MTC
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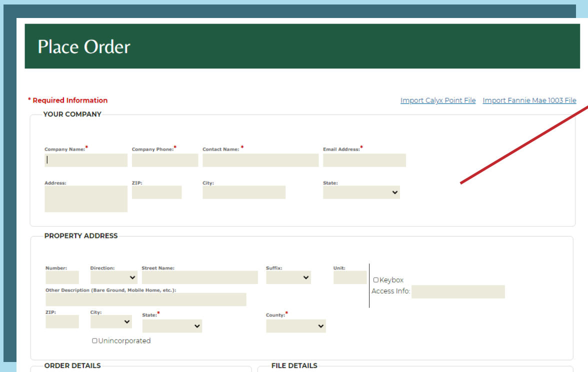
Placing An Order In BYPASS

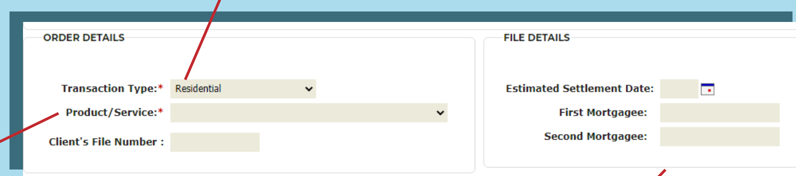
August 2020

1. Go to www.MeridianTitle.com
2. Click Access Your Files tab in upper right hand corner, enter your login credentials
   (Orders can be placed without logging into BYPASS, select Place An Order from one of the many locations on the site)
3. Click Place Order tab
4. Select Client – This option only shows for people set up to place orders for others, such as office coordinators. If you do not order for anyone else, the Client will default to your name



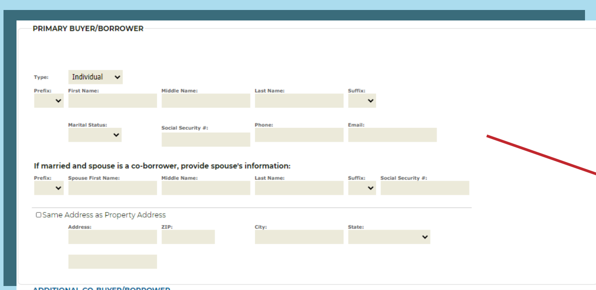
5. *Enter Property information. Either STREET address or a DESCRIPTION is required, as well as the State and County. When you enter the zip code, the City/State/County will auto-populate.*

6. *Select Transaction Type from the drop-down list. This will dictate the required information fields for your order.*



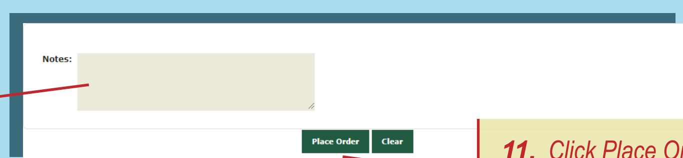
7. *Select Product/Service type from the drop-down list. The options will be based on your Transaction Type selection.*

8. *On the right side of the screen, you will see fields for File Details. Enter as much information as you have available.*



9. *Enter information for Listing Agent, Selling Agent, Lender, Buyer/Borrower information (when available/applicable), and Seller information (when available/applicable). Depending on the Transaction Type you selected, either the Buyer/Borrower or the Seller information will be required.*

10. *Add any additional information you may have in the Notes section.*



11. *Click Place Order button.*

12. Notification will appear on screen that Order has been successfully submitted.
    File Details will also display to include the File Number.
13. Links are provided for allowing additional transaction activity:
    - *File Summary will take you to the Summary page for the file*
    - *Attach a Document - transaction related documents can be uploaded directly from the site*
    - *Send a Note allows Partner to provide additional information or make inquiry about transaction*
    - *Recent Files allows Partner quick access to last 10 files added to BYPASS*
    - *Place Another Order - Thank YOU in advance for placing another order!*

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