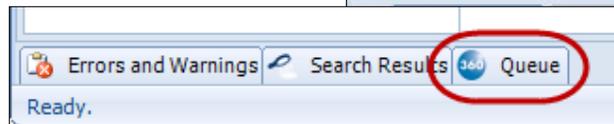


Adding a 734 Event to an Existing Order

Adding a 734 Event allows you to notify the Lender you have disbursed the funds and provide the applicable disbursement information. Follow these steps to add a 734 Event to an existing order.

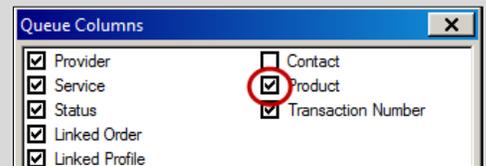
1. Open the order you wish to add the 734 Event to; make sure all other orders are closed
2. If you are not already logged into 360, log in
3. From the 360 ribbon, click the **Queue** button (or if logged in, click the **Queue** tab at the bottom of the screen)



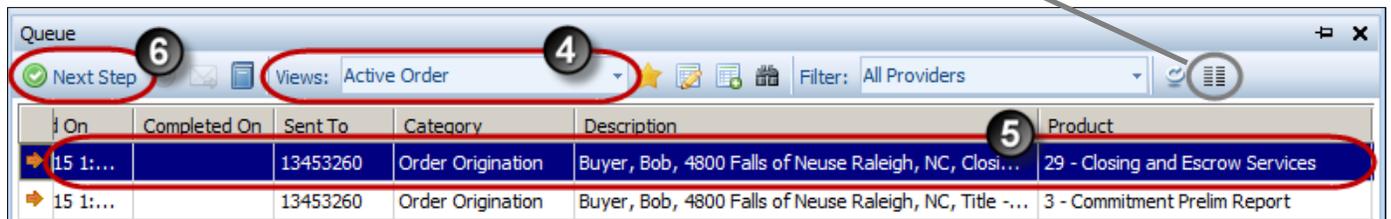
4. From the **Views** drop-down, select **Active Orders** to ensure you are working in the order you intend to add the event
5. Highlight the **Product** entry to which you are adding the event; this event is only available for **Closing and Escrow Services**

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

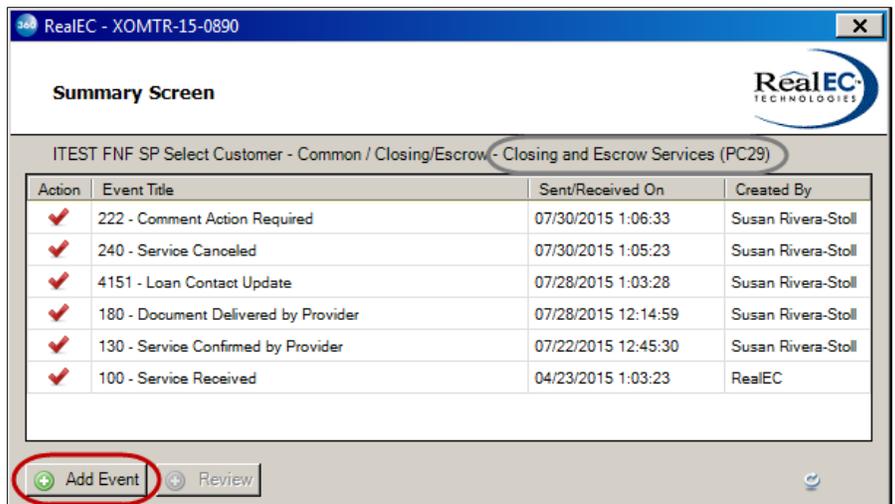
- > From the **Queue** toolbar, click the **Columns** icon
- > Check the **Product** check box, click **OK**



6. Click the **Next Steps** button

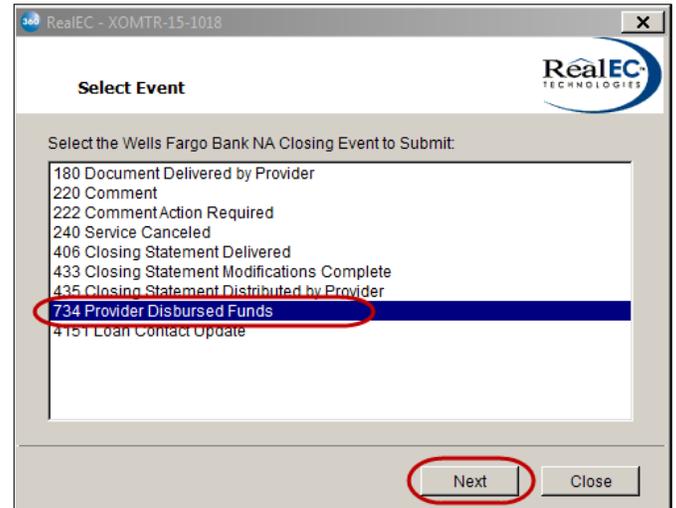


7. Click the **Add Event** button

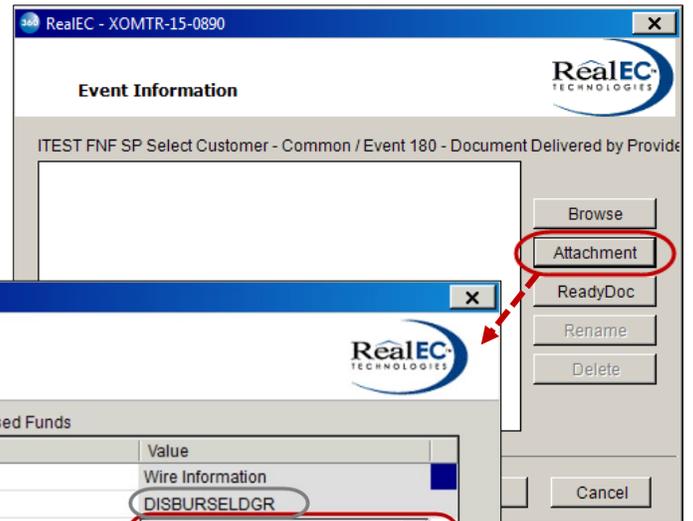


Adding a 734 Event to an Existing Order

8. From the **Select Event** window, highlight **734 Provider Disbursed Funds**, click the **Next** button

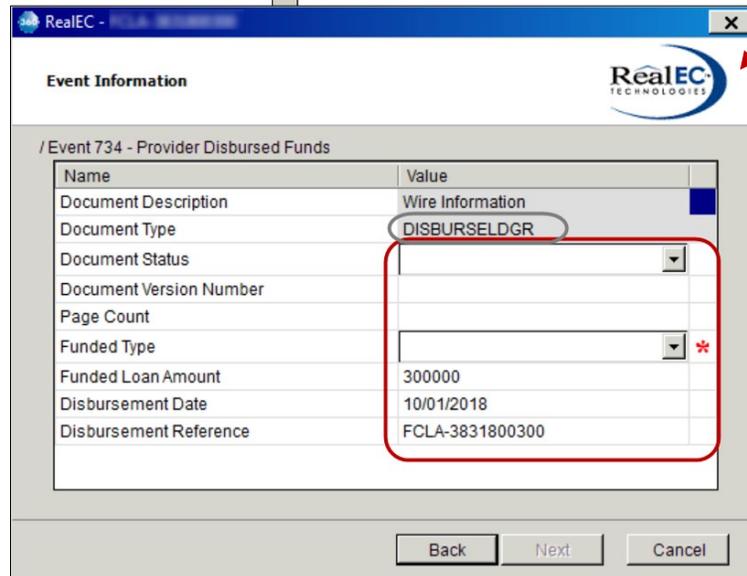


9. Click the **Attachment** button



The **Document Type** defaults to Disbursement Ledger

10. Complete the disbursement information
 - a) **Document Status** – select **Final** from the drop-down
 - b) **Funded Type** - select from drop-down
 - c) **Funded Loan Amount** – pulls from **Loan Information & Funding > Funding Amount** field
 - d) **Disbursement Date** - pulls from the **Order Entry > Disbursement Date** field
 - e) **Disbursement Reference** – defaults to the SoftPro Select order number



REMEMBER: Required field(s) are identified by a red asterisk *****. If mapped, these fields are auto-populated if data exists in the corresponding SoftPro field in the order.

Adding a 734 Event to an Existing Order

11. Click the **Next** button
12. Enter a comment, if applicable
13. 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

Event Information

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

Enter Comment Add to ProForm order

Enter comment here

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

The event has been successfully submitted to RealEC.

Add Event Close

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

Action	Event Title	Sent/Received On	Created By
✓	734 - Provider Disbursed Funds	09/10/2015 3:13:41	Susan Rivera-Stoll
✓	222 - Comment Action Required	07/30/2015 1:06:33	Susan Rivera-Stoll
✓	240 - Service Canceled	07/30/2015 1:05:23	Susan Rivera-Stoll
✓	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

Once all events have been added,

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