

FNTG-Approved Notaries Database

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History

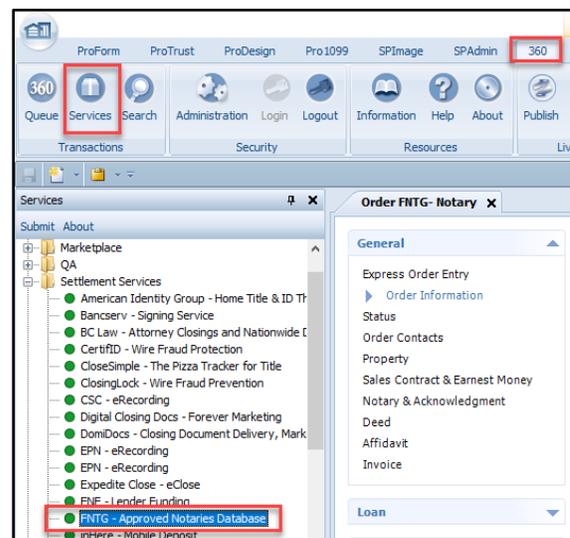
Date	Version	Details
07/29/2024	V1.0	User Guide

Introduction

This integration will enable users to access the FNF Notary Search database within SoftPro 360, search for suitable notaries for in-person notarial acts exclusively, retrieve their contact information, and seamlessly import it into the ProForm Order.

Accessing the Vendor Services

1. Select the **Services** tab
2. Click the **Settlement Services** folder to expand
3. Double-click **FNTG-Approved Notaries Database**



4. From the **Order Linking** window
 - a. If no order is open, enter the corresponding order in the **Selected Order Number** field

The screenshot shows the 'Order Linking' window. The 'Open Order Numbers' field is empty. The 'Selected Order Number' field contains the placeholder text 'Enter order number here' and is highlighted with a red circle. The 'OK' and 'Cancel' buttons are visible at the bottom.

- b. If a single order is open, the order number is shown in the **Open Order Numbers** field and the **Selected Order Number**

NOTE: The **Selected Order Number** field can be overwritten with an order that is not open.

The screenshot shows the 'Order Linking' window. The 'Open Order Numbers' field contains 'FTPA19-05193' and is highlighted with a red circle. The 'Selected Order Number' field also contains 'FTPA19-05193' and is highlighted with a red circle. A callout box points to the 'Selected Order Number' field with the text: 'Order number is automatically populated as Selected Order Number'. The 'OK' and 'Cancel' buttons are visible at the bottom.

- c. If multiple orders are open, all order numbers appear in the **Open Order Numbers** field and the first order is displayed in the **Selected Order Number** field. Highlight an order in the **Open Order Numbers** field to select the applicable order

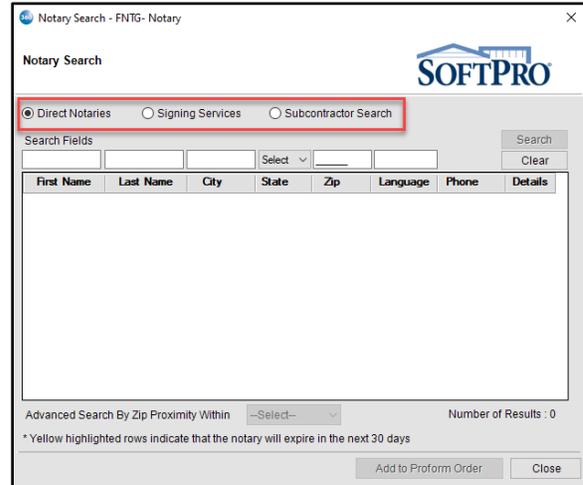
The screenshot shows the 'Order Linking' window. The 'Open Order Numbers' field contains 'FTPA19-05193' and 'FTPA19-05194'. The first entry, 'FTPA19-05193', is highlighted with a blue bar and a red circle. The 'Selected Order Number' field also contains 'FTPA19-05193' and is highlighted with a red circle. A callout box points to the 'Selected Order Number' field with the text: 'First order number is automatically populated as Selected Order Number'. The 'OK' and 'Cancel' buttons are visible at the bottom.

5. Press the **OK** button to continue

Notary Search Screen

The Notary Search screen enables users to choose from three distinct types of notaries for their search. Each option represents a different category of notary: **Direct Notaries**, **Signing Services** and **Subcontractor Search**.

The selection for Direct Notaries is set by default on the Notary Search screen. However, users can choose other notaries for their search by selecting the appropriate radio button.

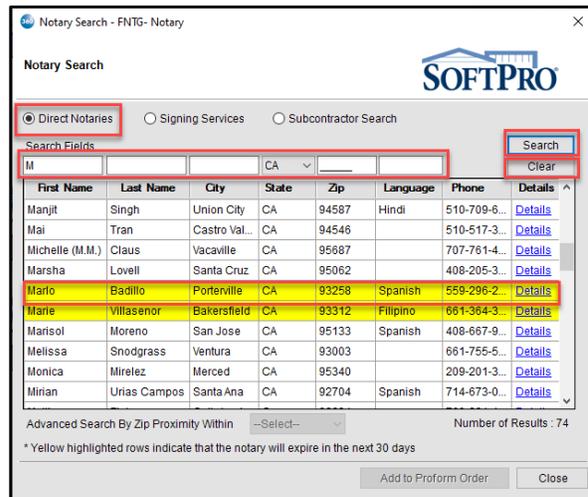


Direct Notaries: Users can search for Direct Notaries by utilizing the search fields which include **first name, last name, city, state, zip or language**.

The state can be selected from a drop-down menu. All search fields support partial searches except zip, allowing users to search by either the full name or part of it.

Search Button: The search button will become active once the user input information into any of the search fields.

Clear Button: The clear button will clear the data in the grid, allowing the user to proceed with the next search.

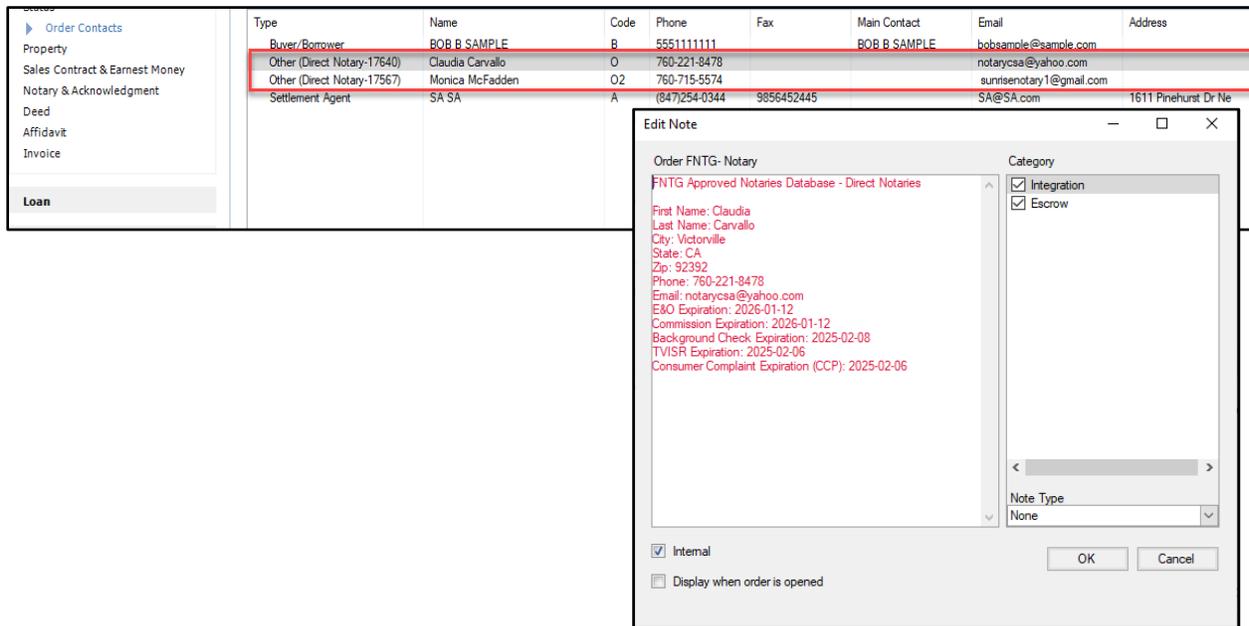
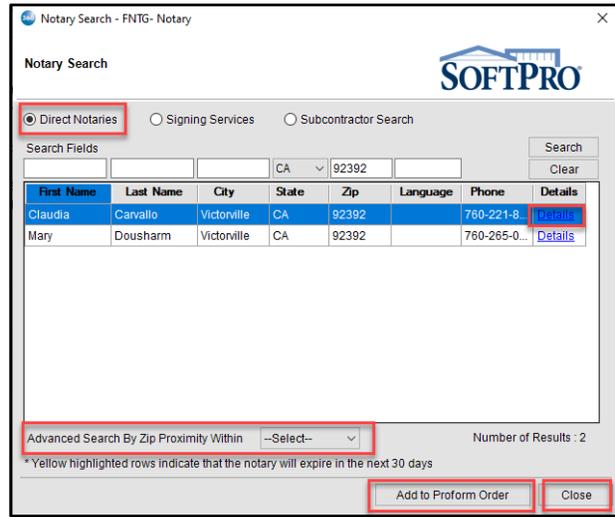


Rows highlighted in yellow within the grid indicate that the notary’s expiration date within the next 30 days from the current system date. This is based on the expiration dates of **E & O Expiration**, **Commission Expiration**, **Background Check Expiration** and **TVISR Expiration**.

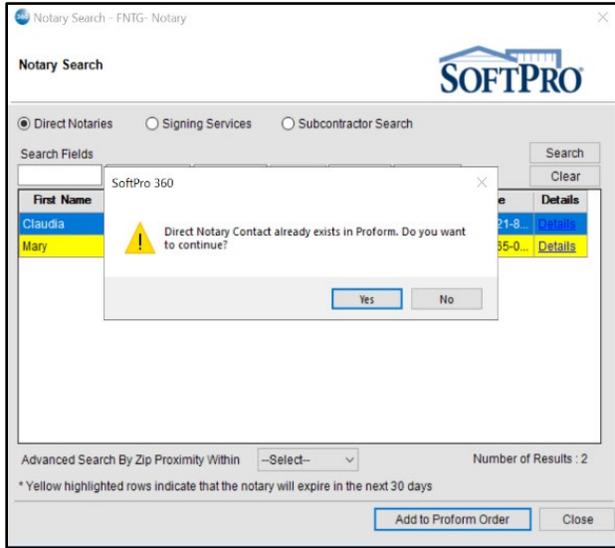
Advanced Search By Zip Proximity within: The advanced search by zip proximity option in the drop-down menu will be activated only when the user enters a zip code in the zip field. This drop-down menu allows the user to choose from distance options of 5, 10, 15, 25 and 75 miles, providing a range of proximity choices.

Close Button: The close button will close the integration.

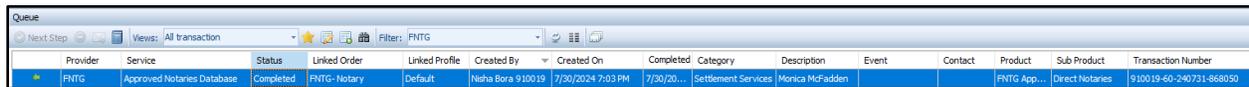
Add to ProForm Order: Upon clicking, the Add to ProForm button will add the selected direct notary as a Contact in the ProForm order and create the notes in the ProForm order as well.



If the user attempts to add the selected notary again in the ProForm order, the system will notify the user that the notary contact already exist in the ProForm and will provide the choice to either add it or not.



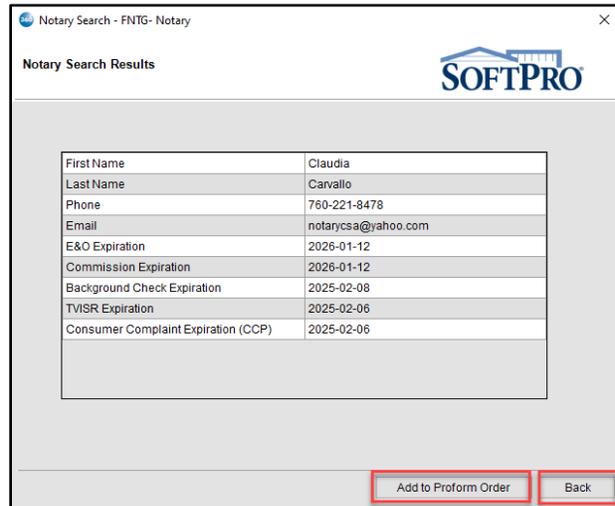
Clicking on “Add to ProForm order” will also create a transaction in the 360 Queue.



Details hyperlink: Clicking on the details hyperlink on the notary search screen will display a pop-up with additional information about the selected notary.

Add to ProForm Order: Users will also have the ability to add the selected notary to the ProForm order by clicking on the add to ProForm order button.

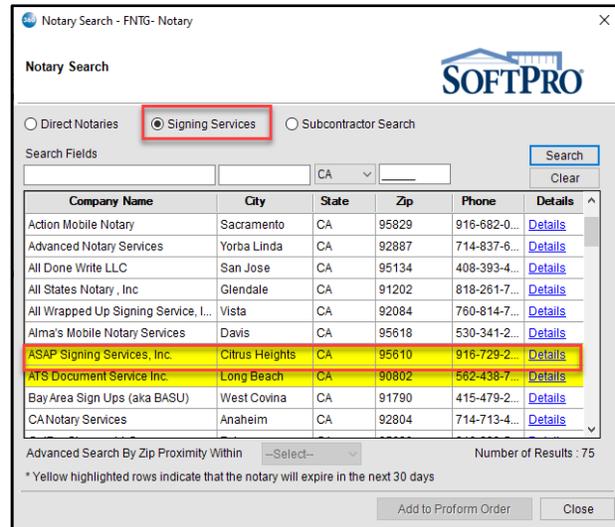
Back: The Back button will return the user to the notary search screen.



Signing Services: Users can search for Signing Services by utilizing the search fields which include **company name, city, state, and zip.**

The state can be selected from a drop-down menu. All search fields support partial searches except zip, allowing users to search by either the full name or part of it.

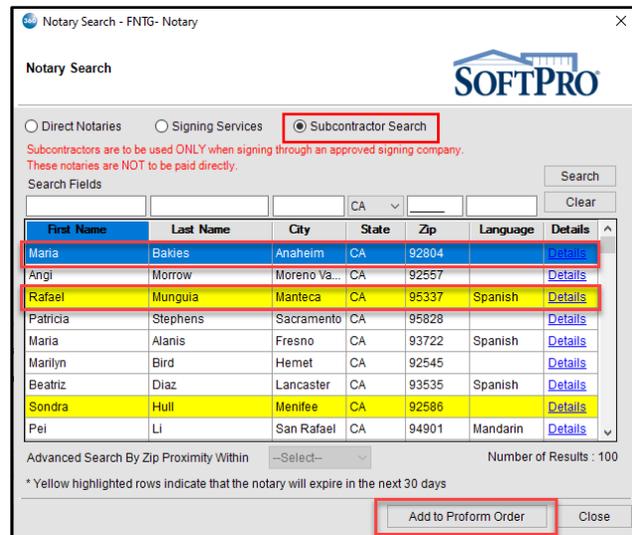
Rows highlighted in yellow within the grid indicate that the notary’s expiration date within the next 30 days from the current system date. This is based on the expiration dates of **E& O Expiration and TVISR Expiration.**



Note: The remaining functions operate in the same manner as those outlined for the direct notary above.

Subcontractor Search: Users can search for Subcontractor search by utilizing the search fields which include **first name, last name, city, state, zip or language.**

Rows highlighted in yellow within the grid indicate that the notary’s expiration date within the next 30 days from the current system date. This is based on the expiration dates of **Background Check Expiration and TVISR Expiration.**



Add to ProForm Order: Clicking the “Add to ProForm Order” button will add the selected subcontractor contact to the people section of the ProForm order.

The screenshot shows two sections of the software interface. The top section, titled "Other Contact", contains various input fields for contact information. The "Contact type" is set to "Signing Services-18061" and the "Lookup code" is "ONE". The "Name" field is populated with "Nationwide Signing Services, LLC". Other fields include "Short name", "Payee name", "Address", "City/State/Zip" (Tempe, AZ, 85283), "Phone" (602-214-2537), "Email address" (orders@mnsnotary.com), and "Contract amount". There are also checkboxes for "Include on revenue reports", "Marketing source", and "Commitment recipient". The bottom section, titled "People", shows a table with one entry: Sonda Hull.

First Name	Middle Name	Last Name	Title	Email	Phone	Ext.	Fax	Cell
Sonda		Hull						

If the selected subcontractor contact doesn't have an associated signing service in ProForm order, the system will provide a list of associated signing services. From here, user can select the signing service and click “Add to ProForm order”.

The screenshot shows a "Notary Search" dialog box with the SOFTPRO logo. It prompts the user to "Select the associated signing service for your subcontractor". A table lists several signing services, with "Nationwide Signing Services, LLC" highlighted. The table columns are Company Name, City, State, Zip, Phone, and Email. At the bottom right, there are "Add to Proform Order" and "Cancel" buttons.

Company Name	City	State	Zip	Phone	Email
Nationwide Signing Services, LLC	Tempe	AZ	85283	602-214-2537	orders@mnsnota
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@uscertifl...
Coast 2 Coast Signings	Upland	CA	91786	909-592-3566	lisa@c2csigning..
Loan-Closers.com, Inc.	Lake Forest	CA	92630	9498-470-37...	stavonne@loan-...
Choice Nationwide Notaries	Lake Elsinore	CA	92530	866-674-1674	info@choicenota..
Certified Signer Nationwide	Tempe	AZ	85283	602-875-5300	info@certifiedsig..

Cancel: The Cancel button will return the user to the previous screen.

Note: The remaining functions operate in the same manner as those outlined for the direct notary above.