

SOFTPRO 360 - IL - CT METRO

Manually Submitting an Order to NextAce

After creating your order in SoftPro Select, you can use SoftPro 360 to submit your request to NextAce. Follow these steps to login and submit your order.

SoftPro Select: Create the Order

1. Follow your process for creating an order; refer to the Open Order Checklist for your Operation if necessary

IMPORTANT: To submit your order to NextAce, the following data **must** be entered in your SoftPro Select order.

Select or enter the,

> > >	Transaction type Order type Product type	Transaction type Commercial Order type: Title & Escrow Purchase Construction Product type: Sale/Re-Sale Equity Out of county Policy type: Sale/Re-Sale	•
>	Property Address / City / State / Zip Code (or APN)	Property address: 123 Main Street	o Code: 60007-
)(f any of	County the required informat	in the: County of Dupage	County GLC:
nissing nessage attempt /ou can nforma	from your order, this e is displayed when ing to log into NextAcc not continue until the tion is entered in SoftP	 Remember me To submit a transaction to NextAce one of the following combinations must be specific in your ProForm order. User Name, Password, Service Type, Order Trans Type, Property Address, City, State, Zip, County User Name, Password, Service Type, Order Trans Type, APN, State, County 	ed

SoftPro 360: Submit the Request to NextAce

You must have a registered SoftPro 360 account to continue. If you are not already registered, refer to the job aid, *SoftPro 360 – Registering for a New Account* to set up your account.

- 2. From 360 ribbon, click the Services button
- 3. Expand the Title Services folder
- 4. Double-click the **NextAce TitleEDGE** menu option





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- 5. From the Order Linking window, Order Linking Order Linking If a single order is opened, only that order > Open Order Numbers Open Order Numbers: number is displayed FTPA17-05151 TPA17-05152 611150335 FTPA17-05167 If multiple orders are opened, select the > corresponding order number from the list Selected Order Number 6. Click the **OK** button Selected Order Number FTPA17-05151 611150335 OK OK Cancel NextAce - 611150335 × 7. The Welcome screen NextAce^{*} Welcome displays, click the Next button NextAce® is original pioneer in automating as much of the title search and examination process as possible. Our patented technology has evolved into a powerful production and workflow platform that integrates with everything, connecting and automating all major functions of the title search, examination, and production process NextAce provides national access to automated real property intelligence for the title insurance, mortgage lending, foreclosure, real estate, and investment markets 8. From the NextAce login window, NextAce - 2017010002 X enter your login credentials **NextAce**^{*} Login NOTE: If you check the **Remember** me check box, the program will User Name SoftPro360 automatically log in the next time you open it. Password Remember me 9. Click Next Cancel Back Next Viewing / Editing Information The Order Information window displays.
 - 10. In the Order Details section,
 - a) select a **Commitment Delivery Date**, if applicable
 - b) enter/edit the Estimated Closing Date; this pulls from your SoftPro Select order if entered

🥹 NextAce - 61115	0335	<u>×</u>
Order Informa	tion	NextAce
Order Details		
Transaction Type	Purchase 👻	Committment Delivery Date
Order Type	Title & Escrow	Estimated Closing Date 02/23/2018 04:33 PM
Product Type	Sale/ Re-Sale	



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- 11. Verify the Loan information; you can
 - click the Edit con to make changes to the information displayed
 - > click the **Delete** icon to remove the
 loan from your
 NextAce submission

Lender	Loan Amount	Loan Type	Actions
First Ever Savings and Loan	\$432,500.00	Conventional Uninsured	

Changes made here do **not** write back to your SoftPro Select order.

12. Click the Next button

The **Property Information** window pulls the property data entered in your SoftPro Select order.

	••• NextAce - 611150335				
The Property field displays the full property address; if the order contains multiple properties, only	Property Information	NextAce			
the first property is displayed.	Property Details				
	Property 123 Main Street , Anywhere, IL, 60007	V			
13. Verify the Property Details ;	Property Type Single Family				
these fields may be edited	Address 1 123 Main Street				
> Property Type	Address 2				
Address / City / State/ Zip / County	City Anywhere State IL V	P 60007-			
APN / Lot / Block / Section	APN Lot BI	ock			
> Escrow Brief Legal	Sec	tion			
Changes made here do not write back to your SoftPro Select order.	Escrow Brief Legal				
	Back	Next Cancel			
14. Click the Next button					



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The Order Contact Information window pulls Contacts entered in your SoftPro Select order. You may edit or exclude contacts from your submission to NextAce.

- click the Edit icon to make changes to the information displayed
- > click the **Delete** icon to remove the contact from your submission

Changes made here do **not** write back to your SoftPro Select order.

Order Con	tact Information			NextAc		
Contact De	ails					
Туре	Name	Company	Address			Acti
Lender		First Ever Savin				
Title Company	🥶 Edit Contact					
Settlement Ag	Contact Details			Туре	Lender	*
Underwriter Buyer	First	Middle		Last		Suffix
Buyer	Company First Ever Sa	avings and Loan				
	Address 1					

15. From the Order Contact Information window, click the Submit button

Back Submit Cancel

16. Close and Save your order

Once the order is submitted to NextAce, the Status of the submission can be viewed from the Checklist Task screen.

- > NextAce Title Automation Order In Progress
- NextAce Title Automation Order via SoftPro 360 REJECTED; view the 360 Log for possible reason or contact NextAce

360 Transactio	ns				
		😬 Log			
		Created On	Created By	Message	
		11/9/2017 1:09:13 PM	FNF360AUTO-WAPREPROD@soft	Operation Submit requested	
Transaction Number Status		11/9/2017 1:09:13 PM	FNF360AUTO-WAPREPROD@soft	Transaction is submitted to NextAce	
		11/9/2017 1:42:09 PM	SYSTEM	Transaction is rejected by NextAce	
		1179/2017 1:42:09 PM	nextaceservice	Operation Remit requested	

> NextAce Title Automation Data Returned Successfully

The 360 Transactions screen also displays the Status of the order as it progresses.

360 Transactions	20				
Cransaction Nu Status C	360 Transactions	360 Transactions			
	Transaction Nu Status C 910054 Rejected F	Transaction Nu Status \$\$ 910054 Accepted	Created By FNF360AUTO	Created On 11/02/2017 04:	Linked Order TESTNAJES27