

Tip Sheet: How to Register on the CiraNet Closing Portal

The CiraNet Closing Portal is a specialized online portal available to registered title agencies, closing agents, mortgage lenders, attorneys, realtors and tax service agents to request and electronically receive disclosures and documents in order to process a planned property sale ("conveyance") or refinance of a property in a community association managed using the CiraConnect Platform.

Anyone may create an account on the CiraNet Closing Portal as long as they have a valid email address.

Note: The same email address may not be used to access both the Closing Portal and the Board or Resident Portals. If a board member or resident is also a closing agent, he should use his personal email for the Board and Resident Portals and his work email for the Closing Portal.

The steps for registering on the Closing Portal are described below.

Start: 1

1. Create a User Account (Username and Password) 2

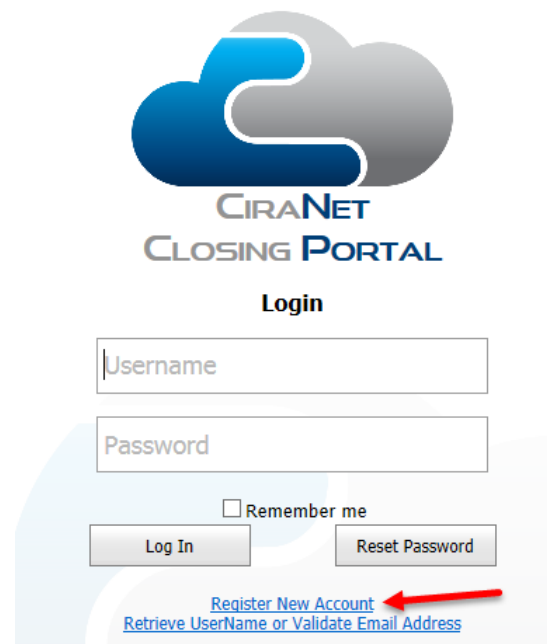
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Start:


Go to www.ciranet.com/closingportal and click on "Register New Account"



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1. Create a User Account (Username and Password)

Enter the information requested in the following screen:



CLOSING PORTAL

Registration Step 1: Create User Account

User Name:

Password:

Confirm Password:

E-mail:

Confirm E-mail:

Security Question: ▼

Security Answer:

Then click "Create User." When you complete this step, you will see a message informing you that the account was successfully created, and to check your email for a validation link:

Registration Step 1: Create User Account

Your account has been successfully created and a confirmation email has been sent to you to activate the account. Please be aware that your Spam Protection may incorrectly identify the Activation Email as spam.

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2. Validate Your Email Address

The system sends an email similar to the one below to the email address you entered. The email contains the username, password, and a **link that must be clicked** to validate the new account.

Note: Many problems with registration can be traced to failure to either receive the email at all or to click the link. If you do not see the email within a minute or so of registering, check your junk mail folder.

CiraConnect Portal Registration

Inbox x



do-not-reply@ciramail.com

to me ▾

This is an automated email notification. Please do not reply to this email. To submit another request, please go to the Closing Portal. To ask a question or contact us otherwise, please email us at processing@CiraMail.com. Thank you.

Registration Step 2: Follow The Link to Activate User Account

Your username is [REDACTED]

Your password is [REDACTED]

<http://www.ciragnet.com/ClosingPortal/Login/ValidateUser.aspx?>

Processing Services Group

CiraConnect

To validate the email address, access the email shown above and click on the link. This brings you back to CiraNet.com. Continue to Step 3.

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3. Activate User Account (Select Location ID)

In this step, the title agent must select a Location ID. This is a unique ID created for each title company office. Any title agent that logs in may access records from any other agent *in that same office*. This facilitates office collaboration in case the person who requested the documents is away.

If you do not know the Location ID, click the link just above the information fields.

Registration Step 3: Activate User Account

Congratulations. You are almost done.

You have completed Step 1 where you created a User Account.

You have completed Step 2 where you validated your Email Address.

Now, in Step 3, you must activate your User Account.

Activating Your User Account

In order to proceed with activating your User Account, you must know your Location ID.

- If you know your unique Location ID, please fill in the information below
- If you do not know your unique Location ID, please [click here](#)

Location ID:

First Name:

3a. If the location has already been entered, it will appear in the drop down list.

Location ID

If you are unable to find your Location in the dropdown below, then [click here](#) to register a new location

Please select your company/location:

Select Location

- A & H Appraisal Services**
Denver CO / 700 Colorado Blvd # 185
- A + Plus Premier Title**
Orlando FL / 605 E Robinson St Ste 650
- A and N Mortgage Services, Inc.**

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Select the correct address and then click on the words "Click Here" to continue.

Location ID

The following colleagues have already registered for this location. To register yourself for the same location please use the Location ID shown below.

Location ID: 9242cfb28b

Karen Salmon	ksalmon@
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Write down the Location ID shown above and then [Click Here](#).

If you must come back later, when you are ready log in to the Closing Portal using your User ID and User Password, and follow the steps.

When you return to the Location entry form, the Location ID will be auto-populated.

your Location ID.

- If you know your unique Location ID, please fill in the information below
- If you do not know your unique Location ID, please [click here](#)

Location ID:

First Name:

Last Name:

Work Phone:

Cell Phone:

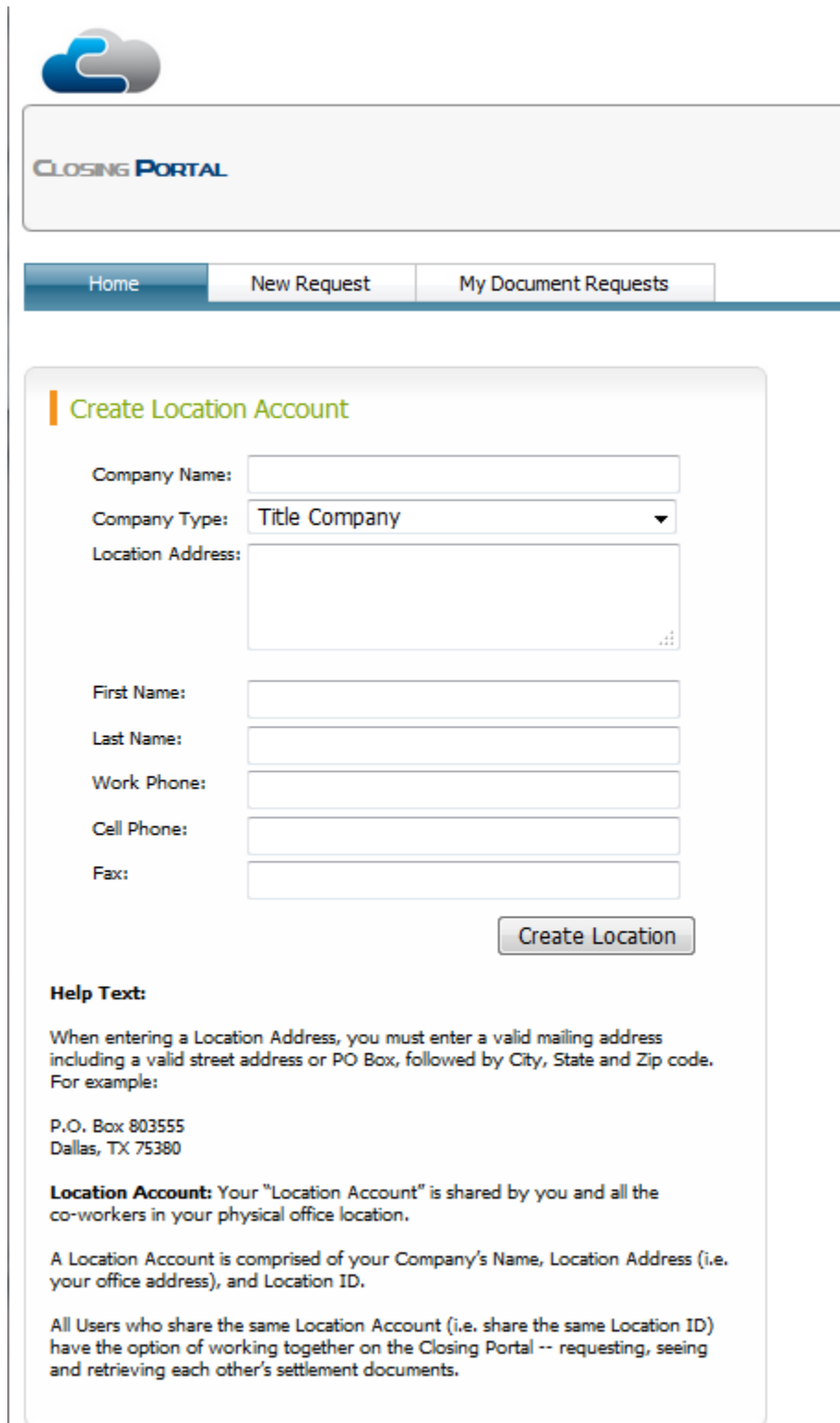
Fill in the remaining fields and click "Save Information" to complete the registration request.

3b. If the location has NOT been entered, click the link to register a new location. This brings you to the Create Location Account screen. Enter all the information.

Note: All phone numbers must be entered in (999)999-9999 format. For any number that does not apply, you may enter all 9's as above.

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Click "Create Location" to register your Location ID and complete the registration.



The screenshot shows the CiraNet Closing Portal interface. At the top left is a logo consisting of two interlocking blue and grey shapes. Below the logo is a grey header bar with the text "CLOSING PORTAL" in blue. Underneath the header is a navigation bar with three buttons: "Home" (highlighted in blue), "New Request", and "My Document Requests". The main content area is titled "Create Location Account" in green. It contains several input fields: "Company Name" (text box), "Company Type" (dropdown menu with "Title Company" selected), "Location Address" (text box with a small grid icon at the bottom right), "First Name" (text box), "Last Name" (text box), "Work Phone" (text box), "Cell Phone" (text box), and "Fax" (text box). A "Create Location" button is positioned at the bottom right of the form. Below the form is a "Help Text" section with the following content:

Help Text:

When entering a Location Address, you must enter a valid mailing address including a valid street address or PO Box, followed by City, State and Zip code. For example:

P.O. Box 803555
Dallas, TX 75380

Location Account: Your "Location Account" is shared by you and all the co-workers in your physical office location.

A Location Account is comprised of your Company's Name, Location Address (i.e. your office address), and Location ID.

All Users who share the same Location Account (i.e. share the same Location ID) have the option of working together on the Closing Portal -- requesting, seeing and retrieving each other's settlement documents.

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If you enter an address that already exists in the system, or if you enter the phone number in an invalid format, you may encounter one of the following errors:

Error Message	Solution
"This address has already been registered."	The address has already been entered in the system. Go back to the drop-down list and pick the address from the list
"Invalid (xxx)xxx-xxxx"	Enter the phone number in the format (999) 999-9999.

An email is also sent to confirm the new location request.

4. Receive Location Approval

Your account will be verified by CiraConnect staff over the next 24 hours, not including weekends. Once your account has been verified, you will receive a confirmation email. You will then be able to log in and order by clicking on "New Request" at the top of the page.