Adding a 180 Event allows you to attach a document(s) and submit the document(s) to RealEC for the Lender. Follow these steps to add a 180 Event to an existing order.

> NOTE: A 180 Event can be added to **either** a **3 – Commitment Prelim Report** or a **29 – Closing and Escrow Services** Product.

1. Open the order you wish to add the 180 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)
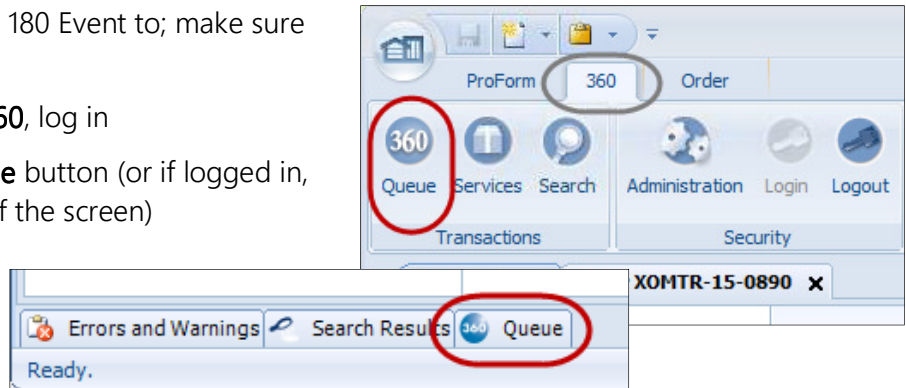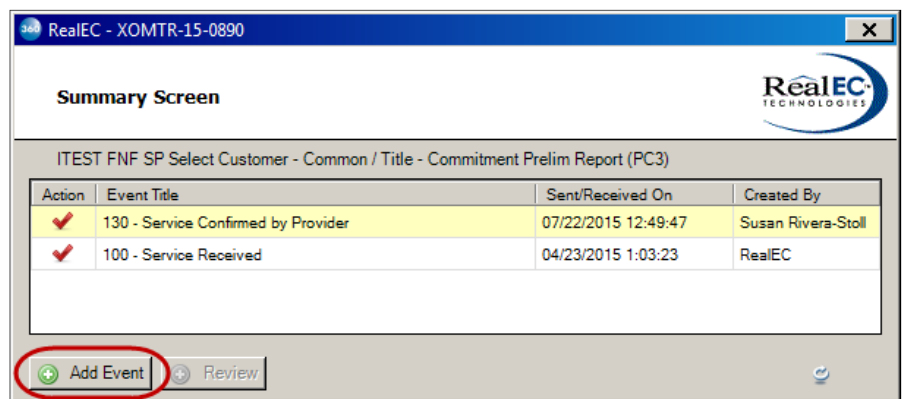

4. From the **Views** drop-down, select **Active Orders** to ensure you are working in the order you intend to add the event

5. Highlight the **Product** entry to which you are adding the event

> 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
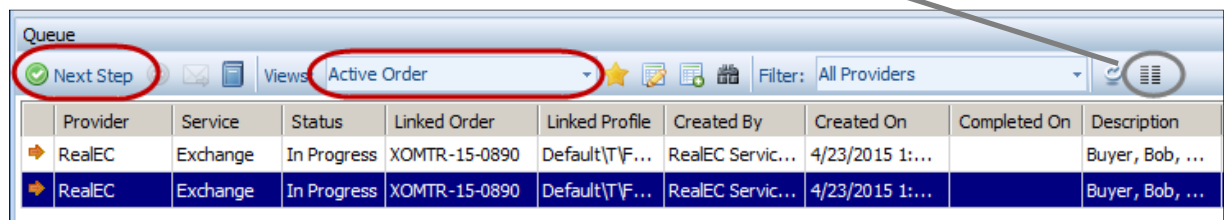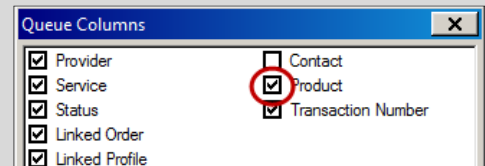
7. Click the **Add Event** button

8. From the **Select Event** window, highlight **180 Document Delivered by Provider**, click the **Next** button
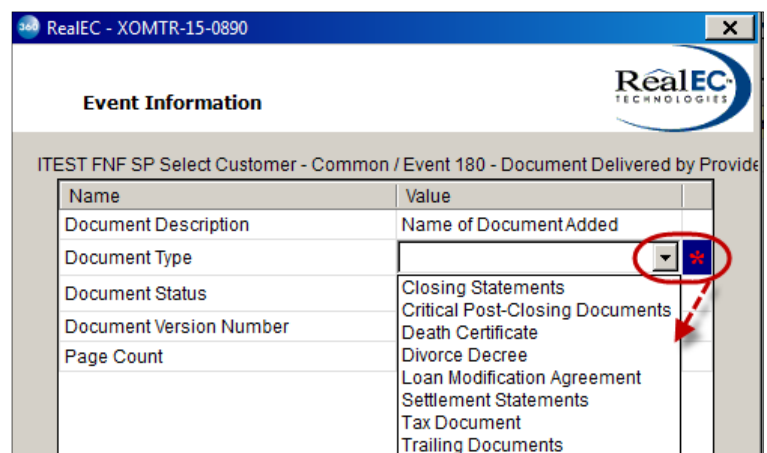
9. Click the **Attachment** button

10. Select the document(s) in smartVIEW

    a. Click the folder where the document is stored

    b. Check the applicable document(s) check box

    c. Click the **OK** button
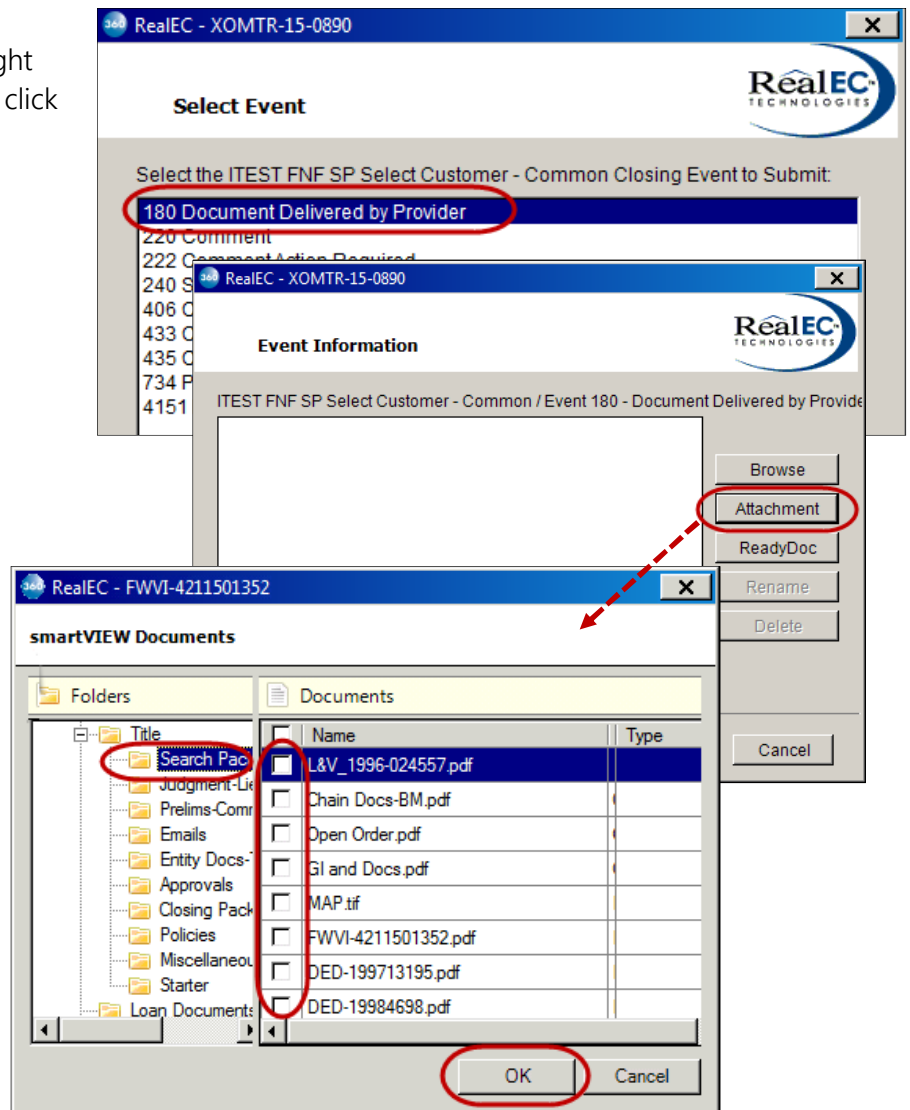
11. Once the document is added, click the **Next** button

12. From the **Document Type** drop-down, select the type of document added

    NOTE: The **Document Type** is a required field as identified by a red asterisk. The drop-down selections change depending upon the product initially selected (i.e., 3 - Commitment Prelim Report or 29 – Closing and Escrow Services).
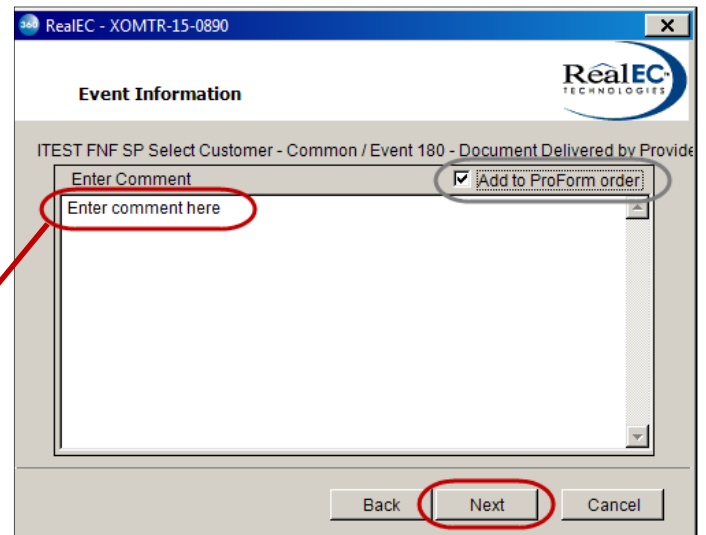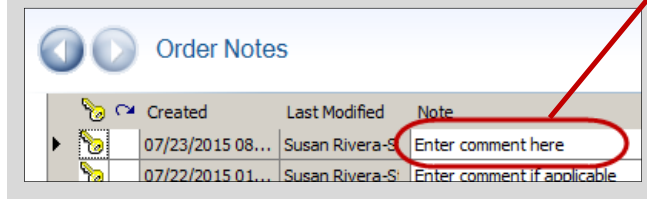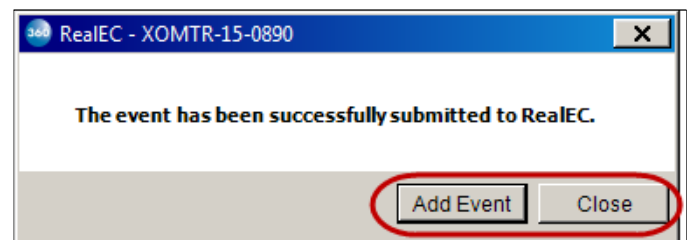
13. Enter a comment, if applicable

14. 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.

15. Click the,

  〉 **Close** button – to return to the Summary Screen or,

  〉 **Add Event** button – to continue adding events

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

Once all events have been added,

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