

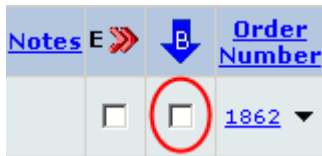
## Customer - Bringdown

### Pre-Conditions

- ✓ The user has accessed the Customer Site.
- ✓ The user has searched and found the desired order.
- ✓ The product the user is ordering the Bringdown for has been completed.
- ✓ The user has permission to order the Bringdown.

### Action

- From the **Locate Product** Screen and click on the box in the bringdown column.



### Result

A black checkmark will appear.



- Click on the **Order Bringdown** Button.

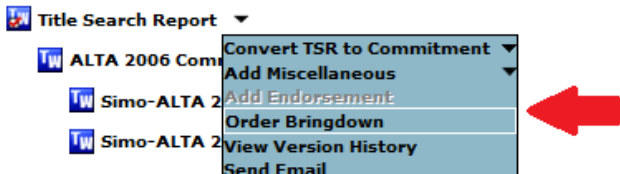


The Bringdown Worksheet will appear.

Order#	ProductName	Reference#	Type	DueDate	Time	Buyer's Name(s)	Is there Updated Buyer/Borrower information?	Alert Email(s)
1862	Title Search Report	TWA-4214	- Select One -		5:00 PM	Darren E. Burrows		tasquith@landam.com

**Continue to Step Number 4 of this sheet**

- You may also order your **Bringdown** from within the Case Folder of your Order. Click on the arrow next to your completed product and select **"Order Bringdown"**



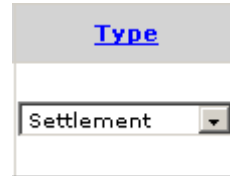
The Bringdown Worksheet will appear.

Order#	ProductName	Reference#	Type	DueDate	Time	Buyer's Name(s)	Is there Updated Buyer/Borrower information?	Alert Email(s)
1862	Title Search Report	TWA-4214	- Select One -		5:00 PM	Darren E. Burrows		tasquith@landam.com

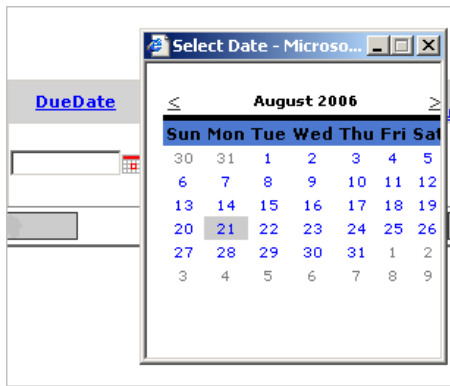
4. Select the Type of Bringdown from the drop-down box.



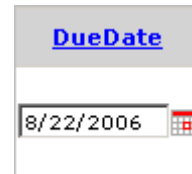
The selected bringdown type will appear.



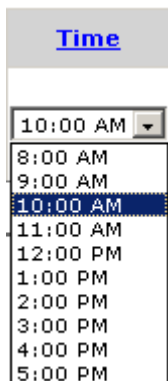
5. Select the due date from the **Calendar** Button.



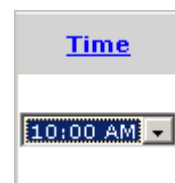
The selected date will appear in the text field.



6. Select a time (if needed) from the drop-down box.



The selected time will appear in the text field.



7. If the Buyer(s)/Borrower(s) names have been changed or have been added type the updated information in the white space.

The information will appear in the text field.

8. Verify that email addresses are correct in the **Alert Emails** Box. (a default email can be set and additional emails can be added at the time of ordering the Bringdown).

The email addresses will appear in the text field.

9. Click on the submit button.

The Bringdown Worksheet will close. You may track the progress of the Bringdown on the In Process screen.

OrderNumber	Status
<a href="#">1862</a>	Completed
<a href="#">1862</a>	Bringdown