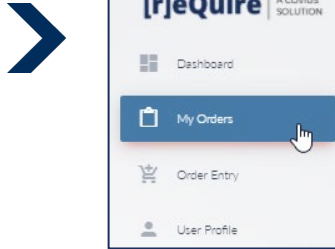
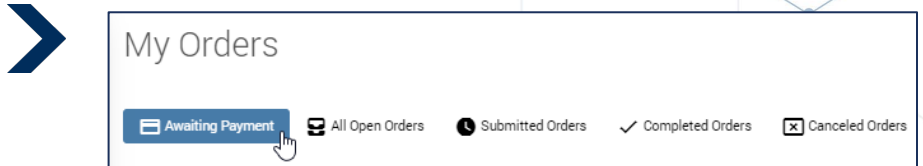


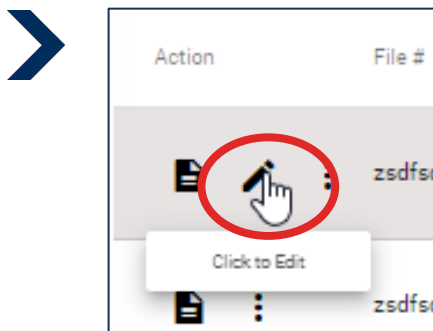
- 1 On the Main Menu, click **My Orders**.



- 2 In the **My Orders** menu, click on **Awaiting Payment** to view a queue of related orders.



- 3 In the **Action** column, click the pencil icon to edit the order.



NOTE: Only Release Tracking orders in a Payment Pending status may be edited. If you need to update information for another type of order, please call our Business Services team at 877-505-5400 for assistance.

- 4 You will be diverted to the **Order Entry** screen for the order selected.

- A Order Disbursement Information changes will update for all items associated with the order.

- B You may toggle between the different order items by selecting from the Order Item list.

- C You may add an additional Order Item by selecting the product from the dropdown and clicking **Add Product**.

- D Edit the Order Item information in the shaded box.

- E When all changes have been made, click **Submit**.

A screenshot of the 'Order Entry' screen. The screen is divided into several sections: 'Disbursement Information' (with fields for Customer File Number, Transaction Type, Seller, Borrower, and Borrower's Forwarding Address), 'Property Information' (with fields for Address, City, State, County, Zip, Tax Parcel ID, and Property Desc), and 'Recording Services' (with a 'Rush File?' checkbox, a 'Document Type' dropdown, and fields for Instrument Number, Book, and Page). A 'Notes' field is at the bottom. On the right side, there is an 'Orders' list with items like 'Release Tracking', 'Title Curative Services', and 'Assignment Preparation'. A dropdown menu is open, showing '-Select Product-' and an 'Add Product' button. A 'SUBMIT' button is at the bottom right. Circled callouts A through E point to specific elements: A points to the Disbursement Information section, B points to the Orders list, C points to the 'Add Product' button, D points to the Recording Services section, and E points to the SUBMIT button.