

## Submitting a New Order from PaperlessCloser

Orders can be viewed after they are entered in CCE if they are published to PaperlessCloser. Once inside PaperlessCloser, new orders can also be submitted and will update to CCE. From the main page of PaperlessCloser, click the **<New Order>** option; the following screen appears:

The screenshot shows the 'Submit a New Order' interface. At the top, there is a navigation bar with the PaperlessCloser logo and links for Lobby, New Order, Tasks, Tutorial, Help, and Logout. Below this, the title 'Title Company: ABC Title' is centered. A yellow banner with the text 'Submit a New Order' and a button 'Use single order entry form' is prominent. On the left, a 'Contacts' sidebar lists various information categories. The main area is titled 'General Information' and contains numerous form fields for order details, including Region, Branch, Title Co., Closing Agent, Underwriter, Order Category, Premium Type, Sales Rep, Order Type, Title Unit, Escrow Unit, Other File #, Former Policy #, Former Policy Amount, Former Policy Date, Commitment Due Date, Closing Date, and Type of Service. At the bottom, there are 'Back to Top' and 'Next Step' buttons, and a footer with contact information and a RamQuest logo.

### New Order screen

Enter information in the desired fields and click **<Next Step>**. Once you have entered all known information, click the **<Submit Order>** button.