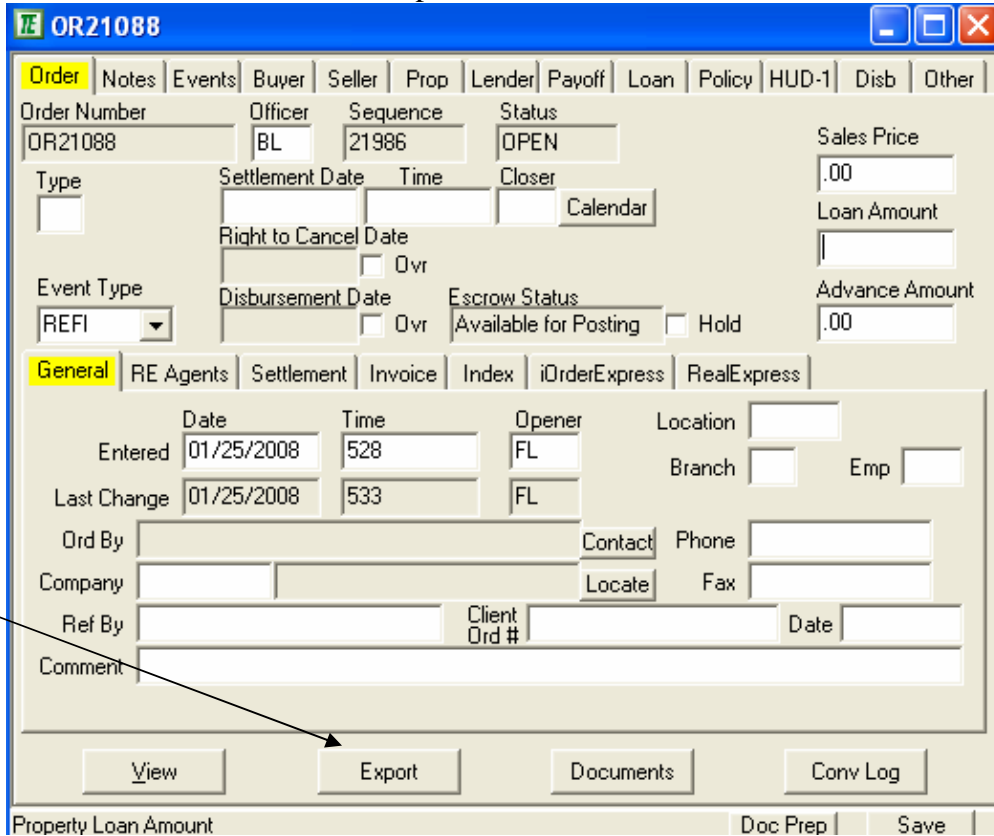
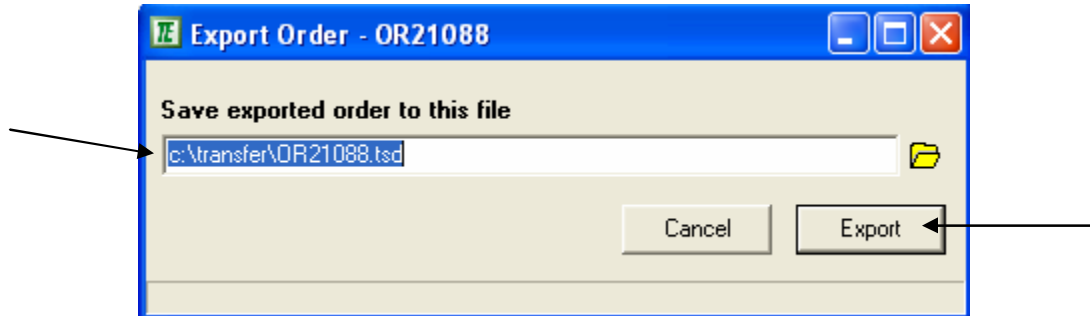


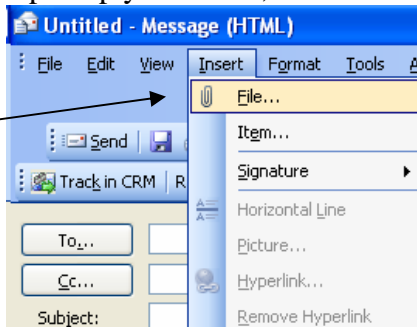
1. While in the file click on the Export button.



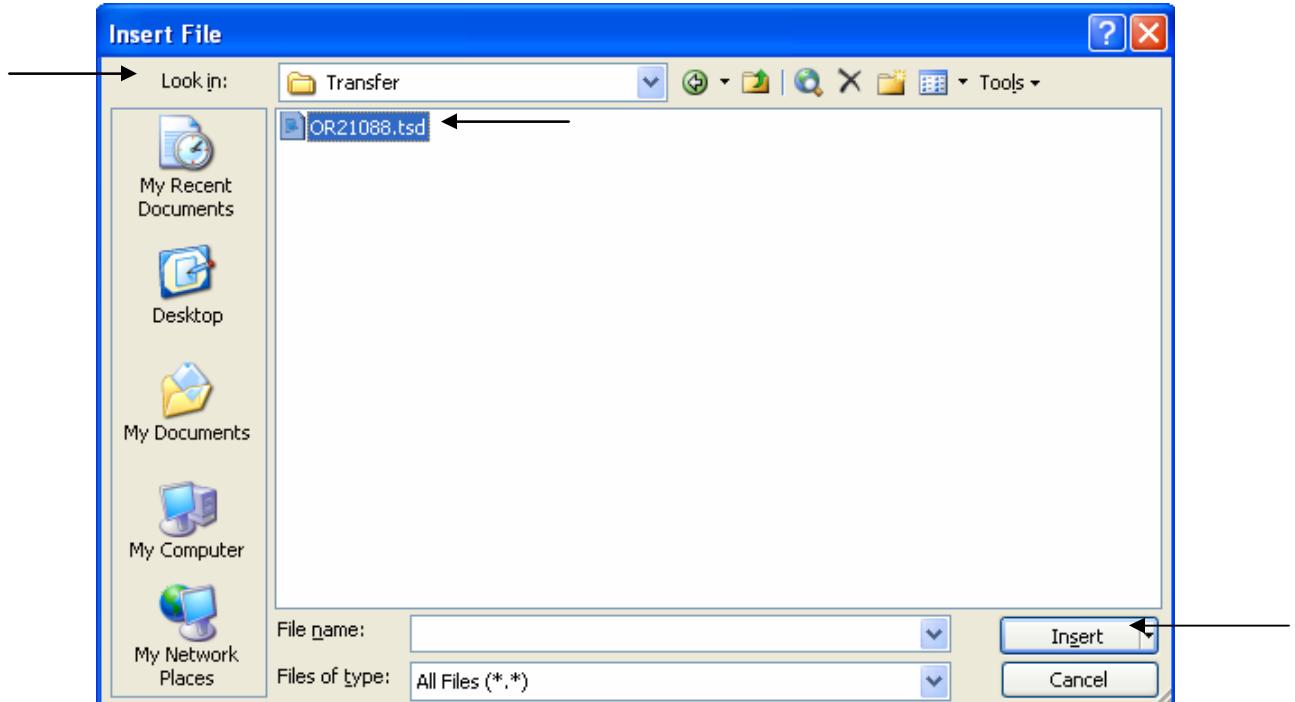
2. Please note where the exported order will be saved, this should be the C:/transfer/file#.



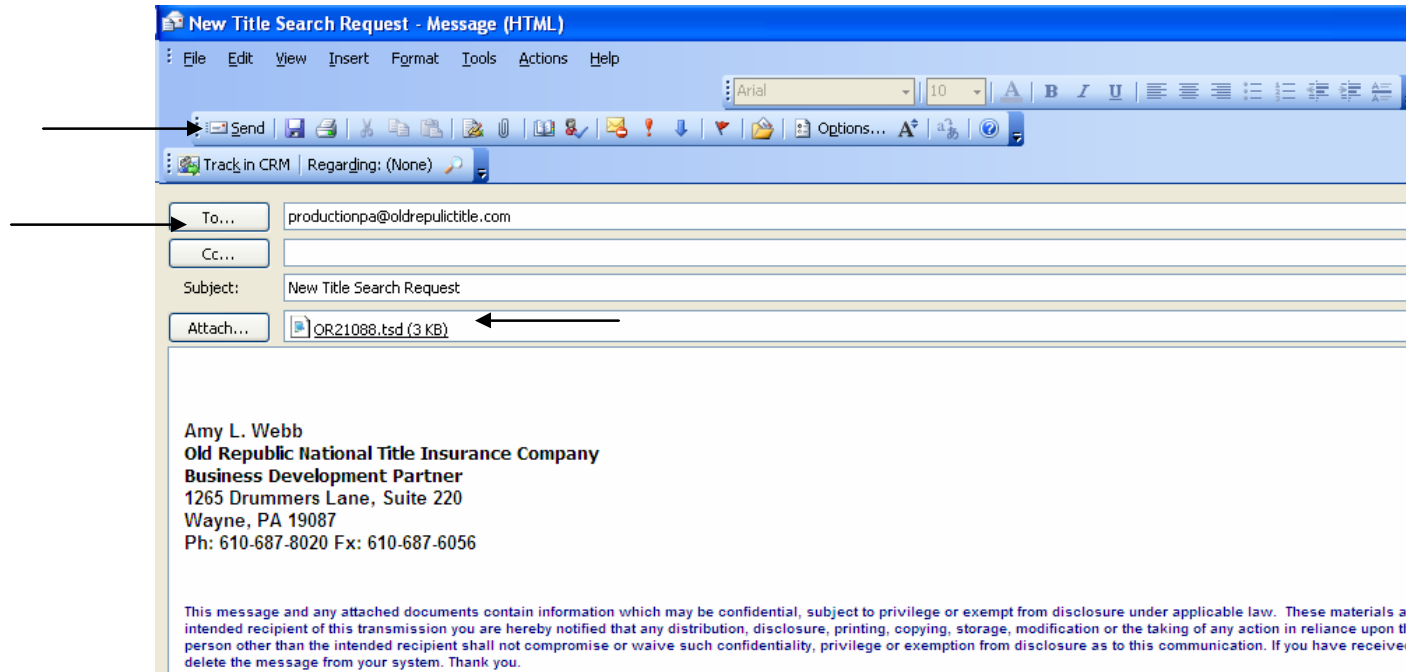
3. Click **Export**.
4. Open up your email, click the **add attachments**  button or chose **Insert, File**.



5. Navigate to the **C:\Transfer folder** and click on the file.
6. Click **Insert**.



7. Email it to **Productionpa@oldrepublictitle.com**
8. Click **Send**.



****Repeat the process for each order***