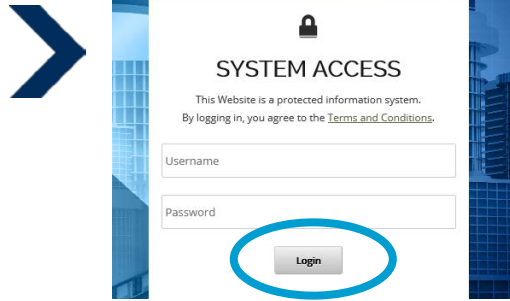


- 1 Go to [request.gorequire.com](http://request.gorequire.com), type your username and password and then click **Login**.



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



- 3 **Step 1:** In the Order Entry form, complete the **Common Disbursement Information** and the **Property Information** sections.
  - **Red** indicates a required field.
  - If Property Description or Tax Parcel ID are unknown, enter "N/A" or "Not Provided".
    - **NOTE:** Full Legal Description is **required** for Deed Preparation.
  - Enter zip code. City, state, county and court will automatically populate.

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

Select the product needed from the Order Item list, and then click **Select**. This will display the order form for the product.

**NOTE:** If there is a product you wish to order that does not display in your product dropdown, please contact your Sales representative, or Business Services to have this product added to your account profile.

- 5 Fill in fields for Product:**
- **Red** indicates a required field.
  - Review all data entered, and then click **Add to Cart**.

**Note:**

- Repeat steps 4 and 5 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.



Release Tracking Order

**Lien Information**

Payoff Date: 10/17/2017  
 Payoff Amount:   
 Instrument No.:   
 Or  
 Book:   
 Page:

Lien Date:   
 Lien Original Amount:   
 Lien Original Lender:   
 Lien Original Trustee:   
 MIN Number:

**Lender Information**

Loan Number:   
 Lender Name:   
 Lender Department Name:   
 Lender Address:   
 Lender Zip:   
 Lender City:   
 Lender State: -- Select State --  
 Lender Phone:   
 Lender Fax:

Is Partial?:   
 Is Line of Credit?:   
 Is Lis Pendens?:   
 Is Private Lender?:   
 Is Short Sale?:   
 Is Judgement?:   
 Is UCC?:   
 Is Commercial?:

**Additional Notes**

Notes:

**Add to Cart** **Cancel**

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

**Edit** **Delete**

- 6 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.**



Step 3: Upload Order Documents

**Add Document**

Filename:

No records to display.

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

Documents (PDF, TIF, TIF)

Assignments: +  
 Other: +  
 Payoff Letter: +  
 Title Evidence: +

OR

1 Complete Attachment

1. Some products, such as Title Curative or Document Preparation products require documents in order to begin processing the order.

**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.

Documents (PDF, TIF, TIF)

Assignments: +  
 Other: +  
 Payoff Letter: +  
 Title Evidence: +  
 Original Security Instrument: +  
 Borrower's Authorization/Opt-In: +  
 Recorded Copy: +  
 Combined Disclosure Form: +

OR

1 Complete Attachment

### 7 Step 4: Submit Order

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

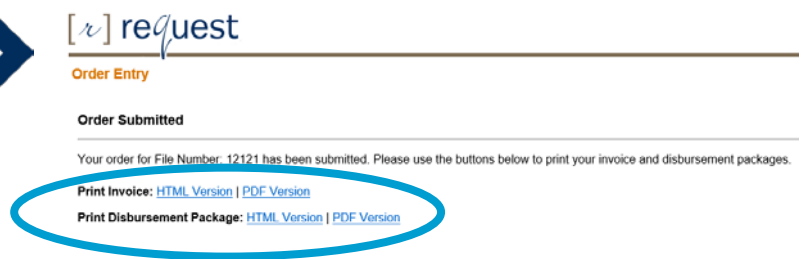


### 8 Order Submitted:

Click **Print Invoice** to print the invoice. (HTML or PDF)

Click **Print Disbursement** to print the disbursement information. (HTML or PDF)

**NOTE:** Some Search Services and Document Services products may only reflect base pricing on initial invoice. A final invoice will be provided at order completion.



### 9 Questions? Contact Customer Service at 877-505-5400 or [customerservice@gorequire.com](mailto:customerservice@gorequire.com).