


## Quick Reference Guide - Ordering Title and Closing Services

### Step 1:

Go to <http://www.security1st.com> and click on .  
Enter Your Username and Password:

**Account Information**

User name

Password

Remember me?

### Step 2:

Select **New Order** from the bottom right corner of the page.

Use Template:

### Step 3:

Complete fields and click Add Order. (HINT: Save as a template to use on future orders)

**New Order**

**General Information**

\* Order Category

Closing Officer

Sales Rep

Customer (year) File #

Commitment Due Date  Closing Date

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**Loan Information**

Sales Price

Earnest Money

Loan Amount

Loan Number  Interest Rate

Monthly P & I

Insurance Case Number  Mortgage Insurance \$/Month

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**Participant Information**

**Buyers**  
 Add to add a Buyer

**Sellers**  
 Add to add a Seller

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**Properties**  
 Add to add a Property

**Notes**  
 Add to add a Note

**NOTE:** To lookup status, retrieve completed orders or to lookup status, you may repeat Step 1 and then find your order from the Lobby page either by using the Order Status filter or Search functions found on that page.

**Lobby**

You have no tasks assigned

Add Filter... Status: open

Loan #	File #	Date of Opening	Date of Closing	Buyer(s)	Seller(s)	Property
454545	DOCTESTFILE	2/12/2014	7/28/2015	Michael Jones and Mary Stone, husband and wife	Steve Cole and Amy Doe	456 Somewhere Ave Anytown, KS 12345