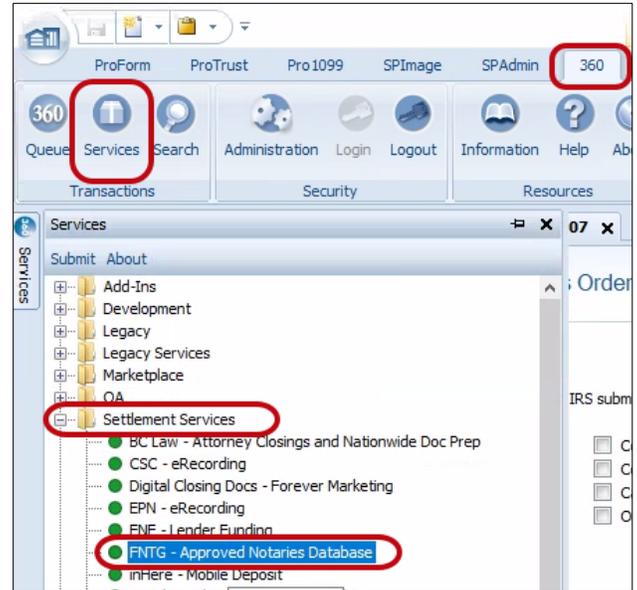


Using to Search and Select a Subcontractor

When searching for a notary it may become necessary to use a subcontractor rather than a direct notary. Follow these steps to search for and select an approved notary from the FNTG – Approved Notaries Database.

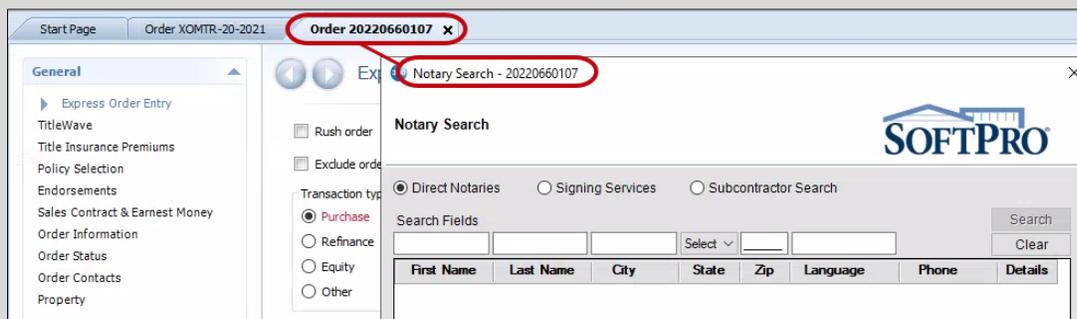
From the **360** ribbon,

1. Click the **Services** button
2. Expand the **Settlement Services** folder
3. Select the **FNTG – Approved Notaries Database** entry



NOTE: The **Notary Search** window automatically opens if,

- » One order is open and cites that order number
- » Multiple orders are open – the active order is presumed the order you are performing the search for, if not, close the **Notary Search** window and click on the corresponding order before opening the integration.



If no order is open, you are prompted to enter an order number.

Using to Search and Select a Subcontractor

- Select the **Subcontractor Search** option

NOTE: The Subcontractor must be through an approved signing company and paid through the signing company. When the Subcontractor option is selected a message displays as a reminder.

- Enter search terms in the **Search Fields**; these appear above the column names and correspond to the column names

At least one search criteria must be used to perform a Subcontractor search.
- Click the **Search** button

Notary Search - 20220660107

Notary Search

Direct Notaries
 Signing Services
 Subcontractor Search

Subcontractors are to be used ONLY when signing through an approved signing company. These notaries are NOT to be paid directly.

Search Fields

<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
<input type="button" value="Clear"/>						

First Name	Last Name	City	State	Zip	Language	Details

Advanced Search By Zip Proximity Within Miles Number of Results : 0

* Yellow highlighted rows indicate that the notary will expire in the next 30 days

The grid populates with the corresponding notaries.

If an entry is highlighted in yellow, the notary's expiration date is within the next 30 days. This is based on the expiration dates of **Background Check Expiration** and/or **TVISR Expiration**, which can be viewed by clicking the **Details** link.

Notary Search - 20220660107

Notary Search

Direct Notaries
 Signing Services
 Subcontractor Search

Subcontractors are to be used ONLY when signing through an approved signing company. These notaries are NOT to be paid directly.

Search Fields

<input type="text"/>	<input type="text"/>	<input type="text"/>	CA ▾	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
<input type="button" value="Clear"/>						

First Name	Last Name	City	State	Zip	Language	Details
Maria	Bakies	Anaheim	CA	92804		Details
Angi	Morrow	Moreno Va...	CA	92557		Details
Kim	Denny	Bakersfield	CA	93306		Details
Rafael	Munguia	Manteca	CA	95337	Spanish	Details
Patricia	Stephens	Sacramento	CA	95828		Details
Maria	Alanis	Fresno	CA	93722	Spanish	Details
Marilyn	Bird	Hemet	CA	92545		Details
Beatriz	Diaz	Lancaster	CA	93535	Spanish	Details
Sondra	Hull	Menifee	CA	92586		Details

Advanced Search By Zip Proximity Within Miles

* Yellow highlighted rows indicate that the notary will expire in the next 30 days

Notary Search - 20220660107

Notary Search Results

First Name	Marilyn
Last Name	Bird
Language	
Background Check Expiration	2024-12-11
TVISR Expiration	2025-11-11
Consumer Complaint Expiration (CCP)	2025-11-11

Using to Search and Select a Subcontractor

- Click once on the desired Notary
- Click the **Add to Proform Order** button

Notary Search - 20220660107

Notary Search

Direct Notaries
 Signing Services
 Subcontractor Search

Subcontractors are to be used ONLY when signing through an approved signing company. These notaries are NOT to be paid directly.

Search Fields

First Name	Last Name	City	State	Zip	Language	Details
Maria	Bakies	Anaheim	CA	92804		Details
Angi	Morrow	Moreno Va...	CA	92557		Details
Kim	Denny	Bakersfield	CA	93306		Details
Rafael	Munguia	Manteca	CA	95337	Spanish	Details
Patricia	Stephens	Sacramento	CA	95828		Details
Maria	Alanis	Fresno	CA	93722	Spanish	Details
Marilyn	Bird	Hemet	CA	92545		Details
Beatriz	Diaz	Lancaster	CA	93535	Spanish	Details
Sondra	Hull	Menifee	CA	92586		Details

Advanced Search By Zip Proximity Within --Select-- Miles Number of Results : 100

* Yellow highlighted rows indicate that the notary will expire in the next 30 days

Add to Proform Order Close

The grid is repopulated with associated signing services for the selected subcontractor.

- Select the signing service; click the **Add to Proform Order** button

If you wish to return to the subcontractor list, click the **Cancel** button.

Notary Search - 20220660107

Notary Search

Select the associated signing service for your subcontractor

Company Name	City	State	Zip	Phone	Email
Nationwide Signing Services, LLC	Tempe	AZ	85283	602-214-2537	orders@nssnota.
Central Signing Service, Inc.	Grants Pass	OR	97526	541-507-1708	customerservice..
CykiX, LLC	Campbell	CA	95008	408-315-3334	chris@cykix.com
First Class Signing Service	Livermore	CA	94551	925-924-0229	eric@myfirstcour.
Simple Signings, LLC	Anaheim	CA	92807	714-922-1675	pete@simplesig.
US Certified Signers	Sacramento	CA	95852	916-719-6044	admin@uscertifil..
Coast 2 Coast Signings	Upland	CA	91786	909-592-3566	lisa@c2osigning..
Loan-Closers.com, Inc.	Lake Forest	CA	92630	949-470-37...	stavonne@loan...
Notary ASAP Inc	Orange	CA	92866	714-978-8900	velvet@notaryas...
BBS Notary Services, Inc	Newport Beach	CA	92658	877-207-0942	orders@bbsnota...

Add to Proform Order Cancel

A message displays indicating the Signing Service and Subcontractor have been added to the order.

- Click **OK** to close the message
- Click the **Close** button to close the **Notary Search** window

SoftPro 360

i Signing Services and Subcontractor has been added to the file.

OK

Using to Search and Select a Subcontractor

The **Other** Contact is updated with the selected Signing Service and Subcontractor.

Order Contacts

Type	Name	Code	Phone	Fax	Main Contact	Email	Address
Attorney	Attorneys, Inc.	AT			Abbott Attorney	susan.rivera-stoll@softproc...	742 W Main Street
Buyer/Borrower	Bob Buyer	B	(777)777-7777		Bob Buyer	susan.rivera-stoll@softproc...	10655Bit street
Lender	Lender USA Bank	L	(111)111-1111		Lary Lender	Larylender@email.com	2580B Shea Center Drive
Listing Agent/Broker	Realtor, Inc	LB	(813)633-2020	(813)633-6403	Gregory Bolduc	susan.rivera-stoll@softproc...	1509 Bickenbacker Drive
Other (Signing Services-18846)	Simple Signings, LLC	O	714-922-1675		Mania Bakies	pete@simplesignings.com	1250 N Hancock St.
Seller	Sally Seller	S			Sally Seller	susan.rivera-stoll@softproc...	Holding Village

NOTE: Refer to the [SoftPro 360 – FNTG-Approved Notaries Database User Guide](#) if more detailed information is needed.