myFirstAm®

Quick Reference Guide

First American Title™
NATIONAL COMMERCIAL SERVICES

866.561.5047 ▾ www.firstam.com/ncs

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INTRODUCTION

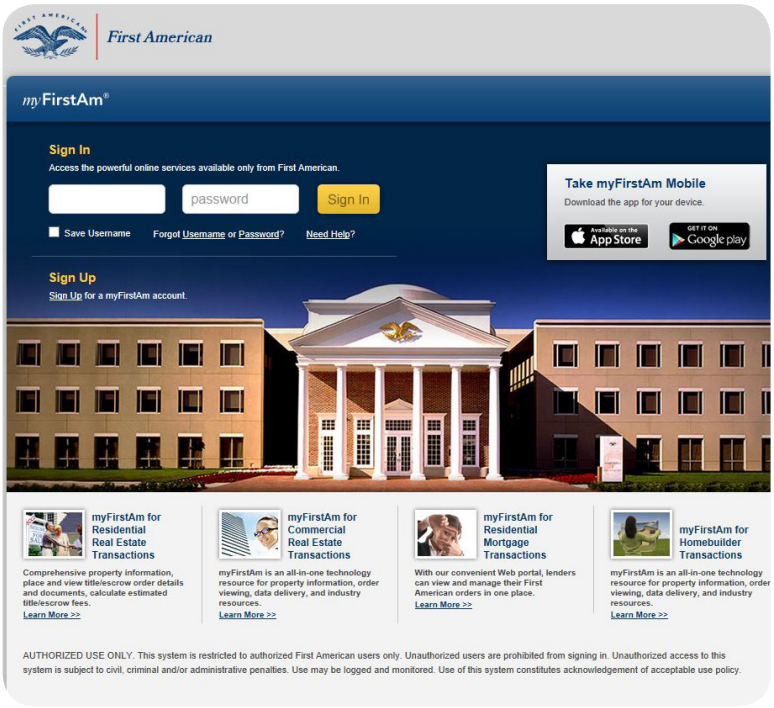
*my*FirstAm® is First American's premier web application designed to provide customers with the most current order and property information available. With *my*FirstAm, you now have a single portal to view complete details on your orders, access comprehensive property data*, and take advantage of our informational resource center.

Login

Sign in using your credentials.

—

If you don't already have an account, click the **Sign Up** link on the home page or contact your sales representative today.



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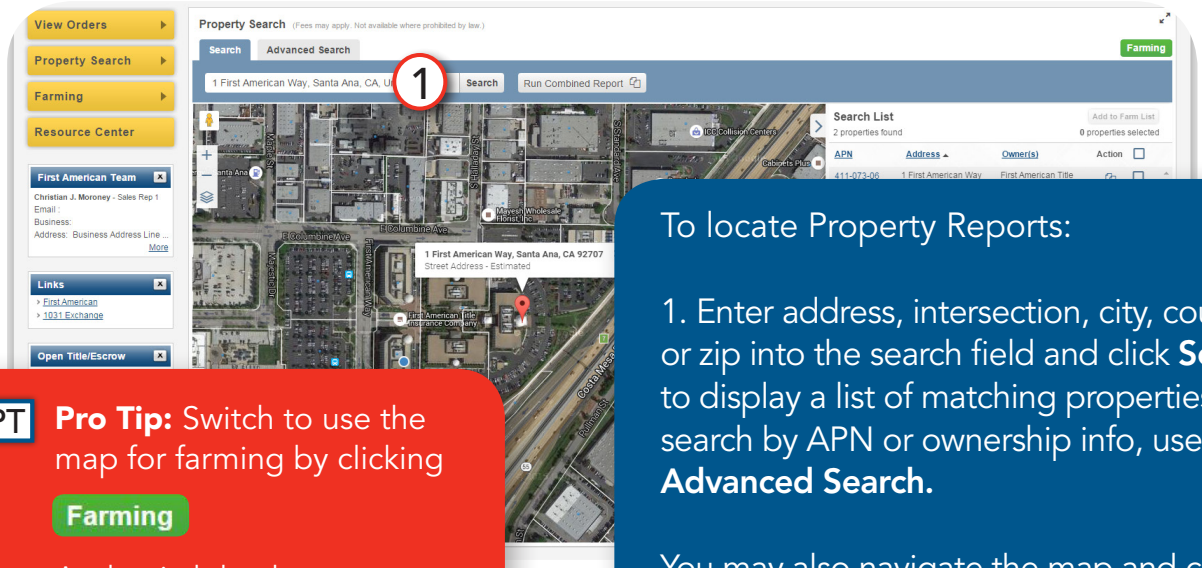
PROPERTY SEARCH — PROPERTY REPORTS

Property Search combines the convenience of Google Maps with our powerful property database to get you the reports and info you need.

Upon login, Property Search displays by default, but you can adjust this in the Preferences tab (see page 14).

Select **Property Reports*** from the **Property Search** menu.



To locate Property Reports:

1. Enter address, intersection, city, county or zip into the search field and click **Search** to display a list of matching properties. To search by APN or ownership info, use **Advanced Search.**

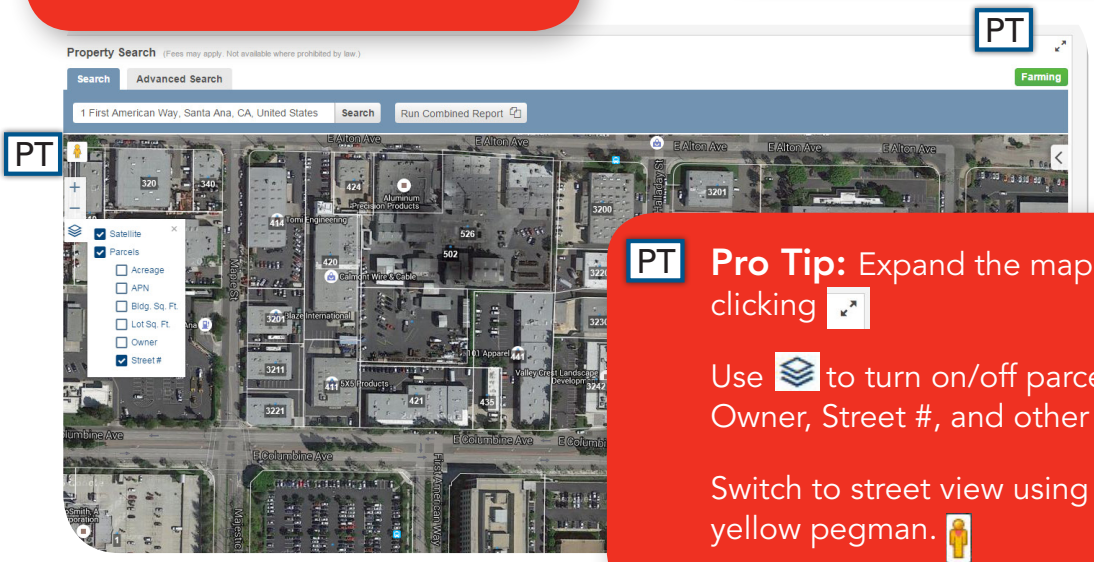
You may also navigate the map and click on any desired property.

PT **Pro Tip:** Switch to use the map for farming by clicking

Farming

And switch back to Property Search by clicking

Property Search



PT **Pro Tip:** Expand the map to full screen by clicking ⤢

Use ◈ to turn on/off parcel boundaries, APN, Owner, Street #, and other map layers.

Switch to street view using the Google Maps yellow pegman.

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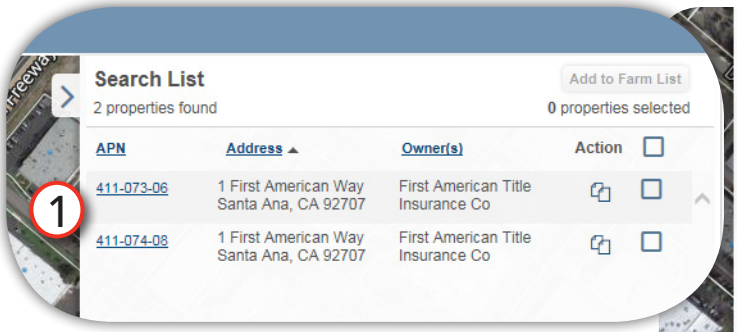
To view Property Details and run Reports:

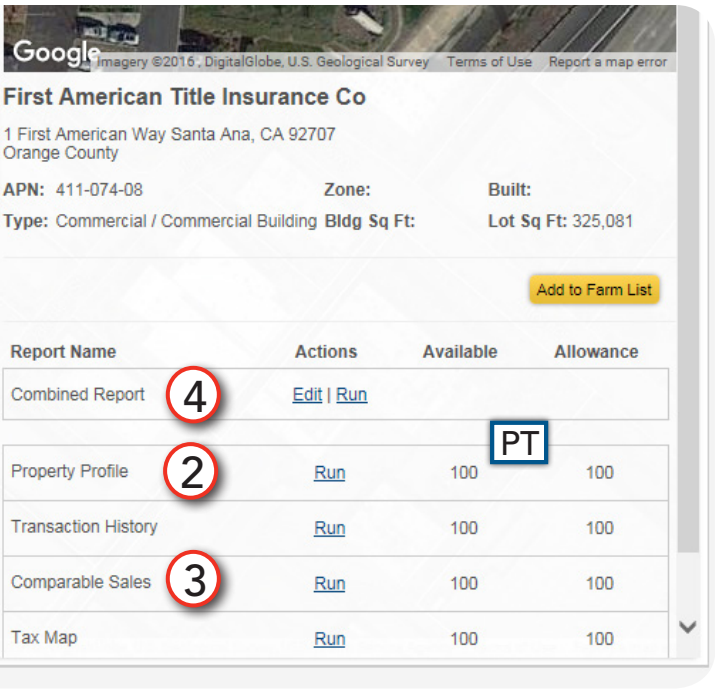
1. When there are multiple results, click the **APN** link to select the property or click under **Action** to quickly run a **Combined Report** for that property based on your last used combined report settings.

2. Run **Property Profile**, **Transaction History**, **Comparable Sales** and **Tax Map** reports.

3. For **Comparable Sales** reports, set the search criteria before running it individually or as part of a combined report.

4. For **Combined Reports**, select which property reports you would like to combine into one report and if you prefer a cover page. Your choices here are remembered as your default for combined reports.





PT **Pro Tip:** Track monthly Property Report usage within the **Available** and **Allowance** columns.

Click on **Add to Farm List** to start a Farm List with properties from your search result. The map then switches to Farming to continue building the Farm List.

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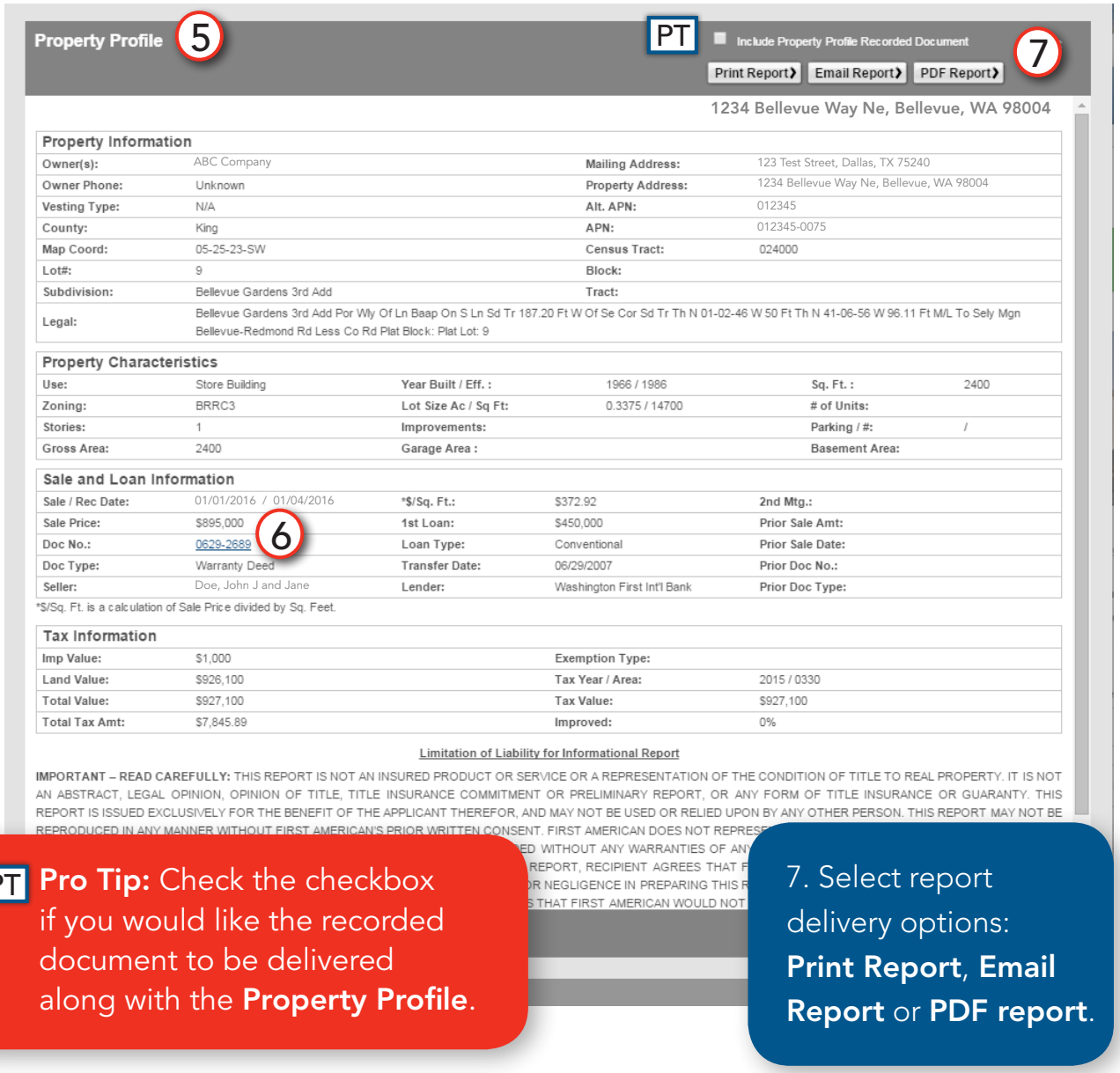
5. After running the report, it displays on your screen for your review.

6. The **Property Profile** and **Transaction History** reports may contain links to recorded documents (ex: the deed is listed under Doc. No. in the Property Profile). Click these links to view the recorded documents.



Property Profile 5

PT ☐ Include Property Profile Recorded Document

Print Report› Email Report› PDF Report› 7

1234 Bellevue Way Ne, Bellevue, WA 98004

Property Information

Owner(s):	ABC Company	Mailing Address:	123 Test Street, Dallas, TX 75240
Owner Phone:	Unknown	Property Address:	1234 Bellevue Way Ne, Bellevue, WA 98004
Vesting Type:	N/A	Alt. APN:	012345
County:	King	APN:	012345-0075
Map Coord:	05-25-23-SW	Census Tract:	024000
Lot#:	9	Block:	
Subdivision:	Bellevue Gardens 3rd Add	Tract:	
Legal:	Bellevue Gardens 3rd Add Por Wly Of Ln Baap On S Ln Sd Tr 187.20 Ft W Of Se Cor Sd Tr Th N 01-02-46 W 50 Ft Th N 41-06-56 W 96.11 Ft M/L To Sely Mgn Bellevue-Redmond Rd Less Co Rd Plat Block: Plat Lot: 9		

Property Characteristics

Use:	Store Building	Year Built / Eff. :	1966 / 1986	Sq. Ft. :	2400
Zoning:	BRRC3	Lot Size Ac / Sq Ft:	0.3375 / 14700	# of Units:	
Stories:	1	Improvements:		Parking / #:	/
Gross Area:	2400	Garage Area :		Basement Area:	

Sale and Loan Information

Sale / Rec Date:	01/01/2016 / 01/04/2016	*$/Sq. Ft.:	$372.92	2nd Mtg.:	
Sale Price:	$895,000	1st Loan:	$450,000	Prior Sale Amt:	
Doc No.:	0629-2689 6	Loan Type:	Conventional	Prior Sale Date:	
Doc Type:	Warranty Deed	Transfer Date:	06/29/2007	Prior Doc No.:	
Seller:	Doe, John J and Jane	Lender:	Washington First Int'l Bank	Prior Doc Type:	

*$/Sq. Ft. is a calculation of Sale Price divided by Sq. Feet.

Tax Information

Imp Value:	$1,000	Exemption Type:	
Land Value:	$926,100	Tax Year / Area:	2015 / 0330
Total Value:	$927,100	Tax Value:	$927,100
Total Tax Amt:	$7,845.89	Improved:	0%

Limitation of Liability for Informational Report

IMPORTANT – READ CAREFULLY: THIS REPORT IS NOT AN INSURED PRODUCT OR SERVICE OR A REPRESENTATION OF THE CONDITION OF TITLE TO REAL PROPERTY. IT IS NOT AN ABSTRACT, LEGAL OPINION, OPINION OF TITLE, TITLE INSURANCE COMMITMENT OR PRELIMINARY REPORT, OR ANY FORM OF TITLE INSURANCE OR GUARANTY. THIS REPORT IS ISSUED EXCLUSIVELY FOR THE BENEFIT OF THE APPLICANT THEREFOR, AND MAY NOT BE USED OR RELIED UPON BY ANY OTHER PERSON. THIS REPORT MAY NOT BE REPRODUCED IN ANY MANNER WITHOUT FIRST AMERICAN'S PRIOR WRITTEN CONSENT. FIRST AMERICAN DOES NOT REPRESE

ED WITHOUT ANY WARRANTIES OF ANY

REPORT, RECIPIENT AGREES THAT F

OR NEGLIGENCE IN PREPARING THIS R

S THAT FIRST AMERICAN WOULD NOT

PT **Pro Tip:** Check the checkbox if you would like the recorded document to be delivered along with the **Property Profile**.

7. Select report delivery options: **Print Report**, **Email Report** or **PDF report**.

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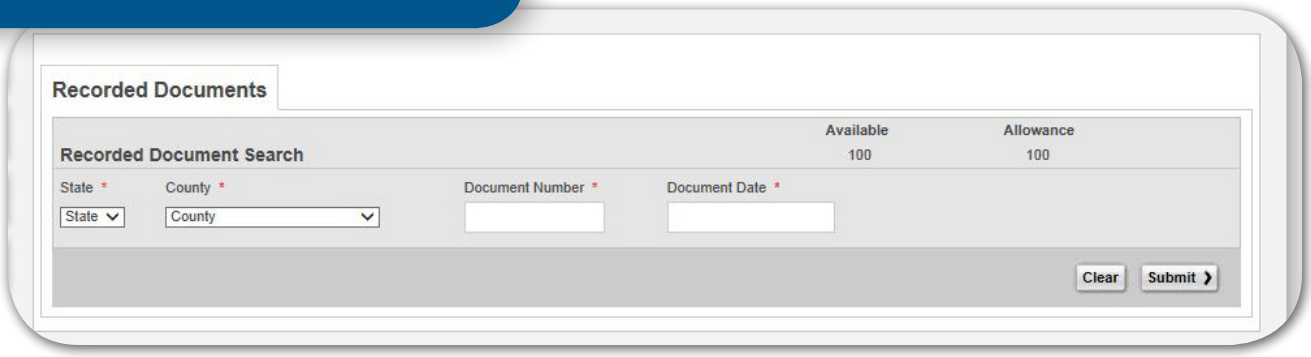
PROPERTY SEARCH — RECORDED DOCUMENTS

Recorded Documents image search requires State, County, Document Number and Document Date. Recorded Document image availability varies widely by County and is subject to any applicable restrictions.

Select **Recorded Documents*** from the **Property Search** menu.



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FARMING — MAP FARMING

Map Farming leverages our vast collection of property attributes and ownership data — and the power of Google Maps — to help you target areas to grow your business.

Select **Map Farming*** from the **Farming** menu.

PT **Pro Tip:** Switch to use the map for property search by clicking **Property Search**

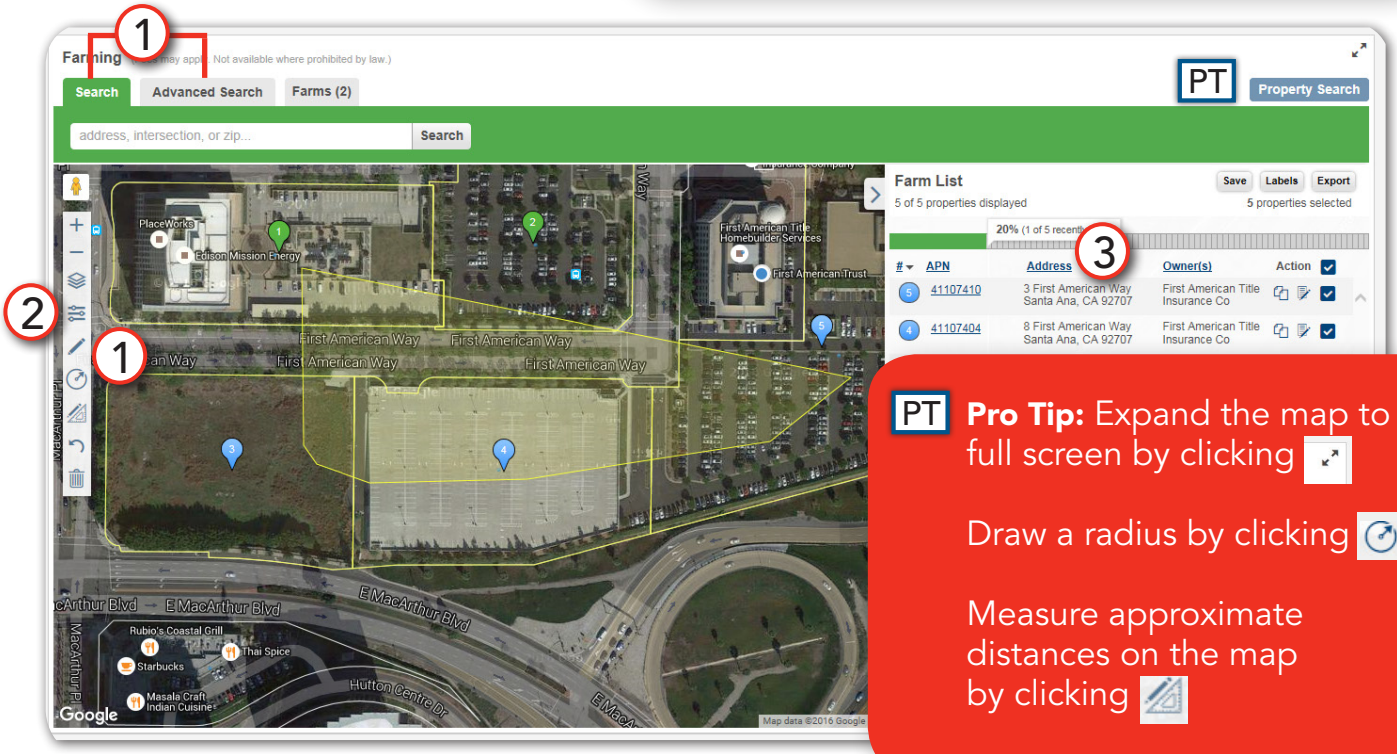
And switch back to farming by clicking **Farming**

To run a Farming Search

1. Draw an area using map tools, click on parcels, or search by entering address, APN or owner.

2. Use filters to customize your farming search and find specific properties that meet your criteria.

3. Your properties appear in the **Farm List** and are ready for export.



PT **Pro Tip:** Expand the map to full screen by clicking

Draw a radius by clicking

Measure approximate distances on the map by clicking

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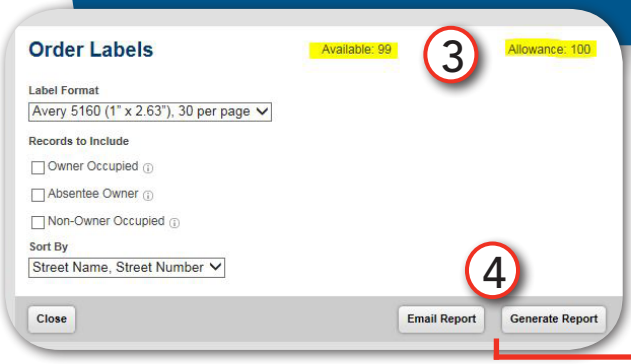
To Export Farming data or create Labels

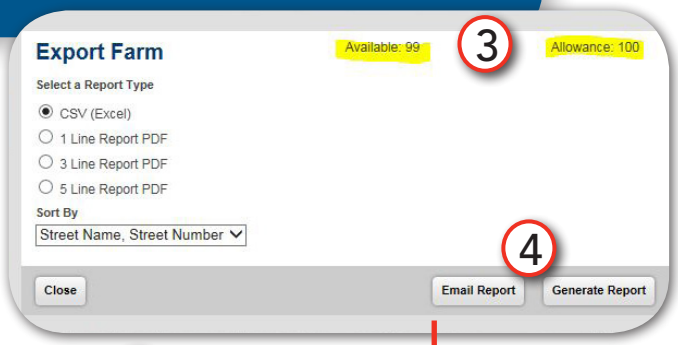
1. Select properties from the Farm List using the checkboxes.

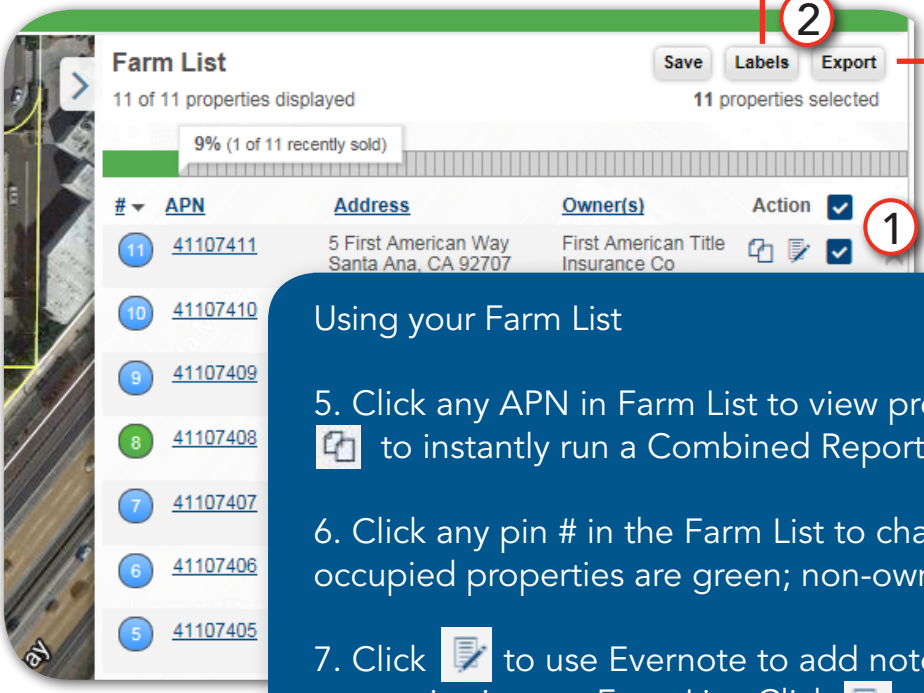
2. Click **Labels** to generate labels or click **Export** to download property data into a spreadsheet or variety of reports.

3. The **Available** and **Allowance** areas reflect your monthly use of the Export or Labels function and any applicable price.

4. Make selections and then choose to email, print or download.







Using your Farm List

5. Click any APN in Farm List to view property reports or click to instantly run a Combined Report.

6. Click any pin # in the Farm List to change its color. Owner occupied properties are green; non-owner occupied are blue.

7. Click to use Evernote to add notes and pictures to the properties in your Farm List. Click to view notes.

8. Save your farm and load/manage Farm Lists from the **Farms** tab.

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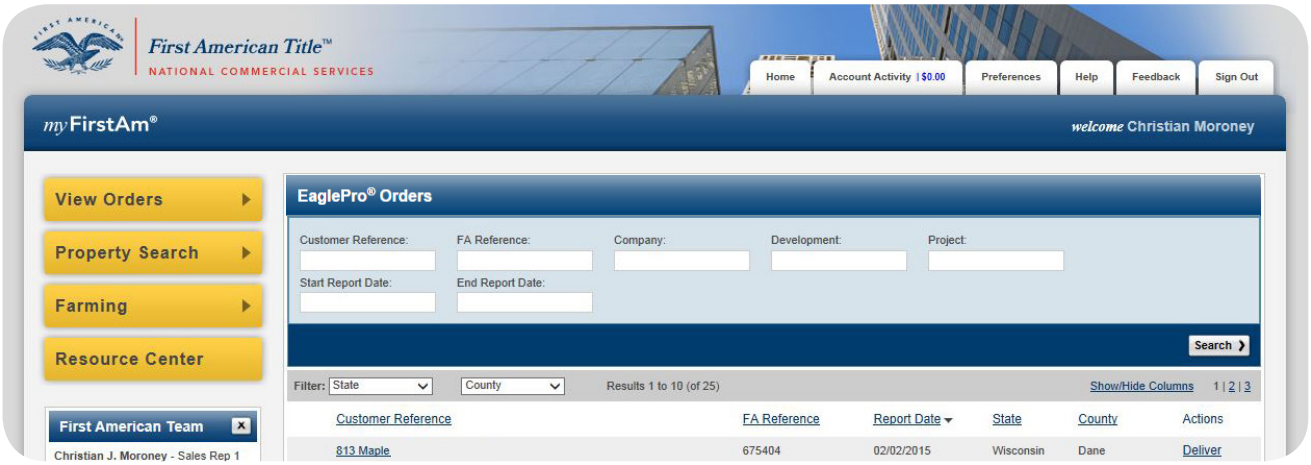
VIEW ORDERS — EAGLEPRO

EaglePro is our web-based title document delivery system for your commitments, preliminary reports, exception documents and maps (collectively referred to as an EaglePro order). Your EaglePro orders are integrated into *my*FirstAm — so you can conveniently view all your order documents in one location.

The dashboard displays your recent EaglePro Orders.

Select **EaglePro** from the **View Orders** menu.



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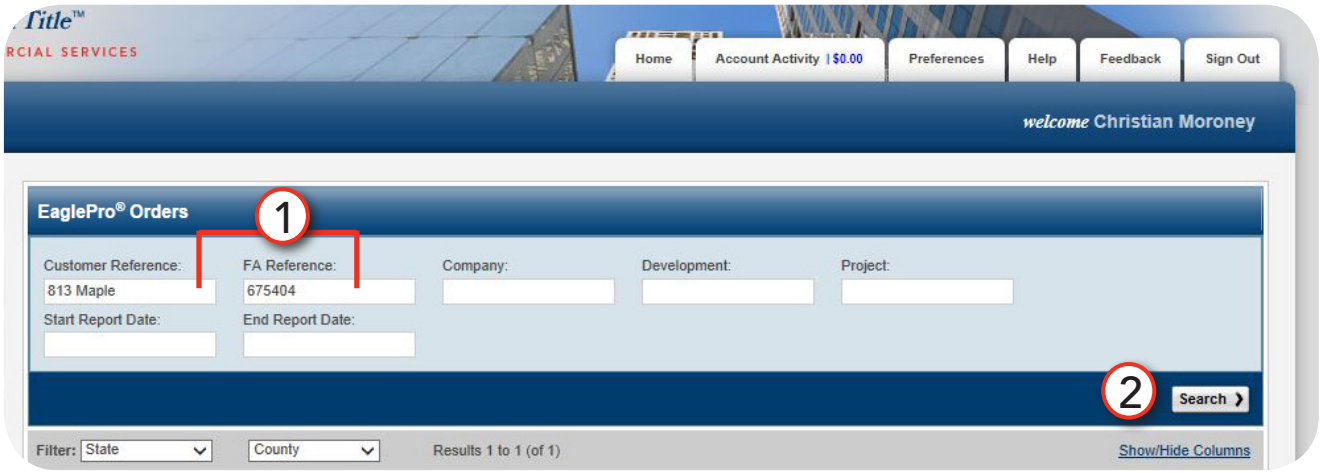
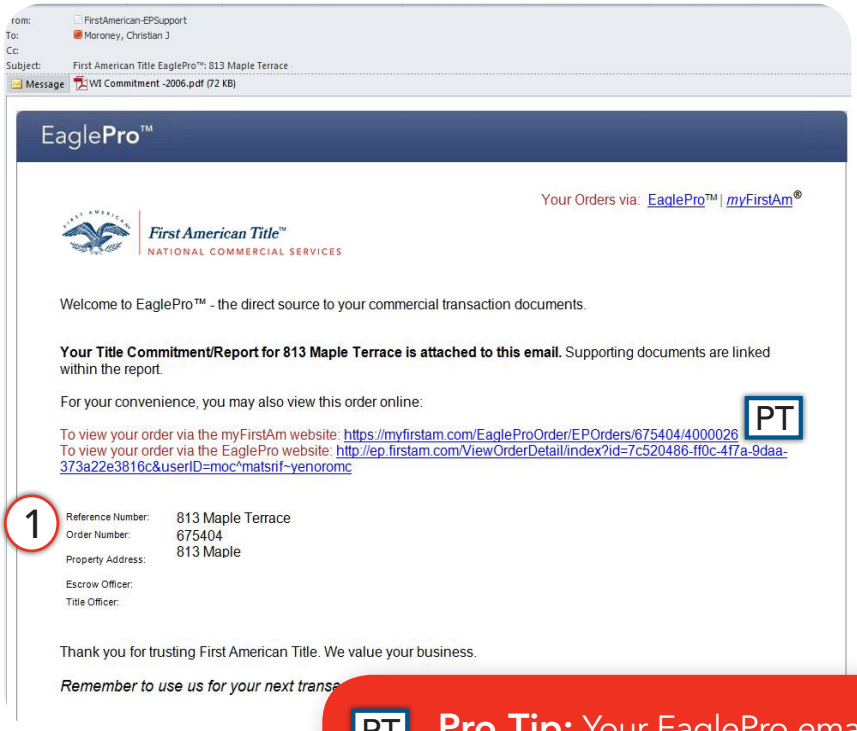
Your EaglePro email notification contains the reference numbers required to locate your EaglePro order in *my*FirstAm.





To locate your EaglePro orders:

1. Type in either the Reference Number **(Customer Reference)** or the Order Number **(FA Reference)** from the email notification. You can also choose to search by **Report Date** range.

2. Click **Search**.

PT **Pro Tip:** Your EaglePro email notification also includes a direct link to your documents in *my*FirstAm.

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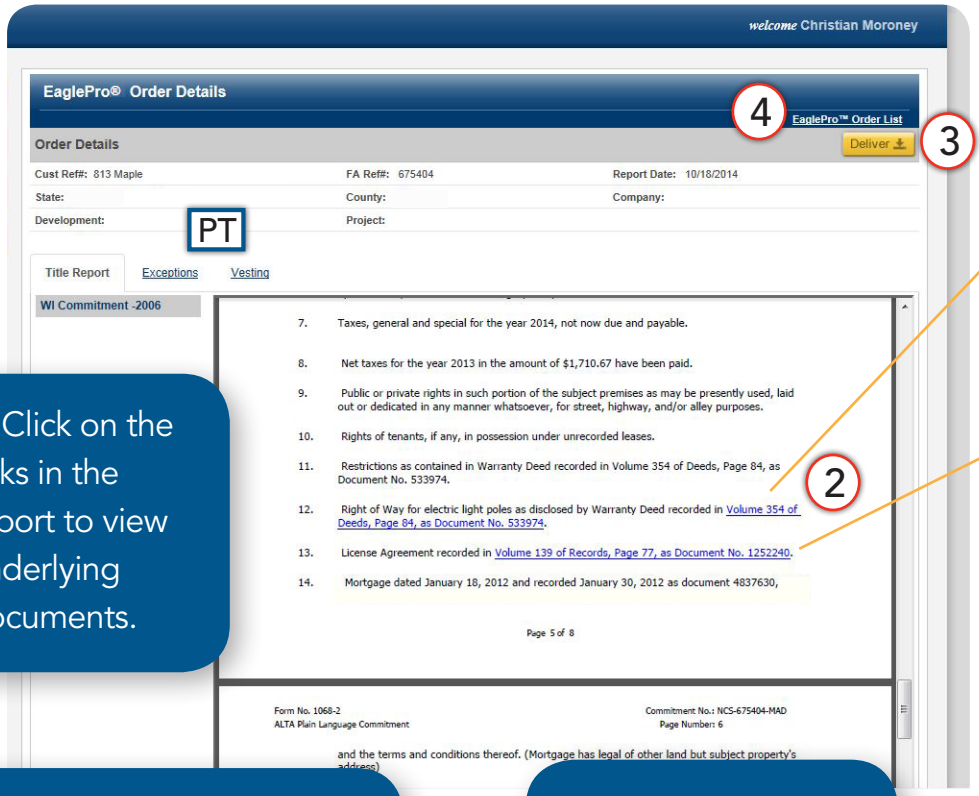
To view your EaglePro order:

1. Click on the **Customer Reference** to access the Title Report.



2. Click on the links in the report to view underlying documents.

3. Click the **Deliver** button to print/email/ download the report or specific documents.

4. Click **EaglePro Order List** to return to your list of orders.

PT **Pro Tip:**
Click on the other tabs to browse all underlying documents.

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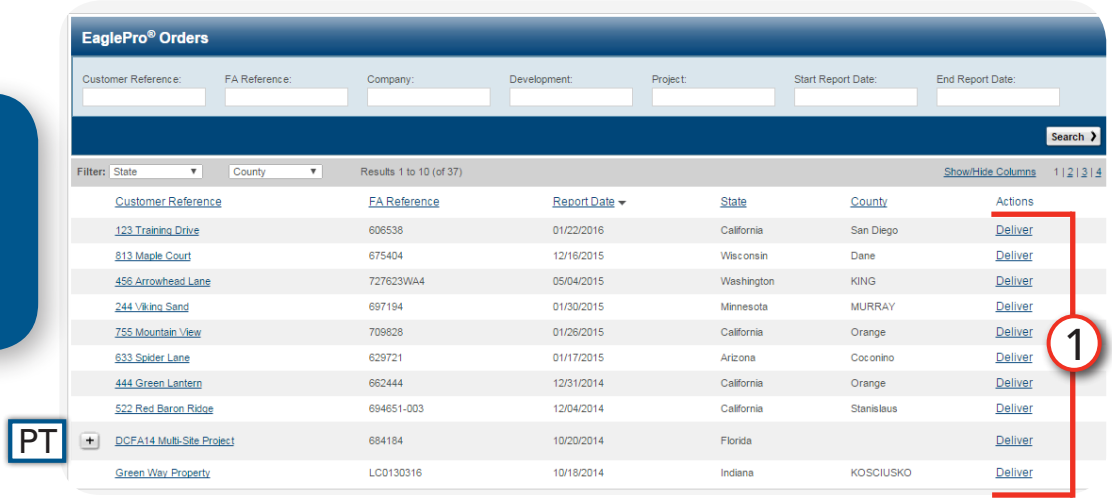
The Deliver option allows you to print, email or download your report or documents. It is available while viewing your EaglePro order details and also from your EaglePro order list.

1. In your order list, click **Deliver** under the Actions column.

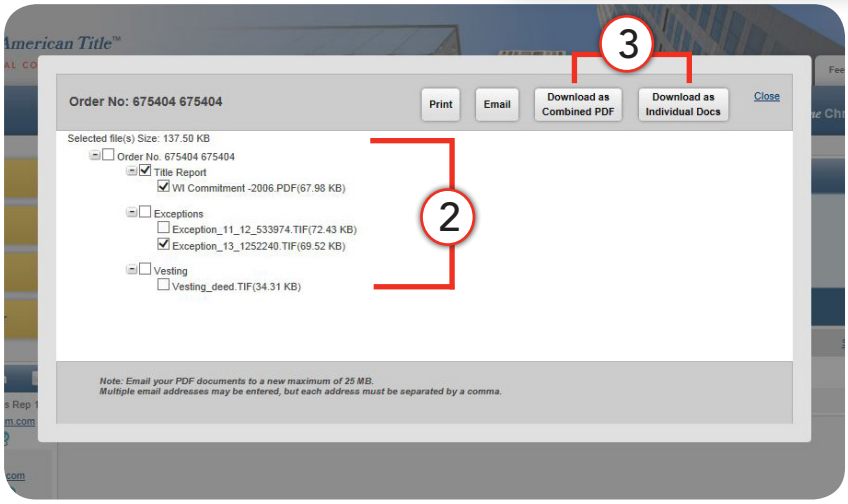


2. Use check boxes to select documents.

3. **Print**, **Email** or **Download** selected documents.

Download as Combined PDF: Selected files will download as pages within a single PDF file.

Download as Individual Docs: Selected files will download as individual PDF documents contained within a single zipped folder.



PT **Pro Tip:** The ⊞ icon next to your EaglePro order identifies it as the project file for your multi-site transaction.

Click ⊞ to open the project and view individual site files.

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VIEW ORDERS — TITLE/ESCROW

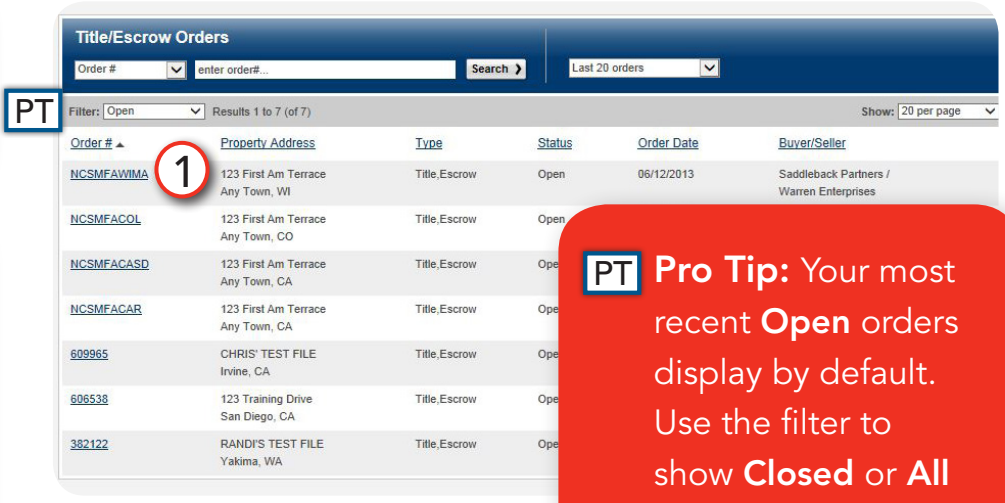
Your Title/Escrow order status and details are available real-time in *my*FirstAm — so you always know the current status of your transaction.

Select **Title/Escrow** from the **View Orders** menu.

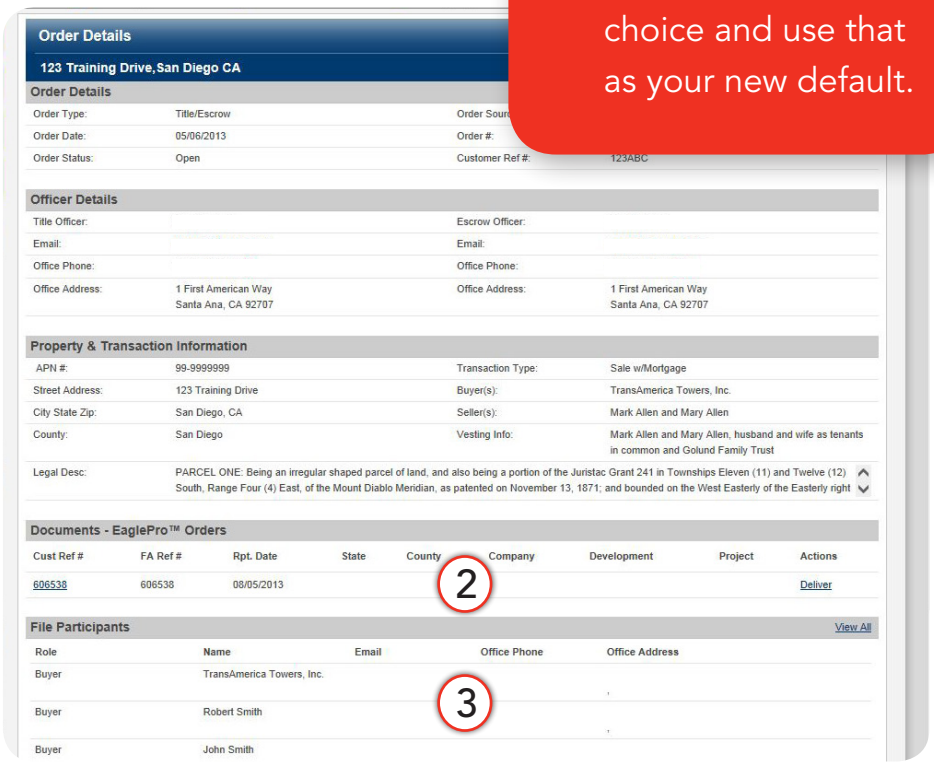
1. Click on the **Order #** link to view **Order Details**.

2. Any applicable EaglePro order documents will be accessible in the **Documents — EaglePro Orders** section.

3. The **File Participants** section will display 5 parties by default. Click the **View All** link to expand this display.



PT **Pro Tip:** Your most recent **Open** orders display by default. Use the filter to show **Closed** or **All** orders. *my*FirstAm will remember your choice and use that as your new default.



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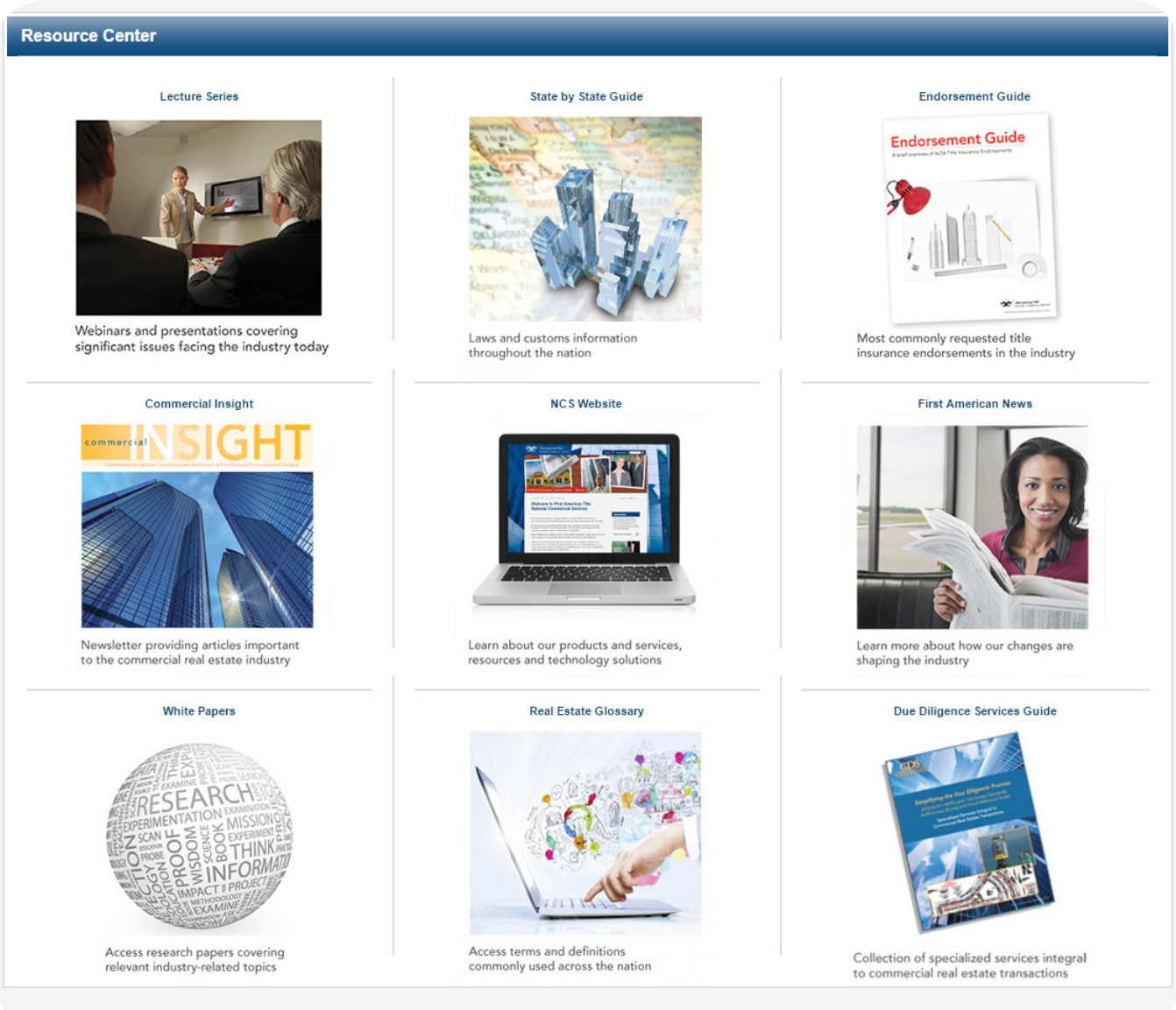
RESOURCE CENTER

Choose from a collection of popular informational tools and valuable resources.*



Select **Resource Center** from the menu.

*Not all resources are available in all areas.

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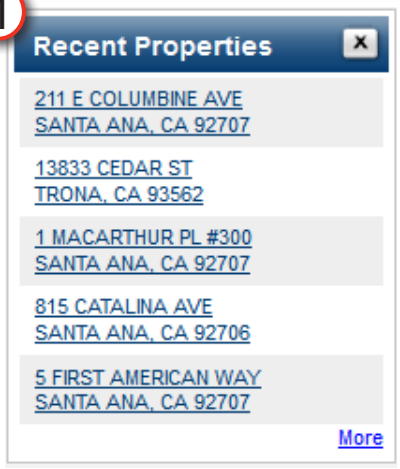
WIDGETS AND PREFERENCES

*my*FirstAm contains a collection of widgets containing content-rich shortcuts that save you time.

How Widgets work

1. **Recent Properties** displays recent properties accessed using **Property Search**.
2. **Links** gives access to this ***myFirstAm* Quick Reference Guide**, tutorial videos and websites.
3. **Open Title/Escrow** displays up to 5 of your most recent open Title/Escrow orders.
4. **First American Team** displays contact information for your local sales representative(s).
5. **Premium Sites** gives instant access to the Underwriting Library.

1

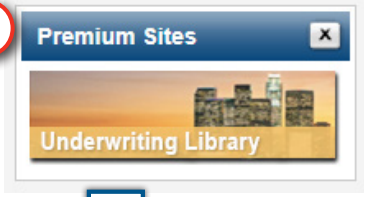


2

3

4

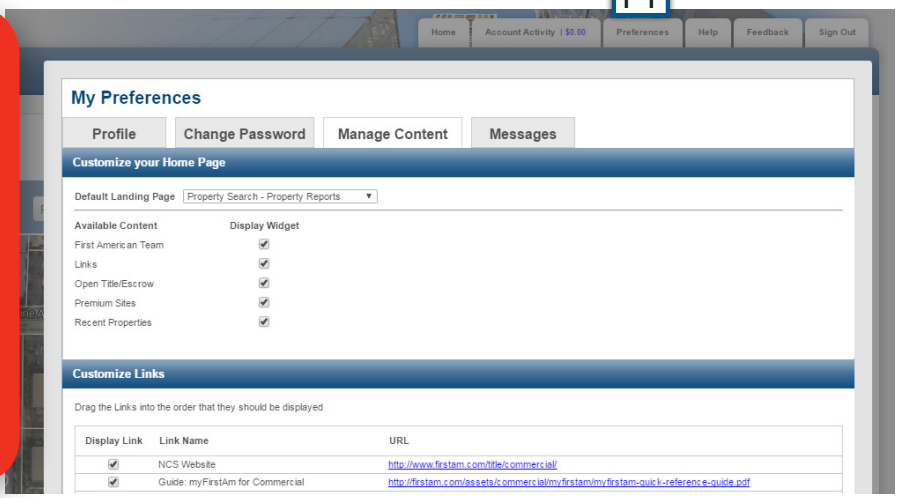
5



PT **Pro Tip:** Click ✕ to hide widgets.

Click the **Preferences** tab then **Manage Content** to restore widgets and adjust your default landing page and links.

PT



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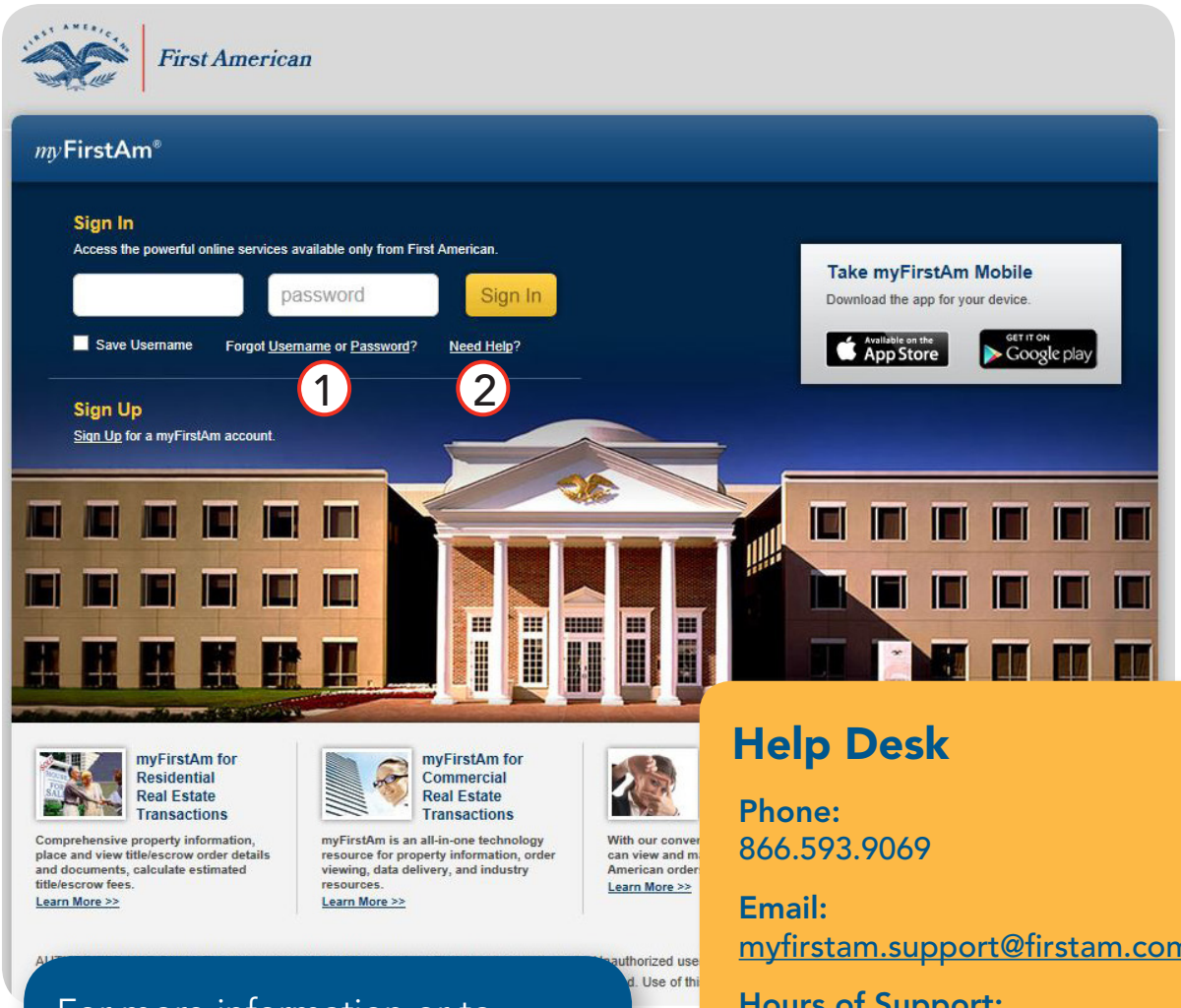
Support

1. Recover your **Username** and/or **Password** from the *my*FirstAm login screen.
2. Access additional troubleshooting information by clicking **Need Help?**



Help Desk

Phone:
866.593.9069

Email:
myfirstam.support@firstam.com

Hours of Support:
6:00 a.m. - 5:30 p.m. PST/PDT

For more information or to schedule a *my*FirstAm demo, contact your local First American sales representative.

First American Title™

NATIONAL COMMERCIAL SERVICES

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