



**WITH DEVON, IT'S DONE.**

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DEVON ON DEMAND  
QUICK START GUIDE

(248) 273-4300 | FAX: (248) 273-4301 | [WWW.DEVONTITLE.COM](http://WWW.DEVONTITLE.COM)



# DEVON ON DEMAND - QUICK START GUIDE

## STEP 1: Pop Up Blockers

If you have your pop up blockers enabled set your browser to always allow pop-ups from this site.

- When you are in your internet browser click on tools / pop up blockers / pop up blocker settings.
- A dialogue box will appear for you to add our website to the list of allowed sites

## STEP 2: Login

- <http://devonondemand.devontitle.com/dod>
- Enter your login name and password
- If you forget your user name and/or password, click on the “Forgot your password?” link and enter your email address. An email with your user name and password will be sent to the email address on file. You can also call Devon Title and request that a user name and/or password be changed and the information will be sent to your email address on file.

PaperlessCloser

Please login

User Name:

Password:

[Forgot your password?](#)

## STEP 2: The Lobby

- The Lobby is where you will be able to view all transactions to which you are an Authorized Party.

Lobby There are no assigned Tasks at this time.

Search - Expand/Collapse

Displaying Records 31-40 of 2260 Order Status: Open

File Number	Date Closed	Date of Closing	Buyer(s)	Seller(s)	Property
XXXXXXXX	10/10/2007		John John Hess and Rebecca S Hess		1000 Cedar River Avenue Wilmington, WI
XXXXXXXX	10/10/2007	10/10/2008	Kevin Berlin and Lynn Berlin		1000 Cedar River Wilmington, WI 48068
XXXXXXXX	10/10/2007		Charles DeBruyn and Jennifer Walters		1000 Middlebury Court Wilmington, WI
XXXXXXXX	10/10/2007		Ed Joseph Thorne and Patricia Thorne		1000 Northbury Court Wilmington, WI
XXXXXXXX	10/10/2007		Harold F Burns		1000 Northbury Court Wilmington, WI
XXXXXXXX	10/10/2007		Robert Parker Jr. and Jennifer Harvath		1000 Middlebury Street Wilmington, WI
XXXXXXXX	10/10/2007		Matthew Harford		1000 Green View Court Oakland, WI
XXXXXXXX	10/10/2007		Michael Hernandez and Sara Vasquez		1000 Torrington Wilmington, WI
XXXXXXXX	10/10/2007			Paul W. Linder	1000 Center Glen Court Wilmington, WI 48068
XXXXXXXX	10/10/2007		One Development, L.L.C., a Michigan Limited Liability Company		1000 Progress Wilmington, WI 48068

Displaying Records 31-40 of 2260 Order Status: Open

## STEP 3: Conference Room

When you click on a specific File in the Lobby it takes you into the Conference room where you can view the details of that order. There are four areas of information in the Conference Room:

- Contacts
- Property Info
- File Status
- Documents

### Conference Room

File number: T20000002PET

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



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## STEP 4: Contacts

The Contacts page contains Devon Title Agency contact as well as Buyer/Seller contact information, Buyer/Seller Agent company contact information, Lender company contact information and Referral contact information. There are hyper links in each of these sections that will allow you to email the contacts directly from Devon On Demand if you have an email service on your computer.

**Conference Room** File number: T2000002PET

Contacts | Property Info | File Status | Documents

**Contacts**

- General Information
- Buyer(s)
- Seller(s)
- Lender

**General Information**

Date Order Received: 8/10/2006 Place of Closing: Devon Title Agency - Troy  
 Closing Date: 8/25/2006  
 Closer: Karen King [Email closer](#)  
 Underwriter: Old Republic National Title Insurance Company  
 Policies to be Issued: Simultaneous

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## STEP 5: Property Info

The Property Info screen will show the property address as soon as the order is opened. Once the Title Commitment has been completed the long legal description will be available on this screen. When the closing documents have been completed the Taxes will be available on this screen.

**Property Information**

- General Information
- Full Legal

**General Information**

Property Description:  
 Address: 1234 Main  
 Troy Oakland MI 48064  
 Property Tax ID: 23-45-896-85  
 City Property Taxes: \$987.65  
 County Property Taxes: \$1,002.36  
 Association Dues: \$300.00

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**Full Legal**

This is where the long legal description would be entered.  
 Commonly Known as: 1234 Main  
 Tax ID: #123-123-12345

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## STEP 6: File Status

The File Status section will allow you to see when specific tasks have been completed by Devon Title Agency along with any notes associated with the task.

File Status Items			
Task	Due Date	Complete	Notes
Order Entered			
Production Done			
Owner Cost Sendout			
Lender Cost Sendout			
New Send Out			
Payoff Ordered			
Payoff Rec'd			
Assoc Ltr Ord'd			
Assoc Ltr Rec'd			
Closing State Sale			
SP Pkg Completed Sale			
HUD Completed Sale			
HUD Appproved Sale			
File Sub'd Sale	10/25/2010	4/24/2011	
www.DevonTitle.com			

## STEP 7: Documents

In the Documents section you will be able to print/email/save copies of documents that have been posted to Devon on Demand by Devon Title Agency. You will also be able to add documents to the file.

**Documents**

- Current Documents
- Add Documents

*IMPORTANT NOTE: To view documents properly, disable your popup blocker for this site!*

**Current Documents**

Print	Save	Doc Description	Type	Published Date	Published By
<input type="checkbox"/>	<input type="checkbox"/>	HUD Settlement Statement	File Scan	10/25/2010 4:27 PM	KKing

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**Add Documents**

Document:  [Browse...](#)  
 Description:   
[Add Document](#)

[Back to Top](#)



# DEVON ON DEMAND - QUICK START GUIDE

## STEP 7a: Placing an Order

Devon on Demand allows you to place your order on-line 24/7. When you log in you will click on the "New Order" link in the upper right corner of the Lobby.



## STEP 7b: General Information

The first section of the New Order is General Information. Make sure you choose your Branch location and type of service.

- Owner – Owner’s Policy only
- Mort. – Mortgage Policy only
- Simultaneous – Owner’s and Mortgage Policies
- Other – Search

**Submit a New Order**

[Using Single View Use a saved template](#)

Contacts	General Information
<ul style="list-style-type: none"> <li>General Information</li> <li>Loan Information</li> <li>Lender Information</li> <li>Seller Information</li> <li>Buyer Information</li> <li>Property Information</li> <li>Order Notes</li> </ul>	Branch: <input type="text" value="Troy"/> Customer (your) File #: <input type="text"/> Type of Service: <ul style="list-style-type: none"> <li><input type="radio"/> Owner</li> <li><input type="radio"/> Title Guaranty</li> <li><input type="radio"/> Mort.</li> <li><input checked="" type="radio"/> Simultaneous</li> <li><input type="radio"/> Construction Loan</li> <li><input type="radio"/> Other</li> </ul>

## STEP 7c: Loan Information

Loan Information is where you will list the amount of insurance that you want for the Owner’s and Loan Policies.

Loan Information
Sales Price: <input type="text"/>
Loan Amount: <input type="text"/>
Loan Number: <input type="text"/>

## STEP 7d: Lender Information

You will search for the Lender by clicking on the Search Lenders at the bottom of the screen. Once you find the correct Lender click "OK" and it will automatically fill in all of the fields. If you do not find the Lender in the list you can add the Lender and their contact information.

Lender Information
Name: <input type="text"/>
Address: <input type="text"/>
City: <input type="text"/>
State: <input type="text"/>
Zip: <input type="text"/>
Phone: <input type="text"/>
Fax: <input type="text"/>
Email: <input type="text"/>
<input type="button" value="Search Lenders"/> <input type="button" value="Clear Form"/>

## STEP 7e: Buyer/Seller Information

Buyer/Seller information is where you will list the buyer/seller’s names and contact information. You will also add their Realtor in this section by looking up the Realtor’s company in the same manner that you looked up the Lender. Once you enter the information you will click on the "Add Buyer/Seller" button at the bottom of the screen to add the seller information to the order.

Seller Information	Seller Realtor
Business Name: <input type="text"/> Business Phone: <input type="text"/> <hr/> Name 1 First Name: <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/> Phone: <input type="text"/> Fax: <input type="text"/> Tax ID: <input type="text"/> Email: <input type="text"/> <hr/> Name 2 First Name: <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/> Relation to Name 1: <input type="text"/> <hr/> Current Address Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Name: <input type="text"/> Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> Phone: <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear Form"/> <hr/> Name: <input type="text"/> Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> Phone: <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear Form"/> <input type="button" value="Add Seller"/> <input type="button" value="Clear Form"/> <input type="button" value="Remove"/> <input type="button" value="Seller(s)"/>



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## STEP 7f: Property Information

Enter as much property information as you have in this screen. Once you have completed the information click on the “Add Property” button at the bottom to add the property to the order.

The screenshot shows a form titled "Property Information" with the following fields: Legal Description (text input), Address (text input), City (text input), State (dropdown menu), County (dropdown menu), Zip (text input), and Tax ID (text input). Below the fields are two buttons: "Add Property" and "Clear Form". At the bottom of the form, there are two more buttons: "Remove" and "Property".

## STEP 7g: Finish & Submit Order

The final step will allow you to enter any notes/instructions that you want to give to Devon Title that will help to process the order. Type each note into the Order Notes section and click on the “Add Note” button to add the note to the order. You can add as many notes as you would like.

Once the you have finished adding notes you will click on the “Submit Order” button at the bottom of the screen to submit the order to Devon Title Agency to be processed.

The screenshot shows a form titled "Finish" with a section for "Order Notes". It includes a text input field for notes, and buttons for "Add Note", "Clear Form", and "Remove". Below the notes section, there are buttons for "Back to Top", "Save as Template", and "Submit Order".

Once the order has been submitted you will get a confirmation number for your order. This temporary number will change once Devon Title Agency has processed your order. You can add supporting documents to the order at this time or click on “Submit Another Order” if you have another order to place.

### Submit a New Order

#### Contacts

[Order Details](#)  
[Submit Documents](#)  
[Submit Another Order](#)

#### Finish

Your order has been successfully submitted.

Your order number is: **T01001041TR0**

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