Welcome to our firm's online Web-based transaction and statusing tool called RA-Connect.SM From this Web site you will be able to enter new title orders to our firm and check on the status of those particular orders (transactions). To access the account you need only to log onto my Web site, click on the link to the RA-Connect account and use the username and password our firm has provided you. Please contact us if you don't know your username or password.

TO ENTER A NEW TITLE ORDER/TRANSACTION

The following applies if you are a lender or mortgage broker and use an FNMA-approved Loan Originating Software (LOS) Package. If you use Calyx,® please contact us to obtain special Calyx upload instructions.

1. From within the LOS program click File -> Export To -> FannieMae 3.0 (a.k.a. Mornet file).
2. Save that Mornet file to your local hard drive.
3. Log into RA-Connect and click Upload Transaction from the Menu bar.
4. Use the browse button to locate the Mornet file on your PC.
5. Add any additional information/instructions on screen.
6. Click the "Upload File" button.
7. Upon completing the upload you will see a confirmation window appear at the top of the screen, which confirms your order. You should also receive an e-mail confirming the order.

The following applies if you are a Realtor® or real estate agent.

1. Log into RA-Connect and click Enter Transaction from the Menu bar.
2. Complete as many of the fields of information as possible.
3. Click the "Submit" button to process the transaction.
4. Review the Confirmation Page for your transaction.
5. You will receive an e-mail confirming receipt of the newly entered transaction.

The following is a list of functions you can perform while in RA-Connect:

MESSAGES + NOTES

Used to communicate with our firm about the transaction.

1. Click on the + sign to expand the feature.
2. Decide whether you want to send an e-mail or just place a note on the file; click on the respective link.
3. Type the text in the message area.
4. For e-mails, place a check mark in the appropriate e-mail address boxes listed or add additional e-mail addresses in the "Additional E-mail Recipients" area and click the "Send" button. For notes, don't include any e-mail addresses and just click the "Save" button to save the note to the file.
5. IMPORTANT—e-mail that is produced from RA-Connect CANNOT be replied to. If you wish to reply to an e-mail sent to you through the RA-Connect transaction, you must open the RA-Connect transaction and use the Messages feature to respond via e-mail.

ASSOCIATED DOCUMENTS

Used to upload and view documents added to the transaction. Document types allowed = PDF, Word, WordPerfect,® TIFF and JPEGs.

1. Click on the + sign to expand the feature.
2. Click on the "Upload a Document" button.
3. In the description field, type the name of the document you are uploading.
4. Use the "Browse" button to open up your Windows® Internet Explorer ® and browse to the file you wish to upload.
5. Identify the file type "Closing Document or Unspecified."
6. Place a check mark in the box indicating automatic notification to the Service Provider (our firm) of the uploaded document.
7. Click "Upload File" button.
8. You will get a confirmation of the success of the upload and then an option to return to the transaction.

TRACKING ITEMS

Used to disclose the status of particular tracked items that our firm wishes to keep you informed about.

1. Click on the + sign to expand the feature.
2. View any due dates, tracking notes or the completed/pending status of the item in question.

Please contact our firm if you need any assistance.