How to invite the Client To start the Fast Connect process
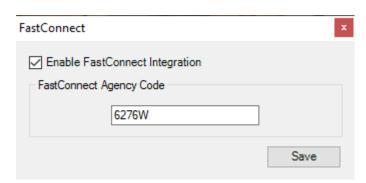
You are best to decide when the client should start the on-boarding, it could be when file becomes unconditional, settlement has been booked or some other criteria that you feel is best for your client.

Under the main menu Communications, to the right of Stewart Title, you will see the Fast Connect option.
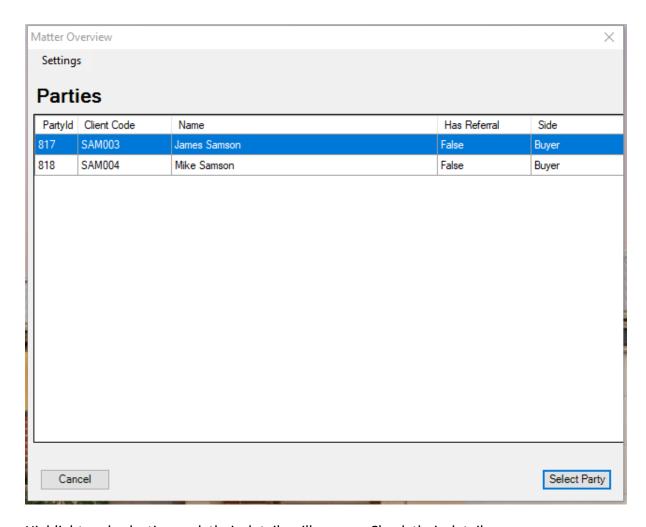

Registration

If this is the first time that you have used this facility, then you are required to enter you Fast Connect Agency Code. On the top left select the **Settings** option and tick to enable fast Connection Integration. Then enter your agency code that you can obtain from Fast Connect.
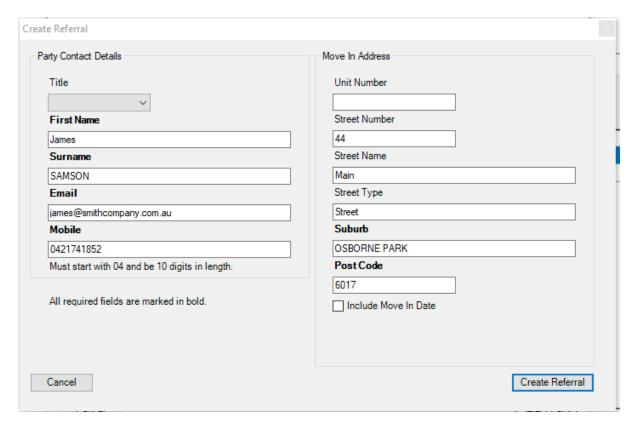

Upon **Save** a disclaimer will be presented to you that you should read before using this facility
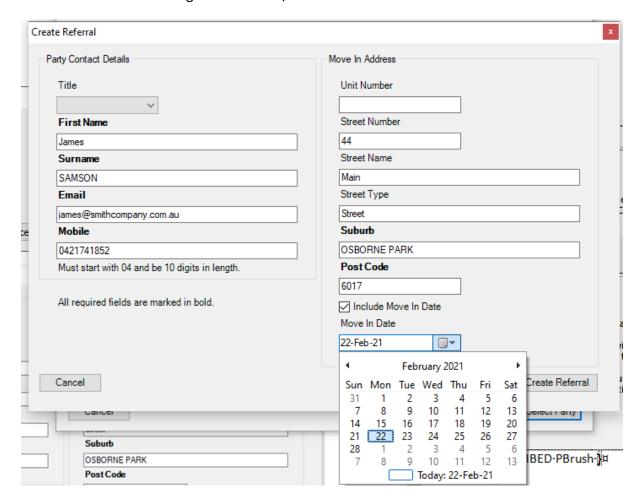
Invite parties

A list of all the parties that you are acting for will appear.

Highlight and selection and their details will appear. Check their details.

You can include and change the move in/out date.

Upon pressing **Create Referral** a disclaimer will appear

Once you accepted, the party contact details and either the Move In or Move Out details will be sent to Fast Connect who will send to them a SMS and email