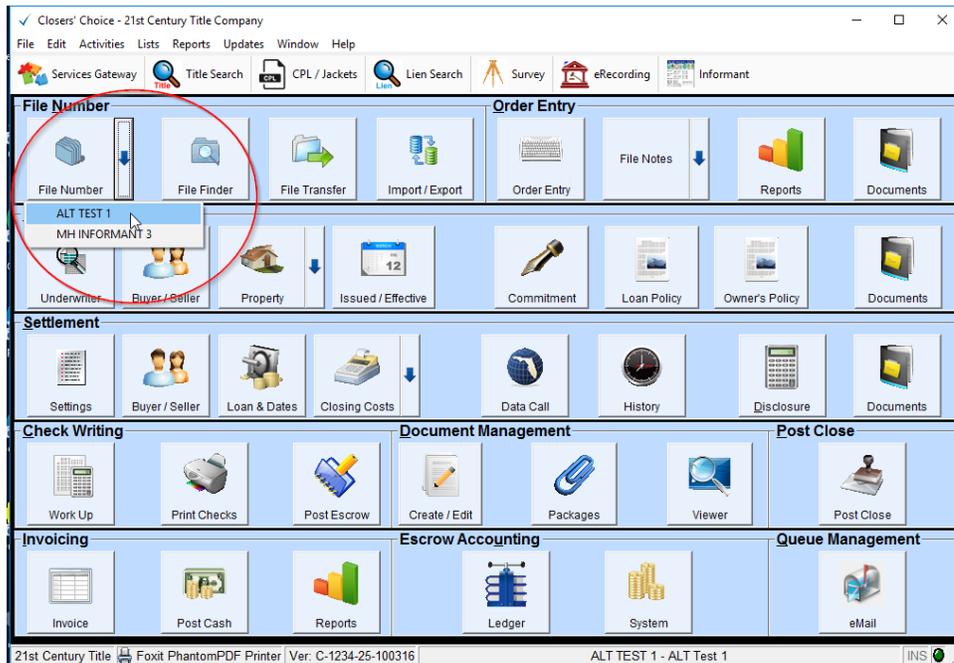


Title Search

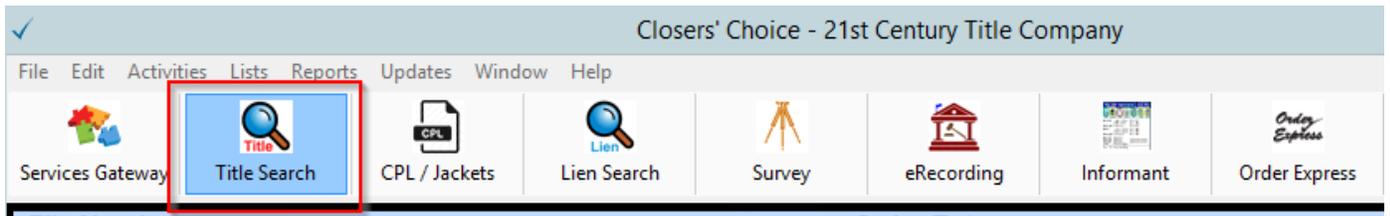
1. From the Main Screen of Closers' Choice, open the File you wish to use as you normally would or create a file and input the information you have available. Make sure all parties have their contact information filled out (first and last name, street address, zip code, phone number, etc.)



2. Also make sure to have your policy information filled out appropriately in the Issued/Effective screen of Closers' Choice, namely the Policy check box and the Policy Coverage amounts.

The screenshot shows the 'Commitment / Policy Information: FUND 014' screen. The menu bar includes 'File', 'Edit', 'Lists', and 'Help'. The 'Commitment' section has fields for 'Number', 'Issued', 'Effective', and 'Type of Estate'. The 'Loan Policy' section is highlighted with a red box and contains a checked checkbox, 'Loan Amount: 200,000.00', and 'Policy Coverage: 200,000.00'. The 'Owners Policy' section is also highlighted with a red box and contains a checked checkbox, 'Sales Price: 300,000.00', and 'Policy Coverage: 300,000.00'. Both policy sections have an 'Additional Information' button. The right side of the screen shows 'Document 1', 'Document 2', and 'Document 3' tabs, with fields for 'Dated', 'Recorded', 'Book', and 'Page'.

3. Select the "Title Search" Button on the Closers' Link Services Gateway toolbar.



4. A new window will appear with the Title Search companies available to choose from. Select The Fund.



5. A pop-up screen will appear if this is your first time using The Fund through the Services Gateway. Enter the credentials requested by The Fund. These credentials are provided to you by The Fund. If you do not have credentials, contact The Fund. You should not need to enter the credentials after this initial time. Please see steps 6 and 7 below if you are unsure of what your Member ID is.

Please set your TheFund Credentials

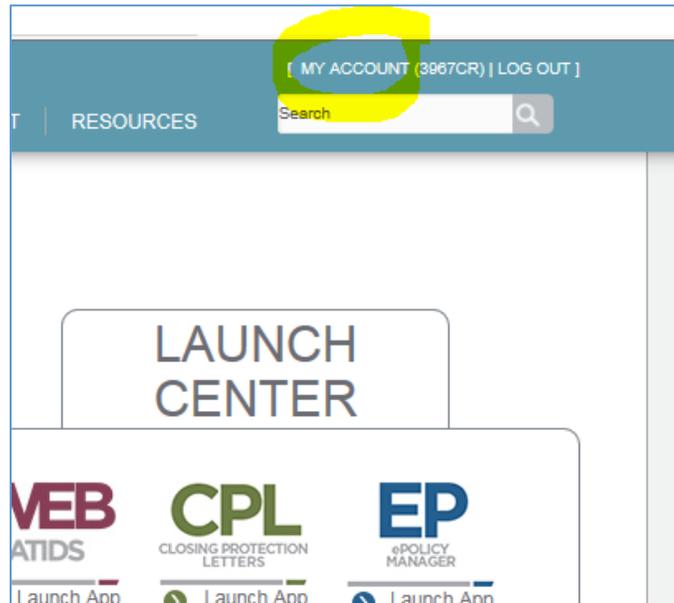
User Name:

Password:

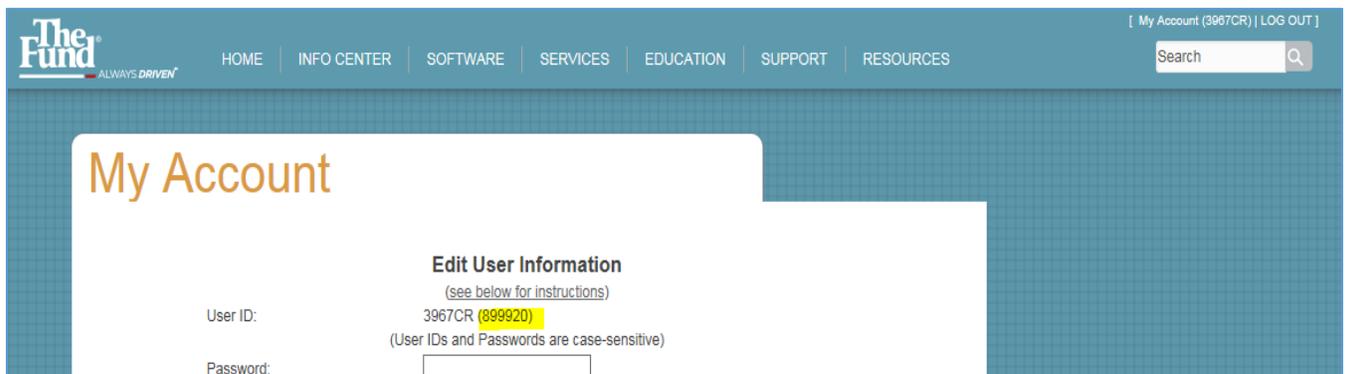
Member ID:

Save

6. If you are unsure of your Member ID, please log on to The Fund’s website at www.thefund.com. Once there, select “My Account” from the top right hand corner.



7. Below the “Edit User Information” title is your User ID, followed by a number in parentheses. The number in the parentheses is your Member ID. Please enter this, in its entirety, in the Member ID field in Closers’ Choice.



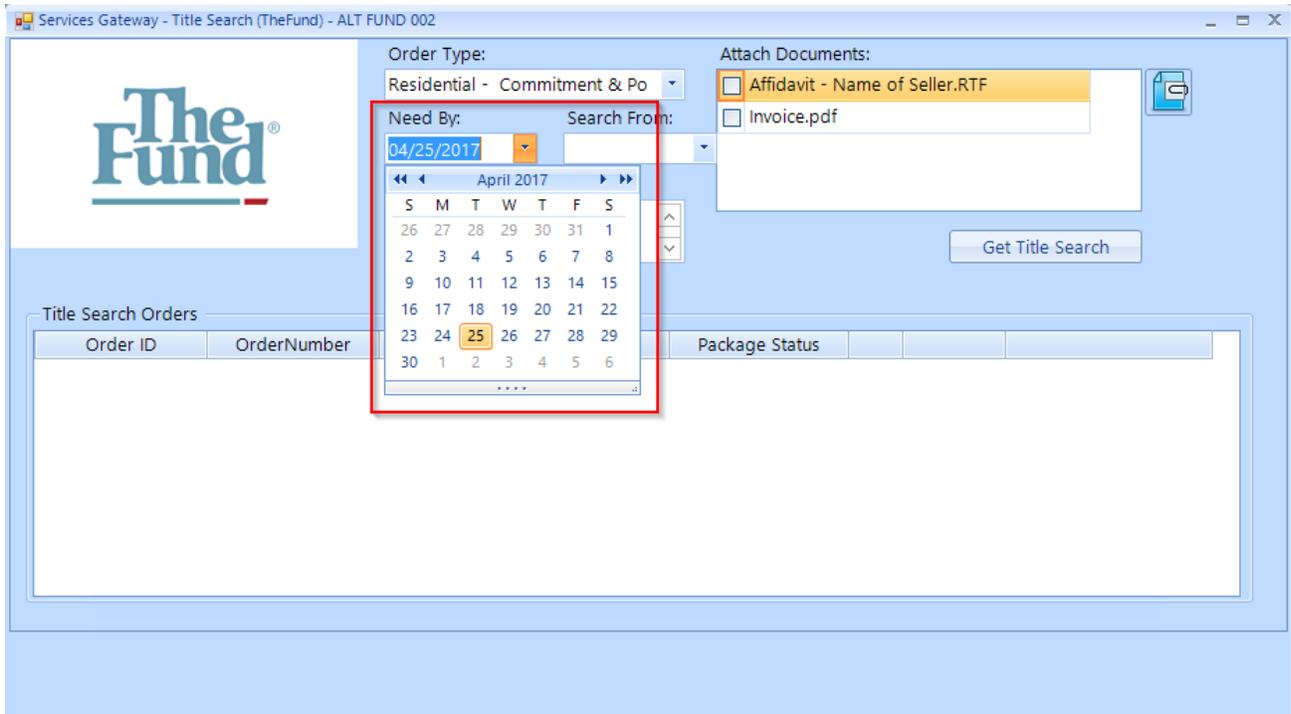
8. Once you enter in your credentials, the Title Search order form window will now appear.

The screenshot shows a web application window titled "Services Gateway - Title Search (TheFund) - FUND 202". On the left is the "The Fund" logo. The main area contains several form fields: "Order Type" (a dropdown menu currently showing "Residential - Commitment & Policy A&B, Re"), "Need By:" (a date field with "04/26/2017"), "Search From:" (a date field), "Remarks / Special Requests:" (a text area with up/down arrows), and "Attach Documents:" (a section with a checkbox for "Affidavit - Death Certificate.RTF" and a document icon). A "Get Title Search" button is located to the right of the "Remarks" field. Below the form fields is a section titled "Title Search Orders" containing a table with the following columns: "Order ID", "OrderNumber", "Created Date", and "Package Status". The table is currently empty.

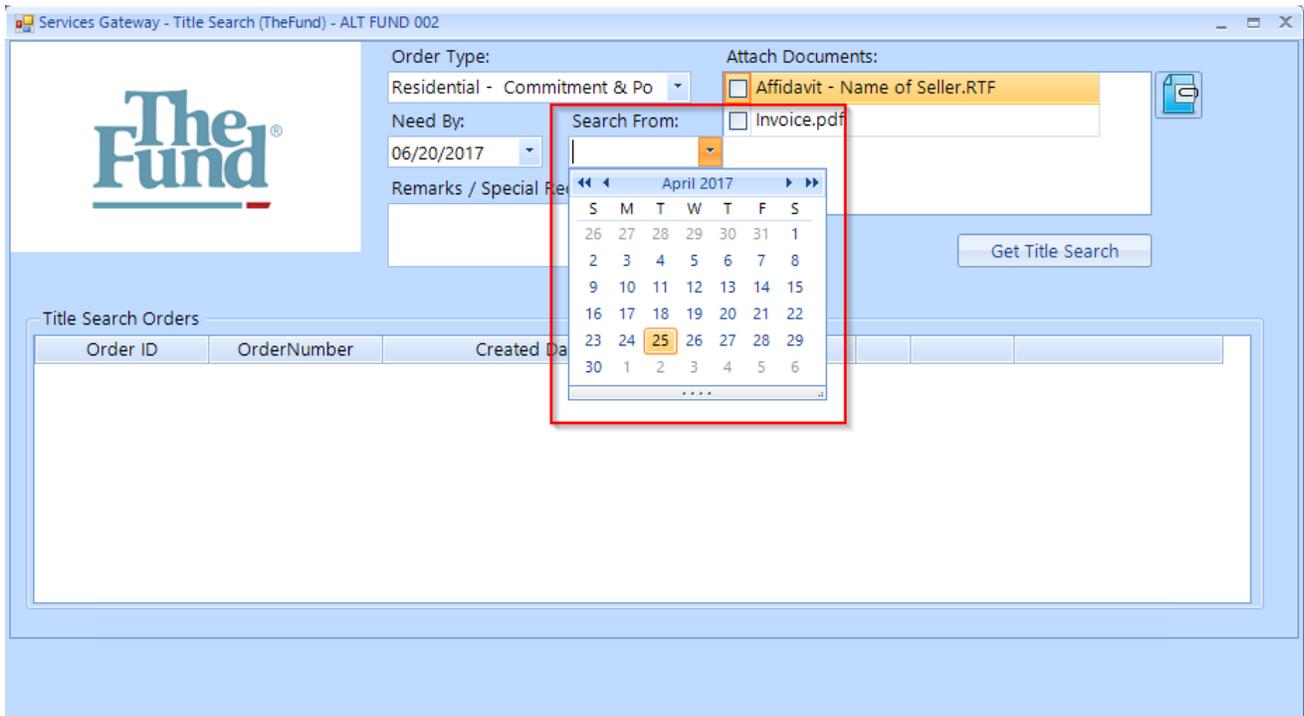
9. Select the drop-down menu for Order Type and make your selection.

This screenshot is identical to the previous one, but the "Order Type" dropdown menu is open, and its contents are highlighted with a red rectangular box. The dropdown menu lists the following options: "Residential - Commitment & Policy A&B, Residential (R24)", "Residential - Commitment A&B, Residential (R20)", "Commercial - Commitment & Policy A&B, Commercial (C24)", and "Commercial - Commitment A&B, Commercial (C20)".

10. Select the drop-down menu next to the “Need By” field. A calendar will open. Select the date you need your title search documents by. The default date is the date you are entering the order.



11. Select the drop-down menu next to the “Search From” field. A calendar will open. Select the date you want the title search to search from.



12. You can add any notes or requests to send to The Fund with your title search order in the “Remarks / Special Requests” field.

Services Gateway - Title Search (TheFund) - ALT FUND 002

The Fund

Order Type: Residential - Commitment & Po
Need By: 06/20/2017 Search From: 01/05/2015

Remarks / Special Requests:
Rush Order|

Attach Documents:
 Affidavit - Name of Seller.RTF
 Invoice.pdf

Get Title Search

Title Search Orders

Order ID	OrderNumber	Created Date	Package Status			
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13. You can attach any documents you wish to send with your Title Search order request. All documents previously saved in your file will show up in the “Attach Documents” field to choose from. If you have not saved the document you wish to save in your file yet, select the paperclipped document icon to browse for the document. Select the check box next to the title of the document to attach it with this title search request.

Services Gateway - Title Search (TheFund) - ALT FUND 002

The Fund

Order Type: Residential - Commitment & Po
Need By: 06/20/2017 Search From: 01/05/2015

Remarks / Special Requests:
Rush Order|

Attach Documents:
 Affidavit - Name of Seller.RTF
 Invoice.pdf

Get Title Search

Title Search Orders

Order ID	OrderNumber	Created Date	Package Status			
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- Verify the information you have ordered is correct. Once you are satisfied with your order information, select the “Get Title Search” button.

Services Gateway - Title Search (TheFund) - ALT FUND 002

The Fund

Order Type: Residential - Commitment & Po

Need By: 06/20/2017 Search From: 01/05/2015

Remarks / Special Requests: Rush Order

Attach Documents:

- Affidavit - Name of Seller.RTF
- Invoice.pdf

Get Title Search

Title Search Orders

Order ID	OrderNumber	Created Date	Package Status

- Once you have placed your order, you should now see you order in the “Title Search Orders” part of the screen. You should see the Order ID upon initially placing the order through the integration. Once our system receives a Fund Order Number from The Fund, the Fund Order Number column will display the Fund’s Order Number. Be sure to reference The Fund Order Number when contacting The Fund with any support questions. Your Package status also appears. At the time of placing your order, the Package Status reads as “In Process.”

Services Gateway - Title Search (TheFund) - FUND 003

The Fund

Order Type: Residential - Commitment & Po

Need By: 04/20/2017 Search From: []

Remarks / Special Requests: []

Attach Documents:

Get Title Search

Title Search Orders

Order ID	OrderNumber	Created Date	Package Status		
3720	383098Q	4/17/2017 12:20:40 PM	In Process		Refresh Add Notes/Docs

16. When your order is ready, you should receive an email from The Fund. You'll go back into your file, select Title Search from the Services Gateway toolbar on the main screen of Closers' Choice, and select The Fund button. Your title search request window will appear. You will now see that the Package Status reads as "Complete." Select the "Refresh" button to import the data from The Fund into your Closers' Choice file.

Services Gateway - Title Search (TheFund) - FUND 005

The Fund

Order Type: Residential - Commitment & Po
 Need By: 04/20/2017
 Search From: []
 Remarks / Special Requests: []

Attach Documents:
 383110Q Fund Commitment.docx
 Invoice.pdf
 OR Book 26857 4767.pdf

Get Title Search

Order ID	OrderNumber	Created Date	Package Status	Refresh	Add Notes/Docs
3730	383110Q	4/17/2017 4:11:52 PM	Complete	[Refresh]	[Add Notes/Docs]

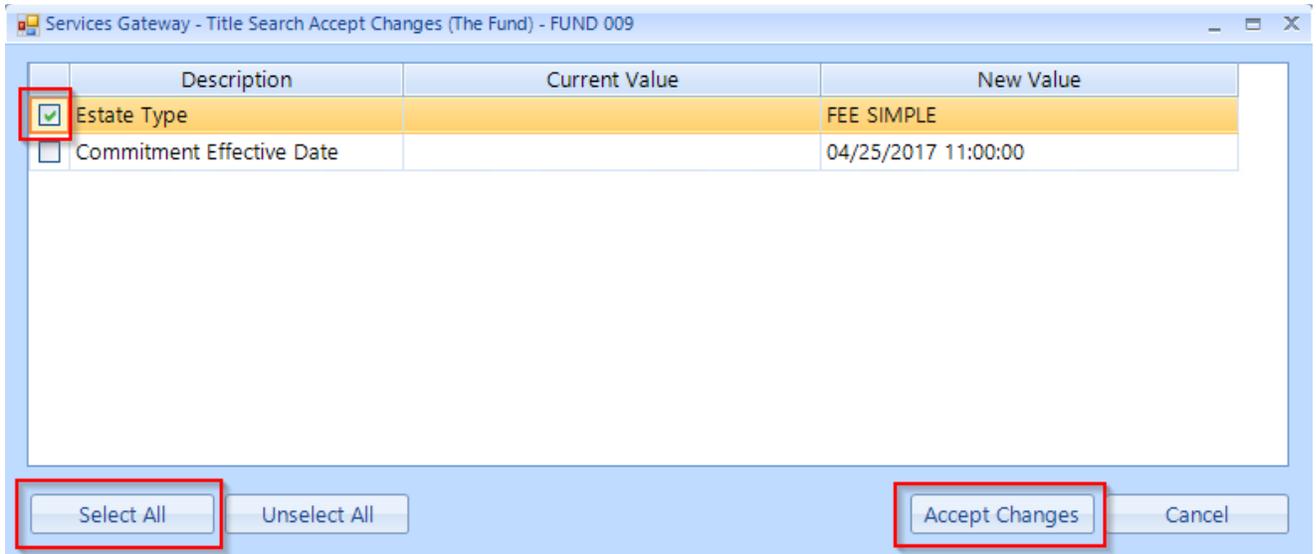
17. An "Accept Changes" screen will appear with three columns: Description, Current Value and New Value. The description column tells you what fields in your order the title search information may affect. The current value is what information you currently have in the file, prior to submitting the information to The Fund. The new value is the information that The Fund found as part of the title search, that you may want to add to your file.

Services Gateway - Title Search Accept Changes (The Fund) - FUND 009

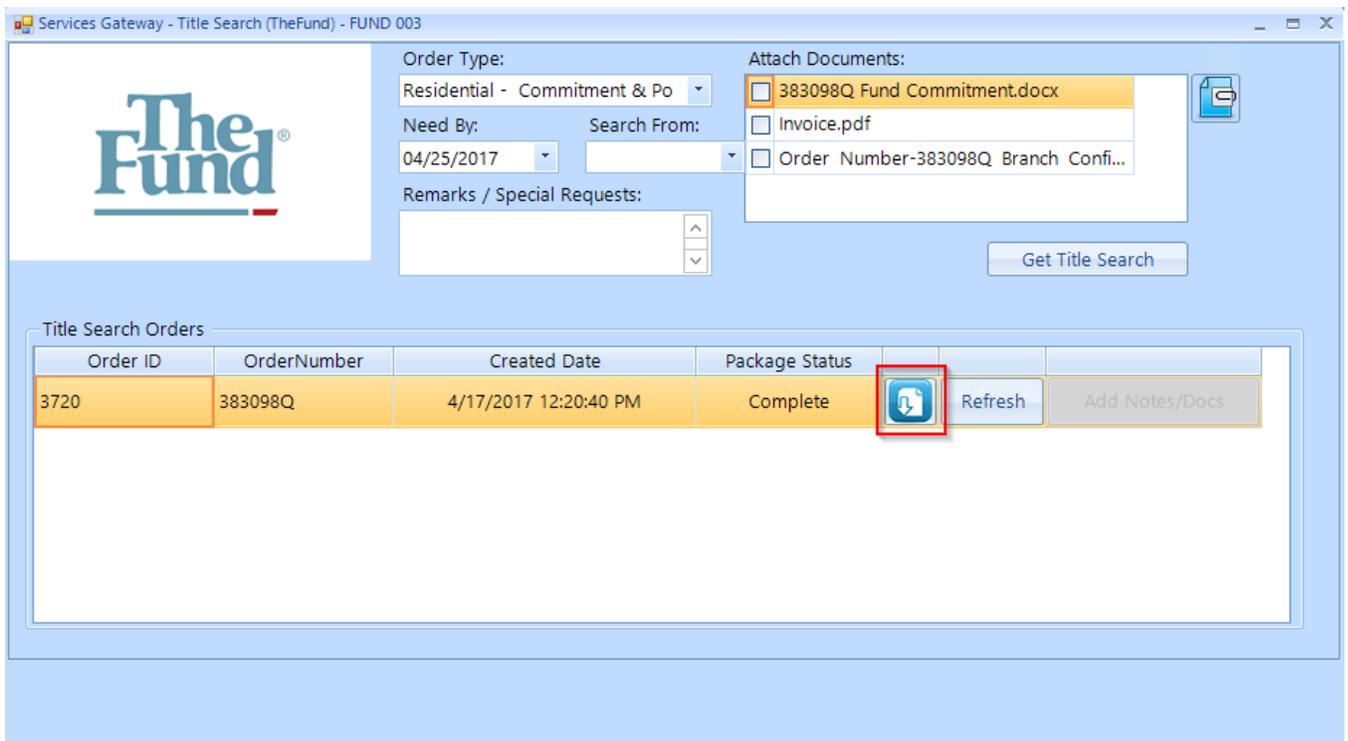
	Description	Current Value	New Value
<input type="checkbox"/>	Estate Type		FEE SIMPLE
<input type="checkbox"/>	Commitment Effective Date		04/25/2017 11:00:00

Select All Unselect All Accept Changes Cancel

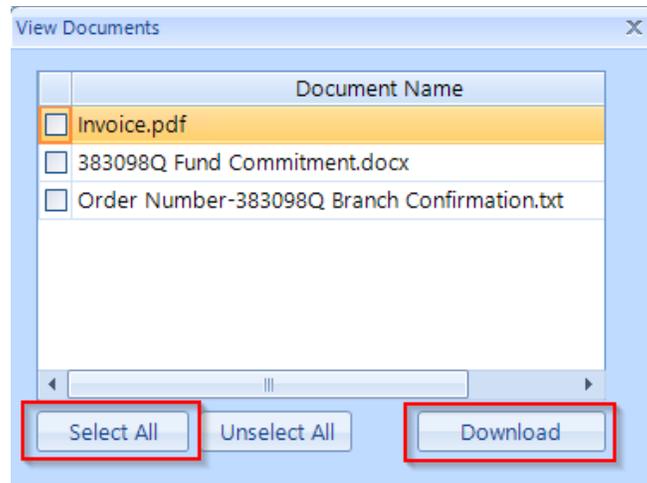
18. You can select all the fields to write over with the new data by selecting the “Select All” button in the bottom left-hand corner of the window, or you can select individual items by selecting the check box next to that item. Select “Accept Changes” to save the changes.



19. Select the blue download icon from the order screen to download your documents returned from The Fund.



20. You can select individual documents by selecting the check box next to that item, or select the “Select All” button at the bottom left-hand corner of the window. Then select “Download.” Your documents will now be saved in your Archived Docs for this folder.



21. Review the data import by checking your Closers' Choice file. Depending on what The Fund sent back and you selected, pay particular attention to the Issued/Effective screen and the screens in the Commitment button in the Title Insurance row of your main page of Closers' Choice.

