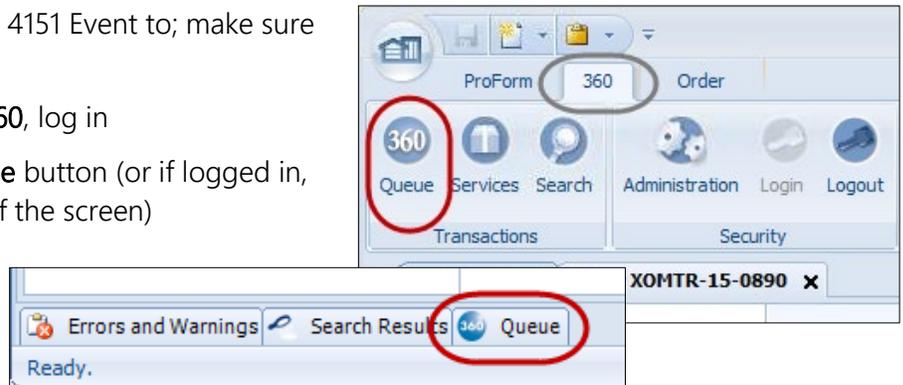


Adding a 4151 Event to an Existing Order

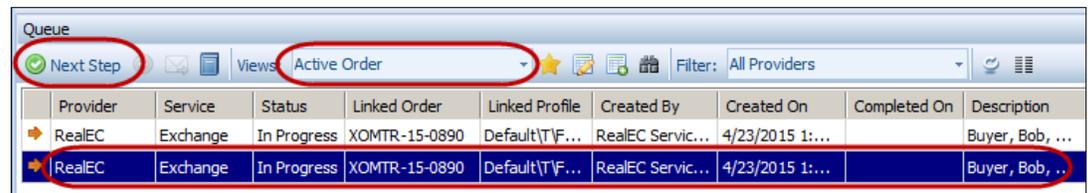
Adding a 4151 Event allows you to submit your contact information, including your email address, to RealEC for the Lender. Follow these steps to add a 4151 Event to an existing order.

1. Open the order you wish to add the 4151 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)

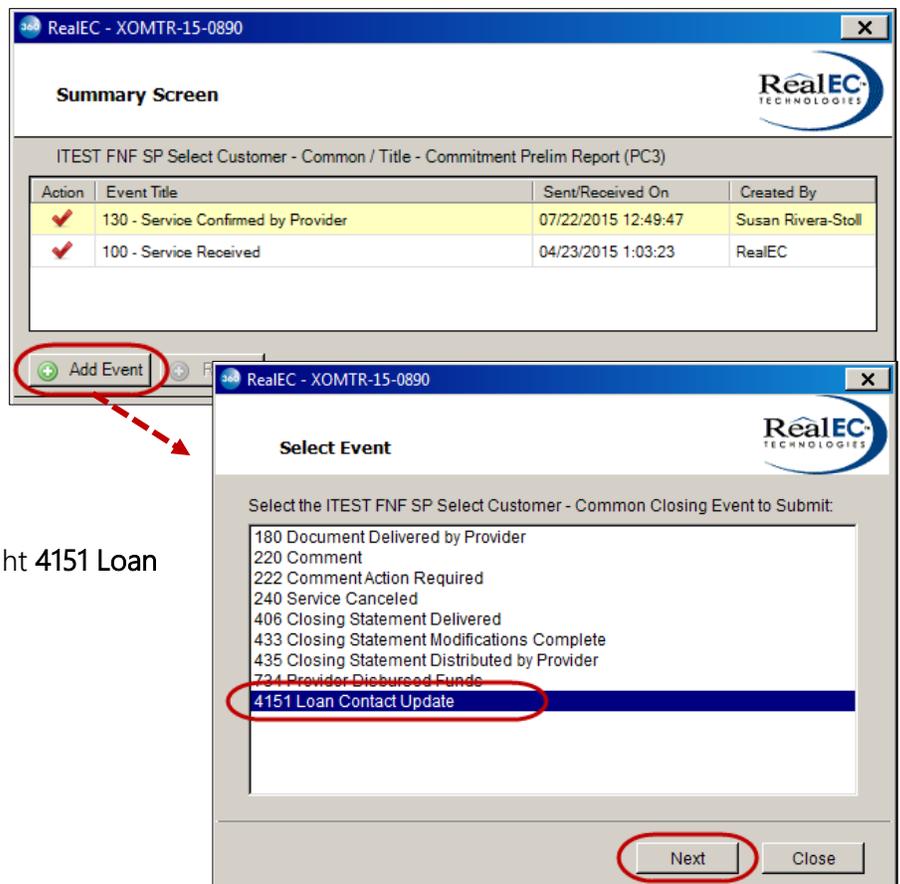


4. From the **Views** drop-down, select **Active Orders** to ensure you are working in the order you intend to add the event

5. Highlight the **Product** entry to which you are adding the event



6. Click the **Next Steps** button
7. Click the **Add Event** button



8. From the **Select Event** window, highlight **4151 Loan Contact Update**, click the **Next** button

Adding a 4151 Event to an Existing Order

9. Verify (or enter) your email address, click the **Next** button

10. Click the,

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

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

Once all events have been added,

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

Action	Event Title	Sent/Received On	Created By
✓	4151 - Loan Contact Update	07/28/2015 1:03:28	Susan Rivera-Stoll
✓	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

When you return to the **Queue**, your email address then appears in the **Contact** column.

Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Description	Event	Contact	Pr...
RealEC	Exchange	In Progress	XOMTR-15-0890	\\Default\T\...	RealEC Servic...	5/4/2015 9:3...		Lincoln, Abe, ...	100 - Service Received		3 -
RealEC	Exchange	In Progress	XOMTR-15-0890	Default\T\F...	RealEC Servic...	4/23/2015 1:...		Buyer, Bob, ...	100 - Service Received	susan.rivera-stoll360test...	29 -
RealEC	Exchange	In Progress	XOMTR-15-0890	Default\T\F...	RealEC Servic...	4/23/2015 1:...		Buyer, Bob, ...	100 - Service Received		3 -