

**USE:** This page allows the User to submit requests using the **EXPRESS ORDER** page.

### Step 1. Log in

After entering **User Name** and **Password**, select the Home tab to display the **HOME** page.

### Step 2. Access Express Order Page

Click on **Express Order** link on the **HOME** page or on the **Express Order** button at the top of most pages.

**EXPRESS ORDER**

### Step 3. Enter Borrower and Property Info

Input borrower name(s), address and loan data into **EXPRESS ORDER** page

**Note:** Fields in blue are required.

### Step 4. Choose Service(s), Product(s) and Provider(s)

- Click on the box(es) next to the appropriate service types.
- For each selected service, select a product and provider.

### Step 5. Submit Request

Press the Submit button and the request(s) will be sent to the appropriate service provider(s).

### NOTE:

- Appraisal, Flood, Title, Closing and AVM reports are the only products available on the Express Order page.