



TITLEFLEX USER GUIDE

Rev. 201704

Table of Contents

- Welcome 3
- System Requirements 4
 - Web Browsers 4
 - Trusted Site: 4
 - Browser Cache: 4
 - Pop Up Blocking 4
- Logging In 5
- Customer Agreement..... 6
- Logging Out 7
- User Settings 7
- Geography:..... 8
- Search Options 9
 - Address 9
 - APN 9
 - Owner 9
 - Document..... 9
 - FlexSearch 10
 - Order Portal 10
 - Customer Center 10
- Interactive Map Features..... 10
- Search and Report Features..... 12
 - Running Multiple Searches 12
 - Type-Ahead 13
 - Verified Records..... 14
 - Available Reports 14
 - Property Data Reports 15
 - Document Images 16
 - Valuation Reports 16

| | |
|---|----|
| Company Packages | 17 |
| Ordering Reports and Documents | 17 |
| Ordering Reports and Documents | 18 |
| Reference ID Field | 18 |
| Notes, Saving, Printing and Emailing Reports (2)..... | 19 |
| Links (2) | 19 |
| Favorites..... | 20 |
| One-Time Edit – Property Detail Report | 21 |
| Retrieving Saved Work..... | 23 |
| Filters..... | 24 |
| Managing Customers | 26 |
| Customer Center | 26 |
| Support: | 27 |

Welcome

TitleFlex is your single source for real estate research, farming, property profile generation and customer service– that helps you serve customers quickly and build continued loyalty. With innovative search tools and advanced technology, TitleFlex provides the tools required to deliver superior customer service. This guide will provide an overview of the features of TitleFlex.

System Requirements

Web Browsers

Google Chrome, Mozilla FireFox and Internet Explorer 10 are required. Here is a summary of recommended settings for Internet Explorer:

Trusted Site:

Set TitleFlex as a trusted site in the browser's internet options.

1. From the Tools Menu, select Internet Options.
2. In the Internet Options dialog box, click the Security Tab.
3. In the Security Tab, click the Trusted Sites icon at the top and click the Sites button.
4. The Trusted Sites dialog box will open. In the "Add this website to the zone", enter:
<https://titleflex.datatree.com> Click Add
5. Click Close on the Trusted Sites dialog box.
6. Click OK on the Internet Options dialog box.

Browser Cache:

Set your browser's cache to delete each time you close the browser.

1. From the Tools Menu, select Internet Options.
2. In the Internet Options dialog box, click the General Tab
3. In the Browsing History section, enable "Delete browsing history on exit".
4. Click "Delete" to immediately clear the temporary files.
5. Click Okay

Pop Up Blocking

Be sure to disable popup blockers to gain full access to TitleFlex's many features. This will be particularly important to labels, exports, printing and saving features.

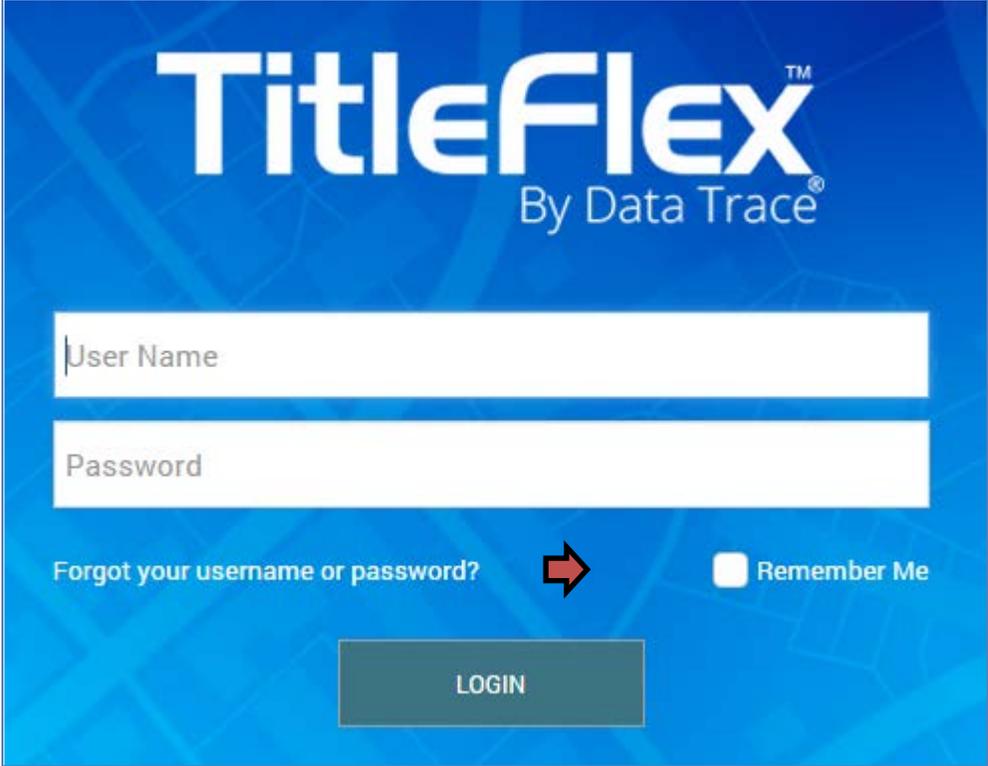
1. From the Tools Menu, select Internet Options
2. In the Internet Options dialog box, click the Privacy Tab
3. In the Privacy Tab, deselect "Turn on Pop-up Blocker".
4. Click OK

For additional information on other browsers, see "**Browser Settings for TitleFlex**" in the user guides section of the Help page.

Logging In

Open your web browser and go to <https://titleflex.datatree.com> and press enter. Input your Username and Password (provided by your company administrator) and click Login.

If you forgot your username or password, click the “Forgot ...” link, shown in the screenshot. You can also cache your username and password by clicking Remember Me.



The screenshot shows the TitleFlex login interface. At the top, the logo reads "TitleFlex™ By Data Trace®". Below the logo are two white input fields: "User Name" and "Password". At the bottom of the form, there is a "LOGIN" button, a link that says "Forgot your username or password?", and a checkbox labeled "Remember Me". Two red arrows point to the "Forgot your username or password?" link and the "Remember Me" checkbox.

Customer Agreement

NOTE: This section only applies if you are your company's TitleFlex administrator. Feel free to skip the section.

If you are the TitleFlex administrator and this is your first time logging in, you must read and accept the Data Trace License agreement. Please read, enter your initials and click the "I Accept" button to proceed.

For questions about this agreement, please contact Client Services at 800-708-8463.

Customer Agreement

END USER LICENSE AGREEMENT

This End User License Agreement ("Agreement") accompanies the information, data, images, reports, and/or software (the "Services") that you are accessing. By accessing the Services, you are agreeing to all the terms and conditions of this agreement, including the product, pricing and billing information in any order confirmation containing account information received at any time ("Order Confirmation"), the terms of which are incorporated into this Agreement by reference. Data Trace Information Services LLC, a Delaware limited liability company ("Data Trace"), grants you ("Customer") a limited, non-exclusive, non-transferable license to use the Services, provided you accept the following terms and conditions:

1. Property. The Services and all intellectual property rights therein are owned by Data Trace and/or its affiliates. No ownership rights are granted by this Agreement and, except for the limited license provided, Data Trace reserves all rights in and to the Services and all underlying data compilations and information contained therein, including but not limited to the exclusive intellectual property rights and the right to grant further licenses. Customer acknowledges that the Services are the proprietary property of Data Trace and are a valuable commercial product, the development of which involved an expenditure of substantial resources by Data Trace.

2. Permitted Use. The Services are solely for use within Customer's own organization by Customer's employees for Customer's own internal business purposes of verifying property ownership and liens. Customer shall not resell, relicense or redistribute the Services in whole or in part except as permitted immediately below.

With respect to TitleFlex Services only, Customer may provide TitleFlex Services or Customer's employees incorporating TitleFlex Services, to real estate agents, real estate brokers, escrow companies, lenders, title companies, and title agents solely for creating property marketing collateral for buyers of real property or for internal business purposes of conducting research regarding property.

Logging Out

When you are finished using TitleFlex, please click on the Logout (1) link located at the top right hand corner of the browser in the Profile Menu (the one with your name on it), or just close the browser.



User Settings

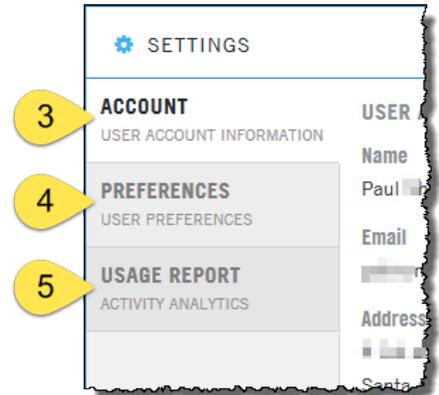
Change your password, modify preferences for report display, printing, saving, and email options, and check your usage in the Settings (2) dialog.

Change your password on the Account tab (3).

The Preferences (4) tab handles notifications, display, report, and email options.

Finally, you can check and export your usage (5)>

For specific information on these settings, see the “**User Settings**” Guide in the Help page.



Geography:

Here is a quick look at the layout of TitleFlex.

The screenshot displays the TitleFlex web application interface. The top navigation bar includes links for HOME, FLEXSEARCH, ORDER PORTAL, and CUSTOMER CENTER. The user's name, PAUL, is visible in the top right corner. The main content area is divided into several sections: a search bar with a dropdown menu for search options, a search input field, and a search button; a sidebar with navigation options like Company Packages, Property Data Reports, Document Images, and Automated Valuations; a central dashboard with a 'Recent Activity' section and an 'Order Portal Notifications' section; and a map on the right side. A green callout box highlights the search bar area, stating 'Start your search in the box to your left. You can also start a search using the map tools to your right.' Other callout boxes point to various elements: 'Search options and search field' (search bar), 'Filters' (Advanced Search), 'Reports and Documents' (Document Images), 'Recent Activities' (Recent Activity section), 'Order Portal Dashboard' (Order Portal Notifications), 'Customer center, Flexsearch and Order Portal' (top navigation), 'Notifications, Chat and Help' (notification buttons), 'Profile and user settings' (user name), 'Map and map controls' (map area), and 'Chat' (chat button).

Search options and search field

Search By: Address

Street Address and City/State or Zip

Advanced Search

Company Packages

Property Data Reports

Document Images

Automated Valuations

Filters

Reports and Documents

Recent Activities

Order Portal Dashboard

Customer center, Flexsearch and Order Portal

Notifications, Chat and Help

Profile and user settings

Map and map controls

Chat

Start your search in the box to your left.
You can also start a search using the map tools to your right.

PAUL

Map On

3D

Recent Activity

Property Searches

Document Images

Data Export & Labels

Multi Property Reports

Order Portal Notifications

RECENT ORDER ACTIVITY

Here's a recap of your recent order activity on the TitleFlex Order Portal.

| All: | Processing: | Action Required: | Ready: | Completed: | Errors: |
|------|-------------|------------------|--------|------------|---------|
| 0 | 0 | 0 | 0 | 0 | 0 |

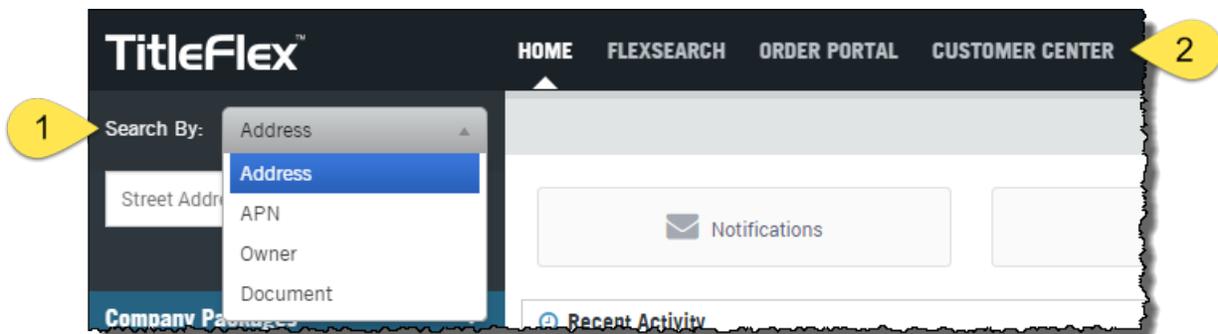
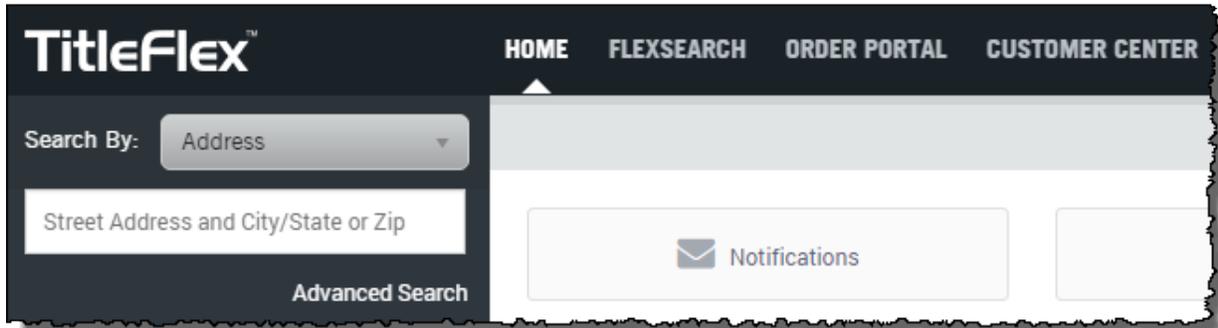
Go to the View All Orders tab in the Order Portal to download your Completed orders and to address any orders that are in Action Required or Error status.

Reference ID

Order

Search Options

All search functionality is at the top left hand corner of TitleFlex.



Address

Enter any address; no punctuation is necessary. The type-ahead feature will pre-fill matched results as you type. Click the suggested property address to view the result. If there is more than one address and yours is not shown, press enter on the keyboard to generate the full list of all matching addresses. By default, TitleFlex searches nationwide so a state and county selection is not required.

APN

The State or ZIP and County is mandatory when using the Assessor's Parcel Number (APN) search. Enter the APN formatted or unformatted. TitleFlex will search alternate APNs as well.

Owner

Enter a name (property owner or business). TitleFlex will search nationwide search and return all instances of that name. You can narrow the search by including a state and county.

Document

A State and County are required. The appropriate Document Type format will then appear, allowing the user to search for a recorded document.

FlexSearch

FlexSearch looks at the contents of the documents so you do not have to enter a county or state or know the document ID. Simply enter a word, phrase, series of numbers, etc. and FlexSearch will scan all the documents in the database for any that contain your search criteria. Matching documents are listed with a short summary of each. FlexSearch allows quick document searches with filters that include full document text, county name, State name, Document Type and Document Year.

This is as powerful a version of a General Name search since you can include any word, phrase, number – anything that might be on the document – and have FlexSearch read through all the documents in the DataTrace repository for matches. Your search criteria could be as specific as a personal name, such as a notary public or homeowners, to as broad as the phrase “cell phone”.

For additional information on FlexSearch see the FlexSearch Guide in the user guides section of the Help page.

Order Portal

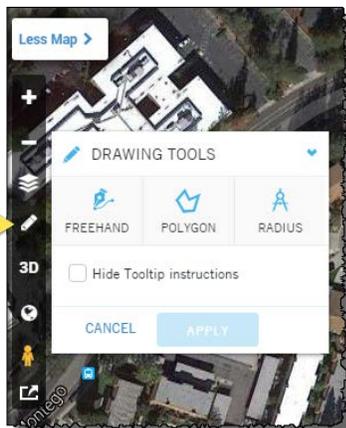
Allows you to submit orders for Appraisal, Flood, Owner and Encumbrance reports, Data Appends, Documents and many other Property Reports, singly or in batch. Provides an easy interface for retrieval of the same along with status updates and notifications.

Customer Center

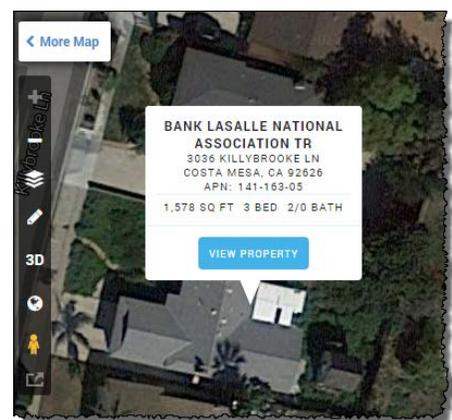
TitleFlex comes with a built-in customer relationship management tool known as the Customer Center. The Customer Center allows you to locate, add, or modify customers. Use the Customer Center to add contact information, create custom property report packages, save and modify farming lists. *See the Managing Customers section for more information.*

Interactive Map Features

Users can identify, select and de-select properties directly on the map simply by double-clicking on the property or by clicking View Property in the property information balloon.



Select multiple properties at once by using the Drawing Tools to define an area on the map. Any property that is touched by or falls within the area defined by your drawing tool is included. This is one method for building farms in TitleFlex.



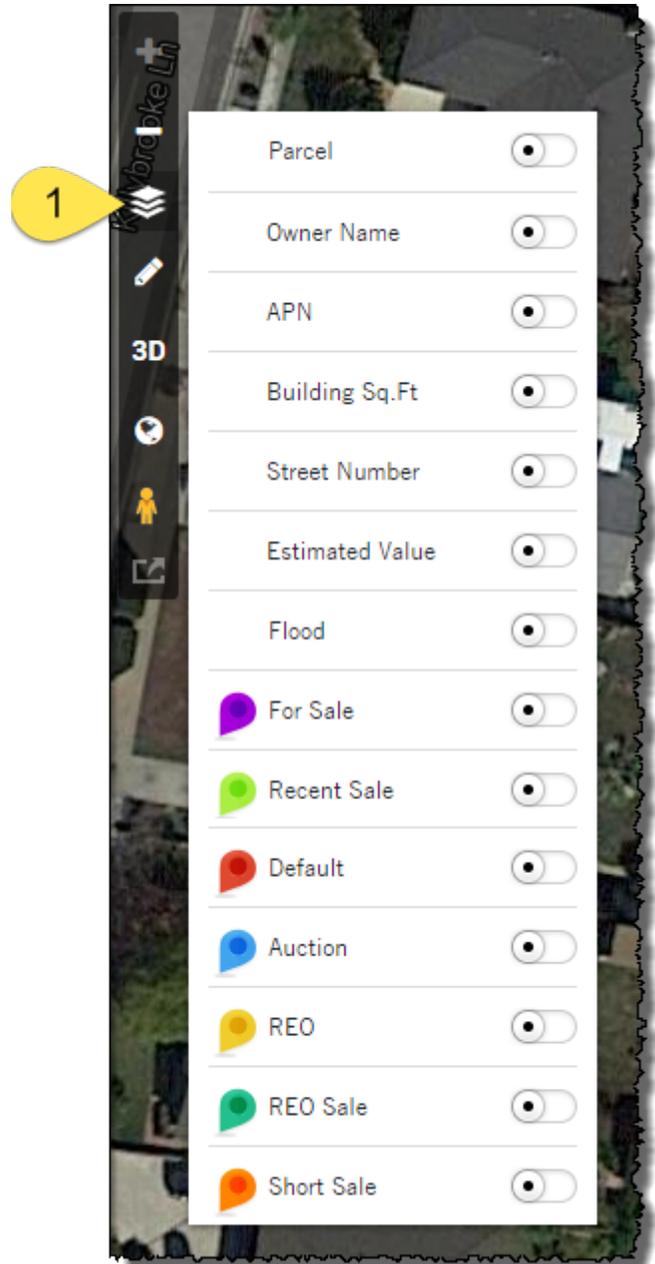
Toggle the map to roads or satellite views.



The map also includes flags and layers to provide information on distressed status, parcel boundaries, APNs and much more. Click on the toggle switch to the right of each option to activate that feature on the map.

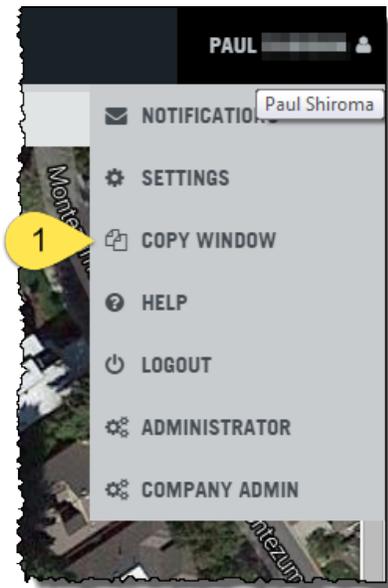
For more information on using the map tools:

- **Farming with the Interactive Map Guide**



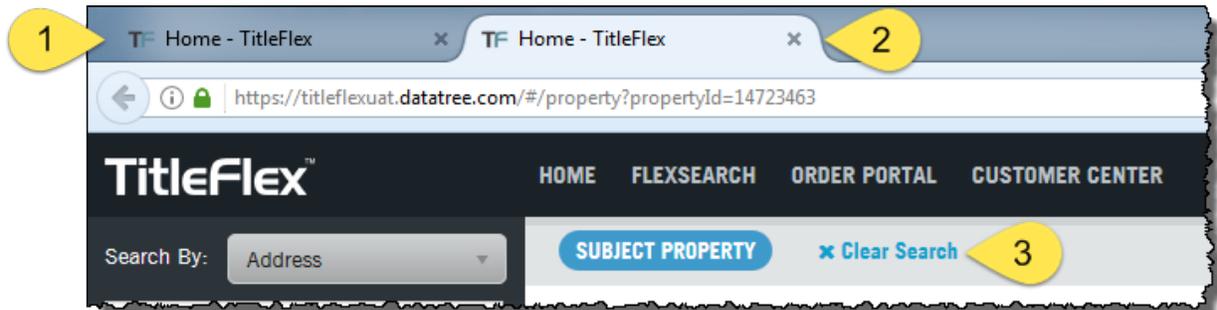
Search and Report Features

Running Multiple Searches



This allows users to conduct an unlimited number of property searches in parallel without having to complete or exit searches that you are already running by opening additional tabs in your browser and allowing you to run multiple simultaneous independent searches.

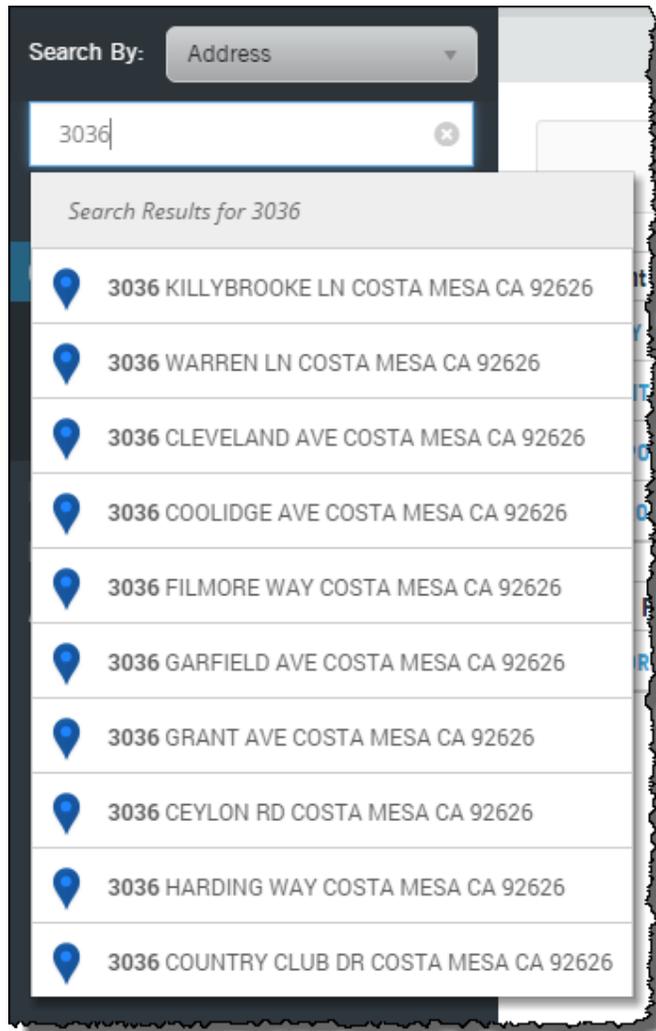
This will open another tab in your browser and keep you logged in. In the new window (2). In the new TitleFlex window, click the Clear Search (3) link to start a fresh search.



You can open as many tabs as you like and run more than one search, farm or package for different customers on different tabs.

Type-Ahead

This feature will attempt to suggest the property, APN or owner name as you enter information into the search bar. *Remember that TitleFlex searches nationwide, by default.*



Verified Records

In the reports, you may see a Verified Records icon. This indicates that a transaction was cross-referenced across multiple independent resources. This will save customers time and money by minimizing their own independent verification processes.



Available Reports

The following Property Reports are typically available for a user. Your view may differ depending on your contract. Reports and documents are found at the left hand side of the application and can be ordered after a property has been selected. The reports are grouped into categories – Property, Document Images, and Valuation/Verification Reports – and the section and can be opened by clicking on the group header. You can order document images directly through some of the reports.

For additional information on the various reports and how to use them, [click here](#).



Note: Your available reports may vary dependent upon your contract so not all the reports shown below will be available.

Property Data Reports

Property Detail Report

This report provides comprehensive information on the subject property with location information (legal description), last market sale, prior sale, property characteristics, site and basic tax information.

Tax Status Report

This report provides payment status of a parcel's current-year real estate tax obligations and prior year delinquencies. It will also include status, frequency, type, due dates, Assessor's Parcel Number (APN), Situs and mailing addresses.

Sales Comparables

This report provides a quick view into current market conditions that include sale prices, property characteristics and land use, comparing up to 50 similar properties.

Title Chain and Lien Report

Choose this report when you need property details including open deeds of trust & mortgages, involuntary liens, assessment and tax info such as current year, status and delinquencies.

Foreclosure

Choose this report to discover the information on properties in all stages of foreclosure and those subject to pending legal action.

Transaction History Basic

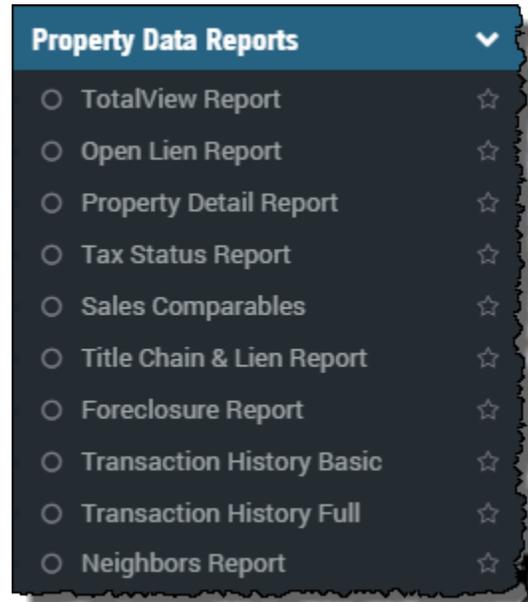
Select this report for comprehensive transaction history details including all ownership transfers such as quit claims and market sales, plus any mortgages.

Transaction History Full

This expands the Basic version providing details on ownership transfers such as quitclaims, market sales, mortgages, releases, assignments and foreclosure information.

Neighbors Report

Choose this report when you need to identify the neighbors of a property, including addresses, owner names, property characteristics, land use and last sale information.



Document Images

Last Transfer Document

Access the document image for the last transfer recorded

Last Finance Document

Access the document image for the last finance recorded.

Assessor Map

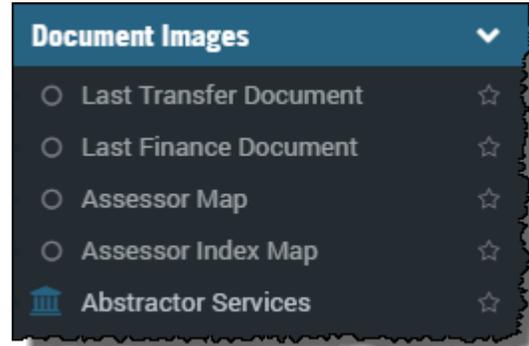
View the assessor parcel maps that reflect the legal boundaries and dimensions of each parcel and serve as the basis for land value assessments

Assessor Index Map

View the assessor index map to see a high-level view of an area consisting of multiple contiguous assessor parcel maps

Abstractor Services

The Abstractor Service function is always available, regardless of whether a property is selected, and allows you to order documents through the service at any time. Completed orders will be found in the Recent Activities option in the More menu.

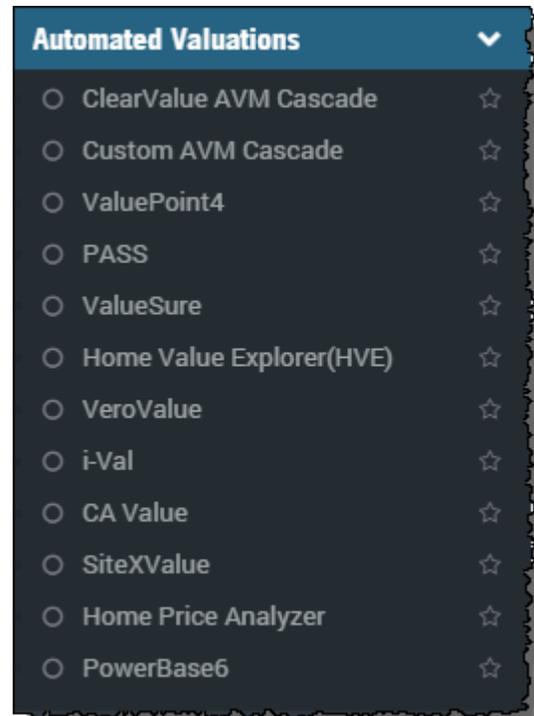


Valuation Reports

Automated Valuation Models (AVMs)

Use an AVM when you need to estimate the market value of a property. These reports typically include an estimated value, estimated valuation range, date of valuation, a confidence score, last market sale information and prior market sale information along with a list of recent market sales.

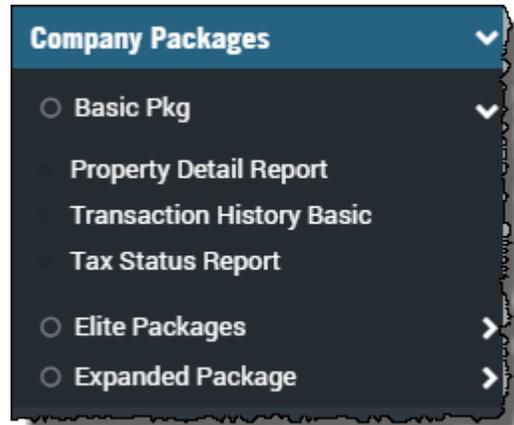
Please reference your business requirements when using AVMs as your company may specify which AVM is to be used.



Company Packages

Company Packages are simply predefined sets of reports you can use with any customer. They will always appear in the Available Reports section at the very top. After selecting a property, select the package and click Order. All reports that are part of the package will be ordered together.

These are put together by your Company Administrator and will look different than what is shown in the screenshot.



Ordering Reports and Documents

Once a property is selected using Property, APN, or Owner search, TitleFlex will load the Subject Property Tab containing a summary of the property. A property must be selected before a report can be ordered.

**1040 CONCORD ST
COSTA MESA, CA 92626**

FOR SALE
List Price \$625,400

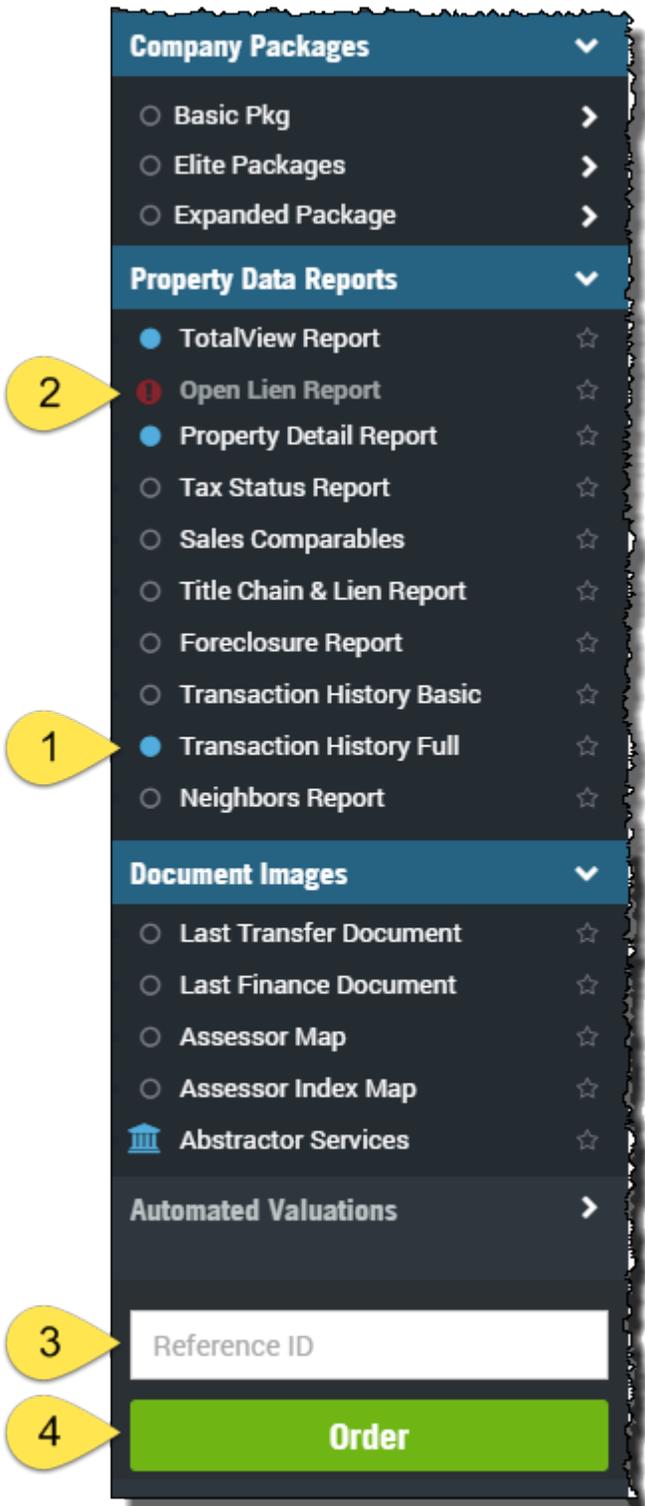
REO

APN 141-651-43 County ORANGE
Bedrooms 4 Baths (F / H) 2 / 0 Living Area 1,591 Sq. Ft. Lot Area 6,138 Sq. Ft.

RUN FLEXSEARCH FOR "1040 CONCORD ST COSTA MESA CA 92626"

ORANGE COUNTY, CA

| Assessor Roll | | Assessor Maps | | FlexSearch | |
|------------------|----------------|-----------------|-----------|------------------|------------|
| Available | Last Update | Available | | Available | |
| ✓ | November, 2016 | ✓ | | ✓ | |
| Transaction Data | | Document Images | | | |
| Available | Last Update | Start Date | Available | Last Update | Start Date |
| Deeds | ✓ | March 16, 2017 | ✓ | October 31, 2015 | June, 1951 |
| Mortgages | ✓ | March 16, 2017 | ✓ | October 31, 2015 | June, 1951 |
| Assignments | ✓ | March 16, 2017 | ✓ | October 31, 2015 | June, 1951 |
| Releases | ✓ | March 16, 2017 | ✓ | October 31, 2015 | June, 1951 |
| Pre-Foreclosure | ✓ | March 16, 2017 | ✓ | October 31, 2015 | June, 1951 |



Ordering Reports and Documents

After locating a property, select the desired report by clicking the radio button (1) and clicking Order (4) at the bottom right hand corner of the application.

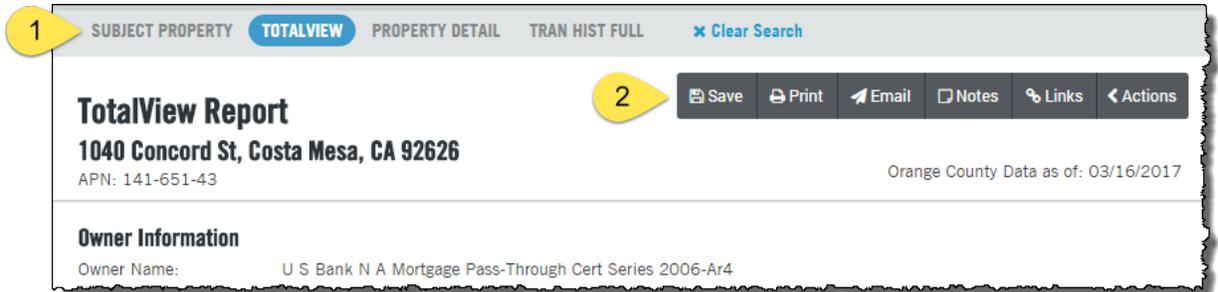
If a report shows a red exclamation point (2) that report is unavailable in that county.

Reference ID Field

The Reference ID (3) is a free-text field allowing the user to enter an identifier so you can find the ordered reports for this subject property on the monthly TitleFlex invoice. This will allow you to identify reports on the monthly TitleFlex invoice so you can bill out work to a specific client, if required.

For additional information on standard searches and ordering reports, click [here](#). Report-specific information can also be found [here](#).

Reports will load to the right of the subject property (1) tab. Click on the report tab to view that particular report.



Notes, Saving, Printing and Emailing Reports (2)

The Subject Property and selected reports and documents can be notated, saved, printed, or emailed using the toolbar just above the Subject Property.

Links (2)

You can also search Zillow, Trulia, and Realtor.com to see if the property you selected is currently listed for sale. Selecting one of these links will launch the real estate site and search for the subject property. The site will load in a separate browser tab so you do not lose your work in TitleFlex.

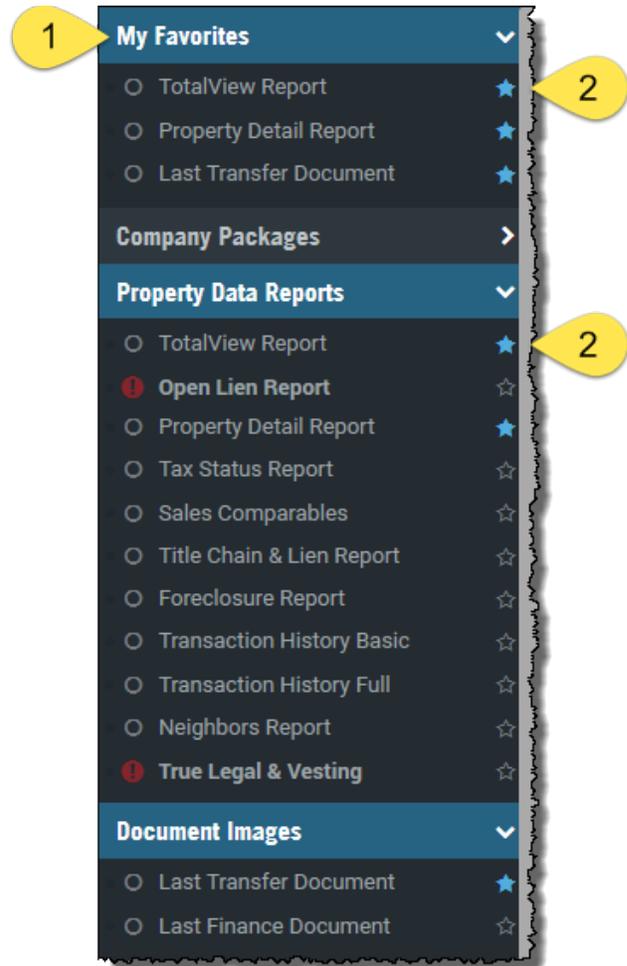
For more information on reports, see the following guides:

- **Total View Report**
- **Property Detail Report**
- **Open Lien Report**
- **Title Chain and Lien Report**
- **Transaction History Report**
- **Sales Comparables Report**

Favorites

You might find that you are using the same reports or documents for just about every customer you work with. If that is the case, instead of constantly opening a section and finding the reports, you can keep them as Favorites so that they are always available at the top of the Available Reports panel.

To add a report to your Favorites (1), simply click the star (2) to the right of the report or document image. TitleFlex will add the report to the top of the Available Reports section in the My Favorites group. Deselect the star to remove an item from the Favorites list.



One-Time Edit – Property Detail Report

NOTE: Your company administrator enables this option. If you do not see this option, check with your company administrator.

There may be times when County Assessor records surrounding a property's characteristics might be slightly different from what is currently on the property. The Property Detail Report allows edits to certain property characteristics for printing (or saving to a PDF).

In the Property Detail Report, click the pencil icon.



This will open the One-Time Field Edit dialog box. Make any changes requested by your customer (2) and click Confirm (3). Changes are highlighted in yellow.

ONE-TIME FIELD EDIT

3036 KILLYBROOKE LN
COSTA MESA, CA 92626

THE FOLLOWING FIELDS MAY BE UPDATED TO PRODUCE A REPORT ON THIS PROPERTY. THE INFORMATION ENTERED BELOW WILL APPEAR IN THIS INSTANCE OF THE REPORT ON THIS PROPERTY, BUT WILL NOT EDIT THE SOURCE DATABASE.

| OWNER INFORMATION | | PROPERTY CHARACTERISTICS | | | | | |
|---|---|------------------------------------|--|-----------------------------------|--------------------------------|---|------|
| OWNER NAME | <input type="text" value="BANK LASALLE NATIONAL ASSOCIATION TR"/> | LIVING AREA | GROSS LIVING AREA | LOT AREA | | | |
| MAIL ADDRESS | <input type="text" value="800 STATE HIGHWAY 121 BYP"/> | <input type="text" value="1578"/> | <input type="text" value="1965"/> | <input type="text" value="7440"/> | | | |
| CITY | ST | ZIP | BASEMENT AREA | TOTAL ROOMS | BEDROOMS | BATHROOMS | |
| <input type="text" value="LEWISVILLE"/> | <input type="text" value="TX"/> | <input type="text" value="75067"/> | <input type="text"/> | <input type="text" value="6"/> | <input type="text" value="4"/> | FULL | HALF |
| VESTING | <input type="text" value="TRUST"/> | | PARKING TYPE | GARAGE AREA | GARAGE CAPACITY | HEAT TYPE | |
| | | | <input type="text" value="ATTACHED GARAGE"/> | <input type="text" value="387"/> | <input type="text" value="2"/> | <input type="text" value="FORCED AIR"/> | |
| | AIR CONDITIONING | FIREPLACE | FOUNDATION | ROOF MATERIAL | | | |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| | # OF STORIES | POOL | STYLE | | | | |
| | <input type="text" value="1"/> | <input type="text"/> | <input type="text"/> | | | | |
| | OTHER IMPROVEMENTS | | | | | | |
| | <input type="text"/> | | | | | | |

CANCEL RESET CONFIRM

Click Confirm again at the confirmation dialog box.

After modifying the report, the footer (4) will appear at the bottom of the report.

Tax Information

| | | | | |
|----------------|------------|----------------------|-----------|---------------------|
| Assessed Year: | 2016 | Assessed Value: | \$380,734 | Market Total Value: |
| Tax Year: | 2016 | Land Value: | \$289,236 | Market Land Value: |
| Tax Area: | 15045 | Improvement Value: | \$91,498 | Market Imprv Value: |
| Property Tax: | \$4,648.32 | Improved %: | 24.03% | Market Imprv %: |
| Exemption: | | Total Taxable Value: | \$380,734 | Delinquent Year: |

4

THE FOLLOWING FIELDS HAVE BEEN MODIFIED BY USER/CUSTOMER ONLY FOR THIS REPORT: HALF BATHROOMS, BEDROOMS

This footer appears on printed and saved versions of the Property Detail Report.

Tax Information

| | | | | |
|----------------|------------|----------------------|-----------|---------------------|
| Assessed Year: | 2016 | Assessed Value: | \$380,734 | Market Total Value: |
| Tax Year: | 2016 | Land Value: | \$289,236 | Market Land Value: |
| Tax Area: | 15045 | Improvement Value: | \$91,498 | Market Imprv Value: |
| Property Tax: | \$4,648.32 | Improved %: | 24.03% | Market Imprv %: |
| Exemption: | | Total Taxable Value: | \$380,734 | Delinquent Year: |

THE FOLLOWING FIELDS HAVE BEEN MODIFIED BY USER/CUSTOMER ONLY FOR THIS REPORT: HALF BATHROOMS, BEDROOMS



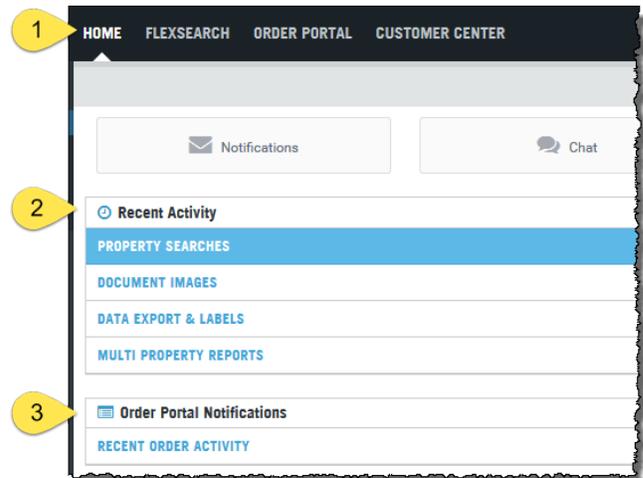
© 2017 DATA TRACE INFORMATION SERVICES LLC AND/OR ITS AFFILIATES. ALL RIGHTS RESERVED.

PAGE 1 OF 1

Retrieving Saved Work

TitleFlex automatically saves your work for quick retrieval. This comes in handy should you need to re-run a report, package, or form for a customer.

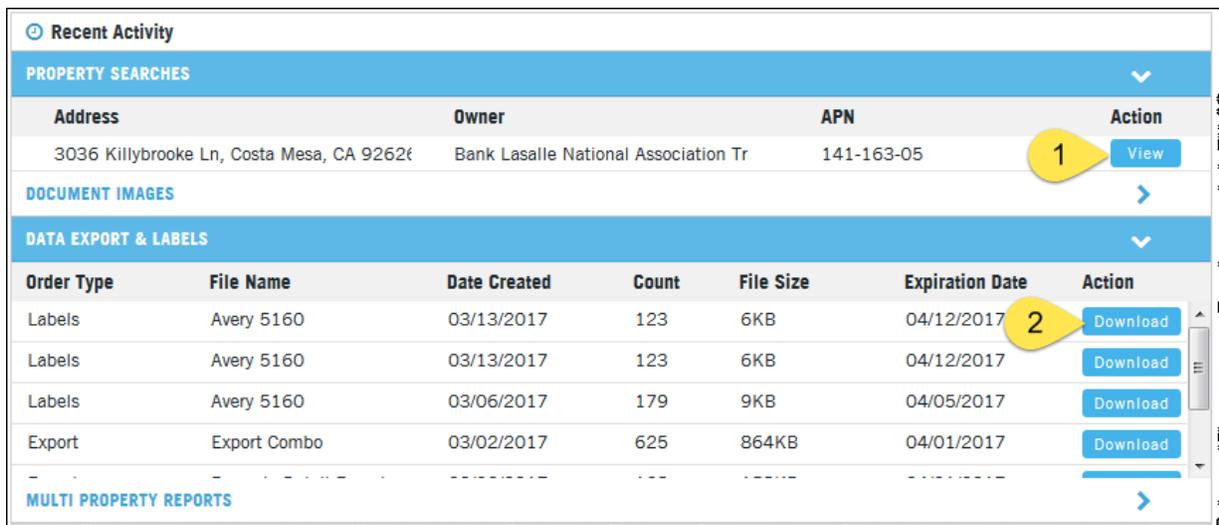
On the Home page (1), look for the Recent Activities and the Order Portal sections (3)



Hover your mouse over the Recent Activities header for information on how long TitleFlex retains your work.



To retrieve your saved work, click on any of the headers to open the section and click on View (1) or Action (2).

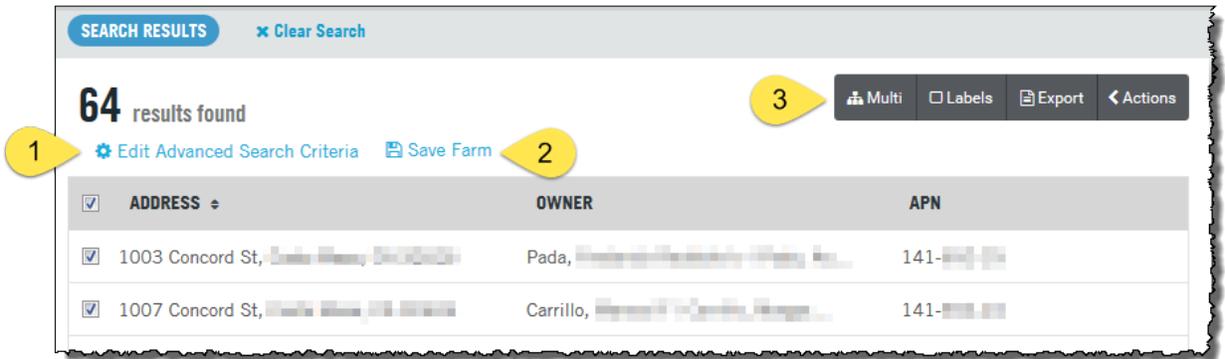


Filters

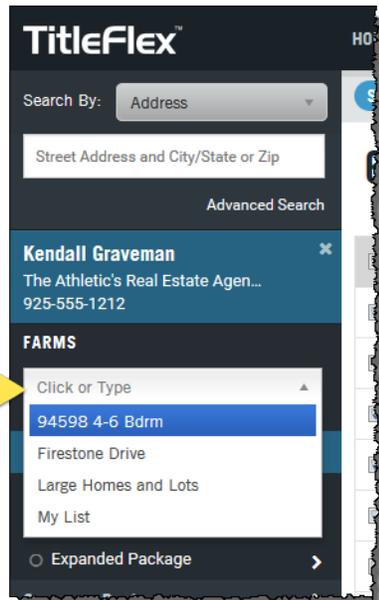
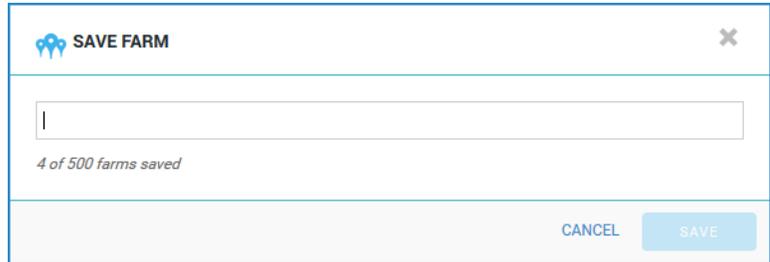
Use the Filters to create highly customized lists of properties for farming lists and mailing labels.

The screenshot shows the 'ADVANCED SEARCH' interface. At the top, there is a 'Search By:' dropdown menu set to 'Address'. Below this, a callout box contains the text 'Street Address and City/State or Zip' and a yellow arrow pointing to the 'Advanced Search' button. The main interface includes a 'Jump to:' dropdown set to 'Top' and a 'Form:' dropdown set to 'All Filters'. The 'State & County Bundle' section has a 'State' dropdown set to 'Click or Type' and a 'County' dropdown set to 'is'. The 'LOCATION' section is expanded, showing an 'Address Bundle' with various filters: 'Street #' (is between), 'Pre Direction' (Add More), 'Street Name' (is), 'Street Type' (Add More), 'Post Direction' (Add More), and 'Unit #' (is). At the bottom, there are filters for 'City' (is), 'ZIP Code' (is), and 'APN' (is).

After creating the farm for your customer, you can edit the criteria (1) to narrow or widen the search, save the farm to the customer’s card (2) or create a multi-line report, labels or export the farm to a csv file (3).



When you click Save Farm (2), a Save Farm dialog box will appear. Enter a name and click Save. That you can save up to 500 farms per customer.



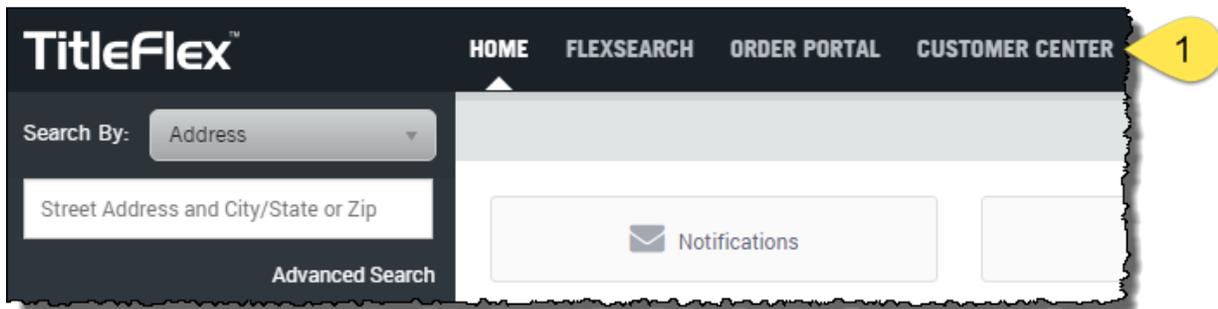
Once the farm is saved, you can re-run it at any time by clicking on the Farms drop down (4) list under the client’s contact card.

For Additional Information, see the following guides:

- **Advanced Searches**
- **Creating Farming Export Templates**
- **Farming with the Interactive Map**
- **Proximity Searches**
- **Subdivision, HOA, and School District Searches**

Managing Customers

TitleFlex comes with customer relationship management functionality.



Additional information on using the customer management tool can be found [here](#).

Customer Center

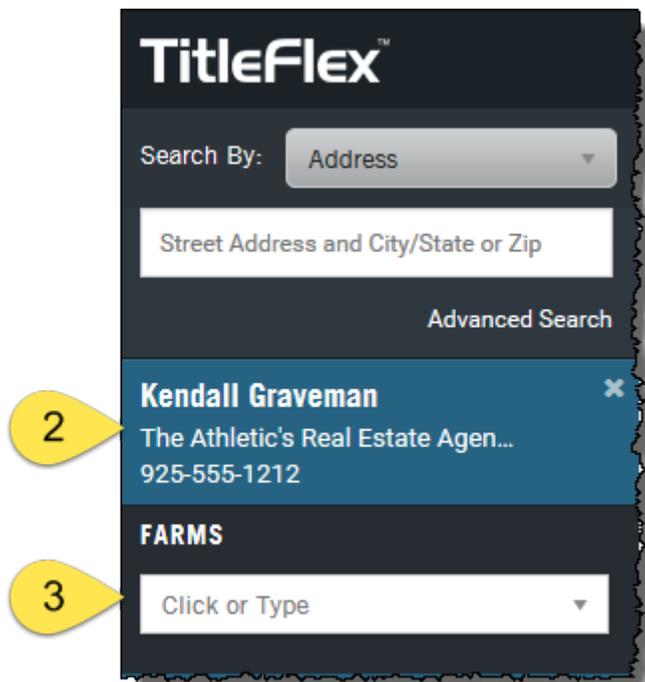
The customer management tool (1) in TitleFlex provides contact management and customer support capabilities. You can add client contact information, create, generate, and save report package templates, farming lists, and generate property reports on behalf of your customers.

You can enter new contact information for a client, edit or update their information, packages and farms that you have created for your clients through this tool.

When working with a customer, their contact card will appear at the top of the left hand pane under the Advanced Search link (2). When selected, all searches, reports generated, mailing labels created, packages printed, etc. is saved under this Customer. Any farms saved for this customer will appear in the Farms drop down (3). Click the X to close this customer.

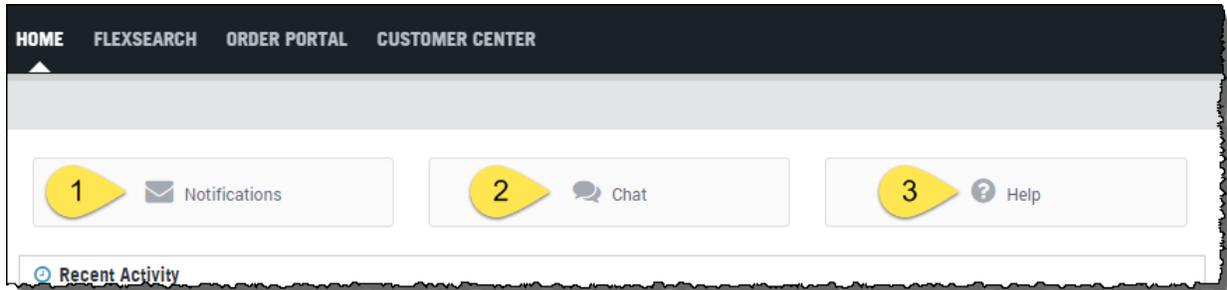
For Additional Information, see the following guide:

- **Creating and Managing Customers**
- **Managing and Exporting Farms**



Support:

For more information on using the customer feature or for general support: Support options can be found on the Home page of TitleFlex.



Notifications (1) provides the latest information on the updates and changes to TitleFlex.

Should you need immediate support, use the TitleFlex Live Chat feature (2). This will put you in touch with one of the TitleFlex customer support staff.

Click the Help link (3) for additional support and training resources.