

- 1 Go to [request.gorequire.com](http://request.gorequire.com), type your username and password and then click **Login**.



- 2 On the Main Menu, click **Order Entry**.



- 3 **Step 1:** In the Order Entry form, enter the **File Number** for the existing order to be added to, and click Enter on your keyboard.



- If the File Number is in the system, you will get a red pop-up box. Click the link for **Load Previous Order**.
- When selected, this will populate the Common Disbursement and Property Information previously entered.

- 4 **Step 2:** Select product(s) to add to order.



**Step 2: Enter one or more Product(s)**  
Select Product Type from drop down and click "Select"  
Complete information as required  
Click "Add to Cart" to add Order Item  
Repeat to add more products on this Order

1. Select a product in the Order Item list, and then click **Select**.
2. Complete the product Order Form and then click **Add to Cart**.

FileNo	Order Item No	Status	Status Ext	Product Type	Instrument No.	Deed Book	Page
123Test		Payment Pending		Release Tracking Plus	2014000123456789		

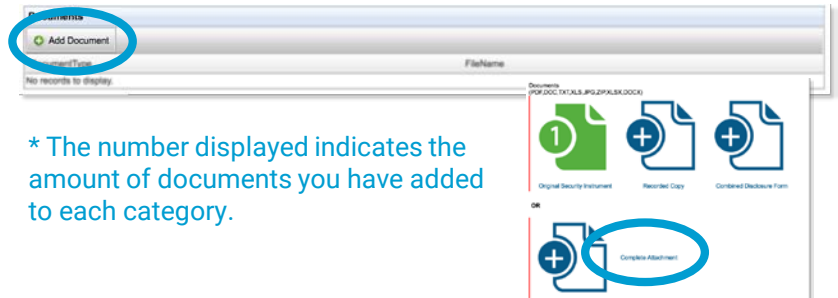
Note: Repeat these steps to add more items to the order. After an order item is added, you can click **Edit** to modify it or click **Delete** to remove it from the order.

- 5 Click **Add Document** to attach supporting documentation to the order.

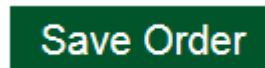
Click **+** or drag and drop the files into the applicable category. If all documents are in one file, click **Complete Attachment** to attach the file.

**Note:**

1. All documents uploaded must be in PDF, TIF, or TIFF format.
2. You may need to enlarge or scroll within the document box so that all the document types available for upload are displayed.



- 6 In the Order Entry form, click **Save Order**.



- 7 Click **Print Invoice** to print the invoice. Click **Print Disbursement** to print the disbursement information.



[r]equest

Order Entry

Order Submitted

Your order for File Number: 12121 has been submitted. Please use the buttons below to print your invoice and disbursement packages.

Print Invoice: [HTML Version](#) | [PDF Version](#)

Print Disbursement Package: [HTML Version](#) | [PDF Version](#)