



Confirm closings with Timios, Inc.

Step#1 – LOGIN

- a) Log onto Timios main page at www.timiosinc.com

The screenshot shows the Timios login interface. On the left is a blue sidebar with buttons for 'INSTANT GFE QUOTE' and 'Access Your Account'. Below 'Access Your Account' are fields for 'Username:' (containing '12345') and 'Password:' (containing dots), and a 'login' button. On the right, the page title is 'TIMIOS - Settlement Solutions'. A yellow callout box with red text says 'Enter 5 digit vendor # here (omit preceding zeros)' with a red arrow pointing to the username field. Another yellow callout box with red text says 'Enter your default or modified password here' with a red arrow pointing to the password field. Below the callouts is a photo of four smiling people and a paragraph of text: 'Welcome and thank you for visiting our site. Timios, Inc. is excited to bring you the very best in Title Insurance and Settlement Solutions. We are committed to providing a superior value to our clients while maintaining integrity, honesty, and incomparable customer service.' Below that is another paragraph: 'The current climate demands responsible and resourceful lending practices as well as comprehensive Settlement Solutions. Our team will work diligently to exceed your expectations, making sure your loan is ready to close when you are'. At the bottom is a final paragraph: 'Every client has different requirements in regards to necessary data, formatting, terminology, delivery times, loan pricing restrictions, software integration, etc. Timios has the flexibility and the technology to react to the unique requirements of each customer immediately, without the limitations of larger bureaucracies prevalent in today's market.'



Step #2 – ACCESS ORDER UPDATE

- a) Select “order status update”

[Home] [Main Menu] [Logout]

Welcome ABC NOTARY

ACCOUNT	FUNCTIONS	REPORTS
Help Account Information Change Password	Order Status Update Submit Attachment	Open Closings

Click "order status update"

- b) Enter order number

[Home] [Ma

Update Order Status

Branch: 8 - WESTLAKE VILLAGE, CA

Order No: 123456

(Order No is 6 to 8 digits number after 2-digit Branch ID.
i.e. "08-00123456-C" = 123456)

Enter 6 to 8 digit order # found on your vendor confirmation page.

Click submit

Submit Cancel



Step #3 – UPDATE ORDER/CONFIRM CLOSING

- a) Enter closing information in supplied fields
- b) Click “Submit Update”

[Home] [Main Menu] [Logout]

Update Order Status

Order No:	123456
Borrower Name:	Test Borrower
State:	Test
County:	Test
Closing Completion Date (MM/DD/YYYY):	01 / 01 / 2011
Closing Completion Time (HH:MM):	08 : 30 <input type="radio"/> AM <input checked="" type="radio"/> PM
If there is a problem with this order, please select the reason:	<input type="radio"/> No Problem
Additional Comments:	Signing closed successfully. No problems at the signing table. Borrower provided cashiers check for \$1,500.00 payable to Timios
Confirmation Email Address:	

Enter Date of Signing
Enter Time of Signing
Select "No Problem" or "Signing did not Take Place"
Enter comments pertaining to the closing here.
Click submit once completed
If known, enter Timios closer's email here

Step #4 – CONFIRMATION IS RECEIVED

The New Standard in Service Excellence



[Home] [Main Menu] [Logout]

Update Order Status

Your Order update has been queued for processing, the Message Id is 473802.