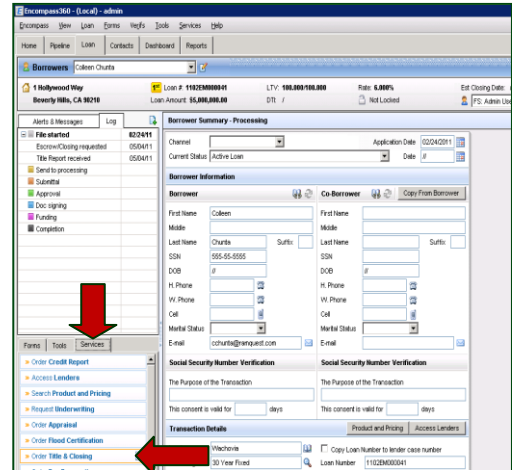


Quick Reference Guide - Placing orders via Encompass/ElleMae

Step 1:

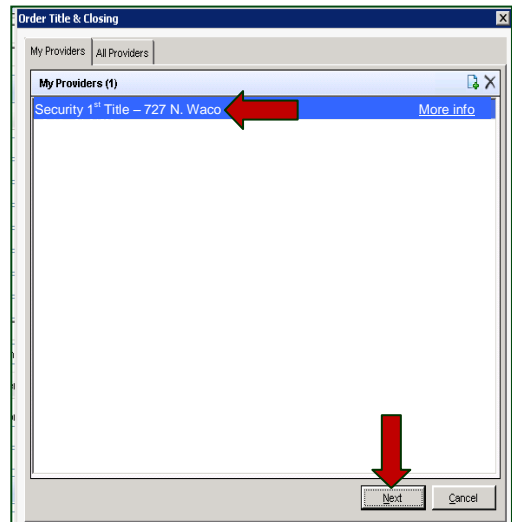
Open loan file and select **Order Title & Closing** from the Services tab.



Step 2:

Select **Security 1st Title** in your My Providers tab and click **NEXT**.

Note: If this is your first time ordering, you may need to click on the All Providers tab first. If you are still unable to see Security 1st Title, please contact your Encompass administrator.



Step 3:

Complete fields, attach any applicable documents, and click **Send Order**.

