

Instructions for loading a New Closing file from Orders Gateway into AIM for Windows

1. IMPORTANT: Open Internet Explorer inside of your SWP or TWP desktop.
2. Enter: orders.propertyinfo.com.
3. Log in to Orders Gateway
4. Navigate to New Closings



Orders New Closing

Categories

Searches

- [Abstracting\(3\)](#)
- [Keying](#)
- [In Review](#)
- [Partially Completed](#)
- [In Progress](#)

Closings

- [Closing Accepted\(26\)](#)
- » New Closing(13)**
- [Closing Completed\(22\)](#)

File #	Search	Ordered ▼	Address	State
<input type="text" value="A"/> 345345	PUR	04/29/11	333 River Rock Rd	MD
51251	RC	04/27/11	405 williams Ct	MD
1451251	RC	04/27/11	405 williams Ct	MD
9893e78	RC	04/26/11		TN
9893e78	PUR	04/26/11		TN
042511	PUR	04/25/11		FL
20110421-110089	PUR	04/21/11		TN

5. Click on the File # of the file that you want to load into AIM for Windows.
6. Review order and Accept by clicking on the "Accept Closing" link. If you would like to Reject this order click the "Reject Closing" link.
7. Enter a message to the lender in the Accept Closing message box

Refinance Closing

Enter a message for the lender here

Thank you for this order. Eric will be handling this order for you.
Have a great day!

Accept Closing ?

8. A new link will appear to the right called "Load AFW Data". Click this link to load the file into your AIM for Windows system.

[Home](#)
[Orders](#)
[Users](#)

[Orders](#) **Order Details**

[◀ Return to Orders](#)

Transaction Details		
Transaction Type:	Resale - Contract of Sale	Customer: First National Bank of Bel Air 900 Waverly Woods, 4th Floor Bel Air MD
File Number:	51251	Contact: Brian Reed
Order Date:	4/27/2011	Email: brian.reed@proptvinfo.com
Need by Date:	5/2/2011	Phone: 111-222-3334
Closing Date:	5/11/2011	RPC: Sales and Support
Last Modified:	5/18/2011 8:21:01 AM	
Order Status:	Closing Completed	
Sales Price:	\$0.00	
Identifier: 2414f490-e06c-4b5b-a141-16995fb4be6d		

[Upload Document](#)

- [Order Invoice](#)
- [Title Search Report](#)
- [GFE Quote](#)
- [Load AFW Data](#)
- [AIM+ FileData](#)
- [Add Order to AIM+](#)

[Document Production - Title Search Report](#)

Product:	Refinance Closing	Closing Office: Crestview Title
Order Date:	4/27/2011 12:00:00 AM	615-366-8400

9. Click Agree.

NOTICE: Included in the "Title Search Report" service is data converted from the "Title Search Report" and from order entry information you provided for the purpose of assisting in completing the Commitment/Policy/Title Documents.

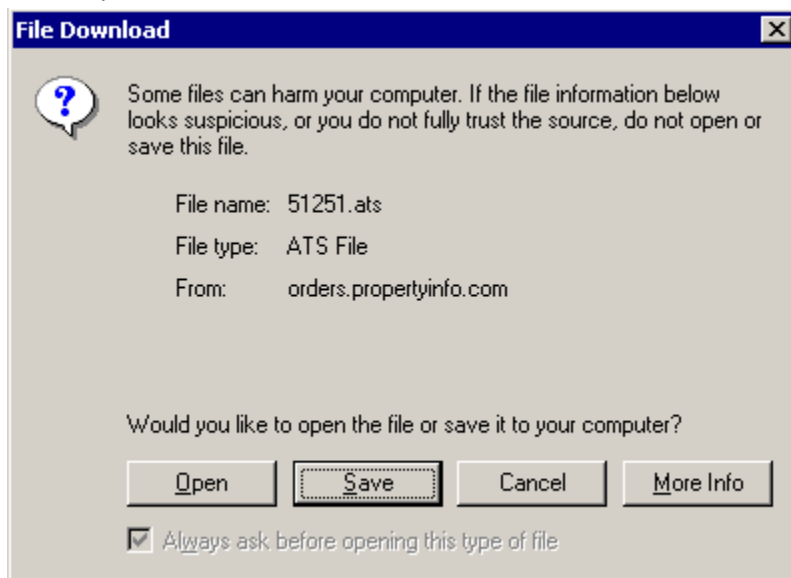
This conversion is intended to be used to facilitate the electronic transmission of certain standard information, provided in the order entry information and title search process, into a draft form of the Commitment/Policy/Title Documents.

The conversion is to be used solely as a convenience and does not modify, alter or amend your responsibility as an agent/attorney for Stewart Title ("the Company") to examine the "Title Search Report" in accordance with the terms and conditions set forth in the Issuing Agency Agreement. You must also comply with all requirements of the Real Estate Settlement Procedures Act ("RESPA") and all regulations promulgated thereunder. Further, any matters relevant in determining insurability that become known to you must also be included in these Policy Documents.

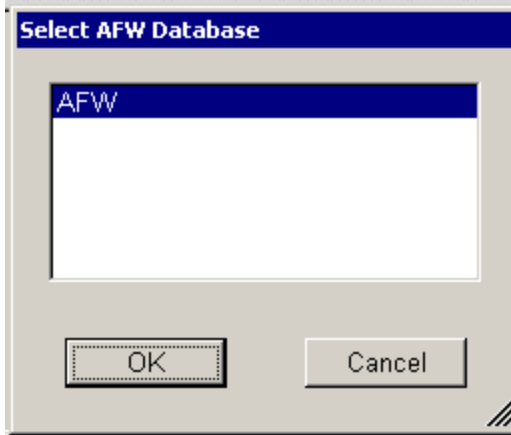
I acknowledge and accept the responsibility to examine the "Title Search Report" in accordance with the terms and conditions set forth in the Issuing Agency Agreement. I further acknowledge and agree that I am using this conversion package solely as a convenience in preparing these Policy Documents.

[[AGREE](#)] [[DISAGREE](#)]

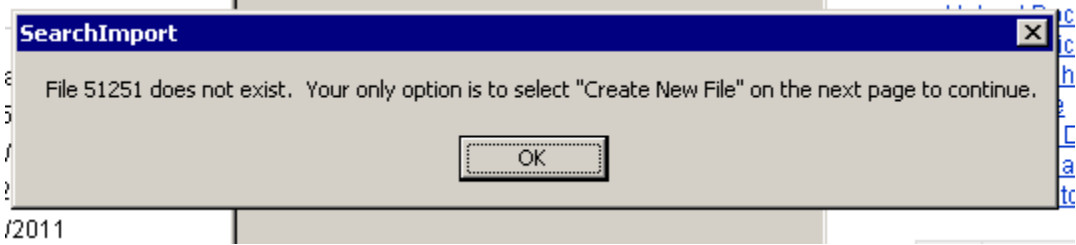
10. Click "Open"



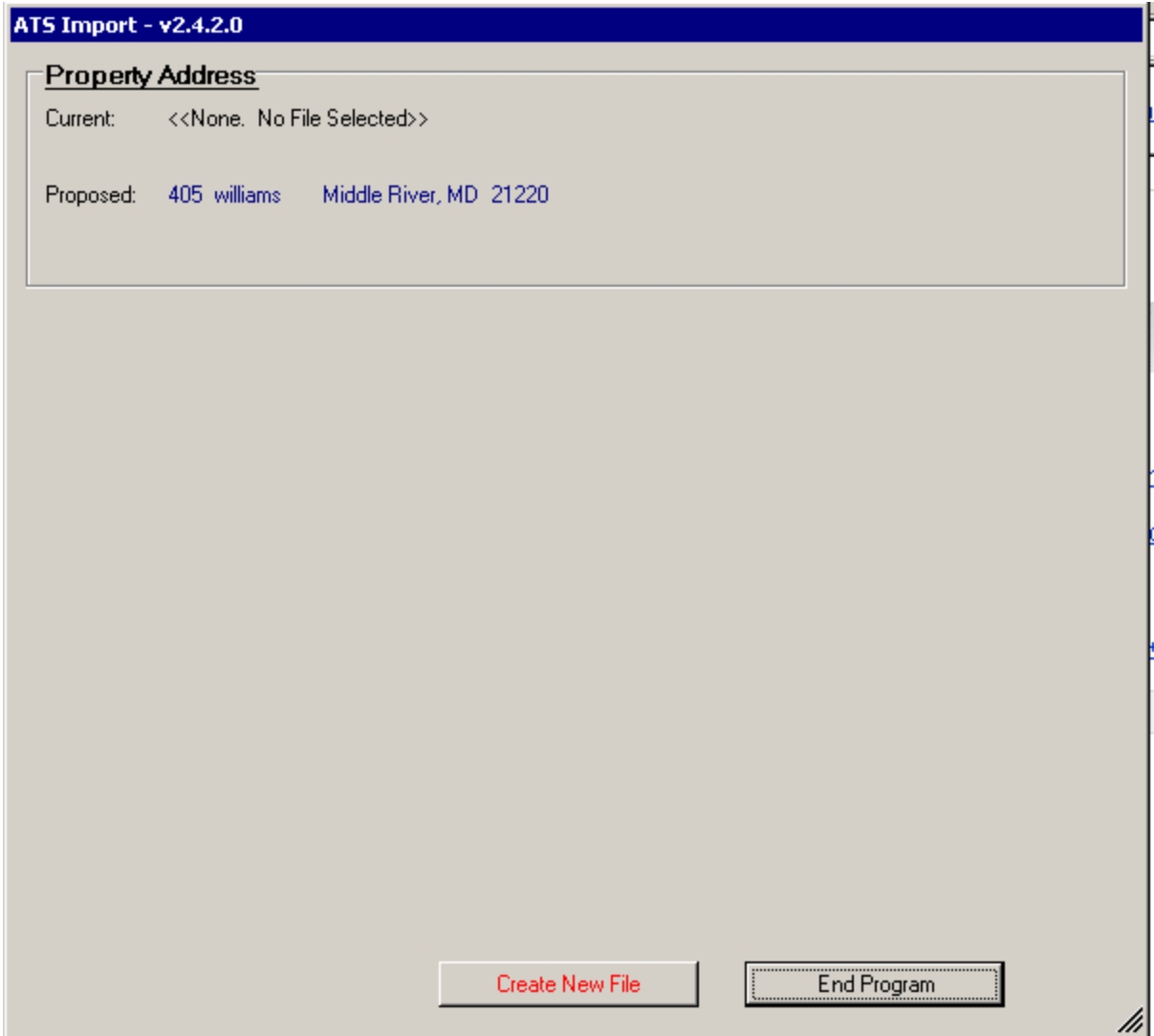
11. Select the AFW database that you want to load this order into. If you only have 1 then you will see the screen below.



12. Click "OK"

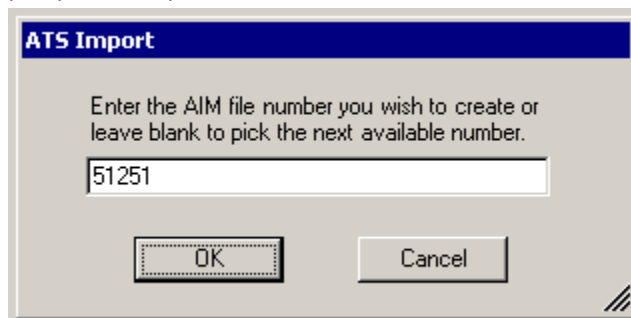


13. Click "Create New File"

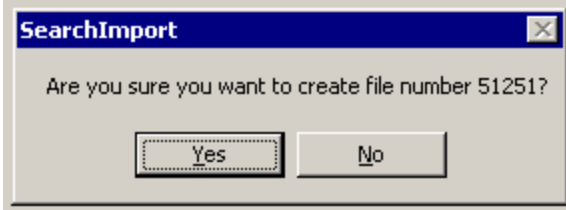


14. Order Numbering Options:

- a. Click "OK" to use the file number from Orders Gateway as your file number in AIM for Windows.
- b. Enter a new number and click "OK" to customize the file number in AIM for Windows.
- c. Leave the number blank and AIM for Windows will use the next available file number per your setup in AIM for Windows.



15. Click "Yes"



16. You have successfully loaded this file

