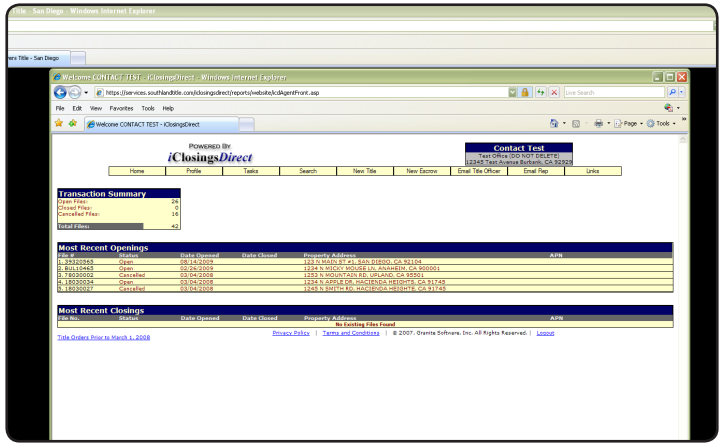
Guide To Opening Orders Online

1. Go to ***www.lawyersie.com***

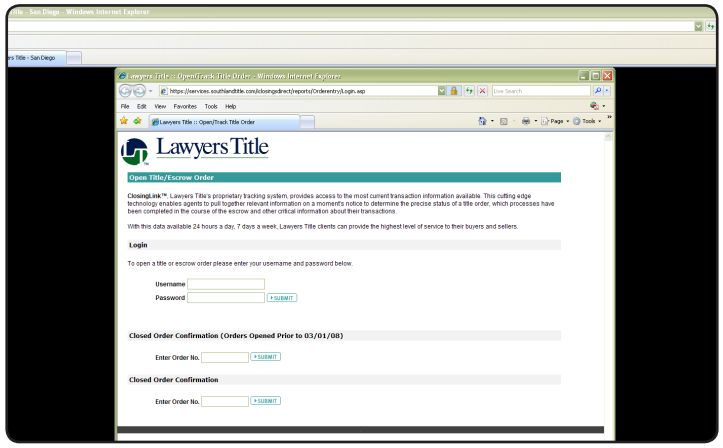
2. Click on the ***Open Order*** tab



5. For Title Only orders: Fill out the Property Information and select the Sales Office you are opening the order with. Click 'Next.'

6. Fill out the ***"General Info"*** section and proceed to the next tab by clicking either the '***Next >>***' button or the gray tabs at the top.

   - **PLEASE NOTE: 'Your Reference Number' is a field where you can assign your own information to help you keep track of the order.**

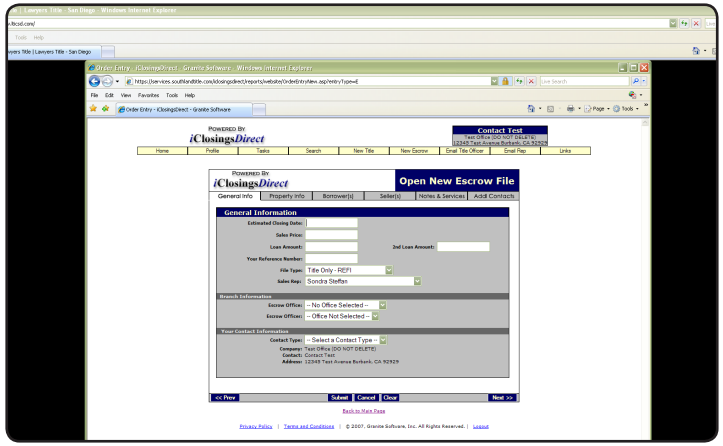


3. Log in to your account using your username and password. If you do not have a username, please contact your Lawyer's Title Sales Representative to set up an account.

4. Select which kind of transaction to open:

   - To open a Title Order, click on ***New Title***
   - To open an Escrow ***and*** Title Order, click on ***New Escrow***

   - **PLEASE NOTE: It is not necessary to open a title order for the same property if you have already opened an escrow order for this transaction**



7. Once all information is filled in, review and click on the ***'Submit'*** button. The system will prompt you for any necessary information. Once the order is received, a screen will open that shows your File has been opened and will provide you with a File Number.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR LAWYERS TITLE REPRESENTATIVE FOR MORE INFORMATION.

Lawyers Title

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