

## Submitting Orders via GPS (Global Premier Services)

Customers enrolled on any GPS site with an operation that has the integrated Title & Escrow order form activated will have the ability to place their order directly into the Title Company's title processing system. They simply select Open an Order from the top menu and select the Title and Escrow Order form and enter the information. This can be done on a 24/7 basis. Customers can submit Title & Escrow orders, Title Only Orders and Escrow Only Orders through GPS.

GPS is branded for the title companies under the FNF umbrella, and is also known as Alamo Title Advantage, Austin Title Access, Chicago Title Premier Services, Commonwealth Land Title NiteOwl, Fidelity National Title Passport, Lawyers Title NiteOwl, Pacific Coast Title PCT Mobile, Security Title Gateway, Ticor Express, and GPS.FNTG.com (the multi-branded version).

The following form will display on the GPS sites when users select the Title & Escrow Order form:

**NEW ORDER**

**Bold fields are required**

**Disclaimer:** This site is not designed for the transmission of highly confidential customer, non-public personal information, and should therefore not be used to enter or transmit data such as customer Social Security Numbers or Driver's License Numbers.

**Order Information**

**Date** 8/26/2013 **Estimated Close Date**

**Order Type** Title and Escrow **Transaction Amount (\$)**

**Transaction Type** -- Select a Transaction Type --

**Escrow Office** zNGS - Escrow

**Escrow Officer** -- Select an Officer --

**Title Office** zNGS - Title

**Title Officer** -- Select an Officer --

**LCP** No

-- Please select a transaction type to continue --

You are logged in as: **Shawn Tomlinson**  
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 (CT Demo Operation) [Logout](#)

**Quick Menu**

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Select a transaction type to reveal the fields required for that particular type of transaction.

## Order Information

Enter the Order Information into the fields that appear on the form. Only fields with bold labels are required, however the more information you provide, the more efficient the process becomes.

When you select an Escrow Office, the escrow officers will appear in the dropdown so you can select one from that office. The same is true for title officers in the Title Office. If no names appear, select other.

Your contact information will automatically be entered in the Order Requested By section of the order form so you do not have to key it in each time you place an order.

Order Information		Customize   Hide Chat	
<b>Date</b>	8/26/2013	<b>Estimated Close Date</b>	09/13/2013
<b>Order Type</b>	Title and Escrow	<b>Transaction Amount (\$)</b>	1,999,999.00
<b>Transaction Type</b>	Sale / Re-Sale		
<b>Escrow Office</b>	zNGS - Escrow		
<b>Escrow Officer</b>	Phang, In Yung		
<b>Title Office</b>	zNGS - Title		
<b>Title Officer</b>	Other Officer		
<b>LCP</b>	No		
Order Requested By			
<b>Name</b>	Shawn Tomlinson		
<b>Company</b>	Fraser & Allen, LLC		
<b>Address</b>	2510 Red Hill #250 , Santa Ana, Douglas, CO 92705		
<b>Phone</b>	(555) 111-1111		
<b>Email</b>	shawn.tomlinson@fnf.com		
Property Information			
<b>Property Type</b>	Single Family		

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## Property Information and Principals

Enter property information and Buyers and Sellers in the form where indicated (fields that have Bold labels are required).

Select the appropriate property type from the dropdown. You do not need to enter the APN (Assessor's Parcel Number) however the Address and Zip code are required. The City and State will automatically populate when you enter the zip code. If the city is incorrect - this sometimes happens when a city is served by a post office in an adjacent city - simply type the correct city name in the field.

When you enter a buyer or seller name, and click the Add button, it adds the name to the list above the entry fields. Only the first and last name of the buyers and sellers are required, however if you add additional information about these parties, it will make it easier for the escrow officer or title officer to process the order. You may add additional buyers and sellers; simply select the "Add Additional Buyer" button after you enter the information on the form and they will be added to the list.

### - Property Information

**Property Type** Single Family

APN 99-999-9999-99 **Zip Code** 91401

**Address** 92929 Burbank Test **City** Van Nuys

Address 2 **State** CA

### - Principals : Buyers

Name/Email	Address	Phone Numbers	
Jonny Test			[Remove]
Sally test			[Remove]

**First Name**  **Address**

**Last Name**  **Zip Code**

**Email**  **City**

**Cell Phone**  **State**

**Home Phone**

Principal was added successfully to this order.

### - Principals : Sellers

## Listing and Selling Agent

Add the Listing Agent and the Selling Agent information. GPS requires the user entering the order data to select themselves in one of the Agent or Lender selections. From the dropdown you may choose yourself, or another agent you have saved to your frequent contacts and the information will automatically be added to the form. Or you may select Enter Information to enter a name and contact information directly in the fields on the form. The form also allows you to add any new entries to your frequent contacts so they will appear in the dropdown and you do not have to rekey the information every time you place an order.

The screenshot shows a web form with four sections: Listing Agent, Selling Agent, Lender 1, and Lender 2. Each section has a 'Select One' dropdown menu and a text prompt: 'If applicable, please select from above drop down to enter or auto-fill information here.' The 'Listing Agent' dropdown is open, showing options: '-- None --', '-- Enter Information --', '-- Myself --', and 'Smith, Ted'. The 'Enter Information' option is highlighted. The form is displayed in a browser window with a taskbar at the bottom showing 'Done', 'Local intranet | Protected Mode: Off', and a zoom level of 125%.

**- Listing Agent**

Select One -- None --

If applicable, please select from above drop down to enter or auto-fill information here.

-- None --  
-- Enter Information --  
-- Myself --  
Smith, Ted

**- Selling Agent**

Select One -- None --

If applicable, please select from above drop down to enter or auto-fill information here.

**- Lender 1**

Select One -- None --

If applicable, please select from above drop down to enter or auto-fill information here.

**- Lender 2**

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## Lender Information

Enter the Lenders on this transaction by selecting a name from the dropdown or selecting Enter Information from the dropdown. Be sure to select the box for Mortgage Broker if the lender is a Mortgage Broker. You may also add lenders to your frequent contacts so you can select their name to populate the form on future orders, saving you time when you place your order.

**- Lender 1**

Select One

<b>First Name</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>	<b>Address</b>	<input type="text"/>
<b>Company</b>	<input type="text"/>	<b>Zip Code</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>	<b>City</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>	<b>State</b>	<input type="text"/>

**Financing Type**

<b>Loan Type</b>	<input type="text" value="-- Select --"/>	<b>Loan Amount (\$)</b>	<input type="text"/>
<b>Mortgage Broker</b>	<input type="checkbox"/>	<b>Account Number</b>	<input type="text"/>
<b>Add to Freq Contacts</b>	<input type="checkbox"/>		

**- Lender 2**

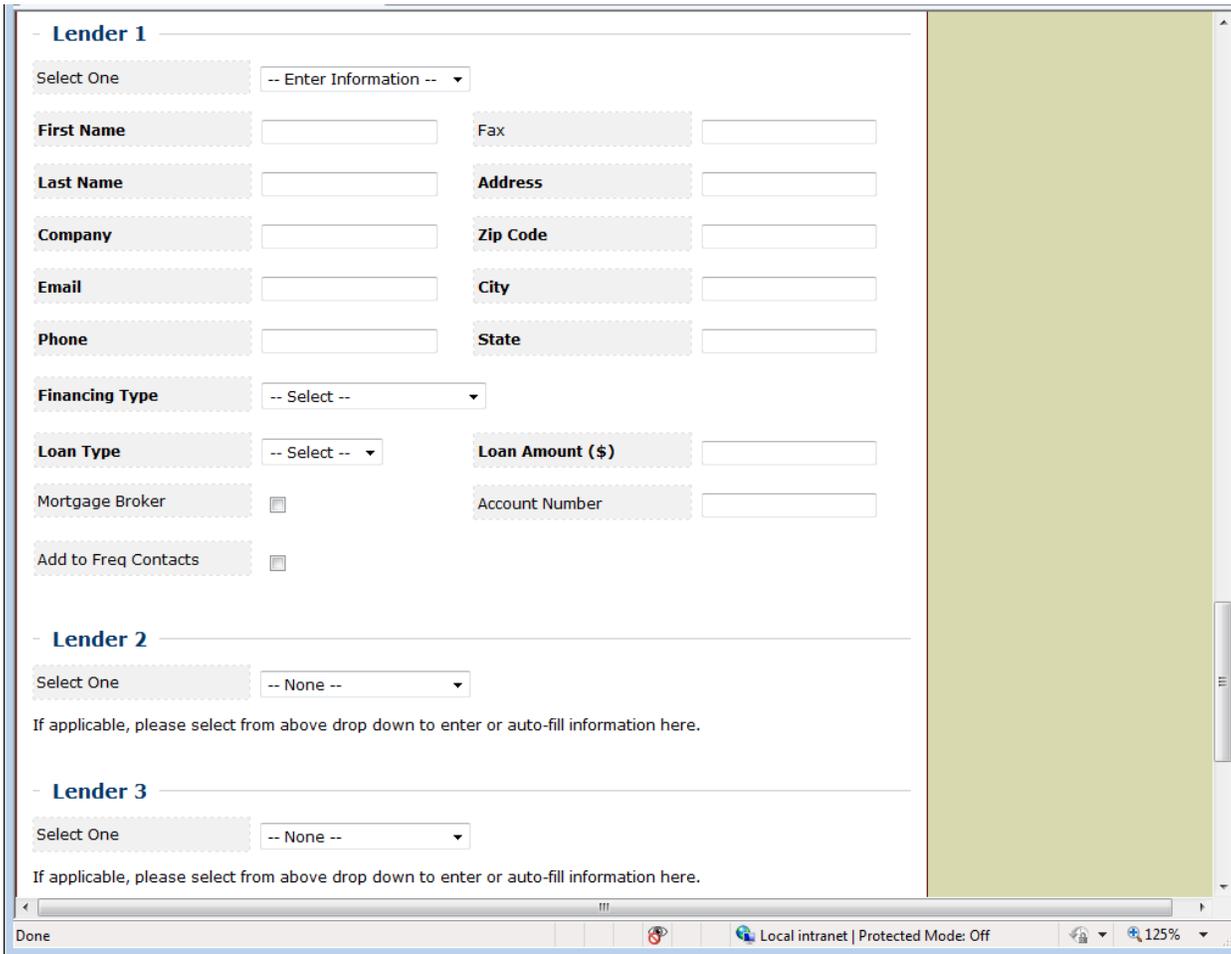
Select One

If applicable, please select from above drop down to enter or auto-fill information here.

**- Lender 3**

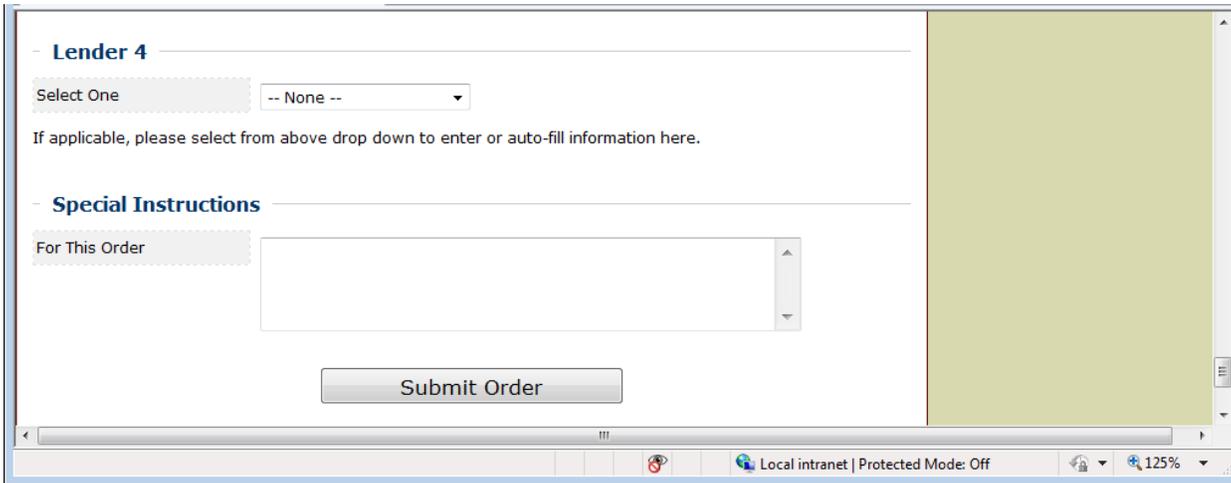
Select One

If applicable, please select from above drop down to enter or auto-fill information here.



## Special instructions

Enter any special instructions pertaining to the order in the text box. **DO NOT ENTER** any confidential personally identifiable information, such as social security numbers, driver's license numbers, or credit card information on this form.



The screenshot shows a web browser window displaying an order form. The form is divided into two main sections: "Lender 4" and "Special Instructions".

- Lender 4:** This section contains a "Select One" dropdown menu with "-- None --" selected. Below it, a text prompt reads: "If applicable, please select from above drop down to enter or auto-fill information here."
- Special Instructions:** This section features a "For This Order" label and a large, empty text input box with a vertical scrollbar on the right side.

At the bottom of the form is a "Submit Order" button. The browser's address bar shows "Local intranet | Protected Mode: Off" and the zoom level is set to "125%".

## Submitting the Order

When you have completed the order form, submit the Order for processing.

If you have missed a required field, you will be notified on the screen and can correct the information and resubmit.

You will receive a confirmation on the site that the order has been placed.

The contents of your order will go directly into the Title Company's processing system.

Your order will be processed by the Title Company and you will be notified when the order number is assigned in the system.

If you have any questions regarding your order, contact your Title Company Sales Representative.