



CapitalCloseSM



It's as *Easy* as...

1. Login

2. Submit Your Order

3. Track your Files Progress

4. Print Published Documents

Let Us Show You How!

Innovative technology that gives clients secure online access to orders and documentation.

1. Login



Please login

User Name:

Password:

Enter Your User Name

Enter Your Password

Click Sign In

[Forgot your password?](#)





CapitalClose

[Lobby](#) | [New Order](#) | [Tasks](#) | [Tutorial](#) | [Help](#) | [Logout](#)

Lobby

**Click Here
to Submit
a New Order**

There are no assigned Tasks at this time.

[Search - Expand/Collapse](#)

Displaying Records 1-3 of 3

Order Status:

File Number	Date Opened	Date of Closing	Buyer(s)	Seller(s)	Property
06-023136	8/31/2006				Legal Desc: Disneyland, Block 12, Lot 11, Collin County
Demo File	4/18/2006			Jooby B Don Laura M. Mulson and Christopher Mulson	
Trump Towers	4/30/2006			Trump Industries	Lot 1, Block 1 of Big Boy Addition, City of Dallas, Dallas County, Texas

**View All of Your
Open, Closed or
Cancelled Files with
a click of the mouse!**

Displaying

Order Status:

[Lobby](#) | [New Order](#) | [Tasks](#) | [Tutorial](#) | [Help](#) | [Logout](#)

2. New Order Submission

CapitalClose Lobby | New Order | Tasks | Tutorial | Help | Logout

Submit a New Order Use single order entry form

Contacts

- General Information
- Seller Realtor
- Buyer Realtor
- Loan Information
- Lender Information
- Seller Information
- Buyer Information
- Property Information
- Order Notes

General Information

Region: Default Region - Corporate Office (EX) | 0

Branch: Internet

Title Co: AHT Title Company of Texas | 17

Closing Agent:

Underwriter:

Order Category:

Premium Type:

Sales Rep:

Title Unit:

Escrow Unit:

Customer (your) File #:

Former Policy #:

Former Policy Amount:

Former Policy Date: [calendar icon]

Commitment Due Date: 9/10/2006 [calendar icon]

Closing Date: 9/15/2006 [calendar icon]

Type of Service:

- Owner (Res)
- Owner (Non Res)
- Mort.
- Simult (Res)
- Simult (Non Res)
- Binder
- Other

Next Step

Lobby | New Order | Tasks | Tutorial | Help | Logout

By completing as much information as possible such as selecting the title office and closing agent, this will help expedite the notification/submission process to your closer.

When you complete all the fields you can. Click on the Next Step button.



Submit a New Order

[Use single order entry form](#)

Contacts

[General Information](#)

[Seller Realtor](#)

[Buyer Realtor](#)

[Loan Information](#)

[Lender Information](#)

[Seller Information](#)

[Buyer Information](#)

[Property Information](#)

[Order Notes](#)

Finish

Order Notes

Add Note

Clear Form

Remove

Note

Armando, this is just a test. Please do not work this property.

Previous Step

Submit Order

Once all information is entered, click on the Submit button to Send the order.



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[Lobby](#) | [New Order](#) | [Tasks](#) | [Tutorial](#) | [Help](#) | [Logout](#)

Click on the Lobby link to go back to list of your Open orders.

Submit a New Order

Contacts

[Order Details](#)

[Submit Documents](#)

[Submit Another Order](#)


Finish

Your order has been successfully submitted.

Your order number is: [06-023148](#)

NOTE: Please note that Buyers and Sellers will not be immediately visible until the order has been confirmed.

3. Tracking File Progress


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[Lobby](#) | [New Order](#) | [Tasks](#) | [Tutorial](#) | [Help](#) | [Logout](#)

Conference Room
File number: Trump Towers

[Contacts](#) | [Property Info](#) | [File Status](#) | [Documents](#)

File Status

- [Current Location](#)
- [Notes](#)
- [History](#)
- [File Status Items](#)

Current Location

Department:

Person:

Back to Top

Notes

Note Date	Note Body
6/14/2006	Brenda is out of the office. Please call Niki at 972-555-1212
6/8/2006	Suzy Realtor on vacation, please contact my assistant Joe at 972-588-1257
5/1/2006	Please call me at 972-588-1257
3/30/2006	On vacation call Susie at 972-588-1257
3/27/2006	Boo
3/14/2006	On the beach. Call my assistant at 972-588-1257
2/21/2006	Out of town Please contact Ty 555-1212
2/7/2006	I'm out of town. Contact Ty. Number is 5551222
2/15/2005	Hey guys, The Don is on his honeymoon. We will need to extend his closing.
10/13/2004	No zipcode on file. Please provide zipcode information

Back to Top
Add Note

History

Department	Person	Received	Departed	Total Time(D:H:M)

Back to Top

4. Print Documents

The screenshot shows the CapitalClose web application interface. At the top, there is a navigation bar with the CapitalClose logo and links for Lobby, New Order, Tasks, Tutorial, Help, and Logout. Below this is a red banner for the 'Conference Room' with the file number 06-016592-CC. A secondary navigation bar contains links for Contacts, Property Info, File Status, and Documents. On the left, a 'Documents' sidebar menu includes 'Current Documents' and 'Add Documents'. The main content area features a 'Current Documents' table with columns for Doc Description, Type, Published Date, and Published By. A 'Print*' button is located to the left of the table. Below the table is a 'Back to Top' button. Underneath is an 'Add Documents' form with fields for Document (with a 'Browse...' button) and Description, and an 'Add Document' button. A second 'Back to Top' button is at the bottom. A callout box on the left provides instructions on how to print a document.

Documents

- [Current Documents](#)
- [Add Documents](#)

Current Documents

Print*	Doc Description	Type	Published Date	Published By
<input type="checkbox"/>	Commitment	Live	4/5/2006	Niki Le
<input type="checkbox"/>	Tax Cert.	Static	2/17/2006	Tamara Davidson

[Back to Top](#)

Add Documents

Document: [Browse...](#)

Description:

[Add Document](#)

[Back to Top](#)

Click on the box next to the document you want printed. Next, click the "Print" button.

24 hours a day. 7 days a week.

- **Opening an Order**
- **Tracking Your Files Progress**
- **View, Print and Submit Documents**
- **Making Immediate Changes and Make Updates to Your Files**
- **Communicate Directly with your Closer**

Fast. Easy. Secure.



CapitalCloseSM