

RAPID REFERENCE GUIDE: ENTERING AN ORDER



USE: This page allows the User to enter information to submit an order.

Step 1. Log In to RAPID at www.curapid.com



After entering **User Name** and **Password**, the **ORDER PRODUCTS** page is displayed.

Order Products

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

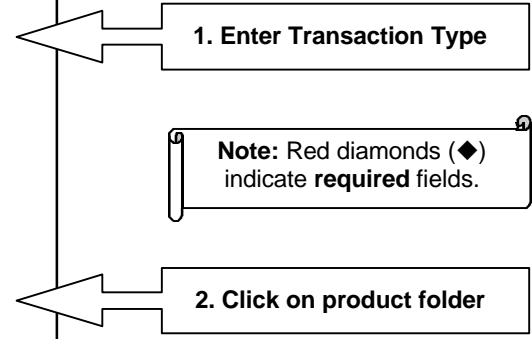
Transaction Type: ◆

Available Products

Ordered Products

[None]

Step 2. Select Product(s) to Order



Step 3 Completing the Request

After entering all required information, press the **NEXT** button at the bottom of the page. The Product and Provider are selected on the next screen (right). After pressing **DONE**, the User is returned to the **ORDER PRODUCTS** page.

Note: Credit has a single page, including Provider and Product. Simply press **DONE** at bottom of page.

Step 4 Submitting the Request

For additional products, click on the appropriate folder and enter applicable information. When completed, press the **SUBMIT** button on the Order Products screen. This routes request(s) to the appropriate vendor(s).

Title Product Order

Select a product and service provider to order a Title product.
 Required Information is indicated by ◆

Select Product

Product: ◆

PRODUCT DESCRIPTION

Select Service Provider

Service Provider: ◆

BACK DONE