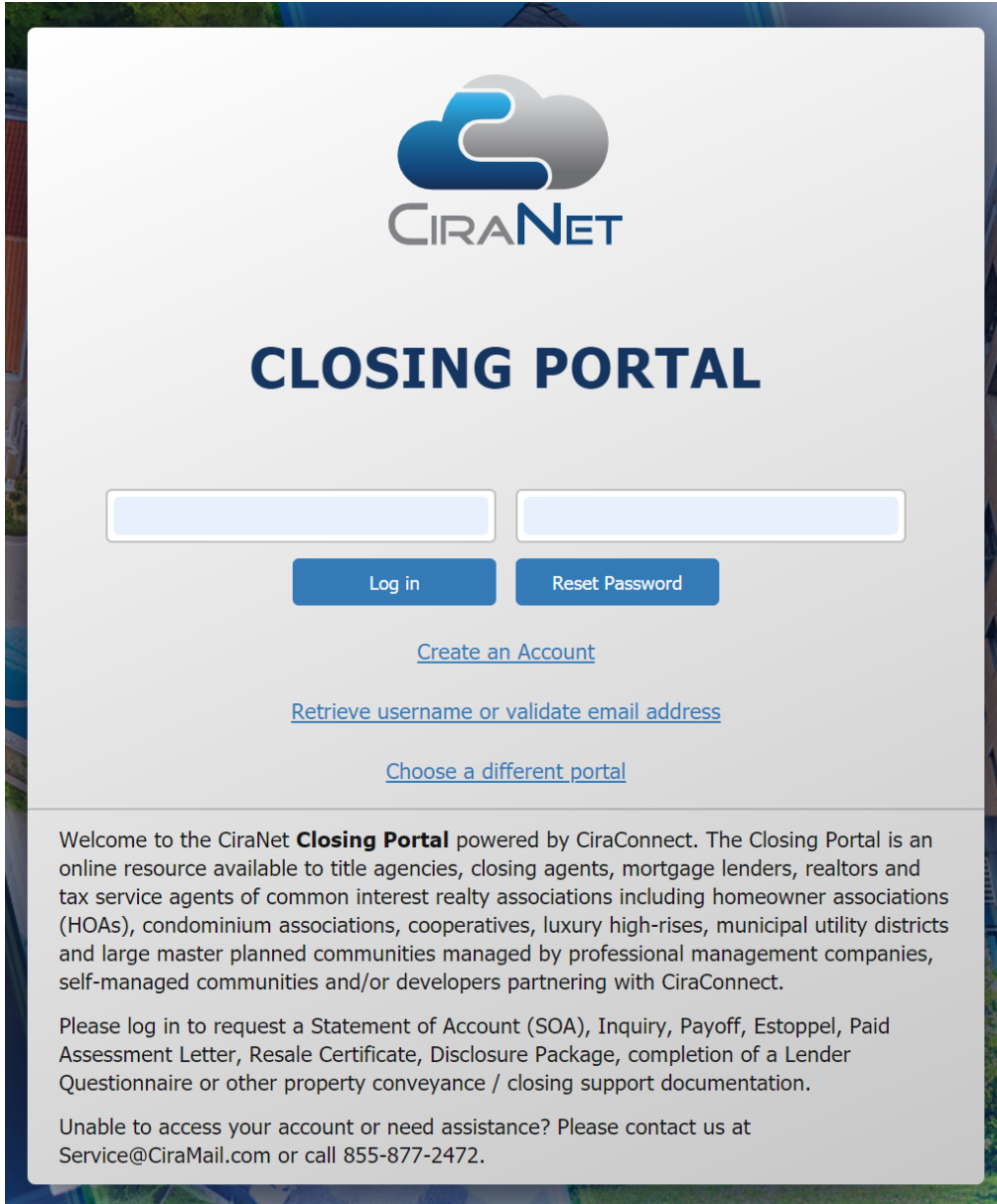


Start:

Go to www.ciranet.com/closingportal and click on "Register New Account"



The screenshot shows the CiraNet Closing Portal login interface. At the top is the CiraNet logo, which consists of a stylized blue and grey cloud icon above the text "CIRANET". Below the logo, the title "CLOSING PORTAL" is displayed in large, bold, dark blue capital letters. Underneath the title are two light blue rectangular input fields for username and password. Below these fields are two blue buttons: "Log in" and "Reset Password". Further down are three blue links: "Create an Account", "Retrieve username or validate email address", and "Choose a different portal". At the bottom of the page, there is a white box containing a welcome message and contact information.

Welcome to the CiraNet **Closing Portal** powered by CiraConnect. The Closing Portal is an online resource available to title agencies, closing agents, mortgage lenders, realtors and tax service agents of common interest realty associations including homeowner associations (HOAs), condominium associations, cooperatives, luxury high-rises, municipal utility districts and large master planned communities managed by professional management companies, self-managed communities and/or developers partnering with CiraConnect.


Please log in to request a Statement of Account (SOA), Inquiry, Payoff, Estoppel, Paid Assessment Letter, Resale Certificate, Disclosure Package, completion of a Lender Questionnaire or other property conveyance / closing support documentation.

Unable to access your account or need assistance? Please contact us at Service@CiraMail.com or call 855-877-2472.

1. Create a User Account (Username and Password)

Enter the information requested in the following screen:

- Note: User Name should not contain spaces


CLOSING PORTAL

Registration Step 1: Create User Account

User Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
E-mail:	<input type="text"/>
Confirm E-mail:	<input type="text"/>
Security Question:	<input type="text" value="Make of your first car?"/> ▼
Security Answer:	<input type="text"/>

Create User

Then click "Create User." When you complete this step, you will see a message informing you that the account was successfully created, and to check your email for a validation link:

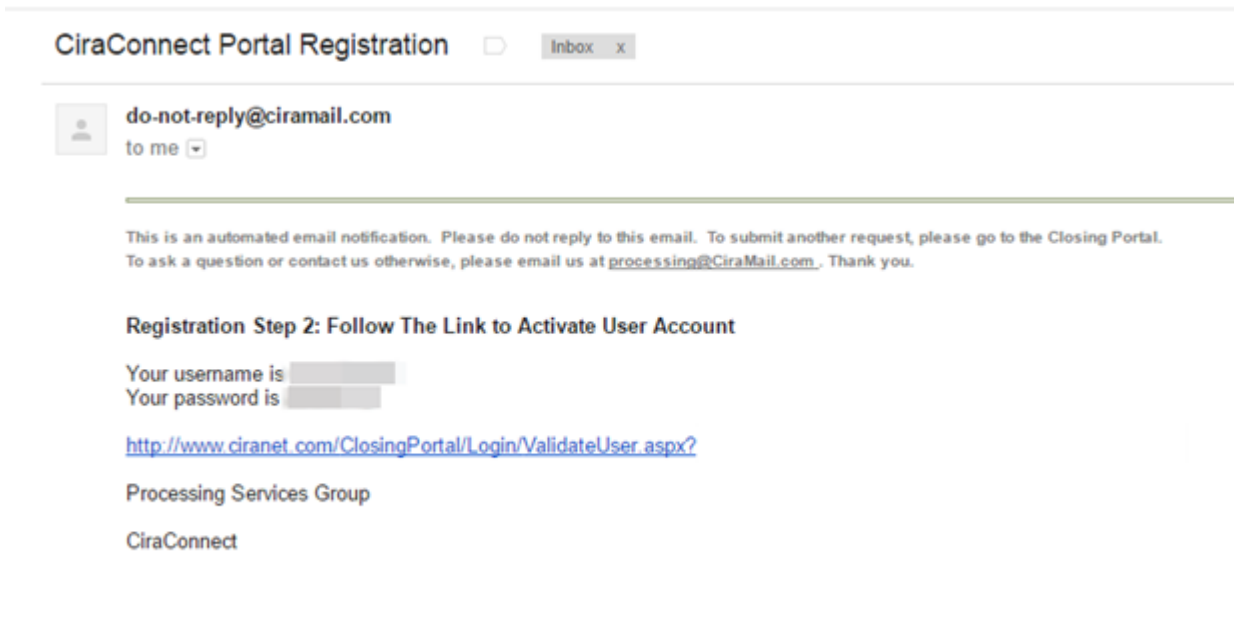
Registration Step 1: Create User Account

Your account has been successfully created and a confirmation email has been sent to you to activate the account. Please be aware that your Spam Protection may incorrectly identify the Activation Email as spam.

2. Validate Your Email Address

The system sends an email similar to the one below to the email address you entered. The email contains the username, password, and a **link that must be clicked** to validate the new account.

Note: Many problems with registration can be traced to failure to either receive the email at all or to click the link. If you do not see the email within a minute or so of registering, check your junk mail folder.



To validate the email address, access the email shown above and click on the link. This brings you back to CiraNet.com. Continue to Step 3.

3. Activate User Account (Select Location ID)

In this step, the title agent must select a Location ID. This is a unique ID created for each title company office. Any title agent that logs in may access records from any other agent *in that same office*. This facilitates office collaboration in case the person who requested the documents is away.

If you do not know the Location ID, click the link just above the information fields.

Registration Step 3: Activate User Account

Congratulations. You are almost done.

You have completed Step 1 where you created a User Account.

You have completed Step 2 where you validated your Email Address.

Now, in Step 3, you must activate your User Account.

Activating Your User Account

In order to proceed with activating your User Account, you must know your Location ID.

- If you know your unique Location ID, please fill in the information below
- If you do not know your unique Location ID, please [click here](#)

Location ID:

First Name:

3a. If the location has already been entered, it will appear in the drop down list.

Location ID

If you are unable to find your Location in the dropdown below, then [click here](#) to register a new location

Please select your company/location:

Select Location

- A & H Appraisal Services**
Denver CO / 700 Colorado Blvd # 185
- A + Plus Premier Title**
Orlando FL / 605 E Robinson St Ste 650
- A and N Mortgage Services, Inc.**

Select the correct address and then click on the words "Click Here" to continue.

Location ID

The following colleagues have already registered for this location. To register yourself for the same location please use the Location ID shown below.

Location ID: 9242cfb28b

Karen Salmon	ksalmon@
--------------	--------------------------

Write down the Location ID shown above and then [Click Here](#).

If you must come back later, when you are ready log in to the Closing Portal using your User ID and User Password, and follow the steps.

When you return to the Location entry form, the Location ID will be auto-populated.

your Location ID.

- If you know your unique Location ID, please fill in the information below
- If you do not know your unique Location ID, please [click here](#)

Location ID:

First Name:

Last Name:

Work Phone:


Cell Phone:

Fill in the remaining fields and click "Save Information" to complete the registration request.

3b. If the location has NOT been entered, click the link to register a new location. This brings you to the Create Location Account screen. Enter all the information.

Note: All phone numbers must be entered in (999)999-9999 format. For any number that does not apply, you may enter all 9's as above.

Click "Create Location" to register your Location ID and complete the registration.



CLOSING PORTAL

Home New Request My Document Requests

Create Location Account

Company Name:

Company Title:

Company type: True Company

Location Address:

First Name:

Last Name:

Work Phone:

Cell Phone:

Fax:

Create Location

Help Text:

When entering a Location Address, you must enter a valid mailing address including a valid street address or PO Box, followed by City, State and Zip code. For example:

P.O. Box 803555
Dallas, TX 75380

Location Account: Your "Location Account" is shared by you and all the co-workers in your physical office location.

A Location Account is comprised of your Company's Name, Location Address (i.e. your office address), and Location ID.

All Users who share the same Location Account (i.e. share the same Location ID) have the option of working together on the Closing Portal -- requesting, seeing and retrieving each other's settlement documents.

If you enter an address that already exists in the system, or if you enter the phone number in an invalid format, you may encounter one of the following errors:

Error Message	Solution
"This address has already been registered."	The address has already been entered in the system. Go back to the drop-down list and pick the address from the list
"Invalid (xxx)xxx-xxxx"	Enter the phone number in the format (999) 999-

	9999.
--	-------

An email is also sent to confirm the new location request.

Possible Errors

If you try to register a new account using an email address that is already in the system, you will get a warning message in Step 3 when you try to register your location. The message says "Agent Account has already been created." You will need to either log in with the original username tied to that email address, or create a new account with a different email address.

4. Receive Location Approval

Your account will be verified by CiraConnect staff over the next 24 hours, not including weekends. Once your account has been verified, you will receive a confirmation email. You will then be able to log in and order by clicking on "New Request" at the top of the page.