

myFirstAm[®]

Quick Reference Guide



First American Title[™]
NATIONAL COMMERCIAL SERVICES

866.561.5047 ▾ www.firstam.com/ncs

Table of Contents

Introduction to myFirstAm®	Page 1
Property Search — Property Reports	Page 2
Locate Property Reports using Map Search powered by Google Maps	Page 2
View Property Details and Run Reports	Page 3
Report Delivery Options	Page 4
Property Search — Recorded Documents	Page 5
Locate Recorded Documents	Page 5
Farming — Map Farming	Page 6
Locate Properties by type/owner using interactive Google Maps	Page 6
Using Your Farm List	Page 7
Export Data or Create Labels	Page 7
View Orders — EaglePro®	Page 8
Locate EaglePro Orders	Page 9
View EaglePro Orders	Page 10
Delivery Options & Multi-Site Display	Page 11
View Orders — Title/Escrow	Page 12
Search and View Title/Escrow Orders	Page 12
Resource Center	Page 13
Widgets and Preferences	Page 14
Support	Page 15

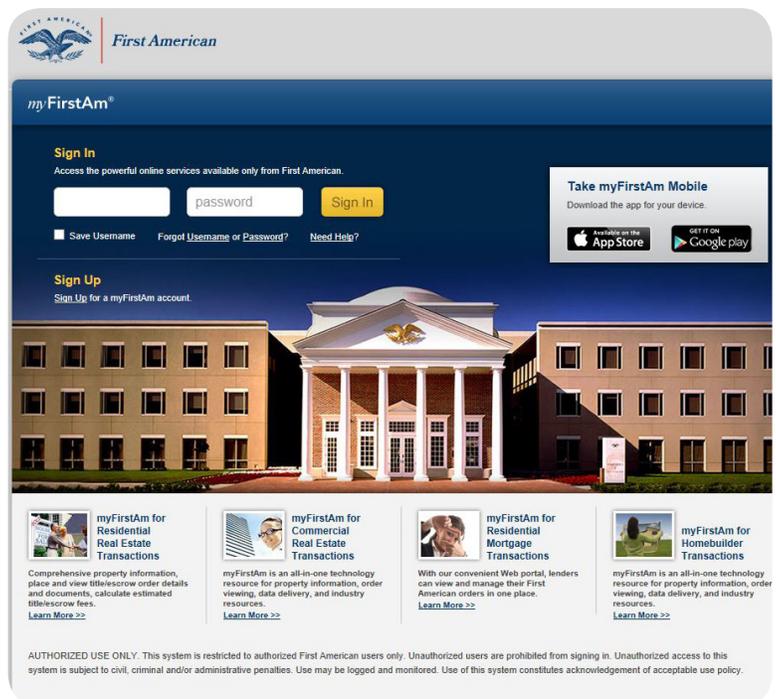
INTRODUCTION

myFirstAm® is First American's premier web application designed to provide customers with the most current order and property information available. With myFirstAm, 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.



www.myfirstam.com

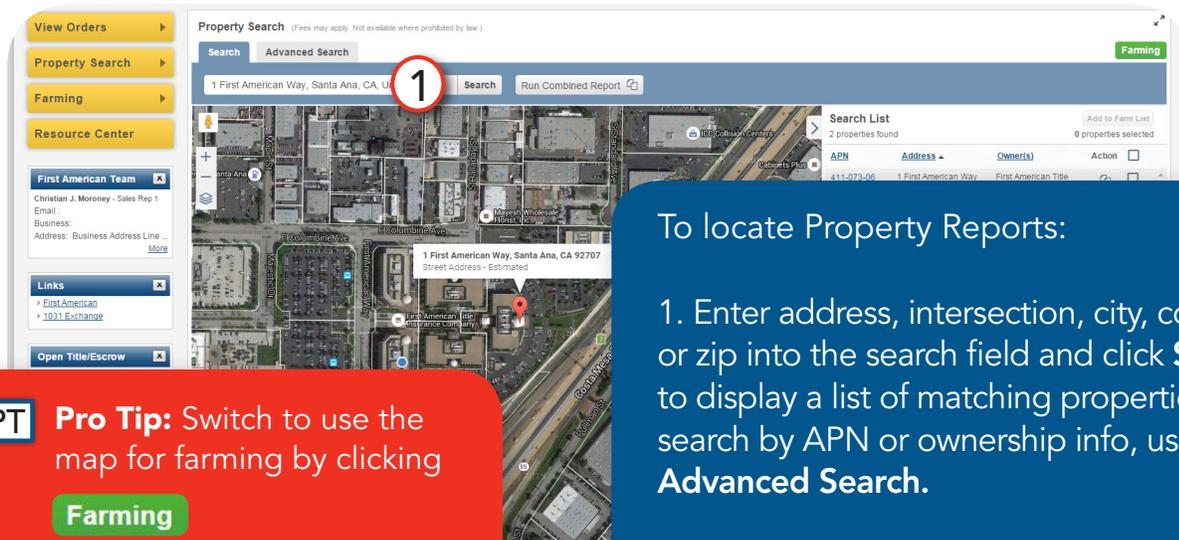
*Fees may apply. Not available where prohibited by law.

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.

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

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



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

Farming

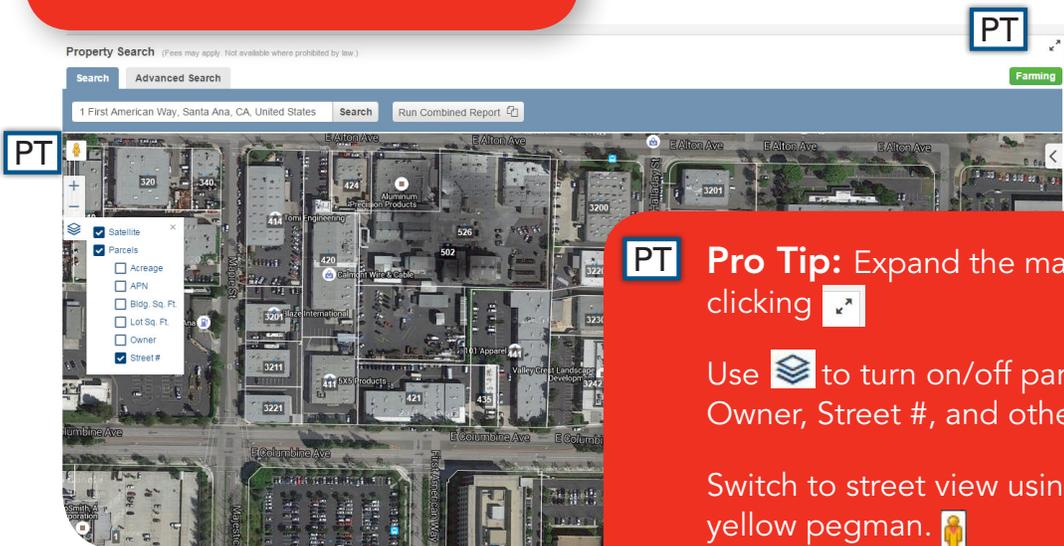
And switch back to Property Search by clicking

Property Search

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:** Expand the map to full screen by clicking 

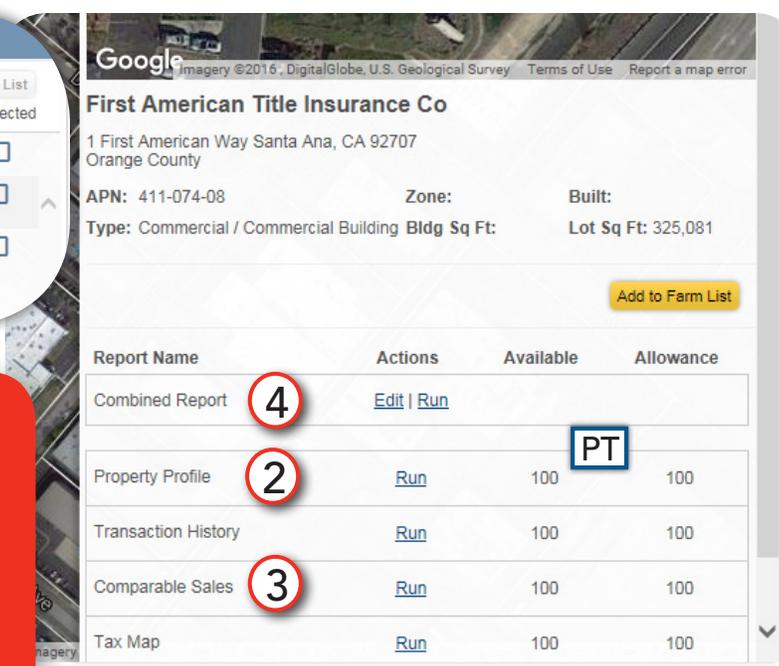
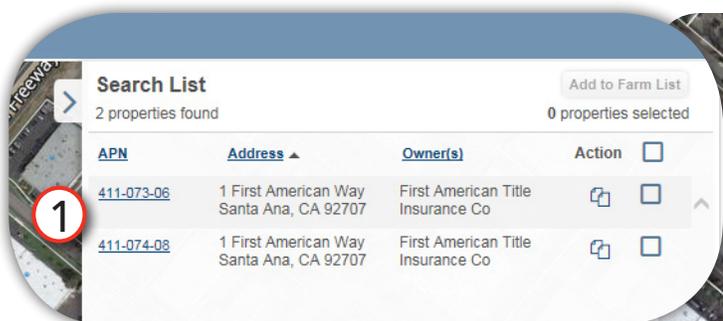
Use  to turn on/off parcel boundaries, APN, Owner, Street #, and other map layers.

Switch to street view using the Google Maps yellow pegman. 

*Fees may apply. Not available where prohibited by law.

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.

- After running the report, it displays on your screen for your review.
- 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 7

Print Report Email Report PDF Report

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 ML To Sely Mgn Bellevue-Redmond Rd Less Co Rd Plat Block: Plat Lot: 9		

Property Characteristics			
Use:	Store Building	Year Built / Eff. :	1966 / 1986
Zoning:	BRR3	Lot Size Ac / Sq Ft:	0.3375 / 14700
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
Sale Price:	\$895,000	1st Loan:	\$450,000
Doc No.:	0629-2689 6	Loan Type:	Conventional
Doc Type:	Warranty Deed	Transfer Date:	06/29/2007
Seller:	Doe, John J and Jane	Lender:	Washington First Int'l Bank

*\$/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 REPRESENT OR WARRANT THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE, COMPLETE, OR UP-TO-DATE. FIRST AMERICAN DOES NOT REPRESENT OR WARRANT THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE, COMPLETE, OR UP-TO-DATE. FIRST AMERICAN DOES NOT REPRESENT OR WARRANT THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE, COMPLETE, OR UP-TO-DATE. FIRST AMERICAN DOES NOT REPRESENT OR WARRANT THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE, COMPLETE, OR UP-TO-DATE.

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**.

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.

The screenshot shows a web interface for searching recorded documents. At the top, there is a tab labeled "Recorded Documents". Below this is a search form titled "Recorded Document Search". The form includes four input fields: "State *" (a dropdown menu), "County *" (a dropdown menu), "Document Number *" (a text input), and "Document Date *" (a text input). To the right of the form, there are two columns: "Available" with a value of "100" and "Allowance" with a value of "100". At the bottom right of the form, there are two buttons: "Clear" and "Submit" with a right-pointing arrow.

*Fees may apply. Not available where prohibited by law.

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.

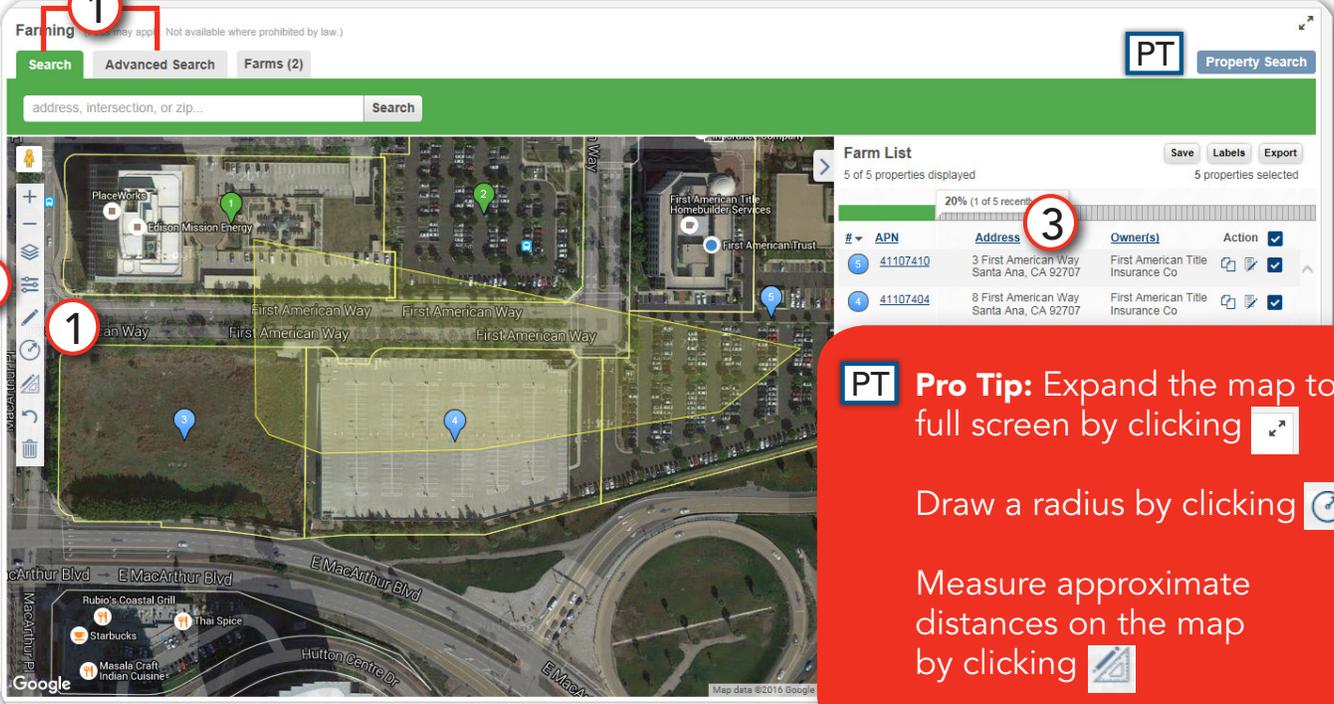
PT **Pro Tip:** Switch to use the map for property search by clicking

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.



1 address, intersection, or zip... Search

2 

3 **Farm List** 5 of 5 properties displayed

#	APN	Address	Owner(s)	Action
1	41107410	3 First American Way Santa Ana, CA 92707	First American Title Insurance Co	 
2	41107404	8 First American Way Santa Ana, CA 92707	First American Title Insurance Co	 

PT **Pro Tip:** Expand the map to full screen by clicking 
Draw a radius by clicking 
Measure approximate distances on the map by clicking 

*Fees may apply. Not available where prohibited by law.

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.

Order Labels Available: 99 Allowance: 100

Label Format
Avery 5160 (1" x 2.63"), 30 per page

Records to Include
 Owner Occupied
 Absentee Owner
 Non-Owner Occupied

Sort By
Street Name, Street Number

Close Email Report Generate Report

Export Farm Available: 99 Allowance: 100

Select a Report Type
 CSV (Excel)
 1 Line Report PDF
 3 Line Report PDF
 5 Line Report PDF

Sort By
Street Name, Street Number

Close Email Report Generate Report

Farm List Save Labels Export 11 properties displayed 11 properties selected

9% (1 of 11 recently sold)

#	APN	Address	Owner(s)	Action
11	41107411	5 First American Way Santa Ana, CA 92707	First American Title Insurance Co	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
10	41107410			<input type="checkbox"/> <input type="checkbox"/>
9	41107409			<input type="checkbox"/> <input type="checkbox"/>
8	41107408			<input checked="" type="checkbox"/> <input type="checkbox"/>
7	41107407			<input type="checkbox"/> <input type="checkbox"/>
6	41107406			<input type="checkbox"/> <input type="checkbox"/>
5	41107405			<input type="checkbox"/> <input type="checkbox"/>

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.

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 myFirstAm — 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.

The screenshot shows the myFirstAm.com dashboard. At the top left is the First American Title logo with the text "First American Title NATIONAL COMMERCIAL SERVICES". To the right are navigation links: Home, Account Activity | \$0.00, Preferences, Help, Feedback, and Sign Out. Below the navigation is a dark blue header with "myFirstAm" on the left and "welcome Christian Moroney" on the right. A left sidebar contains yellow buttons for "View Orders", "Property Search", "Farming", and "Resource Center", along with a "First American Team" dropdown menu showing "Christian J. Moroney - Sales Rep 1". The main content area is titled "EaglePro® Orders" and features a search form with fields for Customer Reference, FA Reference, Company, Development, Project, Start Report Date, and End Report Date. Below the form is a "Search" button. Underneath the search form are filter dropdowns for "State" and "County", and a "Results 1 to 10 (of 25)" indicator. A "Show/Hide Columns" link and pagination "1 | 2 | 3" are also present. A table displays one order with the following data:

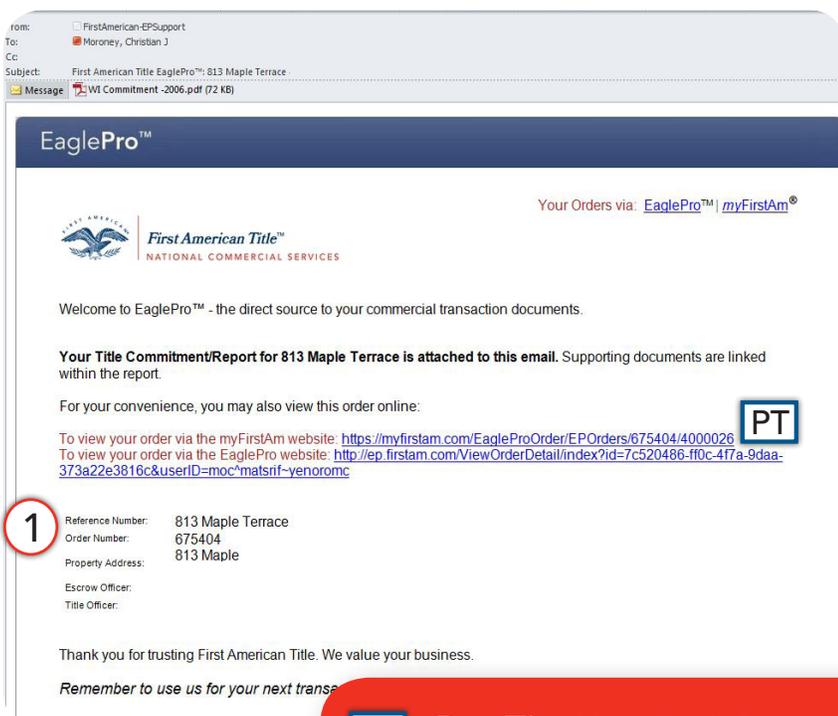
Customer Reference	FA Reference	Report Date	State	County	Actions
813 Maple	675404	02/02/2015	Wisconsin	Dane	Deliver

Your EaglePro email notification contains the reference numbers required to locate your EaglePro order in myFirstAm.

Customer Reference: 813 Maple
FA Reference: 675404
Company:
Development:
Project:
Start Report Date:
End Report Date:

Search

Filter: State County Results 1 to 1 (of 1) Show/Hide Columns



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 myFirstAm.

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.

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.

EaglePro® Orders

Customer Reference: FA Reference: Company: Development: Project: Start Report Date: End Report Date:

Search >

Filter: State County Results 1 to 10 (of 37) Show/Hide Columns 1 | 2 | 3 | 4

Customer Reference	FA Reference	Report Date	State	County	Actions
123 Training Drive	606538	01/22/2016	California	San Diego	Deliver
813 Maple Court	675404	12/16/2015	Wisconsin	Dane	Deliver
456 Arrowhead Lane	727623WA4	05/04/2015	Washington	KING	Deliver
244 Viking Sand	697194	01/30/2015	Minnesota	MURRAY	Deliver
755 Mountain View	709828	01/26/2015	California	Orange	Deliver
633 Spider Lane	629721	01/17/2015	Arizona	Cocoono	Deliver
444 Green Lantern	662444	12/31/2014	California	Orange	Deliver
522 Red Baron Ridge	694651-003	12/04/2014	California	Stanislaus	Deliver
PT + DCFA14 Multi-Site Project	684184	10/20/2014	Florida		Deliver
Green Way Property	LC0130316	10/18/2014	Indiana	KOSCIUSKO	Deliver

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.

American Title™

Order No: 675404 675404

Print Email Download as Combined PDF Download as Individual Docs Close

Selected file(s) Size: 137.50 KB

- Order No: 675404 675404
- Title Report
 - W1 Commitment -2006.PDF(67.98 KB)
- Exceptions
 - Exception_11_12_533974.TIF(72.43 KB)
 - Exception_13_1252240.TIF(69.52 KB)
- Vesting
 - Vesting_deed.TIF(34.31 KB)

Note: Email your PDF documents to a new maximum of 25 MB.
Multiple email addresses may be entered, but each address must be separated by a comma.

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.

VIEW ORDERS — TITLE/ESCROW

Your Title/Escrow order status and details are available real-time in myFirstAm — 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.

Title/Escrow Orders

Order # Last 20 orders

Filter: Open Results 1 to 7 (of 7) Show: 20 per page

Order #	Property Address	Type	Status	Order Date	Buyer/Seller
NCSMF4W1MA 1	123 First Am Terrace Any Town, WI	Title, Escrow	Open	06/12/2013	Saddleback Partners / Warren Enterprises
NCSMF4COL	123 First Am Terrace Any Town, CO	Title, Escrow	Open		
NCSMF4CASD	123 First Am Terrace Any Town, CA	Title, Escrow	Open		
NCSMF4CAR	123 First Am Terrace Any Town, CA	Title, Escrow	Open		
609965	CHRIS' TEST FILE Irvine, CA	Title, Escrow	Open		
606538	123 Training Drive San Diego, CA	Title, Escrow	Open		
382122	RANDI'S TEST FILE Yakima, WA	Title, Escrow	Open		

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

Order Details

123 Training Drive, San Diego CA

Order Details

Order Type:	Title/Escrow	Order Source:	
Order Date:	05/06/2013	Order #:	
Order Status:	Open	Customer Ref #:	123ABC

Officer Details

Title Officer:	Escrow Officer:
Email:	Email:
Office Phone:	Office Phone:
Office Address:	1 First American Way Santa Ana, CA 92707

Property & Transaction Information

APN #:	99-9999999	Transaction Type:	Sale w/Mortgage
Street Address:	123 Training Drive	Buyer(s):	TransAmerica Towers, Inc.
City/State/Zip:	San Diego, CA	Seller(s):	Mark Allen and Mary Allen
County:	San Diego	Vesting Info:	Mark Allen and Mary Allen, husband and wife as tenants in common and Golund Family Trust

Legal Desc: PARCEL ONE: Being an irregular shaped parcel of land, and also being a portion of the Juristac Grant 241 in Townships Eleven (11) and Twelve (12) South, Range Four (4) East, of the Mount Diablo Meridian, as patented on November 13, 1871, and bounded on the West Easterly of the Easterly right

Documents - EaglePro™ Orders

Cust Ref #	FA Ref #	Rpt. Date	State	County	Company	Development	Project	Actions
606538	606538	08/05/2013			2			Deliver

File Participants [View All](#)

Role	Name	Email	Office Phone	Office Address
Buyer	TransAmerica Towers, Inc.			
Buyer	Robert Smith		3	
Buyer	John Smith			

RESOURCE CENTER

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

Resource Center

Lecture Series



Webinars and presentations covering significant issues facing the industry today

State by State Guide



Laws and customs information throughout the nation

Endorsement Guide



Most commonly requested title insurance endorsements in the industry

Commercial Insight



Newsletter providing articles important to the commercial real estate industry

NCS Website



Learn about our products and services, resources and technology solutions

First American News



Learn more about how our changes are shaping the industry

White Papers



Access research papers covering relevant industry-related topics

Real Estate Glossary



Access terms and definitions commonly used across the nation

Due Diligence Services Guide



Collection of specialized services integral to commercial real estate transactions

Select **Resource Center** from the menu.

*Not all resources are available in all areas.

WIDGETS AND PREFERENCES

myFirstAm 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

Recent Properties

211 E COLUMBINE AVE
SANTA ANA, CA 92707

13833 CEDAR ST
TRONA, CA 93562

1 MACARTHUR PL #300
SANTA ANA, CA 92707

815 CATALINA AVE
SANTA ANA, CA 92706

5 FIRST AMERICAN WAY
SANTA ANA, CA 92707

[More](#)

2

Links

> [First American](#)

> [NCS Website](#)

> [Guide: myFirstAm for C...](#)

> [Video: myFirstAm for C...](#)

> [Video: Underwriting Li...](#)

[More](#)

4

First American Team

Christian J. Moroney - Sales Rep 1

Email :

Business:

[More](#)

3

Open Title/Escrow

Order #	Property Address
609965	CHRIS' TEST FILE Irvine, CA
606538	123 Training Drive San Diego, CA
382122	RANDI'S TEST FILE Yakima, WA
280088	RANDI'S TEST FILE Orange, CA

(Five most recent open orders shown)

5

Premium Sites

[Underwriting Library](#)

PT

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

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

Available Content	Display Widget
First American Team	<input checked="" type="checkbox"/>
Links	<input checked="" type="checkbox"/>
Open Title/Escrow	<input checked="" type="checkbox"/>
Premium Sites	<input checked="" type="checkbox"/>
Recent Properties	<input checked="" type="checkbox"/>

Display Link	Link Name	URL
<input checked="" type="checkbox"/>	NCS Website	http://www.firstam.com/title/commercial/
<input checked="" type="checkbox"/>	Guide: myFirstAm for Commercial	http://firstam.com/assets/commertial/myfirstam/quick-reference-guide.pdf

Support

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

The screenshot shows the myFirstAm.com login page. At the top left is the First American logo. Below it, the text "myFirstAm®" is displayed. The main heading is "Sign In" with the subtext "Access the powerful online services available only from First American." There are two input fields: one for the username (empty) and one for the password (containing the text "password"). To the right of the password field is a yellow "Sign In" button. Below the input fields are three links: "Save Username" (with a checkbox), "Forgot Username or Password?", and "Need Help?". A red circle with the number "1" is placed over the "Forgot Username or Password?" link, and a red circle with the number "2" is placed over the "Need Help?" link. To the right of the login area is a box titled "Take myFirstAm Mobile" with the text "Download the app for your device." and two buttons: "Available on the App Store" and "GET IT ON Google play". Below the login area is a large image of a classical building with columns. At the bottom of the page, there are three columns of promotional text for "myFirstAm for Residential Real Estate Transactions", "myFirstAm for Commercial Real Estate Transactions", and "myFirstAm for...".

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 myFirstAm demo, contact your local First American sales representative.



First American Title[™]
NATIONAL COMMERCIAL SERVICES
866.561.5047 ▼ www.firstam.com/ncs

First American Title Insurance Company, and the operating divisions thereof, make no express or implied warranty respecting the information presented and assume no responsibility for errors or omissions. First American, the eagle logo, First American Title, and firstam.com are registered trademarks or trademarks of First American Financial Corporation and/or its affiliates.

©2016 First American Financial Corporation and/or its affiliates. All rights reserved. NYSE: FAF