



To place an order follow the steps listed here:

1. **Home Page:** Sign into your “escrow” account on www.homewisedocs.com by entering your username and password in the sign-in box. The first time you use the site you will need to create a username and password by clicking the **SignUp** tab.
2. **User Center:** Click the **Place New Order** button on the left hand side of the page.
3. **Find Association:** Search for your association by either entering the property address or the association name, city and state. Be sure to click the correct “search type”. Select the Transaction Type and click the **Search** button. Click on the association name at the top to continue to the next page.
4. **Start Your Order:** Select the items you wish to order and click **Continue**.
5. **Order Information:** Enter Seller and Buyer information, estimated closing date, etc. and click **Continue**.
6. **Delivery & Payment:** Select any additional services, enter payment information and hit **Continue**.
7. **Review & Place Order:** Review the order and click the **Place Order** button.