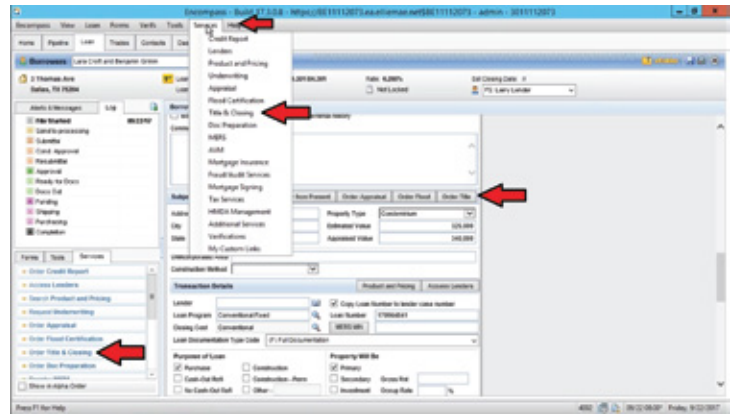


PLACE ORDERS WITH ENCOMPASS/ELLIEMAE

STEP 1

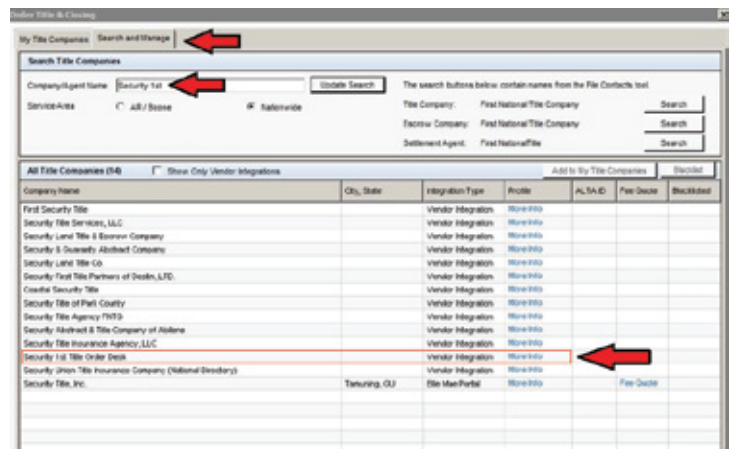
Open loan file and select **ORDER TITLE** or **ORDER TITLE & CLOSING** from the main screen, or select **SERVICES** from the toolbar, then **TITLE & CLOSING**.



STEP 2

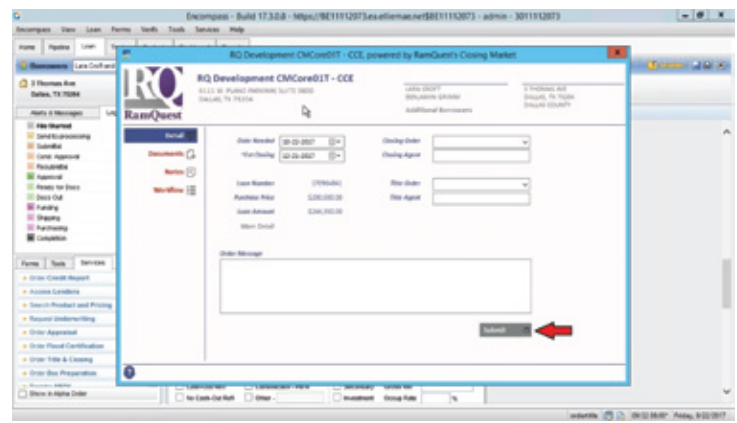
Select **SECURITY 1st TITLE ORDER DESK** in your "My Title Companies" tab, then click **NEXT**.

Note: If this is your first time ordering, you may need to click on the "Search and Manage" tab first. If you are still unable to see Security 1st Title Order Desk, please contact your Encompass administrator.



STEP 3

Complete fields, attach any applicable documents, and click **SUBMIT**.



Contact your local Security 1st Title representative, or the OrderDesk at (316) 267-8371, or toll free at (855) 835-5211.