Calyx Ordering Instructions – Lender

Verifs Track	Banker Lenders	Services	Interfaces	Во	r/Co-Bor	Utilities	Window	He
 Monday, Jim Borrowe First Middle 		AVM R Closing Credit Flood (Initial I	AVM Reports Closing Documents Credit Reports Flood Certification Initial Disclosures		 Juffix Nickname 			
Jim		Title/Es	scrow	×	Reque	st Title/Es	scrow	
SSN	DOB E	Verifica	ations	۲	View T	itle/Escro	W	
H Phone	B Phone	Cell/Alt	Fax		В	est Conta	ct	

After saving the file choose Services then Title/Escrow and Request Title /Escrow.

Select Stewart Title from the Title/Escrow Company dropdown in the top left.

Select Order Type "Title"

Title/Escrow Request	
Title/Escrow Company Stewart Title 866-464-8179 <u>Getting Started</u>	Title Escrow Borrowers Order Details Agents Lien Payoffs Other Payoffs Order Title Select Branch Office Refresh Branch Offices/Products Image: Comparison of the payoffs Image: Comparison of the payoffs Stewart Title Image: Comparison of the payoffs Image: Comparison of the payoffs Image: Comparison of the payoffs
Order Type ✓ Title ⓒ Order New Title ⓒ Send Additional Instructions/Docs ⓒ Check Status └ Escrow ⓒ Open Escrow	Choose Products Purchase Closing - Escrow Only Purchase Closing - Title and Escrow Purchase Closing - Title Only Refinance Closing - Escrow Only Refinance Closing - Title and Escrov
 Send Additional Instructions/Docs Check Status 	Refinance Closing - Title Only

IMPORTANT NOTE: you MUST click on the "Refresh Branch Offices/Products" button before moving forward. There is currently a bug that will display "Stewart Title" as the branch. If "Refresh Branch Offices/Products" button is not clicked the order will not successfully be placed.

itle/Escrow Request			
Title/Escrow Company Stewart Title	-	Title Escrow Borrowers Order Details Agents Lien Pay	offs Other Payoffs
866-464-8179 Getting Started		Order Title Select Branch Office Refresh Branch O Stewart Title	ffices/Products
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Order Reference Number	User ID: Password:	bfullert_fnb 866-464-8179 ★******* Getting Started ✓ Save Password Cancel	
tle/Escrow Request			(
Stewart Title 866-464-8179 Getting Started	•	Title Escrow Borrowers Order Details Agents Lien Payer Order Title Select Branch Office Refresh Branch O Stewart Title Stewart Title	offs Other Payoffs
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 Escrow Open Escrow Send Additional Instruct Check Status 	Branch	Office Title Retrieval	Y Y Y
Order Reference Number		Cancel	
Requested Bu			

There is another BUG in the system that causes the Branch list to be grayed out. In order to select a branch you now must deselect Order Type "Title" and then reselect it. This will enable the "Select Branch Office".

Select the branch you want to place the order with.

Select a Title Officer (if you care to)

Select the product to order

Place the order

Title/Escrow Request		
Title/Escrow Company Stewart Title 866-464-8179 <u>Getting Started</u>	Title Escrow Borrowers Order Details Order Title Select Branch Office Stewart Title of California, Inc Bakersfie	Agents Lien Payoffs Other Payoffs Refresh Branch Offices/Products
Order Type Title Order New Title Send Additional Instructions/Docs Check Status Escrow Send Additional Instructions/Docs Check Status	Choose Products Purchase Closing Cu	Escrow Only
Order Reference Number	Cindy Kohler Connie Porter Jennifer Navarro Mary Curry	lorsements