

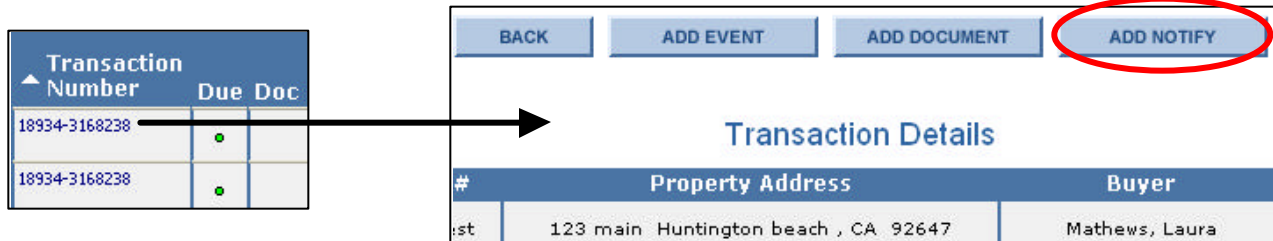
**USE:** To add an email notification for a 3<sup>rd</sup> party or for individual orders.

**Step 1.** Log In

**Step 2:** Use the **SEARCH** page to locate an order.

**Step 3:** From the **SEARCH RESULTS** page, press the **Transaction Number** to display the **TRANSACTION DETAILS** page.

**Step 4:** Press the **Add Notify** button at the top or bottom of this page.



**Step 5.** The **ADD NOTIFY** page (below), will display and include any notifications currently setup. The following options are available from this page:

- To add a notification, enter the recipients email address (**A**) and select the appropriate event notification(s). Next, press **Add (B)** to submit the request.
- To remove a notification, select the **Remove (C)** button that corresponds to the notification that is no longer needed.

Select the **Done** button when finished.

The screenshot shows the 'ADD NOTIFY' page. It is divided into three main sections: 'ORDER / PRODUCT INFORMATION', 'CURRENT EVENTS / EMAIL ADDRESSES', and 'SELECT EVENT / ENTER EMAIL'.  
1. **ORDER / PRODUCT INFORMATION:** This section contains transaction details such as Buyer/Borrower (Mathews, Laura), Transaction ID (18934-3168238), Product Type (Closing/Escrow), Seller/Owner, Loan Number (1234test), Product (Closing and Escrow Services), Property (123 main), Ordered For, and Service Provider (Vendor Site Test Vendor).  
2. **CURRENT EVENTS / EMAIL ADDRESSES:** This section shows a table of existing notifications. It has columns for 'Event' and 'Email Address'. There are two rows of notifications, each with a 'REMOVE' button. A red 'C' is placed next to the first 'REMOVE' button.  
3. **SELECT EVENT / ENTER EMAIL:** This section allows adding new notifications. It has a table with columns: 'Send notification to this email address:', 'Select All', 'Vendor Confirmed Service', 'Vendor Delivered Product w/ docs', 'Vendor Delivered Document w/ docs', 'Service Completed', and 'Comment'. There are five rows of input fields. A red 'A' is next to the first input field. At the bottom right of this section is an 'ADD' button with a red 'B' next to it.  
At the bottom of the page, there are three buttons: 'BACK', 'CLEAR FORM', and 'DONE'. The 'DONE' button is circled in red.