

# OPEN ORDERS

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To get started, select the “Open an Order” icon at the top right of the “Dashboard” page under the “Page Options” section.

The screenshot shows the Stewart Title Dashboard. The top navigation bar includes links for Dashboard, Orders, Property Search, Calculate Fees, More Tools, and Locations. On the left, there is a user profile for Jill Peterson with a 32% completion progress bar. The main area is titled 'ACTIVITY STREAM - ALL' and shows a list of recent activities, including 'The Wire Instructions have been created' and 'Dennis Frandsen opened an order for Dan Demo'. On the right, the 'Page Options' section is visible, containing icons for 'Open an Order', 'Find a Property', 'Calculate Fees (Fee Estimate)', and 'Create a Net Sheet'. A blue arrow points to the 'Open an Order' icon.

Select business source and then select the “Continue” button.

The screenshot shows the '1. START NEW ORDER' form. The 'Find a Business Source' section includes a search bar with the placeholder text 'Search by First Name, Last Name, Company Name or Tag Name' and a 'SEARCH' button. Below the search bar, there are examples of search terms: 'John' or 'J.', 'Smith' or 'Sm', 'Acme Mortgage' or 'Acme' or 'Ac'. The 'Selected Business Source' field currently shows 'none selected'. At the bottom right of the form, there is a 'Cancel' link and a 'CONTINUE' button, which is highlighted with a blue arrow.

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Key in the Address, Owner Name, Company or Trust of APN in “2.Property Information.” Choose the “Select” button once the property is found and then the “Continue” button.

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Dashboard Orders Property Search Calculate Fees More Tools Locations ...

1. START NEW ORDER

2. PROPERTY INFORMATION

Search for and select the properties for this order.  
Can't find the property you are looking for? [Click here to manually enter property information.](#)

Address Owner Name Company Or Trust APN

48 green vw 37205 SEARCH

**SELECT PROPERTIES**

1 Property Found Page 1 of 1 Sort Options

Select	Address	Parcel Number	Owner Name(s)
<input checked="" type="checkbox"/>	48 Green Vw, Nashville, TN 37205	104140G09200CO	Raghavan,Padmasani / Simpson,Stephen G

**SELECTED PROPERTIES**

Remove 48 Green Vw, Nashville, TN 37205 ☒ Owner Occupied?

**FEE ESTIMATE**

☐ Request a Fee Estimate with this order

This option not permitted for National accounts from this order page.

Cancel CONTINUE

Choose the order type and services and then select the “Continue” button.

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Dashboard Orders Property Search Calculate Fees More Tools Locations ...

1. START NEW ORDER

2. PROPERTY INFORMATION

3. ORDER TYPE & SERVICES

Select the order type and requested services for this order.

**ORDER TYPE**

**FINANCE**

☒ Primary Mortgage (Refinance)  
☐ Secondary Mortgage/Home Equity (HELOC)  
☐ Primary & Secondary Mortgage (HELOAN)  
☐ Loan Modification  
☐ Reverse Mortgage  
☐ This order involves a Construction Loan.

**OTHER**

☐ Uninsured Products

**SERVICES**

**ESCROW**

☒ Full Escrow

**TITLE**

☒ Title Policy/Commitment  
☒ Short Policy (typically used in a refinance order)  
☐ Full Policy

**Additional Order Options**

☐ Order CC&R's Only

Cancel CONTINUE

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Attach documents and fill in loan information. All bolded fields are required to submit the order.

Enter notes or special instructions for the Stewart Title team and then select the “Continue” button.

\* Note: The lender information does not auto populate, the user either needs to select “Same as Lender”, or manually input in the “Additional Information Notes/Special Instructions” section. If either of these instructions don’t take place, the order is opened in our Resware system with the Lender Name blank.

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**1. START NEW ORDER**

**2. PROPERTY INFORMATION**

**3. ORDER TYPE & SERVICES**

**4. ORDER DETAIL**

Enter the required details for this order.

**GENERAL INFORMATION**

# of days until close?  Estimated Close Date:  Reference Code:


**ATTACH DOCUMENTS**

Select the type of document you would like to attach.

**NEW LOAN INFORMATION**

New Loan Amount:  Loan Number:  Loan Type:  Rate:  Term (years):  Loan Application Date:

Lender:

 **Jim Farber**  
Finance Professional  
Wells Fargo Bank, N.A.

Work Email 1: [dsv@title365.com](mailto:dsv@title365.com)  
Work Phone: (849) 809-2580

Work Address: 5000 Birch Street, Suite 300  
Newport Beach, CA 92660

[Add Another Loan](#)

**PAYOFF INFORMATION**

Loan Balance:  Loan Number:  Lender:  Position:

[Add Another Payoff](#)

**BORROWER'S INSURANCE INFORMATION**

Policy Number:

Who will order? ☒ Escrow ☐ Seller's Agent ☐ Buyer's Agent ☐ Other

Insurance Agent:

None selected

**ADDITIONAL INFORMATION**

Notes/Special Instructions:

Existing Notes:

You have no existing notes.

[Add a new note](#)

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Enter the borrower's email address if you want them to receive system order notifications and also choose the preferred method for Stewart Now to communicate with the borrower.

Add additional parties to the transaction by choosing the "Add Another" button. Additional participants in the transaction will be able to setup customized order notifications.

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### 5. ORDER CONTACTS

Enter the contacts for this order.

#### BORROWERS

Below is the property owner information as it appears in public records. To expedite your order, please be sure the **First Name, Last Name, Social Security Number (SSN) and Email Address** of each seller is correct.

**Raghavan, Padmasani / Simpson, Stephen G**  
48 Green Vw, Nashville, TN 37205

**Borrower**

**Borrower Type:** ☒ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Other

**First Name:** Padmasani **MI:** **Last Name:** Raghavan **SSN:** **Marital Status:**

**Borrower Email Address**  
Enter the borrower's email address so that we can keep them updated on their order on your behalf.

**Mail Address:** 48 Green Vw **Apt#/Suite/Floor:** **City:** Nashville **State:** TN **Zip:** 37205 **Phone:**

**How should we communicate with this borrower?**  
☒ Email Direct ☐ Mail Direct ☐ Call Direct ☐ Email Agent ☐ Call Agent ☐ Mail Agent

**Co-Borrower**

**Borrower Type:** ☒ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Other

**First Name:** Stephen **MI:** G **Last Name:** Simpson **SSN:** **Marital Status:**

[Populate mail address with primary borrower's address information](#)

**Co-Borrower Email Address**  
Enter the co-borrower's email address so that we can keep them updated on their order on your behalf.

**Mail Address:** 48 Green Vw **Apt#/Suite/Floor:** **City:** Nashville **State:** TN **Zip:** 37205 **Phone:**

**How should we communicate with this borrower?**  
☒ Email Direct ☐ Mail Direct ☒ Call Direct ☐ Email Agent ☐ Call Agent ☐ Mail Agent

#### FINANCE PROFESSIONAL

**Finance Agent**

**Jim Farber**  
Finance Professional  
Wells Fargo Bank, N.A.

Work Email 1: dev@title365.com  
Work Phone: (949) 569-5599

Work Address: 5000 Birch Street, Suite 300  
Newport Beach, CA 92660

**Finance Assistant**

**Kim Danton**  
Assistant  
Wells Fargo Bank, N.A.

Work Email 1: dev@title365.com  
Work Phone: (949) 569-5599

Work Address: 1224 Catalyst Way  
Irvine, CA 92612

☐ Include Kim Danton on all orders ?

[ADD ANOTHER](#)

# OPEN ORDERS

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Submit the order.

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DashboardOrdersProperty SearchCalculate FeesMore ToolsLocations...

+

1. START NEW ORDER

+

2. PROPERTY INFORMATION

+

3. ORDER TYPE & SERVICES

+

4. ORDER DETAIL

+

5. ORDER CONTACTS

-

6. REVIEW & SUBMIT

Your order is ready to be submitted.

If you feel all your information is complete, please click the "Submit" button.  
Otherwise, click on the plus (+) icon of the section you want to review and modify.

By clicking Submit order, you are agreeing to the [Terms of Use & Privacy Policy](#).

Cancel

SUBMIT

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