



# FNTG-Approved Notaries Database

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## History

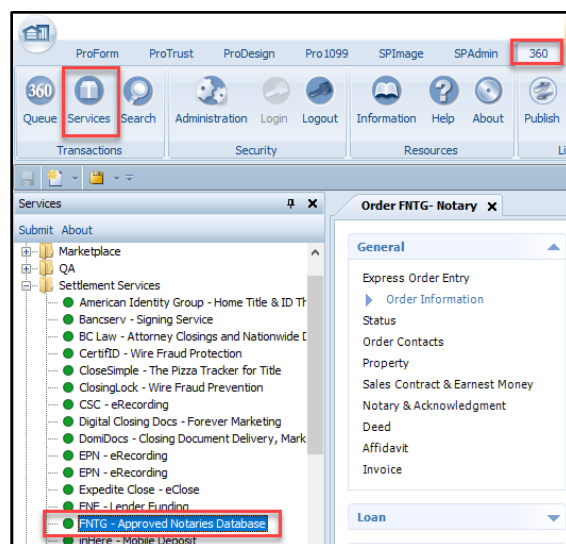
Date	Version	Details
07/29/2024	V1.0	User Guide

## Introduction

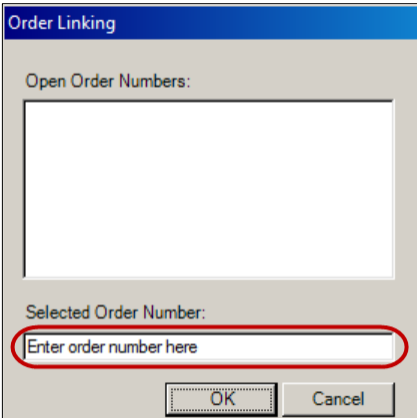
This integration will enable users to access the FNF Notary Search database within SoftPro 360, search for suitable notaries for in-person notarial acts exclusively, retrieve their contact information, and seamlessly import it into the ProForm Order.

## Accessing the Vendor Services

1. Select the **Services** tab
2. Click the **Settlement Services** folder to expand
3. Double-click **FNTG-Approved Notaries Database**



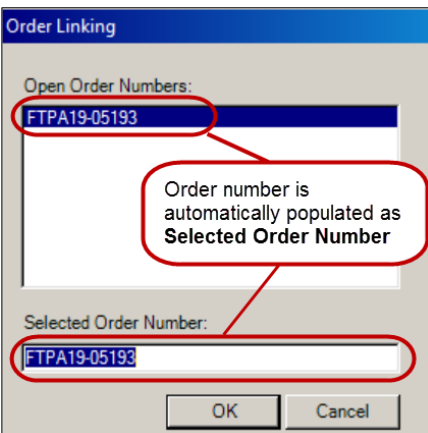
4. From the **Order Linking** window
  - a. If no order is open, enter the corresponding order in the **Selected Order Number** field



The screenshot shows the 'Order Linking' window. It has a title bar 'Order Linking'. Below it is a section 'Open Order Numbers:' with a large empty text area. Below that is a section 'Selected Order Number:' with a text input field containing the placeholder text 'Enter order number here'. At the bottom right are 'OK' and 'Cancel' buttons. A red circle highlights the 'Selected Order Number' input field.

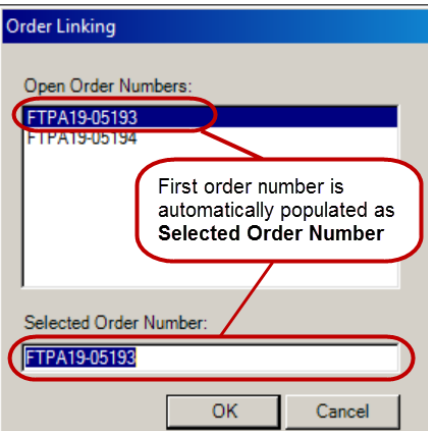
- b. If a single order is open, the order number is shown in the **Open Order Numbers** field and the **Selected Order Number**

NOTE: The **Selected Order Number** field can be overwritten with an order that is not open.



The screenshot shows the 'Order Linking' window. The 'Open Order Numbers:' section contains a list with one item, 'FTP19-05193', which is highlighted. The 'Selected Order Number:' section contains the same text, 'FTP19-05193'. A red circle highlights the 'Selected Order Number' field. A callout bubble points to the 'Selected Order Number' field with the text: 'Order number is automatically populated as Selected Order Number'.

- c. If multiple orders are open, all order numbers appear in the **Open Order Numbers** field and the first order is displayed in the **Selected Order Number** field. Highlight an order in the **Open Order Numbers** field to select the applicable order



The screenshot shows the 'Order Linking' window. The 'Open Order Numbers:' section contains a list with two items, 'FTP19-05193' and 'FTP19-05194'. The first item, 'FTP19-05193', is highlighted. The 'Selected Order Number:' section contains the same text, 'FTP19-05193'. A red circle highlights the 'Selected Order Number' field. A callout bubble points to the 'Selected Order Number' field with the text: 'First order number is automatically populated as Selected Order Number'.

5. Press the **OK** button to continue

## Notary Search Screen

The Notary Search screen enables users to choose from three distinct types of notaries for their search. Each option represents a different category of notary: **Direct Notaries**, **Signing Services** and **Subcontractor Search**.

The selection for Direct Notaries is set by default on the Notary Search screen. However, users can choose other notaries for their search by selecting the appropriate radio button.

Notary Search - FNTG- Notary

Notary Search

☒ Direct Notaries ☐ Signing Services ☐ Subcontractor Search

Search Fields

First Name Last Name City State Zip Language Phone Details

Advanced Search By Zip Proximity Within --Select-- Number of Results : 0

\* Yellow highlighted rows indicate that the notary will expire in the next 30 days

Add to Proform Order Close

**Direct Notaries:** Users can search for Direct Notaries by utilizing the search fields which include **first name**, **last name**, **city**, **state**, **zip** or **language**.

The state can be selected from a drop-down menu. All search fields support partial searches except zip, allowing users to search by either the full name or part of it.

**Search Button:** The search button will become active once the user input information into any of the search fields.

**Clear Button:** The clear button will clear the data in the grid, allowing the user to proceed with the next search.

Notary Search - FNTG- Notary

Notary Search

☒ Direct Notaries ☐ Signing Services ☐ Subcontractor Search

Search Fields

M CA

Search Clear

First Name	Last Name	City	State	Zip	Language	Phone	Details
Manjit	Singh	Union City	CA	94587	Hindi	510-709-6...	<a href="#">Details</a>
Mai	Tran	Castro Val...	CA	94546		510-517-3...	<a href="#">Details</a>
Michelle (M.M.)	Claus	Vacaville	CA	95687		707-761-4...	<a href="#">Details</a>
Marsha	Lovell	Santa Cruz	CA	95062		408-205-3...	<a href="#">Details</a>
Marlo	Badillo	Porterville	CA	93258	Spanish	559-296-2...	<a href="#">Details</a>
Marie	Villasenor	Bakersfield	CA	93312	Filipino	661-364-3...	<a href="#">Details</a>
Marisol	Moreno	San Jose	CA	95133	Spanish	408-667-9...	<a href="#">Details</a>
Melissa	Snodgrass	Ventura	CA	93003		661-755-5...	<a href="#">Details</a>
Monica	Mirez	Merced	CA	95340		209-201-3...	<a href="#">Details</a>
Mirian	Urias Campos	Santa Ana	CA	92704	Spanish	714-673-0...	<a href="#">Details</a>

Advanced Search By Zip Proximity Within --Select-- Number of Results : 74

\* Yellow highlighted rows indicate that the notary will expire in the next 30 days

Add to Proform Order Close

Rows highlighted in yellow within the grid indicate that the notary's expiration date within the next 30 days from the current system date. This is based on the expiration dates of **E&O Expiration**, **Commission Expiration**, **Background Check Expiration** and **TVISR Expiration**.

**Advanced Search By Zip Proximity within:** The advanced search by zip proximity option in the drop-down menu will be activated only when the user enters a zip code in the zip field. This drop-down menu allows the user to choose from distance options of 5, 10, 15, 25 and 75 miles, providing a range of proximity choices.

**Close Button:** The close button will close the integration.

**Add to ProForm Order:** Upon clicking, the Add to ProForm button will add the selected direct notary as a Contact in the ProForm order and create the notes in the ProForm order as well.

Notary Search - FNTG- Notary

Notary Search

☒ Direct Notaries ☐ Signing Services ☐ Subcontractor Search

Search Fields

First Name	Last Name	City	State	Zip	Language	Phone	Details
Claudia	Carvallo	Victorville	CA	92392		760-221-8478	Details
Mary	Dousharm	Victorville	CA	92392		760-265-0...	Details

Advanced Search By Zip Proximity Within: --Select--

Number of Results : 2

\* Yellow highlighted rows indicate that the notary will expire in the next 30 days

Add to ProForm Order Close

Order Contacts

Property

Sales Contract & Earnest Money

Notary & Acknowledgment

Deed

Affidavit

Invoice

Loan

Type	Name	Code	Phone	Fax	Main Contact	Email	Address
Buyer/Borrower	BOB B SAMPLE	B	5551111111		BOB B SAMPLE	bobasample@sample.com	
Other (Direct Notary-17640)	Claudia Carvallo	O	760-221-8478			notarycsa@yahoo.com	
Other (Direct Notary-17567)	Monica McFadden	O2	760-715-5574			sunisnotary1@gmail.com	
Settlement Agent	SA SA	A	(847)254-0344	9856452445		SA@SA.com	1611 Pinehurst Dr Ne

Edit Note

Order FNTG- Notary

FNTG Approved Notaries Database - Direct Notaries

First Name: Claudia  
Last Name: Carvallo  
City: Victorville  
State: CA  
Zip: 92392  
Phone: 760-221-8478  
Email: notarycsa@yahoo.com  
E&O Expiration: 2026-01-12  
Commission Expiration: 2026-01-12  
Background Check Expiration: 2025-02-08  
TVISR Expiration: 2025-02-06  
Consumer Complaint Expiration (CCP): 2025-02-06

Category

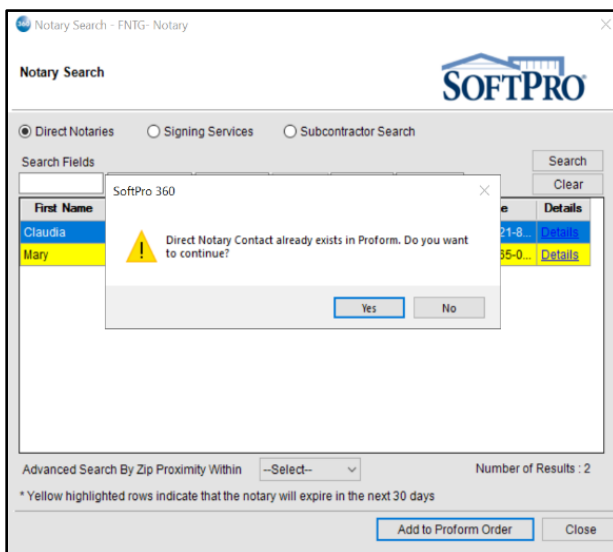
☒ Integration  
☒ Escrow

Note Type  
None

☒ Internal  
☐ Display when order is opened

OK Cancel

If the user attempts to add the selected notary again in the ProForm order, the system will notify the user that the notary contact already exist in the ProForm and will provide the choice to either add it or not.



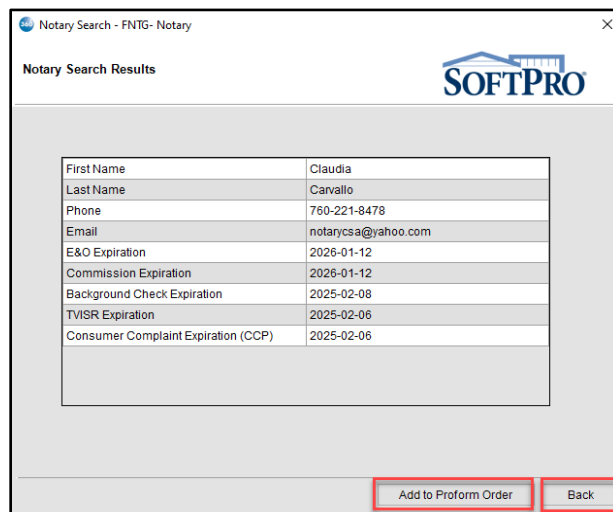
Clicking on “Add to ProForm order” will also create a transaction in the 360 Queue.

Queue												
Next Step: [icon] Views: All transaction Filter: FNTG												
Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed	Category	Description	Event	Contact	Transaction Number
FNTG	Approved Notaries Database	Completed	FNTG- Notary	Default	Nisha Bora	9/10/19	7/30/2024 7:03 PM	7/30/20...	Settlement Services	Monica McFadden		910019-60-240731-868090

**Details hyperlink:** Clicking on the details hyperlink on the notary search screen will display a pop-up with additional information about the selected notary.

**Add to ProForm Order:** Users will also have the ability to add the selected notary to the ProForm order by clicking on the add to ProForm order button.

**Back:** The Back button will return the user to the notary search screen.





**Signing Services:** Users can search for Signing Services by utilizing the search fields which include **company name, city, state, and zip.**

The state can be selected from a drop-down menu. All search fields support partial searches except zip, allowing users to search by either the full name or part of it.

Rows highlighted in yellow within the grid indicate that the notary's expiration date within the next 30 days from the current system date. This is based on the expiration dates of **E& O Expiration** and **TVISR Expiration**.

The screenshot shows the 'Notary Search' window with the 'Signing Services' tab selected. The search results table lists various notary services with columns for Company Name, City, State, Zip, Phone, and Details. Several rows are highlighted in yellow, indicating expiration within the next 30 days.

Company Name	City	State	Zip	Phone	Details
Action Mobile Notary	Sacramento	CA	95829	916-682-0...	<a href="#">Details</a>
Advanced Notary Services	Yorba Linda	CA	92887	714-837-6...	<a href="#">Details</a>
All Done Write LLC	San Jose	CA	95134	408-393-4...	<a href="#">Details</a>
All States Notary, Inc	Glendale	CA	91202	818-261-7...	<a href="#">Details</a>
All Wrapped Up Signing Service, I...	Vista	CA	92084	760-814-7...	<a href="#">Details</a>
Alma's Mobile Notary Services	Davis	CA	95618	530-341-2...	<a href="#">Details</a>
ASAP Signing Services, Inc.	Citrus Heights	CA	95610	916-729-2...	<a href="#">Details</a>
ATS Document Service Inc.	Long Beach	CA	90802	562-438-7...	<a href="#">Details</a>
Bay Area Sign Ups (aka BASU)	West Covina	CA	91790	415-479-2...	<a href="#">Details</a>
CANotary Services	Anaheim	CA	92804	714-713-4...	<a href="#">Details</a>

Advanced Search By Zip Proximity Within: --Select-- Number of Results : 75  
\* Yellow highlighted rows indicate that the notary will expire in the next 30 days

*Note: The remaining functions operate in the same manner as those outlined for the direct notary above.*

**Subcontractor Search:** Users can search for Subcontractor search by utilizing the search fields which include **first name, last name, city, state, zip or language.**

Rows highlighted in yellow within the grid indicate that the notary's expiration date within the next 30 days from the current system date. This is based on the expiration dates of **Background Check Expiration** and **TVISR Expiration**.

The screenshot shows the 'Notary Search' window with the 'Subcontractor Search' tab selected. The search results table lists subcontractors with columns for First Name, Last Name, City, State, Zip, Language, and Details. Several rows are highlighted in yellow, indicating expiration within the next 30 days.

First Name	Last Name	City	State	Zip	Language	Details
Maria	Bakies	Anaheim	CA	92804		<a href="#">Details</a>
Angi	Morrow	Moreno Va...	CA	92557		<a href="#">Details</a>
Rafael	Munguia	Manitaca	CA	95337	Spanish	<a href="#">Details</a>
Patricia	Stephens	Sacramento	CA	95828		<a href="#">Details</a>
Maria	Alanis	Fresno	CA	93722	Spanish	<a href="#">Details</a>
Marilyn	Bird	Hemet	CA	92545		<a href="#">Details</a>
Beatriz	Diaz	Lancaster	CA	93535	Spanish	<a href="#">Details</a>
Sondra	Hull	Menifee	CA	92586		<a href="#">Details</a>
Pei	Li	San Rafael	CA	94901	Mandarin	<a href="#">Details</a>

Advanced Search By Zip Proximity Within: --Select-- Number of Results : 100  
\* Yellow highlighted rows indicate that the notary will expire in the next 30 days

**Add to ProForm Order:** Clicking the “Add to ProForm Order” button will add the selected subcontractor contact to the people section of the ProForm order.

**Other Contact**

**Contact type:**  **Save And Add New**

**Lookup code:**  ☐ Include on revenue reports

**Name:**  ☐ Marketing source

**Short name:**  ☐ Commitment recipient

**Payee name:**  **Marketing rep.:**

**Address:**  **Marketing rep. 2:**

**City/State/Zip:**    ☐ Foreign **Marketing rep. 3:**

**County:**  **Reference #:**

**Phone:**  **Fax:**  **Tax type:**

**Email address:**  **Tax ID/SSN:**  ☐ 1099-M

**Fee transfer ledger:**  **License #:**  **ALTA ID:**

**Anticipate funds as:**  **NMLS #:**

**Anticipate disbursement as:**  ☐ Disburse each charge separately **CDF payee type:**

**Contractor:**  **Contract amount:**

**People**

First Name	Middle Name	Last Name	Title	Email	Phone	Ext.	Fax	Cell
Sondra		Hull						

If the selected subcontractor contact doesn't have an associated signing service in ProForm order, the system will provide a list of associated signing services. From here, user can select the signing service and click “Add to ProForm order”.

**Notary Search - FNTG- Notary**

**Notary Search**

Select the associated signing service for your subcontractor

Company Name	City	State	Zip	Phone	Email
Nationwide Signing Services, LLC	Tempe	AZ	85283	602-214-2537	orders@nnsnota...
Central Signing Service, Inc.	Grants Pass	OR	97526	541-507-1708	customerservice...
CyKX, LLC	Campbell	CA	95008	408-315-3334	chris@cykx.com
First Class Signing Service	Livermore	CA	94551	925-924-0229	eric@myfirstcour...
Simple Signings, LLC	Anaheim	CA	92807	714-922-1675	pete@simplesig...
US Certified Signers	Sacramento	CA	95852	916-719-6044	admin@uscertif...
Coast 2 Coast Signings	Upland	CA	91786	909-592-3566	lisa@c2csigning...
Loan-Closers.com, Inc.	Lake Forest	CA	92630	949-470-37...	stavonne@loan...
Choice Nationwide Notaries	Lake Elsinore	CA	92530	866-674-1674	info@choicenota...
Certified Signer Nationwide	Tempe	AZ	85283	602-875-5300	info@certifiedsig...

**Add to Proform Order** **Cancel**

**Cancel:** The Cancel button will return the user to the previous screen.

*Note: The remaining functions operate in the same manner as those outlined for the direct notary above.*