Adding a 150 Event allows you to attach a document and submit the document to RealEC for the Lender. Follow these steps to add a 150 Event to an existing order.

> NOTE: This event can only be added to a **3 – Commitment Prelim Report** entry.
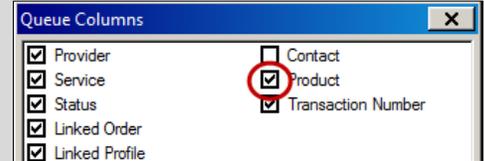
1. Open the order you wish to add the 150 Event to; make sure all other orders are closed

2. If you are not already logged into **360**, log in

3. From the **360** ribbon, click the **Queue** button (or click the **Queue** tab at the bottom of the screen)
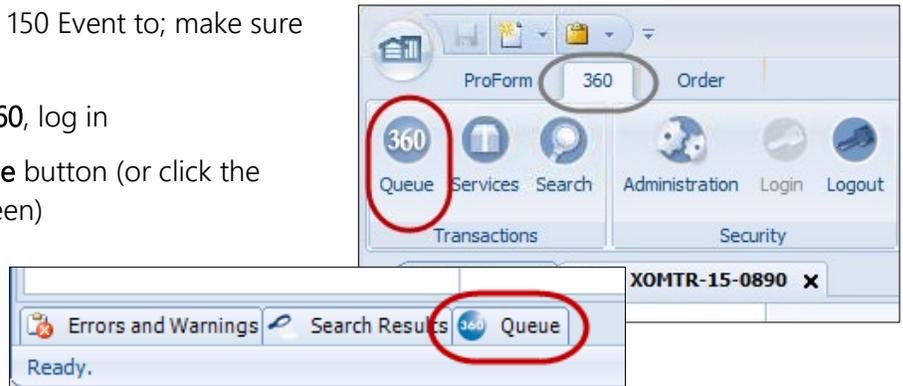
4. From the **Views** drop-down, select **Active Orders** to ensure you are working in the order you intend to add the event

5. Highlight the entry where **3 – Commitment Prelim Report** is shown in the **Product** column
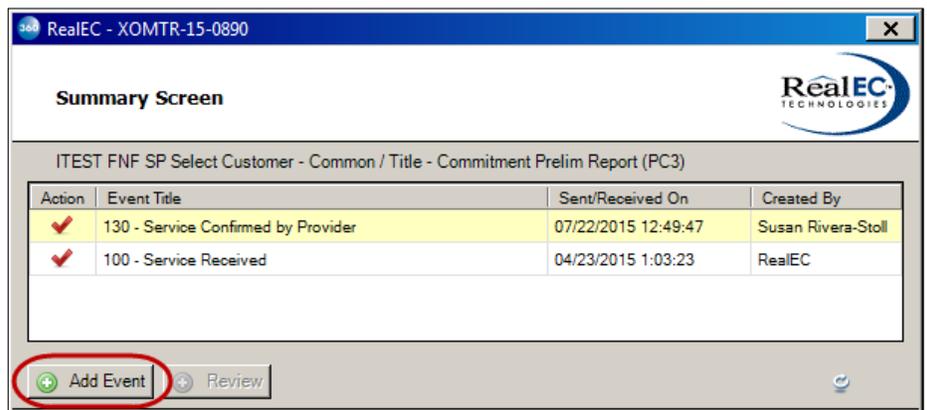
   NOTE: If you don't have **Product** column displayed,
   › From the **Queue** toolbar, click the **Columns** [icon] icon
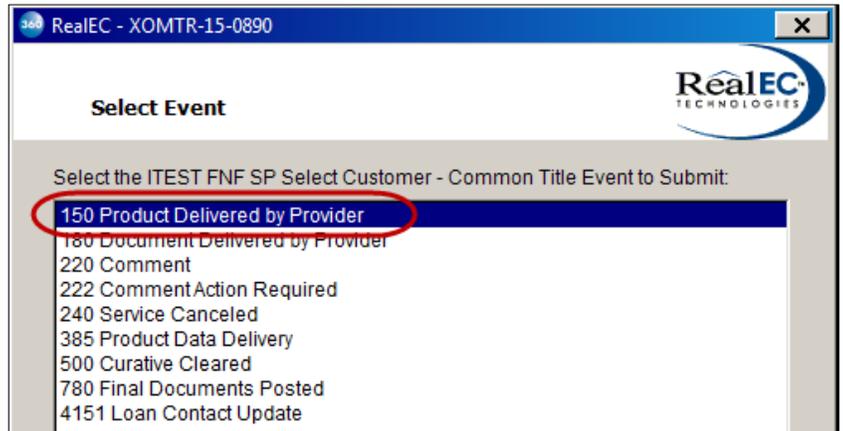   › Check the **Product** check box, click **OK**

6. Click the **Next Steps** button

7. Click the **Add Event** button

8. From the **Select Event** window, highlight **150 Product Delivered by Provider**, click the **Next** button
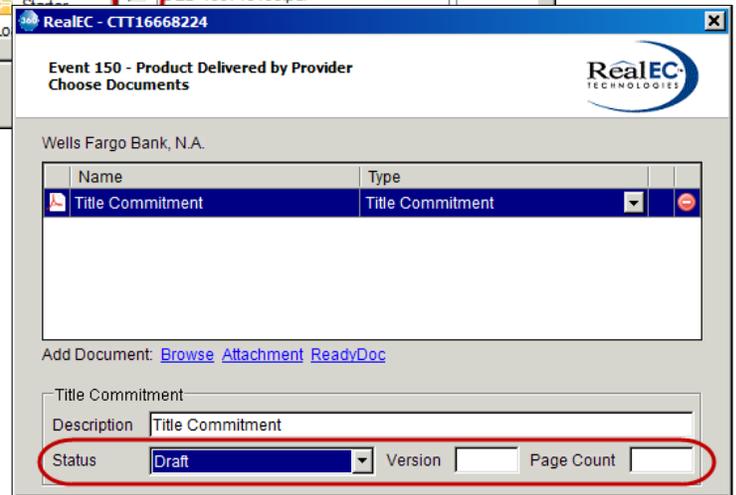

9. Click the **Attachment** link

10. Select the document(s) in smartVIEW

    a) Click the folder where the document is stored

    b) Locate the applicable document(s) in the **Documents** list

    c) Check the corresponding check box(es); click **OK**
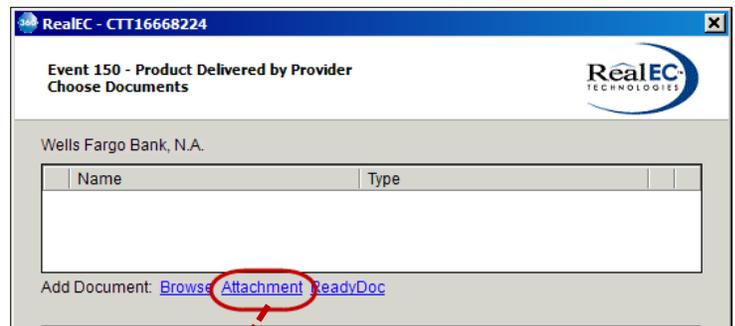
   > HINT: Use your keyboard Up / Down arrow keys to navigate through the list of documents.
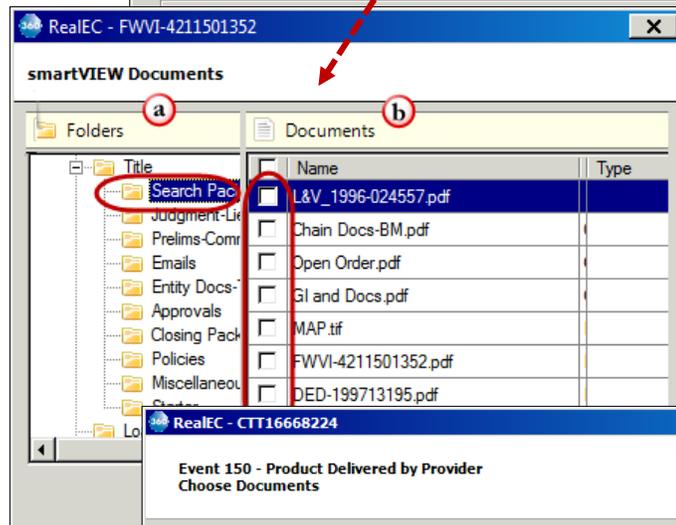
11. Once the document is selected,

    a) select the **Status** (i.e., **Draft** or **Final**); this is a **required** selection

    b) enter the **Version** (optional)

    c) enter the **Page Count** (optional)

12. If you have additional documents to add, click the **Attachment** link; repeat **Steps 10-11**

13. Once all documents have been attached, click the **Next** button

The information displayed for the **Title** and **Lien Information** on the **Event 150 – Product Delivered by Producer** window is pulled from the SoftPro order, if entered.

14. Click the **Show More** link of the corresponding section to enter details

    〉 Refinance transactions – enter data for the lien being refinanced

    〉 Sale transactions – enter generic information (i.e., Lien Date = current date, Lien Recording Date = current date, etc)
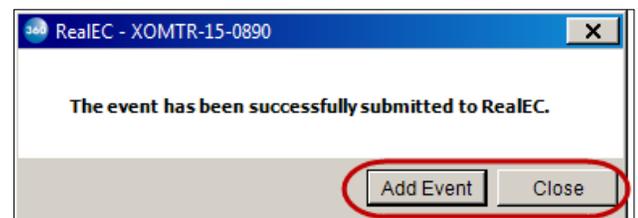
15. Click the **Next** button
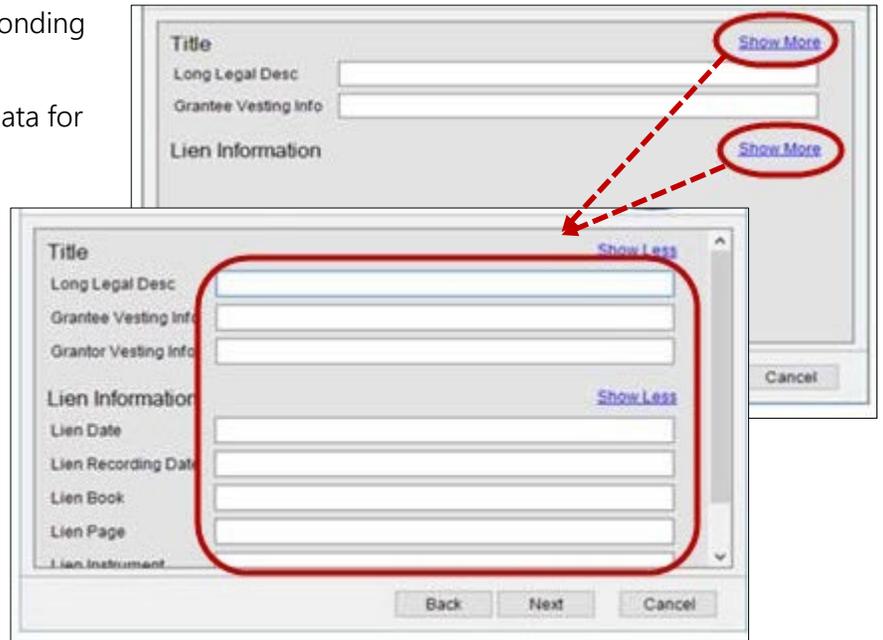
16. Enter a comment, (i.e., *free and clear* or *this is a sale transaction*, etc.)

17. Click the **Next** button

NOTE: The **Add to ProForm order** check box is checked by default. Comments entered here may then be viewed on the **Order Notes** screen.
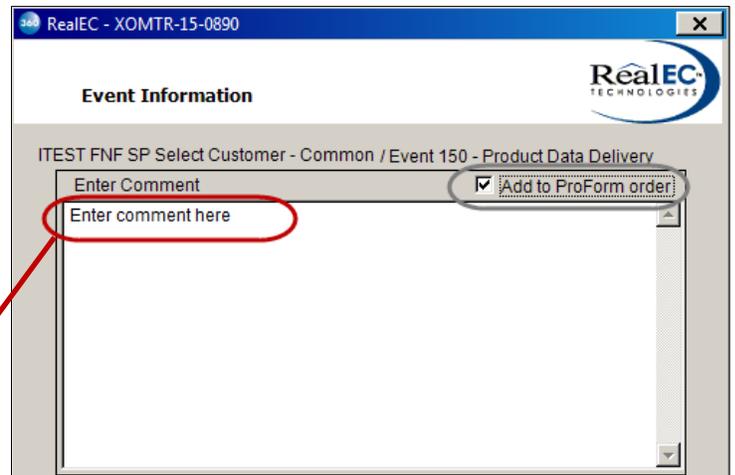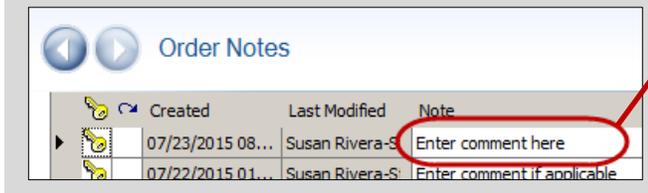
18. Click the,

    a) **Close** button – to continue to the **Summary Screen** or,
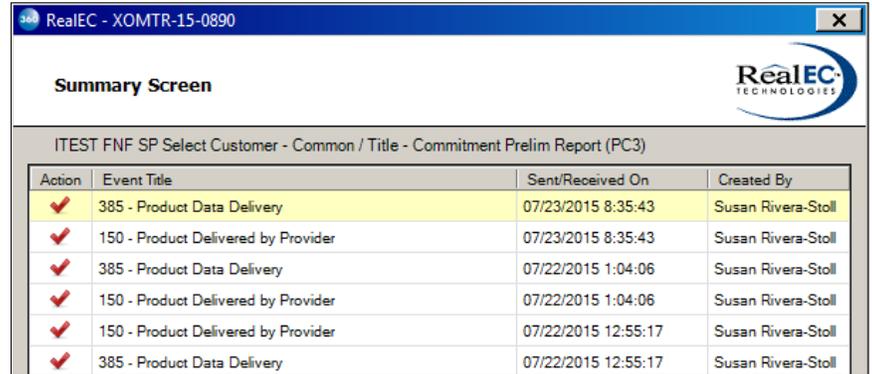
    b) **Add Event** button – to continue adding events

The **Summary Screen** provides a list of the events.

Once all events have been added,

19. Click the **Close** button to return to your order