

How to Add a Service Provider

Step1: Go to the File Summary page of selected file.


Step 2: Either click on the **Order** in the Service “box” or click on the word **Services** from the top navigation bar.

Summary ■ Things To Do ■ Participants ■ **Services** ■ Messages ■ Documents ■ Data Forms ■ Activity Log

Summary

[Status Report](#) [Archive Report](#) [Import](#) [Admin](#) [Public Documents](#) [Messages: 0 new](#)

4402 EATON



Property Address: 4402 EATON, COLLEYVILLE, Tarrant County, TX 76034
Property Type: 1. Single Family
File Type: Residential
Status: Active
Phase: Pre Sale

Settlement/Escrow#: unknown
Title #: unknown
Target Close: unknown
MLS#: 10599351
Tracking ID: Not Assigned [Change](#)

Documents		Add
Date	Name	
7/20/2007	Seller's Disclosur...	

Participants		Add
Role / Name		
File Admin - Cocklin, Cindy	E-mail	
Phone: (214) 800-8443		
Home Inspection - Business, Joe	E-mail	
Listing Agent - Cocklin, Cindy	E-mail	
Phone: (214) 800-8443		
Listing Agent - Agent, Susie	E-mail	
Phone: (469) 362-1263		
Termite Inspection - Business, Joe	E-mail	

Things To Do (12)			Add
Name	Comments	Due Date	
Listing Agreement		7/20/2007	
MLS Print Out		7/20/2007	
Survey from Seller		7/25/2007	
Home Inspection		9/3/2007	
Order Appraisal		9/4/2007	
more...			

Services		Order
Service Type / Company Name		
Home Inspection, Incredible Inspections (Test V...		
Termite Inspection, Incredible Inspections (Test V...		

Step 3: If you click on the word **Order**:

- A pop up box will appear and you will choose the “Type of Service” that is needed

The screenshot shows a web browser window at <http://tm.marketlinx.com> with the title "Add Service - Select ...". A modal dialog box prompts the user to "Please select the Service type you want to add." A dropdown menu is open, listing various service types. The option "Title.Escrow" is selected and highlighted with a red arrow. The background form contains the following information:

[Import](#) [Admin](#) [Public Documents](#) [Messages: 0 new](#)
 arrant County, TX 76034
Settlement/Escrow#: unknown
Title #: unknown
Target Close: unknown
MLS#: 10599351
Tracking ID: Not Assigned [Change](#)

Documents

Date
7/20/2007

Participants

Role / Name	
File Admin - Cocklin, Cindy	E-mail
Phone: (214) 800-8443	
Home Inspection - Business, Joe	E-mail
Listing Agent - Cocklin, Cindy	E-mail
Phone: (214) 800-8443	
Listing Agent - Agent, Susie	E-mail
Phone: (469) 362-1263	
Termite Inspection - Business, Joe	E-mail

Things To Do (12)

Name	Comments	Due Date
Listing Agreement		7/20/2007
MLS Print Out		7/20/2007

Services

Service Type / Company Name	Order
Home Inspection, Incredible Inspections (Test V...	
Termite Inspection, Incredible Inspections (Test V...	

- If you chose the word **Services** the service screen will appear and you must click on **Order Service**.

NTREIS Transactions - Services - Microsoft Internet Explorer

http://tm.marketlinx.com - Add Service - Select ...

Please select the Service type you want to add.

Select a Service Type...

- Select a Service Type...
- Appraisal
- Escrow
- Hazard Insurance
- Home Inspection
- Home Warranty
- Lender
- Marketing Material
- Moving Service
- Residential Maintenance
- Seller's Attorney
- Structural Engineer
- Survey
- Termite Inspection
- Title
- Title, Escrow

Home | My files | Search Office/User | Settings | Help | Log Off

Participants ■ Services ■ Messages ■ Documents ■ Data Forms ■ Activity Log

Services

4402 EATON

Order No.	Vendor Order No.	Service	Office	Provider	Status	Order Details
48691		Home Inspection	Incredible Inspections (Test Vendor)	Business, Joe	Canceled	View Details
49801		Termite Inspection	Incredible Inspections (Test Vendor)	Business, Joe	Awaiting Acceptance	View Details

[Order Service](#)

Services to Order (Select any To Do Item to view its details)

To Do Item	Due Date	
Order Appraisal	Past Due: 9/4/2007	Order Now
Home Inspection	Past Due: 9/3/2007	Order Now

Step 4: If the service provider is among your favorites you may select one. If not click on **Show More Providers**.

Service Provider: My Favorites for Title, Escrow

The following are your favorites for the Service you are ordering. These favorite(s) do business in the location requested. Select a favorite from the list, or click Show More to see a list of offices that offers the Title, Escrow service.

[Show More Providers](#)


Photo	Name	Office	Action
	Business, Joe	Incredible Inspections (Test Vendor) 1950 Stemmons Freeway Suite 3018 Dallas, TX 75207	select
	Cocklin, Cindy	Cindy`s Title Company (Test Vendor) 1950 Stemmons Freeway Suite 3018 Dallas, TX 75207	select
	Cocklin, Cindy	testing vendor-Dallas 1950 Stemmons Freeway Ste 318 Dallas, TX 75207	select
	Francis, Patience	Republic Title - Corporate Office 2701 W. Plano Parkway Suite 300 Plano, TX 75075	select
	Ricardo, Lucy	Cindy`s Title Company (Test Vendor) 1950 Stemmons Freeway Suite 3018 Dallas, TX 75207	select
	vendor, test (Title)	Incredible Inspections (Test Vendor) 1950 Stemmons Freeway Suite 3018 Dallas, TX 75207	select

Step 5: To do a quick search either by office or contact's name, click on **Refine Search**.

Service Provider: Office List for Title, Escrow

The following offices perform the service you requested. Click on **"Show Office Roster"** to view Users that belong to the Office.

Company	Office	Network	Address	Action
Access National Settlement Services	Access National Settlement Services		1255 West 15th Street Suite 450 Plano, TX 75075	Show Office Roster
ALAMO TITLE	Alamo Title - Southlake		200 E. Southlake Blvd, Ste 10 Southlake, TX 76092	Show Office Roster
ALAMO TITLE	Alamo Title- Debbie Ln Mansfield		26 E Debbie Ln Mansfield, TX 76063	Show Office Roster
Alamo Title	Alamo Title--Colleyville		4908 Colleyville Blvd. Suite 306 Colleyville, TX 76034	Show Office Roster
Alamo Title	Alamo Title--Weatherford		1905 Martin Dr Weatherford, TX 76086	Show Office Roster
Alamo Title	Alamo Title--Westside		6115 Camp Bowie Blvd. Suite 240 Fort Worth, TX 76116	Show Office Roster
Alamo Title Company	Alamo Title -Ft Worth- Ridglea		6300 Ridglea Place Suite 509 Fort Worth, TX 76116	Show Office Roster
Alamo Title Company	Alamo Title--Arlington		2827 W Park Row Arlington, TX 76013	Show Office Roster
Alamo Title Company	Alamo Title--Dallas		17855 Dallas Pkwy Suite 195 Dallas, TX 75287	Show Office Roster
Alamo Title Company	Alamo Title--Green Oaks		4381 Green Oaks Suite 101 Arlington, TX 76016	Show Office Roster
Results: 1 to 10 of 201		Page: 1 2 3 4 5 6 7 8 9 10 >> next		

 [Refine Search](#)

Search Service Provider

Use this screen to search and retrieve offices and users. Enter the Search Criteria to locate the Office and User.

* Required fields must have a minimum of 2 characters

Search Type

Service Provider Type: **Title, Escrow**

Search Method: Begins With Exact Match Contains

Office Search Criteria

Office or Branch Name: *

Office City:

Office State: *

Service Area State:

Service Area County:

User Search Criteria

Office or Branch Name: *

User First Name: *

User Last Name: *

Office City:

Office State: *

Service Area State:

Service Area County:

(Either the Users First or Last Name is Required)

- If the company or contact person is not found in this search, your service provider has not been entered into the system.

[Home](#) | [My files](#) | [Search Office/User](#)

[Summary](#) ■ [Things To Do](#) ■ [Participants](#) ■ [Services](#) ■ [Messages](#) ■ [Document](#)

Service Provider: Office List for Title, Escrow

There were no matches. Please try again.

[Refine Search](#)

[Enroll New Office](#)



- Click on the **Enroll New Office**, fill in the information required and submit your service provider. The request will be processed and added with a notification sent to the requesting agent so the service provider may be added to your favorites.
- Be sure to include email addresses, contact information and names for the company to be added.

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Enrollment Request: Service Provider

This form is designed to enroll new Service Providers to NTREIS Transactions by creating a new company/office and subsequently a new user for the office. Please provide the information on the enrollment form as to how it should appear in the system. When you have finished entering Office and User information, select the 'Submit' button to finalize your request.

Company/Office		* = Required Fields
Co-Brand Name:	NTREIS Transactions	
*Parent Company:	<input checked="" type="radio"/> Choose existing company <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">- Select from list -</div> <input type="radio"/> Enter a new company <input style="width: 150px;" type="text"/>	
	Example: Parent Company Name = Gold Pest Control - Santa Ana Branch Name = Gold Pest Control - Santa Ana	
*Office or Branch Name:	<input style="width: 150px;" type="text"/> Please enter your Office or Branch name in area above as you would like it to appear in our directory.	
*Participant Type:	Title, Escrow	
Office E-Mail:	<input style="width: 150px;" type="text"/>	
*Address1:	<input style="width: 150px;" type="text"/>	
Address2:	<input style="width: 150px;" type="text"/>	
*City:	<input style="width: 150px;" type="text"/>	
*State:	Select State... <input style="width: 20px;" type="text"/>	
*Zip Code:	<input style="width: 30px;" type="text"/> - <input style="width: 30px;" type="text"/>	
*Primary Phone:	(<input style="width: 20px;" type="text"/>) <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Ext. # <input style="width: 20px;" type="text"/>	
Secondary Phone:	(<input style="width: 20px;" type="text"/>) <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Ext. # <input style="width: 20px;" type="text"/>	
Fax Number:	(<input style="width: 20px;" type="text"/>) <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Ext. # <input style="width: 20px;" type="text"/>	
User		
*First Name:	<input style="width: 150px;" type="text"/>	
Middle Name:	<input style="width: 150px;" type="text"/>	
*Last Name:	<input style="width: 150px;" type="text"/>	
E-Mail:	<input style="width: 150px;" type="text"/>	