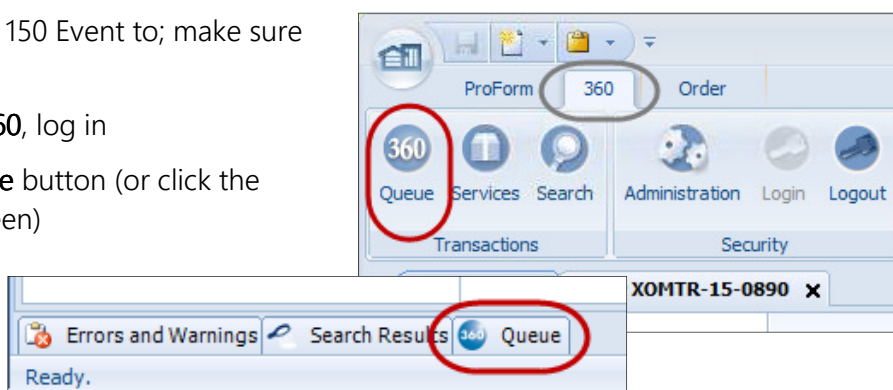


Adding a 150 Event to an Existing Order

Adding a 150 Event allows you to attach a document and submit the document to RealEC for the Lender. Follow these steps to add a 150 Event to an existing order.

NOTE: This event can only be added to a **3 – Commitment Prelim Report** entry.

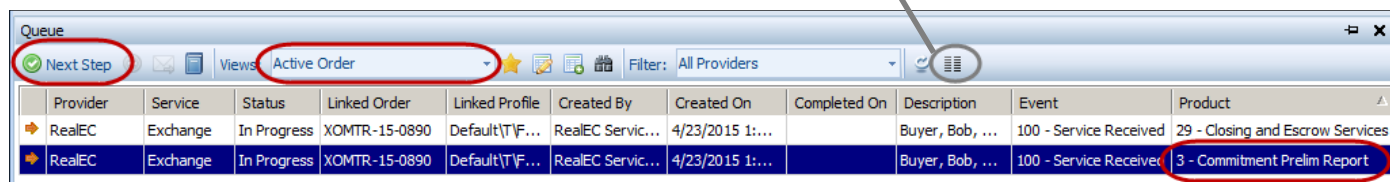
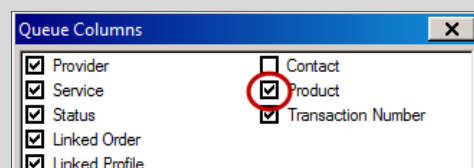
1. Open the order you wish to add the 150 Event to; make sure all other orders are closed
2. If you are not already logged into **360**, log in
3. From the **360** ribbon, click the **Queue** button (or click the **Queue** tab at the bottom of the screen)



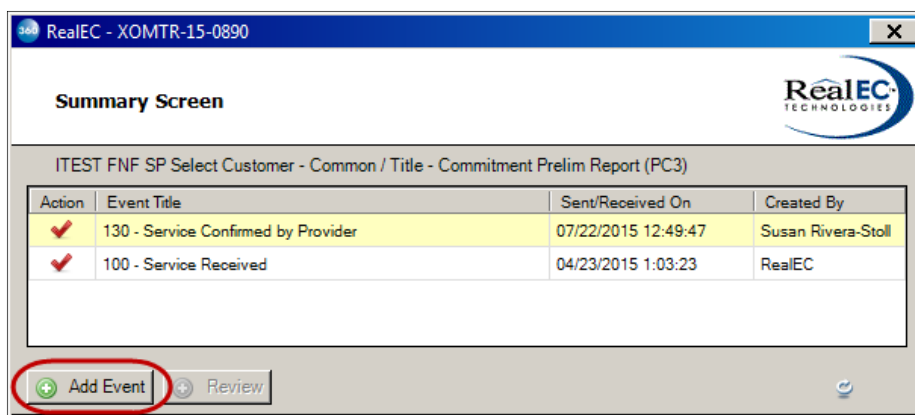
4. From the **Views** drop-down, select **Active Orders** to ensure you are working in the order you intend to add the event
5. Highlight the entry where **3 – Commitment Prelim Report** is shown in the **Product** column
6. Click the **Next Steps** button

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

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

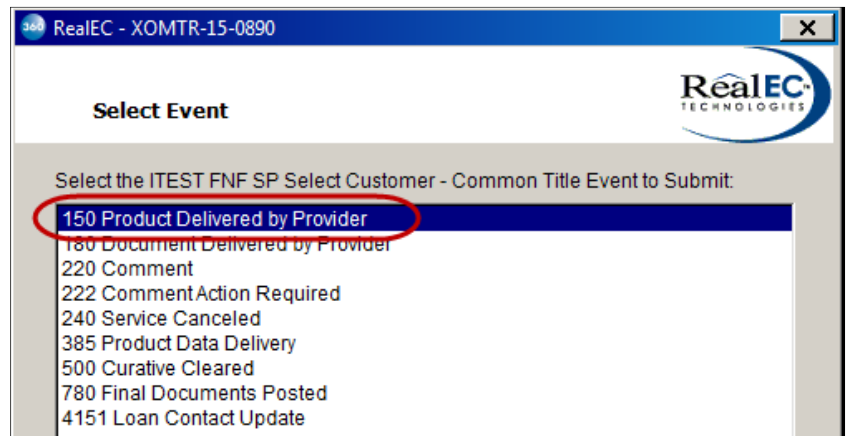


7. Click the **Add Event** button



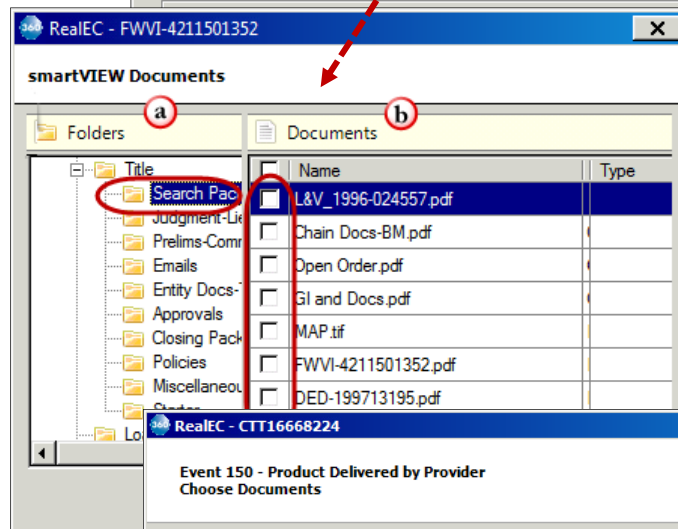
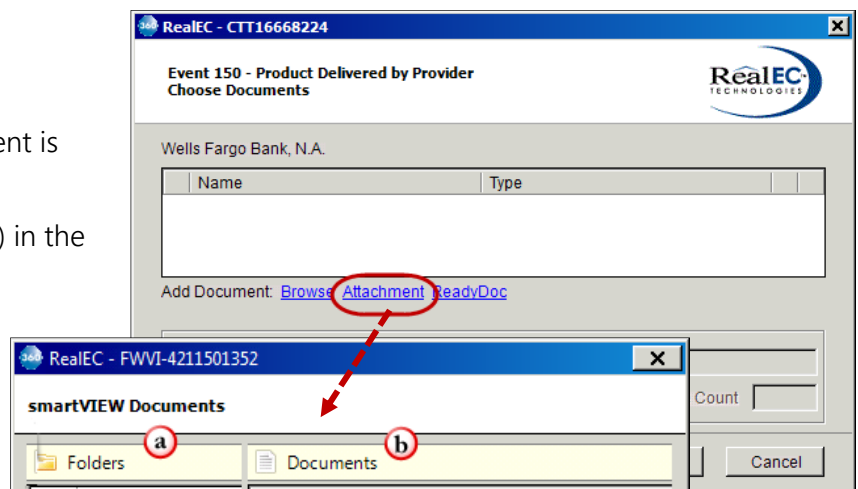
Adding a 150 Event to an Existing Order

8. From the **Select Event** window, highlight **150 Product Delivered by Provider**, click the **Next** button

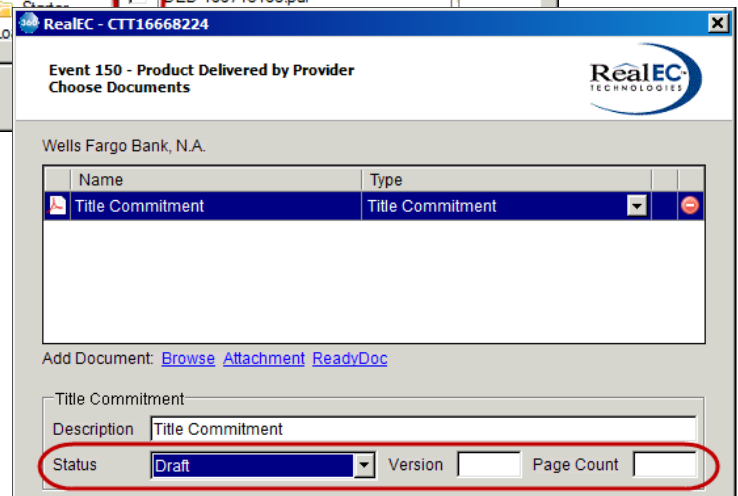


9. Click the **Attachment** link
10. Select the document(s) in smartVIEW
 - a) Click the folder where the document is stored
 - b) Locate the applicable document(s) in the **Documents** list
 - c) Check the corresponding check box(es); click **OK**

HINT: Use your keyboard Up / Down arrow keys to navigate through the list of documents.



11. Once the document is selected, you can
 - a) select the **Status**
 - b) enter the **Version**
 - c) enter the **Page Count**
12. If you have additional documents to add, click the **Attachment** link; repeat **Steps 10-11**
13. Once all documents have been attached, click the **Next** button



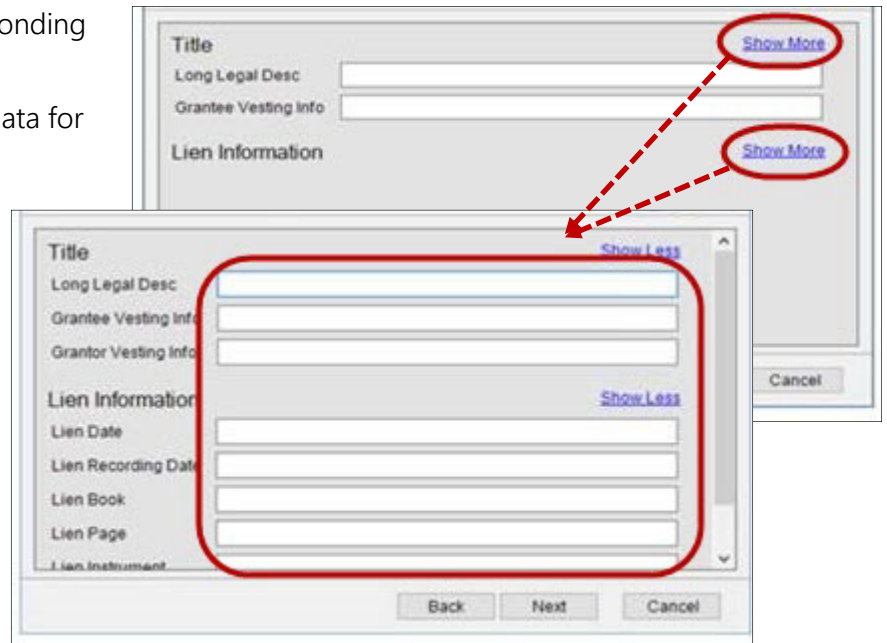
Adding a 150 Event to an Existing Order

The information displayed for the **Title** and **Lien Information** on the **Event 150 – Product Delivered by Producer** window is pulled from the SoftPro order, if entered.

14. Click the **Show More** link of the corresponding section to enter details

- › Refinance transactions – enter data for the lien being refinanced
- › Sale transactions – enter generic information (i.e., Lien Date = current date, Lien Recording Date = current date, etc)

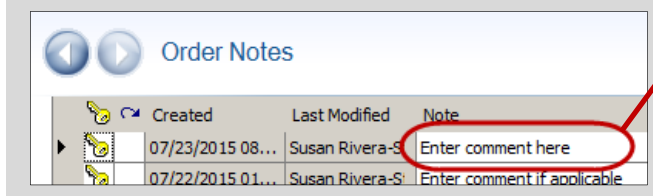
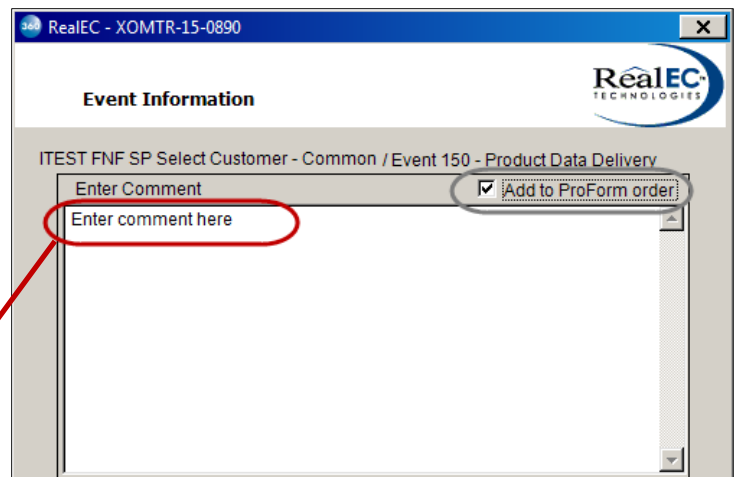
15. Click the **Next** button



16. Enter a comment, (i.e., *free and clear* or *this is a sale transaction*, etc.)

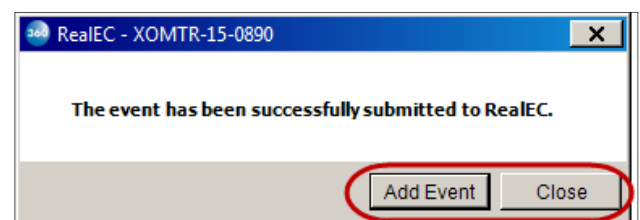
17. Click the **Next** button

NOTE: The **Add to ProForm order** check box is checked by default. Comments entered here may then be viewed on the **Order Notes** screen.

18. Click the,

- a) **Close** button – to continue to the **Summary Screen** or,
- b) **Add Event** button – to continue adding events

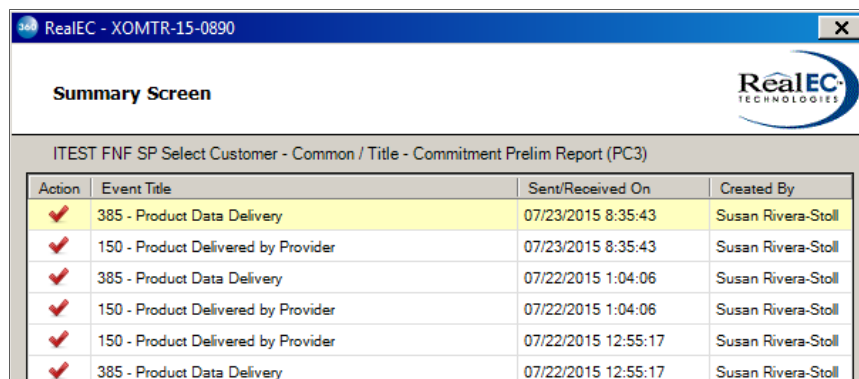


Adding a 150 Event to an Existing Order

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

Once all events have been added,

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



RealEC - XOMTR-15-0890			
Summary Screen			
ITEST FNF SP Select Customer - Common / Title - Commitment Prelim Report (PC3)			
Action	Event Title	Sent/Received On	Created By
✓	385 - Product Data Delivery	07/23/2015 8:35:43	Susan Rivera-Stoll
✓	150 - Product Delivered by Provider	07/23/2015 8:35:43	Susan Rivera-Stoll
✓	385 - Product Data Delivery	07/22/2015 1:04:06	Susan Rivera-Stoll
✓	150 - Product Delivered by Provider	07/22/2015 1:04:06	Susan Rivera-Stoll
✓	150 - Product Delivered by Provider	07/22/2015 12:55:17	Susan Rivera-Stoll
✓	385 - Product Data Delivery	07/22/2015 12:55:17	Susan Rivera-Stoll