



**RAPID** User Guide for Customers  
Express Order Section

## Table of Contents

1. Express Order .....	3
1.1 Express Order Page .....	4

# 1. Express Order

SEARCH DATA UPLOAD DOCUMENTS TURN TIME EXPRESS ORDER  
ADMINISTRATION LOGOUT









---

## Order Products

Buyer/Borrower: \_\_\_\_\_ Transaction#: [New]  
Seller/Owner: \_\_\_\_\_  
Property: \_\_\_\_\_  
Loan #: \_\_\_\_\_

Transaction Type:  ◆

### Available Products

 Appraisal	 Automated Valuations	 Business Credit	 Closing
 Consumer Credit	 Document Services	 Flood	 Title

### Ordered Products


[None]

The [Express Order page](#) can be accessed from the [Service Search page](#) by clicking the [Express Order button](#) on the navigation bar at the top of the page.

The [Express Order page](#) allows the user to save time if they are ordering Appraisal, Flood, Title and/or Closing for a transaction with just a Borrower/Co-Borrower and a complete Property Address. The [Express Order page](#) is simply a condensed version of our [Order Products pages](#) and provides the same results.

# 1.1 Express Order Page

Use this Express Order Products Page when ordering Appraisal, Flood, Title and/or Closing for a transaction with Borrower/CoBorrower and the complete Property Address. If your order requires additional information use the [Order Products Page](#).

Required information is indicated by 

Transaction Type:	<input type="text"/>	Reference/Loan Number:	<input type="text"/>
Loan Amount:	<input type="text"/>	Contact Name:	<input type="text"/>
FHA Case:	<input type="text"/>	Contact Phone:	<input type="text"/>
		Contact Email:	<input type="text"/>

## Property

Address

City	State	Zip Code	County
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Buyer/Borrower/Property Contact

First	MI	Last	SSN
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day Phone:  (### ###-####)      Evening Phone:  (### ###-####)

## Select Product(s) / Provider(s)

**Appraisal**      Product:

Provider:

Estimated Value:

Need By Date:       Please Rush:

Instructions:

**Flood**      Product:

Provider:

Please Rush:

Instructions:

**Title**      Product:

Provider:

Need By Date:       Please Rush:

Instructions:

**Closing**      Product:

Provider:

Closing Date:       Please Rush:

Instructions:

CANCEL       SUBMIT

Clicking the *Express Order button* takes the user to the *Express Order page* where the user is then prompted to enter the following criteria to order products:

The *Loan Information* area is the first area that must be completed to order any product. It consists of *Transaction Type, Reference/Loan Number, Loan Amount, Contact Name, FHA Case, Contact Name, Contact Phone and Contact Email*.

The drop down menu for *Transaction Type* contains the following choices:

- Auction
- Equity
- Leasehold
- Manufactured Home
- New Construction
- No Equity Loan
- Purchase/Sale
- Refinance
- Relocation
- REO
- Not Applicable

The other fields in the *Loan* area are:

- Reference/Loan Number*: must be entered so that the reference/loan number assigned by the user can be documented. This field accepts both numeric, and alphanumeric characters. If no loan exists, enter n/a.
- Loan Amount*: must be entered so the amount of the loan is indicated for the order. This field accepts a zero amount.
- FHA Case*: furnished in the event there is an FHA case number associated with the transaction.
- Contact Name*: furnished in the event there is a loan contact name associated with the transaction.
- Contact Phone*: furnished in the event there is a phone number for the loan contact name that is associated with the transaction.
- Contact Email*: furnished in the event there is an email address for the loan contact name that is associated with the transaction.

The *Property* Information is next and contains fields in which the user enters in more data. The county and state fields are required in order to determine which Providers offer services and which products are offered in that county and state.

The *Address* Information area is next and contains fields in which the user enters more data.

- ❑ *Address*: the street number and street name of the property.
- ❑ *City*: the city the property is located.
- ❑ *State*: the drop down menu contains all of the state abbreviations in the US.
- ❑ *Zip Code*: the zip code the property is located.
- ❑ *County*: the county name in which the property is located.

The *Buyer/Borrower/Property Contact* Information area is next and contains fields in which the user enters more data:

- ❑ *First*: the first name of the buyer/borrower.
- ❑ *Mi*: the middle initial of the buyer/borrower.
- ❑ *Last*: the last name of the buyer/borrower.
- ❑ *SSN*: the social security number of the buyer/borrower.
  
- ❑ *Day Phone*: the day phone number for the buyer/borrower/property contact.
- ❑ *Evening Phone*: the evening phone number for the buyer/borrower/property contact.

The *Provider/Product* area is next for Appraisal, Flood, Title and Closing. This area allows the user to select both a Service Provider and Product to be ordered and enter any additional information necessary to order that particular service:

#### *Appraisal:*

- ❑ *Select Product*: using the Product drop down menu a user selects the product they would like to order from the selected Provider.
- ❑ *Select Service Provider*: using the Service Provider drop down menu a user selects the service provider to fill the product order.
- ❑ *Estimated Value*: the user must enter the estimated value of the property in this field.
- ❑ *Need by Date*: the target date the user would like to receive the completed product from the Provider.
- ❑ *Please Rush*: if this box is checked then it will be sent to the Provider marked as a Rush Order.
- ❑ *Instructions*: any extra or special information from the user to be communicated to the service provider (255 character limit).

#### *Flood:*

- ❑ *Select Product*: using the Product drop down menu a user selects the product they would like to order from the selected Provider.
- ❑ *Select Service Provider*: using the Service Provider drop down menu a user selects the service provider to fill the product order.

- ❑ *Please Rush*: if this box is checked then it will be sent to the Provider marked as a Rush Order.
- ❑ *Instructions*: any extra or special information from the user to be communicated to the service provider (255 character limit).

*Title:*

- ❑ *Select Product*: using the Product drop down menu a user selects the product they would like to order from the selected Provider.
- ❑ *Select Service Provider*: using the Service Provider drop down menu a user selects the service provider to fill the product order.
- ❑ *Need by Date*: the target date the user would like to receive the completed product from the Provider.
- ❑ *Please Rush*: if this box is checked then it will be sent to the Provider marked as a Rush Order.
- ❑ *Instructions*: any extra or special information from the user to be communicated to the service provider (255 character limit).

*Closing:*

- ❑ *Select Product*: using the Product drop down menu a user selects the product they would like to order from the selected Provider.
- ❑ *Select Service Provider*: using the Service Provider drop down menu a user selects the service provider to fill the product order.
- ❑ *Closing Date*: the target date the user would like to receive the completed product from the Provider.
- ❑ *Please Rush*: if this box is checked then it will be sent to the Provider marked as a Rush Order.
- ❑ *Instructions*: any extra or special information from the user to be communicated to the service provider (255 character limit).

Please note the buttons located at the bottom of the page:

- ❑ *Cancel button*: if the user decides that they do not want to continue the current page, click the *Cancel button*, any entered or changed information will not be saved.
- ❑ *Submit button*: once the user has entered all the necessary information and would like to place the order, click the *Submit button* and the order will be sent.