

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

- > Property Address / City / State / Zip Code (or APN)
- > County

If any of the required information is missing from your order, this message is displayed when attempting to log into NextAce.

You cannot continue until the information is entered in SoftPro.

*** To submit a transaction to NextAce one of the following combinations must be specified 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

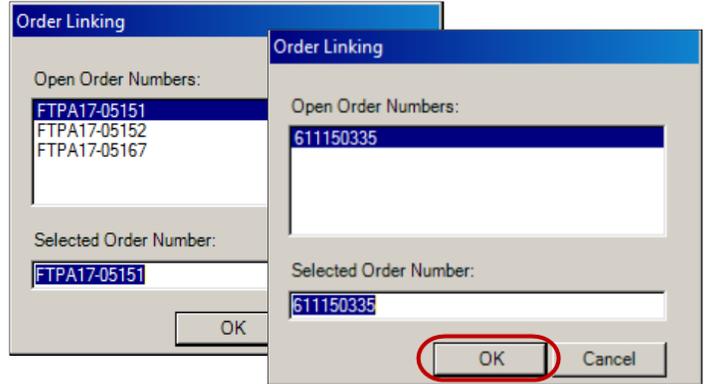
SoftPro 360: Submit the Request to NextAce

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.

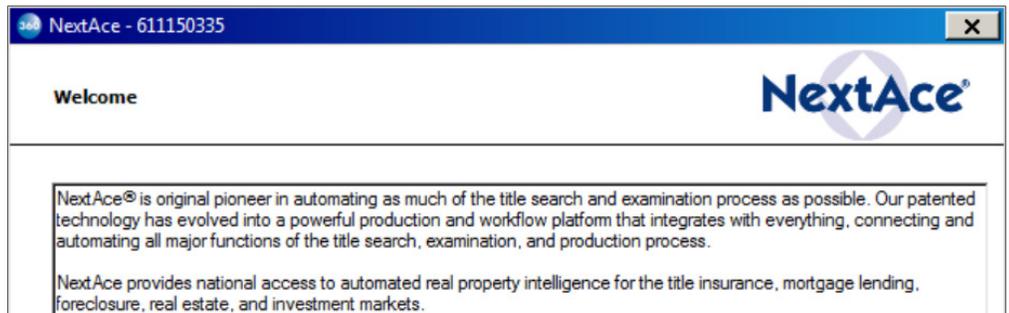
2. From **360** ribbon, click the **Services** button
3. Expand the **Title Services** folder
4. Double-click the **NextAce – TitleEDGE** menu option



5. From the **Order Linking** window,
 - › If a single order is opened, only that order number is displayed
 - › If multiple orders are opened, select the corresponding order number from the list
6. Click the **OK** button



7. The **Welcome** screen displays, click the **Next** button



8. From the **NextAce** login window, enter your login credentials

NOTE: If you check the **Remember me** check box, the program will automatically log in the next time you open it.

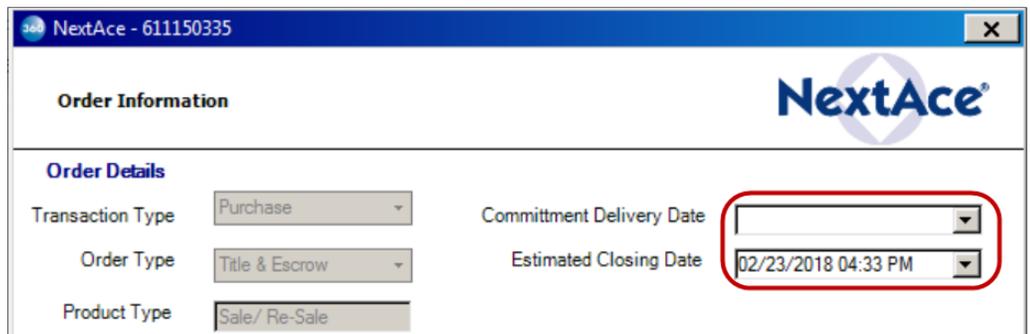


9. Click **Next**

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



11. Verify the **Loan information**; you can

- › click the **Edit**  icon 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	 

Back **Next** Cancel

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.

The **Property** field displays the full property address; if the order contains multiple properties, only the first property is displayed.

13. Verify the **Property Details**; these fields may be edited

- › **Property Type**
- › **Address / City / State/ Zip / County**
- › **APN / Lot / Block / Section**
- › **Escrow Brief Legal**

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

NextAce - 611150335

Property Information

Property Details

Property: 123 Main Street, Anywhere, IL, 60007

Property Type: Single Family

Address 1: 123 Main Street

Address 2:

City: Anywhere State: IL Zip: 60007-

County: Dupage

APN: Lot: Block: Section:

Escrow Brief Legal:

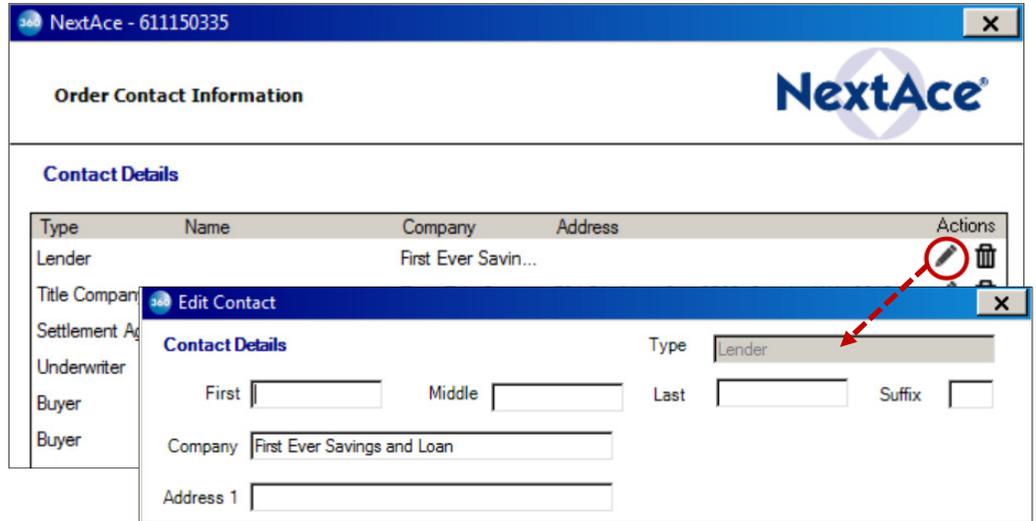
Back **Next** Cancel

14. Click the **Next** button

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.

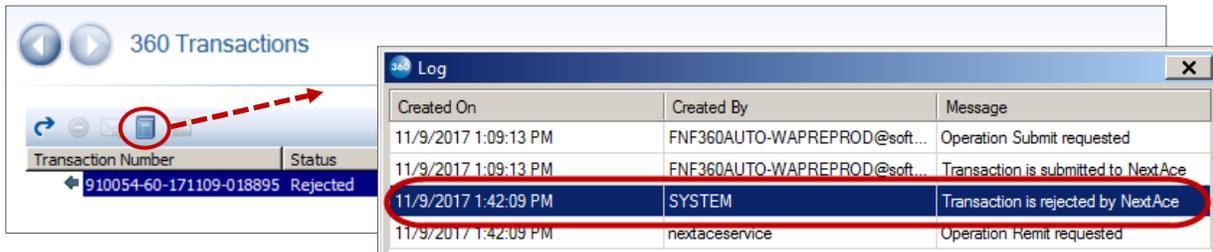


15. From the **Order Contact Information** window, click the **Submit** button
16. **Close** and **Save** your order



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



- > **NextAce Title Automation Data Returned Successfully**

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

