

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



[r]eRequire | A COVIUS SOLUTION

Login

Username

Password

LOGIN FORGOT PASSWORD?

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



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Dashboard

My Orders

Order Entry

User Profile

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



Order Entry

Please select your product below :

-Select Product- + 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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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.



Order Entry

Disbursement Information

Customer File Number Transaction Type Seller

Borrower Borrower's Forwarding Address

Property Information

Address Address2

Zip City State Court

Tax Parcel ID Property Desc

Lien Information

Payoff Date Payoff Amount \$ 0.

Lien Date Lien Original Amount \$ 0. Lien Original Lender Lien Original Trustee

Instrument Number Book Page MIN Number

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

Lender Information

Loan Number Lender Name Lender Department Name

Lender Address Lender Zip Lender City Lender State

Lender Phone Lender Fax Lender Email

Additional Notes

Notes

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.



Orders

Release Tracking

--Select Product--

+ Add Product

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



SUBMIT

- 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.