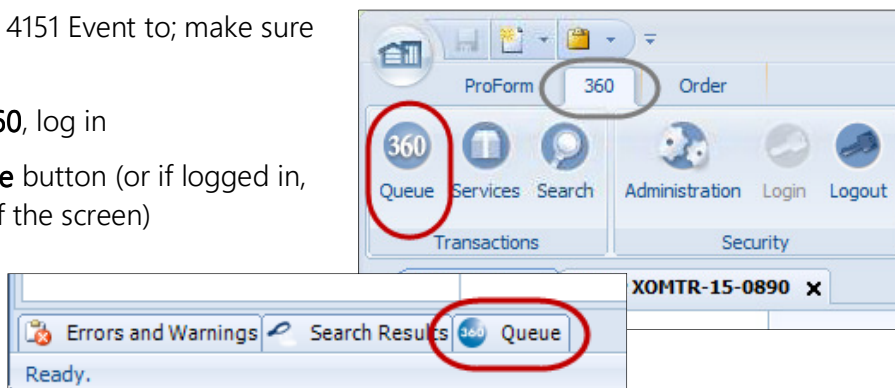


Adding a 4151 Event to an Existing Order

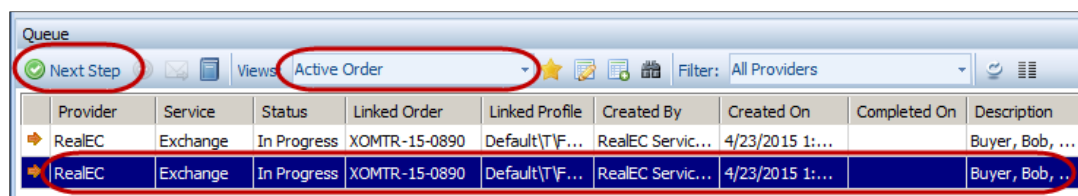
Adding a 4151 Event allows you to submit your contact information, including your email address, to RealEC for the Lender. Follow these steps to add a 4151 Event to an existing order.

1. Open the order you wish to add the 4151 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)



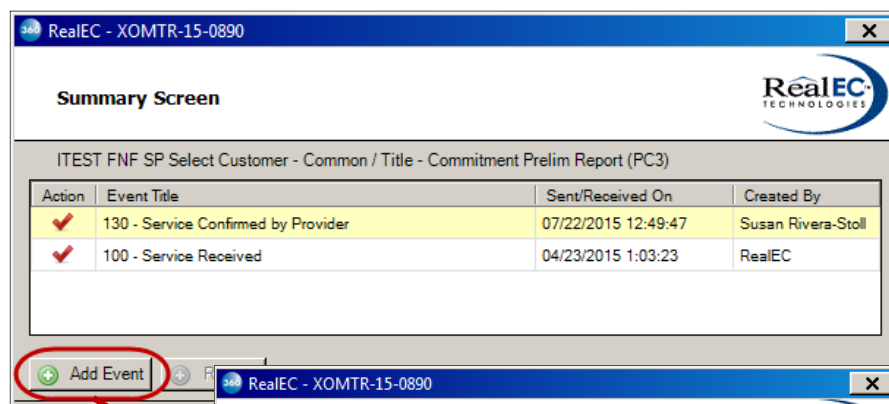
4. From the **Views** drop-down, select **Active Orders** to ensure you are working in the order you intend to add the event

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

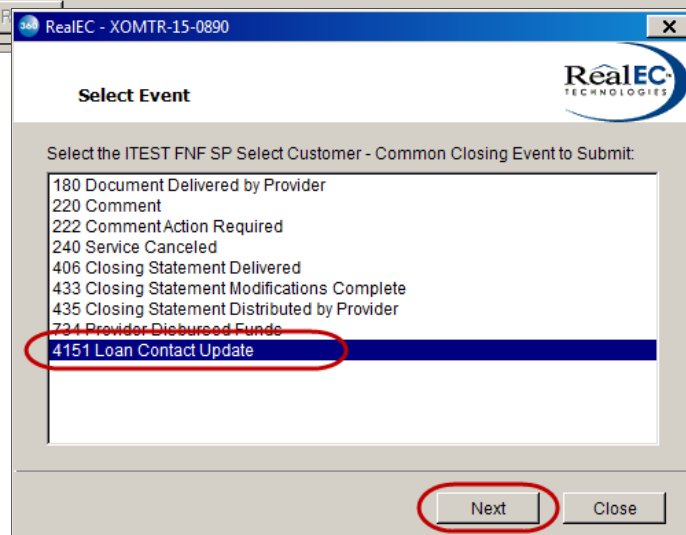


6. Click the **Next Steps** button

7. Click the **Add Event** button

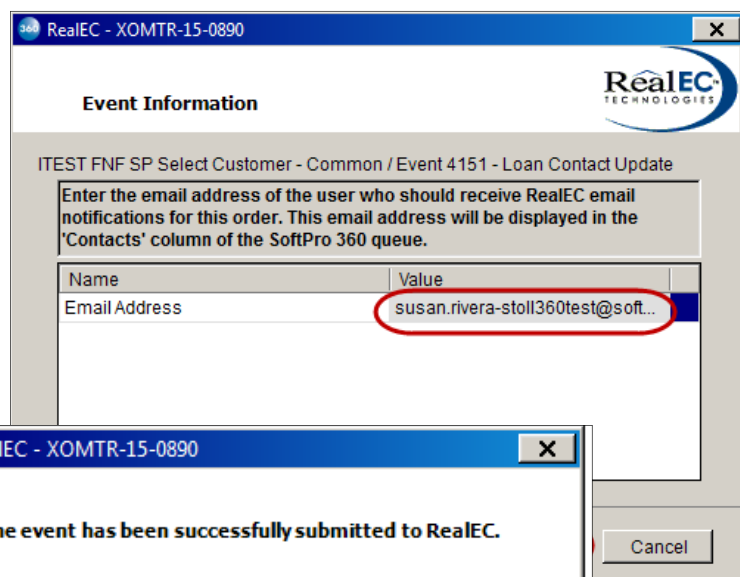


8. From the **Select Event** window, highlight **4151 Loan Contact Update**, click the **Next** button



Adding a 4151 Event to an Existing Order

9. Verify (or enter) your email address, click the **Next** button



Event Information

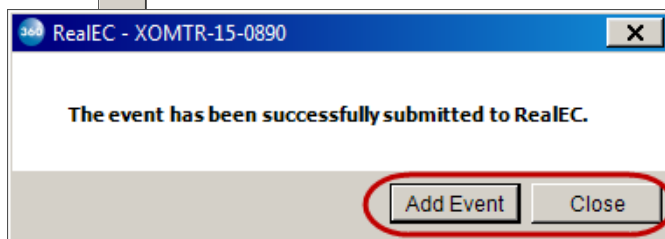
ITEST FNF SP Select Customer - Common / Event 4151 - Loan Contact Update

Enter the email address of the user who should receive RealEC email notifications for this order. This email address will be displayed in the 'Contacts' column of the SoftPro 360 queue.

Name	Value
Email Address	susan.rivera-stoll360test@soft...

Cancel

10. Click the,
 - › **Close** button – to return to the Summary Screen or,
 - › **Add Event** button – to continue adding events



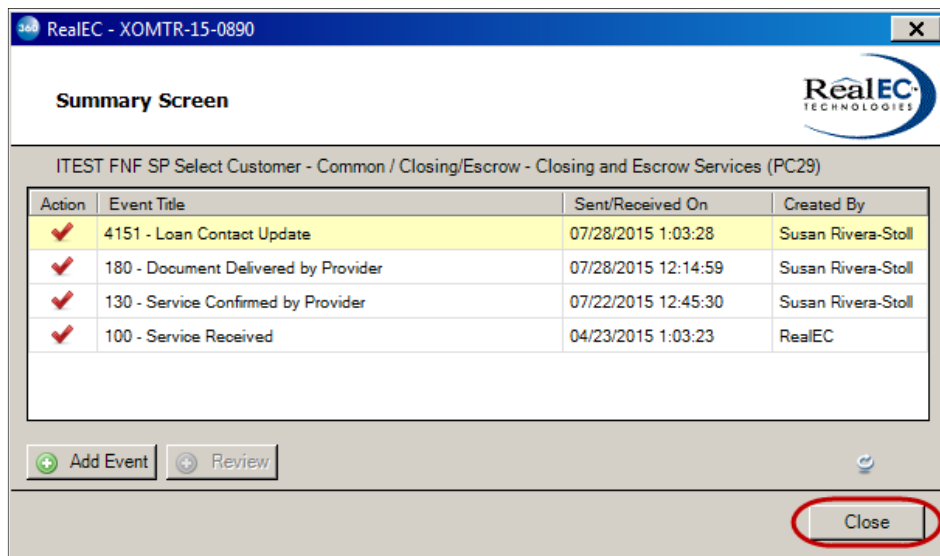
The event has been successfully submitted to RealEC.

Add Event Close

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

Once all events have been added,

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



Summary Screen

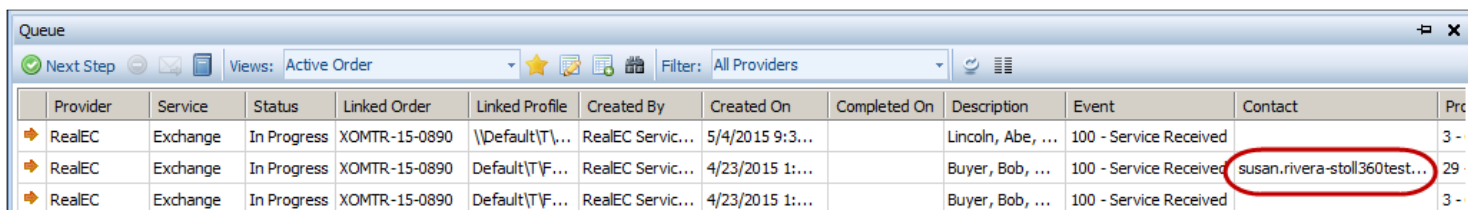
ITEST FNF SP Select Customer - Common / Closing/Escrow - Closing and Escrow Services (PC29)

Action	Event Title	Sent/Received On	Created By
✓	4151 - Loan Contact Update	07/28/2015 1:03:28	Susan Rivera-Stoll
✓	180 - Document Delivered by Provider	07/28/2015 12:14:59	Susan Rivera-Stoll
✓	130 - Service Confirmed by Provider	07/22/2015 12:45:30	Susan Rivera-Stoll
✓	100 - Service Received	04/23/2015 1:03:23	RealEC

Add Event Review

Close

When you return to the **Queue**, your email address then appears in the **Contact** column.



Provider	Service	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Description	Event	Contact	Pr
RealEC	Exchange	In Progress	XOMTR-15-0890	\\Default(T\...	RealEC Servic...	5/4/2015 9:3...		Lincoln, Abe, ...	100 - Service Received		3 -
RealEC	Exchange	In Progress	XOMTR-15-0890	Default(T\F...	RealEC Servic...	4/23/2015 1:...		Buyer, Bob, ...	100 - Service Received	susan.rivera-stoll360test...	29 -
RealEC	Exchange	In Progress	XOMTR-15-0890	Default(T\F...	RealEC Servic...	4/23/2015 1:...		Buyer, Bob, ...	100 - Service Received		3 -