

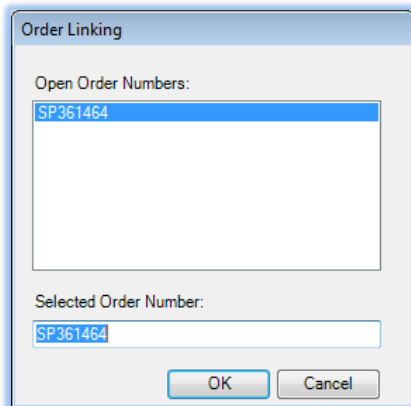
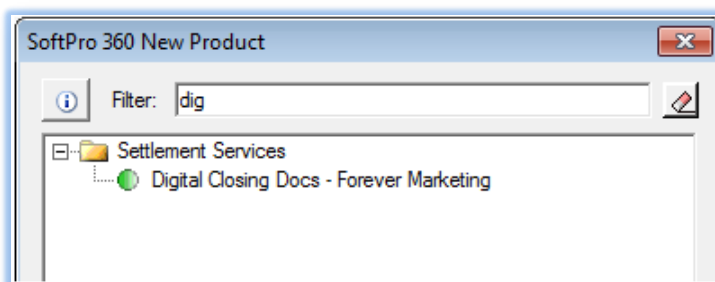
Digital Closing Docs within the Impact/SQL SoftPro 360 Widget

Getting Started

Digital Closing Docs can be accessed via the Impact/SQL SoftPro 360 Widget. This documentation assumes that the user is familiar with the Impact/SQL SoftPro 360 widget.

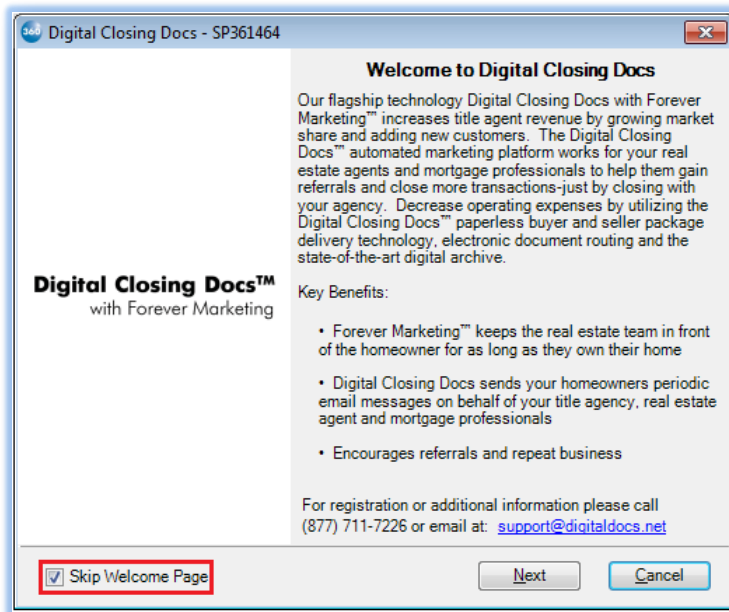
It is recommended that the file be opened on the user’s Impact/SQL desktop, but it is not mandatory.

The SoftPro 360 widget should be opened and the **New Product** button should be clicked. The **SoftPro 360 New Product** screen will present. **Digital Closing Docs** can be found under **Settlement Services**. Depending on the number of products available it might be helpful to use the **Filter** field to narrow down the listing to locate the **Fidelity - Rate Calculator** product. In the sample below, “dig” was entered in the **Filter** field, thus narrowing the selection list to only the product shown. To select the product, simply double-click on “**Digital Closing Docs – Forever Marketing**” or alternatively, highlight “**Digital Closing Docs – Forever Marketing**” and then click on the **OK** button.

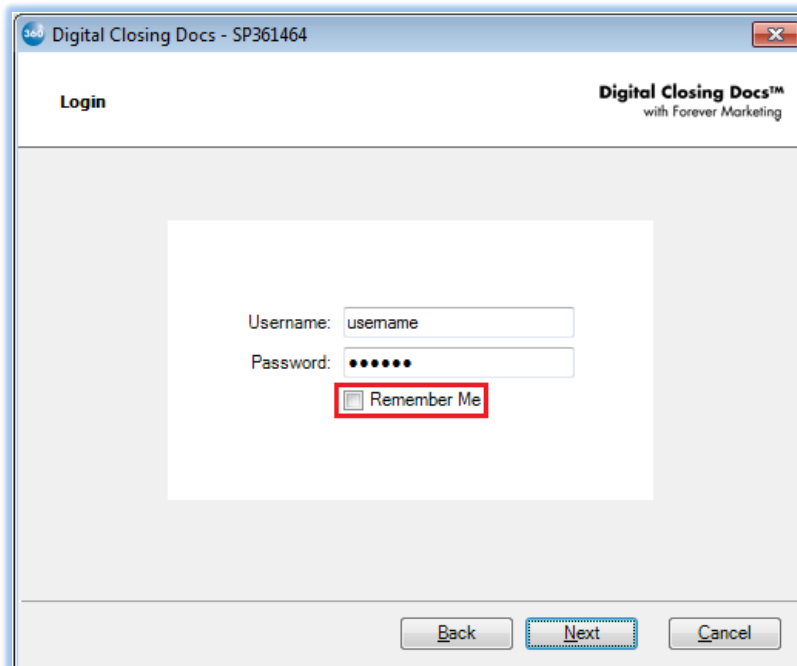


Assuming that the file for which rates are to be requested is open on the desktop, the **Order Linking** screen will present with the open file’s number pre-loaded on the screen. Should the file not be open on the desktop, the user should enter the file number in the **Selected Order Number** field. Once the file number is confirmed to be the one desired, click on the **OK** button or hit the **Enter** key to continue.

The **Welcome** screen provides information about **Digital Closing Docs**. The user may choose to skip this screen in the future by clicking on the **Skip Welcome Page** checkbox to select it. Click **Next** to continue.



The user should enter their **Digital Closing Docs Username** and **Password** and click **Next** to continue. Checking the **Remember Me** checkbox will skip the login screen on subsequent uses.



Parties entered into the linked Impact/SQL file are displayed on the left side of the **Contact Selection** screen. Highlighting a contact will display the contact's specific information on the right side of the screen. The user may choose the contact(s) they wish to add to the **Digital Closing Docs** file by placing a check in the box beside the name. Clicking **Submit** will create the **Digital Closing Docs** file.

Digital Closing Docs - SP361464

Contact Selection **Digital Closing Docs™**
with Forever Marketing

Branch: [Corporate-600](#)

B Steve Cole
 S Harold Night
 L Bank of the West

ProductType: DigitalDocs
Name: Harold Night
Contact: Harold Night
Email:
Phone: () - -
Website:
Address: 123 Anywhere Street
City/State/Zip: Fort Gaines GA 39851-
Back Submit Cancel

NOTE: File information submitted to **Digital Closing Docs** can be viewed by clicking the **Branch** hyperlink.

Digital Closing Docs - SP361464

Contact Selection **Digital Closing Docs™**
with Forever Marketing

[Branch: Corporate-600](#)

B Steve Cole
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 L Bank of the West

ProductType: DigitalDocs
Name: Harold Night
Contact: Harold Night
Email:
Phone: () - -
Website:
Address: 123 Anywhere
City/State/Zip: Fort Gaines
Back

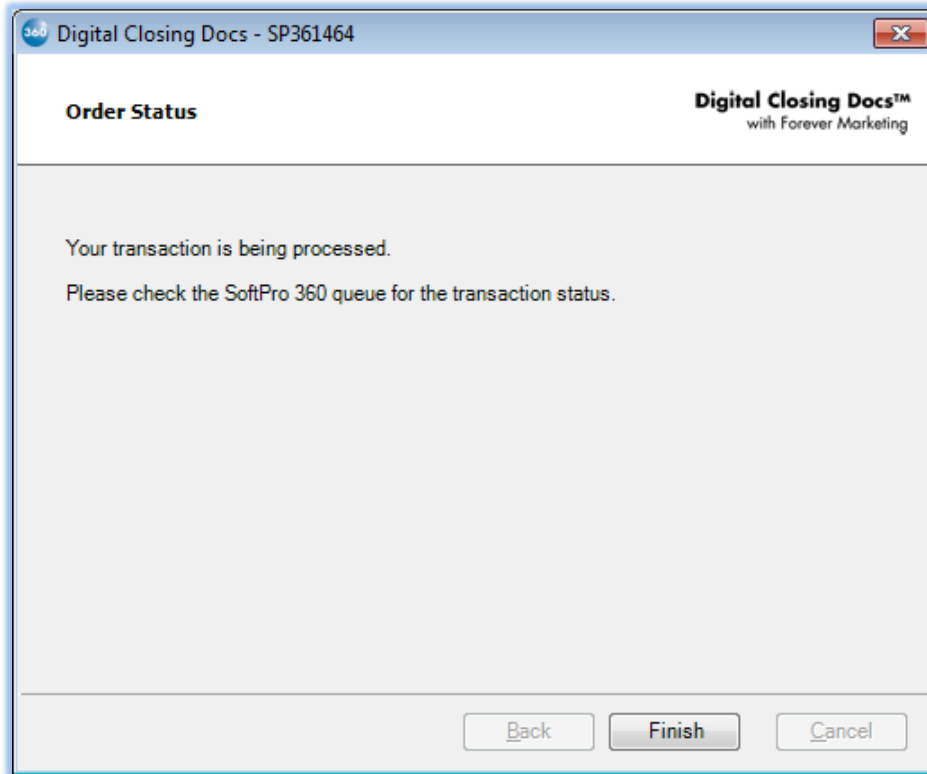
Digital Closing Docs - SP361464

General Information **Digital Closing Docs™**
with Forever Marketing

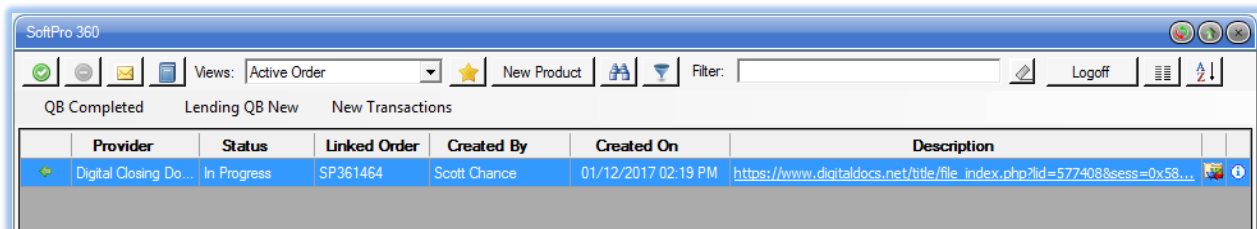
Branch: Corporate-600

Property Address: 456 Somewhere Ave
City/State/Zip: Phoenix AZ 85029-
Transaction Type: Purchase Sales Price: 180000.00
Order Status: Loan Amount: 150000.0000
Close

Once the transaction has been submitted to **Digital Closing Docs**, the **Order Status** screen will direct you to review the transaction in the SoftPro 360 queue. Click **Finish** to continue.



The SoftPro 360 queue will update to display the **Digital Closing Docs** transaction. A link to the **Digital Closing Docs** website will be available under the **Description** column. The Status will update to “**In Progress**” once the package has been delivered.



Updating a Digital Closing Docs Transaction

To add a new contact, register a CD or add documents to a **Digital Closing Docs** file, the user should double-click on the transaction in the SoftPro 360 queue. The following **Update** screen will display.

Digital Closing Docs - SP361464

Update **Digital Closing Docs™**
with Forever Marketing

Update Contacts
 Register CD
 Add Documents

NOTE: CD's should be registered no more than 48 hours prior to closing.

Digital Closing Docs support center can be contacted via email at support@digitaldocs.net or at (877) 711-7226

If changes have been made to the parties in the Impact/SQL file, selecting the **Update Contacts** radio button will direct the user to the **Contact Selection** screen which operates as discussed previously.

Digital Closing Docs - SP361464

Contact Selection **Digital Closing Docs™**
with Forever Marketing

Branch: Corporate-600

Steve Cole
 Harold Night
 Bank of the West

ProductType: DigitalDocs
Name: Harold Night
Contact: Harold Night
Email:
Phone: () - ____
Website:
Address: 123 Anywhere Street
City/State/Zip: Fort Gaines GA 39851-____

To register a CD, the user should select the **Register CD** radio button and click **Next** to continue. This action displays the **Register CDs** screen. Click on **Add CD**, enter the **CD number**, a **Password** and select the party to whom the CD applies. Finally, click the **Submit** button.

CD Number	Party	Status
123456789011	Harold Night	Pending
987654321099	Steve Cole	Pending

Add CD Remove CD

CD Number: 987654321099

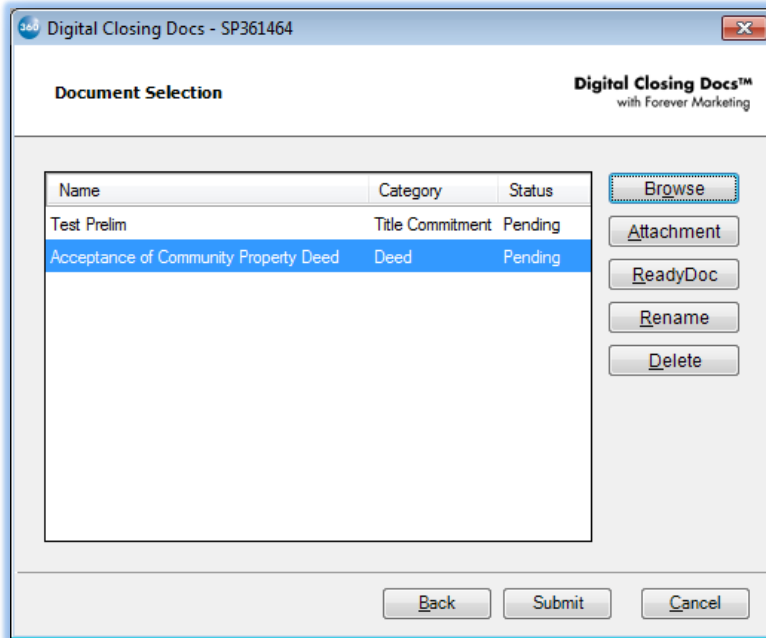
Password: 9876
Normally last 4 of SSN

Select Party: Steve Cole

Back Submit Cancel

A CD's status will be **Incomplete** until all required fields have been completed (**CD Number**, **Password** and **Select Party**). A CD will show a **Pending** status until the CD is registered on the **Digital Closing Docs** website. A CD with a **Pending** or **Incomplete** status can be removed by highlighting the desired CD and clicking **Remove CD**.

NOTE: CD's with a **Registered** status will need to be removed directly from the **Digital Closing Docs** website.

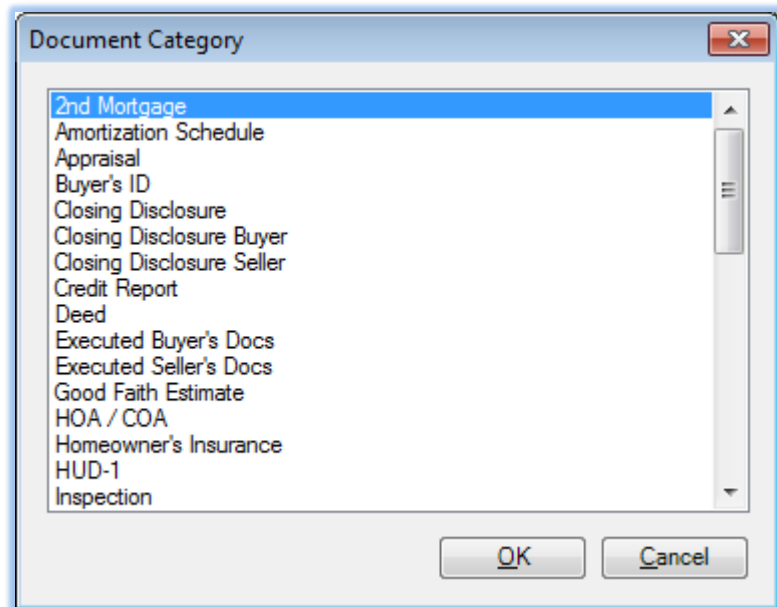


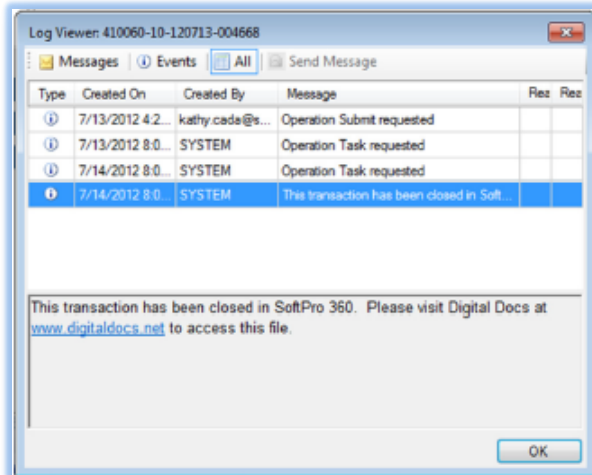
The **Document Selection** screen allows users to add documents to the **Digital Closing Docs** file. From the **Update** screen, the user should select the **Add Documents** radio button and click **Next** to continue to the **Document Selection** screen.

Click the **Browse** button to browse out to a file/folder location. Click the **Attachment** button to select a document from the **User Attachments** widget. Click the **ReadyDoc** button to open an Impact/SQL document or smartView-stored (FNF sites only) document. The **Rename** button will rename the highlighted document while the

Delete button will delete the highlighted document from the list. Once all desired documents have been added to the list, click **Submit** to continue. Documents will remain in a **Pending** status until they have been submitted to **Digital Closing Docs**. Once submitted, the document status will update to **Submitted**.

NOTE: When adding documents, the user will be required to select an appropriate **Document Category**.





After 6 months, the transaction will automatically update to a **Completed** status in the SoftPro 360 widget. A message will appear in the SoftPro 360 log providing the website for **Digital Closing Docs**. The link for the specific transaction on the **Digital Closing Docs** website will still be available in the **Description** column in the SoftPro 360 widget.

Provider	Service	Status	Linked Order	Created By	Created On	Completed On	Description
Digital Closing Docs	Digital Closing Docs	Completed	2012070082	kathy.cada	7/13/2012 4:27 PM	7/14/2012 8:00 PM	https://www.digitaldocs.net/title/ff...