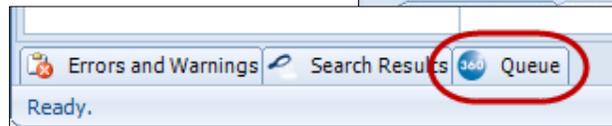


## Adding a 180 Event to an Existing Order

Adding a 180 Event allows you to attach a document(s) and submit the document(s) to RealEC for the Lender. Follow these steps to add a 180 Event to an existing order.

NOTE: A 180 Event can be added to **either** a 3 – Commitment Prelim Report or a 29 – Closing and Escrow Services Product.

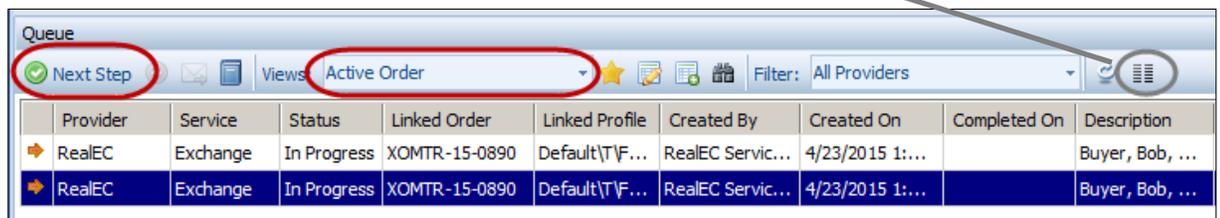
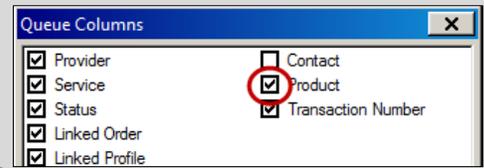
1. Open the order you wish to add the 180 Event to; make sure all other orders are closed
2. If you are not already logged into 360, log in
3. From the 360 ribbon, click the Queue button (or if logged in, click the Queue tab at the bottom of the screen)



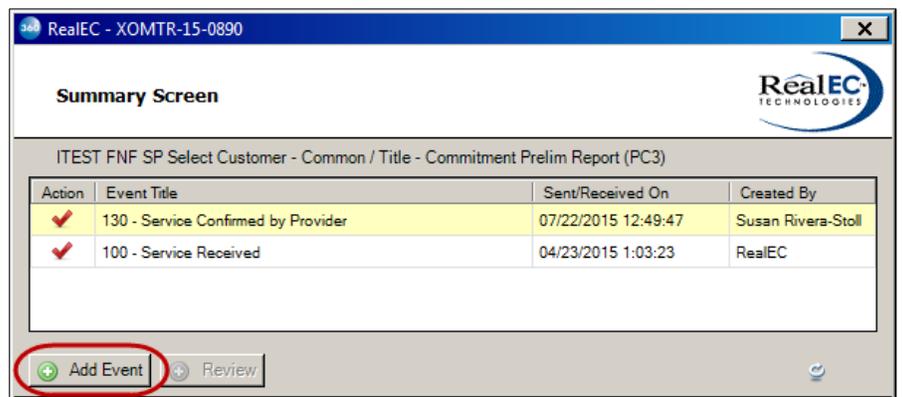
4. From the Views drop-down, select Active Orders to ensure you are working in the order you intend to add the event
5. Highlight the Product entry to which you are adding the event
6. Click the Next Steps button

NOTE: If you don't have the Product column displayed,

- > From the Queue toolbar, click the Columns icon
- > Check the Product check box, click OK

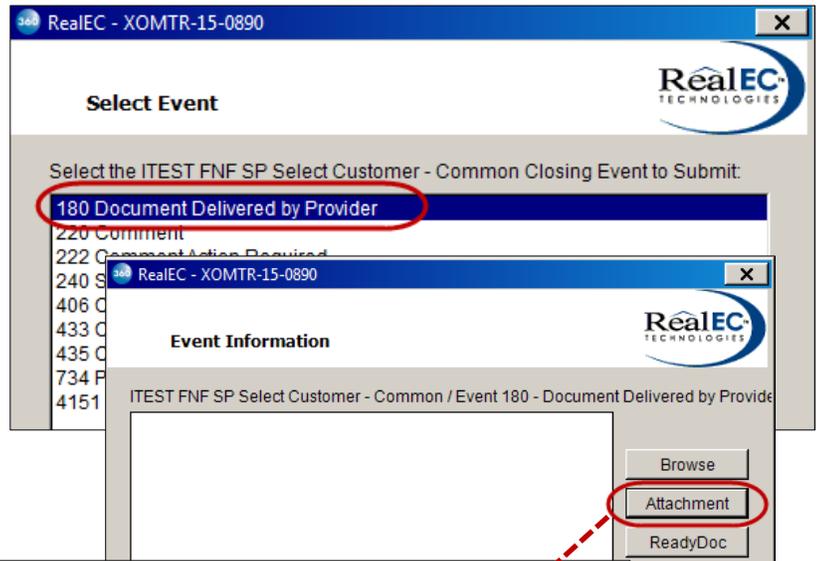


7. Click the Add Event button



## Adding a 180 Event to an Existing Order

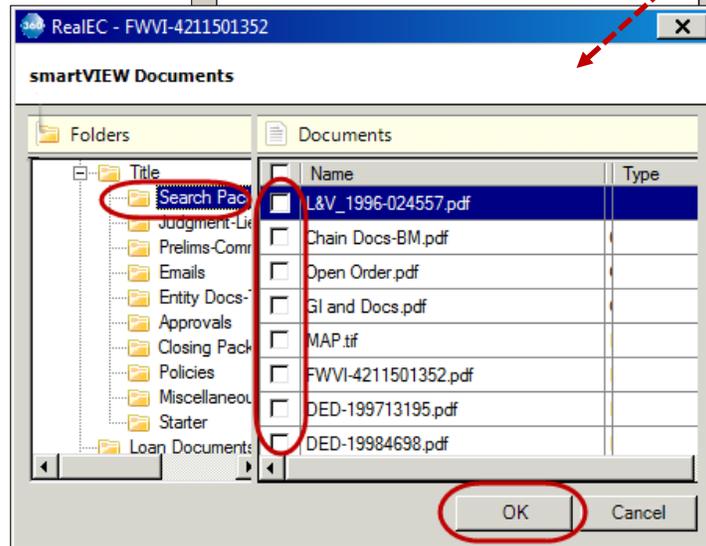
8. From the **Select Event** window, highlight **180 Document Delivered by Provider**, click the **Next** button



9. Click the **Attachment** button

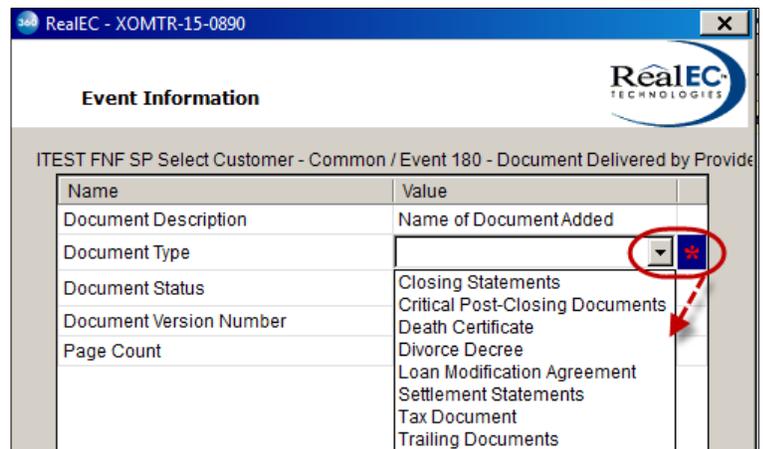
10. Select the document(s) in smartVIEW

- a. Click the folder where the document is stored
- b. Check the applicable document(s) check box
- c. Click the **OK** button



11. Once the document is added, click the **Next** button
12. From the **Document Type** drop-down, select the type of document added

NOTE: The **Document Type** is a required field as identified by a red asterisk. The drop-down selections change depending upon the product initially selected (i.e., 3 - Commitment Prelim Report or 29 - Closing and Escrow Services).



## Adding a 180 Event to an Existing Order

13. Enter a comment, if applicable
14. 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.

Created	Last Modified	Note
07/23/2015 08...	Susan Rivera-S	Enter comment here
07/22/2015 01...	Susan Rivera-S	Enter comment if applicable

RealEC - XOMTR-15-0890

**Event Information**

ITEST FNF SP Select Customer - Common / Event 180 - Document Delivered by Provide

Enter Comment  Add to ProForm order

Enter comment here

Back **Next** Cancel

15. Click the,
  - > **Close** button – to return to the Summary Screen or,
  - > **Add Event** button – to continue adding events

RealEC - XOMTR-15-0890

**The event has been successfully submitted to RealEC.**

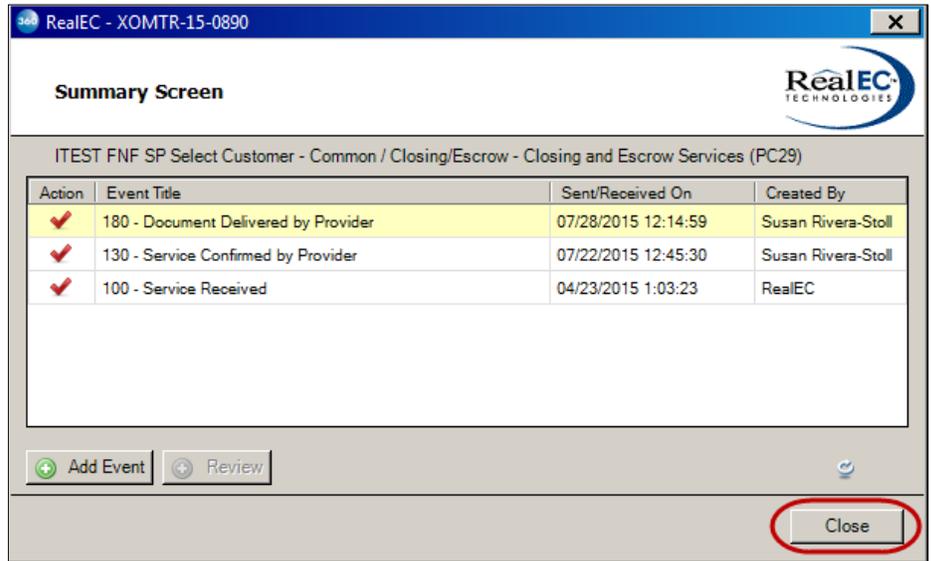
Add Event Close

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

## Adding a 180 Event to an Existing Order

Once all events have been added,

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



RealEC - XOMTR-15-0890

**Summary Screen**

ITEST FNF SP Select Customer - Common / Closing/Escrow - Closing and Escrow Services (PC29)

Action	Event Title	Sent/Received On	Created By
✓	180 - Document Delivered by Provider	07/28/2015 12:14:59	Susan Rivera-Stoll
✓	130 - Service Confirmed by Provider	07/22/2015 12:45:30	Susan Rivera-Stoll
✓	100 - Service Received	04/23/2015 1:03:23	RealEC