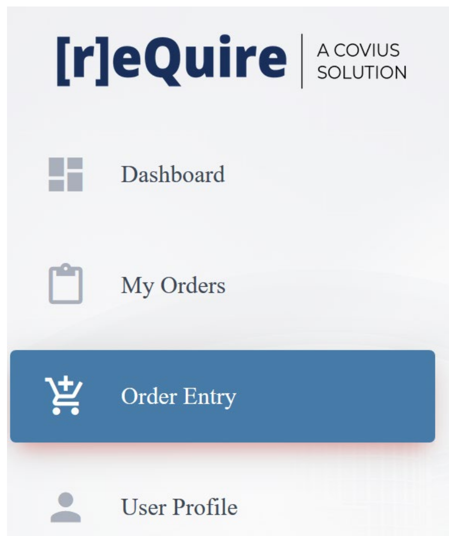
[r]eQuest

Quick Reference Guide

Entering an Order

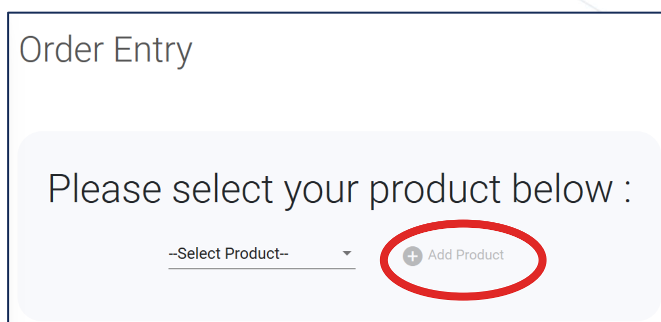
1 Go to request.gorequire.com/reqclient, type your username and password and then click **Login**.

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



3 **Step 1**: In the Order Entry form, select the needed product type from the drop-down menu and click **Add 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.



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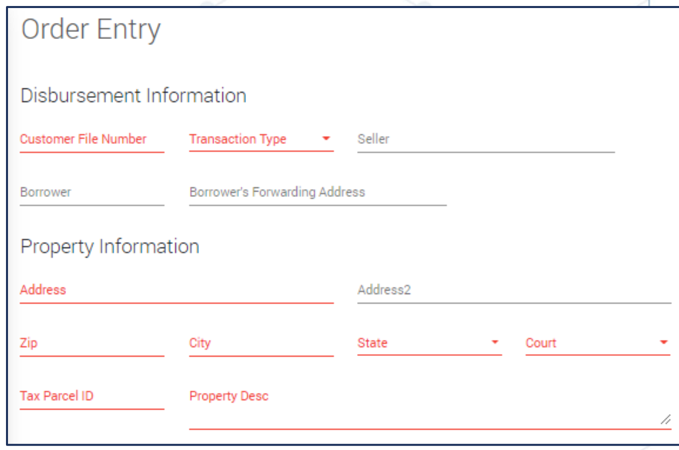
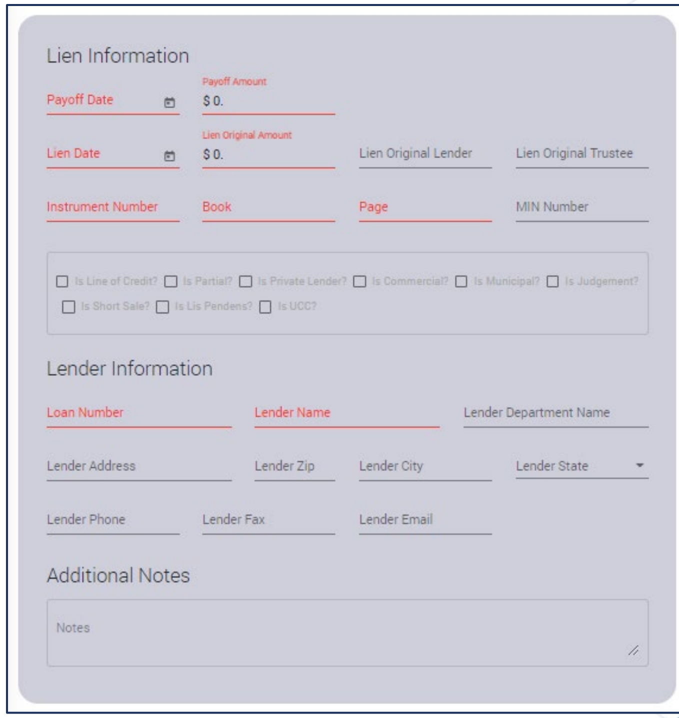
4 **Step 2**: In the Order Entry form, complete the **Common Disbursement Information, Property Information, Lien Information,** and **Lender Information** sections.

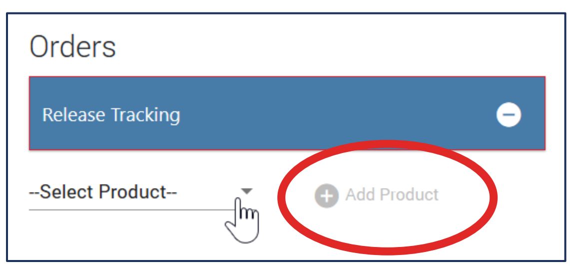
- **Red** indicates a required field.
- If Property Description or Tax Parcel ID are unknown, enter “N/A” or “Not Provided”.
    - **NOTE**: Full Legal Description is **required** for Deed Preparation.
- Enter zip code. City, state, county and court will automatically populate.





NOTE:

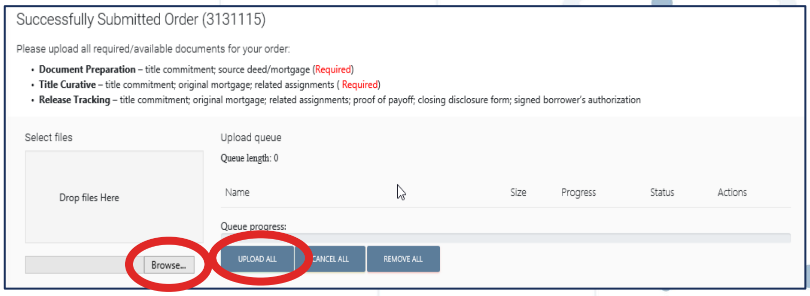
- To add additional liens to a file, navigate to the **Orders** section on the right-hand side and click **Select Product** and choose the needed product followed by **Add Product**.
- Fill out **Lien** and **Lender Information** for additional liens. All items must be for the same property in the above Property Information.



5 **Step 3**: Review all data entered, and then click **Submit** at the bottom of the page.

6 **Step 4: Upload Order Documents**
Click **Browse** to attach supporting documentation to the order or drag and drop files.

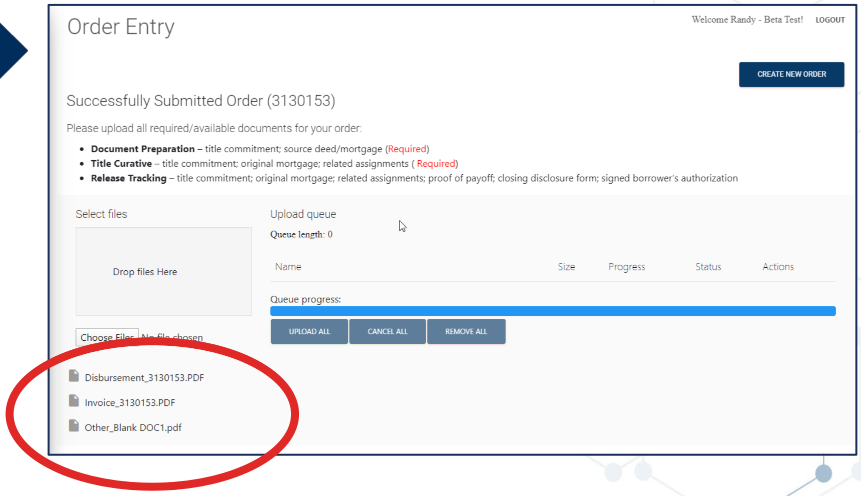
Multiple documents can be uploaded at one time.
If uploading multiple documents, click **Upload All**.



NOTE:
- Some products, such as Title Curative or Document Preparation products require documents in order to begin processing the order. Required documents are listed.
- All documents uploaded must be in PDF, TIF, or TIFF format.

7 Once the documents have been uploaded, they will be visible in the lower left corner, along with the invoice and Disbursement Package (the Disbursement Package is only available if a Release Tracking product is ordered).

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



IMPORTANT:
In order to process your payments in a timely manner, it is important that you include your final invoice with every check sent.

8 To submit another order, click **Create New Order** at the top right.

If you wish to view your orders, or utilize any of the other site functions, use the left navigation.

9 Questions? Contact Customer Service at 877-505-5400 or customerservice@gorequire.com.