

Submitting a New Order from PaperlessCloser

From PaperlessCloser, new orders can be submitted by outside parties for possible acceptance into Complete Closing by the Title Company. Orders are submitted using the <New Order> option in PaperlessCloser. The following screen is a sample of the "Submit a New Order" screen:

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Title Company: ABC Title

Use single order entry form

General Information

Seller Realtor

Buyer Realtor

Loan Information

Lender Information

Seller Information

Buyer Information

Property Information

Email

Region: [Dropdown]

Branch: [Dropdown]

Title Co: [Dropdown]

Closing Agent: [Dropdown]

Underwriter: [Dropdown]

Order Category: [Dropdown]

Premium Type: [Dropdown]

Sales Rep: [Dropdown]

Order Type: [Dropdown]

Title Unit: [Dropdown]

Escrow Unit: [Dropdown]

Other File #: [Text]

Former Policy #: [Text]

Former Policy Amount: [Text]

Former Policy Date: [Text]

Commitment Due Date: 7/31/2004 [Pick Date]

Closing Date: 7/14/2004 [Pick Date]

Type of Service:

NEW:

Owner

Title Guaranty

Mark

Simultaneous

Construction Loan

Other

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New Order screen

When an order is submitted from PaperlessCloser, specific information, such as the Realtor and Lender data, is sent to a "staging" area to await acceptance by the Title Company. New Order information must be accepted through PaperlessCloser Alarms. See ["Using PaperlessClosing Alarms"](#) for more information.