

TitleWave™

Instructions for Exporting from TitleWave to E-Closing

The following items are required before you can export:

- ✓ You must have been set up with a TitleWave User ID
- ✓ Order has been completed by Production. Only application data will export if order is not completed.
- ✓ Your company profile has been set to export to E-Closing

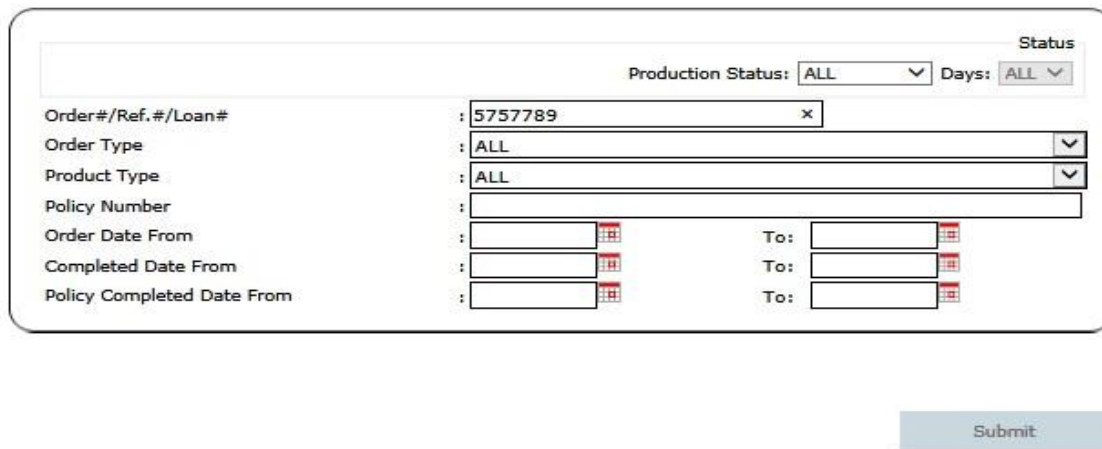
Log into TitleWave with your UserID



The login form contains the following elements:

- User ID:** A text input field containing "twuser".
- Password:** A password input field with masked characters and a show/hide icon.
- Login:** A blue button.
- Forgot Your Password?:** A link.
- Disclaimer:** "By accessing TitleWave®, you are confirming that you are an authorized user and that you have read, understood, and agree to be bound by the FNF [Terms of Use](#) and the FNF [Privacy Notice](#)."

From the Locate Product screen, find your completed order by entering the file number (The TW order number or your file number) into the "Order#/Ref#/Loan#" field and click submit



The search form includes the following fields and controls:

- Status:** A dropdown menu.
- Production Status:** A dropdown menu set to "ALL".
- Days:** A dropdown menu set to "ALL".
- Order#/Ref.#/Loan#:** A text input field containing "5757789" with a clear (x) button.
- Order Type:** A dropdown menu set to "ALL".
- Product Type:** A dropdown menu set to "ALL".
- Policy Number:** A text input field.
- Order Date From:** A date input field with a calendar icon.
- Completed Date From:** A date input field with a calendar icon.
- Policy Completed Date From:** A date input field with a calendar icon.
- To:** Three date input fields with calendar icons for filtering.
- Submit:** A button at the bottom right.

NOTE: you may use the criteria search to locate one file to export, or use Multiple Order Search radio button to locate more than one file to export at one time



Check the export checkbox to select the file(s) you would like to export, then click the Export Button

**User must select a state and at least

Search Results 1 - 1 of 1 << >>

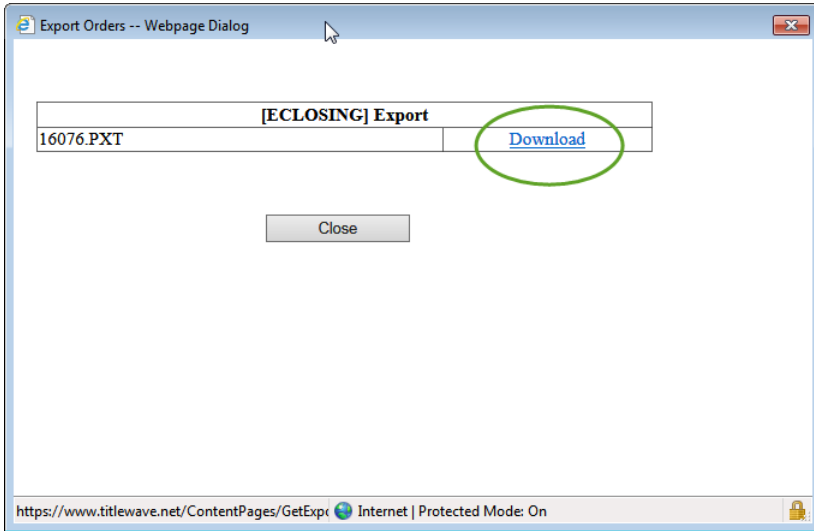
Notes	Order Number	Ref Number	Buyer Borrower	Property Address	Status	Policy Co
<input checked="" type="checkbox"/>	5757798	demo-0419	Buyer, Bill	4803 North Central Avenue Tampa, FL 336032209	Completed	<input type="checkbox"/>

Search Results 1 - 1 of 1 << >>

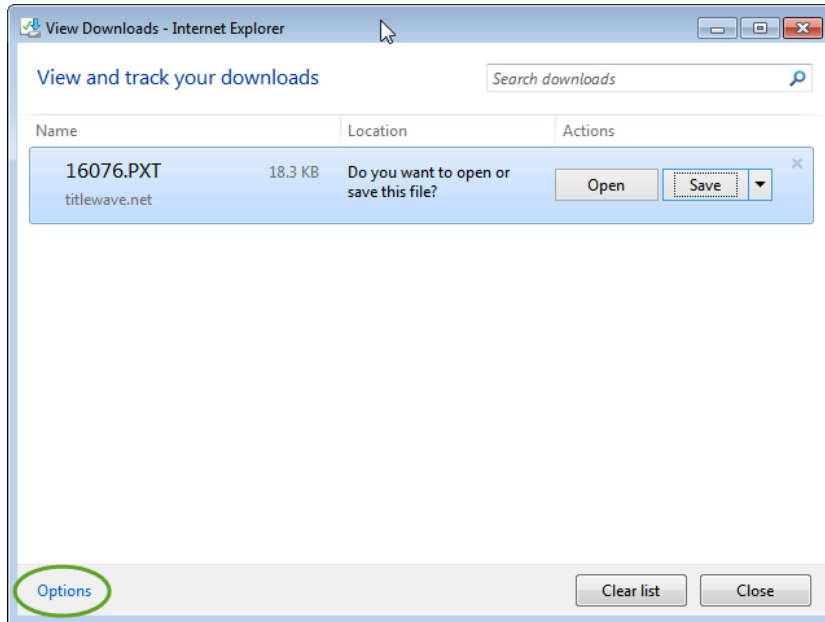
Order Bringdown **Export**

A B C D E F G H I J K L M N

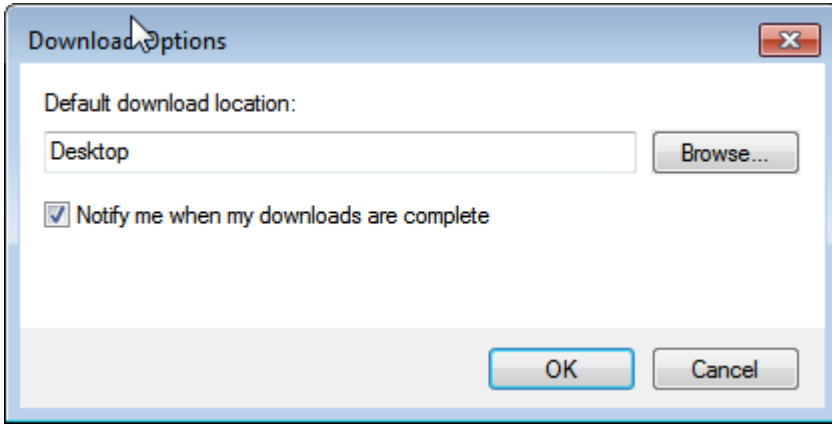
Click Download for the PXT



Click the Options button in the bottom left corner

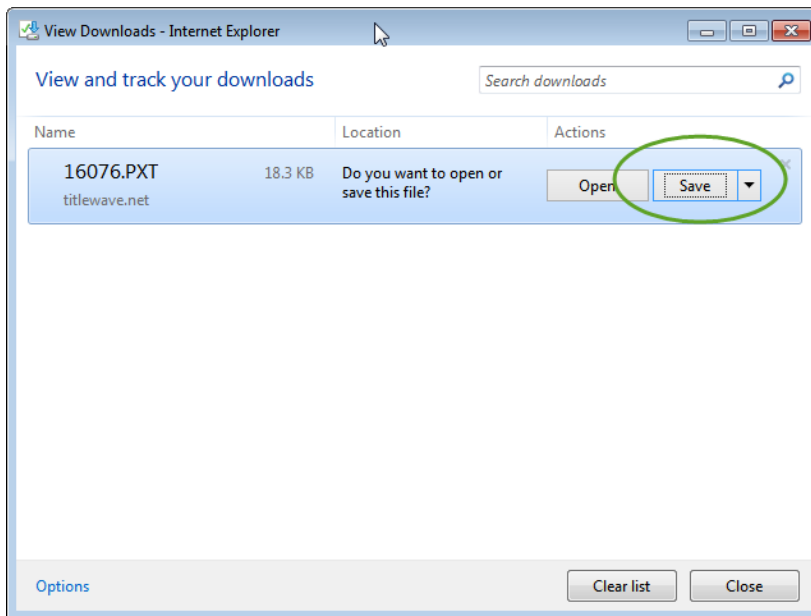


Browse and select the folder on your computer that you want these export files saved as



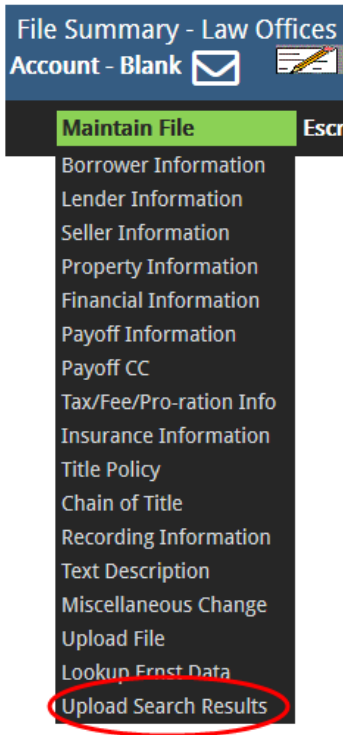
Once you find the folder you want, click Select Folder and then OK on the next screen

Click the Save button (the file will automatically be saved in the location chosen)

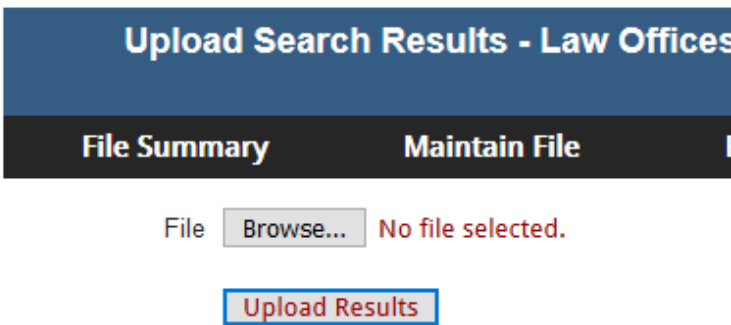


Go into the actual file in E-Closing

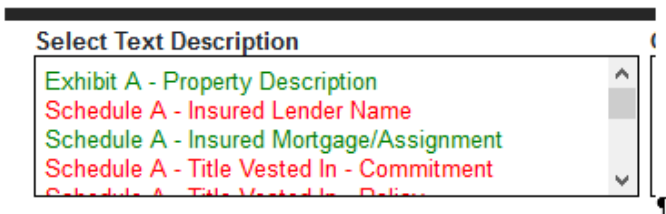
Click on Maintain File and then Upload Search Results



Browse for the file on your desktop and click Upload Results



You will see the information populate in Maintain File/Text Description. Here you can modify information, if needed. Text Descriptions in Green, means information is entered for that description. Any in red, means it doesn't have information.



To generate your Commitment, go to Documents/Document Management and click on Title Commitment. It will generate as a PDF, from there you can print it.

Click Generate Documents and you will be able to view the Commitment in another window that pops up from E-Closing.

