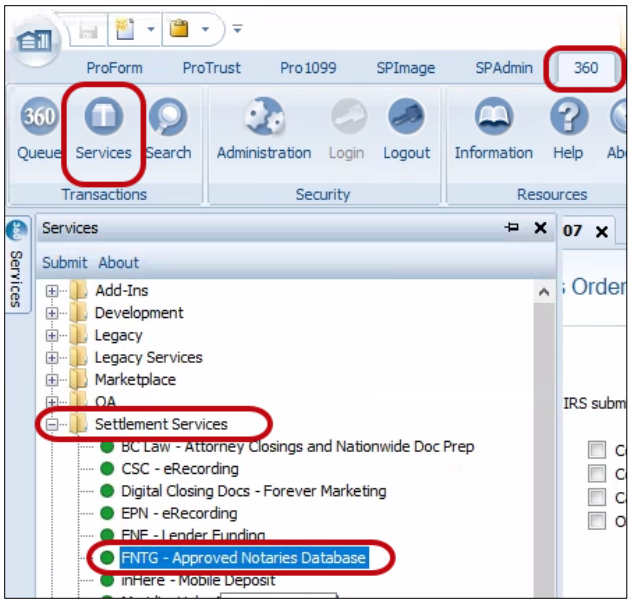
SOFTPRO 360 – FNTG APPROVED NOTARIES

Using to Search and Select a Subcontractor

When searching for a notary it may become necessary to use a subcontractor rather than a direct notary. Follow these steps to search for and select an approved notary from the FNTG – Approved Notaries Database.

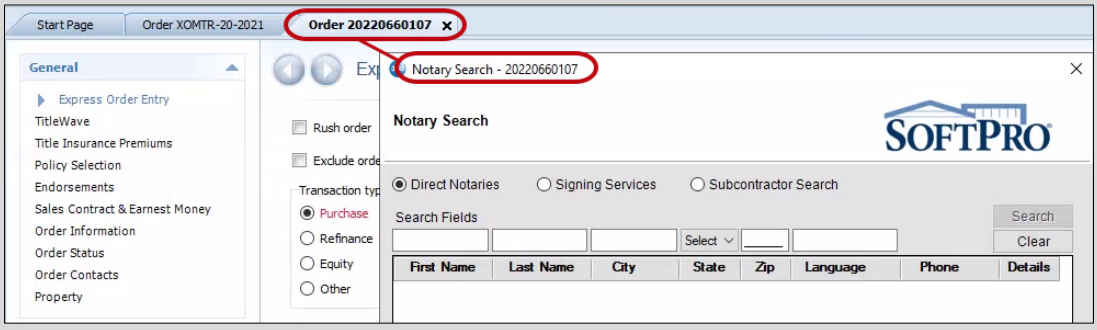
From the **360** ribbon,

1. Click the **Services** button
2. Expand the **Settlement Services** folder
3. Select the **FNTG – Approved Notaries Database** entry



NOTE: The **Notary Search** window automatically opens if,

- One order is open and cites that order number
- Multiple orders are open – the active order is presumed the order you are performing the search for, if not, close the **Notary Search** window and click on the corresponding order before opening the integration.



If no order is open, you are prompted to enter an order number.

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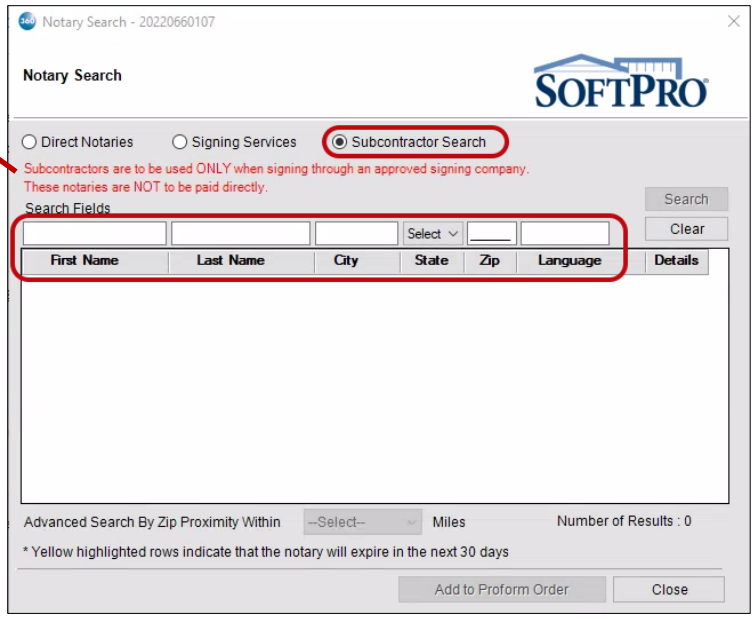
4. Select the **Subcontractor Search** option

> **NOTE**: The Subcontractor must be through an approved signing company and paid through the signing company. When the Subcontractor option is selected a message displays as a reminder.



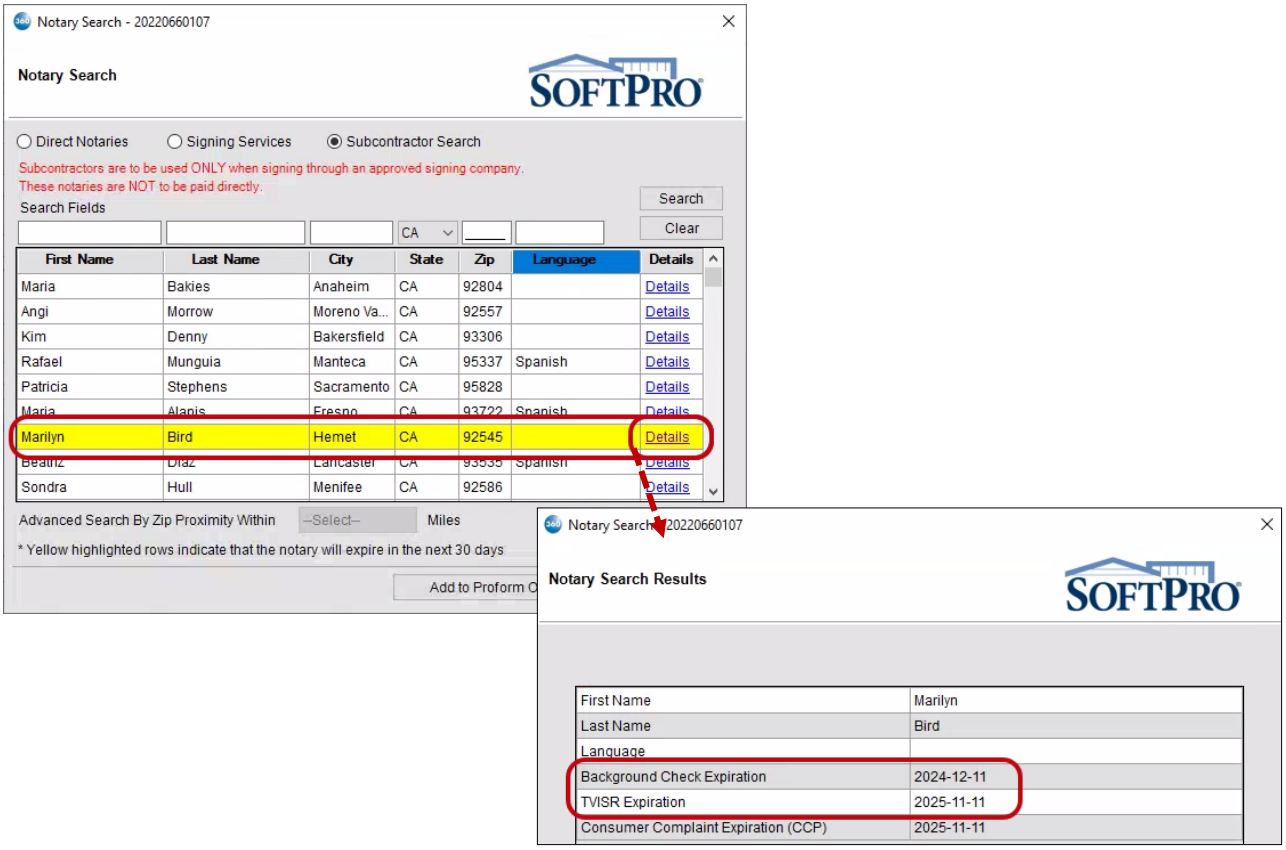
5. Enter search terms in the **Search Fields**; these appear above the column names and correspond to the column names

   At least one search criteria must be used to perform a Subcontractor search.

6. Click the **Search** button

The grid populates with the corresponding notaries.

If an entry is highlighted in yellow, the notary's expiration date is within the next 30 days. This is based on the expiration dates of **Background Check Expiration** and/or **TVISR Expiration,** which can be viewed by clicking the **Details** link.



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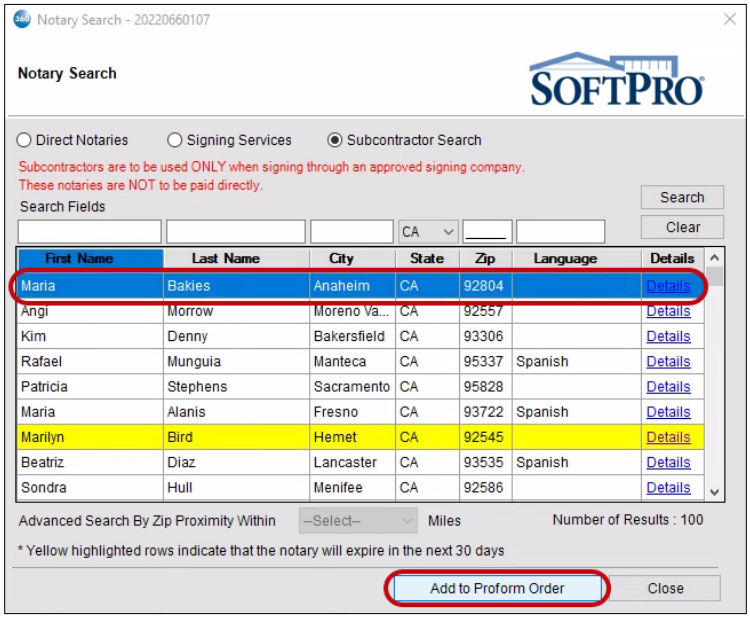
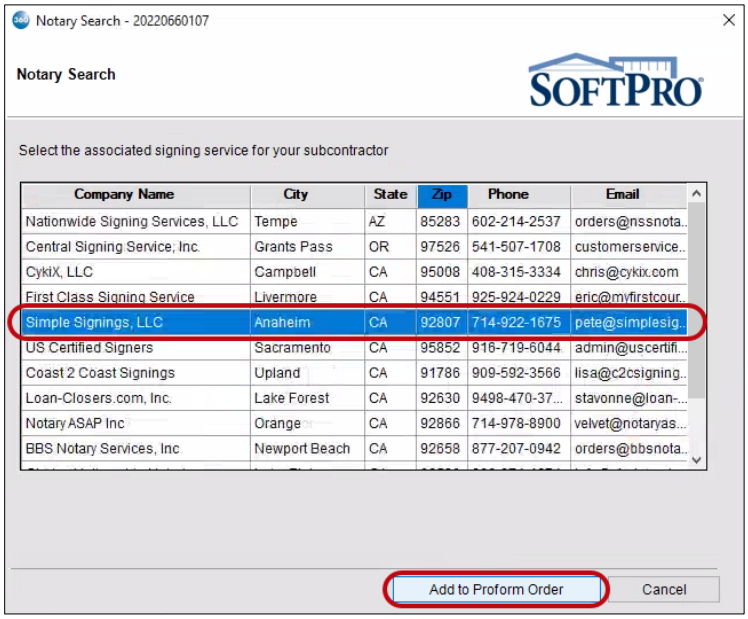
7. Click once on the desired Notary
8. Click the **Add to Proform Order** button



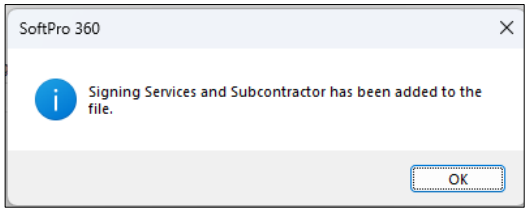
The grid is repopulated with associated signing services for the selected subcontractor.

9. Select the signing service; click the **Add to Proform Order** button

   If you wish to return to the subcontractor list, click the **Cancel** button.



A message displays indicating the Signing Service and Subcontractor have been added to the order.



10. Click **OK** to close the message
11. Click the **Close** button to close the **Notary Search** window

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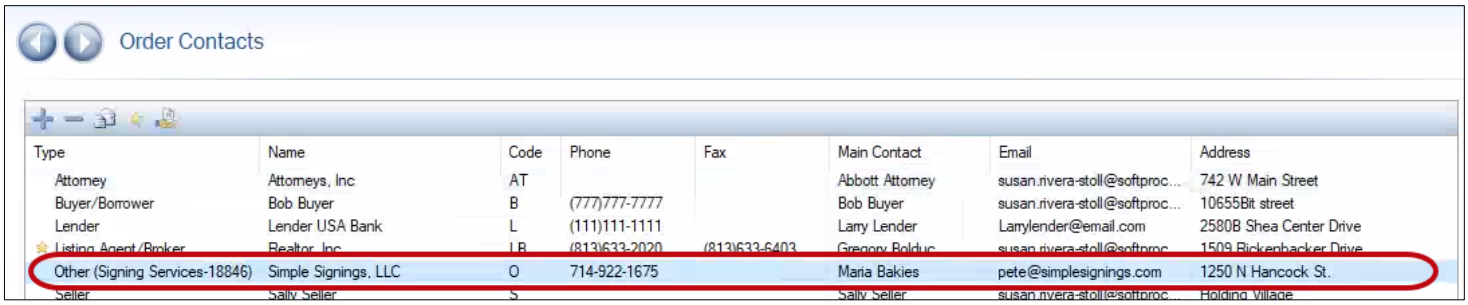
The **Other** Contact is updated with the selected Signing Service and Subcontractor.



NOTE: Refer to the SoftPro 360 – FNTG-Approved Notaries Database User Guide if more detailed information is needed.

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