

The inHere email invitation is automatically sent when a milestone has been triggered in the order. However, an invitation may also be sent manually if the customer has missed the window to create the inHere account (72 business hours).

Follow these steps to manually resend the email invitation with a link to create their inHere account.

Creating a Message

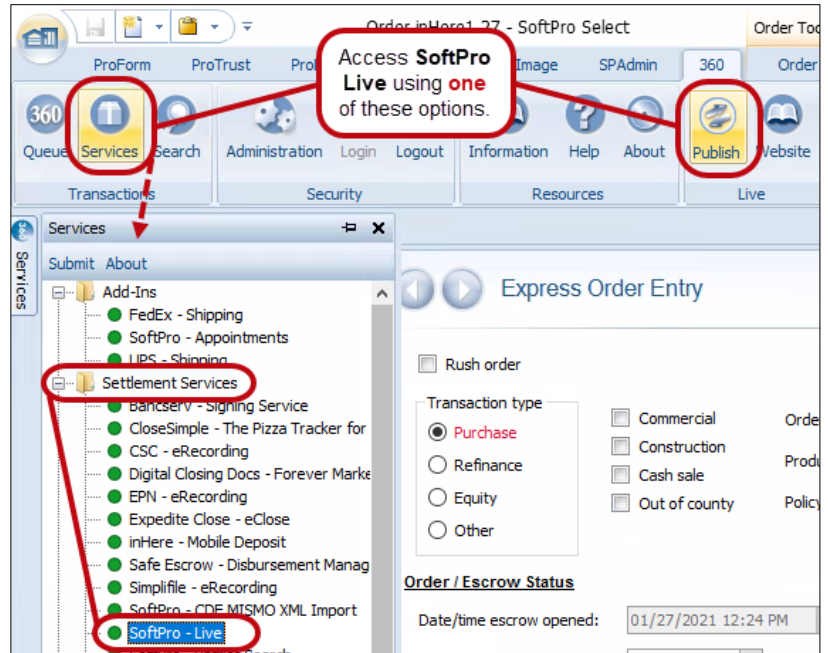
From your SoftPro order,

1. Click the **360** tab
2. Access **SoftPro – Live**

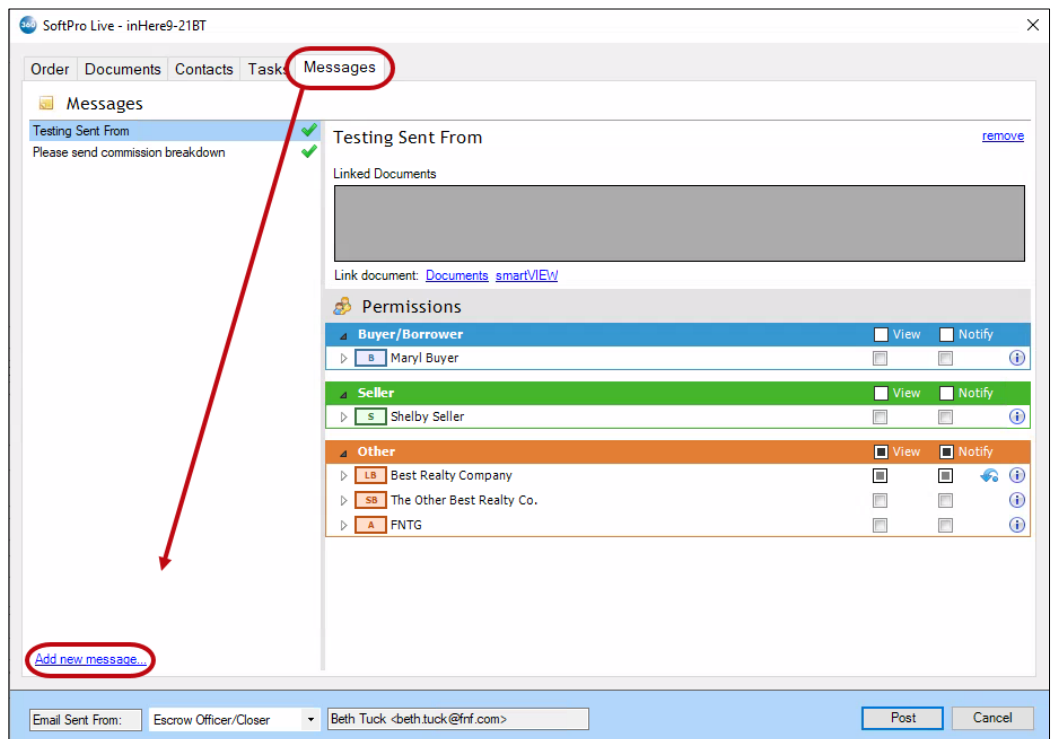
From the **360** ribbon,

- › Click the **Publish** button, if active
- Or-

- a) Click the **Services** button
- b) Expand the **Settlement Services** folder
- c) Double-click **SoftPro – Live**
- d) Click **OK** when prompted for the linked order



3. From the **SoftPro Live** window, click the **Messages** tab
4. Click the **Add new message** link

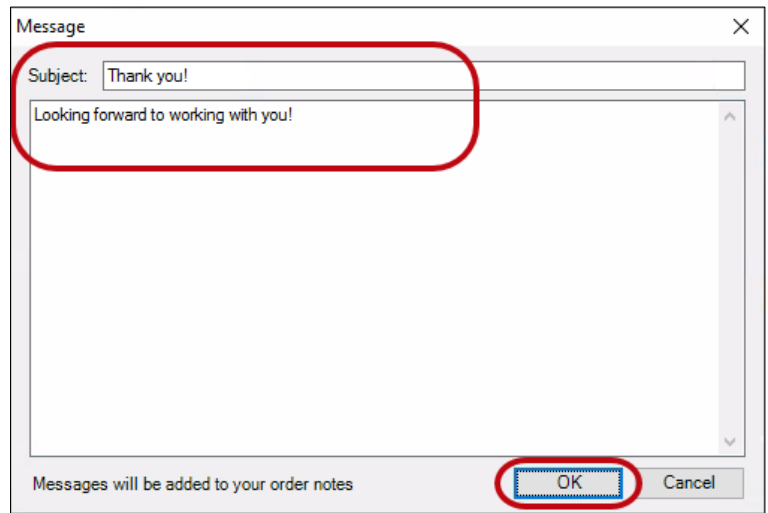


Sending Invitation Email Manually

5. When prompted, enter the,

- › **Subject**
- › **Message**

6. Click **OK**



Message

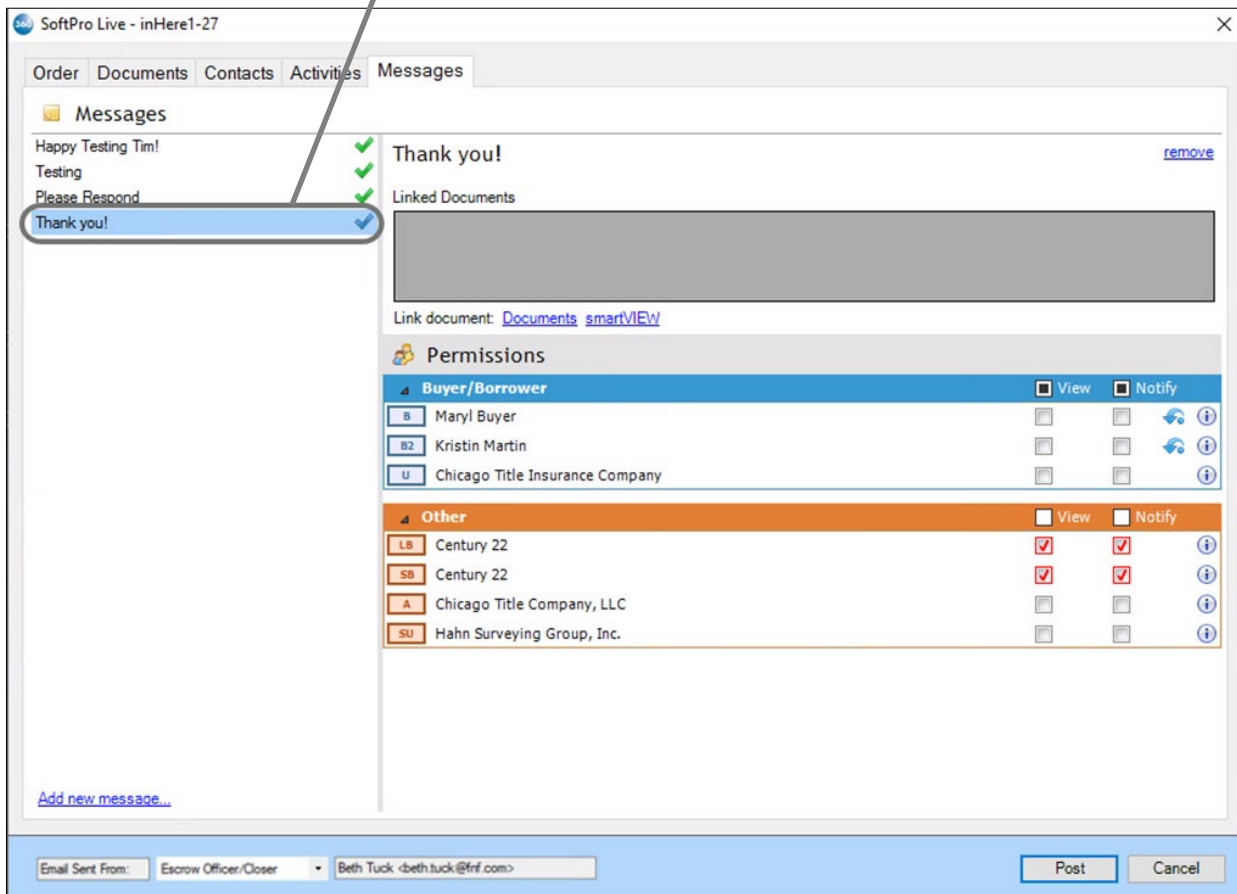
Subject: Thank you!

Looking forward to working with you!

Messages will be added to your order notes

OK Cancel

Your message is added to **Messages** section.



SoftPro Live - inHere1-27

Order Documents Contacts Activities **Messages**

Messages

Happy Testing Tim! ✓

Testing ✓

Please Respond ✓

Thank you! ✓

[Thank you!](#) [remove](#)

Linked Documents

Link document: [Documents smartVIEW](#)

Permissions

Buyer/Borrower		<input type="checkbox"/> View	<input type="checkbox"/> Notify	
B	Maryl Buyer	<input type="checkbox"/>	<input type="checkbox"/>	i
B2	Kristin Martin	<input type="checkbox"/>	<input type="checkbox"/>	i
U	Chicago Title Insurance Company	<input type="checkbox"/>	<input type="checkbox"/>	i
Other		<input type="checkbox"/> View	<input type="checkbox"/> Notify	
LB	Century 22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	i
SB	Century 22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	i
A	Chicago Title Company, LLC	<input type="checkbox"/>	<input type="checkbox"/>	i
SU	Hahn Surveying Group, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	i

[Add new message...](#)

Email Sent From: Escrow Officer/Closer | Beth Tuck <beth.tuck@fnf.com>

Post **Cancel**

7. In the **Permissions** section, check the,

- › **View** check box to share the message with the corresponding Contact
- › **Notify** check box to send a notification to the corresponding Contact indicating a new message has been posted

Sending Invitation Email Manually

NOTE: You can set an individual's **View** or **Notify** settings by clicking the drop-down versus setting all at the LB/SB level.

Other View Notify

4 LB	Lots Of Listings Realty	<input type="checkbox"/>	<input type="checkbox"/>		
	Abby Agent - wildflowerandmay@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Sam Sells - beth.tuck@fnf.com	<input type="checkbox"/>	<input type="checkbox"/>		
SB	Best Ever Realty	<input type="checkbox"/>	<input type="checkbox"/>		
A	FNTG	<input type="checkbox"/>	<input type="checkbox"/>		

REMINDER: Only available for the Listing Broker/Agent and Selling Broker/Agent.

8. Verify or select the Contact to display in the **Email Sent From** field

NOTE: Selecting an individual name from the drop-down, shows the corresponding email address. Selecting **Default** from the drop-down, shows the noreply@inHere.com email address.

The contact selection remains until manually changed or a system update occurs.

9. Click the **Post** button

SoftPro Live - inHere1-27

Order Documents Contacts Activities Messages

Messages

Happy Testing Tim! ✓
Testing ✓
Please Respond ✓
Thank you! ✓

Thank you! [remove](#)

Linked Documents

Link document: [Documents](#) [smartVIEW](#)

Permissions

Buyer/Borrower		View	Notify
B	Maryl Buyer	<input type="checkbox"/>	<input type="checkbox"/>
B2	Kristin Martin	<input type="checkbox"/>	<input type="checkbox"/>
U	Chicago Title Insurance Company	<input type="checkbox"/>	<input type="checkbox"/>

Other		View	Notify
LB	Century 22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SB	Century 22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A	Chicago Title Company, LLC	<input type="checkbox"/>	<input type="checkbox"/>
SU	Hahn Surveying Group, Inc.	<input type="checkbox"/>	<input type="checkbox"/>

[Add new message...](#)

Email Sent From: Escrow Officer/Closer Beth Tuck <beth.tuck@fnf.com>

Post Cancel

The inHere email invitation is sent to the selected contact(s).