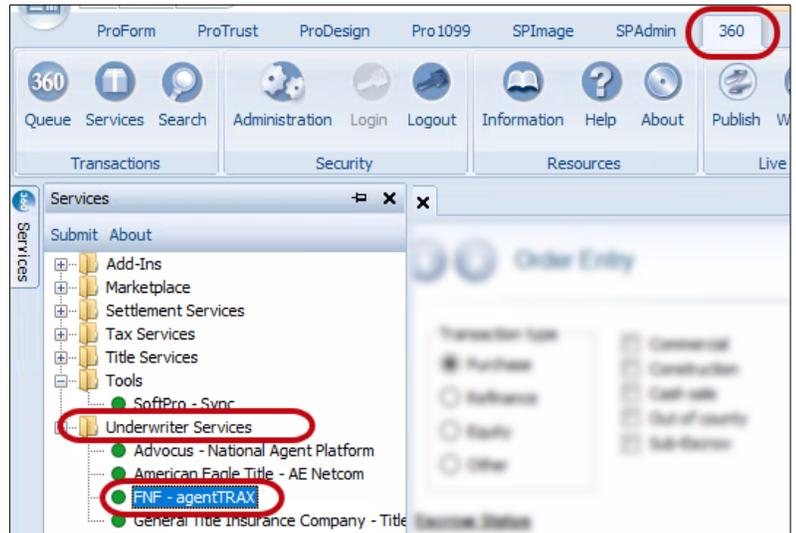## Processing Absentee Owner Searches with ionFRAUD

Using the property address entered in your order, the AgentTRAX ionFRAUD application performs a search to assist with identifying potential fraud.
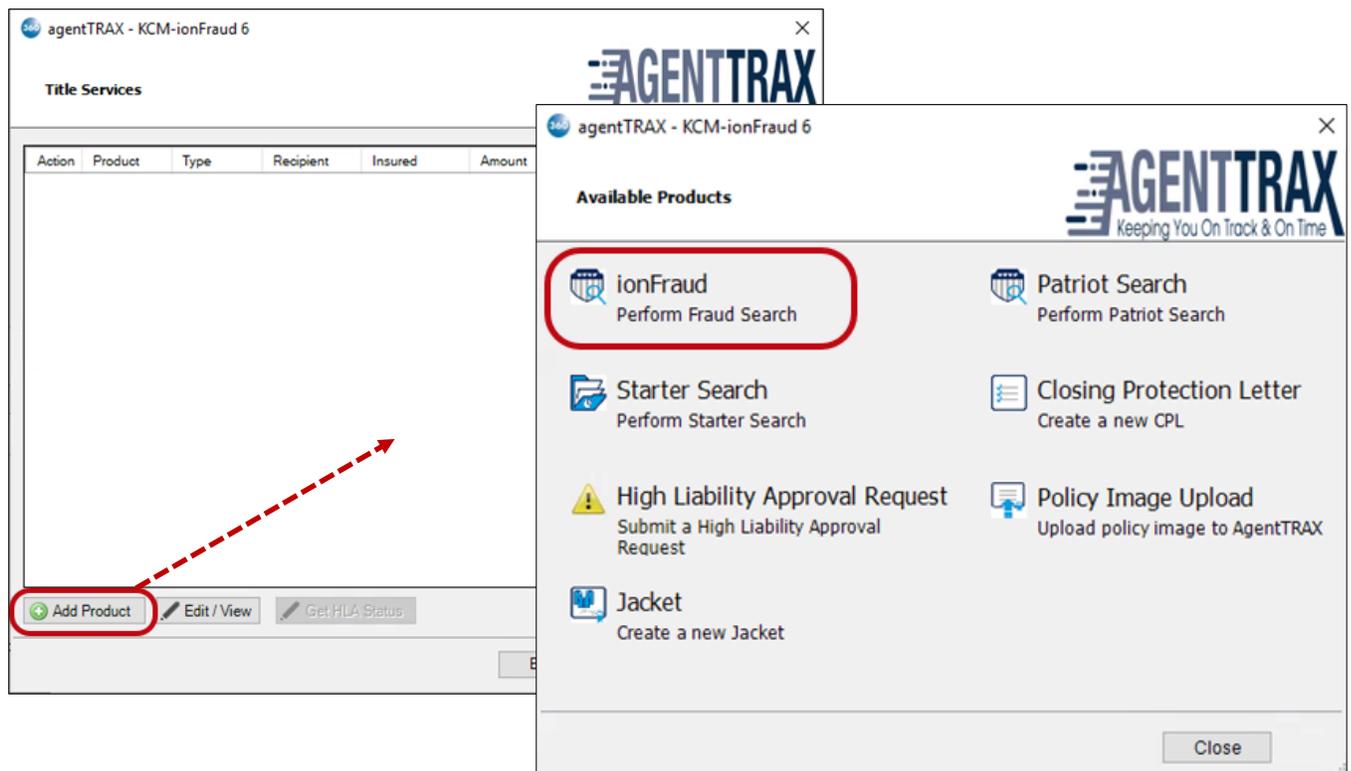
Manually Submitting a Search

1. From the **360** ribbon, click the **Services** button

2. Click the **Underwriter Services** folder to expand

3. Double-click the **FNF – AgentTRAX** entry

   NOTE: If your order is open/active, the **Title Services** window displays otherwise you are prompted to select/enter an order whose property you wish to search.

4. From the **Title Services** window, click the **Add Product** button

5. Select **ionFraud** from the **Available Products**

The **Service Selection** window displays with the **Absentee Owner** check box checked by default. You can click the **Disclaimer** link if you wish to read.
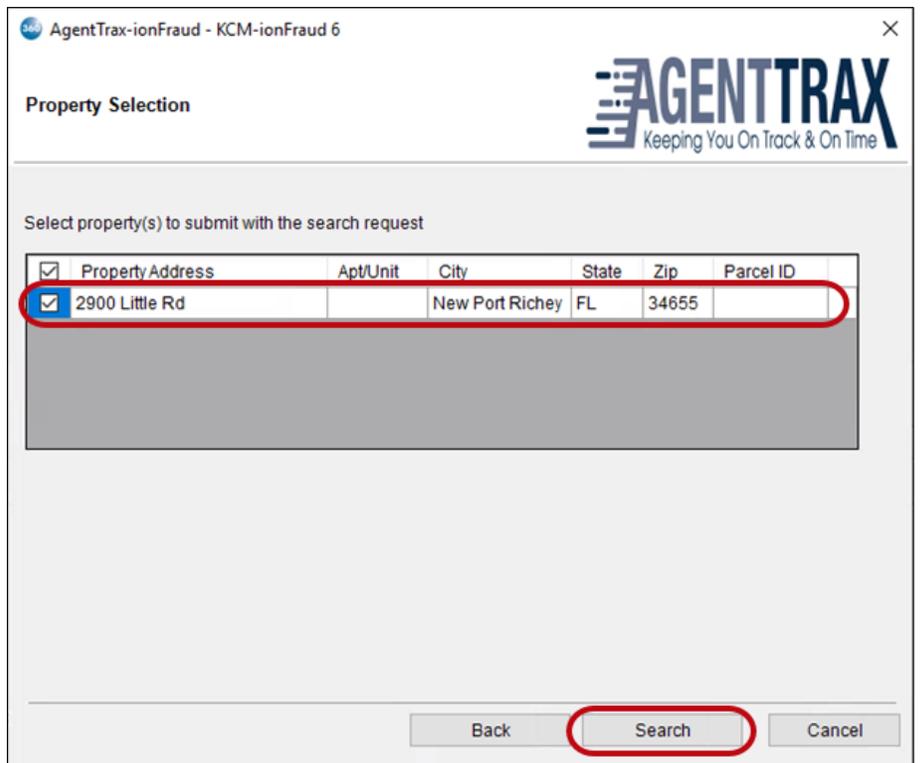
6. Click the **Next** button

The **Property Selection** window pulls the property address from your Select order.

IMPORTANT: If your Select order contains multiple properties, at least one but no more than five properties, can be selected at a time to perform the search.

7. Click the **Search** button

The **Review ionFraud** window populates data and documents for review before accepting the results.

〉 **Data** – edit or accept data into your order

   » The **Select all** check box is pre-selected; data elements can be deselected to be excluded from the order notes before accepting the results.

   » The **Edit** 📝 icon allows data to be edited prior to accepting the results.
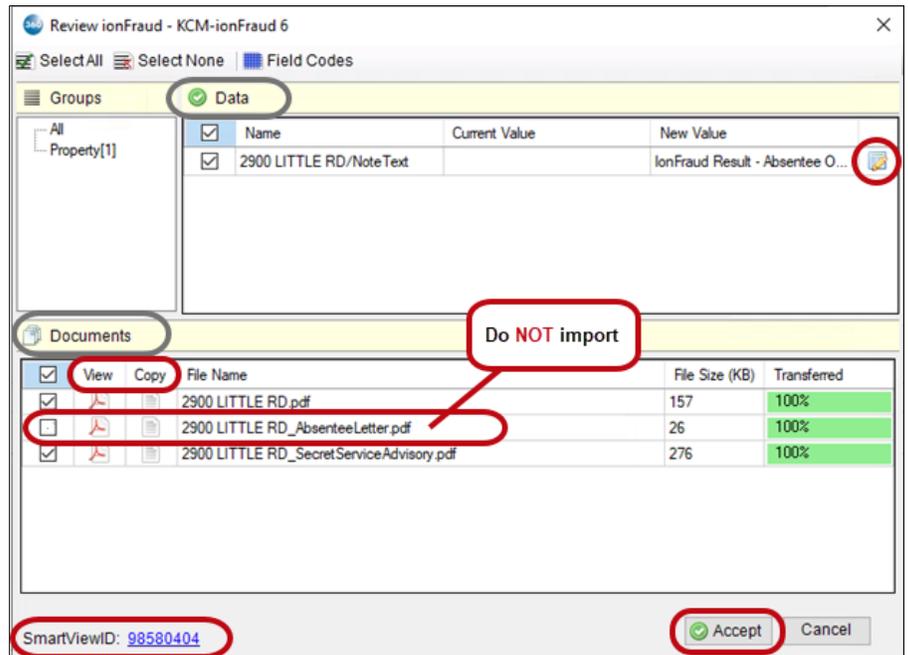
〉 **Documents** – view, copy or accept the documents

   » The **Select all** check box is pre-selected; documents can be deselected so they are excluded before accepting the results.

   » Click the **View** 📄 icon to view the document on screen.

   » Click the **Copy** 📄 icon to place a copy of the document on the clipboard.

8. Uncheck the **[propertyaddress] _AbsenteeLetter.pdf** document

> **IMPORTANT**: **DO NOT import** the **Notice of Pending Release Estate Transaction** (**[property address]AbsenteeLetter.pdf**) generated by ionFRAUD. The document contains no identifying contact information for your office.
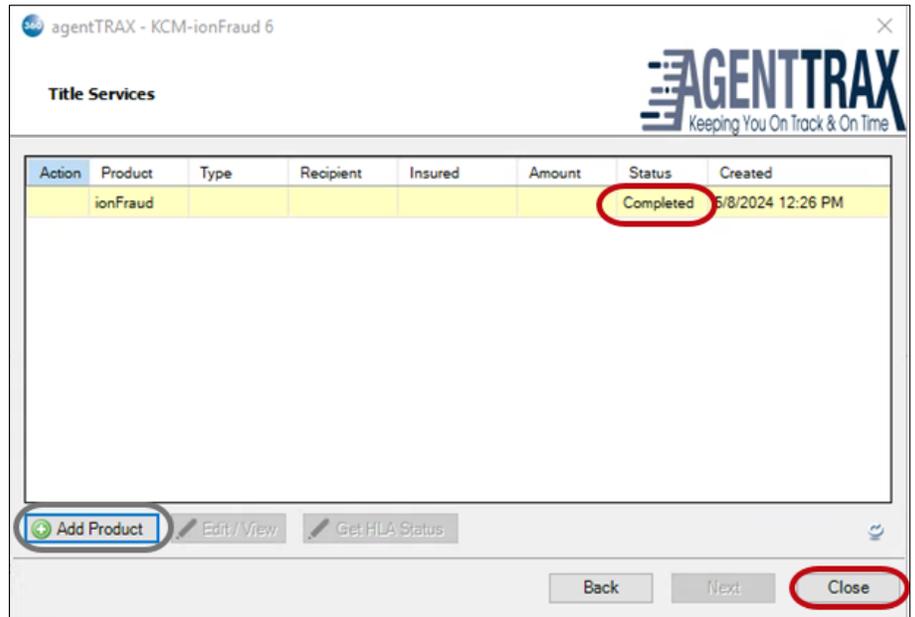>
> Continue to issue the **Notice of Pending Real Estate Transaction** via your SoftPro Select order.

9. Verify the **SmartViewID** is shown; if not click the link to select
10. Click the **Accept** button to continue

You are returned to the **Title Services** window which sows **Status** as **Completed**.

11. Click the,

  〉 **Close** button

  -Or-

  〉 **Add Product** if you have additional properties to search

When completed,

〉 A note is added to the **Order Notes** screen

〉 **ZZ. ionFraud Transaction Ready** task is added to the **Checklist Tasks** screen

〉 Documents are uploaded to the corresponding smartview folder