

- 1 Go to 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, complete the **Common Disbursement Information** and the **Property Information** sections.



- **Red** indicates a required field.
- Enter zip code. City, state, county and court will automatically populate.
- **Please note that the Property Description and Tax Parcel ID are both required for Deed Preparation orders.**

- 4 **Step 2:** Select product(s)



For a Deed Preparation Order: Select Deed Preparation product in the Order Item list, and then click **Select**. This will display the order form.

5 Fill in fields for Deed Preparation Order:

1. Select Deed Type from the dropdown list.
2. Select Rush preference.
If this box is checked, a **\$15 rush fee** will be assessed to the order.
3. Order Item Assistance – for internal use only. **Do not check this box.**



6 Fill in fields for Parties to Deed Transaction:

1. Click the **+** symbol to Add New Party.
2. Add Party information, and click blue **Add Party** button.



7 Fill in fields for Additional Deed Information, Reason for Conveyance, and Change Return Address (if needed):

1. Fill in available fields as applicable.



8 Disclaimer Acceptance:

1. Read and click the box for Disclaimer Acceptance. Acceptance is required to place an order.



9 Review Deed Preparation Order Information:

1. Review all data entered, and then click **Add to Cart**.

Note:

- Repeat this step to add more items to the order.
- All items must be for the same property in the above Property Information.
- After an item is added, you can click **Edit** to modify it or click **Delete** to remove it from the order.



Order Item No.	Status	Product Type	Instrument No.	Deed Book	Page	DOT Date	DOT Original Amount	Payoff Amount	Loan Number	Lender Name
1	Order Draft	Deed Preparation	2110002				0.00	0.00		

Buttons: Edit, Delete

10 Step 3: Upload Order Documents

Click **Add Document** to attach supporting documentation to the order. Click + or drag and drop the files into the applicable category. **Please note that only one document can be uploaded at a time.**

1. Upload either a copy of the source deed or title commitment which includes a legible copy of the legal description as **Title Evidence**. **This is required to begin processing your order.**



* The number displayed indicates the amount of documents you have added to each category.



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.



11 Step 4: Submit Order

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



12 Click **Print Invoice** to print the invoice. **Note:** Fees displayed reflect base pricing, and may not be inclusive of the final total. A final invoice will be sent to you with the completed Deed.



The Disbursement Package does not pertain to the Deed Preparation product.

13 Questions? Contact Customer Service at 877-505-3400 or customerservice@gorequire.com