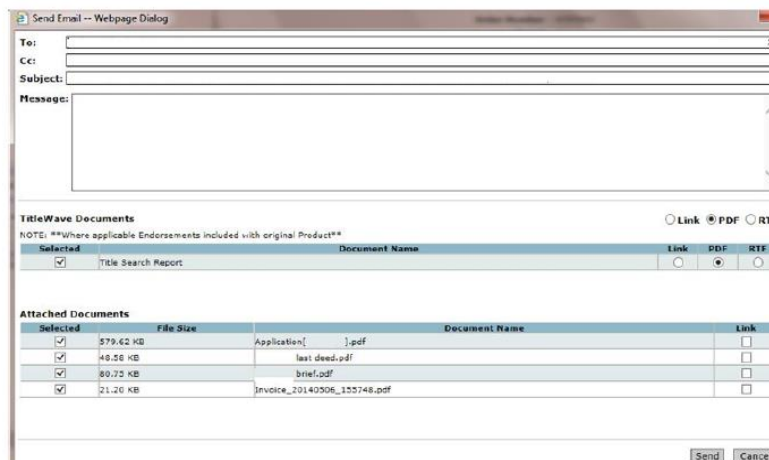
Attached Documents			
File Name	File Size	Date Added	
Application .pdf	579.62 KB	04/30/14	
last deed.pdf	48.58 KB	05/06/14	
brief.pdf	80.75 KB	05/06/14	
Invoice .pdf	21.20 KB	05/06/14	

Option 1 – Send Email

4. Click the down arrow next to one of the supplement search items to send email.



5. Select all items to be included in the upload



6. Select the PDF radio button

Link PDF RTF

7. Click Send button to email TitleWave supplemental to yourself.
8. When the email is received drag and drop each item to your desktop
9. Open file in TitleDesktop
10. Go to the Documents Screen
11. Upload each document to TitleDesktop file.

Option 2 – Print

12. Click the down arrow next to one of the supplement search items to print.



13. Open each item and print or save to your desktop
14. Open file in TitleDesktop
15. Go to the Documents Screen
16. Upload each document to TitleDesktop file.