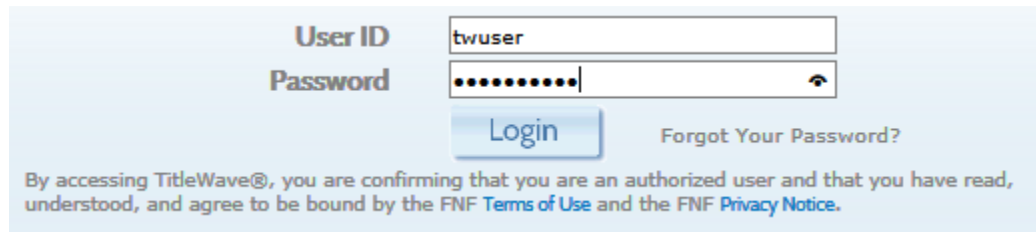


TitleSoft Export Instructions

1. Log into TitleWave with your UserID

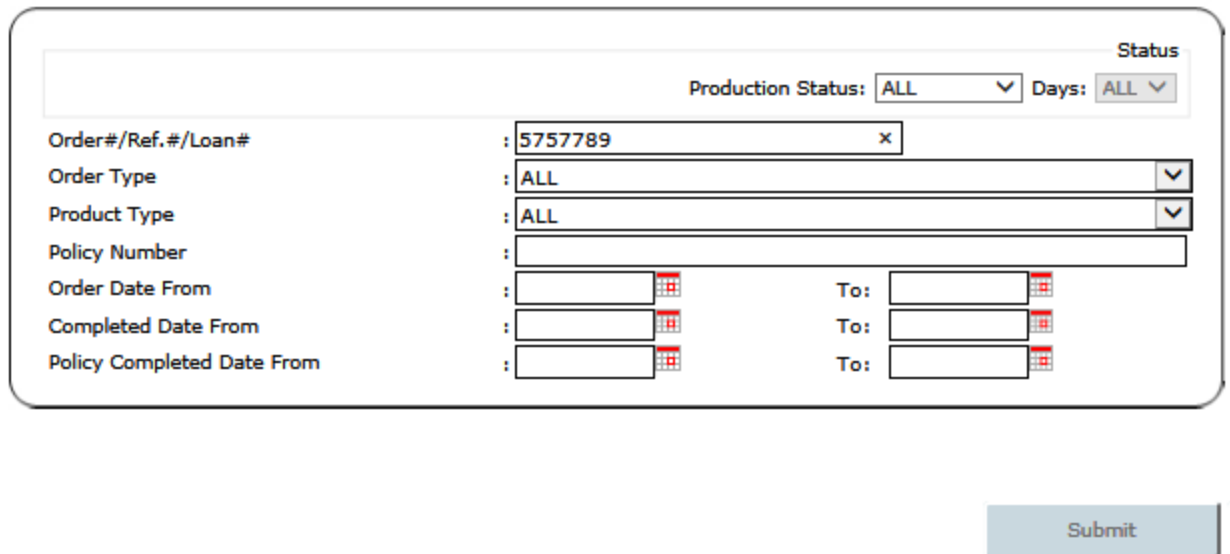


The login form contains the following elements:

- User ID:** A text input field containing the text "twuser".
- Password:** A password input field with masked characters (dots) and a small eye icon to toggle visibility.
- Login:** A blue button with the text "Login".
- Forgot Your Password?:** A text link.
- Disclaimer:** A line of text stating: "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](#)."

2. 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

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



The search form includes the following fields and controls:

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

3. 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"/>	<input 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

4. Click the Download hyperlink for the PXT

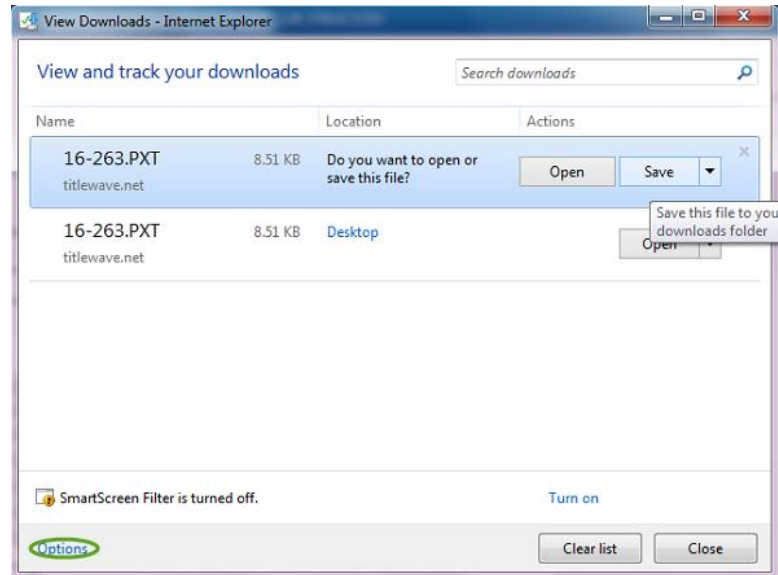
Export Orders -- Webpage Dialog

[TITLESOFT] Export	
test2016cmt.PXT	Download

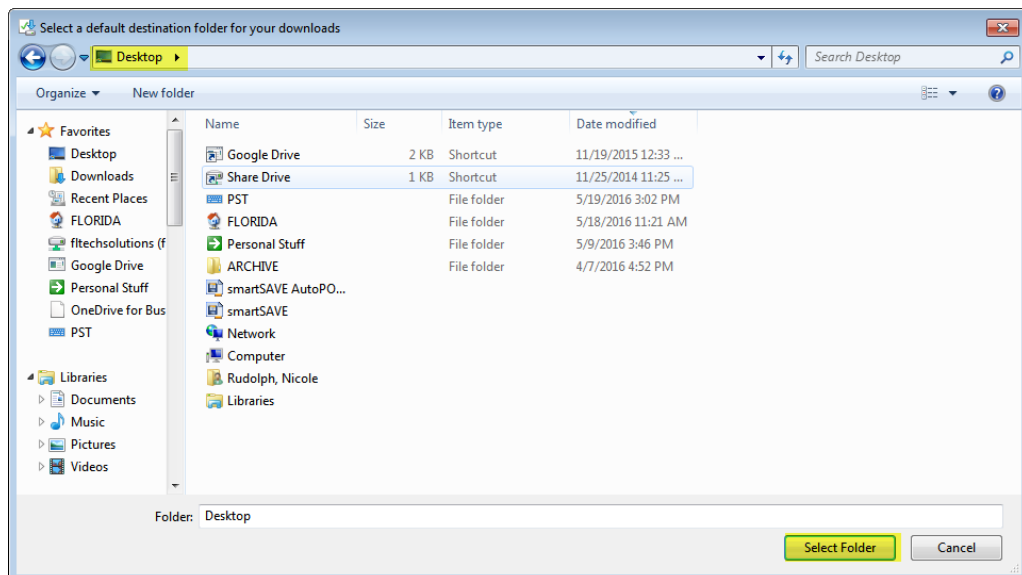
Close

https://www.titlewave.net/ContentPages/GetExportFiles Internet | Protected Mode: On

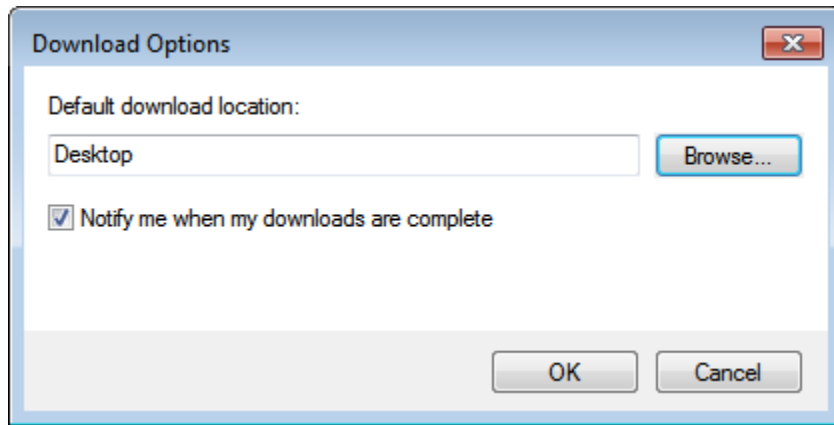
5. Click the Options button in the bottom right corner (If using IE) (If using Chrome or Firefox, the file will automatically download to your downloads folder)



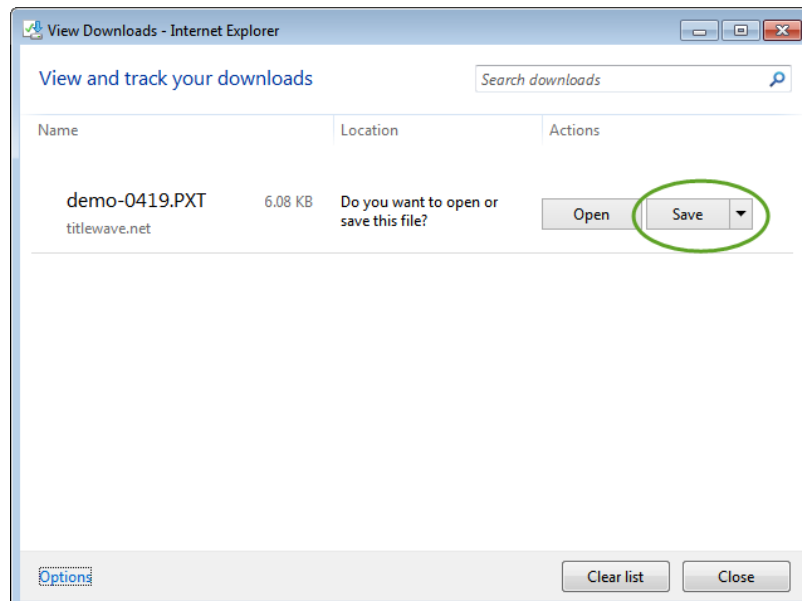
6. Click the browse button and find the folder you want to save to (For IE)



7. Click OK for the Download Options to save that path (this is a onetime setup unless your browser or computer has an update) (For IE)



8. Click the save button for that PXT export file (For IE)



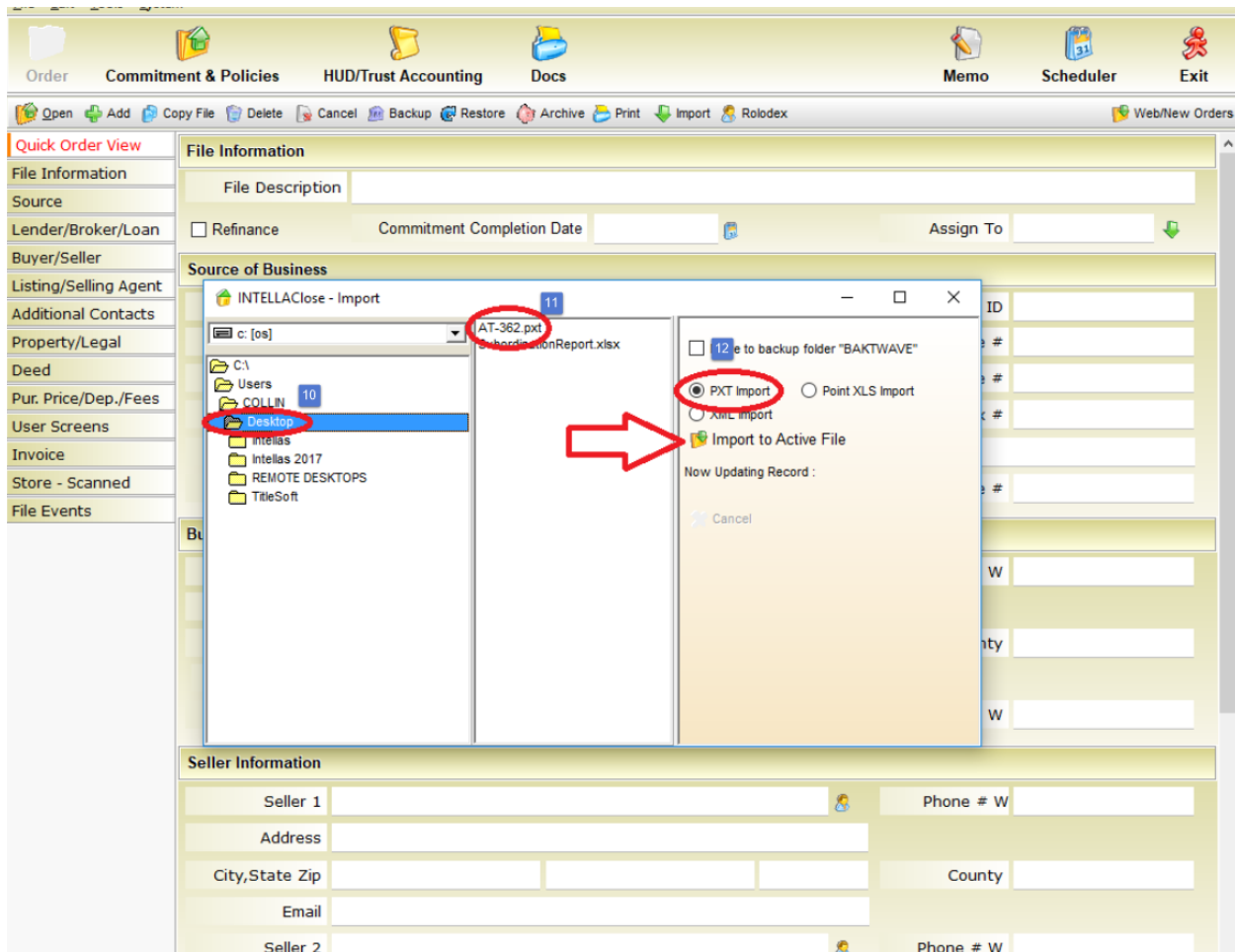
9. Open the file in INTELLAclose and click on the Import Button

The screenshot displays the 'Quick Order View' window in the INTELLAclose application. The menu bar at the top includes 'File', 'Edit', 'Tools', and 'System'. Below the menu bar, there are several icons for different functions: 'Order', 'Commitment & Policies', 'HUD/Trust Accounting', 'Docs', 'Memo', 'Scheduler', and 'Exit'. The 'Import' button is circled in red. The main window is divided into several sections:

- File Information:** Includes a 'File Description' field (highlighted in yellow), a 'Refinance' checkbox, 'Commitment Completion Date' field, and an 'Assign To' dropdown menu.
- Source of Business:** Includes fields for 'Name', 'Address', 'City, State Zip', 'Contact, ID', 'Cust. Ref. #', 'Email', 'Company ID', 'Phone #', 'Mobile #', 'Fax #', and 'Ordered By' (with a 'Same as Contact' option).
- Buyer Information:** Includes fields for 'Buyer 1', 'Address', 'City, State Zip', 'Email', 'Buyer 2', 'Phone # W', and 'County'.
- Seller Information:** Includes a field for 'Seller 1' and 'Phone # W'.

The left sidebar contains a list of tabs: 'Quick Order View', 'File Information', 'Source', 'Lender/Broker/Loan', 'Buyer/Seller', 'Listing/Selling Agent', 'Additional Contacts', 'Property/Legal', 'Deed', 'Pur. Price/Dep./Fees', 'User Screens', 'Invoice', 'Store - Scanned', and 'File Events'.

10. In the popup window INTELLAclose – Import, select the location of the PXT you just saved to your computer (If IE, it will be wherever you told your computer to save) (for Chrome and Firefox, select the downloads folder)



11. The PXT file should appear in the list of files in the middle column. Click on the PXT file
12. Select PXT import in the third column then hit the Import to Active File Button
13. The commitment screens should be blank until the import is done (unless the user has manually entered data in which the pxt file will append to the data)
14. It takes about a second or less to import the data and a message indicating the import is complete will be displayed.

15. Go to the commitment section and the data in the pxt file will be there

Order Commitment & Policies HUD/Trust Accounting Docs Memo Scheduler Exit

Auto Renumber Print

Commitment Premium calculator Legal Screen Spell Check Thesaurus Insert Clause Open Clause Library

Owner's Policy Commitment Number 15-56401 Effective Date 12/08/2015 Effective Time

Loan Policy Tax Year Completion Date Rev. / Datedown

Recording Info. Type of Estate Fee Simple

Settlement Agent (Signature Line)

Schedule B (I) Schedule B (II) Owner Insured Mortgagee Insured Vested in

1 2

Instrument(s) creating the estate or interest to be insured must be approved, executed and filed for record to wit: a. Warranty Deed from William T. Ives to P.R.I.S.M., Inc., a Connecticut Corporation conveying the land described under Schedule 'A'.

NOTE: Spouse of individual(s), if any, to join in the above required instrument(s) OR the document must state that captioned property is not the homestead of the grantor/mortgagor.

Payment of the full consideration to, or for the account of, the grantors or mortgagors.

Payment of all taxes, charges, assessments, levied and assessed against subject premises, which are due and payable.

Satisfactory evidence should be had that improvements and/or repairs or alterations thereto are completed; that contractor, subcontractors, labor and materialmen are all paid.

Exceptions 3 and 4 of Schedule B - Section 2 of this commitment may be amended in or deleted from the policy to be issued if a survey, satisfactory to the Company, is furnished to Company.

Payment of taxes for the year 2015 Tax I.D. # 18-26-16-0370-30400-00D0 ; Assessed Value \$25,130.00; Gross Amount \$514.95; Exemptions: yes
Note: Any tax amount(s) shown herein are for informational purposes only, and should be verified with the appropriate taxing authority(s).

Approval by the Property Owners Association, in recordable form approving the conveyance or financing contemplated hereby, must be obtained and furnished prior to issuance of the final policy together with evidence in satisfactory form indicating payment to a current date of all maintenance charges, recreational fees or other Association assessments applicable to the land.

16. Once the data is there, the user can edit the data if desired. A commitment can be printed right from the commitment screen.