



How to Use the TitleWave® Integration

TitleWave® is Fidelity's automated online service center. The TitleWave® integration allows you to export TitleExpress data using a free DPS Master Form and then upload it to the TitleWave® website. Once the order is fulfilled, the completed title work is imported into TitleExpress using the Multi-order Import feature and the DPS.

The steps for placing orders with TitleWave® and importing information from TitleWave® must be performed on a computer that has access to TitleExpress. Following are the general steps:

- Step One: Create the TitleWave Export File
- Step Two: Upload the XML File to the TitleWave Website
- Step Three: Export the Order from TitleWave®
- Step Four: Import the TitleWave® Order
- Step Five: Import the Title Documents

What is Imported

The following fields are imported from TitleWave® into an order in TitleExpress:

Blank fields in the TitleWave® import file creates blank fields in the order.

- Agent's Order Number
- TitleWave® Order number (into the Index 2 field)
- Commitment Effective Date
- Buyer(s) Name(s)
- Seller(s) Name(s)
- Property Address
- City
- County
- Commitment Time
- Municipality
- ZIP Code
- Parcel ID
- Property Assessed Total Value
- Property Assessed Land Value
- Property Assessed Improvements Value
- Property Appraised Amount
- Buyer Type(s)
- Seller Type(s)

In addition, the following title documents are imported:

- Legal Description
- Requirements
- Recital
- Exceptions

Step One: Create the TitleWave Export File

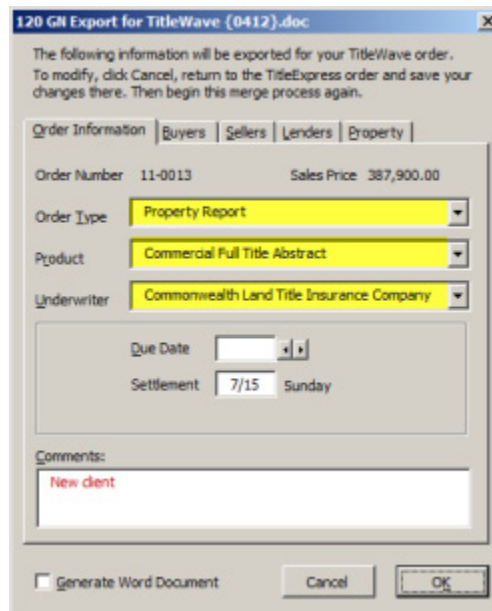
Create the TitleWave export file in the Document Preparation System (DPS) using the 120 GN Export to TitleWave form. The form creates an XML file, which is uploaded to TitleWave® website.

To create the TitleWave® export file, follow these steps:

1. Click **Document Preparation** in the order to export.
2. Select **DPS Merge** on the DPS toolbar.



3. Select the **120 GN Export for TitleWave** form and click **OK**.
4. Select the **Order Type**, **Product**, and **Underwriter** on the Order Information tab.

A screenshot of a software dialog box titled "120 GN Export for TitleWave (0412).doc". The dialog contains the following information:

- Order Number: 11-0013
- Sales Price: 387,900.00
- Order Type: Property Report (dropdown menu)
- Product: Commercial Full Title Abstract (dropdown menu)
- Underwriter: Commonwealth Land Title Insurance Company (dropdown menu)
- Due Date: (calendar icon)
- Settlement: 7/15 Sunday
- Comments: New client
- Generate Word Document: (checkbox)
- Buttons: Cancel, OK

5. Enter the **Due Date**. This is optional.
6. Select **Generate Word Document** to save a copy of the submitted order.
7. Click **OK** to create the XML file.
8. Click **OK** to the confirmation message, noting the name and location of the XML file.
9. If you selected Generate Word document, the document displays. Save it as a record of the exported data by clicking **DPS Save** on the DPS toolbar.



10. Click **DPS Close** to close the document.

Step Two: Upload the XML File to the TitleWave Website

The order must be open in TitleExpress to upload the XML file to the TitleWave® website. To upload the XML file, follow these steps:

1. Open the order to export in TitleExpress.
2. Log in to the TitleWave® [website](#).
3. Click **Import Orders**.
4. Click the **Browse** button.
5. Navigate to the **OMTMP** folder.

The OMTMP folder is located on the C-drive or %APPDATA\TSS\TitleExpressClient depending on your TitleExpress version.

6. Select the **XML file** created using the DPS form.
7. Click **OK** upload the XML file to the TitleWave® website.

Step Three: Export the Order from TitleWave®

The TitleWave® order is exported from the TitleWave® website and saved in the OM\Import or TitleExpressDB\ folder. The TitleWave® order files must have the same name as an existing TitleExpress order. For example, if the TitleWave® file is 10-0019.zip, then order 10-0019 must exist in TitleExpress.

If the **Import** folder does not exist, create one in the database folder. Also, create an **Impdone** and **Imprej** folder if they do not exist.

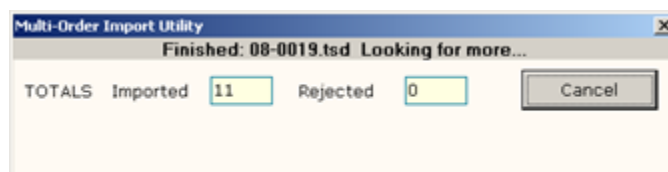
To export the TitleWave® files from the website, follow these steps:

1. Select the **Locate Product** tab.
2. Enter the **order number**.
3. Click **Submit**.
4. Select the order to export in the Export column.
5. Click **Export**.
6. Activate the **Export Active X Control**.
7. Click the **Browse** button in the Export Path field.
8. Browse to the **OM\Import** or **TitleExpressDB\Import** folder.
9. Click **Save**.

Step Four: Import the TitleWave® Order

TitleWave® order is imported using the TitleExpress Multi-order Import feature. To do this, follow these steps:

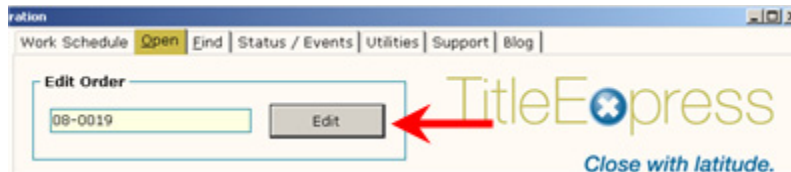
1. Select the **Utilities** tab on the Main Menu.
2. Click **Multi-Order Import**.
3. Click **Cancel** when the totals are correct for the Total Imported and Rejected.



Step Five: Import the Title Documents

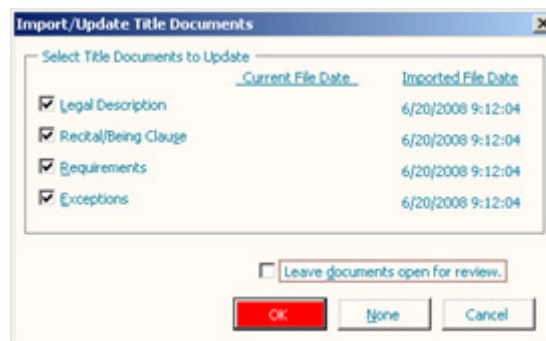
Import the title documents using the DPS. To do this, follow these steps:

1. Open the imported order on the Open tab.



2. Verify the Buyer, Seller, Policy, and Property tabs for changed and/or added information.
3. Click **Document Preparation** on the Order tab.
4. Click the **DPS Title Documents** on the DPS toolbar.
5. Select the appropriate options to import the title document information.

If a title document exists, by default the option is not selected. If the title document does not exist, by default the option is selected.



6. Select Leave documents open for review to open these documents after importing.
7. Click **OK**.
8. Perform a standard DPS merge using the designated TitleWave® commitment.

If you need to import the title documents manually, select the **TitleExpress DPS** menu, **Title Documents**, and then **Import from other source**.



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