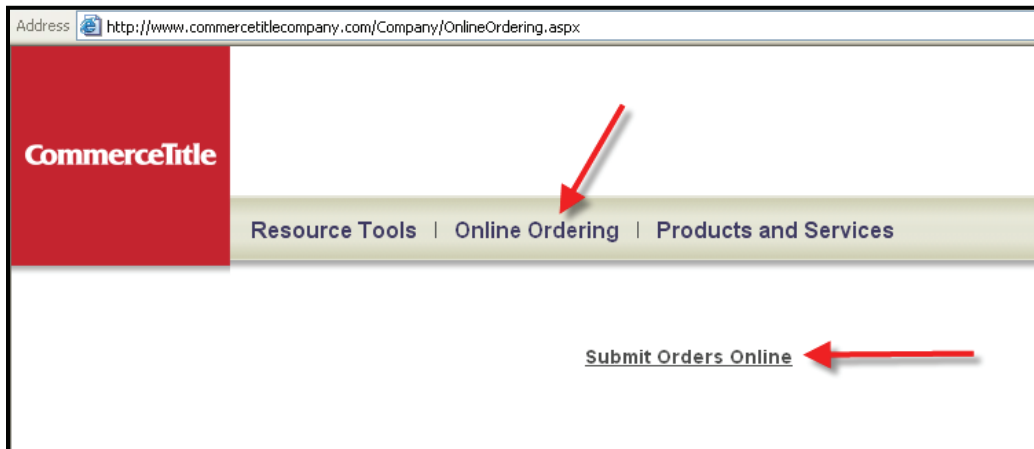


ACCESS AND LOGIN

To obtain a login, please contact your local Commerce Title branch office or Sales Rep

Go to www.commercetitlecompany.com and click on Online Ordering then click on Submit Orders Online



At the login prompt type in the username and password and click on GO



NEW ORDER

To assist with processing the order, enter as much of the order information as possible
Items in **BOLD** are required fields

- Transaction Type
- Role Type
- Property Type
- Street
- City
- State
- Zip

Click CONTINUE

FASTWeb Search by: FASTWeb # **GO** **Commerce Title**

New Order Title Escrow/Closing

Logoff
Help

FAST Order Search
Recent 300 Orders
 New Order

User Settings
Authorized User List
Change Password

Transaction Type **Role Type** Authorized By
Sale/Purchase New Lender Commerce Centex TX Order Desk

Customer Ref/Loan # Loan Amount Sales Price
57654543 421000.00 450000.00

Property Type Property Use
Single Family Residence Primary Residence

Street
123 Street Drive

City **State** **Zip**
Dallas TX 75201

APN/Tax Number Legal Description
Maximum 255 characters.

Borrower Information

Entity Type	First Name	M.I.	Last Name/Company Name	Suffix	SSN/FEIN
Husband/Wife	John		Smith		
	Spouse First Name	M.I.	Spouse Last Name	Suffix	Spouse SSN
	Jane		Smith		

Entity Type	First Name	M.I.	Last Name/Company Name	Suffix	SSN/FEIN
	Spouse First Name	M.I.	Spouse Last Name	Suffix	Spouse SSN

CONTINUE

Note: **Bold** items are required.

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Verify ORDER SUMMARY information is correct and make edits if necessary

Click on the tab labeled TITLE/ESCROW CLOSING

The screenshot shows the FASTWeb Commerce Title interface. At the top, there is a search bar with the text "Search by: FASTWeb #" and a "GO" button. Below the search bar, there are two tabs: "Order Summary" and "Title Escrow/Closing". A red arrow points to the "Title Escrow/Closing" tab. The main content area displays order details in a table format. The table has four columns: FASTWeb Number, Transaction Type, Role Type, and Authorized By. Below this, there are two more rows of data with columns: Customer Ref/Loan #, Loan Amount, and Sales Price. The next row has columns: Property Type, Address, APN/Tax Number, and Property Use. Below this is a section for "Legal Description" with a table of borrowers. The table has columns: Type, Entity Type, First Name, M.I., Last Name, Company Name, and Suffix. There are two rows of borrower data. Below the table are four buttons: "Add Borrower", "Add Participant", "Add Owner", and "Add Payoff". At the bottom, there is a link for "Order Detail" and a section for "Payoff/Mortgage Information". The footer contains "Privacy Information", "Copyright Information", and "Powered by First American".

FASTWeb Search by: FASTWeb # **GO** **Commerce Title**

Order Summary **Title Escrow/Closing** ←

To continue placing your order, please select from one of the above service tabs.

FASTWeb Number	Transaction Type	Role Type	Authorized By
18222888	Sale/Purchase	New Lender	Commerce Centex TX Order Desk

Customer Ref/Loan #	Loan Amount	Sales Price
57654543	421000.00	450000.00

Property Type	Address	APN/Tax Number	Property Use
Single Family Residence	123 STREET DRIVE DALLAS, TX 75201		Primary Residence

Legal Description

Type	Entity Type	First Name	M.I.	Last Name	Company Name	Suffix
Borrower	Husband/Wife	John		Smith		Edit
Borrower	Husband/Wife	Jane		Smith		Edit

Add Borrower **Add Participant**
Add Owner **Add Payoff**

[Order Detail](#)

Payoff/Mortgage Information

[Privacy Information](#) [Copyright Information](#) *Powered by First American*

FASTWeb Recent 300 Orders **GO** **Commerce Title**

Order Summary **Title Escrow/Closing**

Logoff
Help

FAST Order Search
Recent 300 Orders
New Order

User Settings
Authorized User List
Change Password

FASTWeb # 18222888 Customer Ref/Loan # 57654543 Property: 123 STREET DRIVE DALLAS, TX 75201

Order Title Select Order Title [View Escrow/Closing Service](#)

Title Service Provider
Please select your desired Title Service Provider Show/Hide Provider List

Commerce Title 6200 Tennyson Parkway, Suite 110 Plan...

Title Products

Preliminary Report / Commitment

Owner's Policy

Lender's Policy Mortgagee Policy

Search / Guarantee Please specify in note section

Other

Endorsement(s) (specify below)

Title Note (Notes are limited to 550 characters):

Order Escrow/Closing

Escrow/Closing Service Provider
Please select your desired Escrow/Closing Service Provider Show/Hide Provider List

Commerce Title 6200 Tennyson Parkway, Suite 110 Plan...

Escrow/Closing Note (Notes are limited to 550 characters):

[View Title Service](#)

Submit

Note: **Bold** items are required.

Select Order Escrow if the Commerce branch will be performing the closing.

Select all Title products and type by clicking on the dropdown. Enter all Endorsements and additional information into the TITLE NOTE box

Click on **SUBMIT** when all information has been selected/entered.

- Logoff
- Help
- FAST Order Search
- Recent 300 Orders
- New Order

User Settings
 Authorized User List
 Change Password

Order Summary **Title Escrow/Closing**

FASTWeb #: 18222888 Customer Ref.Loan #: 57654543 Property: 123 STREET DRIVE DALLAS, TX 75201

[View Escrow/Closing Service](#)

Title Service

Current Status:

Submitted by Commerce Centex TX Order Desk on 9/1/2010 at 7:34:34 AM PST

Current Processor:

TX Admin Commerce Order Desk

Product(s) Ordered:

Endorsement(s)
 Lender's Policy: Mortgage Policy
 Preliminary Report / Commitment

New Title Note (Notes are limited to 550 characters):

Submit Title Note

Descriptive Name	Document Type	By	Date/Time	Doc# Status
No documents have been added.				

ADD DOCUMENT

Title History

By	Event	Date/Time
Commerce Centex TX Order Desk	Submit	9/1/2010 7:34:34 AM PST

Escrow/Closing Service

Current Status:

Submitted by Commerce Centex TX Order Desk on 9/1/2010 at 7:34:34 AM PST

Current Processor:

TX Admin Commerce Order Desk

New Escrow/Closing Note (Notes are limited to 550 characters):

Submit Escrow/Closing Note

Descriptive Name	Document Type	By	Date/Time	Doc# Status
No documents have been added.				

ADD DOCUMENT

Escrow/Closing History

By	Event	Date/Time
Commerce Centex TX Order Desk	Submit	9/1/2010 7:34:34 AM PST

[View Title Service](#)

Note: **Bold** items are required.

Order will be submitted at this point.

Additional information such as file notes added and documents can be attached on this screen

ADDITIONAL INFORMATION

Additional information can be added by clicking on the **ORDER SUMMARY** tab

Order Summary | Title Escrow/Closing

FASTWeb #: 18222888 | Customer Ref/Loan #: 57654543 | Property: 123 STREET DRIVE DALLAS, TX 75201

[View Escrow/Closing Service](#)

Title Service

Current Status:
In Process by TX Admin Commerce Order Desk on 9/1/2010 at 7:34:43 AM PST

Current Processor:
TX Admin Commerce Order Desk
FAST File #: 11809

Product(s) Ordered:
Endorsement(s)
Lender's Policy: Mortgage Policy
Preliminary Report / Commitment

Detailed Status

New Title Note (Notes are limited to 550 characters):

Submit Title Note

Descriptive Name	Document Type	By	Date/Time	Doc ID Status
No documents have been added.				

ADD DOCUMENT

Title History

FASTWeb | Recent 300 Orders | **GO** | **Commerce Title**

Order Summary | Title Escrow/Closing

FASTWeb Number: 18222888 | **Transaction Type:** Sale/Purchase | **Role Type:** New Lender | **Authorized By:** Commerce Centex TX Order Desk

Customer Ref/Loan #: 57654543 | **Loan Amount:** 421000.00 | **Sales Price:** 450000.00

Property Type: Single Family Residence | **Address:** 123 STREET DRIVE DALLAS, TX 75201 | **APN/Tax Number:** | **Property Use:** Primary Residence

Legal Description

Type	Entity Type	First Name	Middle Name	Last Name	Company Name	Suffix
Borrower	Husband/Wife	John		Smith		Edit
Borrower	Husband/Wife	Jane		Smith		Edit

Add Borrower | **Add Participant**
Add Owner | **Add Payoff**

[Order Detail](#)

Payoff/Mortgage Information

[Privacy Information](#) | [Copyright Information](#)

Click on the options for the following to add to the order:

- ADD BORROWER
- ADD PARTICIPANT
- ADD OWNER
- ADD PAYOFF

To edit the existing Buyers/Borrowers, go to the ORDER SUMMARY tab and click EDIT next to each borrower name.

The screenshot displays the FASTWeb interface for an order summary. At the top, there is a navigation bar with the FASTWeb logo, a search box containing 'Recent 300 Orders', and a 'GO' button. The Commerce Title logo is in the top right corner. A left-hand navigation menu includes options for 'Logoff', 'Help', 'FAST Order Search', 'Recent 300 Orders', 'New Order', and 'User Settings' (with sub-options for 'Authorized User List' and 'Change Password'). The main content area is divided into several sections: 'Order Summary' and 'Title Escrow/Closing' tabs; a summary table with fields like 'FASTWeb Number', 'Transaction Type', 'Role Type', 'Authorized By', 'Customer Ref/Loan #', 'Loan Amount', and 'Sales Price'; a 'Property Type' section with details like 'Single Family Residence' and '123 STREET DRIVE DALLAS, TX 75201'; a 'Legal Description' table listing borrowers with columns for 'Type', 'Entity Type', 'First Name', 'Middle Name', 'Last Name', 'Company Name', and 'Suffix'; and a section for 'Payoff/Mortgage Information'. At the bottom, there are buttons for 'Add Borrower', 'Add Participant', 'Add Owner', and 'Add Payoff', along with links for 'Order Detail', 'Privacy Information', 'Copyright Information', and 'Powered by First American'.

FASTWeb Number	Transaction Type	Role Type	Authorized By
18222888	Sale/Purchase	New Lender	Commerce Centex TX Order Desk

Customer Ref/Loan #	Loan Amount	Sales Price
57654543	421000.00	450000.00

Property Type	Address	APN/Tax Number	Property Use
Single Family Residence	123 STREET DRIVE DALLAS, TX 75201		Primary Residence

Legal Description						
Type	Entity Type	First Name	Middle Name	Last Name	Company Name	Suffix
Borrower	Husband/Wife	John		Smith		Edit
Borrower	Husband/Wife	Jane		Smith		Edit

[Add Borrower](#) [Add Participant](#)
[Add Owner](#) [Add Payoff](#)

[Order Detail](#)
Payoff/Mortgage Information

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