

USE: This page allows the user to enter information to submit an order.

Step 1. Log In

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

Step 2. Select Loan Purpose and Product to Order

If applicable, the appropriate branch and multi-user can be selected.

Step 3. Complete the Request

After entering the appropriate information on the **PRODUCT ORDER** page, press the **Next** button at the bottom of the page. The Product and Provider are selected on the next screen (see below). If only ordering a single product, press **Submit**, the order is sent off. If other products are to be ordered on this file at this time, press the **Add Product** button. The user will then be sent to the **ORDER PRODUCTS** page and can select additional product(s) to add to the request.

Note: Fields in Blue are required.

Step 4. Locate Order Information

After the request is sent, the user can find more information about the order by clicking on the **Transaction ID** and **Product** links on the **PRODUCTS SUBMITTED** page (see below).

Step 5. Other Options

Email notifications for this order can be created by pressing the **Add Notify** button.

Clicking on the **Add Document** button allows the user to upload a document to the order and deliver it to the provider.