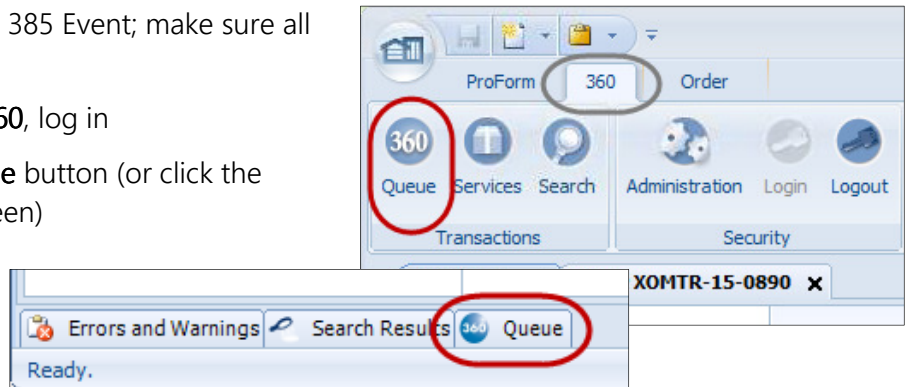


## Adding a 385 Event to an Existing Order

Adding a 385 Event allows you to add lien information, attach the corresponding document(s) and submit both to RealEC for the Lender. Follow these steps to add a 385 Event to an existing order.

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

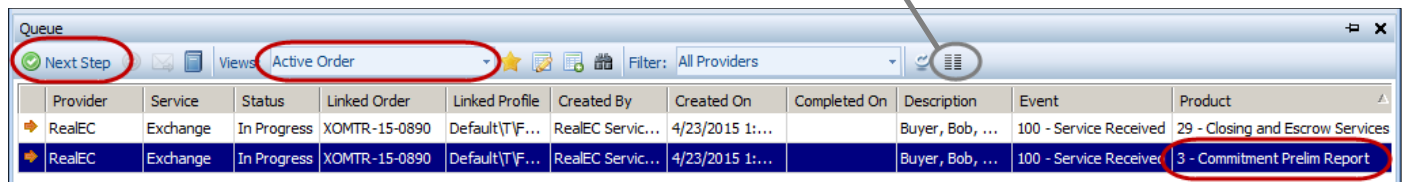
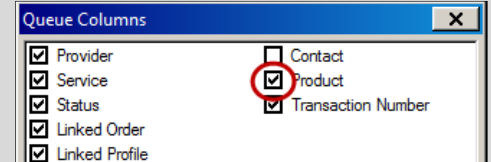
1. Open the order you wish to add the 385 Event; make sure all other orders are closed
2. If you are not already logged into **360**, log in
3. From the **360** ribbon, click the **Queue** button (or click the **Queue** tab at the bottom of the screen)



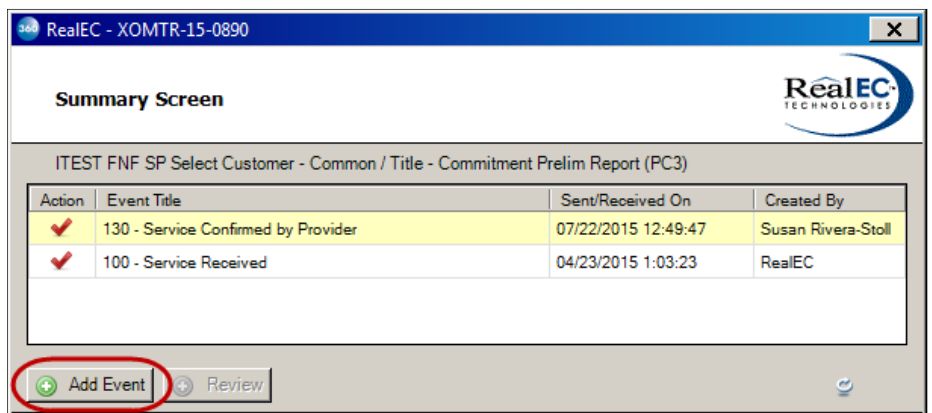
4. From the **Views** drop-down, select **Active Orders** to ensure you are working in the order you intend to add the event
5. Highlight the entry where **3 – Commitment Prelim Report** is shown in the **Product** column
6. Click the **Next Steps** button

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

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

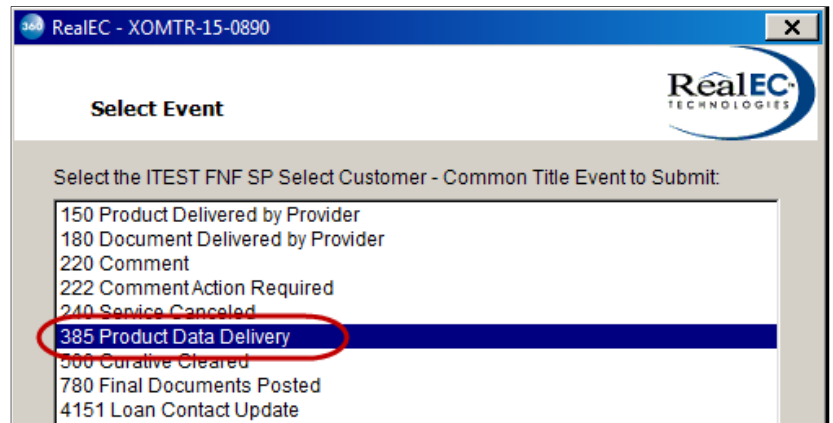


7. Click the **Add Event** button



## Adding a 385 Event to an Existing Order

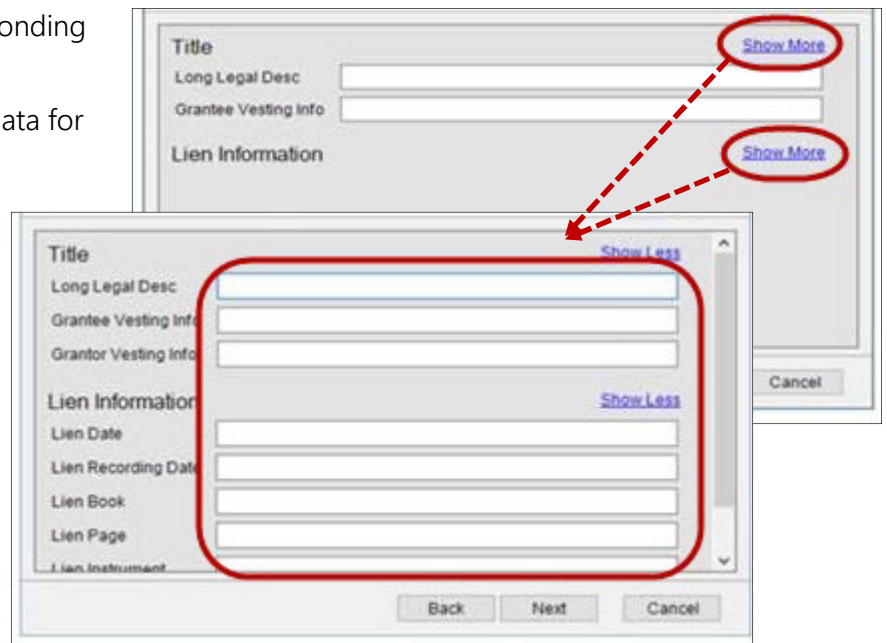
8. From the **Select Event** window, highlight **385 Product Data Delivery**, click the **Next** button



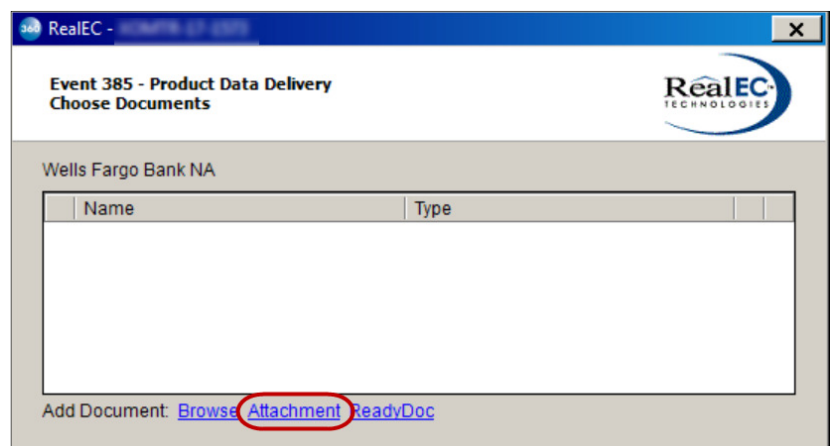
The information displayed for the **Title** and **Lien Information** on the **Event 385 – Product Data Delivery** window is pulled from the SoftPro order, if entered.

9. 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)

10. Click the **Next** button

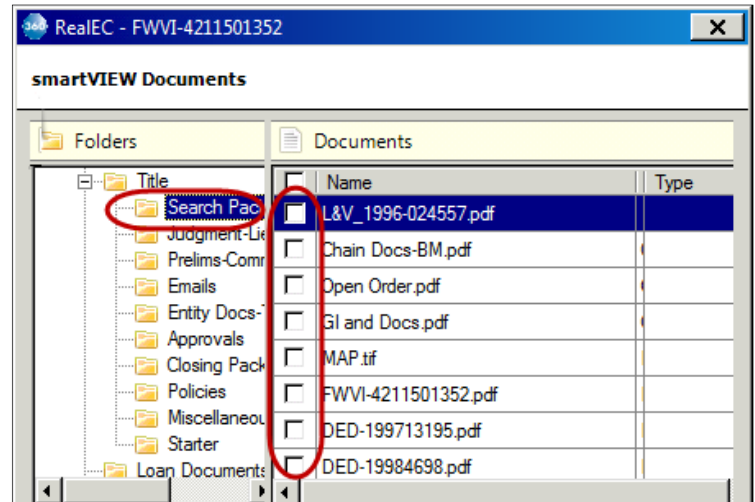


11. Click the **Next** button
12. Click the **Attachment** link to select the document in smartVIEW



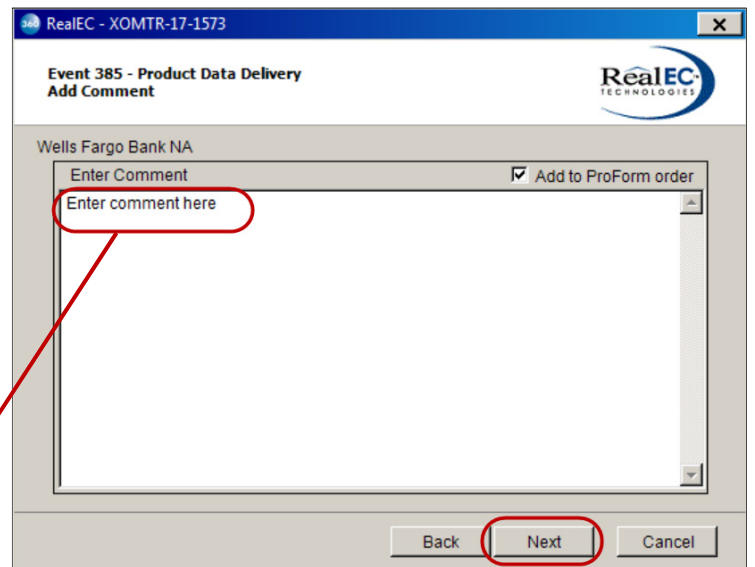
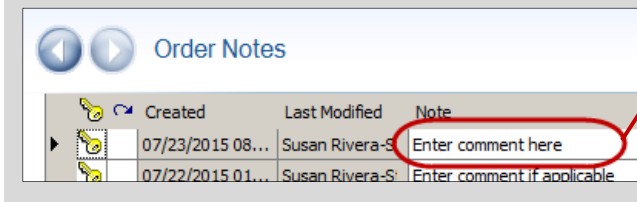
## Adding a 385 Event to an Existing Order

13. Click the folder where the document is stored
14. Check the check box for the applicable document(s)
15. Click the **OK** button

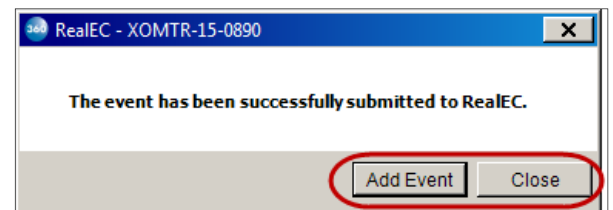


16. Enter a comment, if applicable
17. Click the **Next** button

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



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

