

Manually Submitting / Accepting a NextAce Request

After creating your order in SoftPro Select, you can use SoftPro 360 to manually submit your request to NextAce or if needed, manually accept the NextAce remittance. Follow these steps to login and submit your order.

- › [Manually Submit the Request to NextAce](#) – review the SoftPro Select: Create the Order section to ensure required data is entered in the order before attempting to submit to NextAce.
- › [Manually Accepting Title Data from NextAce](#)

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: Manually Submit the Request to NextAce

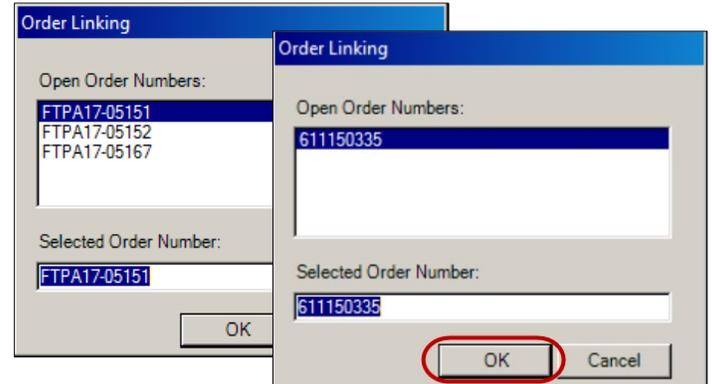
You must have a registered SoftPro 360 account to continue. If you are not already registered, refer to the job aid, [SoftPro 360 – Registering for a New Account with Okta](#) to set up your account.

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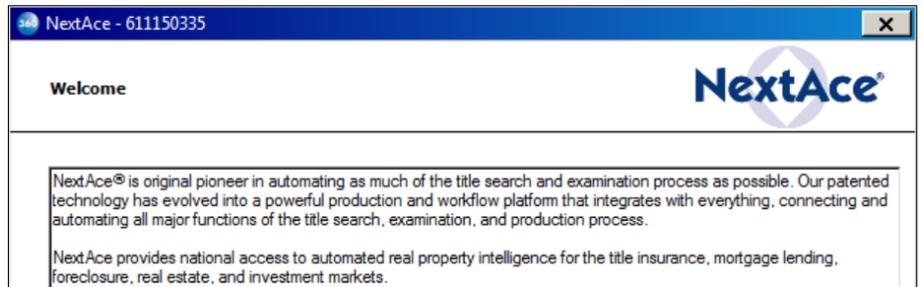
2. From **360** ribbon, click the **Services** button
3. Expand the **Title Services** folder
4. Double-click the **NextAce – TitleEDGE** menu option



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 **NextAce** 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,

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- 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 - 611150335

Order Information

Order Details

Transaction Type	Purchase	Commitment Delivery Date	[Dropdown]
Order Type	Title & Escrow	Estimated Closing Date	02/23/2018 04:33 PM
Product Type	Sale/ Re-Sale		

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

Loan Information

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.

14. Click the **Next** button

NextAce - 611150335

Property Information

Property Details

Property: 123 Main Street, Anywhere, IL, 60007

Property Type: Single Family

Address 1: 123 Main Street

Address 2: [Empty]

City: Anywhere State: IL Zip: 60007

County: Dupage

APN: [Redacted] Lot: [Redacted] Block: [Empty] Section: [Empty]

Escrow Brief Legal: [Empty]

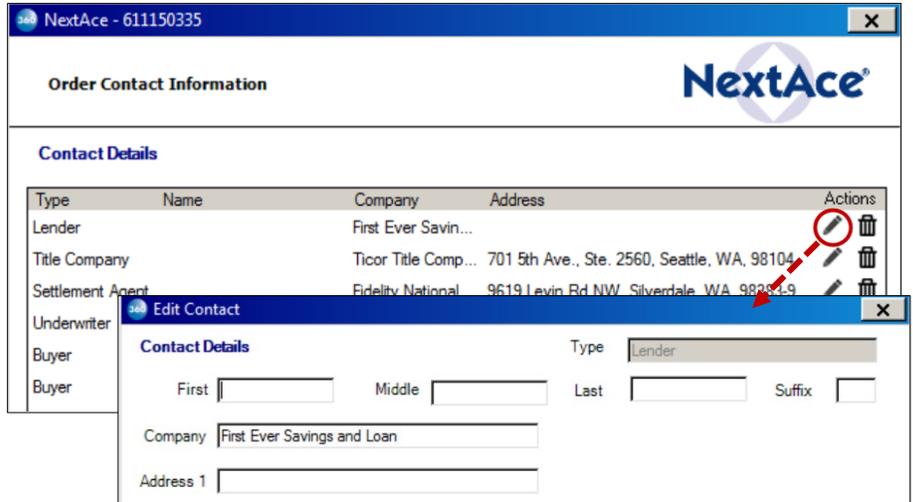
Back **Next** Cancel

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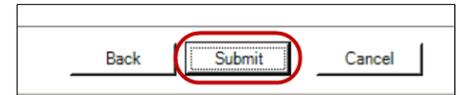
The **Order Contact Information** window pulls Contacts entered in your SoftPro Select order. You may edit or exclude contacts from your submission to NextAce.

- › 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.

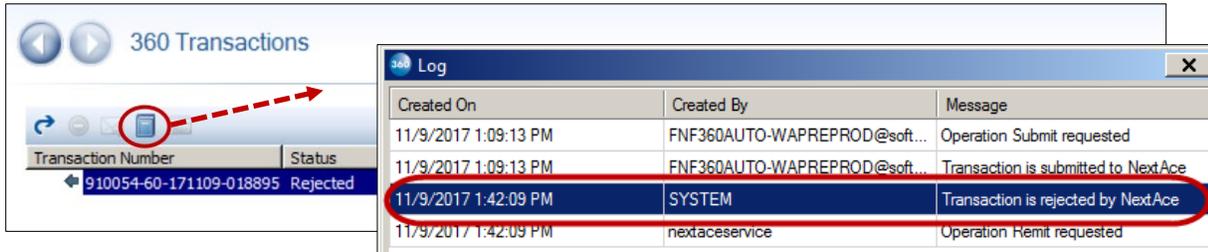


- 15. From the **Order Contact Information** window, click the **Submit** button
- 16. **Close** and **Save** your order



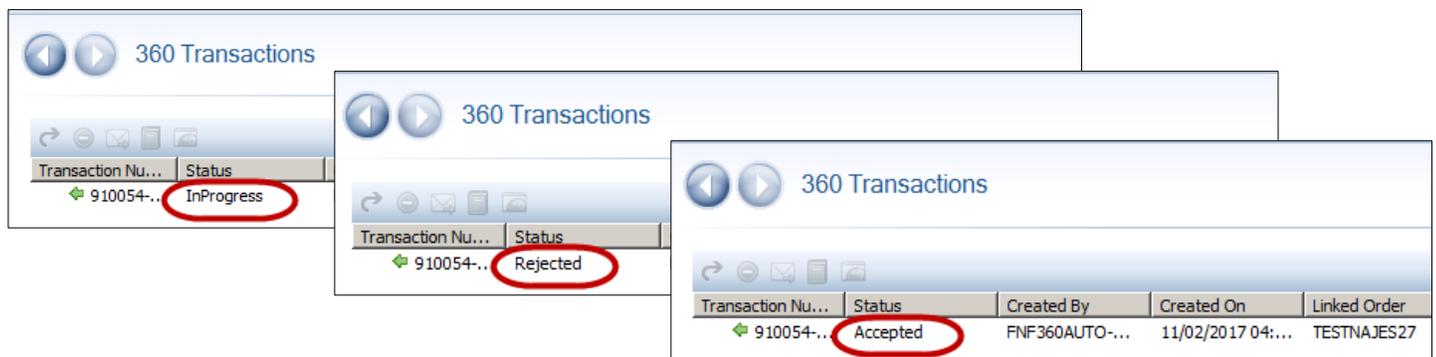
Once the order is submitted to NextAce, the **Status** of the submission can be viewed from the **Checklist Task** screen.

- › **NextAce Title Order In Progress**
- › **NextAce Title Order via SoftPro 360 – REJECTED**; view the **360 Log** for possible reason or contact NextAce



- › **NextAce Title Data Returned Successfully**

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



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Manually Accepting Title Data

When NextAce® sends back title data and document(s), the transaction updates to a **Ready** status in the **360 Queue**. The **Product** column in the **Queue** indicates what product data has been remitted by NextAce®.

- The **First Look** (preliminary report) is sent to **360** first; this is followed by the **Full Exam**.
- If the **Full Exam** is not sent soon after **First Look**, you will see **First Look** in the **Product** column first. Otherwise, you will see **Full Exam** in the **Description** column to indicate that both have been received.

Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Product
NextAce	TitleEDGE	Ready	2017019993	Default	Mary Smith	1/26/2017 11:54 AM		FIRSTLOOK
NextAce	TitleEDGE	Accepted	2017027019	Default	Mary Smith	1/26/2017 11:53 AM		FULLEXAM

From the **360 Queue**,

1. Select the entry you wish to pull in
2. Click the **Next Step** button to proceed to the **Review** screen

Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Description	Product	Transaction Number
NextAce	TitleEDGE	Ready	2025020144	Default(P)360	Jay Phan	2/3/2025 2:06 PM	8162 weeping willow ln, Sacramento, CA, 95828	FULLEXAM	910019-60-250203-121750
NextAce	TitleEDGE	In Progress	2025020143	Default(P)360	Jay Phan	2/3/2025 1:40 PM	8162 weeping willow ln, Sacramento, CA, 95828		910019-60-250203-121667
NextAce	TitleEDGE	In Progress	NextAce T con...	Default	Tracy Pentalow	1/23/2025 2:57 PM	121 Sterling Ave, #12A, San Marcos, CA, 92078		910019-60-250123-108761

The **Review** screen allows you to view and compare existing data in your SoftPro order (**Current Value**) to new information from NextAce (**New Value**). You can then determine which items you wish to import and overwrite in the SoftPro Order.

1. Review the **New Value** data; by default all items are to be imported to SoftPro, if you do not wish to overwrite existing data, uncheck the check box for the specific item

Groups	Data		
		Current Value	New Value
<input checked="" type="checkbox"/>	Name		
<input checked="" type="checkbox"/>	Code		T1
<input checked="" type="checkbox"/>	Description		{vtf Property taxes, which are a lien not yet due and payable, including any assessments collected with taxes to be levied for the fiscal year 2025-2026.\par }
<input checked="" type="checkbox"/>	Include On Loan Policy		True
<input checked="" type="checkbox"/>	Include On Owner's Policy		True

View	Copy	Description	File Name	File Size	Transferred
<input checked="" type="checkbox"/>		PDF	APN Map.pdf	42342	100%
<input checked="" type="checkbox"/>		PDF	tmap.pdf	861746	100%
<input checked="" type="checkbox"/>		PDF	gichains.pdf	59140	100%
<input checked="" type="checkbox"/>		PDF	chain.pdf	265405	100%
<input checked="" type="checkbox"/>		PDF	top.pdf	25861	100%

Override Requirement / Exceptions

2. Click the **Accept** button to pull data into your order; documents are automatically uploaded to Smartview

NOTE: If only the **First Look** item has been received and **Accepted**, the data is written to your order and the **360 Queue** updates to show the **Status** as **Accepted**. When the **Full Exam** item has been received, the **Status** updates to **Ready** and can then be reviewed/accepted into your SoftPro Order.